



**MEETING MINUTES
CITIZEN INVOLVEMENT COMMISSION (CIC)
Wednesday October 13, 2021, 5:30 p.m.
Remote Participation**

1. Call to Order

Chair Kolar called the meeting to order at 5:37 p.m.

2. Roll Call

Present: Commissioners Jill Eid and Curtis Lott, and Chair Greg Kolar

Absent: Commissioner Rebecca O'Brien

Also present: Deputy Village Clerk Linda DeViller

Deputy Village Clerk DeViller read into the record a statement that the Village President has determined that an in-person public hearing is not practical or prudent due to the COVID-19 outbreak during Governor Pritzker's current disaster proclamation. It is also not feasible to have a person present at the public hearing due to the safety concern related to the COVID-19 outbreak.

3. Approval of Agenda

It was moved by Commissioner Eid and seconded by Commissioner Lott to approve the agenda as presented. A roll call was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Eid, Lott and Chair Kolar.

Nays: None

Absent: Commissioner O'Brien

4. Approval of meeting minutes from September 30, 2021

It was moved by Commissioner Lott and seconded by Commissioner Eid to approve the agenda. A roll call was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Eid, Lott and Chair Kolar.

Nays: None

Absent: Commissioner O'Brien

5. Public Comment: There was no public comment.

6. New Business:

a) Applicant Interviews

• **AnnMarie Kill – Citizen Involvement Commission**

Annemarie Kill is an attorney who is interested in diversity-related issues both personally and professionally. She has experience in recruitment for other boards and committees and has been involved in many diversity-related initiatives through the Illinois State Bar Association. She looks forward to bringing her recruiting experience to the CIC to help bring more diversity to the commissions.

- **Dr. Judy Carter – Board of Health**

Dr. Judy Carter is a recently retired physician and endocrinologist who worked at Rush Oak Park Hospital. She looks forward to bringing her professional experience and background to the Board of Health to benefit the community.

b) Work Plan Review

Chair Kolar opened discussion for the 2022 Work Plan. Chair Kolar recommended refining the recruitment process and to better define the needs of the commissions.

Commissioner Eid addressed the need for a firmer process for the CIC Chair liaison program – this could be worded as “Establish a committee liaison process that includes a Chair liaison program, orientation for new commission members, and identification of commission needs”.

Commission Lott recommended creating an onboarding process for new commissioners to outline the expectations for the new volunteers. This could help with recruitment efforts.

The Commissioners and Chair agreed to create a new onboarding process and determining what that outcome measurement would be, which would fall under Commission Support.

Chair Kolar suggested to review and refine the volunteer application process as some components may be unnecessary – this could fall under volunteer recruitment. The outcome could be to increase candidate applications.

Commissioner Eid suggested to have commission member information online somewhere as a form of volunteer recognition as well as a recruitment tool.

Chair Kolar responded that the Clerk’s office is currently working to add this module to the Village’s Granicus system which would enable this type of visibility for commission information on our website.

Commissioner Eid commented the term expiration reports that were provided will be beneficial to the CIC commission liaisons so they can work with the Chairs to fill any upcoming vacancies.

Commissioner Lott recommended sharing the expiration reports with the commission Chairs as well.

Chair Kolar asked for consensus on conducting exit interviews with retiring members and if that was something they wanted to keep in the work plan.

Commissioner Eid recommended holding off a year since they have not established an onboarding process yet. Commission Lott and Chair Kolar agreed to remove that item for 2022 and reexamine it for 2023.

Commissioner Lott recommended keeping the annual volunteer appreciation event as it is important to recognize the work of the volunteers.

Commissioner Eid requested clarification on if the outcomes can be updated once they have identified the projects.

Chair Kolar responded yes.

c) Reports

- **Vacancy Report:** This was tabled.
- **Commission Liaison Assignments and Reports:** This was tabled.

d) Applicant Discussion

Commissioner Eid moved to recommend the applicants from this evening for their respective commissions, and Commissioner Lott seconded the motion. A roll call was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Eid, Lott and Chair Kolar.

Nayes: None

Absent: Commissioner O'Brien

7. Old Business: This was tabled.

8. Adjourn

It was moved by Commissioner Eid, seconded by Commissioner Lott, to adjourn the meeting. A roll call vote was taken at 6:35 PM. The roll call was as follows:

Ayes: Commissioners Eid, Lott and Chair Kolar.

Nayes: None

Absent: Commissioners O'Brien

NEXT MEETING: November 3, 2021

Respectfully Submitted,

Linda DeViller, Deputy Village Clerk