



Meeting Date: October 13, 2020

To: President Bielinski and Village Board of Trustees

From: Village Board Administration Committee
Trustee Kathy Dodd, Chair
Trustee Peter Barrow
Trustee Dan Sullivan

Subject: Final Report- Boards and Commissions Review

Background

On June 23, 2020, the Village Board referred to the Administration Committee a comprehensive review of the Village's boards and commissions. Subsequently, the Committee held four public meetings (conducted remotely due to the Governor's ongoing disaster declaration) and solicited public feedback at each step of the review process to help inform the Committee's final recommendations.

The Committee is making a number of recommendations which are listed below and discussed in greater detail in this memorandum. Items marked with an asterisk will require an amendment to the Village Code:

- Create a broad statement which applies to all boards and commissions that articulates the Village Board's objective to have boards and commissions that represent a diverse mix of residents (page 2)
- New functions of the Housing Commission* (page 3)
- New mission and purpose of the Human Relations Commission (HRC)* (page 3)
- Membership changes*(page 5)
 - Increase membership on the Housing Commission from five to seven
 - Decrease membership on the Historic Preservation Commission from nine to seven
 - Include two students on the Human Relations Commission as part of the nine members
 - Stagger the initial term lengths for new appointments to the Housing and Human Relations Commissions so the terms do not expire at the same time
 - Adopt preferred backgrounds/experience for all boards and commissions
- Conduct training and orientation for board and commission members (page 9)

- Adjustments to the appointment and selection process of new members to improve transparency and enhance communications with the community (page 9)
 - Additional recommendation of one-time process for fulfillment of Housing and Human Relations vacancies
- Miscellaneous changes which include (page 11):
 - Prepare annual reports, including goals for the next year, developed by the Housing, Human Relations, Historic Preservation, and Environment & Energy Commissions*
 - Enhance recognition efforts for board and commission members

Diversity Statement

An important component of the Committee's discussions and resident comments were focused on ensuring, to the greatest extent possible, a well-qualified and diverse pool of board and commission members which reflects the diversity of the community. To that end, the Committee felt it important that the Village Board craft a statement to demonstrate its commitment to diversity and inclusivity in regards to boards and commissions. Such a statement would be posted to the boards and commissions page of the Village website and on the Talent Bank Questionnaire (TBQ) form and help guide the selection process. A draft statement is below for the Board's consideration:

- The Village is committed to seeking to fill its boards and commissions with a diverse mix of residents which includes, but is not limited to, different races, ethnicities, religions, genders, sexual orientations, ages, and socio-economic differences.

Housing Commission

The Committee reviewed the purpose of the Housing Commission as provided in the Village Code:

to present to the President and Board of Trustees recommendations for the alleviation of the shortage of decent, safe and reasonably affordable housing for the elderly and low and moderate income persons, including, but not limited to, the study and development of housing alternatives and housing requirements in the village. Thereafter, the commission shall periodically review and update its recommendations with respect to any recommendations made to the President and Board of Trustees.

In reviewing the purposes of Housing Commissions in nearby communities (see Attachment #1), the Village's existing purpose is generally consistent with those such as Highland Park and Evanston and the Committee determined that the purpose as currently drafted is appropriate.

To ensure a Housing Commission that supports the Village's ongoing efforts related to affordable housing and provides continuous value to the Village Board's deliberations and to the community at-large, the Committee is recommending that new responsibilities be assigned to the Commission. Recognizing that there are limits in how much work the Housing Commission and Village staff can manage at any given time, it should be understood that not all of the functions listed below can be taken up by the Commission immediately. The functions below are generally listed in the order the Committee believes the Commission should begin its work with the caveat that the Commission may recommend advancing or deferring items upon the approval of the Village Board:

- Assist in the review of the Housing Chapter of the Comprehensive Plan and subsequent review of the Village's Affordable Housing Plan as directed by the Village Board
- Work with and monitor Community Partners for Affordable Housing's (CPAH) community land trust related to the Optima development (and any future land trust related projects)
- Conduct public education regarding the fair housing regulations
- Conduct a housing needs assessment as directed by the Village Board
- Receive an annual presentation from Village Staff regarding Housing Our Own-Wilmette's housing assistance rental and property tax subsidy programs
- Monitor sales at the Village Green Atrium to ensure units remain affordable; make recommendations to the Village Board should units sell at prices deemed not affordable
- Research methods to preserve existing affordable housing units
- Research methods on how to increase the number of affordable housing units in concert with the Village's Affordable Housing Plan
- Research methods and policies to encourage developers to include affordable units in new multi-family buildings in concert with the Village's Affordable Housing Plan
- Review with Village staff the Illinois Housing Development Authority's publication of updated affordable housing statistics in Wilmette
- Submit an annual report to the Village Board Administration Committee regarding the Commission's goals, accomplishments, activities, etc.

Human Relations Commission

The Administration Committee conducted a comprehensive review of the Human Relations Commission purpose which included reviewing similar commissions in nearby communities, U.S. Department of Justice guidelines for human relations commissions and recommendations from residents and staff. Ultimately, the Commission is recommending a new mission statement as follows:

The Human Relations Commission shall be an advisory body to the Village Board and its Boards and Commissions, and its mission shall be to foster and promote an inclusive community where all racial, ethnic, gender, religious, sexual orientation and cultural backgrounds feel safe and

welcomed. The Human Relations Commission shall also promote increased participation in all aspects of community life and a sense of shared community among all residents.

There was discussion amongst the Committee as to whether the above mission should identify the HRC's work as an 'advisory' or 'recommending' body to the Village Board. While the Committee ultimately is recommending the above language which is consistent with the Environment and Energy Commission's mission as stated in the Village Code, Trustee Sullivan expressed concern that the boards and commissions work at the direction of the Village Board and as such, the HRC should be presenting its recommendations to the Village Board for consideration prior to moving forward with specific initiatives. Alternative language the Village Board could consider would be:

The Human Relations Commission shall present to the Village Board and Village staff recommendations to foster and promote an inclusive community where all racial, ethnic, gender, religious, sexual orientation and cultural backgrounds feel safe and welcomed. The Human Relations Commission shall also recommend ways to promote increased participation in all aspects of community life and a sense of shared community among all residents.

The Committee is also recommending changes to the Commission's existing purpose to ensure consistency with DOJ guidelines on human relations commissions. In addition, based on a resident suggestion, staff reviewed the purpose with the Equity Specialist for the Northern Illinois University's Public Administration Program who recommended replacing the terms 'minority' and 'equality' to be more inclusive. Changes to the purpose are below with additions underlined and deletions struck through:

To make recommendations to the Village Board regarding the following:

- To promote the well-being of all members of the community;
- To support all segments of the population including, but not limited to, youth, seniors, persons with disabilities, ~~minorities~~ black, indigenous, and people of color (BIPOC), lesbian, gay, bisexual, transgender, and queer or questioning (LGBTQ), and low income groups;
- To support, address and make recommendations concerning emerging community needs;
- To serve as an advocate, educator, communicator, and a point of contact for all segments of the population in the community;
- To promote justice and equity ~~equality~~;
- To encourage and facilitate solutions to social issues;
- ~~To promote the arts and multi-cultural events;~~
- To plan or support community events and programs that bring together and support diverse members of the community;

- To provide recommendations to the Village Board on matters pertaining to community welfare; and
- To develop ways of anticipating, preparing for and relieving community tensions arising from intergroup conflict.

As part of the Committee’s review, it is recommended that the Commission initially conduct community engagement initiatives and community discussions on racism, social equity and community building to identify the needs of Wilmette and create a proposed two-year work plan. The work plan may then be presented to the Village Board Administration Committee for review and discussion.

Membership Changes

The Committee comprehensively reviewed board and commission membership including:

- Term limits
- Term lengths
- Number of members on each board or commission
- Stagger the initial terms for the Housing and Human Relations Commission
- Preferred qualifications for membership

Term Limits and Lengths

In comparing term limits and lengths of terms to those in nearby communities, the Committee determined that the Village’s existing requirements were in line with other similar boards and commissions and no changes are recommended. The table below summarizes the length of terms and term limits in the Village compared to nearby communities. In our review of nearby communities, some had term limits and others did not. For those with term limits, they were generally consistent with those already established by the Village (see Attachment #2 for more detail).

Board/Commission	Length of Term- Wilmette	Length of Term- Avg. of Comps.	Term Limits- Wilmette
Fire/Police Pension	3/2 years	*	None
Board of Fire & Police	3 years	*	3 terms
Environment & Energy	3 years	3.0 years	2 terms
Housing	3 years	3.5 years	2 terms
Human Relations	3 years	3.0 years	2 terms
Electrical	4 years	*	None
Historic Preservation	4 years	3.6 years	2 terms
Plan	4 years	3.4 years	2 terms
Transportation	4 years	2.5 years	2 terms
Appearance Review	5 years	3.2 years	2 terms
Bldg. Code Bd. Appeals	5 years	*	None
Zoning	5 years	4.25 years	2 terms

**Staff did not review these bodies in other communities.*

Number of Members

The Committee reviewed the number of members on each of the Village's boards and commissions and compared that to similar bodies in nearby communities. This analysis found the following:

Board/Commission	Number of Members- Wilmette	Number of Members - Avg. of Comps.
Fire/Police Pension Boards	2/2	*
Board of Fire & Police	3	*
Bldg. Code Bd. of Appeals	5	*
Electrical	5	*
Housing Plan	5 7	6.3 7
Transportation	7	7
Zoning	7	8
Appearance Review	7	7
Environment & Energy (EEC)	9	8.8
Historic Preservation	9	7.3
Human Relations	9	8.5

**Staff did not review these bodies in other communities.*

Based on the above analysis, staff recommendations, and the Committee's discussions, the Committee is recommending the following membership changes:

- Increase Housing Commission membership from five to seven
 - This change is consistent with Housing Commissions in nearby communities and reflective of the amount of substantive work that will be required of the Commission as described on page two above
- Include two students on the Human Relations Commission (seven adult and two student members for a total of nine)
 - The students would add a perspective that is currently lacking on the Village's boards and commissions and would be consistent with the Village's former Youth Commission as well as Highland Park's Human Relations Advisory Group
 - The students are proposed to be full members with voting rights serving two year terms
- Reduce Historic Preservation Commission membership from nine to seven

- In December 2018, the Historic Preservation Commission discussed and supported a reduction in the number of members from nine to seven. Given the HPC’s position, the comparable analysis to nearby communities, the fact that historic preservation is a highly specialized field, and for consistency with other Village land use bodies, the Committee recommends reducing the HPC membership from nine to seven.

Stagger Initial Terms for Housing and Human Relations Commission Members

Given that there will be 14 new appointments made to the Housing and Human Relations Commissions all at once, the Committee felt it would be appropriate to stagger the initial term lengths so the terms do not all expire at the same time. The Committee is recommending the following for both commissions:

- 1 member appointed to a 4-year term
- 3 members appointed to a 3-year term
- 3 members appointed to a 2-year term

All members would be eligible to serve a full second term which would be a 3-year term.

Preferred Qualifications for Membership

While some of the Village’s boards and commissions have required or desired qualifications for members, others do not. The following table identifies boards and commissions with such requirements or preferences as currently provided in the Village Code:

Board/Commission	Requirements/Qualifications per Village Code
Appearance Review	Preferred education or experience in architecture, landscape architecture, graphic design, interior design, urban planning, real estate development and transactions, construction, engineering
Building Code Board of Appeals	Required: Structural engineer, civil engineer, architects (2), builder/construction superintendent
Electrical	Required: Professional engineer, electrical contractor, journeyman electrician, Fire Chief, representative of electric supply company (ComEd)
Human Relations	*See revised qualifications below
Environment & Energy	Preferred training or experience in environmental matters, energy conservation, transportation, pollution control, engineering, science and public health, environmental health/medical field, and cycling as a green mode of transportation

The following boards and commissions do not have any such requirements or qualifications, and the Committee determined it would be beneficial to by identify desired qualifications (note that such qualifications would not be mandatory nor are the lists necessarily all

encompassing):

Board/Commission	Examples of Desired Qualifications
Board of Fire & Police	Human resources, diversity, public safety, legal
Housing	Affordable housing expertise, real estate, development/construction, financing, legal, urban planning
Historic Preservation	Historic preservation, architecture, history, landscape architecture, urban planning
Human Relations	*See revised qualifications below
Fire/Police Pension	Financial investments, human resources
Transportation	Transportation-related industries including, civil engineering, site plan development, traffic and parking studies, public transportation systems, bike and pedestrian studies
Plan Commission	Architectural, real estate, legal, finance, landscape, urban planning, development, construction, housing
Zoning Board of Appeals	Architecture, real estate, legal, finance, urban planning, construction

In regards to the Human Relations Commission, the Village Code currently provides for the following:

In making appointments to the commission, the Village President may give preference to candidates based on the following factors:

- Training or expertise in public health or be a medical professional;
- A person with a disability or an immediate family member of a person with a disability;
- Training or expertise in the creation or promotion of the arts;
- Training or expertise in the promotion of diversity and cultural understanding; or
- Training or expertise in fostering a comprehensive program of youth oriented services.

The Committee is recommending replacing the above with the following:

In making appointments to the commission, the Village President may give preference to candidates that will foster a Commission consisting of a diverse mix of residents encompassing different races, ethnicities, religions, genders, sexual orientation, ages, and socio-economic differences.

In addition, the Village President may give preference to candidates that are:

- disabled (or have an immediate family member that is disabled),
- experienced or trained to promote diversity and cultural understanding,
- experienced or trained in youth-oriented services,

- a Veteran, or experienced or trained in promoting Veteran affairs.

Training and Orientation

While newly elected Village Trustees receive a detailed orientation training, our volunteer board and commission members do not receive similar training. The Committee is recommending implementation of an orientation program so all newly (and recently) appointed volunteers receive the training and information they need to be successful in their roles. In addition to creating a new orientation program moving forward, the Committee recommends the following trainings to take place for all board and commission members:

1. Open Meetings Act
2. Freedom of Information Act and Village email policy
3. Roles and responsibilities of a board or commission member

In addition to legal compliance training, the Village has numerous land use documents and guidelines that interact with and complement one another. Our land use related boards and commissions would benefit from having a more macro-level understanding of the Village's policies and strategic goals. As such, the Committee recommends the following overview for land use boards and commissions:

4. Comprehensive Plan, Village Center Master Plan, Affordable Housing Plan, Environmental Efforts, Zoning Ordinance and the like

Appointment and Selection Process

The Committee spent considerable time reviewing and considering the Village's appointment and selection process including:

- A memorandum and presentation from the Corporation Counsel in regards to appointment authority (Attachment #3)
- Review of the Village's current selection process, including a memorandum from President Bielinski (Attachment #4)
- Review of processes in nearby communities (Attachment #5)

As the Corporation Counsel's memorandum indicates, the appointment of board and commission members is the purview of the Village President (or Mayor in other communities). Accordingly, of the communities surveyed regarding their processes, all indicated that the Village President makes the appointment with the advice and consent of the Village Board. The majority of these communities follow a similar process to Wilmette's, with the Village President reviewing applications and making recommendations for appointment.

Given the above discussion, the Committee is recommending the following:

- Enhanced recruitment/outreach efforts to fill vacancies
 - Work with the Village’s communications team to implement a robust recruitment program for all upcoming vacancies; publicize upcoming vacancies several months in advance and communicate the desired qualifications
 - Improvements to the Village website to enhance transparency and make it easier for a resident to find information regarding boards and commissions, including information on vacancies, the appointment process, board and commission membership (such as names, dates of appointment and term expiration), and add staff liaison contact information for residents who may have questions about serving on a specific board or commission
 - Streamline the TBQ submittal process to provide for online submittals through the Village website

- Improved communication with residents who submit Talent Bank Questionnaires (TBQs)
 - Ensure a Village representative personally follows-up with each resident who submits a TBQ; follow-up may include but is not limited to summarizing the appointment process, identifying upcoming vacancies, discussing current projects of specific boards and commissions
 - Work with the Village’s communications team to develop a summary of the appointment and selection process to be provided to new applicants
 - Complete an annual review of TBQs on file to update candidate areas of interest and qualifications

- Regular report from staff to the Village Board (in a public meeting) which may include but is not limited to:
 - Current board and commission membership with term expirations identified
 - Appointments made in past six months
 - Current and upcoming vacancies
 - Status of TBQs on file

- The selection process
 - The Committee reviewed the selection process for ongoing appointments and for the 14 appointments to be made to the Housing and Human Relations Commissions; both of which are described in greater detail below

Selection Process- Ongoing Appointments

In reviewing the selection processes in nearby communities, the Village’s existing process

is generally consistent with those in most of our neighboring communities. Communities such as Deerfield and Park Ridge have a robust public process which includes a committee that interviews candidates and deliberates their qualifications in public meetings. The Administration Committee felt that it would not be appropriate to subject residents to such public scrutiny, however, the Committee acknowledged a need for more transparency in the Village's process and as such is recommending the following (changes to the process are underlined):

- Proactively communicate upcoming vacancies to the community
- Village President and staff review of upcoming vacancies and TBQs
- Village President discuss needs of the board or commission with staff and ensure the board or commission chair is also consulted
- Village President interview of candidate(s)
- Submit recommended candidate to the Village Board in advance of placing the recommendation of appointment on the public agenda
- Introduce the candidate at a public meeting off of the consent agenda (candidate to briefly address the Village Board)
- Request that the Village President include a written memorandum in the Board's public agenda material describing the candidate's qualifications when they are recommended for appointment

Housing and Human Relations Commission Appointments

Recognizing the unique circumstances of making 14 appointments to the Housing and Human Relations Commissions all at once, which equals the number of appointments made to all boards and commissions in an average year, the Committee is recommending the following additional steps:

- Village President to determine who will be appointed as the commission chairs and collaborate with the chairs to gather feedback on candidates under consideration
- Submit a memorandum to the Village Board describing the candidates' qualifications in advance of placing the recommendations of appointment on the public agenda
- Place the above, or similar, memorandum in the Village Board's public agenda materials describing the candidates' qualifications to the community when the recommendations of appointment are made and prior to a vote by the Village Board

Miscellaneous Changes

As part of its comprehensive review of boards and commissions the Committee is recommending:

- Annual reports and goals submitted to the Village Board and/or Administration Committee from the Housing, Human Relations, Historic Preservation, and Environment & Energy Commissions

- Enhance efforts to recognize residents who have served on boards and commissions to include:
 - Resolution / acknowledgment at a Village Board meeting following completion of a volunteer's term
 - Provide a Wilmette-related keepsake/gift following completion of a volunteer's term
 - Highlight specific boards and commissions, and their members, in the Village's social media

Next Steps

A number of the items discussed above require amendments to the Village Code and Ordinance #2020-O-44 is attached for the Village Board's review. Recommendations that do not require Code changes will be implemented by staff upon direction from the Village Board.

If there is consensus amongst the Village Board at its October 13 meeting regarding the proposed qualifications for Housing and Human Relations Commission members, staff can initiate the public recruitment process for TBQs to facilitate filling of vacancies as quickly as possible.

Additional Background

The Committee reviewed a significant amount of material and received presentations at each of its meetings. For the Village Board's reference, below are links to each of the Administration Committee's agenda packets:

- [July 6, 2020](#)
- [July 30, 2020](#)
- [September 3, 2020](#)
- [September 17, 2020](#)

Documents Attached

1. Ordinance #2020-O-44
2. Neighboring community membership comparison
3. Memorandum from Corporation Counsel on the appointment and selection process
4. Memorandum from the Village President on the appointment and selection process
5. Summary of selection processes in nearby communities
6. Minutes of Administration Committee meetings
 - a. July 6, 2020
 - b. July 30, 2020
 - c. September 3, 2020
 - d. September 17, 2020 (draft minutes)

ORDINANCE NO. 2020-O-44

**AN ORDINANCE AMENDING THE WILMETTE VILLAGE CODE CONCERNING
BOARD AND COMMISSIONS
(Chapter 2)**

WHEREAS, the Village of Wilmette, Cook County, Illinois, (hereinafter the “Village”) is a home rule municipal corporation as provided in Article VII, Section 6 of the 1970 Constitution of the State of Illinois and, pursuant to said constitutional authority, may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Village President and Board of Trustees (collectively “Village Board”) finds that, pursuant to said authority, it creates and appoints members to various subsidiary boards and commissions in order to fulfill various public purposes; and,

WHEREAS, the Administration Committee of the Village Board met to discuss and recommend amendments to the functions and make up of various boards and commission of the Village; and

WHEREAS, the Village Board finds that the recommendations of the Administration Committee should be incorporated into the policies and laws of the Village.

WHEREAS, the Human Relations Commission and the Housing Commission had a membership of appointed members below the required quorum and have not met or conducted any business in 2020; and

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES of the Village of Wilmette, Cook County, Illinois:

SECTION 1: Each of the foregoing recitals and findings are hereby made a part of this Ordinance and are incorporated by reference as if set forth verbatim herein.

SECTION 2: The Wilmette Village Code, as amended, is further amended in Chapter 2, Administration, Article XXVIII, Plan Commission, Section 2-766 by inserting such new text in the manner shown in underlined bold type below, so that said Chapter 2, Article XXVIII, Section 2-766 shall hereafter provide as follows:

ARTICLE XXVIII. - PLAN COMMISSION

Sec. 2-766. - Membership, appointment, tenure and compensation.

(a) The Plan Commission shall consist of seven members, and as ex officio member, the Director of Community Development. All such members shall be appointed by the President of the village by and with the advice and consent of the Board of Trustees. To be qualified for appointment, an appointee shall be a resident of and an elector in the village.

(b) All members shall be appointed for a term of four years. All subsequent appointments shall be for a term of four years. No member shall serve for more than two consecutive terms.

(c) The appointment of a member to fill a vacancy shall be made for the remainder of the unexpired term.

(d) When a member of the Plan Commission has been unable or has failed to attend four consecutive meetings of the commission for health, business or other reasons, such absence shall be construed as resignation from the commission and the member shall be so notified in writing. A vacancy thus created shall be filled as any other vacancy.

(e) In making appointments to the commission, the Village President may give preference to candidates that are experienced or trained in:

- (1) architecture;**
- (2) real estate;**
- (3) the law;**
- (4) finance;**
- (5) landscape architecture;**
- (6) urban planning;**
- (7) development;**
- (8) construction;**
- (9) housing.**

SECTION 3: The Wilmette Village Code, as amended, is further amended in Chapter 2, Administration, Article XXIX, Fire and Police Commission, Section 2-792 by inserting such new text in the manner shown in underlined bold type below, so that said Chapter 2, Article XXIX, Section 2-792 shall hereafter provide as follows:

Sec. 2-792. - Qualifications.

The members of the Board of Fire and Police Commissioners shall have such qualifications as are now, or may hereafter be, required of them by law. **In making appointments to the commission, the Village President may give preference to candidates that are experienced or trained in:**

- (1) human resources;**
- (2) diversity and inclusion practices;**
- (3) public safety;**
- (4) the law.**

SECTION 3: The Wilmette Village Code, as amended, is further amended in Chapter 2, Administration, Article XXX, Human Relations Commission by deleting the text of said Chapter 2, Article XXX in the manner shown in strikethrough type below and inserting such new text in the manner shown in underlined bold type below, so that said Chapter 2, Article XXX shall hereafter provide as follows:

ARTICLE XXX. - HUMAN RELATIONS COMMISSION

Sec. 2-825. - Creation.

There is hereby established a Human Relations Commission which shall consist of nine members. **Two of the nine members shall be high school students.** ~~Except in the case of a member who is also an employee of a school district in the village, members shall be citizens and residents of the village.~~

Sec. 2-826. – **Mission and** Purpose.

The Human Relations Commission shall be an advisory body to the Village Board and its Boards and Commissions, and its mission shall be to foster and promote an inclusive community where all racial, ethnic, gender, religious, sexual orientation, and cultural backgrounds feel safe and welcomed. The Human Relations Commission shall also promote increased participation in all aspects of community life and a sense of shared community among all residents.

The purpose of the Human Relations Commission is **to make recommendations to the Village Board regarding the following:**

- (1) To promote the well-being of all members of the community;
- (2) To support all segments of the population including, **but not limited to,** youth, seniors, persons with disabilities, **black, indigenous, and people of color (BIPOC),**

lesbian, gay, bisexual, transgender, and queer or questioning (LGBTQ) and low income groups;

(3) To support, address and make recommendations concerning emerging community needs;

(4) To serve as an advocate, educator, communicator, and a point of contact for all segments of the population in the community;

(5) To promote justice and equity;

(6) To encourage and facilitate solutions to social issues;

~~(7) To promote the arts and multi-cultural events;~~

~~(7)(8)~~ To plan or support community events and programs that bring together and support diverse members of the community; ~~and~~

~~(8)(9)~~ To provide recommendations to the Village Board on matters pertaining to community welfare; and

(9) To develop ways of anticipating, preparing for and relieving community tensions arising from intergroup conflict.

Sec. 2-827. - Duties and functions.

The Human Relations Commission shall have the authority to adopt a meeting schedule ~~consistent with its allocated staff time under section 2-809~~, adopt rules of procedure for the conduct of its business which are consistent with the Village Code, make recommendations to the Village President and Board of Trustees for the adoption of ordinances or resolutions, and to perform such other duties or functions as assigned to it by the Village President and Board of Trustees. The Human Relations Commission may make recommendations for the expenditure of funds but shall have no authority to enter into contracts or to expend funds.

Sec. 2-828. - Appointment, term of office; composition.

(a) The nine members shall be appointed by the Village President with the advice and consent of the Board of Trustees for a term of three years. So that terms shall be staggered, upon the initial appointment of members after formation of this commission; ~~;~~

1. The initial appointment for seven non-student appointees shall be made by the Village President as follows: shall appoint five

i. three members for an initial term of three years;

ii. three members for an initial term of two years;

iii. one and one member for an initial term of ~~one~~ four years.

Subsequent appointments shall be for three-year terms. However, the term of a member appointed to fill a vacancy shall include the remainder of the unexpired term of his predecessor plus the next full term following such initial appointment. **To be qualified for appointment, non-student appointees shall be a resident of the village.**

2. The initial appointment for the two student appointees shall be made by the Village President for an initial term of two years.

Subsequent student appointments shall be for two-year terms. However, the term of a member appointed to fill a vacancy shall include the remainder of the unexpired term of his predecessor plus the next full term following such initial appointment. To be qualified for appointment, student appointees shall be a student in a high school and a resident of the village.

(b) No member so appointed shall serve more than two consecutive terms. All appointees shall hold office until their successors are appointed and qualified.

(c) The Village President shall designate one of the members as Chairperson of the Commission.

(d) Any member may be removed by the Village President from the commission ~~for any reason at any time.~~ **as provided for in Section 2-741 of this Article.**

(e) If a vacancy occurs on the commission, then a successor member shall be appointed by the Village President with the advice and consent of the Board of Trustees, to serve the unexpired term of the vacated member.

(f) In making appointments to the commission, the Village President may give preference to candidates **that will foster a Commission consisting of a diverse mix of residents encompassing different races, ethnicities, religions, genders, sexual orientation, ages, and socio-economic differences.**

In addition, the Village President may give preference to candidates that are:

(1) disabled (or have an immediate family that is disabled);

(2) experienced or trained to promote diversity and cultural understanding;

(3) experienced or trained in youth-oriented services;

(4) a Veteran, or experienced or trained in promoting Veteran affairs. ~~based on the following factors:~~

~~(1) Training or expertise in public health or be a medical professional;~~

~~(2) A person with a disability or an immediate family member of a person with a disability;~~

~~(3) Training or expertise in the creation or promotion of the arts;~~

~~(4) Training or expertise in the promotion of diversity and cultural understanding; or~~

~~(5) Training or expertise in fostering a comprehensive program of youth-oriented services.~~

Sec. 2-829. - Quorum.

Five members of the commission shall constitute a quorum, and any action or recommendation shall require the affirmative vote of at least five members.

Sec. 2-830. - Goals and performance measurement.

(a) The Human Relations Commission shall submit to the Village Board Administration Committee, ~~on or before June 30 of each year~~ **annually**, its goals for the following fiscal year. Whenever possible, such goals shall be measurable and defined quantitatively.

(b) The Human Relations Commission shall submit a report to the Village Board Administration Committee, ~~on or before March 1 of each year~~ **annually**, detailing the past year's activities and accomplishments, including performance measures and an analysis of the prior year's goals and their completion.

Secs. 2-831—2-853. - Reserved.

SECTION 3: The Wilmette Village Code, as amended, is further amended in Chapter 2, Administration, Article XXXII, Housing Commission, by deleting the text of said Chapter 2, Article XXXII in the manner shown in strikethrough type below and inserting such new text in the manner shown in underlined bold type below, so that said Chapter 2, Article XXXII shall hereafter provide as follows:

ARTICLE XXXII. - HOUSING COMMISSION

Sec. 2-878. - Creation.

There is hereby established a Housing Commission which shall consist of ~~five~~ **seven** members, ~~who shall be citizens and residents of the village.~~

Sec. 2-879. – **Mission and** Purpose.

~~The purpose of the Housing Commission~~ **The mission of the Housing Commission is** to present to the President and Board of Trustees recommendations for the alleviation of the shortage of decent, safe and reasonably affordable housing for the elderly and low and moderate income persons, including, but not limited to, the study and development of housing alternatives and housing requirements in the village. Thereafter, the commission shall periodically review and update its recommendations with respect to any recommendations made to the President and Board of Trustees.

The purpose of the Housing Commission in order to effectuate its mission is

(1) To assist in the review of the Housing Chapter of the Comprehensive Plan and to review the Village's Affordable Housing Plan when directed by the Village Board;

- (2) To work with and monitor land trust programs aimed at increasing affordable housing within the Village;
- (3) To conduct public education regarding fair housing;
- (4) To conduct a housing needs assessment when directed by the Village Board;
- (5) To receive information from the Housing Our Own - Wilmette's housing assistance rental and property tax subsidy programs;
- (6) To monitor the sale of and to make recommends to the Village Board to invoke its right of first refusal that the Village has to purchase affordable units should such units be offered for sale at prices deemed not affordable;
- (7) To research methods to preserve existing affordable housing units and to further expand the number of affordable housing units within the Village as recommended by the Village's Affordable Housing Plan;
- (8) To research methods to encourage developers to include affordable units in new multi-family buildings as recommended by the Village's Affordable Housing Plan;
- (9) To receive information about the Illinois Housing Development Authority's affordable housing statistics for Wilmette.

Sec. 2-880. - Duties and functions.

The Housing Commission shall have the authority to adopt a meeting schedule, adopt rules of procedure for the conduct of its business which are consistent with the Village Code, make recommendations to the Village President and Board of Trustees for the adoption of ordinances or resolutions, and to perform such duties and functions as assigned to it by the Village President and Board of Trustees. The Housing Commission may make recommendations for the expenditure of funds but shall have no authority to enter into contracts or to expend funds.

~~The Housing Commission shall perform the duties assigned to it by this section and shall have the power to carry out such other duties or functions as assigned to it by the Village President or Board of Trustees.~~

Sec. 2-881. - Appointment; term of office; composition.

(a) The ~~five~~ seven members shall be appointed by the Village President with the advice and consent of the Board of Trustees for a term of three years. So that terms shall be staggered, upon the initial appointment of members after formation of this commission.

The initial appointment for seven appointees shall be made by the Village President as follows: shall appoint five

- (1) three members for an initial term of three years;

(2) three members for an initial term of two years;

(3) and one member for an initial term of ~~one~~ **four** years.

Subsequent appointments shall be for three-year terms. However, the term of a member appointed to fill a vacancy shall include the remainder of the unexpired term of his predecessor plus the next full term following such initial appointment. **To be qualified for appointment, appointees shall be a resident of the village.**

(b) No member so appointed shall serve more than two consecutive terms. All appointees shall hold office until their successors are appointed, except those commissioners appointed to unexpired terms may serve for two full terms following such initial appointments.

(c) The Village President shall designate one of the members as Chairperson of the Commission.

(d) Any member may be removed by the Village President from the commission as provided in Section 2-741 of this Article.

~~(de)~~ If a vacancy occurs on the commission, then a successor member shall be appointed by the Village President on the advice and consent of the Board of Trustees, to serve the unexpired term of the vacated member.

(f) In making appointments to the commission, the Village President may give preference to candidates that are experienced or trained in:

(1) affordable housing;

(2) real estate development/construction;

(3) financing;

(4) the law;

(5) urban planning.

Sec. 2-882. - Quorum; rules; qualifications.

~~(a) Any member may be removed by the Village President for failure to attend three consecutive meetings of the commission.~~

~~(b) Three~~ **Four** regular members of the commission shall constitute a quorum, and any action or recommendation shall require the affirmative vote of at least ~~three~~ **four** members.

~~(c) The commission may adopt rules of order and procedures for the conduct of business.~~

Sec. 2-883. - **Goals and performance measurement.**

(a) The Housing Commission shall submit to the Village Board Administration Committee, annually, its goals for the following fiscal year. Whenever possible, such goals shall be measurable and defined quantitatively.

(b) The Housing Commission shall submit a report to the Village Board Administration Committee, annually, detailing the past year's activities and accomplishments, including performance measures and an analysis of the prior year's goals and their completion.

Technical assistance.

~~The Housing Commission may obtain technical assistance in the performance of its powers and duties upon authority from, and within the appropriations made by, the Board of Trustees.~~

Secs. 2-884—2-914. - Reserved.

SECTION 4: The Wilmette Village Code, as amended, is further amended in Chapter 2, Administration, Article XXXIII, Transportation Commission, Section 2-915 by deleting the text of said Chapter 2, Article XXXIII, Section 2-915 in the manner shown in strikethrough type below and inserting such new text in the manner shown in underlined bold type below, so that said Chapter 2, Article XXXIII, Section 2-915 shall hereafter provide as follows:

Sec. 2-915. - Creation; composition; term; meetings.

(a) There is hereby established a Transportation Commission which shall consist of seven members, who shall be citizens and residents of the village. The seven members shall be appointed by the Village President with the advice and consent of the Board of Trustees for a term of four years.

(b) At the expiration of the term of each member or of each succeeding member, or in the event of a vacancy, the President, with the advice and consent of the Board of Trustees, shall appoint a member to hold office for the unexpired term, or in the case of expiration, for a term of four years, or until his successor shall have been appointed and qualified. No member may serve for more than eight consecutive years.

(c) The President shall designate one of the members as Chairperson of the Commission.

(d) **Any member may be removed by the Village President from the commission as provided for in Section 2-741 of this Article.** ~~A member may be removed from office by the Village President for failure to attend four consecutive meetings.~~ A vacancy so created shall be filled for the remaining portion of the member's unexpired term in the same manner as other vacancies.

(e) The Transportation Commission shall meet as necessity requires and convenience allows.

(f) In making appointments to the commission, the Village President may give preference to candidates that are experienced or trained in:

- (1) transportation related industries;**
- (2) civil engineering;**

- (3) site plan development;**
- (4) the creation of traffic and parking studies;**
- (5) public transportation systems;**
- (6) the creation of bike and pedestrian studies.**

SECTION 5: The Wilmette Village Code, as amended, is further amended in Chapter 2, Administration, Article XXXV, Environmental and Energy Commission by deleting the text of said Chapter 2, Article XXXV in the manner shown in strikethrough type below and inserting such new text in the manner shown in underlined bold type below, so that said Chapter 2, Article XXXV shall hereafter provide as follows:

ARTICLE XXXV. - ENVIRONMENTAL AND ENERGY COMMISSION

Sec. 2-967. - Creation.

There is hereby established an Environmental and Energy Commission which shall consist of nine members, ~~who shall be citizens and residents of the village.~~

Sec. 2-968. - Purpose.

The Environmental and Energy Commission shall be an advisory body to the Village Board and its Boards and Commissions, and its purpose shall be to provide advice and education on environmental issues, environmental health, bicycle and other green modes of transportation and energy-related issues.

Sec. 2-969. - Duties and functions.

The Environmental and Energy Commission shall have the authority to adopt a meeting schedule ~~consistent with its allocated staff time under section 2-944~~, adopt rules of procedure for the conduct of its business which are consistent with the Village Code, make recommendations to the Village President and Board of Trustees for the adoption of ordinances or resolutions, and to perform such other duties or functions as assigned to it by the Village President and Board of Trustees. The Environmental and Energy Commission may make recommendations for the expenditure of funds but shall have no authority to enter into contracts or to expend funds.

Sec. 2-970. - Appointment, term of office; composition.

(a) The nine members shall be appointed by the Village President with the advice and consent of the Board of Trustees for a term of three years. However, the term of a member appointed to fill a vacancy shall include the remainder of the unexpired term of his predecessor plus the next full term following such initial appointment. **To be qualified for appointment, appointees shall be a resident of the village.**

(b) No member so appointed shall serve more than two consecutive terms. All appointees shall hold office until their successors are appointed and qualified.

(c) The Village President shall designate one of the members as Chairperson of the Commission.

(d) Any member may be removed by the Village President from the commission ~~for any reason at any time.~~ **as provided for in Section 2-741 of this Article.**

(e) If a vacancy occurs on the commission, then a successor member shall be appointed by the Village President on the advice and consent of the Board of Trustees, to serve the unexpired term of the vacated member.

(f) **In making appointments to the commission, the Village President may give preference to candidates that are experienced or trained in** ~~Each of the Environmental and Energy Commission members appointed shall have training or experience in~~ areas such as environmental matters, energy conservation, education, transportation, pollution control, engineering, science and public health. At all times possible one member of the Environmental and Energy Commission shall have training or expertise in environmental health, or in the alternative, training and expertise in the health and medical field. At all times possible one member of the Environmental and Energy Commission **should** have training or expertise in cycling as a green mode of transportation.

Sec. 2-971. - Quorum, ~~rules; qualifications.~~

(a) ~~Any member may be removed by the Village President for failure to attend three consecutive meetings of the commission.~~

(~~b~~) Five regular members of the commission shall constitute a quorum, and any action or recommendation shall require the affirmative vote of at least five members.

(~~c~~) ~~The commission may adopt rules of order and procedures for the conduct of business.~~

(~~d~~) ~~Each of the Environmental and Energy Commission members appointed shall have training or experience in areas such as environmental matters, energy conservation, education, pollution control, engineering, science and public health.~~

Sec. 2-972. - Goals and performance measurement.

(a) The Environmental and Energy Commission shall submit to the Village Board Administration Committee, ~~on or before June 30 of each year~~ **annually**, its goals for the following fiscal year. Whenever possible, such goals shall be measurable and defined quantitatively.

(b) The Environmental and Energy Commission shall submit a report to the Village Board Administration Committee, ~~on or before March 1 of each year~~ **annually**, detailing the past year's activities and accomplishments, including performance measures and an analysis of the prior year's goals and their completion.

Secs. 2-973—2-1002. - Reserved.

SECTION 6: The Wilmette Village Code, as amended, is further amended in Chapter 2, Administration, Article XXXVI, Historic Preservation Commission, by deleting the text of said Chapter 2, Article XXXVI in the manner shown in strikethrough type below and inserting such new text in the manner shown in underlined bold type below, so that said Chapter 2, Article XXXV shall hereafter provide as follows:

ARTICLE XXXVI. - HISTORIC PRESERVATION COMMISSION

Sec. 2-1003. - Creation.

There is hereby established a Historic Preservation Commission which shall consist of ~~nine~~ **seven** members, ~~who shall be citizens and residents of the village.~~

Sec. 2-1004. - Appointments, term of office; composition.

(a) The ~~nine~~ **seven** members shall be appointed by the Village President with the advice and consent of the Board of Trustees for a term of four years. **To be qualified for appointment, appointees shall be a resident of the village.**

(b) No member so appointed shall serve more than two consecutive terms. All appointees shall hold office until their successors are appointed, except those commissioners appointed to unexpired terms may serve for two full terms following such initial appointments.

(c) The Village President shall designate one of the members as Chairperson of the Commission.

(d) If a vacancy occurs on the commission, then a successor member shall be appointed by the Village President on the advice and consent of the Board of Trustees, to serve the unexpired term of the vacated member.

(e) In making appointments to the commission, the Village President may give preference to candidates that are experienced or trained in:

- (1) historic preservation;**
- (2) architecture;**
- (3) history;**
- (4) landscape architecture;**
- (5) urban planning.**

Sec. 2-1005. - Quorum; rules; qualifications.

(a) Any member may be removed by the Village President ~~for failure to attend three consecutive meetings of the commission.~~ **from the commission as provided for in Section 2-741 of this Article.**

(b) ~~Four~~ **Five** regular members of the commission shall constitute a quorum, and any action or recommendation shall require the affirmative vote of at least ~~four~~ **five** members.

(c) The commission may adopt rules of order and procedures for the conduct of business.

Sec. 2-1006. - Meetings.

The Historic Preservation Commission shall have an initial budget to meet six times per year. Such meetings shall be open to the public and public notice shall be given for such meetings as provided by law. Additional meetings may be budgeted pursuant to section 2-1007(b).

Sec. 2-1007. – ~~Funding~~ **Goals and performance measurement.**

~~(a) The Historic Preservation Commission shall submit to the Board of Trustees an annual request for appropriations for anticipated expenditures. Expenditures in excess of the amount appropriated are subject to prior approval by the Board of Trustees.~~

~~(b) The Historic Preservation Commission shall also submit to the Board of Trustees an annual request for the allocation, in hours, of the anticipated amount of village staff time required for the functioning of the Historic Preservation Commission. Use of staff time in excess of the amount allocated is subject to prior approval by the Village Manager or the Board of Trustees.~~

(a) The Historic Preservation Commission shall submit to the Village Board Administration Committee, annually, its goals for the following fiscal year. Whenever possible, such goals shall be measurable and defined quantitatively.

(b) The Historic Preservation Commission shall submit a report to the Village Board Administration Committee, annually, detailing the past year's activities and accomplishments, including performance measures and an analysis of the prior year's goals and their completion.

Sec. 2-1008. - Purpose.

The purpose of the Wilmette Historic Preservation Commission is to preserve the character of community life by recognizing, preserving and acknowledging the significance of those structures, sites, geographic features, and trees which exemplify or reflect the cultural, social, economic, political or architectural history of the village in accordance with the provisions of this division.

Sec. 2-1009. - Duties and functions.

The Historic Preservation Commission shall perform the duties assigned to it by section 2-1008 and article ~~XXIX~~ of chapter 8 and shall have the power to carry out such other duties or functions as assigned to it by the Village President or Board of Trustees.

Sec. 2-1010. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alteration means a change in the exterior appearance of a Wilmette Landmark that requires a permit or as specified in the designation ordinance.

Certificate of appropriateness means a certificate recommended by the commission indicating review and authorization of plans for alteration, construction, demolition or relocation of a Wilmette Landmark, or property, structure or site within a Wilmette Historic District.

Certificate of Economic Hardship means a certificate issued by the Village Board after a determination by the commission that the previous denial of a certificate of appropriateness has resulted in a denial of all reasonable use or return from the property.

Contributing means a classification, by the commission, applied to an area, property, structure or site within a Wilmette Historic District signifying that it contributes generally to the qualities that give the Wilmette Historic District historic, cultural, architectural or archaeological significance as embodied in the criteria for designating a Wilmette Historic District. The classification also includes a property, structure or site designated significant or contributing in the Wilmette Historical and Architectural Surveys.

Demolition means as used in this section, shall mean the destruction or removal of a Wilmette Landmark that requires a permit.

Exterior architectural appearance means the architectural character and general composition of the exterior of a property or structure visible from a public street, including, but not limited to, the kind and textures of the building material and the type, design and character of all architectural details and elements, including, but not limited to, windows, doors, light fixtures, trim and signs.

Geographic feature means a land formation, whether naturally occurring or manmade.

Non-contributing means any property, structure or site which has not been classified as contributing or significant by the commission.

Place of worship means a church, synagogue, mosque, temple, or other building, structure, or place used primarily for religious worship and includes the grounds of a place of worship and accessory structures located thereon.

Relocation means any reposition of a structure on its site or to another site.

Rules and procedures means the rules and procedures of the Wilmette Historic Preservation Commission.

Site means any geographic location associated with an event, person or structure.

Structure means any improvement to real property.

Wilmette Historic District means an identifiable area with definable boundaries designated as a "Wilmette Historic District" by the Village Board of Trustees and in which a significant number of the properties, structures or sites have a high degree of historic, cultural, architectural, or archaeological significance and integrity. Many of the properties, structures or sites included in the Wilmette Historic District may qualify as Wilmette Landmarks or be contributing and may or may

not be contiguous. For the purposes of this chapter and unless otherwise expressly provided by the Village Board of Trustees in the ordinance for designation, all designations shall presumptively include the lots of record associated with structures located in the district.

Wilmette Landmark means an artifact, structure, site, geographic feature or tree that has been designated, by village ordinance, as being a paragon for the cultural, social, economic, political or architectural values of the nation, state or village.

Sec. 2-1011. - Actions affecting a Wilmette Landmark or within a Wilmette Historic District.

(a) No designated Wilmette Landmark or contributing structure within a Wilmette Historic District shall be altered or demolished and no new construction on a vacant lot in a Wilmette Historic District may be undertaken, except in accordance with the provisions of section 2-1014 and 2-1016.

(b) The requirements of section 2-1014 and 2-1016, and all its further subsections, shall not be applicable to, and no certificate of appropriateness shall be required for, the alteration, demolition or construction of a place of worship or the property on which a place of worship is, or will be, situated.

(c) Owners of places of worship may, on a voluntary basis, request to meet with and consult with the Historic Preservation Commission prior to the alteration, demolition, or construction of a place of worship, so that Historic Preservation Commission may provide the owners of the place of worship with the benefit of its expertise and advice regarding the project under consideration.

Sec. 2-1012. - Application; required contents.

Any person or entity proposing the alteration or demolition of a designated Wilmette Landmark, a contributing structure within a Wilmette Historic District or new construction on a vacant lot in a Wilmette Historic District, shall submit a written application for a certificate of appropriateness to the Historic Preservation Commission, through the Department of Community Development. The application shall include detailed plans showing the proposed appearance of the Wilmette Landmark visible from a public right-of-way or plans regarding the proposed action within a Wilmette Historic District.

Sec. 2-1013. - Public hearing; report.

(a) Upon receipt of the application, the Historic Commission shall hold a public hearing on the application and allow the applicant and other interested parties to present testimony. Such hearings shall be held in accordance with the rules and procedures adopted by the commission.

(b) Following the conclusion of the hearing, the commission shall submit a report to the Village Board of Trustees either recommending that the application be granted in its original form or as amended, or that the application be denied.

Sec. 2-1014. - Criteria for review of certificates of appropriateness.

(a) Criteria for the approval of a certificate of appropriateness shall give due consideration to the rights of property owners, the Secretary of the Interior's Standards and the standards of review adopted by the commission and shall require that:

(1) The alteration does not materially impair the historical significance of the Wilmette Landmark.

(2) The alteration does not materially impair the architectural integrity of the Wilmette Landmark or Wilmette Historic District.

(3) The alteration is carried out in a manner consistent with the historical/architectural character of the Wilmette Landmark.

(4) It is not economically practical to preserve the Wilmette Landmark or contributing structure within a Wilmette Historic District without alteration or demolition.

(b) Any new construction shall be visually compatible with the historical/architectural character of the Wilmette Historic District.

(c) If the proposal does not meet any of the above-stated criteria, the Historic Commission shall recommend that the application be denied.

Sec. 2-1015. - Appeal of denials.

Any applicant, following a final negative recommendation of the commission for a certificate of appropriateness, may, within 30 days of the negative recommendation, make application for a Certificate of Economic Hardship.

Sec. 2-1016. - Criteria for a Certificate of Economic Hardship.

The commission shall only recommend an application for a Certificate of Economic Hardship upon a determination that the negative recommendation of the certificate of appropriateness has resulted in the denial of all reasonable use or return from the property, in accordance with the commission's rules and procedures.

Sec. 2-1017. - Consideration by the Village Board of Trustees.

(a) Upon receipt of the Historic Preservation Commission's recommendation for designation of a Wilmette Landmark or action on an application for a certificate of appropriateness, the Village Board of Trustees shall approve or disapprove the recommendation by majority vote. Upon the receipt of the commission's recommendation for designation of a Wilmette Historic District and which designation is accompanied by the written consent of 75 percent or more of the owners of record of those properties within the proposed district, the Village Board of Trustees shall approve or disapprove the proposed Wilmette Historic District by a majority vote. If alteration or demolition is approved, the village shall issue, upon proper application and satisfaction of all other requirements of the Village Code, the appropriate Building Permit or Demolition Permit.

(b) Notice of the Village Board of Trustee's approval of the designation shall be provided by regular mail to the nominator and all property owners of record of the landmark or properties within the district.

(c) Notwithstanding the foregoing, no place of worship or property on which a place of worship is located shall be designated as a Wilmette Landmark without the written consent of the religious entity that is the owner of such place of worship.

SECTION 7: The Wilmette Village Code, as amended, is further amended in Chapter 2, Administration, Article XXXVII, Zoning Board of Appeals, Section 2-1049 by inserting such new text in the manner shown in underlined bold type below, so that said Chapter 2, Article XXXVII, Section 2-1049 shall hereafter provide as follows:

Sec. 2-1049. - Members.

(a) All members of the Zoning Board of Appeals shall be residents of the village.

(b) The Zoning Board of Appeals shall consist of seven members appointed by the President and confirmed by the Board of Trustees. Each member so appointed shall serve for a term of five years. No member shall serve for more than two consecutive full terms.

(c) One of the members so appointed shall be named as the Chairperson of the Zoning Board of Appeals by the President and confirmed by the Board of Trustees.

(d) The President and the Board of Trustees shall have the power, after a public hearing, to remove any member of the Zoning Board of Appeals for good cause shown.

(e) Vacancies on the Zoning Board of Appeals shall be filled for the unexpired term of the member whose place has become vacant in the manner herein provided for the appointment of such member. When a member of the Zoning Board of Appeals has been unable or has failed to attend three consecutive meetings of the Zoning Board of Appeals, such absence shall be construed as resignation from the Zoning Board of Appeals and the member shall be so notified in writing by the President. A vacancy thus created shall be filled in the same manner as any other vacancy.

(f) In making appointments to the board, the Village President may give preference to candidates that are experienced or trained in:

(1) architecture;

(2) real estate;

(3) the law;

(4) finance;

(5) urban planning;

(6) construction and development.

SECTION 8: The Wilmette Village Code, as amended, is further amended in Chapter 2, Administration, Article XXXVIII, Police and Firefighters' Pension Fund, by inserting such new text in the manner shown in underlined bold type below, so that said Chapter 2, Article XXXVIII, shall hereafter provide as follows:

ARTICLE XXXVIII. - POLICE AND FIREFIGHTERS' PENSION FUNDS

Sec. 2-1067. - Board of Trustees of the Police Pension Fund; creation; composition; term.

(a) Pursuant to article 3, section 3-128 of the Illinois Pension Code (ILCS ch. 40, act 5, § 3-128), there is hereby established a Board of Trustees of the Police Pension Fund.

(b) The Board of Trustees of the Police Pension Fund shall be composed of five members. Two members of said Board shall be appointed by the President of the village for two-year terms of office. Three members of said Board shall be elected by active and retired members of the Police Department in the manner provided in article 3, section 3-128 of the Illinois Pension Code (ILCS ch. 40, act 5, § 3-128), now or hereafter amended.

(c) In making appointments to the Board of Trustees of the Police Pension Fund, the Village President may give preference to candidates that are experienced or trained in:

- (1) human resources;**
- (2) financial investments.**

Sec. 2-1068. - Board of Trustees of the Firefighters' Pension Fund; creation; composition; term.

(a) Pursuant to article 4, section 4-121 of the Illinois Pension Code (ILCS ch. 40, act 5, § 4-121), there is hereby established a Board of Trustees of the Firefighters' Pension Fund.

(b) The Board of Trustees of the Firefighters' Pension Fund shall be composed of five members. Two members of said Board shall be appointed by the President of the village for three-year terms of office. Three members of said Board shall be elected by active and retired members of the Fire Department in the manner provided in article 4, section 4-121 of the Illinois Pension Code (40 ILCS ch. 40, act 5, § 4-121), now or hereafter amended.

(c) In making appointments to the Board of Trustees of the Firefighters' Pension Fund, the Village President may give preference to candidates that are experienced or trained in:

- (1) human resources;**
- (2) financial investments.**

Secs. 2-1069—2-1089. - Reserved.

SECTION 9: The terms of office for the first appointed members after the passage of this ordinance to the Housing Commission and the Human Relations Commission shall be the same

term as the initial term of office for the respective commission. The Village President, when making such an appointment, shall designate which initial term is being filled when making such appointment.

SECTION 10: Codifier's Authority. The Village's codifier is authorized and hereby directed, to adjust section and paragraph numbering as may be necessary to render this ordinance consistent with the numbering of the Village Code.

SECTION 11: This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED by the President and Board of Trustees of the Village of Wilmette, Illinois, on the **27th** day of **October 2020** according to the following roll call vote:

AYES: None.

NAYS: None.

ABSTAIN: None.

ABSENT: None.

Clerk of the Village of Wilmette, IL

APPROVED by the President of the Village of Wilmette, Illinois, this **27th** day of **October 2020**.

President of the Village of Wilmette, IL

ATTEST:

Clerk of the Village of Wilmette, IL

Published in Pamphlet Form on October 28, 2020

Comparable Analysis- Boards and Commissions

Number of Members

	Appearance Review	Environmental	Historic Preservation	Housing	Human Relations	Plan	Transportation	Zoning
Deerfield	7	9	N/A	N/A	9	7	N/A	7
Evanston	N/A ¹	11	11	9	N/A ²	9	7	7
Glencoe	N/A ³	12	5	N/A	9	10	N/A ⁴	7
Glenview	7	7	7	N/A	N/A	7	N/A	7
Highland Park	N/A ³	10	7	7	7	7	7	7
Lake Bluff	7	7	7	N/A	N/A	7	N/A	N/A ⁵
Lake Forest	7	4 ⁶	7	3	N/A	7	N/A	7
Northbrook	7	7	N/A	N/A	9	9	N/A ⁷	7
Winnetka	7	7	7	N/A	N/A	9	N/A	7
Average	7.0	8.8	7.3	6.3	8.5	8.0	7.0	7.0
Wilmette	7	9	9	5	9	7	7	7

Term Limits

	Appearance Review	Environmental	Historic Preservation	Housing	Human Relations	Plan	Transportation	Zoning
Deerfield	None	None	N/A	N/A	None	None	N/A	None
Evanston	N/A	2	2	2	N/A ²	2	2	2
Glencoe	N/A	None	None	N/A	2	None	N/A	None
Glenview	None	None	None	N/A	None	None	N/A	None
Highland Park	N/A	None	2	2	3	2	None	2
Lake Bluff	None	None	None	N/A	N/A	None	N/A	None
Lake Forest	3	N/A	3	N/A	N/A	3	N/A	2
Northbrook	None	None	N/A	N/A	None	None	N/A	None
Winnetka	None	None	None	N/A	N/A	None	N/A	None
Average	3.0	2.0	2.3	2.0	2.5	2.3	2.0	2.0
Wilmette	2	2	2	2	2	2	2	2

Years per Term

	Appearance Review	Environmental	Historic Preservation	Housing	Human Relations	Plan	Transportation	Zoning
Deerfield	3	3	N/A	N/A	3	3	N/A	5
Evanston	N/A	3	3	3	N/A	3	3	5
Glencoe	N/A	3	5	N/A	4	5	N/A	5
Glenview	4	4	4	N/A	N/A	4	N/A	4
Highland Park	N/A	2	4	4	2	4	2	4
Lake Bluff	2	N/A	4	N/A	N/A	3	N/A	N/A
Lake Forest	2	N/A	2	N/A	N/A	2	N/A	2
Northbrook	3	3	N/A	N/A	3	4	N/A	4
Winnetka	5	3	3	N/A	N/A	3	N/A	5
Average	3.2	3.0	3.6	3.5	3.0	3.4	2.5	4.3
Wilmette	5	3	4	3	3	4	4	5

Footnotes:

- 1: Evanston has an internal Design and Project Review Committee who handles this function.
- 2: Evanston consolidated the Human Relations and Housing Commissions into the Housing & Homelessness Commission, membership info under "Housing" above.
- 3: Glencoe and Highland Park handle the ARC functions through Plan Commission.
- 4: Glencoe has certain transportation activities performed through the Sustainability Commission
- 5: Lake Bluff has a combined Plan Commission and ZBA
- 6: Lake Forest utilizes an internal Environmental Sustainable Committee for this function.
- 7: Northbrook utilizes a Transportation Advisory Committee, no membership information available.



Administration Committee Memorandum

MEETING DATE: September 3, 2020

TO: Village Board Administration Committee

SUBJECTS: Appointment Powers

FROM: [Jeffrey M. Stein](#), Corporation Counsel

Background and Executive Summary

At the July 6, 2020 Administration Committee (“Committee”) meeting, the Committee requested a memorandum from the Corporation Counsel as to the law in regard to the appointments of individuals to the Village’s various Boards and Commissions (“Appointed Officials”).

In the Managerial Form of Municipal Government, the form of government that Wilmette has elected via referendum, the Village President has the power to submit the individual for an appointment to Boards and Commissions and the Board of Trustees has the power to approve or deny that appointment. As with all laws, there are some exceptions to this general rule, which are discussed more thoroughly below.

The general rule that the Village President submits to the Board of Trustees the individual for appointment, and the Board of Trustees either affirm or deny such an appointment is derived from state statute and has been affirmed as the rule by the Illinois Supreme Court as well as the Illinois Attorney General (“AG”). Based upon the foregoing, the Village President has clear and direct appointment power over those Boards and Commissions that are expressly provided for in state statutes (listed below). It is equally as clear that where state statutes provide for some other appointment process (also listed below), the Village President may have no such authority to make that appointment. Finally, where the state statutes are silent as to such appointment authority, the language of the statutes defining the roles of the executive and legislative branches of the government as well as the reasoning provided in the citations below, makes it probable such authority must rest with the Village President to submit the individual for appointment and the Board of Trustees to affirm or deny such an appointment.

Appointment Procedures of each of the Specific Boards and Commissions.

Appointment procedures for many of the Village’s Boards and Commissions are specifically provided throughout the various Illinois statutory provisions. Specifically, various sections of the Illinois Municipal Code provide that the Village President makes such appointments of

the membership of the following Boards and Commissions (collectively referred to as “Statutorily Created Boards and Commissions”):

- Zoning Board of Appeals
- Plan Commission
- Fire Pension Board (two of the five members)
- Police Pension Board (two of the five members)
- Board of Fire and Police Commissioners
- Electrical Commission

There are several boards and commissions for which state statute explicitly identifies what Village official makes such an appointment or rather that a specific individual is automatically appointed per state statute giving no discretion to the Village President or the Board of Trustees to make such an appoint. Per state statute these Boards and Commissions are appointed as follows:

- Emergency Telephone System Board (“ETSB”) – Appointments are made in the manner determined by the Board of Trustees (as opposed to the Village President), which has then been codified through the Village Code provision for this board. The qualifications for such appointments to the ETSB are specifically provided in the statute.
- Foreign Fire Insurance Board – Statutorily mandated to be comprised of the Chief of the Fire Department and 6 members of the department that are elected by the membership of the Fire Department.
- Local Electoral Board – The statutes automatically appoint specific elected Village Officials to the Local Electoral Board.

The state statutes do not address the creation and/or the appointment procedures to the following Boards and Commissions. However, pursuant to the roles of the executive and the legislature provided for in the Managerial Form of Municipal Government, the general rule is that the appointment power rests with the Village President and the Board of Trustees shall advise and consent on such an appointment:

- Housing Commission
- Human Relations Commission
- Transportation Commission
- Environmental and Energy Commission
- Building Code Board of Appeals

- Historic Preservation Commission

Below is the review and analysis of the relevant state statutes and the caselaw and AG Opinion on the subject.

Form of Government Statutes Relevant to Appointment Process.

The Village of Wilmette operates under the Managerial Form of Municipal Government pursuant to Article 5 of the Illinois Municipal Code (65 ILCS 5/5-1-1 *et. seq.*). While this memorandum is not intended to provide a detailed description of the Managerial Form of Municipal Government, the roles of the Village President and the Board of Trustees is briefly discussed in the context of appointment powers.

Specific to appointment powers of the Village President, Section 5-3-1 of the Illinois Municipal Code (65 ILCS 5/5-3-1) in relevant part states:

If any other Acts or any Article of this Code, other than Article 3 or Article 4, provides for the appointment of a board, commission, or other agency by the mayor or president, such appointments shall be made in manner so provided.

This provision applies to those statutorily created boards and commissions that already provide for the specific appointment powers vesting in a municipal official. For example, Section 5/ 11-12-4 of the Illinois Municipal Code is the statute that is not part of Article 3 or Article 4 and specifically provides that the appointment power for the Plan Commission rests with the Village President. That specific language is “[a] plan commission shall be appointed by a mayor of a city or president of a village board subject to confirmation by the corporate authorities.” 65 ILCS 5/11-12-4. Similar language is found in the statutes creating the other Statutorily Created Boards and Commissions.

The two provisions below (Section 5-3-6 and Section 5-3-1) are relevant because they describe the functions of the different branches of municipal government. This is directly relevant to the situations where the statutes are silent as to a board and commission itself or the appointment powers for such a board and commission.

Pursuant to Section 5-3-6 of the Illinois Municipal Code (65 ILCS 5/5-3-6):

The powers of the council or board shall be purely legislative except as may be otherwise provided by any other act or by any article of this Code other than Articles 3 or 4 [65 ILCS 5/3-1-1 *et seq.* or 65 ILCS 5/4-1-1 *et seq.*]. The executive and administrative powers conferred on the commissioners by Article 4 shall only be exercised when delegated to the appointive officers provided in this Article 5.

Section 5-3-1, in relevant part, states that “the mayor and president shall be recognized as the official head of the city or village by the courts for the purpose of serving civil process and by the Governor for all legal purposes.” 65 ILCS 5/5-3-1.

These statutory provisions provide the guidance that the appointment power for the board and commissions not otherwise specifically provided for in another statute, rests with the Village President. These provisions and other constitutional provisions were analyzed by

the courts and the AG in the cases and opinion below in regard to a home rule unit of government providing contradictory provisions for appointment powers.

The Village cannot use its Home Rule Powers to Change the Appointment Process for its Boards and Commissions.

There is guidance, in the form of caselaw from the Illinois Supreme Court as well as an opinion from the AG that clearly determined that a Village, even a home rule unit of government, does not have the authority to change the appointment powers of the otherwise responsible Village official or officials to make such an appointment.

It is important to note that the limitation to the home rule powers expressed in those opinions comes from the Illinois Constitution itself. Specifically, Article VII, Section 6(f) of the 1970 Illinois Constitution provides in part:

(f) A home rule unit shall have the power subject to approval by referendum to adopt, alter or repeal a form of government provided by law, except that the form of government of Cook County shall be subject to the provisions of Section 3 of this Article. A home rule municipality shall have the power to provide for its officers, their manner of selection and terms of office only as approved by referendum or as otherwise authorized by law.

Illinois Courts have ruled that when the Constitution states that a change to the "form of government" is allowed, it is only through the use of a referendum. When "form of government" is used, the Constitution is referring to the election of municipal governing bodies and the relationship between the legislative and executive branches of government. Peters v. City of Springfield, 57 Ill. 2d 142, 149. (1974); Kotte v. Normal Bd. of Fire & Police Comm'rs, 269 Ill. App. 3d 517, 521, (1995); Jaros v. Vill. of Downers Grove, 2017 IL App (2d) 170758, ¶ 25 (2017).

Pechous v. Slawko

When reviewing the relationship between the legislative and executive branches, the Illinois Supreme Court provided guidance in the case of Pechous v. Slawko. Pechous v. Slawko, 64 Ill. 2d 576, 583 (1976). This case was a consolidated case involving similar sets of facts for actions taken by two separate municipalities. The legal questions to be answered related to the scope of the power of legislative bodies in home rule municipalities, including the removal of the appointment powers from the municipal officer statutorily designated to make such an appointment. In each circumstance, the legislative body of the municipality enacted ordinances designed to transfer to itself the power to appoint certain municipal officials. Pechous, 64 Ill. 2d at 579. This case primarily used two sets of facts in determining its ruling.

The first set of facts involved the City of Berwyn. In addition to its elected mayor, city clerk, city treasurer, and eight aldermen, the applicable statutes provide for the appointment by the mayor, with the approval of the council, of certain other officers, including the city collector, superintendent of streets and commissioner of public works. Pechous, 64 Ill. 2d at 580. The aldermen of the City of Berwyn, under the theory of using home rule powers, enacted ordinances removing from office the incumbent superintendent of streets,

commissioner of public works, and city collector, and appointing replacements for them. Pechous, 64 Ill. 2d at 580 - 581.

The second set of facts involved the Village of Oak Lawn, a Managerial Form of Municipal Government (like Wilmette). The Oak Lawn Board of Trustees passed an ordinance, over the Village President's veto, that the president and board of trustees, "voting jointly, may employ an attorney or attorneys as an independent contractor or as independent contractors." Pechous, 64 Ill. 2d at 586.

In reviewing both sets of facts, the Court reviewed the differing forms of government a municipality may ultimately decide to undertake. A municipality may be organized as a city or as a village having the form of government provided in Article 3¹, and it may by referendum change its form of government to either the Commission Form of Municipal Government provided in Article 4 or the Managerial Form of Municipal Government provided in Article 5. Different relationships between the legislative and executive branches of municipal government are provided in these different forms of government. Under the Commission Form of Municipal Government, for example, the statute provides that "[t]he council and its members shall possess and exercise all executive, administrative, and legislative powers and duties now possessed and exercised by the executive, legislative, and administrative officers" in other municipalities. Pechous, 64 Ill. 2d at 584. The most significant characteristic of the Managerial Form of Municipal Government is that the municipal manager (Village Manager) shall be the administrative head of the municipal government. The Board of Trustees have no powers with respect to administration. The statute for the Managerial Form of Municipal Government provides that powers of the council or board shall be purely legislative except as may be otherwise provided by any other act or by any article of this Code other than Articles 3 or 4. Pechous, 64 Ill. 2d at 586-587.

The Court examined what a transfer of appointment power to the legislative branch would entail. The Court stated that regardless of home rule powers, no municipality can change its form of government without a referendum. The Court continued that the only form of municipal government provided by law which authorizes a city council or the board of trustees of a village to exercise powers of appointment and removal is the Commission Form of Municipal Government provided for in Article 4 of the Municipal Code. Pechous, 64 Ill. 2d at 584-585.

Therefore, the Court concluded that the City of Berwyn and the Village of Oak Lawn could not transfer the appointment powers from the Mayor and Village President/Village Manager to their respective legislative bodies without first changing or altering the form of government via referendum as neither municipality was a Commission Form of Government.

Illinois Attorney General Opinion 97-028

While the above case dealt solely with the appointment of employees and officers, Illinois Attorney General Opinion 97-028 expanded the prohibitions provided for by the Pechous

¹ Since the time of this opinion, Article 3 has been repealed and replaced with Article 3.1 which is the Aldermanic – Mayor; Trustee – President form of government. Article 3.1 form of government is the default form of government and can be changed through the referendum process.

Court to appointed members of boards and commissions (some of which are considered "officers" of the Village). The AG was asked to weigh in on a home rule city, operating under the managerial form of government, being lawfully empowered to abolish various boards and commissions established pursuant to statutes which prescribed mayoral appointment of their members and to recreate similar bodies by ordinances providing for the appointment of their membership by that city council. Attorney General Opinion 97-028 pg.1-2. Citing to the various constitutional provisions and statutory sections (all of which are referenced above), the AG opined that "under these provisions, it is clear that in the managerial form of government, the executive appointment authority reposes in the manager, with respect to most officers and employees, and in the mayor, with respect to boards and commissions designated as being so appointed." Attorney General Opinion 97-028 pg.3.

Board of Trustees "Purely Legislative" Except Otherwise Provided.

The above cited statutes, cases, and AG opinion clearly provide the guidance that the Village President or another Village official must make the appointment when that office is given the power to do so in the state statutes. The Village may not remove or alter such power, because doing so would be a change in government that is impermissible without first bringing a binding referendum to the electorate and having that referendum receive a favorable vote.

However, there remains the issue of when the appointment power to a Board or Commission is not addressed in a specific statute. While there is no direct caselaw or opinion on such a specific set of facts, taking into account the reasoning from the cases and opinion cited above, along with the statutory language that limits the Board of Trustees' role as "purely legislative" except when a non-legislative function is conferred upon the Village Board by statute, the appointment power must still rest with the executive or administrative head (depending upon the office being appointed) of the government.

To remove the power from either the Village President or the Village Manager as the case may be, would alter the Village's form of government from a Managerial Form of Municipal Government and make it more akin to a Commission Form of Government established under Article 4 of the Illinois Municipal Code. Specifically, a provision found in Article 4, the Commission Form of Government, states that "[t]he council and its members shall possess and exercise all executive, administrative, and legislative powers and duties now possessed and exercised by the executive, legislative, and administrative officers in other municipalities." 65 ILCS 5/4-5-2. For the Board of Trustees to obtain the executive (or administrative) power would be the type of authority granted by the statute above that is only applicable to a Commission Form of Government and would be clearly contrary to the Managerial Form of Municipal Government.

Therefore, as the Village President is the executive head of the Village, the executive power of appointment must rest with that office (unless specified in the state statutes as being with someone other Village official or officials). Furthermore, since the Board of Trustees' specific role in a Managerial Form of Municipal Government is "purely legislative," the Board of Trustees cannot possess the appointment power, only the power to advise and consent, unless specifically given such power by state statute or approved through a binding referendum.

The Board of Trustees Powers regarding Boards and Commissions.

The Board of Trustees does have a role when it comes to Boards and Commissions. Most appointments by the Village President are not absolute and are done with the “advice and consent” of the Board of Trustees. As such, while the Village President, in most cases, is the only office that can submit a name for appointment, the Board of Trustees may either approve or deny such appointments.

Furthermore, as the legislative body of the Village, the Board of Trustees can potentially shape Boards and Commissions. A few powers that the Board of Trustees have when regulating the Village’s Boards and Commissions (when not contrary to state statute) are as follows:

1. Create or abolish a Board or Commission
2. Increase or decrease the number of appointed members to a Board or Commission
3. Set forth qualifications for members of a Board or Commission
4. Assign the duties and/or purview of a Board or Commission
5. Create an appointment process or procedure to assist the appointing power in making the ultimate decision of appointing or submitting the individual for confirmation
6. Provide for a budget for a Board or Commission
7. Require meeting schedules or minimum number of meetings for a Board or Commission
 - a. Plan Commission is currently scheduled to meet the first Tuesday of the month
 - b. Zoning Board is currently scheduled to meet the first and third Wednesday of the month
 - c. Appearance Review Commission is currently scheduled to meet the first Monday of the month
 - d. Other Boards and Commissions are currently scheduled to meet as needed or as state statute requires².

Conclusion

Based upon the above reasoning, the appointment powers, when conferred upon by state statute to a specific Village official, must be retained by that official. In addition, it is likely that a court would conclude, that unless expressly stated otherwise in a state statute, the appointment powers to a board or commission are an executive function and ultimately the

² The Police Pension Fund Board must meet quarterly per state statute.

responsibility of the Village President with the legislative power to advise and consent resting with the Board of Trustees.

Attachment #4

TO: Administration Committee of the Village Board
FROM: Village President Bob Bielinski
DATE: August 31, 2020
RE: Appointment Process for Village's Boards and Commissions

Introduction

The Village President's responsibility of recommending individuals for appointment to boards and commissions is an important and time consuming process, and I take the responsibility very seriously. The Village's boards and commissions are part of Village government, and their members are government officials.

Since I took office on May 14, 2013, I have submitted 127 recommendations for appointments and reappointments to the Village Board for its approval, as shown in the table below.

Recommendations for Reappointment to Current Board or Commission	62
Recommendations for Appointment to New Board or Commission	65
Total Recommendations	127

As the Administration Committee continues its review of the Village's boards and commissions, I thought it would be helpful to summarize the process I undertake when recommending appointments and the results of the process over the past seven years. I hope the members of the Committee find this information useful to their review.

Recommendation Process

When making a decision on a recommendation, I look for a match between an individual's experience and interests with the current needs of the Village's boards and commissions. Finding the right mix of experience and subject matter expertise for each board or commission is important for a board or commission to function well and best serve the residents of Wilmette. When the Village Code specifies desired types of experience for members of a particular board or commission, that guidance is informative to the process.

Generally when there is an upcoming vacancy on a board or commission, I consult with the Village Staff to seek their input regarding the current needs of the board or commission and what experience or expertise would help ensure a well-rounded body. Subsequent to that discussion, I review Talent Bank Questionnaires (TBQs) which have been submitted to the Village for that board or commission to identify candidates with an interest and relevant experience. Since there isn't always a good match for each individual at the time a TBQ is submitted, the Village retains TBQs for future vacancies.

Prior to making a recommendation, I schedule a conversation (almost always in-person) with a potential candidate to discuss the individual's experience and interests and to explore how their experience and interests match up with the current needs of the various boards and commissions. Often, we discuss boards and commissions which may not have been indicated as an individual's preference because there is a current need or because I see another good fit for the individual's experience and interests. For

example, direct transportation engineering experience is rare, but individuals with an analytical background are also well suited for the Transportation Commission given the data driven decision making which the Commission undertakes.

Several of the Village's boards and commissions are land use related, and specific experience/expertise is very helpful to the proper functioning of these groups. There is not an overabundance of well qualified applicants with both experience in architecture, real estate development, construction, urban planning or engineering, and the time and willingness to volunteer for a Village board or commission.

When a vacancy is upcoming on a land use related board or commission, Staff often asks the existing members of the board or commission for suggestions of potential new board members. Tapping into the professional networks of these land use practitioners is an important part of the process for identifying new members with relevant experience. In addition, because there is a natural progression in terms of the learning curve on boards and commissions (especially land use related ones), I have asked existing members of a board or commission to move to a more time intensive board or commission (almost always to the Zoning Board of Appeals or the Plan Commission).

In general, I take a patient approach to filling vacancies to try to find individuals with relevant experience for each board or commission, and there are not always available volunteers with the appropriate technical expertise at the time of a vacancy. After a period of time when efforts to find the best qualified candidates are unsuccessful, I look for individuals who have previously expressed an interest in serving on a board or commission and would be a good fit.

Collaboration between the Village's boards and commissions and the Village Board is also important because the boards and commissions are not policy setting bodies, but only advisory bodies. Boards and commissions can play an important role supporting the Village Board in their policy making duties, and it's important to find individuals who are interested in working collaboratively and constructively inside of Village government to serve on boards and commissions.

Appointments, May 2013 to July 2020

As I mentioned above, over the past seven years, I've made 127 recommendations for appointments and reappointments to a board or commission. These recommendations include three members of the Village Staff, our liaison from Commonwealth Edison, two former Village Trustees, and two unsuccessful candidates for Village Trustee.

Excluding reappointments, transfers of individuals from one board to another, and the individuals mentioned in the paragraph above, I have made 47 recommendations for new appointments to boards or commissions. The table below shows how each of these candidates came to my attention.

TBQ submission / direct outreach to me from individual previously not known to me	36	77%
TBQ submission / direct outreach to me from individual known to me	2	4%
Introduction to me	6	13%
Direct outreach by me	3	6%
Total recommendations for new appointments	47	100%

It should also be noted that I have reached out unsuccessfully to many other residents (especially architects, real estate developers and others with land use expertise) to encourage them to consider joining one of the Village's boards or commissions. Encouraging qualified candidates to join the Village's boards and commissions is a responsibility of the Village President.

Because I have been patient in my approach to filling vacancies, our boards and commissions are comprised of individuals with diverse and relevant experience and expertise. For example, the Environmental and Energy Commission has an amazing mix of valuable real world experience among its members because I've consciously waited for individuals with relevant technical expertise. The Police and Fire Pension Boards include individuals with investing and legal expertise, and the performance of our pension funds have benefited from their guidance. And, of course, the land use related bodies include many experienced land use practitioners among their members.

Given my approach of matching resident experience and expertise with the needs of each board or commission, I have refrained from recommending appointments to the Housing Commission and Human Relations Commission while their responsibilities have not been clearly defined. I understand the Administration Committee has made significant progress in refining the roles of these commissions, and I look forward to recommending well qualified individuals to fill these vacancies after the Committee's and Village Board's review is complete.

Conclusion

The Village President's responsibility of recommending individuals for appointment to boards and commissions is an important and time consuming process, and I take the responsibility very seriously.

There are multiple sources of candidates for the Village's boards and commissions, but the vast majority of new appointments come from Talent Bank Questionnaires submitted to the Village.

Finding the right mix of experience and expertise for each board or commission is important for a board or commission to function well and best serve the community. Being patient and waiting for individuals with relevant technical expertise has allowed for the creation of boards and commissions with a great mix of talented professionals.

We are lucky to live in a village where so many talented residents have a desire to volunteer to serve the community. Service on a board or commission can be a significant time commitment, and we should all appreciate the contributions made by the Village's board and commission members.

Recognizing the importance of the Administration Committee's review, I will refrain from making any recommendations of appointments, other than reappointments of existing members, to any of the Village's boards and commissions until completion of the review.

Summary of Selection Process in Nearby Communities

Of the communities surveyed below, all indicated that the Village President makes the appointment with the advice and consent of the Village Board.

The majority of communities surveyed follow a similar process to Wilmette's, with the Village President reviewing applications and making recommendations for appointment. The following summarizes each community's process:

Municipality	Appointment Process
Northbrook	Same as Wilmette
Highland Park	Same as Wilmette
Winnetka	Same as Wilmette
Glenview	Same as Wilmette
Kenilworth	Same as Wilmette
Northfield	Same as Wilmette
Bannockburn	Same as Wilmette
Lincolnwood	Same as Wilmette
Glencoe	Same as Wilmette + Commission chair and staff liaison interview the candidate
Lincolnshire	Same as Wilmette + Commission chair provides feedback on the candidate
Lake Forest	Caucus Committee reviews applications and makes recommendations to the Mayor
Deerfield	Volunteer Engagement Commission interviews candidates and makes recommendations to the Mayor
Park Ridge	Mayor's Advisory Board composed of four Alderpersons interviews candidates and makes recommendations to the Mayor

In Deerfield, the Volunteer Engagement Commission (VEC) is comprised of five members who are appointed by the Village President. Per the Deerfield Municipal Code, the duties and functions of the VEC are:

The Volunteer Engagement Commission shall make a study of the personnel needs of the various boards and commissions of the Village government and at the request of the President shall make recommendations of qualified persons to fill any vacancy existing on any such board or commission.

The Deerfield VEC, in open public meetings, interviews prospective board and commission candidates to learn more about their talents and experience, deliberates the candidates' qualifications and makes recommendations to the Mayor who then appoints candidates at a Village Board meeting.

The Park Ridge Mayor's Advisory Board operates in a similar fashion to the Deerfield VEC, with the primary difference being that members of the advisory board are elected Alderpersons who are appointed by the Mayor.

In Lake Forest, the Caucus Committee is independent from the Village. The Caucus recruits and interviews candidates for Lake Forest Mayor, City Council, volunteer boards and commissions as well as for the school, park and library boards. For the City of Lake Forest boards and commissions, the Caucus makes recommendations to the Mayor who then appoints candidates at a City Council meeting.



MEETING MINUTES

ADMINISTRATION COMMITTEE OF THE VILLAGE BOARD

BROADCAST ONLY (VILLAGE HALL CLOSED DUE TO THE VILLAGE PRESIDENT’S DELCARATION OF LOCAL DISASTER AND PUBLIC HEALTH EMERGENCY ORDER) ON MONDAY, JULY 6, 2020 AT 2 P.M.

Members Present: Trustee Kathy Dodd, Chair
Trustee Peter Barrow
Trustee Daniel Sullivan

Staff Present: Michael Braiman, Village Manager
John Adler, Director of Community Development

Guests:

I. CALL TO ORDER

Chair Kathy Dodd called the meeting to order at 2:01 p.m. Committee members Daniel Sullivan and Peter Barrow were present.

Trustee Dodd explained the remote meeting procedures and options to participate.

II. APPROVAL OF MINUTES; ADMINISTRATION COMMITTEE MEETING FEBRUARY 13, 2018.

Trustee Dodd directed the Committee’s attention to the draft minutes of the Administration Committee meeting of February 13, 2018.

Trustee Barrow moved that the Committee approve the minutes as presented. The motion was seconded by Trustee Sullivan. No further discussion occurred on the motion. Voting yes: Trustees Dodd, Barrow and Sullivan. Voting no: none. **The motion carried.**

III. DISCUSSION OF BOARDS & COMMISSIONS

Trustee Dodd said she was excited about starting the process of reviewing the Boards and Commissions, particularly the Housing Commission and Human Relations Commission. She thanked the residents for all their feedback and staff for their hard work in preparing for the meeting. She went on to say in light of current events, the attention and focus has been on racial and social inequity and what the community can do to address these issues. She apologized for not addressing the issues sooner and said she hopes the Board and community members can work together to reinvigorate the Housing and Human Relations Commissions and to review the selection and appointment process for all Boards and Commissions.

Trustee Dodd then gave an overview of the process the Administration Committee will follow in preparing their recommendations to the Village Board who will then make the final decision on how to proceed.

Village Manager Mike Braiman gave a presentation (PowerPoint attached) on the Boards and Commissions review that was conducted by staff. He said the scope was determined by feedback from the Board, community members and staff. He said the main focus of the review is based around the Housing and Human Relations Commissions and defining their roles going forward. He said staff also has looked at the training, orientation, recruitment and recognition of all commission members as well as the composition of board and commission membership.

Mr. Braiman discussed the training component of commission members. He said that the current process can be improved upon to include on the Open Meetings Act, the Freedom of Information Act, the Village email policy and training in the roles and responsibilities of a commissioner. He said that training and overviews of existing policy documents would also be helpful for the land use commissions.

Mr. Braiman then discussed consolidation opportunities. He said in 2010 some consolidations were made where the Community Relations Commission, Youth Commission, Fine Arts Commission, Board of Health and the Commission for Persons with Disabilities were consolidated into the Human Relations Commission. He said the Bicycle Task Force was also combined with the Environmental & Energy Commission. He said the Human Relations Commission in particular never quite took off and this is a good opportunity to review that commission. He said at this point, no further consolidations are advised.

Mr. Braiman then discussed the roles and responsibilities of the Housing and Human Relations Commissions. He said the primary focus of the

Housing Commission was to administer the now privately funded Housing Assistance Program (HAP). He said the Emergency Assistance program continues to be funded by the Village and administered through the Community Development Department.

Mr. Braiman said the primary focus of the Human Relations Commission has historically been to administer the Black History Month poster contest and the Wilmette Person of the Year award. He said other than that, after the consolidations, the commission struggled to find a path forward once the youth grant program funds were depleted.

Mr. Braiman said staff will be reviewing boards and commissions in nearby communities to help inform the Committee's process. Trustee Dodd said that looking at some of the projects those commissions (Housing and Human Relations) have worked on and the corresponding results would be helpful. Mr. Braiman said they would review agenda packets and minutes and reach out to the staff liaisons as well to get some good feedback for what they are doing and report back at a future committee meeting. Trustee Dodd then asked if the communities with no Housing Commission have an affordable housing plan. She also asked where the work that needs to be done for an affordable housing plan was being done in those communities.

Mr. Braiman discussed reviewing the appropriate numbers for commission membership and term limits. Mr. Braiman went through how many members each Commission or Board maintains. He also discussed term limits and maximum number of terms.

Trustee Barrow asked about quorum issues for the Zoning Board, specifically if they were related to 2017. Community Development Director John Adler said that those quorum issues are not recent but will verify the exact time period. Trustee Dodd said for the Zoning Board there is a difference between having a quorum and full membership. She asked if it would be helpful to know how often all members are present, as when not all are present, it can be an issue for the applicants who are applying for a variance. Mr. Braiman said it's appropriate to answer the question and research would be done and staff would come back to the committee for direction. Trustee Sullivan said even if there isn't a quorum in a Zoning Board meeting, it's the job of the commissioners to do the leg work for the Village Board and it only becomes a problem when there are five Board members at a meeting.

Mr. Braiman talked about recruitment and selection of new members. He said Corporation Counsel Stein will prepare a memo on the appointment process for review a future Committee meeting. Trustee Dodd said she

thought President Bielinski was preparing a memo regarding his process to appoint members as well.

Mr. Braiman discussed recommendations on increasing the number of residents volunteering to serve. He said that staff is going to create an online form to submit Talent Bank Questionnaires (TBQ) in order to update the current PDF process. He said it may be helpful to refresh the Talent Bank each year by reaching out to applicants to review their interest and keep the Talent Bank up-to-date. Mr. Braiman also said a more robust communication strategy is under review with Metro Strategies to encourage more residents to volunteer.

Trustee Barrow asked when someone submits a TBQ, what is the response the person receives and from whom. Mr. Braiman said the TBQ is shared with the Village Board and a letter is sent on behalf of the Village President acknowledging the receipt and follow-up as appropriate. Trustee Barrow said there is a perception in the community that there is a lack of communication from the Village when a TBQ is submitted. He said he wanted to be sure there was a process in place to acknowledge the receipt of TBQs.

Trustee Dodd asked how the vacancies are communicated. Mr. Braiman said he doesn't believe that the communication of open vacancies has been very effective to date. He said focusing on this component would be prudent to provide the opportunity for more residents to apply, and this would be reviewed.

Mr. Braiman discussed the selection process and showed some tables with information on the total number of TBQs received, appointments, reappointments and outstanding TBQs. Trustee Dodd asked how reappointments are handled. Mr. Braiman said anytime a commissioner's term is expiring and they are eligible for reappointment, President Bielinski asks the staff liaison to reach out to see if the commissioner wishes to be reappointed. If they are interested, their recommendation for reappointment is placed on the Village Board agenda. At the next meeting, the reappointment is placed on the agenda. Mr. Braiman said in his time in Wilmette, he cannot recall a time when a commissioner interested in serving another term did not get reappointed.

Trustee Sullivan said using the ZBA as an example, if someone serves their initial appointment of five years and wishes to serve another term, that's the reappointment. Mr. Braiman concurred. Trustee Sullivan said if a commissioner's two terms are up, President Bielinski does not have the power to reappoint them if they have no waiting applicants. Mr. Braiman concurred. Trustee Sullivan then said once they fulfill all their terms, they cannot go back a year later and serve another term. Mr. Braiman said he

believes the Code says “consecutive terms” but would clarify this point. He said he does believe that if there becomes a vacancy with no one to appoint, that person may continue to serve until an appointment can be made in order to continue the commission’s business at hand.

Trustee Dodd asked if there is anything that the Administration Committee would need to look at for the reappointment process. She asked if a person is done serving their allowable terms, are they eligible to serve on another commission. Mr. Braiman said yes. She then asked if that happens very often. Mr. Braiman said that usually happens with someone with specialized training such as someone with an architectural or engineering background who can provide value on more than one commission such as the Appearance Review Commission and Plan Commission. He said finding volunteers with those specialized backgrounds proved difficult in the past.

Trustee Dodd said that speaks to the need to identify vacancies to allow as many members of the community to serve on the commissions as possible.

Mr. Braiman discussed the importance of recognizing members who devote significant time and energy to serving.

Trustee Dodd talked about the next steps in the process. She said a review of the Housing and Human Relations Commission in other communities will take place. She also said the memos from Mr. Stein and President Bielinski on the process for recruitment would also be forthcoming. She went on to say looking at other communities and their term limits and membership guidelines would also be reviewed.

Trustee Barrow asked for a sense of surrounding communities and how their Housing and Human Relations Commissions are composed. He said he would like to see what types of backgrounds are being utilized.

Trustee Sullivan said he agreed and said the key is see what similar commissions are established in neighboring communities. He said he thinks it’s important to determine where the commissions help the Board and staff. He said the purpose of the commissions is to aid in the Board’s decision making responsibilities.

Trustee Dodd concurred and said in addition to looking at the Housing and Human Relations Commissions in surrounding communities, a review of those communities’ recruitment and selection process would also be helpful.

Trustee Sullivan said he thinks that more than seven members on most commissions is too many. He said exploring membership numbers and the mixed use of term limits would be helpful. He said that he understands the long terms (five years) for ZBA makes sense, as there is much information to sift through and it takes a while to learn.

Trustee Dodd said at the next meeting, she thinks the focus should be the Housing and Human Relations Commissions to determine their mission and objectives. She said discussing the selection/appointment process should take place at the following meeting. She said a fourth meeting could be convened to prepare the recommendation for the Village Board. Trustees Sullivan and Barrow concurred with the timeline. Trustee Sullivan said good information has been presented and the time should be taken to investigate and review it. Trustee Dodd said she hoped to get a second meeting scheduled at the end of July, another meeting in August and then wrapping up sometime after that. Mr. Braiman said he believes having a meeting in late July will allow enough time for staff to review and prepare recommendations.

There was no further discussion on the topic.

VI. NEW BUSINESS

There was no new business.

VII. PUBLIC COMMENT

There were public comments emailed prior to the Administration Committee meeting and Mr. Braiman read them aloud:

Dan O'Brien wrote to request the Board re-establish the Housing and Human Relations Commissions. He said recent protests and marches have demonstrated the community's desire for change and a need to promote a welcoming, inclusive and livable community. He said we need a robust and active Housing Commission to assess housing needs and to develop an affordable housing plan. He said this commission must represent the diverse interests and expertise of our residents and must be accountable to the Trustees and community at large for setting and attaining growth targets for affordable housing in the Village. He said it's been disappointing to see vacancies go unfilled despite talented members of the community submitting applications to volunteer their time, and he would like an explanation as to why they haven't been filled. He also said there needs to be a transparent process for how the Village makes appointments. He thanked the Board and staff for their work on behalf of the community and requested the Board take the necessary steps to ensure the commissions fulfill their mandates.

Paul Traynor said he strongly supports the immediate staffing of the Housing and Human Relations Commissions. He said the lack of racial diversity in Wilmette is due in part to federally-sanctioned programs that barred black Americans from purchasing homes in Wilmette for decades. He said while those laws have been rescinded, the rise in property values now restricts entry into the community from an economic perspective, which by and large affects minority populations. He said he knows Trustees have much on their plates and deserve our thanks and assistance, but broader involvement from community members can assist in addressing these issues and challenges. He said he hopes the Board will delegate responsibility and oversight of this work to other members of the community and asked the Board to utilize the Talent Bank to find potential appointees.

Gail Schnitzer Eisenberg said she and her family moved to Wilmette five years ago, and she immediately wanted to get involved. She said she submitted a TBQ for the Human Services and Housing Commissions, but did not receive a response. She said she has gone on to become a New Trier Township Trustee, which has given her an opportunity to see the process to which committee vacancies are filled. She said they advertise for openings and present all the applications to their Board for consideration. She said through this process, they have maintained active, passionate full committees. She also said she hopes Wilmette will rejuvenate their committee program. She went on to say she is lucky to live in an engaged community, but it's a shame not to take advantage of its expertise to better the Village.

Lorelei McClure said she believes the Housing Commission and the Human Relations Commission are essential to the effectiveness and success of putting an affordable housing plan into action. She asked the Board to reactivate these commissions. She said while she is appreciative of all the work the Board does, she feels there is more to do to be more inviting and inclusive. She said we need the Housing Commission to promote housing for low and moderate income families, people with disabilities, low income seniors, a rental and mortgage subsidy program and periodic studies of needs. She said now more than ever we need the Housing Commission to develop an affordable housing plan based on resulting evidence and broad-based community input. She said the Human Relations Commission stands as the welcoming hosts to the community and should actively engage in carrying out their mandate of supporting all segments of the population, planning and supporting community events, promoting the arts and multi-cultural events, promoting justice and equality and encouraging and facilitating solutions to social issues, as well as addressing emergent community needs and serving as an advocate educator, communicator and point of contact for all Wilmette residents.

Gail Schechter wrote that she is mystified as to how the Human Relations Commission's role was reduced to merely recognizing various cultures and the Black History Month poster contest. She said Human Relations Commissions have a specific purpose in supporting diverse and inclusive communities, education and conflict resolution and is the central government body overseeing race relations in policy and practice. She referenced the U.S. Department of Justice's Community Relations Service, "Guidelines for Effective Human Relations Commissions," which she said should be Wilmette's road map. She said that too many African American residents and low-income residents and people with disabilities have left Wilmette because they felt unwelcome. She said having a Human Relations Commission ensures Wilmette is paying attention.

Ms. Schechter followed up with an additional email that stated she is in full support of re-establishing the Housing Commission to promote housing for low- and moderate-income families and people with disabilities. She said Wilmette needs this commission to promote equity and growth.

Laura Smith said she appreciates the Board's commitment to providing affordable housing and their June 4 message of fostering an inclusive environment where people of all racial, ethnic, religious and cultural backgrounds feel safe and welcomed. She said she feels the Village can continue to work toward the collective responsibility to be more inclusive and diverse by fully staffing and empowering both the Housing Commission and Human Relations Commission.

Gina Speckman and John Boex requested the Board to reinstate the Housing and Human Relations Commissions. Ms. Speckman said if we are a tolerant and caring community, let's act like it. She said allowing these commissions to dissolve is unacceptable and Wilmette is better than this. She asked for the commissions to be reinstated and for involved citizens to work on actionable results in a timely manner.

Lisa Braganca said the African American population in Wilmette is less than 1%, which she feels is due to affordability and systemic racism in federal mortgage lending. She said in order to be inclusive and welcoming, Wilmette must make room for African American residents who may not have been able to accumulate the wealth necessary to pay market rates for housing. She said limiting our welcome to only wealthy African Americans fails to address centuries of slavery and Jim Crow laws and restrictive covenants, redlining and discriminatory federal home loan practices. Ms. Braganca went on to say that Wilmette needs a robust active Housing Commission, to which there are many residents who have applied to serve to no avail. She said that eliminating the Housing Commission would be a mistake. She said the Administration Committee

must reform the process of appointments and eliminate the long standing practice of having the Village President hold complete discretion in appointments. She also said the Board should ensure the Housing Commission is authorized and encouraged to recommend ways Wilmette can become an inclusive and welcoming community, including mandating all developers include affordable units in their buildings and affirmatively reaching out to encourage African Americans to move to Wilmette.

Eve Williams, who said she served two terms on the Village's Youth Commission, implored the Board to reactivate the Human Relations Commission and Housing Commission. She said she thinks those commissions should be filled with interested citizens, including high school students. She said that nationally we have seen that these students have interest in many topics, including human rights and the environment. She said in light of the events following the death of George Floyd, it makes sense to devote attention to this topic and re-energize the Human Relations Commission. She said similarly given Wilmette's commitment to affordable housing and making Wilmette an inclusive and welcoming community, the Housing Commission should reconvene. She discussed the process to which she was appointed to the Youth Commission saying that it was not very organized or intentional. She said she thinks a process where applications of all people, including black, brown, white, young, old, gay, and straight would ensure equally diverse representation on every commission.

Van Gilmer wrote that he is African American and has been a resident for 13 years. He said there was not enough paper or time to express what he internally has felt through the years he has made Wilmette his home. He said that during these unusual times, it seems strange to have to request to re-establish a commission to actually deal with Wilmette becoming more inclusive instead of remaining as exclusive as many of its residents have enjoyed for so long. He said that making affordable housing is not enough; the Village needs to make people of color feel welcome beyond smiles and patronizing behavior. He said a well-thought out strategy for stepping up inclusion over exclusive behavior and signs of welcome over threats of exclusion must become the watchword of the Village of Wilmette. He said he looks forward to hearing great things about the plans for reviving both the House and Human Relations Commissions.

Caryn Summer, a 28-year resident and 2-term member of the Appearance Review Commission, urged the Board to activate the Housing and Human Relations Commissions in order to ensure the Board's stated commitment to fairness and justice is more than a statement of words. She said she believes the public sentiment within the community is to support the activation of these commissions and it is incumbent upon the Village government to represent the diversities of all Wilmette residents. She said

she also recommended the Talent Bank be utilized in a fair and democratic way. She thanked the Board for their service to the Village.

Mr. Braiman then read comments that were received via YouTube Chat:

Jon Marshall referenced the mandates for the Housing and Human Relations Commissions and questioned what happened to those and why they weren't used anymore. He said he hopes Wilmette will not just look to neighboring communities for examples but will also try to be a leader in the realms of housing and human relations. He asked how many people who applied to the Talent Bank in the last two years have actually been appointed.

Stefanie Boles thanked the committee and urged them to reactivate the Housing and Human Relations Commission, which are very important to her and her family. She said considering neither commission has been active since 2016, the appointment process is obviously flawed.

Jessie Dienstag said thank you in advance for rejuvenating the Housing and Human Relations Commissions. He begged the Village Board to fast track the process. He said we need immediate, transparent, intentional and accountable action.

Cindy Fey said she had a question from Malaika Myers. She asked if all appointments are made from individuals that have submitted TBQs.

Trustee Dodd asked if there were any citizens on the call and Microsoft Teams meeting that would like to speak.

Peter Sung Ohr thanked the Trustees for their hard work. He said he supported all the comments about revitalizing the Human Relations and Housing Commissions. He said that it's important to expand the review of neighboring communities to a statewide and countrywide review. He said while he appreciates the current discussion, the topic is something that should be discussed regularly to keep relevant with the times.

Isaac Hatchett said he has lived in Wilmette since he was five. He said he is a member of HEROES, Healing Everyday Racism in our Schools, which is a working group of students, parents and community members who organized in 2018. He said the group feels affordable housing is necessary to eradicate the long-term structural racism that feeds the everyday racism that exists in our schools. He said going in school in Wilmette has had damaging effects on him and his schoolmates. He said this mainly because of the racism they see daily. He said while he was not the victim of racism, he was damaged because he has been corrupted by the bias and racism he sees daily. He said when you only meet 12 kids

of color after nine years of school, you create damaging biases and instant thoughts. He said this is not okay or normal. It damages you to never interact with people of color or lower incomes. He said in a society that systematically pushes down people of color, making it harder for them to buy houses in rich areas or feel welcome to do so, it's our job to stand up against injustice and break down these barriers to equality. If we truly believe everyone is truly equal and that our school systems are good, then you should be able to attend them, no matter what color or socio-economic background you come from.

Van Gilmer said that after seven decades he is surprised there can be nothing that will make us any better. He said we need to start thinking about something we can do that is extraordinary; not just building affordable housing that looks like crap or making a place for a few people to live so that we can say we are integrated. He said we need a commission that by heart thinks about how to begin including people. He said it is not right for people in this day and age to just be meeting a black person for the first time or making their first friend that is black. He said it is damaging to us all to live a lifetime separated but act as though we are together. He said Wilmette needs to think about how to attract people who are missing. He said he goes a lot of places around the North Shore and he is usually the only black person. He said it's not easy. He said he doesn't want children to graduate and just be meeting people of color for the first time. He said he is happy the Board is thinking about housing and human relations.

Cindy Fey said she just wanted to applaud the previous speakers.

Trustee Dodd asked Mr. Braiman if there was anyone else waiting. Mr. Braiman said there was one more YouTube chat comment from Leslie Rayrich that simply said, "Yes, Isaac."

Laurie Goldstein thanked the Trustees for their service to the community. She said she is an enthusiastic supporter of a well utilized Talent Bank, a fully functioning Housing Commission charged with creating a substantial affordable housing plan and a full functioning Human Relations Commission. She said in the June 4 letter to the community, the Board stated their wish to become a welcoming community, which is a lovely and no doubt authentic sentiment; however, she asked what it means when in the past Wilmette sadly was not welcoming to all. She said historically Wilmette residents have a widespread history of excluding black people and other people of color residing in our Village. She said she feels it's difficult to describe ourselves as a welcoming community until we uncover this painful history and grapple with it in some way. She used an analogy, of imagining a member of our community who hosted large parties and all were invited except you. It was known to all, including you, that you were

intentionally excluded from these terrific gatherings. This went on for many years with residents participating in your exclusion. One day out of the blue, the host decided they wanted you to come and gave no explanation for their earlier exclusion. Would you want to go to the party? Probably not. She said I'm sure you understand the gist of the analogy. An understanding and acknowledgement of our past is the ground work that must be laid to in order to truly create a welcoming Wilmette. The Human Relations Commission seems to be the appropriate body to compile this history, research ideas for acknowledgement and make recommendations on that basis. She said that former Village President John Jacoby wrote two articles for the Wilmette Beacon related to this topic. Ms. Goldstein said Mr. Jacoby made a fine start, and she hopes the Human Relations Commission can build upon this. She said she knows Wilmette is not unique in this history of racial exclusion; neighboring towns also have histories of exclusion based on race, as do other parts of our country. She said she doesn't single Wilmette out. She said she agrees this era of racial residential exclusion is long past and no one currently living in Wilmette participated. That merely means the responsibility has been handed down to our generation. She said she hopes this responsibility is not left to the next generation. She said we have the opportunity to take the lead and become a leader to other communities.

Trustee Dodd thanked everyone for their comments and said the information will be utilized in staff's review of the Housing and Human Relations Commissions. There was no further public comment.

VII. ADJOURNMENT

At 3:40 p.m., Trustee Sullivan moved to adjourn the meeting. The motion was seconded by Trustee Barrow. No further discussion occurred on the motion. Voting yes: Trustees Barrow, Sullivan and Chair Trustee Dodd. Voting no: none. **The Motion carried.** The meeting was thereafter adjourned.

Respectfully Submitted,

Karen Norwood
Deputy Village Clerk



MEETING MINUTES

ADMINISTRATION COMMITTEE OF THE VILLAGE BOARD

BROADCAST ONLY (VILLAGE HALL CLOSED DUE TO THE VILLAGE PRESIDENT’S DELCARATION OF LOCAL DISASTER AND PUBLIC HEALTH EMERGENCY ORDER) ON MONDAY, JULY 30, 2020 AT 2 P.M.

Members Present: Trustee Kathy Dodd, Chair
Trustee Peter Barrow
Trustee Daniel Sullivan

Staff Present: Michael Braiman, Village Manager
John Adler, Director of Community Development
Alexander Arteaga, Management Analyst

I. CALL TO ORDER

Chair Kathy Dodd called the meeting to order at 2:01 p.m. Committee members Daniel Sullivan and Peter Barrow were present.

Trustee Dodd explained the remote meeting procedures and options to participate.

II. APPROVAL OF MINUTES; ADMINISTRATION COMMITTEE MEETING JULY 6, 2020.

Trustee Dodd directed the Committee’s attention to the draft minutes of the Administration Committee meeting of July 6, 2020.

Trustee Barrow moved that the Committee approve the minutes as presented. The motion was seconded by Trustee Sullivan. No further discussion occurred on the motion. Voting yes: Trustees Dodd, Barrow and Sullivan. Voting no: none. **The motion carried.**

Trustee Dodd gave an overview of the scope of the meeting regarding discussions on the Housing and Human Relations Commissions and their roles, responsibilities and membership. She said this is a working meeting for the Committee so she was going to change the order of the agenda and address public comment first so that the Committee could hear the input and use that information in their discussions and decision process. She asked for feedback on the roles and responsibilities of the two commissions and for feedback on term length and term limits.

V. PUBLIC COMMENT

There were public comments emailed prior to the Administration Committee meeting and Management Analyst Alex Arteaga read them aloud:

Karen Glennemeier wrote in support of growing Wilmette into a more racially and economically diverse welcoming community. She said there must be policies in place to actively promote this. She said the proposed reinstatements of the Housing and Human Relations Commissions would be an important step in the right direction. She closed by saying these commissions should be responsible for developing policies and programs to improve economic and racial diversity as well as examining and removing any policies that discourage such diversity.

Elizabeth Bennett said she is in full support of reinstating both the Housing and Human Relations Commissions to tackle the pressing issues of affordable housing to make Wilmette a more welcoming and inclusive community. She said while Wilmette has been a wonderful community to live in for 33 years, she doesn't feel like the community has served themselves or the children by having almost no people of color as neighbors. She said that housing costs are certainly a major factor in lessening the diversity, both racially and economically. She said we all need to interact with people who are different than us to become better and more tolerant human beings.

Maya Crystal requested appropriately chartering the Housing and Human Relations Commissions to tackle the pressing issues of affordable housing to make Wilmette a more welcoming and inclusive community. She said to date, Wilmette has done an inadequate job to create affordable housing, as they have not met the Illinois percentage requirements for affordable housing. She also said she doesn't feel giving priority to current residents should be considered, as this perpetuates racist housing discrimination and attempts to keep Wilmette as white as possible.

Kim Sterling wrote in to request the Board reinstate the Housing and Human Relations Commissions.

Colleen Shinnors wrote in support of reinstating the Housing and Human Relations Commissions. She said she is hopeful that a revitalized housing plan will target more families and not just low income and elderly individuals. She said that she is also hopeful that the many ideas regarding the function of the Housing Commission will lead to actionable outcomes in Wilmette. She went on to say she is excited to see the proposed functions of the Human Relations Commission and said if the goals can be attained, Wilmette will be better for it. She concluded by saying that both commissions need to be filled with members who have the experience and/or expertise and diverse perspective to advocate for the best interests of everyone in Wilmette.

Amanda Hoffmeister encouraged the Board to reinstate the Housing and Human Relations Commissions in order to address the important issues of affordable housing and making Wilmette a more inclusive community.

Amanda Doblin wrote to express her approval in favor of reinstating the Housing and Human Relations Commissions. She said both these commissions will address the pressing issues of affordable housing and make Wilmette a more welcoming and inclusive community. She also said Wilmette needs to address issues of systemic racism and inequality, which she believes both commissions will play a critical role in.

Lisa Acker said the Housing and Human Relations Commissions have a critical role to play in the community in providing affordable housing and making Wilmette a more welcoming and inclusive community. She thanked the Village for putting together the July 14 report on the history and status of affordable housing in Wilmette saying it was helpful to understand where we've been, the roadblocks experienced in the past and the current successes. She said she looks forward to hearing more about how the new Comprehensive Plan will evaluate and address all these issues, leading to more inclusive goals and policies when it comes to housing.

Nancy Maldonado said she is a Latina/Puerto Rican mother of African American children who moved into Wilmette five years ago because of the schools and the proximity to the city where she commutes. She said the lack of diversity and inclusion has been a huge negative that has affected her children. She said it is not just economics/lack of affordable housing that keeps families of color out of Wilmette, it is the homogenous demographic (historically supported by redlining and restrictive covenants) and that Wilmette lags behind in inclusion efforts. She said families of color choose to go elsewhere. She said reinstatement of these commissions is a step in the right direction and that the members should be diverse in race, ethnicity, gender, age and ability to represent different perspectives.

Nicole Zamir wrote to request the Board take immediate action to increase affordable housing and work towards ending segregation, which came about through racist policies of redlining. She said we have a moral imperative to make proactive policies to reverse decades of discrimination. She said whites hold 7 times the wealth of blacks due to those racist policies. She said for the Village to take no action or little action is not acting neutrally and this continues racist policy. Ms. Zamir went on to say that she knew of a black family living in Wilmette whose son was stopped by police asking what he was doing when he was just riding his bike. She said she has spoken to black people from Evanston who will not visit the Baha'i Temple because they are afraid of what might happen to them in Wilmette. She implored the Board to ignore spoken and unspoken voices of racist fear and opposition and do what is right.

Louella Levey said she strongly supports the reinstatement of the Housing and Human Relations Commissions saying they should have never been discontinued. She said she also supports more development of affordable housing. She said it's unfortunate that Wilmette has not been a welcoming community as she hopes it will become.

Gail Schechter said she is heartened to hear the Village is paving the way to re-establishing the Housing and Human Relations Commissions. She said she has extensive experience fostering diverse and inclusive communities through fair and affordable housing practices and policies. She said she has also been a Wilmette resident and has family that still resides here. She said it is essential for a municipality to have a public body charged with ensuring and monitoring the Village's housing stock as well as another to build understanding and appreciation for diversity of all kinds. She said her comments were more for the Human Relations Commission in that the commission needs to be more than just a black or Asian history month organizer. She said it should be the Village's advisory body and facilitator for all matters pertaining to human rights, conflict resolution and making democracy function for all. She said such a commission ensures no one is marginalized or left behind. She suggested the Board follow the Department of Justice guidelines for effective Human Relations Commissions, to which she provided a link. Ms. Schechter reminded the Board it was the Village of Wilmette's Community Relations Commission in 1999 that facilitated a whole set of programs to fight white supremacy when local followers of a hate group spread leaflets throughout the Village and were responsible for shootings throughout the North Shore, including the murder of the black coach Ricky Byrdsong. She said at that time, the Committee along with religious leaders, hand-delivered a letter denouncing racism and bigotry and committing the Village to eradicating hate. She said that was a proud moment for Wilmette. She said the Human Relations Commission is the proper tool to accomplish tasks like this and why Wilmette has languished since the Community Relations Commission

disappeared. She thanked the Board in advance for reinstating the Housing and Human Relations Commissions.

Catherine Buntin said she fully endorses the letter from Gail Schechter and said it embodies all the reasons the Human Relations Commission should be re-established. She cited the Department of Justice's interpretation of what a Human Relations Commission's purpose should be, "to promote ways in which people in communities learn to get along and to safeguard equal opportunity for all by using the tools of fact finding, staff training, information sharing, community education, education, cultural literacy, hate crime response and conflict management." She said she agrees there is no other body in Wilmette that accomplishes these tasks and that Village leadership needs to remedy this issue.

John Jacoby wrote that Nancy Canafax shared her email with him, and he agrees wholeheartedly with her recommendation to re-establish a Housing Commission as well as the re-establishment of the Human Relations Commission. He said the Village's affordable housing plan would be an obvious subject for the Housing Commission to deliberate. He said he looks at these commissions as bodies of citizens with broad authority within their purview to initiate projects, study issues, listen to residents and make recommendations. He said if they veer off course, the Village Board can guide them back or say "no" and explain. He said their active existence contributes to transparency and citizen participation.

Eve Williams thanked the Board for all their work. She said she is a 23-year resident and served on the Wilmette Youth Commission for six years. She said she is strongly in favor of re-establishing the Housing and Human Relations Commissions. She said the Human Relations Commission could serve as an advisor to the Village Board on issues revolving human rights, race relations, civil rights and conflict resolution. She said the Housing Commission could evaluate housing inventory and update the Village's affordable housing plan to further the Village's goals of becoming more welcoming and inclusive. She said she also encourages welcoming youth members, perhaps non-voting, to be on each of these Commissions, as she believes they can share invaluable information, and the experience is beneficial to them as well to learn about local government.

Lali Watt shared her thoughts on what would make future Housing and Human Rights Commissions meaningful and effective. She said the commissions must have robust, meaningful charters to advise and advocate and should be committed to a diverse, inclusive, equitable community where people of all ages, income levels, ethnicities and races are able to live, work and thrive. She said this would require not just the creation of affordable housing but also the assurance that all cultures of people are truly celebrated and valued. She went on to say that a diverse group of people

should have a seat at the table, and commission members should include young professionals, those with deep roots in Wilmette and recent arrivals. She also said foreign born residents should have a voice as should those with disabilities and special needs. She said that people who do not identify as white should be able to look at Village boards and commissions and see people who look like them. She said the processes for appointment should be transparent and based on what one knows and not who they know. She said voters, not businesses, should have the strongest voice. She said if the commissions are set up this way, Wilmette can truly be transformed and set up as a shining example of what a small, successful suburban town can be, which everyone would benefit from.

Annabel Miller, a junior at New Trier High School, wrote that she thinks affordable housing would be beneficial to Wilmette and should be a priority. She said this is the only way our community will become diverse and inclusive. She said it doesn't seem like anyone is taking charge to make progress on that front. She said she doesn't want to live in a community where people stand by idly and look at the lack of affordable housing while continuing to perpetuate the idea that living with people that are extremely similar to you is for some reason better than the opposite. She said creating more affordable housing would only serve to improve the community and she would like to see the Village working on doing just that. She said it's crucial that the Housing and Human Relations Commissions be reinstated and given priority.

Sherry Medwin said she is encouraged by the work being done to reinvigorate the Housing and Human Relations Commissions. She said that while we have been living in isolation for months, we don't live in a vacuum, and she hopes Wilmette will take a firm stand against the segregationist ideology being spewed out of the White House. She referenced statements made by President Trump regarding affordable housing being "hell" and "burdensome" for suburbia and said do not allow Wilmette to be tainted by these words. She said these words should not define our community, and both the Housing and Human Relations Commissions should focus their efforts on combating that hideous portrait of suburbanites. She said she hopes that while procedural details are necessary and appreciated, she hopes the Board will not lose sight of the overarching goals of these commissions. She said she entrusts the character of the community to the Board and trusts it will be represented honorably.

Monica Rodriguez wrote in strong support of creating a Housing Commission and Human Rights Commission. She said she urges the Human Rights Commission to study the racial history of Wilmette in order to provide context and further actions necessary to create further actions. She said the commission should also be charged with identifying values and

principles of governance and business that provide a context of racial justice and social-economic equity.

Village Manager Mike Braiman said there was one more comment from Leslie Weyhrich via YouTube Live. She wrote that in addition to the composition of these commissions, she said she hopes the Administration Committee will discuss the selection process that has been of strong concern and hopes a new and improved selection process will be part of the Board proposal.

Trustee Dodd asked if there were any people on the Teams app that wished to comment.

Mr. Peter Sung Ohr thanked the committee members for their work. He said he wanted to add that in his conversations with residents of Wilmette and in view of all the comments received, there has been very strong support for the reinstatement of these two commissions with real authority and a real mission statement. He said the unfortunate thing is that at 2 p.m. on a Thursday, many people wanted to be present live, but they were unable to. He said he doesn't know how it could be done and that he knows the Trustees are doing this in addition to their regular jobs, but the proceedings would be increased if they were held at a time that more people could participate. He said he encourages thinking about that going forward.

Mr. Van Gilmer wished to make a comment; however, due to technical issues, he was unable to be heard. Mr. Braiman said that staff would reach out to Mr. Gilmer after the meeting to get his comments to be shared with the Committee and public posting.

Trustee Dodd thanked everyone for their comments and said the selection process mentioned in some of the comments would be addressed at the next Administration Committee meeting. She then turned the meeting over to Village Manager Mike Braiman, who gave a presentation (PowerPoint attached).

III. CONTINUED DISCUSSION OF BOARDS & COMMISSIONS

Roles and Responsibilities of the Housing Commission

Mr. Braiman displayed a slide with the Housing Commission's purpose and said today's discussion would focus on determining the functions and responsibilities of the Housing Commission moving forward. He said in the past the main function of the Housing Commission was to facilitate the Housing Assistance Program, which is now being handled by a private not-for-profit corporation. He said he has worked with the Community Development Director John Adler and his staff to come up

with what he believes are appropriate functions for the Housing Commission. He said if there is consensus by the Committee, the recommendation would be to forward these to the Village Board, which would be adopted into Village Code. He said the functions are all encompassing and quite significant, which the Commission is not expected to be able to tackle all of them right off the bat. The listed functions are in order of priority as determined by staff. He said the first is to work with Community Partners for Affordable Housing (CPAH) on the community land trust related to the Optima Development, ensuring it's implemented as envisioned. He said the next priority is the Housing Chapter of the Comprehensive Plan. He said that would start this fall working with staff and reviewing the housing portion of the Request for Proposal (RFP), which will be used to hire a consultant to work on the plan. He said a housing needs assessment would also come through the Housing Commission to determine if that should go before or after the Comprehensive Plan or work in conjunction with the re-write. He said the Board will rely on the expertise of the individuals appointed to determine when that housing needs assessment should start. Mr. Braiman identified coordinating with Housing Our Own – Wilmette as a function that would begin early on as well. He said the rest of the functions will come in time especially after the Comprehensive Plan, the housing needs assessment and affordable housing plan are all reviewed.

Trustee Dodd thanked staff for the functions list and said it shows there is a lot of work that can be done by the Housing Commission. She said it clearly shows there is much that can be done with affordable housing. She said she has a few tweaks but feels the list is comprehensive.

Trustee Barrow concurred that the list is comprehensive and a valuable list of functions that the Commission can work on. He asked Mr. Braiman about the timing of the first function to work with and monitor the CPAH community land trust related to Optima. Mr. Braiman said the first step will be a final approval on the PUD, which is anticipated for August or September; then the plans would need to be submitted for permitting and that would require Optima to make their \$1.6 million contribution. He said in discussions with Optima, their time frame is early spring 2021 to do that. He said it's likely the Comprehensive Plan could be moved ahead in priority depending on timing but that remains to be seen. Trustee Barrow said he is pleased with the list of functions and feels there is a chance for real contribution to be made.

Trustee Sullivan concurred and said the list is good. He asked Mr. Braiman how we see the Commission coordinating with Housing our Own and what the influence will be. He asked if Housing Our Own will be directed by the Commission or if they will remain independent to

make decisions and allocations of funds. Mr. Braiman said Housing Our Own would remain an independent not-for-profit body and thinks it's appropriate for Housing Our Own to make an annual report to the community. He also said once a housing needs assessment is completed and if those needs are different than how the housing assistance program is currently structured, the Housing Commission could provide suggestions on potential changes to the program. Trustee Sullivan said he feels it is necessary to be crystal clear on the roles and overlaps of the two entities. Mr. Braiman concurred and said when these items come to the Village Board, the language will be clear.

Trustee Dodd said given that it's most likely that the Optima project will get started in Spring 2021, she recommends editing the priority of the functions so that the Housing Commission isn't waiting until Spring 2021 to do some work. Mr. Braiman said that would be done and that once the Commission is filled with members, staff will schedule a meeting to talk about what's coming up and the Comprehensive Plan draft, which should be done by then. Mr. Braiman also said that the Commission will be providing an annual report to the Administration Commission and that other similar commissions will be doing this as well.

Mr. Braiman pulled up a summary of comments from the community. He said that when the agenda materials went out, they asked residents to participate and provide their recommendations and suggestions on what the roles and responsibilities should be of the Housing Commission. He said they received great feedback and incorporated many of the suggestions into the list of functions discussed earlier.

Trustee Dodd addressed one suggestion regarding clear language for involvement in the Comprehensive Plan. She said the actual mission of the Housing Commission is very clear that it's their mission to make recommendations on affordable housing, so the language is already strong and clear, and she doesn't think it needs to be changed.

Trustee Dodd asked Mr. Braiman where the responsibility lies to monitor affordable housing once it's in place. Mr. Braiman said as staff was preparing the list of functions for the Housing Commission, the Village Green Atrium was specifically called out as a function to monitor and report back, as the condo declarations for that property states the Village has a specific role to play in purchasing units, if necessary, to keep it affordable.

Trustee Sullivan asked if the monitoring is a responsibility of the Commission or Village staff. Mr. Braiman said it's a responsibility of Village staff to monitor and report to the Housing Commission. He said

language in the official list of functions could be tweaked a little to reflect that. Trustee Sullivan said using the word “monitor” sounds like authority is being given that the Commission may not have.

Trustee Dodd said she agreed it’s more of a staff responsibility and it may be prudent to remove it from the list of functions of the Housing Commission. Mr. Braiman agreed and said with the Village Green Atrium, because the Village’s role is clearly stated, action can be taken if necessary; whereas other affordable housing does not have a clearly stated role for the Village.

Trustee Sullivan asked what is the point of the Commission monitoring affordable housing if that’s already being done at the staff level. Trustee Dodd agreed and said if there is a new development, staff will have to monitor that and if the development deviates, staff will be notified.

Trustee Barrow agreed there is no monitoring function but there may be statistical information the Commission can analyze or review but it’s not monitoring.

Trustee Dodd said this could be handled under a function already listed of researching methods to preserve affordable housing units. She went on to say there was a recommendation to do some public education of fair housing laws and history. She said she agreed that could be important and wondered if making that a higher priority should be done. Trustee Barrow and Trustee Sullivan agreed that it needs to be a higher priority.

Mr. Arteaga read Mr. Van Gilmer’s email (comment delayed from earlier in the meeting due to technical difficulties) which said he feels both the Housing Commission and Human Relations Commission are important and should be reinstated.

Mr. Braiman said staff would update the list of functions based on the discussions and that will become part of the final report to the Village Board.

2. Roles and Responsibilities of the Human Relations Commission

Mr. Braiman displayed a slide with the Human Relations Commission’s purpose, which reflected the consolidation of the Human Relations Commission, Board of Health, Persons with Disabilities Commission and Fine Arts Commission. He said in the Village and other communities, the Human Relations Commission has struggled in keeping their work going forward and identifying tasks and functions. He said staff looked through agendas and minutes of Human Relations

Commissions in other communities to provide examples of the type of projects they are working on. He said staff feels that once the Human Relations Commission is filled, the members should look at the responsibilities and the needs of the community and report back with a work plan to the Administration Committee.

Trustee Dodd said before discussing specific functions of the Human Relations Commission, she said she thinks the Commission needs a broad mission statement. She gave a suggestion of what she thinks the mission statement should say, "The Human Relations Commission is established to foster and promote an inclusive community where all racial, ethnic, religious, gender, sexual orientation and cultural backgrounds feel welcome. The Human Relations Commission is also here to promote increased participation from all residents in our community life as well as community service." She asked Trustees Barrow and Sullivan their thoughts.

Trustee Sullivan said the statement is well put and a good start. Trustee Barrow said he supports the idea of a broad mission statement followed by the responsibilities.

Trustee Dodd said what's listed on the purpose is a nice consolidated list but in a suggestion through public comment, someone said to utilize the Department of Justice guidelines for a successful Human Relations Commission. Mr. Braiman discussed some of the points in those guidelines and said that staff would look at the guidelines and see if it's a more appropriate framework.

Trustee Barrow said that is a good idea. He said he likes what the Village has done but perhaps staff should do a comparison to be sure nothing has been missed. Trustee Sullivan agreed. Trustee Dodd said if it ends up that we end up using our original list, that's fine, but she wants to be sure every measure was taken to ensure all the feedback has been considered. Mr. Braiman said that comparison and analysis would be done before the next Administration Committee meeting.

Trustee Dodd said she had a brief conversation with Mr. Braiman about asking the Human Relations Commission to start out with doing some community engagement on racism and social equity and community building. She said it will be a good way to listen, gain understanding how the community feels and then to use that information for some recommendations going forward. She said the focus for the first year could be on community engagement.

Trustee Sullivan agreed and said with these two commissions, as we lay out these priorities, there are also going to be a couple that continue

to evolve as we form groups and appoint residents. He said as those commissions refine their focus, we will need to be adaptable.

Trustee Barrow said we really have a blank slate and need to prioritize, but this may evolve in ways we don't anticipate.

Trustee Sullivan said it will be important to remain focused in order to avoid sidetracking and becoming something we didn't intend. He asked if the commissions would report to the Administration Committee. Mr. Braiman said they would.

Mr. Braiman pulled up a slide with suggestions from the community, which he said was very comprehensive and the commission can utilize this feedback for their review and prioritization so they can come back to the Committee with their recommendations.

Trustee Dodd agreed and said marketing the Village to target audiences who are currently under-represented in Wilmette is an issue important to the community members that she has talked to. She asked if this is something the Human Relations Commission could look at that as well in tandem with these proposed community sessions. She said we want people to come to our community and feel welcome. She wants to market the community to increase diversity.

Wilmette resident Van Gilmer said when he looks up affordable housing in Wilmette, he sees the examples of people they're talking about are white elderly people, giving the impression that no other people can live there. He said when he thinks about Human Relations, there needs to be concentration on how to even make people know that there is a possibility they can move here. He said currently, everything you see about affordable housing in Wilmette is "white." He said there are two places listed for seniors. He said nothing is out there that would draw himself or anyone else to Wilmette without using specific words to speak to all populations. He said he likes the term "under-represented." Mr. Braiman said that Mr. Gilmer's comments would be added to the public record.

Trustee Dodd asked Trustees Sullivan and Barrow what they felt the first priority for the Human Relations Commission should be beside the community engagement component and discussions of racism. She asked if they felt this is enough to start with or should they consider the marketing of the Village to under-represented populations.

Trustee Barrow suggested getting the Commission formed and working before we seek it out for marketing. He said the marketing piece is

important and difficult. He said he feels the Commission should get up and running before trying to market. Trustee Sullivan agreed.

Trustee Dodd said there is clarity that the first function should be community engagement, to which Mr. Braiman concurred.

3. Composition of Boards and Commissions

Trustee Dodd said this is a broader topic than just for the Housing and Human Relations Commissions. She said this covers all the commissions.

Mr. Braiman showed a slide of the current composition of each commission, saying that certain boards and commissions require specific education and background requirements for membership. He said going forward staff recommends having set specific education and background preferences for all boards and commissions. He went through the ones that already have that preferences and said the Human Relations Commission does have requirements, but they may need additions to capture senior citizens or veterans. He said these are suggestions to help provide a framework to the Village President while making appointments to the boards and commissions.

Mr. Braiman showed a list of commissions which do not have preferences for membership; suggested areas for background/experience. The commissions listed were the Board of Fire & Police, Housing Commission, Historic Preservation Commission, Fire/Police Pension Board, Transportation Commission, Plan Commission and Zoning Board of Appeals. He said that for the Housing Commission, the suggestions are broad-based to facilitate a broad level of expertise in deliberations.

Trustee Dodd asked Trustees Barrow and Sullivan if they had any feedback on the suggested requirements.

Trustee Sullivan said it's good directionally but that just because someone may not have the suggested experience, it shouldn't necessarily eliminate them if there are residents with a passion to be on a commission. He said we want a diverse group that represents all voices and that will be the challenge to staff it appropriately. He said he liked the suggestion from the community feedback to include younger voices. He said why not open these commissions to one or two members of the student bodies from Loyola or New Trier. He said it could be a very good learning experience for Wilmette residents. Mr. Braiman said the Youth Commission, when it was in existence, did have student representatives. He said from what he understands, it was a good experience to have students participate in local government.

Trustee Barrow said Trustee Sullivan's suggestions are on point that we do want a variety of voices and expertise on these commissions. He said a place for a high school student would be a very interesting and valuable voice for all of us older people to hear. He said while background and expertise are important, the desire to be engaged is important, and we can't lose track of that.

Trustee Dodd concurred with those comments and said it would be nice to have an overarching statement that says we look for our commissions to have a broad mix of residents within our community and that broad mix is age-based, family-based, senior citizens, racially and religiously diverse to capture a good representation of our community. She said she thinks what we have currently shows diversity of membership as it relates to background but not addressing other diversity. She said a broad statement that says we are looking to select members to these commissions should also add we are looking for diversity.

Trustee Barrow said that is a fine idea consistent with what we have been trying to do with the Housing and Human Relations Commissions. Trustee Sullivan agreed.

Trustee Dodd said she is struggling with the Human Relations Commission in terms of the professional background in what we are looking for on this commission. She asked are we looking for more racial, religious, gender diversity, etc. She asked if this should be specifically laid out for this commission because she feels the current selection process focuses too much on the professional background. She said people who experience bias might be the best people to help tackle these problems. She proposed having staff add some language to this to reflect the diversity we are looking for.

Mr. Braiman said at the next meeting, staff will come up with a suggestion for that.

Mr. Braiman said as part of the Administration Committee's recommendation to the Village Board for additions to Village Code, the suggested amendments to each board or commission would include language that the backgrounds and experiences are suggested or preferred but not required.

Mr. Braiman then discussed term lengths and limits and showed a comparison of Wilmette and the surrounding communities. He said that we are consistent in term limits with other municipalities. He noted that the Board of Fire & Police Commissioners is set by state statute for the

number of members and length of term. He said the term limits were a local decision. He said as Trustee Sullivan said in an earlier meeting, it is beneficial to have different lengths of term so that there is overlap with new village boards and presidents. He said he feels comfortable where Wilmette is on their term lengths and limits and doesn't recommend any changes at this time.

Trustee Sullivan asked why there are no limits on the pension boards. Mr. Braiman said those boards are subject to state statute. He said those boards consist of 5 members; 3 that are elected by pension beneficiaries and 2 appointed by the Village. He said the state has no term limits for the 3 that are appointed by the pension beneficiaries so there is consistency in that regard. He said one of the functions of these boards is to review disability applications and those take years, so it's important to have that consistency when you are hearing those type of cases.

Trustee Dodd asked for an explanation on why we feel 5-year term lengths for Zoning Board of Appeals, Building Code Board of Appeals and Appearance Review Commission is so important. Mr. Braiman said the Zoning Board of Appeals and Appearance Review Commission are very detailed reviewing bodies and there is a steep learning curve, so it takes several years before a member is fully up and running so the 5 years makes sense. He said this is consistent with our comparable communities.

Trustee Sullivan said it takes a period of time to adjust, especially if you are not in the architectural or zoning field, because it takes time to get up to speed. He said Wilmette is lucky in that they have staff liaisons for those Boards who are very helpful in educating members; however, that is not the norm for most communities.

Trustee Barrow agreed that the term of years is appropriate. He said it takes a while to learn and appreciate what's been done in the past. He said anything less than the number of years currently for our terms is not a good direction. He said although it may create more turnover, there is a level of expertise that serves the Village and Board well.

Mr. Braiman then discussed the composition and number of members for the Village commissions/boards saying that we are in line with neighboring communities. He said staff had one recommendation for the Historic Preservation Commission's membership to go from 9 to 7. \ He said the difference between Historic Preservation Commission and the Environmental & Energy Commission, is that Environmental & Energy Commission is a working commission where all members are working on creating the greenest region compact. He said Historic

Preservation Commission is more a land use commission where they are reviewing applications, so you don't need those extra members to do legwork. He said historically Historic Preservation Commission was a 7-member commission, but they petitioned to add 2 more members with media relations experience to help publicize their activities. He said the Village now has a more robust communications team in place that can help boards and commissions if need be. He said the decision will need to be made about the 9-member Human Relations Commission as well. He said if we add student members, we need to look at how it's going to be done. He said there could be 7 adult members and 2 students or 9 adult members and 2 additional student members.

Trustee Barrow said he read that when you go beyond 7 members, you can lose efficiency. He asked given the increased role of the Housing Commission, perhaps the membership should be 7 rather than 5. He said Human Relations should possibly be 7 and not 9. He said 5 for the Housing Commission, given what's on their plate, may be a little small. Trustee Barrow said he is not married to any given number but to speak to a broad group of people with expertise advising us on housing matters, an additional 2 people would be all for the better. He said he felt that 5 members was not enough.

Trustee Dodd said she tends to agree with Trustee Barrow in that the Housing Commission has much work to do, and the commission is very important to the community. She said in looking at the average counts in other communities, she would be inclined to go up to 7 for the Housing Commission. She said in terms of Human Relations, she is in support of going with 7 adult members and 2 youth members so the total number of members would be 9. She also said if we want to empower youth to get involved, they should be able to vote.

Trustee Barrow said he thinks that is a cool idea and Trustee Sullivan said allowing the youth members to vote may keep them more engaged. Trustee Dodd said she doesn't want to give the impression that the commission doesn't care about their opinion.

Trustee Sullivan said he understands why there are 7 for planning and zoning, as what zoning does for us is gives a binding direction for what the Board needs to do so he understands why that number is at 7. He said he agrees it's harder to corral a large membership, but commissions like the Environmental & Energy Commission don't bring items to the Board that require a vote. He said the membership is how many volunteers bring ideas to the Board and provide the resources to work on things. He used the example of coal tar saying the Environmental & Energy Commission brought it to the Board with

recommendations on what direction to go. He said he doesn't see a big difference for these types of commissions whether the membership is 7 or 9.

Trustee Dodd asked if this means Trustee Sullivan wants 5 for Housing Commission. Trustee Sullivan said he is in favor of larger groups for the types of commissions like Environmental & Energy Commission since when you only have seven, you may only get 3 to 4 people at a meeting whereas, if you have nine, you may get 7 to come.

Trustee Dodd asked Mr. Braiman how he felt about the Environmental & Energy Commission membership. Mr. Braiman said Environmental & Energy Commission didn't review their membership because staff didn't feel a change was needed.

Trustee Dodd asked Trustees Sullivan and Barrow if they were in favor of making the Housing Commission 7 members. Trustee Barrow said he is strongly in favor and Trustee Sullivan agreed. She said she agreed to reduce the Historic Preservation Commission to 7 members to which Trustees Sullivan and Barrow agreed. She said for now, she thinks leaving the Human Relations Commission at 9 is good. Mr. Braiman asked if part of the 9 included the 2 youth members. Trustee Dodd said yes. She then added that the 2 youth members were to be voting members. Trustees Sullivan and Barrow agreed.

Mr. Braiman said this will be included in the final report to the Board. He said the next steps will be to continue discussions on the mission and purpose of the Human Relations Commissions and to schedule a meeting to review the appointment and selection process. He said as part of that meeting, there will be a memo from Corporation Counsel regarding the appointment process.

Trustee Dodd said that the feedback on the time of day the meetings have been taking place has been considered and she said that the amount of public feedback that has been received demonstrates that people have had a chance to speak. She said it might be nice for the next meeting to occur in the evening to address the feedback received.

IV. NEW BUSINESS

There was no new business.

Trustee Dodd opened the floor to public comment on anything that was not on the agenda. There were no further comments or discussion.

Mr. Braiman said for those following this topic and submitting feedback, they will be notified via email when the next meeting has been scheduled and when the agenda materials are available.

VI. ADJOURNMENT

At 3:52 p.m., Trustee Sullivan moved to adjourn the meeting. The motion was seconded by Trustee Barrow. No further discussion occurred on the motion. Voting yes: Trustees Sullivan, Barrow and Chair Trustee Dodd. Voting no: none. **The Motion carried.** The meeting was thereafter adjourned.

Respectfully Submitted,

Karen Norwood
Deputy Village Clerk



MEETING MINUTES

ADMINISTRATION COMMITTEE OF THE VILLAGE BOARD

BROADCAST ONLY (VILLAGE HALL CLOSED DUE TO THE VILLAGE PRESIDENT’S DELCARATION OF LOCAL DISASTER AND PUBLIC HEALTH EMERGENCY ORDER) ON THURSDAY, SEPTEMBER 3, 2020 AT 6:30 P.M.

Members Present: Trustee Kathy Dodd, Chair
Trustee Peter Barrow
Trustee Daniel Sullivan

Staff Present: Michael Braiman, Village Manager
Jeffrey Stein, Corporation Counsel
Alexander Arteaga, Management Analyst

I. CALL TO ORDER

Chair Kathy Dodd called the meeting to order at 6:31 p.m. Committee members Daniel Sullivan and Peter Barrow were present.

Trustee Dodd explained the remote meeting procedures and options to participate.

II. APPROVAL OF MINUTES; ADMINISTRATION COMMITTEE MEETING JULY 30, 2020.

Trustee Dodd directed the Committee’s attention to the draft minutes of the Administration Committee meeting of July 30, 2020.

Trustee Barrow moved that the Committee approve the minutes as presented. The motion was seconded by Trustee Sullivan. No further discussion occurred on the motion. Voting yes: Trustees Dodd, Barrow and Sullivan. Voting no: none. **The motion carried.**

III. DISCUSSION OF BOARDS & COMMISSIONS

Trustee Dodd gave an overview of the scope of the meeting and gave a status on where the Committee is at on the Housing and Human Relations Commissions. She thanked everyone for their input, which she said has moved the Committee forward in the process. She said the purpose and functions of the Housing Commission have been finalized, and the goals of the Human Relations Commission have been reviewed. She said the number of members for each commission, term limits and qualifications for each Commission have also been updated. She went on to say that she expected the functions and purpose of the Human Relations Commission to be finalized at today's meeting. She said at this stage, the Administration Committee will be preparing a recommendation to the Village Board outlining the goals of the Housing and Human Relations Commissions and hoped the Board would move forward quickly to support those recommendations.

Human Relations Commission Mission & Purpose

Village Manager Michael Braiman displayed a slide which showed the Human Relations Commission's mission statement proposed by Trustee Dodd.

Trustee Sullivan said he thinks the statement is well-written and encompasses everything the Committee has talked about; however, he said it's important to note this Commission does work in conjunction and is accountable to both Village Board and staff. He said he wants to be sure the language is clear in what the Commission's role is. Mr. Braiman said staff would work on getting that incorporated. He said that Trustee Dodd's earlier suggestion that commissions like the Human Relations Commission and others will prepare an annual report for the Board would be implemented. He said this way these commissions will provide their goals for the year to the Village Board to ensure there is Board support for the agenda items coming from those commissions moving forward. He said staff will work on this as part of the final report to the Board at the next meeting.

Trustee Barrow said he feels Trustee Sullivan's point would fit very well into one of the bulleted functions of the Commission.

Mr. Braiman then showed a slide with the Human Relations Commission's itemized purpose. He said they would be removing the purpose of supporting the arts, which was a carryover from the old 2010 consolidation of boards and commissions, as it's no longer relevant to the direction the Commission is taking moving forward. He then said in comparing the original list with the Department of Justice's suggested guidelines, they were very similar, leaving staff with the feeling they were headed in the right direction with the existing purpose. He said they would be adding a new

bullet point to the list of developing ways of anticipating, preparing for and relieving community tensions arising from intergroup conflict. He said this was in line with the Department of Justice's guidelines on forming an effective Human Relations Commission. He said this will help broaden the Human Relations Commission's role to resolve conflict and allow them to more quickly respond to community tensions. He went on to say that this would bring the Commission's purpose more closely in line with the Department of Justice's suggestions and lay a good foundation for the Commission to begin their work.

Trustee Dodd said regarding Trustee Sullivan's comment, she suggested adding the verbiage about reporting back to the Village Board on an annual basis. Mr. Braiman said he would review the verbiage and roll it into the final recommendations to the Village Board.

Trustee Sullivan requested to add some verbiage that says the Commission will provide a report to the Village Board about developing ways of anticipating, preparing for and relieving community tensions arising from intergroup conflict.

Trustee Dodd said Trustee Sullivan brought up a good point and said that when presenting to the Village Board the final recommendations, there should be some plan in writing that demonstrates how these commissions will come before the Board to present their goals and accomplishments for each year. She said she thinks this will help the Board understand each commission's focus and allow for the Board to provide direction, if necessary. She said this can apply to other commissions as well besides the Housing and Human Relations Commissions.

Trustee Sullivan said when he was reading and preparing for this meeting, he said he was thinking the EEC does a terrific job of researching and bringing ideas to the Board that they want to explore and they work with other groups to make their recommendations. He said that is how he sees these two commissions operating as well.

Mr. Braiman said that was helpful feedback, and the adjustments would be made as staff moves forward.

Mr. Braiman moved on to discuss the membership of the Human Relations Commission. He said at the last meeting, the preferred background and expertise requirements were discussed. He said the current code calls for experienced persons in the public health/medical profession; creation/promotion of the arts; promotion of diversity and cultural understanding; fostering youth-oriented services; persons with a disability or an immediate family member of a person with a disability. He said based on discussions, the following was recommended: The HRC shall consist of a

diverse mix of residents in regards to race, ethnicity, religion, gender, sexual orientation, age, income levels; as well as persons with a disability; those with training or experience in promotion of diversity and cultural understanding; fostering youth oriented services and veterans affairs. He said this is more in line with the Department of Justice's guidelines and what the Human Relations Commission will be doing going forward. He said this would be a code change at the Village Board level.

Trustee Barrow said he is grappling with the phrase "those with training or experience," and asked if the Board is implying that the training and experience is a requirement or simply a desired background for people serving on this commission. He said he is concerned the language is narrowing. Mr. Braiman said it's not a requirement and that the idea was if we have individuals with these types of experience and backgrounds, that would be helpful to the Human Relations Commission's work. He said it would be a good thing to have but certainly not necessary. Trustee Barrow agreed and said it's all the better if in fact you have one or more of these backgrounds or experiences. Trustee Barrow suggested adding the word "including" before "those."

Trustee Sullivan said he is wrestling with the word "shall," saying it may be too definitive versus giving enough flexibility. He said maybe adding that "it's a goal to consist" or "preferred to consist" would be more in line with what we are trying to accomplish. He said he wants to make sure it's not too boxed-in or too restrictive. Mr. Braiman said staff will review the language and make the change to address this point.

Trustee Dodd said those changes sounded good and said she thinks it might be helpful to have that as a goal for all our commissions to ensure a diverse mix of residents as members. She said it would be good to have on the Talent Bank Questionnaire and website pages a broad statement saying it is the goal for all our board and commissions to have a diverse mix of residents. Trustee Barrow concurred. Trustee Dodd said this is specific to the Human Relations Commission in the Village Code, but it can also be a broad goal going forward for all boards and commissions.

Trustee Sullivan concurred saying that the Human Relations Commission could allow a broader experience level than the other commissions, which are more technical. Trustee Dodd concurred.

Mr. Braiman said he feels good progress has been made on the Housing and Human Relations Commission, and he will take this direction from the Committee and wrap it into a final report for the Village Board.

Appointment & Selection Process for Members

Corporation Counsel Jeffrey Stein gave a presentation on the appointment powers and legal considerations of appointing members to boards and commissions. He discussed the base law for the different forms of government as provided for in the Illinois State Statutes. He said in general most of the appointment powers rest with the Village President and are affirmed by the Village Board. Mr. Stein said the Village operates under the Managerial Form of Government, (Article 5 of the Illinois State Statute) which can only be changed by referendum. He said essentially, this means Mr. Braiman is the administrative head of the government and has certain appointment powers such as the appointing of employees essential to the operation of government. He said there is specific language in the Illinois State Statutes as to who makes other appointments. He says the statute says that the Mayor/President makes appointments to a commission, board or other agency. That is the default function here as well. He said the role of the Board of Trustees is purely legislative unless given powers somewhere else in the state statute. He said the role of the Trustees is to advice and consent. He said the executive power (Mayor or, in some cases, Village Manager) has the power to appoint.

He went on to explain the Commission Form of Government (Article 4) is where the Village Board has administrative, legislative and executive powers. He said they can make appointments for employment or to other boards and commissions. He said we are not an Article 4, and it's important to recognize that.

He said under Article 5 (Managerial Form of Government), the Village President will make appointments with the advice and consent of the Board of Trustees. He said of the 15 boards and commissions within the Village of Wilmette, 9 of these are provided for specifically in state statutes. The first 6; ZBA, Plan Commission, Fire Pension, Police Pension, Board of Fire & Police Commissioners and the Electrical Commission are all provided for in the state statutes and all have the language that states the Village President shall make the appointment. He said most of them also contain the language that the Village Board of Trustees or City Council has the role to advice and consent, resulting in the approval or rejection of an appointee.

Mr. Stein then discussed the other three boards. He said the Emergency Telephone System Board is appointed by the entire Board of Trustees, like how Mr. Braiman's appointment was made. He said the Board of Foreign Fire Insurance statutorily requires the Fire Chief to be a member and that 6 members of the Fire Department be elected among their own membership to serve. He said there are local electoral boards that come around possibly every 2 years, and the statute appoints specific officers to that.

Mr. Stein said the language is clear in the statute and law that those nine boards have very clear powers and appointment processes. He said this leads us to six other commissions, which the Village has created for its own purposes. He said these are not in the state statutes. He listed these commissions as Housing, Human Relations, Transportation, Environmental & Energy, Building Code Board of Appeals and the Historic Preservation Commission. He said these are silent in the statutes which means they are silent as to who makes the appointments; however, going back to the language in the state statutes regarding the definition of the separation of powers, the executive still has the appointment powers and the legislature is there to advise and consent. He said there is a court opinion as well as an expanded opinion from the Attorney General regarding cases where a municipality wanted the power to go to someone other than the Mayor/President. The court said if the appointment power was changed, you are essentially changing the role of the executive and the role of the legislative body, effectively changing the form of government. He said that the Village of Wilmette could change their form of government, but it would need to be done by referendum not via Board action. He said the constitution of the state provides for this. When municipalities have challenged this in court, the courts have responded that this is a change in the form of government. They ruled even home rule municipalities cannot go through the ordinance process to shift executive powers to the legislature; the only way to change a form of government is via referendum, as stated in the Illinois Constitution. He said by looking at these cases, he concluded that the Village President is the appointing power in most cases, and the legislative role is to reject or approve. The only way to change the process is via referendum.

Mr. Stein discussed the legislative powers of the Board of Trustees. He displayed a slide listing all the powers. He said the legislative body can create/abolish a board or commission; increase/decrease the membership; set qualifications; assign duties; create an appointment process/procedure for appointments; provide a budget; set meeting schedules and requirements; and allow members of certain boards to continue to serve past their expired term until a replacement is appointed. Mr. Stein then said the only power the Board of Trustees lacks in the appointment process is the actual submission of the name of a respective candidate to a board or commission.

Mr. Braiman discussed the appointment and selection process in the Village. He showed a slide demonstrating Wilmette's process, which includes the submission of a Talent Bank Questionnaire (TBQ) that is then shared with the entire Village Board. He said TBQs are held on file, and when commission openings occur, the Village President reviews the available TBQs. He said the President will look at skills and experience in order to find the best fit and consults with Village Staff to identify the needs

of the board or commission. He said the President usually meets with a respective candidate in person as well. He said the Village President and staff regularly review upcoming term expirations in order to keep the boards and commissions consistently staffed. He said once a candidate is identified, the President will place the candidate's name on a Village Board agenda as a "Recommendation of Appointment," and the candidate's TBQ or resume is included in the agenda materials. The candidate usually attends the meeting and presents their qualifications.

Mr. Braiman then discussed the process neighboring communities utilize for their appointment and selection process. He said Northbrook, Highland Park, Winnetka, Glenview, Kenilworth, Northfield, Bannockburn and Lincolnwood follow the same process as Wilmette. He said Glencoe has the same process except a commission chair and staff liaison interview the candidate. In Lincolnshire, it's the same process except a commission chair provides feedback on the candidate. Lake Forest has a caucus committee that reviews the applications and makes recommendations to the Mayor. Deerfield has a Volunteer Engagement Commission that reviews candidates in public meetings and makes the recommendations to the Mayor. Park Ridge has a Mayor's Advisory Board that interviews candidates in public meetings and makes the recommendations to the Mayor. He said all these processes lead to a recommendation to the Mayor who is ultimately responsible for submitting the candidate for appointment.

Trustee Barrow asked in Deerfield, how the Volunteer Engagement Commission is formed. Mr. Braiman said the members are appointed by the Mayor.

Trustee Sullivan asked on the communities who make recommendations to the Mayor for appointment if the Mayor accepted 100% of those recommendations. Mr. Braiman said based on his discussion with staff in Deerfield, they have had the Engagement Commission for approximately 35 years, and there is a long history of the Mayor respecting the process and nominating the recommended candidate. Trustee Sullivan asked of the 127 recommendations President Bielinski has made, did any of those get rejected. Mr. Braiman said in his 10 years in Wilmette, he cannot recall any time a recommended candidate was rejected. He said in the other communities he spoke with, there were a few instances where a candidate was discussed in Executive Session if there were concerns. However, he said, generally, these candidates were accepted.

Trustee Sullivan then asked how staff intends to present material to the Board to ensure cronyism is not occurring in the selection process. He said he wanted to be sure this was addressed to avoid this perception going forward. He went on to say that he feels the committee has done a very thorough job in their review. He said that he wants to be sure the concern

that the commissions were full of friends of the current or past presidents is addressed.

Trustee Barrow and Trustee Dodd said President Bielinski's memo speaks to that issue. Trustee Dodd said she feels the Committee needs to review feedback on how the Board can improve transparency on the TBQs, commission openings and the status of filling vacancies. She said this meeting is more about fact finding. She said the Committee would need to work together at the next meeting to improve how the message is conveyed to the community that the process for appointment is fair and equitable.

Trustee Dodd asked what ideas anyone had for addressing the concern.

Trustee Sullivan said he would be interested in seeing past presidents' process for appointing commission members. He said all these candidates get presented at the Board level and feels to date the process has been fair.

Trustee Dodd said in previous agenda materials, there was a list of current commission members and who they were appointed/reappointed by. Trustee Sullivan said the list can seem skewed if a President served two terms in light of turnover due to term limits. He said there have only been two Presidents in the last 16 years. Trustee Dodd concurred.

Mr. Braiman then discussed the next steps the Committee would be taking, saying the next meeting would be September 17. He said that agenda would include continued discussion on the appointment process. He encouraged residents to email their feedback prior to the next meeting to aid the Committee in forming their recommendations to the Village Board. He said additional meetings would be scheduled if necessary.

Trustee Dodd said she thinks it would be helpful if anyone attending the meeting has public comment, to speak up before the end of the meeting. Mr. Braiman said if Committee members had nothing further, he would suggest opening the floor to public comment.

Trustee Dodd said the written comments received prior to the meeting would be read first and then participating audience members would be heard from.

Management Analyst Alex Arteaga read the public comments received prior to the meeting:

Peter Sung Ohr said he has attended the Administration Committee meetings over the last few weeks and appreciates the Committee's work and willingness to accommodate its audience by holding the last few meetings in the evening. He said he recommends the Housing

Commission's purpose list be a suggested list instead of mandated. He said while the list can highlight areas of importance, he feels the commission members are in the best position to determine the priorities. He said on the topic of the Human Relations Commission, he fully supports the proposed list of functions, but emphasized the need for the commission to coordinate with other commissions to ensure the functions of the Human Relations Commission are truly achieved. He said based on comments and conversations with other residents, the appointment process is broken. He said when the Village solicits responses for the commission openings, many people submit their TBQ but do not receive any feedback other than a form letter with no follow-up. He said many of these commissions remain un- or under-staffed. He said without a referendum, the Village President has the sole appointment authority, and while he doesn't advocate changing the law, he said the process could be modified within the current legal structure to allow for public input and transparency. He requested the Administration Committee require staff to provide reports about the Talent Pool and the status of each application. He suggested the Village President invite the Board of Trustees to assist in interviewing potential candidates. He said the Village could maintain a nomination committee to relieve the burden on the Village President to solely interview and appoint commissioners. He said this committee could also make public the recommendation while the sole authority of making the actual appointment would continue to rest with the Village President. This process would provide Wilmette residents the opportunity for input through the Administration Committee's public meeting when the staff reports on the status of the Talent Pool and the appointment process will have more transparency when the nominating committee provides its recommendation at the public forum of a Village Board meeting. He went on to say that absent these changes, the widely held perception of the selection process being perfunctory will continue and sadly the authority and credibility of these commissions will be weakened. He said given these difficult times when all levels of government are viewed with suspicion, it is of utmost importance for Wilmette to take a strong active step to help dispel these perceptions.

Van Gilmer said he has been following the discussions and actions for the re-establishment of the Housing and Human Relations Commissions. He said he believes both commissions will play an important role in making Wilmette more inclusive to African Americans and other people of color. He said Wilmette is overwhelmingly white and economically advantaged, which should have raised flags long ago. He said it's not only the Village of Wilmette, it's the entire North Shore. He said he feels it would be totally insensitive for Wilmette to not take important and drastic steps to begin the process of providing an alternative to all-white, exclusive neighborhoods. He said that while affordable housing is a part of the overall solution to providing racial inclusion, it can be misunderstood without sensitive development. He said this must be considered by both new commissions.

He said that while Wilmette already has affordable housing, it is vastly occupied by white residents, so this makes this a deep problem to “intellectually” resolve. He said he chose to live in Wilmette for the last 13 years with no other persons of color. He said several houses have been bought and sold on his block, all by white people, which has been the pattern for years. He said it’s a pattern he fears will take years to overcome. He said in the past he has been silent about his concerns, but given the change in our nation and communities with the re-awakening of racism, now is the time to seize the opportunity to galvanize the hearts and minds of all residents if we truly believe we live in the “land of the free and home of the brave.”

Thomas Canafax wrote to say it is unfortunate that during this time of social unrest, the Village of Wilmette is without its Human Relations Commission. He urged the Administration Committee and Board of Trustees to restore this important commission, which is a testament to Wilmette’s desire for a diverse community, one which will welcome people of all income levels, races, religions and cultures. He said as a working body, the Commission’s touchstone was equity, a desire to ensure all residents were treated with fairness and equality.

Sherry Medwin emailed to express her hope that community involvement will extend to the appointment of members to the Human Relations Commission and Housing Commission. She said these commissions should be staffed by those wishing to serve the needs of the entire community, not the Village President. She said these Commissions should work to diversify housing options and uplift all who live and work here. She said she would hope all are horrified by the hate crime committed in Winnetka at Tower Road Beach a few weeks ago whereby a Winnetka resident assumed a group of African Americans on a public pier were wishing to harm her and told them to go back to where they came from. Ms. Medwin said this is a cautionary tale for the entire North Shore. She said if Wilmette truly wants to become an inclusive community, it’s imperative to staff these commissions with representatives from all sectors of our demographics who have a progressive vision to create a welcoming culture to all law-abiding citizens. She thanked the Administration Committee for their dedication to the ideal of improving the suburban culture and for encouraging community participation in the process.

Lorelei McClure thanked the Administration Committee for their commitment to recommend the reactivation of the Human Relations Commission. She said this recommendation will allow for the Commission to be one that welcomes diversity on all levels, understands the value of diversity, nurtures the welfare of every single soul and assists in building true friendships among all groups and organizations in the community. She said she has read the “Guidelines for Effective Human Relations Commissions,” as well

as reviewed the Committee's deliberations and public comments. She said the Committee has a wealth of good material to write guidelines for Wilmette's Human Relations Commission. She said she particularly appreciates the proposal of having a youth commission member as part of a very diversified group, which she feels is vital and foundational. She said she hopes the policy and guidelines that will be set forth will be viewed as living documents to be adjusted and modified in the natural progression toward the realization of the goal to sustain and ever advance the notion of community in Wilmette.

There were two comments via YouTube Live that were submitted during the meeting. Management Analyst Alex Arteaga read them aloud:

Leslie Weyhrich said these commissions have greatly languished in the past and appointments have not been made. How will that be improved going forward?

Alan Hatchett said actively seeking applicants that have cultural and socio-economic backgrounds which are not the majority would be helpful.

Trustee Dodd called for public comment from listeners/participants in the remote meeting.

Laurie Elkin said she echoes the sentiment that the membership of the commission be diverse. To that end, she said she worries a bit that replacing the word "shall" with language such as "it's our goal" or "should" could result in a commission membership that is less diverse. One idea would be use "we will use our best efforts to ensure that it's diverse and has different constituencies represented." She said she urges some careful thought around how to make it most likely the membership will be diverse through the language used.

Van Gilmer said he wonders what relationship the Housing and Human Relations Commissions will have with each other. He said on the North Shore when diversification is discussed, affordable housing is one of the things brought up. He said people will want to know where to reach out; is it Housing Commission or the Human Relations Commission? What kind of relationship will this be? He asked if some type of housing is available, who will advertise that and who will welcome people? He said he assumes Wilmette is looking for diverse membership. He told a story of his participation in a march where he met an African American woman who also lives in Wilmette. He said they were mad that they have lived in Wilmette for 10-13 years and have never met. He said a Human Relations Commission could create more of a community feel and the Housing Commission could attract a more diverse population.

Cindy Fey experienced technical difficulties while trying to make comments. Mr. Braiman said staff would reach out via email to receive her comment and get it relayed to the Committee members. He said this would also be added to the minutes. He also said they would work with her on the technical issue so that if she wished to comment live at the next meeting, she will be able to do so.

Trustee Dodd said there was some feedback regarding President Bielinski's selection process. She said somewhere in the memo he wrote, there was information on whether he knew some of his selections prior to their appointments. She asked Mr. Braiman to bring up a table from President Bielinski's memorandum that addressed this point.

Trustee Sullivan said he brought this point up earlier in the meeting, as this was an open comment at a public meeting. Since that statement, he has spoken with several commission members who were offended by the statement. He said several said they felt like it was implied they only got their selection because of their relationship with President Bielinski, who many said they didn't know until he reached out to them. He said this is in fairness to all the volunteers who filled out a TBQ and went through the process as laid out by President Bielinski. He doesn't want these people to feel slighted.

Mr. Braiman pulled up the portion of President Bielinski's memo where he illustrated his appointments and previous relationships. He said per the memo submitted by the Village President, during President Bielinski's tenure as President (2013 to present), he has made a total of 127 appointments over that time period. When the reappointments and state statute mandated appointees were removed, there are 47 new appointments that he has made. He said of that 47, 36 (77%) were TBQ submissions from people he had not known previously, and 2 that were a direct outreach to him personally by individuals known to him, which equates to 81% of the total number of new appointees. Mr. Braiman said of the remaining 9, 6 were from introductions to him by someone else and 3 were a direct outreach by President Bielinski, usually individuals he has identified for a specific land use position in terms of expertise, such as architecture.

Trustee Dodd said she appreciates Trustee Sullivan's perspective in that we need to be sensitive because we have many talented volunteers on our commissions who volunteer their time. She said she wants to be sure these members know they were not selected based on a prior relationship with President Bielinski.

Trustee Dodd said based on comments received, she would like staff to review the questions about the Talent Bank Questionnaire to evaluate the

process and outreach protocols. She said she would also like to have staff think about providing a regular report to the Board on upcoming vacancies and what kind of skill sets and backgrounds would be required. She said this would be an opportunity for the community to see and for the Board to review the current state of commissions. She said having a regular report would feature the issue more predominantly where the Board can address it. She said it could be addressed like one of the more regular consent agenda items similar to the financial reports. She then asked if there were other suggestions for staff to move everything forward.

Trustee Barrow said both of Trustee Dodd's suggestions were on point and that there is much that can be done to improve the process of transparency for the Talent Bank Questionnaires. He said more understanding on the Board and public's part can only be a good thing. He said this could go a long way to dispel the perception that you must know someone to get appointed. He went on to say that was not his experience when he was appointed to serve on two boards, as the President who appointed him never met him prior to his appointment.

Trustee Sullivan said he appreciated Trustee Barrow's comments and said that he had never met the President that appointed him either until he was interviewed. He suggested a report format of creating a dashboard showing all the commissions, their vacancies and a forecast of what might be open in each period. He said he wasn't sure what kind of format would be involved but trusted that Assistant Village Manager Erik Hallgren could create a solid forecasting model.

Mr. Braiman said this is all helpful feedback. He clarified for the public that it is absolutely the Village's intent, once the changes are made to the Housing and Human Relations Commissions, to fill those vacancies as quickly as possible to get them working for the community.

Trustee Dodd reminded everyone these are volunteers in the community and most have full-time jobs or families. She said the Village is not looking to institute a rigorous interview process. She said we need volunteers to step up and provide their time. She also said she was appreciative to all residents on the call providing feedback.

There was no further comment or discussion on this topic.

IV. NEW BUSINESS

There was no new business.

V. PUBLIC COMMENT

There was no public comment.

VI. ADJOURNMENT

At 9:00 p.m., Trustee Sullivan moved to adjourn the meeting. The motion was seconded by Trustee Barrow. No further discussion occurred on the motion. Voting yes: Trustees Sullivan, Barrow and Chair Trustee Dodd. Voting no: none. **The Motion carried.** The meeting was thereafter adjourned.

Respectfully Submitted,

Karen Norwood
Deputy Village Clerk



MEETING MINUTES

ADMINISTRATION COMMITTEE OF THE VILLAGE BOARD

BROADCAST ONLY (VILLAGE HALL CLOSED DUE TO THE VILLAGE PRESIDENT’S DELCARATION OF LOCAL DISASTER AND PUBLIC HEALTH EMERGENCY ORDER) ON THURSDAY, SEPTEMBER 17, 2020 AT 7:30 P.M.

Members Present: Trustee Kathy Dodd, Chair
Trustee Peter Barrow
Trustee Daniel Sullivan

Staff Present: Michael Braiman, Village Manager
Alexander Arteaga, Management Analyst

I. CALL TO ORDER

Chair Kathy Dodd called the meeting to order at 7:31 p.m. Committee members Daniel Sullivan and Peter Barrow were present.

Trustee Dodd explained the remote meeting procedures and options to participate.

II. APPROVAL OF MINUTES; ADMINISTRATION COMMITTEE MEETING SEPTEMBER 3, 2020.

Trustee Dodd directed the Committee’s attention to the draft minutes of the Administration Committee meeting of September 3, 2020.

Trustee Barrow moved that the Committee approve the minutes as presented. The motion was seconded by Trustee Sullivan. No further discussion occurred on the motion. Voting yes: Trustees Dodd, Barrow and Sullivan. Voting no: none. **The motion carried.**

Trustee Dodd opened public comment regarding the boards and commissions agenda item.

Peter Sung Ohr thanked the members of the Administration Committee and staff for their work on this topic over the last few months. He also expressed appreciation to the members of the public who have participated in the discussions, stating that democracy works best when members of government operate in full transparency. He said the Village should publicize the appointment process for members of the boards and commissions so that it's understandable. He said notices of vacancy, the status of vacancies, qualifications and steps for appointment and the process by which a candidate is chosen should all be public. He said he has seen there has been discussion on this and he appreciates that. He said for greater transparency, the selection process should involve more than just the Village President. He said while the statistics showed 100% of the nominations by the Village President over the last ten years have been confirmed, it leaves the perception that such appointments may be unfair especially when other vacancies have gone unfilled for years. He said to dispel these perceptions, the Village should adopt an interim recommending body like Deerfield, Park Ridge, Lake Forest and other municipalities. He said the Village may want to consider a nominating committee of Trustees to make recommendations to the Village President or this duty could be a part of this Administration Committee's responsibilities. He said the Village President would still retain the authority to nominate candidates; however, if the candidates are contrary to the committee's recommendations, the public will have the knowledge of that, providing accountability and greater transparency. He went on to say that when residents volunteer on a board or commission, everything should be done so they feel that their offer to engage in the democratic process is being taken seriously. He said this will not only add value and credibility to the appointments, but to the ultimate work of those commissions. He said sometimes the perception of something is stronger than the reality, and right now he feels there is a perception problem.

Cindy Fey said she is a white resident in Wilmette and appreciates the careful consideration of the language of the mission statements and purposes of the Human Relations and Housing Commissions. She said representation and language matter and urged the committee to reconsider the term "minority" when describing a segment of the population. She said the word "minority" means less than and when used in terms of racial groups, it normalizes whiteness. She said the whiteness of Wilmette is neither accidental nor benign; it's a result of decades of racist policy and white supremacist culture, including anti-black parades, redlining policies that prevented black families from obtaining mortgages and insurance, and the deliberate real estate practices steering away black persons and people of color. She said Wilmette's exclusionary culture and policies has been chronicled, in part, by past Village President John Jacoby in the Wilmette Beacon. She said she is very hopeful the Human Relations and Housing

Commissions can begin the work of equitable repair and healing. She asked that the term “minority” be replaced with the term “BIPOC” an acronym for black indigenous and people of color,” which is more inclusive and acknowledges the disproportionate oppression our black and indigenous brothers and sisters of color have suffered. She said for the proposed Human Relations Commission’s purpose to promote justice and equality, she asked to replace the term “equality” with “equity,” which recognizes that the decades of discrimination are not repaired with the same treatment for all. She said equality is an end goal and the purposeful access and opportunities of equity is the means to get there. She said she asks the committee to add the words “including, but not limited to” when listing the segments of our Village population in order to be as inclusive and welcoming as possible. She thanked the committee for their consideration of the language changes and their implications. She encouraged the committee to work toward fulfilling the sentiment of the June 4 letter to the community from the Board of Trustees. She said we need to reject racism in all its forms. She concluded by stating “black lives matter.”

Trustee Dodd addressed Ms. Fey, thanking her for her email and advising her the email has been submitted to the committee and members of the community in advance of the meeting.

Management Analyst Alex Arteaga read a comment that was submitted through YouTube Live from Karen Sommer. Ms. Sommer wrote she would like to speak about additional actions for the recommendation process. Mr. Arteaga asked if Ms. Sommer was on the call.

Village Manager Mike Braiman suggested moving forward with the agenda, as Ms. Sommer’s comments were related to the second half of the agenda’s discussions. He said when the committee reached that part of the agenda, Ms. Sommer could then make her comment.

III. DISCUSSION OF BOARDS & COMMISSIONS

Recommendations to the Village Board

Mr. Braiman discussed the summary of recommendations to date. He said there has been important progress made in the last three meetings, showing a slide with a list of the recommendations the committee will present to the Village Board. He said the recommendation to add two student members to the Human Relations Commission requires some direction from the committee as to whether the student members will have full membership with voting rights.

Trustee Barrow said he envisioned the Human Relations Commission to have a total of 9 members; 7 of which would be full voting members and the 2 student members. He said he anticipates that the schools would be the determining body of who the student members would be, utilizing a different

process for them joining the commission. He said likewise, they would have shorter terms so that a larger number of students could participate and contribute to the work of the commission.

Trustee Sullivan said this is consistent with what he has been saying regarding this commission having a membership of 5 to 7. He said he thinks this is a good plan.

Trustee Dodd said she thought having students as voting members on the commission makes them feel they have a true seat at the table and are part of the commission. She said she also thinks it makes them more accountable to attending meetings and participating. She said there is a lot to learn from the students and community so whatever can be done to reinforce the importance of their membership on the commission needs to be reinforced.

Trustee Sullivan said he believes it was Loyola and New Trier students who had come in and pushed for the research into the HODC affordable housing development at the former American Legion site. He said Loyola and New Trier students did a phenomenal job advocating for their cause. He said these student members could also include college kids who are going to school locally. He said he would like to give them a seat at the table.

Trustee Barrow said those are good points, but that student members should have shorter terms. Trustees Dodd and Sullivan agreed and said the schools can look for kids in their sophomore and junior years. Trustee Barrow agreed and said that would maximize the number of students who get an opportunity to participate.

Trustee Dodd said she is comfortable with a 2-year student term, especially to begin with due to the amount of work the commission is tasked with. Trustee Barrow said that would be fine with him. Trustee Dodd asked Trustee Barrow to clarify what membership he was comfortable with; 9 total members/2 student members or 7 total/2 student members. Trustee Barrow said he was thinking 7 non-student members and 2 student members.

Mr. Braiman said this information was helpful and the student membership can be altered down the line if the schools feel a 2-year term is too long. He went on to say that the last time there was an entire commission filled at once was in 2010 with the consolidated Human Relations Commission. He said the initial appointment terms at the time were staggered so they didn't expire all at once. He said he believes it was 3 members for 3-year terms, 3 members for 2-year terms and 1 member for a 1-year term. He said he thinks the committee should look at something similar for this situation.

Trustee Dodd said she liked that suggestion. Mr. Braiman said for the member getting the 1-year term, this should not count toward the term limits. He said if they serve the one year and wish to be reappointed, they can go on to serve an additional two full terms, as one year is a very short time frame and is not fair to one member to only serve that long.

Trustee Barrow asked if other commissions were staggered. Mr. Braiman said they are all staggered. Trustee Dodd asked if a suggestion was going to be made of the 7 members to stagger the terms. Mr. Braiman said he looked in the Village Code and his suggestion earlier to stagger with 3, 2 and 1-year terms is consistent with what has been done in the past. Trustee Dodd asked if the 2-year terms would count as a full term. Mr. Braiman said yes, but that could be revisited once the commission gets working, as they will spend 2 years building a work plan.

Trustee Barrow said it's challenging to gain the knowledge and confidence to do this well and that after 2-years of someone learning, contributing and hitting their stride, their term will end. Mr. Braiman said there is the expectation that those members would be reappointed so long as they are interested in serving.

Mr. Braiman said each boards and commission will have preferred backgrounds/experience identified in the Village Code and certain bodies will be required to prepare annual reports to include annual goals that are presented to the elected officials. He said there will be training for all members on legal matters and Village policies and enhanced recognition for board and commission members who volunteer significant time to give back to the community. He went on to say that there will be a broad statement on the website and the Talent Bank Questionnaire form that lays out the Village's goals to seek to fill boards and commissions with a diverse mix of residents.

Mr. Braiman opened discussion on the Human Relations Commission's mission statement. He said a draft was presented at the September 3 meeting and based on discussions, it was amended again to address the fact that the commission is presenting and making recommendations to the Board and staff before they move forward with their initiatives.

Trustee Dodd said she realizes all the commissions are there to support and make recommendations to the Board. She said to her mind for the Human Relations Commission to present their recommendations to the Board puts the responsibility on the Board to be the ones fostering and promoting an inclusive community, while it should be the Human Relations Commission and all community members who are responsible. She said she proposes changing the statement to say something to the effect that the Human Relations Commission will be leading the efforts of the Board. She

said she would like the language to read something consistent with what is in the code for the Environment and Energy Commission such as “the Human Relations Commission shall be an advisory body to the Board and its purpose is to foster and promote an inclusive community.” She said she suggests removing the line about reporting to the Village Board. She said it is a minor change, but one that she feels is important.

Trustee Sullivan asked what happens when the Village Board doesn't agree with the Human Relations Commission's recommendations. Trustee Dodd said the Village Board will come back and provide suggestions. She said she doesn't see that as an issue.

Trustee Sullivan said he doesn't see the correlation to the Environmental & Energy Commission. He said he feels they are on two different paths. He said he was playing Devil's Advocate and suggested that the board could open the community up to potential angst if the Board and commission do not agree. He said this is a very emotional topic for the community and could be polarizing versus on the environmental side, where we can generally all agree on the issues. He said this needs to be done carefully so as not to pit commissions against the Village Board.

Trustee Barrow said he doesn't think the language change will necessarily cause any of Trustee Sullivan's potential issues. He said the language still reads that the Human Relations Commission will be advisory.

Trustee Sullivan said it goes into the mandate. He said the Board votes against the Zoning Board all the time, and they are advisory. He said there is no emotion; you step out of it. He said if the Board is going to charge the Human Relations Commission with setting social objectives to which the Board may not agree, then it's up for debate. He said the committee needs to be careful of what the role of this commission is and how it follows the strategy of the Village Board.

Trustee Dodd said the Board will ask the commission to do things in the community to foster a more inclusive environment. She said we aren't asking just for the recommendations but to also implement programs and policies. She then asked Trustee Sullivan if he was opposed to her language change or if he was just raising a concern.

Trustee Sullivan said he believed they were all on the same page of what the commission should be, but it's important to define the role to assist in research for the Board members. He said it's important this doesn't become an advocacy group; rather a group to listen to the advocacy groups and make recommendations to the Village Board for discussion, review and approval. This way the Board can decide what will be done.

Trustee Dodd asked Mr. Braiman for background on other mission statements for the Village's boards and commissions.

Mr. Braiman pulled up mission statements from other communities. He said in Highland Park they provide advisory recommendations, and in Northbrook they serve in an advisory capacity. He said the Wilmette Environmental & Energy Commission is working on the Greenest Region Compact currently and that was assigned to them by the Village Board via the Administration Committee. He said the way the Human Relations Commission will operate is similar in they are putting together a plan to present to the Administration Committee and the Board for review and direction. He said when he reviewed minutes from the Highland Park Human Relations Commission, there was verbiage in there about bringing their recommendations to City Council. He said our practice has been that the Board is directing the overall policy and that the boards and commissions work within the policy.

Trustee Sullivan said he agrees with Mr. Braiman's statement in that if the Village Board is giving the Human Relations Commission projects to work on, very similar to how Environmental & Energy Commission operates, he would agree. However, he said if the Human Relations Commission were to work on something outside of the Board's approval or knowledge and came to the Board to mandate actions, there would be an issue.

Trustee Dodd said the Board will not give the Human Relations Commission a list of things to do. She said that is why the commission is being formed; to go out and determine what they believe are suitable projects for recommendation to the Board.

Trustee Sullivan said using the Environmental & Energy Commission as an example, the Village Board gave them a project to work on. He said what Trustee Dodd is suggesting is to give the Human Relations Commission permission to go out and find projects to work on, which gives them a lot of power that can go against what might be right for the Village or Village Board.

Trustee Dodd disagreed since the mission statement reads, they are an advisory board. Trustee Sullivan disagreed and said it can create a political forum.

Mr. Braiman pulled up the Housing Commission in the current Village Code, and it states the commission's mission is to present recommendations. It also says the commission will periodically review and update their recommendations to the Board. He said that's slightly different than the Environmental & Energy Commission language, but the process is the same

in that goals for these commissions would come before the Board for oversight and direction.

Trustee Dodd asked Trustee Barrow his thoughts. Trustee Barrow said he agrees in that the Human Relations Commission will be at some time and to some extent operating a little differently than our other boards and commissions because this is new ground. It's a commission that has been inactive for a long time, and there is a lot of work to do. He said he doesn't know how it will all shake out over the next several years, but they may come back with variations on things they want to work on based upon communications with the community. He said it will be the Board's decision on whether to proceed. He said that is why Trustees are elected; to make those difficult decisions. He said he was comfortable with the change in language because at the end of the day, it will be the Board's ultimate decision on whether to move forward with the recommendations of the commission.

Trustee Sullivan said we don't have to agree. He said in this case, especially the comparisons from today, this topic already has groups that have formed throughout the Village that have varying opinions. He said this commission is going to be the one that takes all those different ideas, synthesize them and report to the Board. He said it is not intended to be an extension of another's political platform.

Trustee Dodd agreed and said she is not proposing that. She said she would like the language to be changed. She said the report to the Board can read there was opposing discussion among the committee members.

Mr. Braiman said he will do so and can also include the draft meeting minutes for the Village Board. Mr. Braiman then showed a slide with the Human Relations Commission's purpose.

Trustee Dodd proposed keeping the language about making recommendations to the Board as an additional reinforcement that the commission is advisory. Trustee Barrow concurred.

Mr. Braiman said Ms. Fey's suggestions of changing the language are well-taken and requested time to review and work with staff and consult experts to review the statement. He said any new language would be reviewed by the committee prior to the final report to the Board. Trustee Dodd concurred.

Appointment & Selection Process

Mr. Arteaga read the public comment from Karen Sommer submitted via YouTube Live.

Karen Sommer said the process which was outlined in the presentation is largely the same as the past. She said she doesn't feel the new suggestions address the concerns or lack of transparency and perception of cronyism that exists in the current process. She said to achieve greater diversity and equity will require a significant effort to cast a wide net regarding recruitment, including advertising and announcing openings.

Mr. Braiman said the process is being evaluated in different ways. He said the Village needs to do a better job promoting the open vacancies, so residents know what vacancies are coming months in advance and the skill sets that are preferred for the openings. He said staff is working with their communications consultant, Metro Strategies, to put together a robust campaign to encourage applicants to apply. He said they will make sure these vacancies are publicized in advance. He said these outreach efforts will begin quickly after the Board reviews the committee's recommendations because we know we need to move expeditiously to fill the spots on the Housing and Human Relations Commissions as quickly as we can. He said it will take some time to accomplish this; however, there is a good plan in place to move forward as quickly as possible.

Trustee Barrow said a large problem currently is a lack of appreciation or understanding on the part of residents generally about what vacancies there are on our boards and commissions. He said it would be very helpful if somewhere prominently under the Boards & Commissions tab to immediately open on some kind of listing, possibly by commission, that shows the membership, term lengths and when members were appointed. He said that way people can look at the commission they are interested in to see if there are potential openings in the near future. He said this way they would have an understanding of the current state of membership. He said this would be helpful information to include in the letter that an applicant receives after submitting a Talent Bank Questionnaire. He said this will go a long way in improving transparency.

Mr. Braiman concurred and said this can be done going forward. He said the current web pages could use a revamp to be consistent and more informative. He said to Mr. Ohr's point earlier, there should be an explanation section on the appointment and selection process so that interested parties know what to expect. He said that will be updated as well.

Trustee Dodd said she agreed this is something that needs improvement. She said another thing to think about is how to encourage members of the community to encourage people they think are qualified and could well serve to apply. She said there could be a section about wanting to nominate a friend or community member and where those people can get more information on going about that process. She wants to be sure there is a mechanism to do this.

Mr. Braiman said some other communities provide the staff liaison's contact information so that might be a good point of contact for each of the commission pages. He said interested parties could contact the liaison to get information on the commission and process to apply.

Mr. Braiman said that people can also reach out to the Village President, a Trustee or himself.

Trustee Barrow said that is exactly the kind of thing that should be communicated to people. He said we all know how it operates because we are involved; however, people aren't clear, so it needs to be clarified easily. Mr. Braiman said that is something staff can get working on.

Mr. Braiman said the Village can also do a better job of communicating with people who have submitted a TBQ, and we will in the future. He said in the past a form letter was sent but that going forward a more personal message is more appropriate. He said an individual representative from the Village will follow-up. He said it's a good opportunity to provide individuals with more information on our boards and commissions and current vacancy information. He said there will also be an annual review with residents who have submitted TBQs to confirm their interest and determine if they want to expand or change their areas of interest. They can also update their resume at that time.

He then discussed the appointment and selection process, reminding everyone the actual nomination powers solely rest with the Village President but that the Board can approve or deny an appointment. He said last meeting the committee expressed interest in a regular report on the Village Board agenda to provide a status on all boards and commissions including membership information and vacancy status.

Trustee Barrow asked how frequently that report would be on the agenda. Mr. Braiman said he felt quarterly but that can be scaled up or down depending on need. He also said the contents of the report could be scaled up and down depending on needs. He said he envisioned it being on the Consent Agenda, but it could certainly be off or be pulled off if discussion is required.

Trustee Barrow said he didn't think it should be on consent. Trustee Dodd said if the report is quarterly, maybe it could be on consent unless there was a topic to discuss where it could be pulled. She suggested it be off consent the first time and then see for future meetings. She said in addition to the suggested information for the report, it would be good to see a summary of the TBQs submitted to date and for what commissions they are for, etc. She said she feels that having a discussion the first time it appears on the

agenda is prudent but that going forward, the Board could decide how often the report needs to be submitted and whether or not it needs to be off consent. She said she thinks once these changes are in place, the entire process will be different within six months. Trustee Barrow agreed that the process will be much better; however, he said he felt keeping the quarterly report off consent would be a good way to affect the kind of communication and transparency we are looking for. He said the only way he would consider moving it to consent would be if it becomes rote. He said initially, for the first year, he would like to see it as part of the formal agenda.

Mr. Braiman provided more framework on the selection process going forward. He said at the last meeting, it was indicated by the committee that a more robust public interview and deliberation process regarding a candidate's qualifications may not be appropriate. He said the concern was that this type of process could have an opposite effect on the number of potential candidates and that we are looking for a sweet spot between the current process and the robust processes of some neighboring communities. He said Glencoe and Lincolnshire don't solely rely on the Village President to make the recommendations with input from others, but they don't have a full-throated public deliberation forum and that is what is identified tonight for the committee's consideration. He said this can be utilized for all boards and commissions; however, having to fill 14 positions at once on the Housing and Human Relations Commissions may require a different approach.

He said for ongoing appointments, better communication of vacancies will take place so resident know of upcoming openings and have time to apply before an appointment is made. It is also suggested that the Village President consult with staff and the commission chairs as necessary as to the skillsets needed for the specific board or commission. As is currently the case, the President would continue to interview the candidates in person. Mr. Braiman said the Village President's recommendation would then be presented to the Village Board prior to being placed on the public agenda so the Trustees can review the candidate and express concerns/reservations without potentially embarrassing a candidate publicly. He said this is a significant change in our process, but it allows for more input and an additional level of vetting of candidates. He said following this process, the candidate would be introduced at a Board meeting prior to approval of the appointment.

Mr. Braiman then said the process for appointing the members for the Housing and Human Relations Commission is unique in that the Board would be appointing 14 new members all at once. He said that number equates to the average number of appointments the Village President would make in a full year. For the committee's consideration, it is suggested the Village President determine who he is going to select as a committee chairs

and then collaborate with the chairs on the remaining appointments, which will provide a second set of eyes to review the TBQs and talk with applicants. He said staff would also be included at this level. He said for the Housing Commission, it could be helpful for the President to reach out to organizations like CPAH or HODC who know many residents in our community who have affordable housing expertise or financing/development expertise in affordable housing projects. He said once the President has determined who he is recommending, a memo could be submitted that summarizes the candidates and their backgrounds and qualifications to the Trustees for review and allow time for Trustees to express any concerns they may have with any of the candidates. He said this memo or similar, could be made part of the public agenda materials so the public can understand the qualifications the individuals have at time of the candidates' recommendation of appointment.

Trustee Dodd thanked Mr. Braiman for his hard work putting the information together. She asked Trustees Barrow and Sullivan their feelings about the proposed ongoing appointment process. She said the process needs to be positive in order to encourage people to get involved.

Trustee Barrow said putting aside the Housing and Human Relations Commissions in their current state because they are going to radically change, in thinking about the other boards and commissions, the process has generally worked very well. It has created boards and commissions full of dedicated, hard-working and thoughtful people that serve as an initial touch point for Village residents when they have a zoning or transportation matter. It has worked well in advising and making recommendations to the Board for its final decisions. He said in terms of creating Village government, it has worked exceedingly well, so he is not in favor of large, global changes to it. He said he does agree that we don't want to make our volunteers enter the star chamber in order to serve on a board or commission. We want to make it welcoming and encouraging. He said he has served on two commissions and is familiar with the process and doesn't want to make that onerous or embarrassing. He said he thinks the Village President should always be in conversations with staff and commission chairs about possible candidates. He said that should be something included at every turn whether it's for a new commission or one of our existing ones. He went on to say that what he finds attractive in the Housing and Human Relations Commissions is that we are building in more transparency and setting forth reasons why. He said we don't really do that for the ongoing appointments. He said that information is perhaps being given to the Village Board, but it's not really being communicated to the public. He said better communication to our residents is something we are trying to achieve here. He said he doesn't know if the changes to the ongoing appointment process go far enough so that there is a fuller understanding of why someone was selected.

Trustee Dodd asked if Trustee Barrow was asking if once someone is selected, does he want more communication to the community as to their qualifications and why they were selected, specifically to the ongoing process.

Trustee Barrow said he is suggesting that rather than saying the Village President discusses needs with staff and commission chairs as necessary, formal engagement by the Village President with staff and the commission chair should be part of every potential appointment. Trustee Dodd said she agreed and suggested clarifying the proposed language. Trustee Barrow said he would like to see in some form, perhaps at the time of the introduction of the candidate, that the Village President would set forth why that person was chosen in a more formal presentation.

Trustee Dodd asked Mr. Braiman to clarify the difference between the recommendation of appointment, which is on the consent agenda and the introduction of the candidate which is off consent. Mr. Braiman said every candidate up for appointment is asked to come to a Board meeting to introduce themselves to the Board and community prior to their appointment. He said they try to get the candidate to come on the date that their recommendation is on the agenda. That way there is a two-week period until the next agenda before they are appointed so Trustees can consider that person's qualifications before voting on it. However, he said sometimes schedules don't always work out that way. He said that is the usual and preferred way it is handled.

Trustee Dodd said Trustee Barrow's suggestion to have the Village President do more than just recommend and introduce the candidate is a good one. She said she thinks it would be good have the candidate be introduced by the Village President followed by a statement regarding the qualifications and rationale for the candidate's selection. She said then the candidate could speak for themselves.

Trustee Barrow concurred. Trustee Dodd said there should be two separate steps in the process listed; having the Village President expound on the qualifications and skill set that he/she and the commission chair felt were important for selection and the candidate's own statement to the public.

Mr. Braiman asked if Trustee Barrow was looking for a written memo or statement discussing a candidate's qualifications and background. Trustee Barrow said a written memo, which does not have to be long, would go a long way to helping folks understand why a person was being nominated for the position. He said as part of the introduction by the Village President, this summary could be included in the remarks.

Trustee Sullivan said he thinks the current process is good, but that more disclosure and transparency is welcome. He said it's the job of Trustees to challenge the Village President on why there are vacancies. He said the current two-step process does not have the Village President's reasons for choosing a candidate in written form, but if the committee thinks that would be helpful, he is supportive of that.

Mr. Braiman discussed the difference in process for the Housing and Human Relations Commissions. He said that the Village President will bring the TBQs of who he thinks are the best candidates to the individuals he intends to recommend as the commission chairs. The commission chairs would then review them and can talk with the candidates in order to provide feedback to the Village President.

Trustee Dodd said she thinks that process is good. Trustee Barrow concurred. Trustee Dodd said she concurs with the comments made by Trustees Barrow and Sullivan that the commissions are currently filled with very talented and competent people. She said she wanted to thank everyone who is currently serving on a board or commission. She said what the committee is trying to do is improve the transparency of the process and give as many people as possible an opportunity to serve. She said communicating vacancies better and introducing candidates at a public Board meeting could possibly make more people want to volunteer. She said the community has asked for us to move a little bit more toward having an extra set of eyes on the candidate's selection to provide another review. She said she thinks this accomplishes that.

Mr. Braiman said he has clear direction and that much has been accomplished over the last four meetings. He said the goal is to present the committee's report to the Village Board at the October 13 Board meeting. He said the ordinance amending the Village Code to reflect the changes discussed previously will also be introduced. He said this gives notice to the Board and community how these changes will look. He said he ordinance does not necessarily need to be adopted at the meeting thereafter. He said if there are changes or further discussion required, the ordinance could be adopted at a meeting in November if necessary. He said by introducing the ordinance on October 13, the process will continue to move forward as quickly as possible and the appointments to these commissions can be made as quickly as possible thereafter. Mr. Braiman said this entire process will take a few months and the goal is to have the appointments by the end of this calendar year but that may not be possible. He said if there is enough support from the Board to go ahead with recruitment on October 13, we can do that right away. He said allowing 3 weeks for TBQ submissions would mean recommendations for appointment could be brought to the Village Board in late November as there is only one meeting in December. He said that would be a quick timeline given the new process

as such, the appointments may not be completely finished until early January, but he said we will do everything they can to move as quickly as possible.

Trustee Sullivan commended Chair Trustee Dodd and the rest of the committee for the time and hard work that was put into reviewing and improving the appointment process.

There was no further comment on this topic.

IV. NEW BUSINESS

There was no new business.

V. PUBLIC COMMENT

Van Gilmer said he has a concern that needs to be thought through. He said he didn't speak in the beginning of the meeting because he hasn't been active in Wilmette on any of its boards or commissions other than affordable housing a few years ago and wasn't familiar with the process. He said he counted 6 or 7 mentions of the Village President's involvement and wondered who is the selecting official on any of the things the Board does, particularly these commissions that are coming up. He asked if a person is involved all the way through, who becomes responsible in the end? He said when you think of transparency, there can be complaints if a person touches every piece of it. He said he is African American and wonders after living here 13 years and not feeling the need to be involved at all, he feels reluctant to speak or say how much he feels about these commissions. He said he wishes to be on one of these commissions and has a lot to offer. He said he knows there are many people to be considered but wonders where they will find candidates of African descent. He said all these years, I never see any in Wilmette. He said there was a recent rally where he met an African woman who has lived here 10 years. He said she was upset that they had never met previously. He asked how the committee will identify people of color who may want to be involved. He said he has lived here a long time but has never felt he could volunteer. He said he is reluctant to say much because he feels he could be visible and qualified for a position but be lost in the selection process if he speaks out that Wilmette needs to change because it's been this way forever, unless the Board does something extraordinary. He said there could be others out there like him that feel like they just want to live in Wilmette and do their jobs. He said he wants to do more than that.

Trustee Dodd said she appreciated Mr. Gilmer's comments and would consider his remarks in the final recommendations to the Board. She said she hoped to have further discussions with Mr. Gilmer.

There was no further public comment.

VI. ADJOURNMENT

Trustee Dodd thanked the committee and community for their input and participation in the process. She said all the feedback has been valuable and hopes the community feels they have been heard. She thanked Trustees Barrow and Sullivan for their time. She said much time goes into these meetings and she appreciates the dedication that has been shown. She also thanked Corporation Counsel Jeffrey Stein for his assistance and Village Manager Mike Braiman for his patience and thoughtfulness. She said Mr. Braiman has helped the committee get to a better place, and she is very appreciative of that. She said tonight may be the last meeting, but it doesn't have to end here. She said she sees this as a starting point. She said there may be tweaks necessary down the road and that's okay. She said some of those tweaks may come after the presentation to the Board. She asked for patience as the process continues and invited anyone with questions or concerns to reach out to a committee member. She said the committee can always reconvene if necessary. She also said when the committee started, they had much work in front of them, but she is very satisfied with what has been accomplished. She said they will be recommending to the Board to get the Housing and Human Relations Commissions up and running with a mission and purpose that she feels will allow these groups to do some great work. She said she is very excited about it, as these are important times and important issues to the community. Trustee Dodd said she hopes everyone else feels that. She said the committee has received some good comments on increasing diversity and improving communication on the TBQs and the overall selection process and feels the committee came up with some great suggestions for improvement. She said these changes are important and hopes the Board will approve them. She encouraged the members of the community to submit a TBQ or to encourage a person they think would be qualified to submit a TBQ. She concluded by thanking everyone who has attended the meetings or participated in the suggestion process.

Peter Sung Ohr made a public message of appreciation to the committee for their volunteer service and commitment to making Wilmette a better place to live for everyone.

At 8:48 p.m., Trustee Sullivan moved to adjourn the meeting. The motion was seconded by Trustee Barrow. No further discussion occurred on the motion. Voting yes: Trustees Sullivan, Barrow and Chair Trustee Dodd. Voting no: none. **The Motion carried.** The meeting was thereafter adjourned.

Respectfully Submitted,

Karen Norwood
Deputy Village Clerk