

BOARDS, COMMISSIONS, AND COMMITTEE MEETING SUMMARY FORM

BOARD/COMMISSION/COMMITTEE: Administration Committee

DATE OF MEETING: September 17, 2020

NAMES OF MEMBERS, STAFF AND GUESTS PRESENT:

Members: Chair Kathy Dodd, Trustee Peter Barrow, Trustee Dan Sullivan

Staff: Michael Braiman, Village Manager; Alex Arteaga, Management Analyst

Agenda Item – Discussion of Boards and Commissions

This was the Committee's final meeting on this topic. **The Committee's recommendations will be presented to the Village Board on October 13.**

Summary of the Committee's recommendations

The Committee is recommending to the Village Board the following:

- New functions of the Housing Commission
- New mission and purpose of the Human Relations Commission
 - Initial HRC function: 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; Such a plan may then be presented to the Village Board Administration Committee for review and discussion
- 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
- Prepare annual reports, including goals for the next year, for the Housing, Human Relations, Historic Preservation, and Environment & Energy Commissions
- Conduct training for board and commission members and enhance recognition efforts
- Include broad statement of the Village's goals to fill boards and commissions with a diverse mix of residents on the Village website and TBQ form

Appointment & Selection Process

The Committee discussed the process for ongoing appointments to boards and commission as well as for the 14 new appointments to be made to the Housing and Human Relations Commissions.

The Committee is recommending the following changes to the ongoing appointment process: include routine communication to the community of vacancies, consultation with the committee chair and staff on the needs of the board or commission, notice to the Village Board by the Village President of upcoming recommendations prior to release of the public agenda materials, and a public memorandum that accompanies a recommendation of appointment to the Village Board which summarizes the candidate's qualifications (the contents of the memorandum can also be summarized by the Village President when introducing the recommended candidate at a Village Board meeting).

*This summary is provided as a convenience to the Village Board and staff. **This is not an official record of proceedings of any Village of Wilmette Board, Commission or Committee.***

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Additionally, recognizing the unique circumstances of making 14 appointments to the Housing and Human Relations Commissions all at once, the Committee is recommending that the Village President consult with the individuals he intends to appoint as the chair of each board or commission as well as with staff (and others such as HODC or CPAH for Housing Commission appointments) in regards to new members under consideration and their qualifications, distribute a memorandum to the Village Board in advance of placing recommendations of appointment on the public agenda which summarize each candidates' background and qualifications and provide a similar memorandum in the public agenda materials when candidates are recommended for appointment.

DATE & TIME OF NEXT MEETING: No upcoming meetings scheduled

PERSON PREPARING SUMMARY: Michael Braiman, Village Manager