



**MEETING AGENDA**  
**HUMAN RELATIONS COMMISSION**

Tuesday, December 9, 2014  
6:30 p.m.  
Village Board Conference Room

- I. Call to Order**
- II. Approval of Minutes**
  - a. April 23, 2014**
- III. Discussion of Person of the Year Award Program**
- IV. Discussion of Black History Month Recognition Program**
- V. Discussion of Youth Grant Non-Profit Organization**
- VI. Other Business**
- VII. Adjournment**

If you are a person with a disability and need special accommodations to participate in and/or attend any Village public meeting, please notify the Village Manager's Office at (847) 853-7509 or TDD (847) 853-7634. For additional information please call (847) 853-7511, the Village Clerk's Office.

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# VILLAGE OF WILMETTE

1200 Wilmette Avenue  
WILMETTE, ILLINOIS 60091-0040

## MEETING MINUTES

### HUMAN RELATIONS COMMISSION

**April 23, 2014**

**7:00 P.M.**

**Village Hall Training Room (2<sup>nd</sup> Floor)**

Members Present: Gerry Smith, Chair  
Will Daniels  
Al Husain  
David Pollak  
Denise Thrasher  
John Thomson

Members Absent: Judy Panko Reis  
Justin Savin  
Andrea White

Staff Present: John Prejzner, Assistant to the Village Manager

#### **I. CALL TO ORDER**

Chairman Gerry Smith called the meeting to order at 7:05 p.m. Commission members Smith, Daniels, Husain, Pollak, Thrasher, and Thomson were present.

#### **II. APPROVAL OF MINUTES**

Commissioner Thrasher moved to approve the minutes of the January 23, 2014 meeting. Commissioner Daniels seconded the motion. No further discussion occurred on the motion. Voting yes: Smith, Daniels, Husain, Pollak, Thrasher, and Thomson. Voting no: none. **The motion carried.**

### **III. DISCUSSION OF CHANGES TO THE YOUTH AND SENIOR SERVICES GRANT PROGRAM**

While the Commission adopted changes to the youth and senior services grant program as a result of depleting funding, the Commission expressed a desire to continue the program in some fashion. John Prejzner, Assistant to the Village Manager, stated that President Bielinski suggested the possibility of creating a non-profit agency that would fundraise and hopefully create a sustainable grant program with a more limited scope. The Commission discussed this possibility and expressed a desire to pursue it. Commissioner Daniels stated that he would be willing to work with staff on creating a non-profit agency.

The Commission reached a consensus to fund the Youth Commission and Warming House in 2014 since historically those have been the two most supported organizations by the grant program. Furthermore, the Commission stated that the remaining funds from the Grant Program, approximately \$20,000 should be used to fund the non-profit organization.

### **IV. ADJOURNMENT**

At 7:45 p.m., Commissioner Daniels moved to adjourn the meeting. The motion was seconded by Commissioner Pollak. No further discussion occurred on the motion. Voting yes: Voting yes: Smith, Daniels, Husain, Pollak, Thrasher, and Thomson. Voting no: none. **The motion carried.**

Respectfully Submitted,

John Prejzner  
Assistant to the Village Manager



## **Human Relations Commission**

**Date:** December 5, 2014  
**To:** Human Relations Commission Members  
**From:** John Prejzner, Assistant to the Village Manager  
**Subject:** Annual Award Program

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### **Background**

The Human Relation Commission (HRC) Work Plan includes several action steps for the Commission to accomplish. One of those steps is to promote the purpose of the Commission by honoring an individual who initiates, implements, participates in, or otherwise engages in activity or lifestyle which reflects the values of the Commission to an extent that is exemplary. The program started in 2013 and Lorelei McClure was named Person of the Year.

### **Discussion**

Attached are the documents needed to begin accepting nominations for the award.

### **Attachments**

1. Award Criteria and Nomination Form



## Wilmette Human Relations Commission (HRC) Annual Award Nomination Form and Criteria

*Do you know someone who devotes his or her time to helping others?*

*Do you know someone who is committed to promoting respect, tolerance, or volunteering in Wilmette?*

*The Wilmette HRC wants to know!*

The Wilmette Human Relations Commission is sponsoring an award to be presented to a person who has made a significant contribution to the Wilmette community. The award is designed to promote the purpose of the Commission by honoring an individual who initiates, implements, participates in, or otherwise engages in an activity or lifestyle which reflects the values of the Commission to an extent that is exemplary.

### **About the Commission**

The Human Relations Commission is a citizen group that is responsible for promoting community involvement and volunteering to maintain and enhance the quality of life within the Village of Wilmette. The Commission sponsors human relations events throughout the year aimed at providing an opportunity for all residents to celebrate the community's ethnic and cultural diversity.

### **Eligibility**

- Nominee does not have to be a resident but contributions need to have been made in/to the Wilmette community
- Nominee can be any age who has made a significant contribution
- Posthumous nominations are accepted

### **Criteria**

Nominees for the award should have made a significant contribution to the Wilmette Community in one or more of the following ways:

- Fostered and/or promoted understanding, mutual respect, cooperation and positive relations between and among persons in Wilmette, particularly among persons of varied economic level, race, religious affiliation and ethnic origin.
- Initiated, implemented or promoted educational and informational programs to further the goals of improved community relations, and the protection of the civil rights of individuals and groups in the community.
- Assisted residents in creating and discovering opportunities to build a strong community through volunteerism, and participation in neighborhood and community events and programs.
- Worked with other commissions, community organizations, schools, religious institutions, and neighborhood groups to promote good will, understanding, respect, and inclusion among all of Wilmette's residents and groups.

### **Guidelines for Nominations**

- Complete the Human Relations Commission Award Nomination Form
- Forms may be found on the Wilmette Village website: [www.wilmette.com](http://www.wilmette.com)
- Completed forms and supporting materials may be submitted to:

Human Relations Commission  
Village Manager's Office  
1200 Wilmette Avenue  
Wilmette, IL 60091

- Electronic nominations, including support materials, will be accepted: [preiznerj@wilmette.com](mailto:preiznerj@wilmette.com)
- Provide any supporting documents you feel are appropriate
- Deadline for nominations is **June 14, 2013**

**Upon receiving nominations, the Human Relations Commission will meet and select the recipient of the Award.**

# Wilmette Human Relations Commission Person of the Year Award Application Form

Please complete and return this form to tell us more about the person you are nominating for the Wilmette HRC Person of the Year Award.

## Your contact information

Name: \_\_\_\_\_  
First Last

Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Email

Relationship to nominee: \_\_\_\_\_

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## Nominee Contact Information\*

Name: \_\_\_\_\_  
First Last

Mailing Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Email

**Check one:** The nominee \_\_\_\_ does know that he/she has been nominated for this award.

\_\_\_\_ does *not* know that he/she has been nominated for this award

\* If making a posthumous nomination, please provide date of passing: \_\_\_\_\_

**Letter of Nomination** (Please type or print clearly.)

Please explain why the person you have chosen to nominate deserves the *Wilmette Human Relations Commission Person of the Year Award*. Include information about their contributions to the village, accomplishments and their desire to help others. Indicate how their work is in alignment with the mission of this Commission. Please specify the timeframe in which such contributions were made.

**Articles, photos and supporting documents (Optional)**

Supporting documents may include articles, photos and/or other pieces of relevant information, published or written that explain, share or mention significant works completed by the nominee.

Please list the title and description of the supporting document(s).

Please number and attach the documents indicated on this list to this application.

For example 1. Photo, John volunteering at the event.

2. Newspaper article, Jane in Wilmette Life "Showing Care in Wilmette."

- **Nominations must be submitted by **June 14, 2013****
- **Completed forms and supporting materials may be submitted to:**

Village Manager's Office  
Attn: Human Relations Commission  
1200 Wilmette Avenue  
Wilmette, IL 60091

- **Electronic nominations, including support materials, will be accepted:**  
[prejznerj@wilmette.com](mailto:prejznerj@wilmette.com)
- **For more information contact the Village Manager's Office at (847) 853-7509**





## **Human Relations Commission**

**Date:** December 5, 2014  
**To:** Human Relations Commission Members  
**From:** John Prejzner, Assistant to the Village Manager  
**Subject:** Black History Month Recognition Program

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### **Background**

The Human Relations Commission (HRC) Work Plan includes several action steps for the HRC to accomplish. One of those steps is to promote cultural awareness in the community by participating in nationally recognized cultural recognition months and operating educational programs.

### **Discussion**

Black History Month, also known as African-American History Month, is observed in the U.S. throughout the month of February. The HRC promoted cultural awareness by holding a Black History Month student contest for Wilmette elementary school (K-8) students. Students submitted entries in the following categories: poster, essay/poetry, and multimedia music. See the attached flyer for contest rules.

The HRC may choose to continue this program or develop a new form of recognition for Black History Month.

### **Documents Attached**

1. Contest Rules and Flyer

## **POSTER CONTEST RULES**

1. Contestants must be enrolled in grades K-8 in a Wilmette public or private school or homeschooled in Wilmette.
2. Posters can be no larger than 11 inches x 14 inches.
3. All entries must be submitted with a separate title page indicating the student's name, address, school and grade. This page must be affixed to the back of the poster.
4. Posters must be the sole work of the student.
5. Entries must reflect significant accomplishments of African-Americans throughout history or the African-American Experience in the United States.
6. Entries must be suitable for display in a public place.
7. Entries become the property of the Village of Wilmette and by entering the contest, the contestant gives permission to the Village of Wilmette to publish the material submitted; however, the contestant retains the copyright interest in the material submitted. Entries will be returned to the contestant if the request is made in writing along with the submission of the entry.
8. All decisions of the judges interpreting the rules and/or selecting the winners shall be final.
9. Contestants are limited to one entry.
10. **All entries must be submitted by 4 pm, on Friday, February 27th.**
11. Mail or drop-off entries to the following location:  
Wilmette Village Manager's Office , Attn: Human Relations Commission, Village Manager's Office, 1200 Wilmette Avenue, Wilmette, IL 60091

## **ESSAY/POETRY, MULTIMEDIA AND MUSIC CONTEST RULES**

1. Contestants must be enrolled in grades 5 – 8 in a Wilmette public or private school or homeschooled in Wilmette.
2. Essays are to be a minimum of 500 words and a maximum of 600 words.
3. Poems are to be a maximum of one page.
4. Essays and poems must be typed with attention to correct spelling and grammar.
5. Multimedia and Music Contestants - Can produce an Essay or poem with music and images on a CD, create a song/music, or create a video relating to themes in rule 9 of this section.
6. Multimedia and Music entries must be a minimum of 1 minute and a maximum of 3 minutes.
7. All entries must be submitted with an attached separate title page indicating the student's name, address, school and grade.
8. Entries must be the sole work of the student.
9. Entries must reflect significant accomplishments of African-Americans throughout history or the African-American Experience in the United States.
10. Entries become the property of the Village of Wilmette and by entering the contest the contestant gives permission to the Village of Wilmette to publish the material submitted; however, the contestant retains the copyright interest in the material submitted. Entries will be returned to the contestant if the request is made in writing along with the submission of the entry.
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13. **All entries must be submitted by 4 pm, on Friday, February 27<sup>th</sup>.**
14. Send or bring entries to the following location:  
Wilmette Village Manager's Office, Attn: Human Relations Commission, Village Manager's Office, 1200 Wilmette Avenue, Wilmette, IL 60091



## **WILMETTE HUMAN RELATIONS COMMISSION SPONSORS BLACK HISTORY MONTH STUDENT CONTESTS**

In commemorating Black History Month, the Village of Wilmette Human Relations Commission is sponsoring poster, essay/poetry, and multimedia and music contests. Students can submit entries based on significant accomplishments of African-Americans throughout history or the African-American experience in the United States.

All poster contestants must be enrolled in K-8 in a Wilmette public or private school. All essay/poetry and multimedia contestants must be enrolled in grades 5-8 in a Wilmette public or private school. Please see the Village of Wilmette website ([www.wilmette.com](http://www.wilmette.com)) for the complete list of rules.

All entries must be submitted by 4:00 p.m. on Friday, February 27th. Send or bring entries to Wilmette Village Hall, Attn: Human Relations Commission, Village Manager's Office, 1200 Wilmette Avenue, Wilmette, IL 60091. The Human Relations Commission will review all entries and the work will be displayed at the Wilmette Public Library. Contest winners will receive monetary awards and will be recognized at a Wilmette Village Board meeting in the spring.

For questions, please contact the Village Manager's Office at (847) 853-7509.