

Boards & Commissions Review

Administration Committee Meeting

September 3, 2020

Scope of Meeting

- Mission, purpose and membership of the Human Relations Commission
- Introduce topic of appointment and selection process
 - Corporation Counsel presentation
 - Village's process
 - Examples from nearby communities
- Solicit feedback from the community

Human Relations Commission- Mission

Mission Statement (Submitted by Trustee Dodd):

The Human Relations Commission is established 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 is also in place to promote increased participation in all aspects of community life and a sense of shared community among all residents.

Human Relations Commission Purpose

- (1) To promote the well-being of all members of the community;
- (2) To support all segments of the population including youth, seniors, persons with disabilities, minorities, 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 equality;
- (6) To encourage and facilitate solutions to social issues;
- ~~(7) To promote the arts and multi-cultural events;~~
- (8) To plan or support community events and programs that bring together and support diverse members of the community; and
- (9) To provide recommendations to the Village Board on matters pertaining to community welfare.

**After reviewing DOJ guidelines, add:

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

Human Relations Commission- Membership

- On July 30 the Committee discussed the preferred background and expertise for members of the HRC. The Village Code currently provides for the following:
 - Preferred training or experience in public health/medical professional, creation/promotion of the arts, promotion of diversity and cultural understanding, fostering youth-oriented services, person with a disability or an immediate family member of a person with a disability
- Based on the Committee's discussions, staff recommends the following:
 - 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 (or immediate family member of a person with a disability), those with training or experience in promotion of diversity and cultural understanding, fostering youth-oriented services and veterans affairs.

Appointment & Selection Process

Appointment Powers- Legal Considerations

- The Village operates under a Managerial Form of Government
- Appointment powers rest with the Village President for Boards and Commission (unless a state statute provides otherwise)
 - With exceptions, all appointments require approval by the Village Board
- Illinois Supreme Court ruling and the Illinois Attorney General have opined that the Village Board cannot transfer appointment powers to an individual or body other than the Village President

Legislative Powers

- In a Managerial Form of Government, the Village Board's role is "purely legislative"; as such the Board may:
 - Create or abolish a Board or Commission
 - Increase or decrease the number of appointed members to a Board or Commission
 - Set forth qualifications for members of a Board or Commission
 - Assign the duties and/or purview of a Board or Commission
 - Create an appointment process or procedure to assist the appointing power in making the ultimate decision of appointing or submitting the individual for confirmation as the case may be
 - Provide for a budget for a Board or Commission
 - Require meeting schedules or minimum number of meetings for a Board or Commission
 - Allow members of certain boards and commissions to continue to serve past their expired term until a replacement is appointed

Appointment and Selection- Wilmette

- Talent Bank Questionnaires (TBQs) are shared with the Village Board upon submittal and held on file for future consideration
- On a regular basis the Village President and staff review upcoming terms expirations
- Prior to a vacancy, the Village President reviews the backgrounds/experience of existing boards/commissions with staff (i.e. skillsets), reviews relevant TBQs, and meets with candidate(s) that appear to be a good fit based on their background/experience and the needs of the board or commission
- At a meeting prior to approval of the appointment by the Village Board, the Village President places the candidate's name on a Village Board agenda as 'Recommendation of Appointment'; the meeting materials include the candidate's TBQ (or resume)
 - The candidate attends this meeting to introduce themselves to the Board and community, highlighting their background, reasons for volunteering and any other relevant information

Appointment and Selection- Nearby Communities

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 reviews candidates in public meetings and makes recommendations to the Mayor
Park Ridge	Mayor's Advisory Board composed of four Alderpersons interviews candidates in public meetings and makes recommendations to the Mayor

Next Steps

- Continue discussion on the appointment and selection process at the Committee's September 17 meeting at 7:30pm
- Schedule additional meetings if necessary or prepare final report for the Village Board