

Lincolnwood Human Relations Commission Meeting
Monday, June 11, 2012
7:00 PM Lincolnwood Council Chambers
Minutes Prepared by Martina Keller

1. **Role Call:** Meeting called to order at 7:10 pm. Present – Jean Ikezoe Halevi, Anjum Ali, Martina Keller, Paul Kramer, Sgt. Mark Weidner, Mary Koleff-May and Rita Eng. Absent – Anna Pawlowski, Stacy Katsibaros, John Swanson (Trustee Liaison). The HRC currently only has 8 members.
2. **Announcements:** Jean gave a brief report of the recent training held for all village commissioners regarding the Illinois Open Meetings Act. Jean indicated that some procedural changes will be necessary in order for the HRC to be in compliance.
3. **Approval of Minutes:** The minutes were approved with minor changes.
4. **Report on Expenditures:** No receipts for expenditures were submitted this month. Expected receipts in upcoming weeks include expenditures for magnetic car signs used in the parade and incidental office supplies.
5. **Food Drive:** With Mark's added tallies, we now believe that the HRC reaped as much as 50-60 bags in the food drive. Paul volunteered to keep the official tally of all food drive donations in the future. Anjum suggested that we keep better track of the ongoing food donations that come in to the permanent food drive box. Jean will write a letter of summary to the Niles Township Food Pantry operators and letters of thanks to all the facilities that hosted a donation box.
6. **Memorial Day Parade:** Jean reported that the parade went really well (despite the high heat). HRC members in attendance were Jean, Martina, Rita and Anna. In addition, several spouses, children and friends of HRC members participated. We distributed 144 flags and 100 pencils.
7. **Mandatory Village Commissioner Training:** All Village Trustees and Commissioners were required to attend a training session about the Illinois Open Meetings Act on May 31 presented by the village attorneys, Holland & Knight. The first half of the session included an "ice breaking" game of *Jeopardy* that tested knowledge of Lincolnwood trivia. Martina represented the HRC in the game of *Jeopardy*. The actual educational session was very informative, laying out new and existing requirements of all members of local governments in Illinois. As members of the HRC, we are all subject to these requirements and risk of penalties. The State of Illinois now requires all government commissioners to complete an on-line training course administered by the Illinois Attorney General's Office by a specific date. Once

completed, each commissioner will be awarded a certificate by the Attorney General, which in turn must be submitted to the commission via the staff liaison. Those of us already on the HRC have until December 31, 2012 to submit the Illinois certification. Mark and Martina had both looked at the Illinois Attorney General website, but had not yet gone through the process of obtaining certification. Jean would like, at minimum, all members of the HRC who were not at the training on May 31 to watch the recorded version of the Lincolnwood sponsored training before the next meeting in July. She also asked that everyone complete the on-line training and obtain Illinois certification for submission as soon as possible. As a group, we will discuss some of the more important details of the compliance once everyone has completed the training.

8. **Naturalization Ceremony:** Jean reported that the naturalization ceremony hosted in Lincolnwood on June 5, 2012 went very well. The cards we presented to each of the naturalization candidates came out very nicely. The biggest problem of the event seemed to be lack of parking due to the Village Hall Plaza construction. The USCIS personnel in charge of the event seemed pleased with the outcome. There is some possibility of Lincolnwood hosting another such event in the future.
9. **Annual Report Review:** On June 5, 2012, Mark, Anjum and Jean made a Power Point presentation at the Board of Trustees meeting regarding the HRC's past year activities. Mayor Turry acknowledged the important work of the HRC and its members.
10. **HRC Award:** The award ceremony will be held at the Board of Trustees meeting on June 19. Mr. Grossman, last year's HRC award recipient and the principal nominating party of this year's award, will give the award to this year's recipient, Leah Yarrow. Anjum suggested that a description of the HRC award be made at the ceremony. Anna will prepare the gift basket. Rita will order the plaque.
11. **Independence Day Concert:** Anjum has the serving platters, table cloths and decorations. The Park District has the coolers and chairs. Jean will talk to Lincolnwood Produce regarding the fruit donation. Jean and Paul will pick up the fruit donation and obtain the napkins and cups from Lincolnwood Produce. Anjum recommended that the fruit be picked up the night before, if possible, given the potential preparation needs. Mary will print a sign crediting Lincolnwood Produce for its generous donation. Everyone planning to be at the event should meet at the Proesel Park shelter. Martina will be unable to attend the event because she will be out of town.
12. **Diversity Month Flags:** Mark is still working on putting the flags together, but everything will be ready for display by August.

13. **Library Display Case:** Discussion will be tabled for later. See last month's minutes.
14. **Library Ethnic Fest:** The Ethnic Fest will be held on November 4, 2012 from 1:00 to 4:00. HRC members are expected to be there by noon. All other planning discussion will be tabled. Members should start thinking about a game or activity to sponsor at the event.
15. **Buy a Brick:** There has been a slight cost revision to our original plan to purchase a brick on behalf of the HRC Members. Since Maria dropped out, the contribution is one dollar more for each member.
16. **Old Business:** Jean has not had any contact with anyone from Miseracordia regarding an invitation for an open house for a CILA operating in Lincolnwood. Martina reminded everyone that Miseracordia still has a pending application for a special use permit pending with another village commission. In light of the new training, particularly as it relates to *ex parte* communication with parties having pending matters before a government commission, we agreed that it would not be appropriate for the HRC to reach out to Miseracordia at this time.

Members also discussed the appropriate thank you gesture directed at any former HRC member. At least 2 former members of the HRC will be getting thank you cards from Jean.

Jean asked that all members reexamine the HRC award nomination form to see how it can be made more efficient.

Paul asked the name of the official mediators used by the village to mediate disputes between neighbors when needed. The agency is the Northwest Municipal Conference. Mark recommended that the agency be contacted formally by a village commission.

17. **New Business:** The next deadline of *Connections* is July 15 for the October publication. Anjum suggested that we post an announcement about the HRC's diversity flags, asking residents to make donations for new or replacement flags. It was also suggested that we post a congratulations message to the winner of our HRC award.

Maria sent an e-mail that the library was asking if they could use one of our food drive boxes in connection with their formal reading program.

2012-13 Commission meeting attendance. Jean would like advance notification from any member unable to attend a commission meeting. Missing 3 meetings from May 2012 until April 2013 will lead to disqualification from the HRC.

18. Public Questions or Comments: none.

The meeting was adjourned at 8:47 pm. The next meeting is scheduled for July 9, 2012.