



**Citizen Involvement Commission**  
**Regular Meeting Agenda**  
**Wednesday, July 24, 2024, 7:00 PM**  
**Village Hall 123 Madison Street, Room 101**

---

- A. **Call to Order**
- B. **Roll Call and Declaration of a Quorum**
- C. **Agenda Approval**
- D. **Approval of Past Meeting Minutes**
  - A) [June 5, 2024](#) – Regular Meeting Minutes
- E. **Public Comment**

Public statements of up to three minutes will be read into the record at the meeting. Individuals should email statements to [PublicComment@oak-park.us](mailto:PublicComment@oak-park.us) to be received no later than 30 minutes before the start of the meeting. If email is not an option, you can drop comments off in the Oak Park Payment Drop Box across from the entrance to Village Hall, 123 Madison Street, to be received no later than the day before the meeting.
- F. **New Business**
  - A) A Motion to Conduct Volunteer Applicant Interviews for the Following Individuals to be considered for an Advisory Board, Commission and/or Committee:
    - i. Jill Baker – Board of Health
    - ii. Rachel Michelin – Historic Preservation Commission
    - iii. Ericka Johnson – Transportation Commission
    - iv. Germinal Van – Housing Programs Advisory Committee & Plan
    - v. Sarah Beck – Housing Programs Advisory Committee
    - vi. Ricardo Hinojosa – Liquor Control Review Board
  - B) Review of Board and Commission Vacancy and Chair Expiration Date Report [July 23, 2024](#)
  - C) Review of Advisory Board, Commission, or Committee Appointments at Regular Board of Trustees Meeting(s) – July [9](#), [16](#), BOT Meetings
- G. **CIC Liaison Reports**

*This section is intended to be informational*
- H. **Staff Liaison Report**

*This section is intended to be informational*
- I. **Consideration of Motion to Adjourn to Executive Session**

5 ILCS 120/(c)(1) – Motion to Enter into Executive Session to Discuss the Appointment Recommendations of Volunteers to the Village of Oak Park’s Advisory Commissions, Committees, and Boards; and for Review and Approval of Executive Session Minutes of the Citizen Involvement Commission.
- J. **Reconvene to Regular Meeting**
- K. **New Business Continued**
  - A) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Jill Baker to the Board of Health.
  - B) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Rachel Michelin to the Historic Preservation Commission.
  - C) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Ericka Johnson to the Transportation Commission.

If you require assistance to participate in any Village program or activity, contact the ADA Coordinator at 708.358.5430 or email [ADACoordinator@oak-park.us](mailto:ADACoordinator@oak-park.us) at least 48 hours before the scheduled activity.



**Citizen Involvement Commission**  
**Regular Meeting Agenda**  
**Wednesday, July 24, 2024, 7:00 PM**  
**Village Hall 123 Madison Street, Room 101**

- D) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Germinal Van to the Housing Programs Advisory Committee and/or Plan Commission.
  - E) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Sarah Beck to the Housing Programs Advisory Committee.
  - F) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Ricardo Hinojosa to the Liquor Control Review Board.
  - G) Review and Assign CIC Liaisons to Advisory, Boards, Commissions and Committees. (attach most up to date list of liaisons)
  - H) Discussion on Agenda Topics for Upcoming Citizen Involvement Commission Meeting(s)
- L. Old Business**
- A) Calendarization of Activities we discussed at our working meeting
  - B) Discussion to Coordinate Volunteer Time Slots for Go Green Days (Farmers' Market), and Thursday Night Out
  - C) Review of Onboarding Documents
    - i. Proposed Recruitment Process/Plan and other matters – Commissioners Eid & Kill May 2022
    - ii. Process for Developing CIC Onboarding Program – Commissioners Roman & Elling February 2023
- M. Adjourn**

Upcoming Meeting: Wednesday, August 7, 2024 at 7:00 PM



**MEETING MINUTES  
CITIZEN INVOLVEMENT COMMISSION  
WEDNESDAY, JUNE 5, 2024, 7:00 P.M.  
VILLAGE HALL, ROOM 101**

**A. Call to Order**

Chair Kolar called the regular meeting to order at 7:19 P.M.

**B. Roll Call**

Present: Commissioners Eid, Lott, Song, Wesonga, and Chair Kolar

Absent: Commissioners Elling, Kill, Miller, Roman

Also present: Clerk Waters

**C. Agenda Approval**

Chair Kolar noted the updated Agenda with the removal of Jill Baker for the Board of Health and Vic Guarino for Plan Commission who were not able to attend the meeting. Commissioner Wesonga moved to approve the agenda as amended; Commissioner Song seconded. A voice vote was taken and the motion was approved as amended.

**D. Minutes Approval**

Commissioner Wesonga moved to approve the minutes of the May 1, 2024 meeting; Commissioner Lott seconded. A voice vote was taken and the motion was approved.

**E. Public Comment**

Commissioner Wesonga said Harriet Robinet was a wonderful author of children's books and a visionary here in Oak Park. Her services will be at her home church St. Edmunds this Saturday at 10:00 A.M.

Clerk Waters said the Juneteenth Luncheon is June 9<sup>th</sup> where the oratory winners will give their speeches. The flag-raising will be June 12<sup>th</sup> at Village Hall. The community cookout will be June 15<sup>th</sup> at Village Hall.

**F. New Business**

A. A Motion to Conduct Volunteer Applicant Interviews for the Following Individuals to be Considered for an Advisory Board, Commission and/or Committee:

- i. Rachel Gresk – Community Relations Commission (CRC)
- ii. Cheryl Wisniewski – Community Relations Commission (CRC)
- iii. Aaron Vanderbilt – Building Codes Advisory Commission (BCAC)
- iv. Amanda Massie – Historic Preservation Commission (HPC)

Commissioner Wesonga moved; Commissioner Eid seconded. A voice vote was taken and the motion was approved.

Rachel Gresk works in higher education and has lived overseas and moved to Oak Park in 2020. She has lived in a lot of different communities. She feels like her background and education and expertise can contribute in this area and she is excited to get involved and serve her community. She is open to other commissions.

Cheryl Wisniewski has lived in Oak Park for a total of 20 years. She has worked for nonprofits her entire career, mostly focusing on the southwest and south side of Chicago. She serves on the Community Foundation in Oak Park and was in Leadership Lab. She also considered running for office but she thinks this is her road of being involved in this way in shared governance. She is passionate about making Oak Park the best it can be for everybody.

Aaron Vanderbilt has been a resident of Oak Park for four years and is a former longtime Austin resident. He is in real estate sales and development throughout Chicago. He has three businesses and is a general contractor in Oak Park. He wants to bring more building opportunities to the Village and a different perspective to the commission as a younger man of color.

Amanda Massie owns a historic home in Oak Park and underwent a long restoration process. She said they went to the HPC a number of times and had some run-ins with the architect and the commission. She learned a lot and has a lot more ideas of what things cost and take to restore a home. She wants to be a voice that's not an architect but a homeowner who has gone through it.

**B. Review of Board and Commission Vacancy and Chair Expiration Date Report - June 4, 2024**

Commissioner Song said she attended a recent Board of Health (BOH) meeting and the commissioners were unclear about their renewals. Clerk Waters said she spoke about it to BOH Chair Welter and Dr. Chapple. She announced Jonathan Burch was recently appointed to Assistant Village Manager/Neighborhood Services Director, which creates a vacancy on the Housing Programs Advisory Committee (HPAC). Commissioner Wesonga noted that she cannot be the liaison for Aging in Communities anymore due to a scheduling conflict. Clerk Waters said recruitment is paused for the Community Design Commission (CDC) and Zoning Board of Appeals (ZBA) to determine the future of those two commissions.

**C. Review of Advisory Board, Commission, or Committee Appointments at Regular Board of Trustees Meeting(s) – None**

**D. A Motion to the Village Board to Approve the Proposal of Oak Park's Citizen Involvement Commission to Enable Every Volunteer Board, Commission, and Committee to Have the Option to Retain Previous Members as an Emeritus Member | presented by Commissioner Elling**  
Commissioner Elling was not in attendance so the Item was tabled.

**G. CIC Liaison Reports**

There were no reports.

**H. Staff Liaison Report**

Clerk Waters announced the flag raising on June 12 and cookout on June 15 for Juneteenth. There will be a Pride

Party on June 22.

- I. Consideration of Motion to Adjourn to Executive Session.** 5 ILCS 120/2(c)(1) – Motion to Enter into Executive Session to Discuss the Appointment Recommendations of Volunteers to the Village of Oak Park’s Advisory commissions, Committees and Boards.

Commissioner Song motioned; Commissioner Wesonga seconded. A roll call vote was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Eid, Lott, Song, Wesonga, and Chair Kolar

Absent: Commissioners Elling, Kill, Miller, Roman

The Commission adjourned to Executive Session at 8:41 P.M.

- J. Reconvene to Regular Meeting**

The Regular Meeting reconvened at 8:55 P.M.

- K. New Business**

- A. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Rachel Gresk to the Community Relations Commission

Commissioner Wesonga motioned; Commissioner Song seconded. A roll call vote was taken and the motion was approved as amended. The roll call was as follows:

Ayes: Commissioners Eid, Lott, Song, Wesonga, and Chair Kolar

Absent: Commissioners Elling, Kill, Miller, Roman

- B. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Cheryl Wisniewski to the Community Relations Commission

Commissioner Eid motioned; Commissioner Wesonga seconded. A roll call vote was taken and the motion was approved as amended. The roll call was as follows:

Ayes: Commissioners Eid, Lott, Song, Wesonga, and Chair Kolar

Absent: Commissioners Elling, Kill, Miller, Roman

- C. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Aaron Vanderbilt to the Building Codes Advisory Commission

Commissioner Wesonga motioned; Commissioner Eid seconded. A roll call vote was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Eid, Lott, Song, Wesonga, and Chair Kolar

Absent: Commissioners Elling, Kill, Miller, Roman

- D. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Amanda Massie to the Historic Preservation Commission

Commissioner Eid motioned; Commissioner Wesonga seconded. A roll call vote was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Eid, Lott, Song, Wesonga, and Chair Kolar

Absent: Commissioners Elling, Kill, Miller, Roman

E. Discussion to Coordinate Volunteer Time Slots for Go Green Days (Farmers' Market) and Thursday Night Out.

Chair Kolar said Farmers' Markets are every Saturday through the end of October. Commissioner Wesonga said she attends every Thursday Night Out. Commissioner Eid said she can do July 20 or 27 for the Farmers' Market. Chair Kolar said he will find out what dates are available for Thursday Night Out and the Farmers' Markets and send potential dates next week.

F. Discussion on Agenda Topics for Upcoming Citizen Involvement Commission Meeting(s)

The emeritus discussion will be put on the next agenda. Clerk Waters will follow up with the other commissioners to reschedule the July 4 meeting for Wednesday, July 24 at 7:00 P.M.

**L. Old Business**

A. Calendarization of Activities we discussed at our working meeting

There was no discussion.

**M. Adjourn**

Commissioner Wesonga moved to adjourn; Commissioner Eid seconded. A voice vote was taken and the motion was approved. The meeting adjourned at 9:09 P.M.

Respectfully submitted,  
Deputy Clerk Hansen



# APPOINTMENTS

07/09/24

## Building Codes Advisory Commission

Appoint as Member

Name: Aaron Vanderbilt

Term: 1st Term

Term Expiration Date: Jul 09, 2029

Aaron Vanderbilt has been a resident of Oak Park for four years and is a former longtime Austin resident. He is in real estate sales and development throughout Chicago. He has three businesses and is a general contractor in Oak Park. He wants to bring more building opportunities to the Village and a different perspective to the commission as a younger man of color.

## Civic Information Systems Commission

Appoint as Member

Name: Thomas Ptacek

Term: 2nd Term

Term Expiration Date: Jul 09, 2027

## Historic Preservation Commission

Appoint as Member

Name: Paul E Ribera

Term: 1st Term

Term Expiration Date: Jul 09, 2027

Paul Ribera has been a resident since 2016 and spoke of the sense of community in Oak Park. He is a Ph.D. student UIC with a specialty in migration and is writing his dissertation. He is interested in how people within migration interact with government entities. He acknowledged those experiencing homelessness throughout Oak Park and Columbus Park. Migration must be evaluated and changed and we must have legislation allowing people to work.

## Housing Programs Advisory Committee

Appoint as Chair

Name: Keith Spencer

Term: 1st Term

Term Expiration Date: Jul 09, 2027

## Appoint as Member

---

Name: Andrea Krieg

Term: 1st Term

Term Expiration Date: Jul 09, 2027

Andrea Krieg is a resident of seven years. She is a criminal justice professor at Elmhurst University and her work is related to residential segregation and crime. She considered Plan Commission, Housing Programs, and CPOC. The best way to deal with crime is through social programming and supports and not through law enforcement. The way to solve the issue is to fund schools and housing programs instead of law enforcement and prisons. She clarified she is not an abolitionist and believes that society needs to balance our funding.





# APPOINTMENTS

07/16/24

## Board of Health

### Appoint as Member

Name: Janet Cosby

Term: 1st Term

Term Expiration Date: Jul 16, 2027

Janet Cosby is a retired sociology professor and taught Gerontology classes for more than 25 years. Her dissertation was on Making the Decision for Nursing Home Placement. Before her academic career, she was a social worker working primarily as an administrator of aging programs: one in a home health agency, one coordinating church volunteers.

## Zoning Board Of Appeals

### Appoint as Member

Name: Matthew Shoener

Term: 1st Term

Term Expiration Date: Jul 16, 2029

Matthew Shoener has attended several Zoning Board of Appeals meetings through his position at Aria and worked with city/village entities in many states. Matthew has interest in seeing the process on the municipal side. Additionally, he has lived in Oak Park for 7 years and appreciates the community and sees serving on the Village board of appeals as a way to become more involved with the Village where he lives, works and where his kids will be growing up for the next 14+ years.

## CIC Liaison Assignments

As of January 4, 2023

<b>Jill Eid</b>	Community Design	Farmers' Market	
<b>Ron Elling</b>	Building Codes	Civic Information Systems	
<b>Annemarie Kill</b>	Community Development	Historic Preservation	
<b>Greg Kolar</b>	Citizen Involvement	Plan	
<b>Curtis Lott</b>	Citizens Police Oversight	Community Relations	
<b>Drew Miller</b>	Transportation	Housing Programs	
<b>Ron Roman</b>	Disability Access	Liquor Control Review	
<b>Carollina Song</b>	Board of Health	Zoning Board of Appeals	
<b>Sheila Wesonga</b>	<del>Aging in Place</del>	Environment & Energy	<del>Fire &amp; Police</del>

**To: Oak Park Citizen Involvement Commission (CIC)**  
**From: Jill Eid and Annemarie Kill, CIC “Recruitment Process/Plan” Work Group**  
**Date: May 9, 2022 with redlines per CIC meeting**  
**Re: Proposed Recruitment Process/Plan and other matters**

Below is a summary of our CIC “Recruitment Process/Plan” Work Group discussion. We look forward to reviewing this further with the CIC and continuing to revise as necessary.

**I. PROPOSED PROCESS:**

- #1. Develop a profile/job description.** In consultation with Commission Chair, identify community members who:
- a. Have the appropriate expertise/skill set based on enabling language and needs of commission
  - b. Represent Oak Park in ways relevant to the Commission (i.e. race, sex, age, renter v. owner, or other factors)
  - c. Have the time and energy to devote to the work of the Commission (is it seasonal, year round, etc.)
  - d. Have the interest

*To do: Develop a system, including a format for drafting the profile, and timeline to engage in review (perhaps 1/30, 4/30, 7/30, 10/30).*

**#2. Review.** Village Attorney and Communications Department review and approve the profile.

**#3. Consistently promote the profile.** Post it in appropriate social media groups (including Facebook, Twitter, Linked-In), community groups, schools, township, library, park district, local businesses, senior residences, churches, community events, etc. Distribute hard copies of brochure with QR code. Encourage residents to suggest/propose/nominate themselves or other community members based on relevant work in the community. Market as an honor and civic responsibility.

*To do: Develop a marketing brochure for all commissions in both hard copy and digital formats. Include a QR code; brainstorm and draft comprehensive list of relevant Facebook groups and other groups which would be appropriate to target given the profile. (See attached draft to start.)*

**#4. Accept applications.** Revise applications to make it more inclusive. Potential revisions of demographic and employment sections. Invite applicants to attach an additional statement about themselves focused on categories in #1(a-d) above, in addition to providing a resume. A request for a resume may result in exclusion of some community members.

*To do: Revise application and website interface to be more inclusive and eliminate barriers. New website suite will soon be implemented. Add a section for nominations.*

**#5. Pre-Interview meeting.** Applicant speaks with Village Clerk and/or Chair of Commission to learn more about the responsibilities of the positions.

**#6. CIC Interview process.** Consider a consistent procedure where CIC liaison takes the lead in the interview, and perhaps connects with the applicant beforehand. Consider other ideas to make the process more inclusive and ways to consider qualities that are not apparent from work history, etc., but again focus on #1(a-d).

*To do: Develop standard questions for interview, to be combined with questions more specific to position*

**#6. Board approval.**

**#7. Onboarding.**

- a. Prior to the first meeting of the Commission, new member meets with Chair again about specific work of Commission, what information should be reviewed (agendas, minutes, procedure manual, etc.), and what forms must be completed (OMA training, conflict of interest policies, etc.)
- b. At first meeting, new member introduced to the group, and perhaps assigned a mentor.
- c. After the first meeting, Chair or mentor debrief with new member, answer questions, etc. Mentor/Chair remains available for questions, and perhaps arranges one-on-one meeting with another Commissioner.
- d. Staff or CIC liaison follows-up after first meeting, to ensure trainings scheduled or completed and to see how all went.
- e. Staff or CIC liaison follows-up after 6 months to thank member and check-in, inquire what they need, what could have better prepared them.

**#8. Exit Interview.** After end of term or separation from Committee, staff or CIC liaison conducts an exit interview to get feedback for future improvements.

**II. TEST THE PROCESS WITH CIC RECRUITMENT.** Follow the procedure above in order to recruit for CIC, and perhaps Aging in Place. Evaluate effectiveness and revise as necessary.

**III. DAY IN OUR VILLAGE IDEAS.** CIC members will have list of all Commissions, and hard copies of revised applications. Should have brochure for commissions, QR Code, and large

board listing all Commissions—residents are usually surprised about how many opportunities for involvement there are. Perhaps talk to people with a brief survey consisting of:

1. Are you aware of citizen Commissions? If so, any reason you are not involved? (If no, discuss Commissions.)
2. Would you like to be involved? If so, get their info and application. (If not, find out why and make note for future improvements.)
3. Do you know of anyone you think should be involved?

## OAK PARK COMMISSION PROFILE POSTINGS

<b>Social Media</b>		
<b>Facebook Groups</b>		
Oak Park Residents		
Oak Park Area Neighbors		
Oak Park Friends		
Northeast Oak Park Community Group		
NEOP Quadrant Group		
South Oak Park Neighbors		
Northwest Oak Park Community Group		
Oak Park Area Arts District Neighbors		
SOEPCO South East Oak Park Community Organization		
Black Residents of Oak Park		
Latinos of Oak Park and River Forest		
Oak Park Area Asian Americans		
United Renters of Oak Park		
Arbor West Neighbors (seniors)		
Oak Park Area Sandwich Generation Support Group		
Oak Park Area Special Parents		
Suburban Unity Alliance		
Oak Park Progressives		
Oak Park Progressive Women		
Polite Politics Oak Park		
Inspire Oak Park		
Moderate Citizens of Oak Park		
Oak Park Property Tax Watch		
Oak Park Development Watch		
Madison Street Corridor Residents for Sensible Development		
Oak Parkers Focused on Fixing the Flooding		
Preservation Oak Park		
Oak Park Working Moms		
Oak Park Moms		
OPRF MOMentum		
Mamatrube Oak Park		
Oak Park Dad's's' Group		
Supporting our ADHD kids in Oak Park		
Parents of Extra Special Kids (Oak Park)		

Zero Waste Oak Park		
OPRF High School Parents		
Gender Inclusion in OPRF Schools		
E-Team Oak Park		
Oak Park PTO Diversity Committees		
Oak Park Area Home Schooling		
Oak Park Area Crime Discussion		
Austin & Oak Park Community Watch		
Oak Parkers Discussing America to Me		
Oak Park Austin Moms Demand Action		
Oak Park Area Garden Club		
North Avenue District		
Take Out 25		
Mission Driven Consumers of the Oak Park and River Forest area		
Shop Local Oak Park		
What's Happening in Oak Park		
Oak Park Business Owners		
Oak Park Therapists		
Oak Park Farmers Market		
Oak Park Lawyer Mamas		
<b>Twitter</b>		
<b>Linked In</b>		
<b>Instagram</b>		
<b>Government</b>		
Village Hall		
Township		
Park District		
Main Library		
Maze Branch (845 Gunderson)		
Dole Branch (255 Augusta)		
OPRF HS		
Brooks Junior High (325 S. Kenilworth)		
Julian Junior High (416 S. Ridgeland)		
Beye (210 N. Cuyler)		
Hatch (1000 N. Ridgeland)		
Holmes (508 N. Kenilworth)		
Irving (1125 S. Cuyler)		
Lincoln (1111 S. Grove)		
Longfellow (715 S. Highland)		
Mann (921 N. Kenilworth)		

Whittier (715 N. Harvey)		
<b>Churches</b>		
<b>Community/Civic Groups/Seniors</b>		
Arbor West Neighbors		
Chamber of Commerce		
<b>Businesses/Day Cares</b>		
<b>Others</b>		



## Process for Developing CIC Onboarding Program

In the draft 2024 Work Plan for the Citizen Involvement Commission (CIC) we have a goal to “Formalize a new onboarding process for commissions [sic] members and an exit interview process to gather information which may help commissions in the future.” Outlined below are some tasks to accomplish this goal. Adoption of this or similar list of activities would constitute a “work plan” within the CIC work plan.

There are several decision points within this process that must be agreed to before proceeding to involve other V.O.P. Commissions.

The overarching schema for this plan is as follows:

1. Develop an interview protocol with which to gather the input of recent commissioner appointees as to their opinion about what an onboarding process should contain.
2. Interview the most recent 15-20 appointed Commissioners using this protocol.
3. With their input, develop a formal, standardized on-boarding program.
4. Implement the on-boarding program as soon as possible, inviting new Commissioners to participate as he or she can (or, possibly, make it mandatory).

But, the devil is in the details, particularly if broad involvement is desired. Below, then, the four overarching tasks are teased out and some decision points are included for decision making.

1. Develop a draft interview protocol to be used with recently appointed commissioners to ascertain what they believe is important to include in an onboarding program. **This has been accomplished as of 2/2023.**
2. Have CIC Commissioners review the draft interview protocol and make their recommendations for changes.
3. Incorporate CIC Commissioner recommendations into the interview protocol.
4. Advise Chairs of other Commissions about our project by sending them the CIC approved interview protocol along with a note from Chair Kolar letting them know
  - a. We may be contacting some of their Commissioners to get their input via the interview and
  - b. CIC liaisons will be contacting their respective Chairs to get their input on a preferred onboarding program.
5. Using the database of Commissioner appointments and demographics, Clerk Waters selects the most recent 15-20 appointees. The information she abstracts is
  - a. Commissioner’s name
  - b. Commissioner’s preferred phone number
  - c. Commissioner’s email address
  - d. Commission appointed to and
  - e. Date appointed
6. Engage recently appointed Commissioners to gain their participation in this phase of the project.
  - a. Clerk Waters sends interview protocol to all of the 15-20 most recent appointees with an explanation that their input is being sought to develop a structured onboarding program – in other words, their input will be used to design the onboarding program.
  - b. CIC Commissioners contact Commissioners on commissions for which they are liaisons; Ron Roman and Ron Elling assist as needed.
7. Utilize input from recently appointed Commissioners to design a structured onboarding program including.
  - a. Topics to be covered and in what order
  - b. Materials to be handed out
  - c. References to external resources such as OMA and Village policies
  - d. Method of delivery – in-person, Zoom, taped
  - e. Frequency of delivery in the case of in-person and/or Zoom
8. Pass the draft/recommended onboarding program through whatever approval mechanisms are desired, modify as needed and implement in 2024