

City of Chicago
MINUTES OF NOMINATING COMMITTEE MEETING

Meeting Information

Regular Meeting
Saturday, September 30, 2023, 9:00 AM
Malcolm X College, Room 4303
1900 W. Jackson Blvd, Chicago, IL 60612

1. Call to order

The meeting was called to order at 9:00 AM.

2. Roll call & quorum determination

Jamie Brown, DC001	Present	Michelle Page, DC012	Present
Ephraim Lee, DC002	Absent	Ashley Vargas, DC014	Present
Anthony Bryant, DC003	Present	Karen Arewa Winters, DC015	Present
Gloria Jenkins, DC004	Present	Colleen Dillon, DC016	Present
Tom McMahon, DC005	Present	Beth Rochford, DC017	Present, remote
Aisha Humphries, DC006	Present	Robert Johnson, DC018	Present
Dion McGill, DC007	Present	Sam Schoenburg, DC019	Present
Al Cacciottolo, DC008	Present	Darrell Dacres, DC020	Present
Denise McBroom, DC009	Absent	Lee Bielecki, DC022	Present
Elianne Bahena, DC010	Present	Marilyn Págan-Banks, DC024	Absent
Jocelyn Woodards, DC011	Present	Angelica Green, DC025	Present

The Nominating Committee had a quorum at the meeting.

3. Public comment

The Nominating Committee held public comment and had no speakers.

4. Setting meeting norms

The Committee reviewed its previously established set of norms to guide the members through the meeting.

5. Approval of the minutes for the July 8, 2023 meeting

The Committee reviewed the minutes from the July meeting. A motion was made to approve the minutes.

Jamie Brown, DC001	Yes	Michelle Page, DC012	Yes
Ephraim Lee, DC002	Absent	Ashley Vargas, DC014	Yes
Anthony Bryant, DC003	Yes	Karen Arewa Winters, DC015	Yes
Gloria Jenkins, DC004	Yes	Colleen Dillon, DC016	Yes
Tom McMahon, DC005	Yes	Beth Rochford, DC017	Yes
Aisha Humphries, DC006	Yes	Robert Johnson, DC018	Yes
Dion McGill, DC007	Yes	Sam Schoenburg, DC019	Yes
Al Cacciottolo, DC008	Yes	Darrell Dacres, DC020	Yes
Denise McBroom, DC009	Absent	Lee Bielecki, DC022	Yes
Elianne Bahena, DC010	Yes	Marilyn Págan-Banks, DC024	Absent
Jocelyn Woodards, DC011	Yes	Angelica Green, DC025	Yes

19 votes cast. Yes – 19; No - 0. Motion passes.

6. Initial Application Review Procedures

The Committee reviewed research on options for anonymizing applications and reducing bias. Committee members discussed a wide range of possibilities for information to redact during the initial application review and how anonymization factors into the review process and decision-making for interview invitations. The Committee decided to anonymize some amount of information from the application, such as the applicant’s name and determine the top-scoring applications to invite for interviews. Then, the applications will be de-anonymized. The Committee will check for any major concerns or issues regarding the 28 high-scoring candidates. The Committee will then decide whether to add more than 28 applications after that. The Committee postponed decisions on what information to anonymize.

7. Rubric Development

The Committee discussed a process for developing a rubric to determine which candidates to nominate. They will work in their four working groups to develop proposed rubric categories. The liaisons for each group will then come together to develop a formulated rubric to share with the Nominators.

8. Rotating Chairs Proposal

The Committee discussed a proposed working structure for members of the Committee to facilitate future meetings. The Committee reached a consensus in support of the proposal for four rotating facilitators, one from each working group.

9. Marketing and Outreach

The Committee reviewed a presentation on best practices for marketing and outreach. Committee members then discussed their interests about outreach for promoting the application and specifically focused on youth outreach. They made requests to staff for outreach work.

10. Simulated Application Review

The Committee reviewed a proposed project from staff to review mock applications and gain practice in reviewing application responses. The members of the Committee provided comments and agreed to perform the simulation.

11. Adjournment

The meeting adjourned at 11:30 AM.