

**ARC Senior Center Advisory Board Meeting  
Normal Township  
Thursday, January 3, 2019; 9:30 a.m.**

**Members Present:** Chairman Alan McDowell, Vice-Chairman Robert Stefl, Secretary Jane Fairchild, Uday Deoskar, Richard Farr, Margaret Ann Hayden, Steven Kossman, Carol Plotkin, Joe Ramholz, Deborah Shaw

**Township Representatives:**

Sarah Grammer, Samantha Oleson, Elicsha Sanders

Meeting called to order by Alan McDowell, Chairman, at 9:31 a.m.

Motion approved to accept December 6, 2018, Advisory Board minutes by: Steven Kossman, and second by Carol Plotkin.

Alan McDowell

ARC Board phone list correction for Alan McDowell email to reflect [jamcdowell41@gmail.com](mailto:jamcdowell41@gmail.com)  
Deborah Shaw asked to change phone list from Deborah to Deb or Debbie

Shared about 2019

Renovation, new HVAC.

Shared about Army flag flying below USA flag.

Thanks to Bob Stefl and all veterans that contributed for the flags.

Roy McDaniel ordered a pirate flag to also fly.

Appreciation from American Legion and picture. Bob Stefl is framing this picture to display in the ARC lobby area.

Alan shared that Molly wanted everyone to know ARC is going toward more support groups for grief, Parkinson's, memory. If you have any other ideas for support groups, please let Molly know.

Healthy Living through Advocate BroMenn, Molly had stated that quarterly Healthy Living seminars at ARC.

Charles Crabtree, had died in the truck / bus crash in Normal from Wednesday, 12/06/2018 evening for freshman students from Normal West.

**Sub Committee Reports:**

Building	Rich Farr	No
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Transportation	Joe Ramholz	No
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Sarah shared that Township is doing research to see if can afford a 3<sup>rd</sup> van for ARC for March 31, 2019 end of fiscal year.

Rich gave Sarah information of where ARC has purchased shuttles in the past.

Bob Stefl shared that he found out from an ARC member named Jim, whose daughter-in-law is the COO of Heritage Healthcare. Bob plans to get her information. Also plans to contact 4 or 5 Assisted Living organizations in the area. Joe had given all original information to Sarah. Elkhart, Indiana is home of van conversions.

Connect Transit put maps and schedule of routes at ARC.

Joe plans to talk to Connect Transit again in February or March about if they could develop some kind of hub in downtown Normal or Bloomington for seniors to be able to get to ARC more easily.

Senior pass listed on back of Connect Transit routes.

Field trip is being planned for ARC member to take the bus route for around March and April to go to Wylie Drive to obtain a bus pass.

Health & Wellness	Uday Doeskar	No
Finance	Steven Kossman	No

Welcoming Committee	Margaret Ann Hayden	Yes
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Margaret Ann Hayden shared that the Welcoming Committee will have a reception for new members with a tour given for all new ARC members whom registered in November/December 2018 which will be on January 22, 2019 at 3:00 p.m. meeting in the dining room.

Sarah has been invited to be present at this event.

### **Standing Committee**

Robert Stefl shared about new art exhibit of Self-portraits at ARC opening Monday, January 7, 2019, 4:00 p.m. running through February 15, 2019

Self-Portraits does not necessarily mean facial image but can be altar ego portrait.

Opportunity to write down taking a guess on names of portraits made.

Hanging Hardware for Board room, Bob had submitted request.

Rich Farr asked to get information for a print-out for the total cost and freight amounts.

After Rich gets cost and freight this needs to then be submitted to Sarah to order.

Alan shared about ARC dining room needs to have a paint touch up.

Bob Stefl to talk over with Preston of ARC Maintenance Department for cleaning and paint touch up.

Steve suggested a guard rail along the wall in Billiard room to protect walls when chairs push up against the walls.

Steve expressed thanks about Preston being so helpful.

### **Staff Reports**

#### **Township Supervisor Updates**

Sarah Grammer shared:

Farnsworth regarding HVAC, we are still waiting on proposal of what is needed for new system. They have all information needed and their Engineer is processing and putting a

proposal together for their portion of design work. Would like to have by next Township board meeting on January 17, 2019. We have proposal from Farnsworth to rewrite the plans for the ARC west side of the building expecting the Township Board to vote on this on January 17, 2019. Farnsworth understands that we want to get this work done as early in spring as possible. Would like to get remodel completed by June 2019.

Alan added when people question why it is taking so long for the ARC remodel, share to others that as they are working on this remodel that they want the work to be done correctly, not be done quickly, but correctly.

Sarah shared about budget performance for the last of fiscal year. Last minute expenses before the fiscal year ends. Frequently ARC only has 2 to 4 passengers. Would like a small van or mini-van that is lower to the ground and has wheel chair capacity. A van that would be for possibly up to 5 passengers and that had fuel efficiency.

Bob Stefl shared about a rear-entry ramp van is better for parking.

Rear-entry ramp for wheelchairs with a side slider door for people that have walkers.

Springfield, Peoria, and Champaign that are services to purchase a van and have installed a rear-entry ramp for wheelchairs.

Sarah shared about inspector for the roof will be coming to inspect ARC roof that is under warranty for 6 more years and to identify the roof membrane holding up, identify any problems, and check on a couple of leaks inside building. One leak is in Billiards room.

Siemens is coming to inspect the controls on our current HVAC system. Need to gain control of ARC aging system for control of one unit that is not operating correctly. It will increase the comfort inside the ARC building until we are able to obtain the new HVAC system.

Sarah and Management team at ARC talked about possibly using a replacement of membership computer system. Management has used the ARC system for 2 ½ years and have become aware of limitations of this system for a facility membership as ARC. A system that would be able to manage the day-to-day work better. The current system that ARC has is for smaller organizations. Sarah hopes to share more on this next month.

Margaret Ann Hayden asked Sarah about Silver Sneakers.

Sarah shared that some ARC members are not on Silver Sneakers any longer. If you are part of a group plan, you probably are still part of Silver Sneakers. If individual supplement you may have been moved to another option. Elissacha has been working with the companies whom are running the alternate options. ARC is accepting, Silver Sneakers, Silver and Fit, and Renew Active. Majority of Medicare members will be able to have a free membership.

## **Program Highlights**

Handouts were given out from Molly Camper

## **Communications and Fundraising Update**

Sammi shared about details of the handout

Health Alliance tentatively is reserving September 2019

Villas of Holly Brook becoming involved

## **Membership Reports**

Elicsha Sanders shared details of the handout

Credit Card transactions started in June through December 2018 – over \$34,000

January 2, 2019 just for one day did \$600.00 credit card, over \$2,000 in sales, not even counting Silver Sneakers

Sarah Grammer shared about Sales Tax. Sales Tax number is still not set up as of this date. Thinking about and talking through with Management about going directly through the screen printing company, and they will set up a page for ARC, different shirt designs, logo, size, color, and see if we can get some proceeds and the Company can handle the sales tax by ordering through the Company. Having a 3<sup>rd</sup> party involved instead of ARC. This way ARC would not be responsible for sales tax, remit, reports, and having to take and process all the payments.

Alan suggested not only have a website, perhaps have those items displayed and direct member to website that sells the item for member to order.

## **Membership Status**

Elicsha shared details of Membership Status

Do not need to wait for renewal as can join anytime.

Need to always swipe in.

Silver Sneakers is \$2.50 a day, up to \$8.50 a month

Renew Active is 1<sup>st</sup> swipe of month \$20.00

Silver and Fit is \$3.00 up to 10 times per month up to \$30.00 per month

Scan in and then choose activity.

\* Agenda for next month: Scanning

Ideas for members to scan and then choose activity

Sammi shared to add to monthly newsletter as a reminder

\$30.00 annual membership; \$80.00 average annual per member reimbursement to ARC

Elicsha shared regarding Silver Sneakers Total of 701 from December 27, 2018 handout; 110 members who will be removed as of January 1, 2019.

Those members have already been established and keep their membership up to the renewal. These members transfer over to Renew Active because of change with United Healthcare.

## **Old Business**

### **Emotional Support animals**

Alan passed out Emotional Support animals that needs to be worked into Member Policy and Guidelines

What is ARC going to allow with Emotional Support animals coming into ARC?

Sarah shared we must think about the consequences resulting from this policy. 5% of 4300 members having emotional support animals could create allergies, another person's comfort, custodial hours needed for cleanup, with limited ARC staff.

Suggested if we ever do allow emotional support animals in ARC, to be specific of what animals ARC would allow, such as certificates, and training of animal certificate. This would allow forms of healing support to ARC members that are now allowed animals where they live but have this support at ARC.

Suggestions of Libraries that bring in emotional support animals.

Alan shared about Trends at ARC. Suggestion that ARC brings the emotional support animal into ARC for a program. Trends that we could incorporate into ARC.

\* Agenda for next month for emotional support animals' policy

What support service animals is ARC going to allow?

Alan shared about Trends @ ARC for Board to look about any other trends that are happening at ARC.

### **Member Policy and Guidelines review and updates**

Alan asked to table this until we hire the new Director of Operations.

The DOO needs to become involved with the Member Policy and Guidelines review and updates.

Bob Stefl shared that a motion was made last time to table this. It remains on the table.

### **Special Membership Policy review**

Alan shared that non-members that did not sign up for Yoga class in 2019.

This policy expired 01 / 01 / 2019

Since expired do not need to bring up again.

## **New Business**

### **Advisory Board calendar discussion**

Alan suggested that we need to develop an Calendar of Events for ARC Advisory Board.

Formal calendar of events for 2019 includes:

Blood drive dates, Arts and Crafts Fair dates, Veterans lunch date, Art at ARC dates

Carol shared that she had emailed Red Cross twice, left phone message in December for dates for the blood drives for having last Friday of March 2019. She has not heard back as of this date.

Alan suggested having the Red Cross to do the blood drive for the last Friday in March and the last Friday in October.

Veterans Lunch to be the first Saturday in November.

Arts and Crafts Fair – bring Molly in to discuss. Suggestion 2nd or 3<sup>rd</sup> Saturday of October.

Volunteer Appreciation Party

New Member Appreciation

Christmas Party

ARC Advisory Board and staff to write down all the events coming up for the year.

Legislative Breakfast rotates between Livingston and McLean County, 1<sup>st</sup> or 2<sup>nd</sup> Saturday of January of each year

This year it will be Saturday, January 12, 2019 at ARC.

Legislative Breakfast to be included in Calendar of annual events

Alan shared that would like the Advisory Board to come to this breakfast with input and questions.

\* Agenda for next month ARC Advisory and staff Calendar of Events

### **Updates of Director of Operations position**

Sarah shared that there were 51 applicants. 20 well-qualified applicants were screened and ended up to the leading 9 applicants and these applicants were sent out questions, wanting writing samples from applicant, and leadership skills in different scenario. 8 were received back. Narrowed to 5 applicants that were interviewed for one hour. Handed out information forms to these applicants to complete.

\*Chair committee was Bob Stefl, Steven Kaufman\*, Sally Pyne, Molly Camper.

Notified 3 applicants that they were not hired.

The final 2 applicants that were finalized are Rick Lewis (Member of ARC), other applicant is Karl Kopp (currently lives two hours north from here, has children and grandchildren in this area and wants to relocate here).

Rick Lewis will be giving a 10-15-minute presentation at the ARC auditorium at 11:00 a.m. on Thursday, January 10, 2019. Rick Lewis is retired as a former ISU Dean for Student Services.

Karl Kopp will be giving a 10-15-minute presentation at the ARC auditorium at 11:00 a.m., on Friday, January 11, 2019. Karl Kopp currently is an Administrator for a senior citizen facility.

Township questions that will be asked during the presentation are:

1. What role should a senior center play in a community?
2. What type of business or industry would you model ARC after and why?
3. How would you expand ARC beyond the walls of the building into the community?

Questions will follow.

An evaluation will follow that can be completed by Advisory Board and given to Sarah.

Both candidates will come back in the afternoon for some more interviews with Management Team and with Sarah Grammer.

Allan shared that he would want most of the ARC Advisory Board to come to these interviews. This is a very important decision for ARC.

Sarah shared that she is trying to be clear to the applicant that this position is a Public Government employment, odd hours, emergency bad weather may have to come into ARC, it is an 'at will' position.

Hopefully enough information will come forth that a finalist will be decided at the Township Board meeting on Thursday, January 17, 2019 at 8:15 a.m.

### **Discussion of election of officers, March 2019**

Alan shared that March 2019 we have the election of officers.

ARC Advisory Board Chair is term limited.

ARC Advisory Board will need to elect a new Chair and a new Vice Chair in the March 2019 meeting.

Alan has asked Rich Farr, Margaret Ann Hayden, and Alan McDowell to form a Nominating Committee and at the February 2019 meeting, this committee will give their recommendations of whom they would feel should be the Chair and the Vice Chair.

At the March meeting when we have the election there will also be nominations on the floor available for anyone that would want to run also.

The new Chair and Vice Chair will take place on April 1, 2019  
Chair and Vice Chair are for one year each, maximum for two years.

Who should be elected for the next Chairperson and Vice Chairperson ?

Both Chair and Vice Chair elected to only that position, Vice Chair doesn't automatically become Chair.

\* Agenda for next month to discuss if want to change Bi-laws from Vice Chair to Chair elect

### **Planning for Township Legislative Breakfast on January 12<sup>th</sup>**

Alan encouraged the ARC Advisory Board to come to this breakfast on January 12, 2019 at 7:30 a.m.

Importance of Township Government. Share how Township effectively can run a facility as ARC.

Sarah shared to help with tours at 7:30 a.m. Breakfast served at 8:00 a.m.

McLean County and other elected officials from other townships to help support ARC.

Around 60 people usually attend.

Foundational experience to show what ARC is and why it is important to you.

Senators Jason Barickman; Bill Brady, State Rep Dan Brady

Fort Jesse Café' will be serving breakfast in Rec room.

2 to 3 members of Advisory Board to put together 3-5 minute talk to share about what ARC means to you?

Bob asked if we could get Township Map of Mclean County to show townships

How many ARC members are living and commuting from that township?

Provide newsletters and handouts.

10% of ARC Membership is other townships other than Bloomington / Normal

Bloomington Township 40%

Normal Township 50%

Other Townships 10%

Suggestion to have ARC 2 minute video to run continuously in theatre on big screen TV

### **Advisory Board Agenda for next ARC Advisory Board meeting for Thursday, February 6, 2019, at 9:30 a.m.**

- Members scan into ARC
- ARC Special Policy for emotional support animals' policy
- ARC Advisory board yearly calendar of events
- Discussion of Elections to change ARC Advisory Board Bi-laws from vice chair to Chair Elect
- Assigned Nomination Committee to discuss Advisory Board Chair and Vice Chair election for March 2019

Meeting adjourned at 11:10 a.m.

Bob Stefl motioned to adjourn

Steven Kossman 2<sup>nd</sup>

Minutes taken by: Jane Fairchild, Secretary

Reviewed by: Sammi Oleson, Sarah Grammer, and Alan McDowell