

NORMAL TOWNSHIP
REGULAR BOARD MEETING AGENDA
THURSDAY, NOVEMBER 18, 2021 AT 8:15 AM
304 E MULBERRY, NORMAL, IL

This meeting will be at Normal Township Hall, with the option to join remotely via Zoom by following this link <https://us02web.zoom.us/j/84656028457> or by calling 312-626-6799. If prompted for a meeting ID, please enter 846 5602 8457.

1. Call to Order
2. Land Acknowledgement
3. Roll Call
4. Pledge of Allegiance
5. Approval of the October 21, 2021 Regular Meeting Minutes
6. Approval of Expenditures from October 22, 2021 – November 18, 2021
7. Reports
8. Community Engagement
 - A. Assessor
 - B. Clerk
 - C. Highway Commissioner
 - D. ARC Staff and Senior Advisory Committee
 - E. Supervisor
9. Public Comment
10. New Business
 - A. Approval of Ordinance Authorizing 2021 Township Levy for 2022 receipts of \$2,031,000.00
 - B. Approval of Ordinance Authorizing 2021 Road & Bridge Levy for 2022 receipts of \$720,254.00
 - C. Six-month review of Closed Session meeting minutes
 - D. Request for funding from the ARC Living Memorial Fund
 - E. Discussion of township art
11. Suggested Items for the Next Agenda
12. Adjournment

Next Normal Township Board Meeting: Thursday, December 16, 2021 - 8:15 AM

Next Senior Advisory Committee Meeting: Thursday, December 2, 2021 – 9:30 AM

**Senior Advisory Committee Meeting
Minutes Thursday, November 4th, 2021 | 9:30 AM**

**Normal Township Activity and Recreation Center
600 E Willow, Normal, IL 61761**

Members Present: Chair Steven Kossman, Rich Farr, Margaret Ann Hayden, Carol Plotkin, Faye Sanders, Deborah Shaw, Leonard Ross, Uday Deoskar

Members Absent: Barbara Singer

Township Officials: Supervisor Sarah Grammer, Trustee Art Rodriguez, Trustee Arlene Hosea

ARC Staff: Director of Operations Rick Lewis, Member Services Manager Elicssha Sanders, Communications Coordinator Samantha Scott

Public Present: Mary Wuhrmann, Russell Goerlitz

Meeting called to order by Chair Kossman at 9:30 AM

Report from Chair

Chair Kossman thanked the Advisory Board for their willingness to hold a short meeting in effort to allow those present to attend the Honor Flight presentation at ARC. Asked for questions or highlights from reports provided. No questions or highlights were provided.

Report from Township Supervisor Sarah Grammer

Shared that the Normal Township Board Notice of Intent to levy at last Board meeting. Levy to be approved at the Township Board meeting on November 18th.

Approval of Minutes

Motion to approve the minutes of the October 7, 2021 meeting made by Carol Plotkin and seconded by Rich Farr. Motion passed.

Member Updates & Committee Reports

Uday Deoskar, Health & Wellness – No report.

Rich Farr, Fundraising – No report.

Margaret Ann Hayden, Welcoming Committee – No report.

Carol Plotkin, Blood Drive Updates – No report.

Leonard Ross – No report.

Faye Sanders – No report.

Deborah Shaw – No report.

Barbara Singer – Absent

ARC Staff Reports

Rick Lewis, Director of Operations Report - Report attached to meeting packet. 294 doses were given at the vaccine/booster clinic held at ARC on October 28th. The next clinic will be held January 13th.

Veterans Month programs are off to a good start. The stamping group is working on cards to give to members who are veterans to thank them for their service.

Molly Camper, Program Highlights - Report attached to meeting packet.

Elicssha Sanders, Member Services - Report attached to meeting packet.

Samantha Scott, Communications and Fundraising Update – Report attached to meeting packet. Raised \$424 at the September Portillo's Dine & Donate event.

New Business

- A. **Discussion of ARC operations and holiday events:** Peace Meal resumed in-person dining November 1st. ARC is beginning planning for holiday programming.
- B. **Discussion of Director of Operations Hiring Process:** The Normal Township Board of Trustees voted at the October meeting to begin the hiring process to replace Rick Lewis as Director of Operations. The job description has been updated, and the position has been listed on Indeed. There have been several applicants already, and the listing will be up until November 15th. Phone interviews will then be conducted, and the search committee of Steven Kossman, Sally Pyne, Molly Camper, Director of Programming, and Barbara Singer will execute one-on-one interviews for the most qualified candidates. Finalists will give presentations the week of December 6th. The best candidate will be presented at the Normal Township Board meeting on December 16th. The new hire will take on the position beginning in January. This is the same process that was used 3 years ago when Rick Lewis was hired.

Suggested Topics for Next Meeting None

Public Comment Faye Sanders – has ideas for a diversity project for the Diversity and Inclusion subcommittee and will need Rick and Sammi's assistance.

Next Normal Township Board Meeting will be held November 18th at Normal Township Hall at 8:15 AM.

Motion to adjourn made by Vice Chair Shaw. Seconded by Carol Plotkin. Meeting adjourned at 9:40 AM. Next Meeting: Thursday, December 2, 2021, at 9:30 AM.

**ARC Director of Operations Report
November 2021**

1. McLean County Department of Health vaccine booster clinic had a full reserved registration schedule for Pfizer and Moderna vaccines two days before the clinic but were able to accommodate a number of walk-ins. After the CDC approved boosters for Moderna and J&J, MCHD was able to issue a standing order that was signed off and allowed boosters for these vaccines at the clinic. The next clinic is scheduled for January 28, 2022.
2. Veterans Day programming is off to a good start with Books on the Go on November 3 and a poetry reading November 3. Honor Flight will be presenting November 4 followed by the remainder of programs spread through the month. It is good to have ARC members involved in facilitating programs. The advisory committee is welcome to attend all programs especially the November 11 Veterans Wall dedication at 1:30pm and the November 13 Veterans Day Invocation at the flagpole at 10am featuring the Honor Guard from the VFW. This is the VFWs first time participating in our Veterans programming.
3. I presented on the Sunshine Program at the ECIAAA monthly advisory council retreat on November 3. The ECIAAA has provided funding for this program for more than three years totaling more than \$75,000 for Telephone Reassurance, Get Well and Sympathy Cards, equipment, and Zoom programming. Examples of the 2021 outcomes shared with the group included: 2495 Telephone Reassurance calls made; 4018 Birthday calls made; 80 Sympathy cards sent; 5 Friendly visits; 850+ Digital programs presented; 11 IL Care Connections tablets distributed; 4 Web cams distributed; 13 Echo Show devices distributed; 4 Chromebooks to be distributed.
4. Four members have agreed to participate in the Chromebook Program that will train them on how to use the device as another way of reducing social isolation and provide access to technology and tech competence. George Wilson, ARC's shuttle van driver will be helping facilitate training.

Program Report November 2021

In-Person Programming

Veteran Programs, see the attached flyer for dates and times.

Genealogy Help: Tuesdays, 9:30 AM & Thursdays 1:30 PM, Meet our instructor, Rex King, in the computer lab to get your quest started to put together your family tree

Sign Language 2: Wednesdays, 11:30 AM, Expand on your vocabulary learning opposites, drinks, snacks, and breakfast signs. You will review the alphabet and work on sentences, \$50

One on One Durable Power of Attorney: Tuesday, November 9th, 9-11 AM & Thursday, November 11th, 9-11 AM

Make an appointment to complete your durable power of attorney for healthcare document with a member of Compassion and Choices of McLean County.

Smartphone Classes: Android Basics, Tuesday, November 9th, 10-11:30 AM, \$20

Android Apps, Tuesday, November 16th, 10-11:30 AM, \$20

iPhone Basics, Tuesday, November 9th, 12:30-2:00 PM, \$20

iPhone Apps, Tuesday, November 16th, 12:30-2:00 PM, \$20

Stamping Card Class: Tuesday, November 9th, 10 AM-12 PM, Make 2 fall themed greeting cards, \$8

Grief Support Groups: Women's Grief Support, November 10th & 24th, 12-1:30 PM

Men's Grief Support, November 10th & 24th, 2-3:30 PM

Co-Ed Grief Support, November 17th, 12-1:30 PM

New to Grief, November 4th & 11th, 1-2:30 PM

Information and Assistance Outreach: Thursday, November 11th, 9-11 AM, Community Care assists with senior outreach services

Bunco: Thursday, November 11th, 10 AM, Fun dice game played in groups of 4

Diabetic Shoe Clinic: Monday, November 15th, 11 AM-4 PM, If you are a diabetic join Garth Akul to fill out paperwork to receive one free pair of shoes for each calendar year

Parkinson's Support Group: Tuesday, November 16th, 1 PM

ARC Tech Club: Wednesday, November 17th, Internet of Things (update on how connected our home appliances are to our cell phones and the Internet) and 2) Paying with your phone in stores—safety & convenience.

Internet TV Class: Thursday, November 17th, 10-11:30 AM, Learn the ins and outs of Internet TV services, compare costs of plans and providers, \$20

ARC Foodies Group: Thursday, November 18th, 10 AM, Holiday Appetizers

ARC Enthusiastic Gardening Club: Thursday, November 18th, 11 AM, Make your own Evergreen Swag with Kelsey from Casey's Garden Shop, \$20

Motivation and Setting Goals: Tuesday, November 30th, 11 AM, Scott Richardson, ARC Personal Trainer, will speak on motivation and setting lifestyle goals.

Digital Programming

Mindfulness Meditation: Mondays, Wednesdays, Fridays, 9-10:30 AM (Hybrid)

TAI CHI: Mondays and Wednesdays, 11 AM (Hybrid)

Avid Readers Book Club: Tuesday, November 2nd, 10 AM

Great Books: Thursday, November 4th, 10 AM

Other Updates

Peace Meal is back for Dine-in. Meals will be served in the dining room Monday-Thursday. The room will be set-up to allow 15 diners at a time in small groups of 3. Friday meals will be picked up under ARC's south awning at 11 AM.

LaGondola Blood Drive will take place on November 23rd from 10 AM-3 PM in ARC's rec room.

Open Enrollment for Part D drug plans started for our SHIP counselors on October 15th and runs through December 7th.

November 2021 MSM Report
(as of October 26, 2021)

October 2021 numbers

- Mask mandates continue to play a role in the lowered membership numbers.
- Membership totals increased by 49 members in October (New & renewed) over September's total numbers.

October Sunshine numbers

- 170 Birthday calls were made by MSR's so far in October.
- 170 Birthday calls were made in September.

October Shuttle Van numbers

- There were 62 scheduled rides in October, thus far.
- There were 81 scheduled rides in September.
- 12 members utilized the Shuttle Van in October.

October Programming Revenue

- In September, we received \$2945 total in Programming revenue.
- In October, thus far, we received \$2082 in Programming revenue.

MSN Report Continued

Numbers Comparison Sheet

Member Services Number Comparison Report
November 2021

****Report as of 10/26/21****

Shuttle Van Ridership	
	Unduplicated Riders
September	12
October	12

Membership Totals	2300
Paid Member Total	1710
Silver Sneakers Total	511
Renew Active Total	47
Silver & Fit Total	18
Reduced Fee Total	14

Membership Stats

	September	October
Paid New Members	28	33
New Silver Sneaker	4	6
New Renew Active	2	0
New Silver & Fit	0	0

	September	October
Paid Renewal	80	48
Silver Sneaker Renewals	28	19
Renew Active Renewals	6	1
Silver & Fit Renewals	0	0

Monthly Attendance

September					
Week of	Monday	Tuesday	Wednesday	Thursday	Saturday
9/1-9/4			242	168	124
9/6-9/11	CL	197	230	182	108
9/13-9/18	288	209	236	151	130
9/20-9/25	284	187	261	202	106
9/27-9/30	288	192	197	226	

October					
Week of	Monday	Tuesday	Wednesday	Thursday	Saturday
10/1-10/2					119
10/4-10/9	284	192	212	183	89
10/11-10/16	CL	194	220	195	120
10/18-10/23	260	174	233	196	120
10/25-10/30	293	N/A	N/A	N/A	N/A

Communications Coordinator Report November 2021

Fundraising

- **Brick by Brick:** Last brick order is complete. Continuing to gather expert opinions and quotes for potential solutions such as grouting and masonry.
- **Bingo sponsors:** One bingo date left to fill in 2022 for bingo: December 5th, waiting on final decision from Health Alliance Medical Plans once they are approved to sponsor
- **Coffee Sponsors:** October sponsor is November sponsor is Carriage Crossing Senior Living. Still in need of sponsors for March, April, June, July and August of 2022. Will make asks for September 2022 – August 2023 in summer of 2022 and will re-evaluate pricing for the sponsorship then.
- **Build the ARC 2021:** \$5756.00 in General Support raised so far this year. \$8099.20 in Build the ARC Green Space so far this year. We have raised \$5965.00 toward the green space project since our September ask went out in August, and \$9,599.20 total towards the project this year. \$18,035 until over goal for project is reached.
- **Dine & Donate:** Have not received fundraising total from last Portillo's Dine & Donate as of yet. Typically reports 30 days after event. In the process of scheduling a Culver's Dine & Donate per request of some ARC staff – will be December 29th from 4 – 8 PM.
- **Giving Tree:** No update

Constant Contact as of 10/26/2021

- 4314 member emails in list. Down 46 from last report.
- 4903 active contacts across all lists (includes non-members). Down 49 from last report. 1783 members receiving weekly email as of 9/29. Up 32 from last report.
- 969 have unsubscribed from a combination of lists. Up 14 from previous report.
- Our email open rate over the last 30 days is 42%

Facebook as of 10/26/2021

- 1863 followers, up 21 from last report
- 1713 likes, up 18 from last report