

**Senior Advisory Committee Meeting Agenda**  
**Thursday, April 1, 2021 at 9:30 AM**  
**Normal Township Activity and Recreation Center**  
**600 E Willow**  
**Normal, IL 61761**

\*Due to current restrictions on public gatherings, please participate in the meeting via Zoom using the link <https://us02web.zoom.us/j/83764560526?> or by phone by dialing 312-626-6799. The Meeting ID is 837 6456 0526.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of March 4, 2021 Meeting Minutes**
- 4. Chair Report:** Steven Kossman
- 5. Member Updates and Committee Reports:**
  - Uday Deoskar (Health and Wellness Committee)
  - Rich Farr (ARC Living Memorial Fund)
  - Margaret Ann Hayden (Welcoming Committee)
  - Carol Plotkin (Blood Drives)
  - Leonard Ross
  - Faye Sanders
  - Deb Shaw
  - Barbara Singer
- 6. Township Supervisor's Report:** Sarah Grammer
- 7. ARC Staff Reports:**
  - Operations Overview Rick Lewis
  - Program Highlights Molly Camper
  - Member Services Elicssha Sanders
  - Communication and Fundraising Samantha Scott
- 8. New Business:**
  - A. Welcome new member Leonard Ross
  - B. Discussion of ARC operations and reopening plans
  - C. Discussion on updates to advisory committee mission and guidelines.
- 9. Suggested Topics for Next Meeting:**
- 10. Public Comment:**

**Next Normal Township Board Meeting: April 15, 2021 at 8:15 AM**  
**Next Senior Advisory Committee Meeting: May 6, 2021 at 9:30 AM**

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

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

**(Meeting was held virtually via Zoom due to restrictions on public gatherings.)**

**Members Present:** Uday Deoskar, Rich Farr, Margaret Ann Hayden, Steven Kossman, Carol Plotkin, Deborah Shaw, Barbara Singer, Robert Stefl, Faye Sanders

**Township Officials:** Supervisor Sarah Grammer, Trustee Sally Pyne

**ARC Staff:** Director of Operations Rick Lewis, Director of Programming Molly Camper, Member Services Manager Elicsha Sanders, Communications Coordinator Samantha Scott, Facilities Manager Preston Hill, Member Services Representative Jeanne Whitehill

**Public Present:** Doretta Herr, Leonard Ross, and Mary Wuhrmann

Meeting called to order by Chair Kossman at 9:30 a.m.

**Approval of Minutes**

Motion to approve meeting minutes for February meeting made by Uday Deoskar and seconded by Barbara Singer. Motion passed.

**Report from Chair**

Appreciates the kindness shown by Township Supervisor Sarah Grammar for the purchase and delivery of cupcakes to committee members in order to celebrate outgoing member Robert Stefl's time on the Advisory Committee.

**Member Updates & Committee Reports**

**Uday Deoskar, Health & Wellness**

Reported having discussed the creation of a grand wellness proposal with Rick so that the Advisory Committee as a whole can contribute ideas for wellness initiatives. Molly will start by reviewing the Pillars of Wellness created a few years back.

**Rich Farr, Fundraising**

No report.

**Margaret Ann Hayden, Welcoming Committee**

No report

**Carol Plotkin, Nominations Committee and Blood Drive Updates**

No report.

**Deb Shaw**

No report

**Barbara Singer**

No report.

**Robert Stefl, Art at ARC**

A new virtual exhibition is currently up on Facebook as of March 1<sup>st</sup>. Discussed the status of the Veteran's Wall. The project has been on hold since prior to the pandemic to allow ARC to complete renovation on the west rooms at ARC and HVAC replacement. Normal Township is looking at completing the wall before the May Memorial Day event and starting in late April when the traffic from vaccination clinics winds down.

**Report from Township Supervisor Sarah Grammer**

Tax assistance appointments on Mondays have been busy, and the ARC staff has been prepared for Wednesday and Friday vaccination clinics. Vaccine is limited, which has led to some clinics being canceled. Friday March 5<sup>th</sup> and Wednesday and Friday the week of the March 8<sup>th</sup> look like they will continue as scheduled. The governor is rolling out the National Guard to assist in staffing clinics, so the Memorandum of Understanding currently in place will likely be updated soon. Normal Township is not receiving any funding for use of space at ARC for the clinics; it's a community partnership. A 90-day agreement is in place with the goal to give seniors an accessible site to get vaccinated. The commitment runs through April. The single-dose vaccine should become available soon.

ARC will be hosting Faith in Action and Community Care Systems' senior-focused vaccine clinic on March 19<sup>th</sup>. All registrations are done by phone, and Faith in Action can arrange transportation if necessary. According to Doretta Herr of Faith in Action, the clinic is not full as of yet. FIA and CCSI have divided the 400 doses with 160 each and 30 doses given to Living Well United. They are trying to take care of the frailest and those in their 70s and 80s.

The Straight Up Solar has the solar panels on the roof and have removed all of their equipment ARC's lot. Pictures of the solar array shared with the committee. Ameren still has tests to run before the system can be energized, but the panels should be functioning within two weeks.

ARC staff have been assisting members with securing a vaccination slot when possible for those who have difficulty accessing and using the Internet. Have registered over 70 members. Staff is also polling people through wellness calls and Zoom programs to see if they still need a vaccine; we are hearing many have at least received one dose.

Managers also helped call members about the availability of the special vaccination clinic at Mt. Pisgah.

### **ARC Staff Reports**

#### **Rick Lewis, Director of Operations Report**

Report attached. McLean County Health Department preparing for 10,000 vaccine doses in the next weeks. Not yet aware of any first dose clinics at ARC past March 19<sup>th</sup>. Updates to come. Clinics for March 9<sup>th</sup>, 11<sup>th</sup> and 16<sup>th</sup> open at 11 AM today for Grossinger Arena.

The Advisory Committee may be interested in the presentation made by ARC staff to the social isolation committee, sharing results of the UCLA Loneliness Scale survey. 545 responded. Results revealed that 56 members fall high on the loneliness scale. Staff are reaching out to those members.

Rick introduced ARC member Leonard Ross Jr., who is seeking appointment to the open seat on the advisory committee in April. Mr. Ross has been an active member and looks forward to serving on the committee.

The committee discussed the possibility of combining in-person and virtual options for attending the monthly advisory meetings. Open Meetings Act rules were changed due to the pandemic to allow for this, and the hope is that these rules remain post-pandemic.

#### **Molly Camper, Program Highlights**

Report attached. Zoom stats for the month of February: From February 1<sup>st</sup> through the 22<sup>nd</sup>, ARC held 81 Zoom meetings, saw 716 participants, and provided 667 hours of Zoom programming.

A Saturday Tai Chi class was added led by Dave Shanahan.

VITA appointments are full. Will only be taking names if cancellation occurs. Likely to top at about 400 appointments provided.

#### **Elicsha Sanders, Member Services**

Report attached. Numbers for wellness calls may seem low, but this was due to the increase in calls to the center about taxes, vaccine appointments and questions about reopening the center.

#### **Samantha Scott, Communications and Fundraising Update**

Report attached. Reminded the committee about the upcoming Dine & Donate event at Portillos on March 30<sup>th</sup> from 4 PM to 8 PM.

Provided update on success of ARC quilter's pandemic quilt raffle - \$1,305 have been raised so far. The Pantagraph and WGLT will be sharing stories on the quilt raffle project after interviewing quilting group members this week.

### **New Business**

#### **A. Vote to elect chair and co-chair for new term**

Steven Kossman has completed his first year as Chair. Deb Shaw has completed her first year as Co-Chair. Both willing to serve another term. Robert Stefl nominated Steven to serve again as Chair. Carol Plotkin nominated Deb to serve again as Co-Chair. No other nominations were made. A roll call vote was taken, all voted in favor of re-electing Steven to serve as Chair for a second term and Deb to serve as Co-Chair for a second term.

#### **B. Discussion of ARC operations during the pandemic**

Normal Township ARC is committed to vaccine clinics through April. Management team is working on ways to celebrate ARC's 5-year anniversary. The old ARC key tags will be replaced with red key fobs, so Molly is working on a distribution plan. Also looking into potential giveaways, like cookies donated by local businesses. Face masks are being ordered to commemorate the anniversary. Volunteer recognition will be planned for April as well.

The team is hopeful that the number of new cases will be down, allowing the regulations to be more relaxed by May since vaccine doses are increasing and the positivity rate has been decreasing. It has been hard to remain closed for twelve months, but it has been necessary to protect the health of members. The Township board and ARC staff are following the data and will take the safest approach possible to reopening.

Work on the ARC green space should begin this spring.

#### **C. Celebration of Robert Stefl's service**

Township Supervisor Sarah Grammer and Chair Kossman thanked Robert for his 6 years of service on the advisory committee and for his hard work over the years. Robert thanked Sarah for the opportunity to create the art gallery space at ARC. Sarah read aloud the plaque that was delivered to Robert.

### **Suggested Topics for Next Meeting**

Plans for ARC post vaccine clinic

### **Public Comment**

Mary Wuhrmann expressed her appreciation for the caution that ARC staff takes in reopening the center for in-person programming and said that it makes her feel more secure.

Sally Pyne asked if ARC had been selected as a Round Up at the Register recipient for Green Top Grocery. ARC is still waiting to hear if selected to be one of the twelve organizations selected to be a monthly recipient.

Carol Plotkin made a motion to adjourn the meeting. Barbara Singer seconded the motion.

Meeting adjourned at 10:31 AM.

Next Meeting: Thursday, April 1, 2021 at 9:30 AM.

## ARC Director of Operations Report

April 1, 2021

1. April marks the 5<sup>th</sup> year ARC has been in its current facility. We will be acknowledging this with a banner, a special volunteer appreciation, and commemorative face masks given to members who donate to the Living Memorial Fund.
2. ARC's vaccine clinic partnership with Carle Bromenn and McLean County Health Department is wrapping up. Our last clinic is a second dose Moderna clinic to be held on April 16. This clinic targeted Faith in Action, Community Care Systems and ARC clients. MCHD is reporting more than 65% of the seniors in the county have received at least one dose of vaccine. More than 3000 people were vaccinated at ARC between January 28 to March 19.
3. Staff are planning a key fob distribution for April. The first group of members to pick up fobs will be ARC volunteers. Volunteers will be celebrated when they pick up fobs on April 1 followed by members who are assigned pick up dates and times according to the first letter of their last name. Molly has identified activities that are deemed safe for COVID protocols. Masks and social distancing will be the norm until the governor announces these are no longer necessary. A draft of the guidelines for attending ARC is included with my report to help the board understand the changes members will experience when they return.
4. StraightUp Solar is working with Ameren to connect ARC's solar array to the town's electricity grid. They have been working on the connections and making safety inspections before the system is fully functional.
5. SHIP counselors are preparing for ARC's reopening with in-person counseling following COVID protocols. Meetings may be held in their office with one client or couple with plexiglass. The state SHIP program has required that SHIP counselors are fingerprinted and background checked using nationwide wide checking due to their work with senior populations and laws that protect seniors. I will be working with a local vendor to bring our group to compliance.
6. VITA will be extending their services to accommodate the extended deadline for filing taxes adding April 23, April 30, May 7, and May 14 to accommodate the deadline. Appointments will be every 15 minutes from 9:00 to 12:45 on April 12, April 23, April 30, and May 7. May 14 will be reserved for the May 7 clients to come back and pick up their returns and no new appointments that day. Four clients per hour for four hours each of those four dates will allow an additional 64 clients to be served.

7. ARC's landscaping needs volunteers to manage the bushes and shrubs replacing Linda and Betty. We need the help of the Advisory Board to identify a "committee" that will be responsible for this.



## **Program Report April 2021**

### **- Discuss the key fob distribution schedule**

ARC will begin a phased approach to reopening in May. In order to re-open safely, we have implemented a secure door system to limit the number of members participating in programs at one time. Each member planning to attend in-person programs at ARC, in May, will need to pick up a new key fob to be used to enter the building. We have created a key fob pick-up schedule in accordance with your last name. If you can not pick-up your key fob on your scheduled day, pick-up your key fob the week of April 26th anytime from 9 AM-3 PM. If you are not a current member and would like to renew you can do so through ARC's member portal and pick-up your key fob according to the distribution schedule. If you would like to renew in person do so on the date listed in accordance with your last name. Your key fob will be issued and distributed at that the same time.

**AM pick-up times are from 8:30-11:30 AM**

**PM pick-up times are from 1:00-4:00 PM**

April 6th: AM pick-up last name starts with **A**

April 6th: PM pick-up last name starts with **B**

April 8th: AM pick-up last name starts with **C & D**

April 8th: PM pick-up last name starts with **E**

April 12th: AM pick-up last name starts with **F & G**

April 12th: PM pick-up last name starts with **H**

April 13th: AM pick-up last name starts with **I, J, K**

April 13th: PM pick-up last name starts with **L**

April 15th: PM pick-up last name starts with **M & N**

April 19th: AM pick-up last name starts with **O & P**

April 19th: PM pick-up last name starts with **Q & R**

April 20th: AM & PM pick-up last name starts with **S**

April 22nd: AM pick-up last name starts with **T, U, V**

April 22nd: PM pick-up last name starts with **W, X, Y, Z**

**If you missed your date pick-up the week of April 26th.**

### **- Discussion of Outdoor Programming Ideas**

## **April 2021 MSM Report (as of March 25, 2021)**

### March 2021 numbers

- 6 New Members joined in March (2 were Silver Sneakers)
- 65 Paid Renewals Total. Payment tender breakdown: 28 credit cards, 4 cash, 33 checks.
- Some members were gracious enough to send donations along with their renewal payment or were a member of our Insurance-Based Incentive Program (IBIP) and donated what they would have paid for a membership. There were 8 members who donated to the ARC which totaled \$425.
- There were 26 IBIP renewals. 1 Renew Active, 1 Silver & Fit, and 24 Silver Sneakers.

### March Sunshine numbers

- 179 Wellness calls have been made by our 3 Member Service Representatives (MSR) in the month of March. Several members have written us stating the Wellness Calls are great.
- 323 Birthday calls were made by the MSR's

### March Zoom numbers

- A total 520 participants joined a Zoom activity in March. Of those attendees, 89 were from the Insurance Based Incentive Programs (84 were Silver Sneakers, and 5 were Renew Active).

**\*\*Remember, some members are counted multiple times within the month because they join multiple activities on Zoom\*\***

**We had an increase in Tax Prep and Vaccine inquiries which may have resulted in fewer Wellness Calls being completed.**

**These numbers would not have been attainable if it weren't for Jeanne, Delores, Delilah, Chris, and Ruby working hard keeping the members engaged! I thank them for ALL they do. And it would be extra special if the Advisory Board and Managers reach out to them and show their appreciation as well!**

Prepared by,  
Elicsha Sanders, MSM

## Communications Coordinator Report April 2021

### Fundraising

- **Brick by Brick:** No update
- **Bingo sponsors:** All 2021 bingo dates filled. All payments for the year received.
- **Coffee Sponsors:** N/A until able to open and offer café services post-COVID
- **Build the ARC 2020:** \$4320 in General Support raised so far this year. \$935 in Build the ARC Green Space so far this year.
- **Dine & Donate:** Next dine and donate March 30<sup>th</sup> from 4 PM – 8 PM at Portillos.
- **Giving Tree:** Received three leaves for the tree from Randy Reid. Waiting on one more that came in March 10<sup>th</sup>. Randy plans to share leaf template come summer so we can choose an engraver in the future.
- Pandemic Quilt Raffle ran through March 31st. As of March 23<sup>rd</sup>, we have raised \$2560.00.
- Key fob pickups will begin today for those who are ARC volunteers. Will be giving out a treat along with a mask.

### Constant Contact as of 3/23/2021

- 4083 member emails in list. Down 9 from last report.
- 4530 active contacts across all lists (includes non-members). Up 8 from last report. 1607 members receiving weekly email as of 3/23. Down 135 from last report.
- 867 have unsubscribed from a combination of lists. Up 9 from previous report.

### Facebook as of 3/23/21

- 1700 followers, up 24 from last report
- 1569 likes, up 23 from last report

## **A Brief History of Normal Township's Senior Center & Senior Citizen's Advisory Committee**

The Normal Township Senior Citizen's Advisory Committee was created by the Normal Township Board on February 10, 1993 as a five-member committee to advise the Board of Trustees on the expenditure and use of the Senior Citizen Tax Funds. The initial five members were appointed by Board of Trustees at the April 14, 1993, and the Committee met for the first time on May 20, 1993.

Full appointments are for three-year terms, and a third of the committee must be at least 55 years of age or older, as per state code. Changes to the committee are made by vote of the Normal Township Board of Trustees. The committee presents information to the Normal Township Board of Trustees, and any recommended action is subject to approval by the township board.

On March 16, 2017, the Normal Township board expanded the committee to nine members with two seats to be filled by City of Bloomington Township due to their commitment to helping fund ARC through an annual grant.

On April 15, 2021, the Normal Township board adopted the name "Normal Township Senior Advisory Board" for the committee (pending approval).

Information on the Normal Township levy:

On November 4, 1986, voters in Normal Township approved a Special Tax Levy for Senior Citizens Services. Those tax funds were used to supply annual grants to the YWCA to operate a senior center at the Newman Center in Normal, to support the local Peace Meal program, and to enable PATH to provide a senior help line. Due to space and funding constraints by other agencies, Normal Township became the host for the Peace Meal congregate site and the senior programs at Normal Township Hall on Monday, October 5, 1992.

### **Advisory Board Mission Statement and Board Guidelines**

#### **Advisory Board Mission Statement**

The Advisory Board serves as an advocate for the needs of area senior citizens and supports the operation of the Activity & Recreation Center (ARC). The Board assists the ARC staff with identifying programming to help seniors with physical, educational, mental, emotional, and social interests. The Board advocates for ARC as a safe place for all and being a great neighbor to our community.

#### **Advisory Board Responsibilities**

Advisory Board Members are volunteers who provide different skills, ideas, and life experiences that help keep ARC connected to the Senior Community.

The Board Members responsibilities include:

- Bring information and or recommendations on matters of significance identified by the Township Supervisor, Township Trustees, ARC management staff, Advisory Board Members and/or Member of ARC.
- Identify local resources and provide feedback to ARC Management staff.
- Provide feedback to the ARC staff and to the Normal Township Board on policies and procedures and with identifying, reviewing, and developing new activities.

### **Advisory Board Members and Officers**

#### **Members:**

The Activity and Recreation Center (ARC) Advisory Board shall be made up of nine (9) voting members: seven (7) who are appointed by the Normal Township Board and two (2) appointed by the City of Bloomington Township Board. No more than one (1) of the nine (9) can reside in a McLean County Township outside of Normal Township or City of Bloomington Township. While membership of the board is not restricted to residents of Normal Township or City of Bloomington Township, no more than one board member may be from a neighboring township.

Advisory Board members must be ARC members. The Townships seek Advisory Board members who reflect the diversity of the senior community and will in no way discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information.

There will be four (4) ex-officio members: Normal Township Supervisor, City of Bloomington Township Supervisor, ARC Operations Director or a designated representative, and an appointed secretary. The ex-officio members may make presentations, participate in discussions, and make resolutions, but not vote on Advisory Board issues. All voted and passed issues shall be passed on to the Township Supervisors.

Appointed terms of the voting members of the Advisory Board shall be three (3) years and limited to (2) consecutive terms. Terms shall commence on April 1<sup>st</sup> of the year appointed. The Normal Township advisory board members and the City of Bloomington Township advisory board members shall have staggered terms.

#### **Member Vacancies:**

Any vacancies on the Advisory Board shall be filled by the appropriate Township Supervisor and Board of Trustees. Individuals filling an unexpired term for a voting member will be appointed to complete the time remaining on the term of the individual they replaced. If the unexpired

term is less than 18 months, the said appointee may serve up to two additional three-year terms on the Advisory Board.

When Advisory Board ~~vacancy~~ vacancies occur, the City of Bloomington Township Supervisor and Normal Township Supervisor will post the ~~vacancy~~ vacancies in a public area. ~~Interested parties shall send a letter to their respective Township Supervisor expressing their interest.~~ Those interested in serving shall notify the respective Township Supervisor of their interest.

~~In Normal Township, the Township Supervisor, Advisory Board Chairperson and Advisory Board Vice Chairperson will review their letter of application and interview the selected candidates. In the City of Bloomington Township, the Township Supervisor will inform the Normal Township Supervisor of the selection of a Board Member by the City of Bloomington Township. When multiple people express interest in the same open seat, the respective Township Supervisor may set up a committee to review candidates and make a recommendation to the Township Board ahead of appointment.~~

Those Advisory Board members currently on the board who want to be reappointed for a second 3-year term must also ~~send a letter of interest to~~ notify the respective Township Supervisor.

**Officers:**

**Election of Chairperson/Vice Chairperson:**

The Advisory Board shall elect a Chairperson who will preside over the meetings of the Advisory Board and conduct the meetings under Robert's Rules of order. The Chairperson shall hold that position for one (1) year with a limit of two (2) consecutive terms. The Advisory Board shall elect a Vice - Chairperson who will act as the Chairperson in the absence of the Chairperson. The Vice -Chairperson shall hold that position for one (1) year with a limit of two (2) consecutive terms.

Officers may be nominated by members at the March meeting. The Chairperson may also create a Nomination Committee in February to bring recommendations for Chairperson and Vice -Chairperson to the March meeting. ~~The Nomination Committee will bring to the Board a recommendation for Chairperson and a recommendation for Vice Chairperson. The Nomination Committee members are appointed in February by the Chairperson. The Committee shall recruit candidates for open positions and draft a ballot with the election held in March.~~

**The Chairperson or Designated Representative (Vice Chairperson or as designated by the Chairperson) shall:**

- present Advisory Board recommendations and actions to the Normal & City of Bloomington Township Boards
- establish, publish and post an agenda in a public areas for the Advisory Board meetings in consultation with the ARC Operations Director and the Township Supervisors ~~seven (7) days prior to the meeting.~~ in accordance with the Open Meeting Acts.
- appoint members to such Standing Committees and Sub-Committees to fulfil the mission of the Advisory Committee.

### **Minutes**

Minutes of the Advisory Board shall be taken by the Secretary who is appointed by the Chairperson. Once approved the Secretary will have the minutes posted in the ARC library (in the notebook) and on the ARC website (under “About Us” menu).

### **Meetings**

Advisory Board shall meet on the first Thursday of each month at 9:30 am. Additional meetings may be called when necessary.

All meetings of the Advisory Board including Standing Committees and Subcommittee meetings shall be open to the public and follow the procedures as outlined by Normal Township and the Open Meetings Act.

### **Standing Committees:**

**Below is a list of Standing Committees of the ARC Advisory Board .**

#### **Standing Committees**

Art at ARC  
Fundraising  
Health & Wellness  
Nominations  
Sunshine  
Veterans  
Welcoming

Approved by the Senior Advisory Committee – 3/5/2020