

**Senior Advisory Committee Meeting Minutes  
Thursday, April 1st, 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, Leonard Ross, Faye Sanders, Deborah Shaw, Barbara Singer

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

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

**Public Present:** Robert Stefl, Joann Steinberg

Meeting called to order by Chair Kossman at 9:31 a.m.

**Approval of Minutes**

Motion to approve meeting minutes for March meeting made by Deborah Shaw and seconded by Carol Plotkin. Motion passed.

**Report from Chair**

Chair Kossman picked up his new ARC-member key fob on 3/31 and commented on how smooth the process was and that it integrates with the membership system and will keep track of who is in the building.

**Member Updates & Committee Reports**

**Uday Deoskar, Health & Wellness**

No report. Molly will send the 7 pillars of wellness information to Trustee Pyne and Dr. Deoskar.

**Rich Farr, Fundraising**

No report.

**Margaret Ann Hayden, Welcoming Committee**

Discussed the plans for a welcome back to the center. ARC will celebrate its fifth anniversary in April and will pass out treats when members come to get their new fobs. Discussed getting a banner to celebrate reopening and the possibility of outdoor

concerts when the weather warms up after beginning our phased reopening on May 10<sup>th</sup>.

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

No drives currently coming up, but will welcome them back when the Rec Room opens back up after vaccination clinic commitment is fulfilled.

### **Leonard Ross**

Learned about ARC from his doctor, so suggested mailing newsletters to offices around town to help market ARC. Sammi suggested the advisory committee come up with a list of places. Rick suggested speaking with businesses about sharing ARC information in retirement counseling packets.

### **Faye Sanders**

Asked if there would be specific times for specific numbers of people made available on ARC's phased reopening.

### **Deb Shaw**

No report

### **Barbara Singer**

Shared that she will volunteer during key fob pickup process.

### **Report from Township Supervisor Sarah Grammer**

Normal Township's fiscal year ended on March 31, so the new one begins today. Getting ready for the annual meeting set for Tuesday, April 13<sup>th</sup> at 7:00 PM. The township was not able to hold last year's annual meeting due to the pandemic, so the meeting on the 13<sup>th</sup> will start with the 2020 meeting and move to the 2021 meeting. Meeting will be held at ARC and will be offered on Zoom as well.

The next Township Board meeting will be April 15<sup>th</sup>; the budget hearing will be April 26<sup>th</sup> at 5:30 PM.

Still working with Ameren to energize the solar array. There is a bit of programming still to be done to take care of shut off if repairs are needed. The system will overfeed in the summer months, and we earn credits for wintertime when usage is lower. ARC's solar array is the largest in McLean County so far and the first Illinois Solar for All array to be installed.

### **ARC Staff Reports**

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

Report attached. April marks ARC's 5<sup>th</sup> anniversary – will have a banner hung, will be giving out commemorative face masks and celebrating volunteer appreciation week.

The vaccine clinic at ARC has administered 2915 first doses and 5830 total doses.

Met with Susan Real from ECIAAA and David Hopper who have concerns about vaccines for homebound seniors.

The National Guard has been brought in at Grossinger Arena, but the county is still struggling to obtain vaccine. Receiving 2,500 doses a week for the county and are now reaching out to rural areas and considering a drive-thru clinic at Midwest Food Bank. ARC's vaccine clinics will end April 16<sup>th</sup>.

SHIP counselors are planning for in-person counseling while following COVID protocol. VITA deadline was extended.

Need assistance with landscaping at ARC, encouraged advisory committee members to assist in search for volunteers.

Will be engaging in planning for a Memorial Day program.

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

Report attached. Digital programming stayed the same over the last month and will into April. The member key fob distribution schedule is divided by last name. If everyone who is current comes to pick up a fob, ARC will be assigning roughly 300 fobs a day. If someone is not current, they can come during key fob pick up to renew and secure a fob based on the last name schedule.

Added a few more VITA tax assistance dates, and VITA volunteers gifted ARC a \$100 Avantis gift certificate for lunch for staff as a thank you for staff assistance through tax season.

### **Elicssha Sanders, Member Services**

Report attached. Plans to provide numbers on key fob pick up at the next meeting. Jeanne is celebrating her 6-year anniversary with ARC. Ruby celebrated a work anniversary as well. Encouraged the advisory committee to celebrate the work of the member services team on their birthday and wellness call efforts.

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

Report attached. Gave update on quilt raffle: winner was Rachel Immen. After processing fees, raised over \$2600. Will provide latest dine and donate total raised at next meeting. Will get a picture of the quilt raffle winner if possible.

Brief discussion of grief support group at ARC: will return in-person and also on Zoom.

### **New Business**

#### **A. Welcome new member, Leonard Ross**

Sarah welcomed Mr. Ross and congratulated Chair Kossman on his second three-year term.

## **B. Discussion of ARC operations and reopening plans**

Sarah mentioned news articles she had sent to the advisory committee regarding COVID-19 infection rates. We are trying very hard to get ARC reopened safely. As a government entity, we are held to high standards. Each time we have planned a reopening date in the past ten months, we get close, and then see a spike in COVID cases and hospitalizations. The hope is that this current spike curtails soon. This is an ever-changing situation that Normal Township staff has no control over. We had anticipated being in the bridge phase and being allowed 100 people in the center at a time come May, but the bridge phase is now on hold, according to the governor due to the case and hospitalization increases statewide. We are currently restricted to 50 people at a time in Phase 4. Once we reach the bridge phase, vaccinated staff and instructors don't have to be counted against capacity limits.

Cannot restrict access to the center based on vaccination status, but according to the Normal Township attorney, can ask ahead of a program if the member is fully vaccinated as of 14 days prior. They can answer yes, no, or decline to comment. Sarah will touch base with IDPH and the local health department to verify the ability to ask about vaccination status so long as we don't discriminate based on the answer. Updated ARC liability waiver includes COVID-relevant information and states risks assumed in attending ARC programs.

Regardless of vaccination status, all attendees will be required to wear a mask – even while working out – until further guidance is received from the state. May programming to include: line dance, yoga, walking, fitness center, billiards, social chats, pickleball, Tai Chi, Fun & Games groups, Scrabble, Chess, painting, quilting and knitting, book group. Will have time slots and limited numbers of participants. Will have an option for members to signup with someone they feel comfortable participating with for some of the programs offered.

Staff is discussing the challenge of being open and inclusive when members don't want to participate around those who are not vaccinated. The current opening plan is based on those shared amongst the IL senior center network, and staff feel confident in the programming plans and their safety.

Hours will be 8 AM to 4 PM Monday through Friday until demand and budget allow for increased hours and staff. Members will have to be registered for a program to enter ARC. Check in and COVID screening will take place 10 minutes prior to program start. Masks to be worn throughout and provided if

needed. Hand sanitizer will be available. High-touch surfaces will be cleaned regularly and prior to a program starting. The no-touch water fountain will be the only one in service.

**C. Discussion of updates to advisory committee mission and guidelines**

Normal Township Board discussed updates at March meeting. Sarah added in recommended revisions to the document shared in the meeting packet. ARC staff discussed whom they believe should make appointments to the committee; they believe Normal Township should reserve that role and that City of Bloomington Township should post Bloomington seat openings and send the interest letters received to Normal Township Supervisor.

Sarah will meet with City of Bloomington Township Supervisor Deb Skillrud to discuss an intergovernmental agreement and bring the advisory committee guidelines back to the Normal Township Board in May.

The number of seats offered for Normal Township and City of Bloomington Township residents on the advisory committee was not originally a written agreement. COBT was interested in continuing to support ARC as the center grew, and two seats were reserved for COBT when the seats on the advisory committee increased seats from 5 to 9. COBT Supervisor certified the seats for members of their township based on recommendation from ARC staff.

**Suggested Topics for Next Meeting**

Updates on reopening plans

**Public Comment**

Sally Pyne thanked the advisory committee saying she enjoyed the group and appreciate that the team is following the science. Thanked Molly for her hard work in creating a phased reopening program schedule.

Rick asked each member of the advisory committee to share with him ideas for Memorial Day so that details on a celebration can be shared in the May newsletter when it goes to print on April 15<sup>th</sup>.

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

Meeting adjourned at 10:50 AM.

Next Meeting: Thursday, May 6, 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