



**Schaumburg Township
Senior Citizens Services Committee
Meeting Minutes
Monday, January 18, 2021**

- I. Call to Order:
The meeting was called to order at 7:02 p.m. by Chairperson Croke

- II. Roll Call (those in attendance):
Nancy Croke
Denis DeCamp
Linda Kasinger
Donna Kaywood
Marilyn Pande
Kathleen Ray
Sheva Wohlhart
Lauren Saturnus, Chair of Schaumburg Township's Mental Health Committee
Trustee Char Kegaris
Director Becky Cordes

- III. Approval of December 21, 2020 Minutes
Motion by Kathy Ray; Second by Linda Kasinger. Motion Carried.

- IV. Public Comments (limited to 3 minutes)
Lauren Saturnus introduced herself as the Chair for Schaumburg Township's Mental Health Committee. She is interested in learning about the Senior Citizens Services Committee in hopes of partnering on projects in the future.

- V. Reports
 - a. Chairperson's Report
Chairperson Croke welcomed Lauren Saturnus to the meeting. No formal report.

 - b. Trustee Liaison's Report
Trustee Kegaris thanked Director Cordes and the Senior Services program staff for their work on helping so many people throughout the holidays.

 - c. Director's Report
Written report on file. The Township is holding an event at the end of January called "Warm Up with the Township" for seniors and adults with disabilities. We are partnering with the Schaumburg Township District Library and Arbor Courts in providing gift bags of with a soup mug, soup, socks, hot chocolate, and a throw blanket to 140 people. We currently have a waiting list of about 120 individuals, so we will be doing a second event for them as well.

- VI. Old Business
 - a. FY22 Annual Funding Application Recommendation
The committee reviewed their recommendations for FY22 Agency Funding:
 - AmeriCorps Seniors RSVP: \$2,500

- Escorted Transportation Service Northwest: \$2,500
- Kenneth Young Center APS: \$2,500

The Board of Trustees is scheduled to tentatively approve the FY22 budget at the January Board Meeting and there's no indication at this time the Board will make changes to the Committee's recommendations. Director Cordes will provide an update at next month's meeting.

VII. New Business

a. FY22 Funded Agency Report Template Discussion

The committee reviewed the agency report template and would like to remove the "under 18" category from the demographics section. The committee is comfortable with agencies reporting the requested data in a different format as long as all requested data is provided. The committee also wants to ensure agencies are reporting monthly data in a timely manner. Director Cordes will communicate all of this when she sends award letters to agencies in February.

b. FY22 Department Goals

Senior Services has been working on the following goals for FY21:

- Research, develop, and implement a multi-faceted volunteer program, including development of volunteer opportunities to expand programs and services establishing volunteer management.
- Develop and implement formal evaluation system for programs and services, with target to provide 90% satisfaction rate to clients served.
- Research, recommend, and implement, if feasible software solution to assist with managing client information, case management and tracking of program/services participants and volunteers.
- Support Senior Services case managers to complete the Certification for Community Resources Specialist – Aging/Disabilities (CRS-A/D) from the Alliance of Information and Referral Systems (AIRS).

Due to the pandemic, most of these goals were not accomplished, though all had progress made. It is anticipated that by the end of FY21, the fourth goal will be fully completed.

In FY22, Senior Services aims to work towards the following goals:

- Research, develop, and implement a multi-faceted volunteer program, including development of volunteer opportunities to expand programs and services establishing volunteer management. (This goal is a carry-over from FY21).
- Conduct a robust community needs assessment to include information on the current Township population and area, with a focus on older adults, services and programming available, client focus group data about desired services and programming, and recommendations for program and service development.
- Develop and implement formal evaluation systems for programs and services, with a target to provide 90% satisfaction rate to clients served. (This goal is a carry-over from FY21).
- Research, recommend, and implement, if feasible, software solution to assist with managing client information, case management and tracking of program/services participants and volunteers. (This is a carry-over from FY21).

Committee members recommended the department also look at the possibility of offering snow removal services for senior residents, possibly through a volunteer program.

c. AARP Foundation Tax Aide

AARP Tax Aide services will be provided at the Township again this year. Tax prep will include 2 appointments: the first appointment will be made through Senior Services for clients to have their tax prep documents scanned. Once volunteers complete the taxes, AARP will call clients to schedule a second appointment to review, sign, and submit them. Appointments this year will be severely limited compared to previous years due to the new process. There will also be a greater need due to many sites not opening because of COVID concerns. The Township is working with our AARP Site Supervisor to ensure we have protective equipment and cleaning supplies available for volunteers.

d. Committee Member Updates/Questions

Committee members discussed how Senior Services could increase promotion and advertising of services offered by the department. Suggestions were made to advertise with fliers at local churches, senior living facilities, the Barn and Cedar Village about programs like LIHEAP and Benefits Access. Director Cordes will work with Public Relations Coordinator Trent to develop fliers to distribute.

The committee also discussed where to find information about the COVID-19 vaccine. Director Cordes shared that Township staff are directing residents to the Cook County Department of Public Health website for the most up to date information for Cook County. As more information becomes available, staff will share that with clients over phone calls and the Township will share through social media and newsletters.

VIII. Adjournment

Kathy Ray motioned to adjourn; Second by Linda Kasinger. Motion carried. Meeting adjourned at 8:16 p.m.