

NORMAL TOWNSHIP  
MONTHLY BOARD MEETING AND BUDGET HEARING  
NORMAL TOWNSHIP BUILDING  
304 EAST MULBERRY  
(This meeting took place virtually on Zoom due to COVID-19.)  
April 16, 2020  
8:15 AM

BOARD MEMBERS PRESENT: Supervisor Sarah Grammer, Trustees Arlene Hosea, Sally Pyne, Ray Ropp, and Dayna Schickedanz.

BOARD MEMBERS ABSENT: None

ELECTED OFFICIALS PRESENT: Assessor Rob Cranston and Highway Commissioner Arin Rader

ELECTED OFFICIALS ABSENT: Clerk Amy Conklin

OTHERS PRESENT: ARC Director of Operations Rick Lewis, Director of Programming Molly Camper, Member Services Manager Elicsha Sanders, Communications Coordinator Sammi Oleson, and Senior Advisory Committee member Barbara Singer

BUDGET HEARING: Supervisor Grammer opened the budget hearing at 8:15 AM. Five minutes passed with no public comment on the budget.

CALL TO ORDER: Supervisor Grammer called the meeting to order at 8:20 AM.

APPROVAL OF MINUTES: Trustee Pyne made the motion to approve the minutes of the March 14, 2020 special meeting. Trustee Schickedanz seconded. Motion passed.

Trustee Ropp made the motion to approve the minutes of the March 19, 2020 regular meeting. Trustee Schickedanz seconded. Motion passed.

APPROVAL OF EXPENDITURES: Trustee Pyne made the motion to approve the bills and expenses as presented. Trustee Schickedanz seconded. Motion passed.

EXPENDITURES for March 20, 2020 – April 16, 2020

General Assistance: \$13,153.55  
General Town: \$189,489.20  
Road and Bridge: \$8,195.61  
Senior Citizen: \$53,722.29

COMMUNITY ENGAGEMENT

Trustee Pyne attended Illinois People's Action second virtual meeting to listen to community concerns surrounding direct aid for people experiencing financial hardship due to COVID-19.

ASSESSOR REPORT by Rob Cranston  
Nothing to report

CLERK REPORT by Amy Conklin  
Absent

ROAD COMMISSIONER REPORT by Arin Rader  
Commissioner Rader reported he has been working with Ameren on the reliability project. He also stated the he is working on having a well drilled for water at the new site and hoop building installed for storage.

SENIOR PROGRAM  
Director of Operations Rick Lewis updated the board on ARC. His report is attached.

GENERAL ASSISTANCE REPORT by Sarah Grammer

In March, there were 62 appointments scheduled for 56 residents. Total assistance disbursed: \$13,533.15

March 2020 GA	
40 clients at \$12,067.86	
March 2019 GA	
47 clients at \$11,750.00	
March 2020 EA	
3 clients at \$1,465.29	
March 2019 EA	
6 clients at \$4,033.17	

SUPERVISOR REPORT by Sarah Grammer  
Supervisor Grammer's report is attached.

PUBLIC COMMENT  
None

NEW BUSINESS

- A. Discussion and vote to approve FY 2020 General Fund Budget and Appropriation Ordinance  
Trustee Ropp made the motion to approve the FY 2020 General Fund Budget as presented. Pyne seconded.  
Roll call vote:  
Sarah Grammer – aye  
Arlene Hosea - aye  
Sally Pyne – aye  
Ray Ropp – aye

Dayna Schickedanz -aye

Motion passed.

- B. Discussion and vote to approve FY 2020 Road District Budget and Appropriation Ordinance.

Trustee Ropp made the motion to approve the FY 2020 Road District Budget as presented. Pyne seconded.

Roll call vote:

Sarah Grammer – aye

Arlene Hosea - aye

Sally Pyne – aye

Ray Ropp – aye

Dayna Schickedanz -aye

Motion passed.

- C. Discussion of operational changes due to COVID-19 and the shelter-in-place order. Grammer reported that most staff are working from home with a few managers on-site at ARC as needed to coordinate the completion of the construction project, keep facilities clean, and make use of necessary office equipment. The Peace Meal program has temporarily left the building and is instead providing home delivery to ARC members. The ARC building is now locked at all times. Township casework is has slowed down some, possibly because of the federal stimulus and the expanded unemployment program. All casework is being provided remotely via the phone, email, and regular mail.

#### SUGGESTED ITEMS FOR NEXT AGENDA

Trustee Pyne asked that the board review the suggested changes to the Senior Advisory Guidelines and requested the Senior Advisory Committee set up a subcommittee to explore use of ARC as heating or cooling center during a severe weather emergency.

ADJOURNMENT: Grammer adjourned the meeting at 9:15 AM.

(Minutes taken by Supervisor Grammer in Clerk Conklin's absence)

## **ARC Director of Operations Report**

### **April 16, 2020**

1. The shelter in place is continuing to create challenges for seniors to reduce isolation. More than 200 calls to the membership has produced a broad spectrum of understanding the needs of our seniors. Many are sheltering in place and rarely leaving the home. Physical activity is limited to walking in their neighborhoods. Others mentioned keeping busy with projects in the home. Most have family members in town who keeps them company and runs their errands while others have no immediate family living in the state. They really appreciate the calls from ARC staff.
2. SHIP counselors are willing to meet with clients face to face by appointment only. Staff have agreed to be available to open the building to accommodate SHIP on Mondays, Wednesdays and Fridays from 10am-12noon. The counselors used Zoom to have their monthly meeting and discussed SHIP programming and Medicare counseling updates. One item that is reoccurring on their agenda has been discussing if they need to recruit, hire and train an additional counselor.
3. Peace Meal has shifted from pick up to home delivery since the closure. There is no bread or produce pick up due to the risk of exposing seniors during pick up.
4. Molly is working with instructors with programs that lend themselves to being presented virtually. The last 2 1/2 weeks of April will have digital opportunities for members to stay connected. Programs scheduled are Cafe chatter via zoom M-F from 8-9, PEPS and Yoga will have video links posted for the week, TAI CHI and meditation will meet two times a week via zoom, quilting will meet via zoom on Friday's, two times a week we will host social hours with specific topics to discuss via zoom, ARC Tech Club will meet via zoom on the fourth Wednesday at 12 PM. MSR's Ruby and Jeanne will help the management staff host a couple of the ARC Cafe Chatter meetings.
5. A printed edition of the ARC newsletter is still being produced and mailed to members who prefer paper copies. Molly is currently working on May's digital calendar and the printed edition of a May newsletter.
6. Sammi contacted F3E about May coffee sponsorship to cancel since no sponsorship payment had been turned in.
7. Facebook notices about upcoming programs will go out each Wednesday to detail the following week. Then an email with that info and Zoom links will be sent each Thursday.
8. A full calendar of Facebook posts scheduled through April 30th on a range of topics; exercise, history, music, tech, food, resources for current time, Parkinson's resources, Throwback Thursdays and Flashback Fridays, video check-ins from Rick & Sarah, photo challenges, workouts with ARC

instructors and more. Sammi will add others throughout the month as she finds or is forwarded fun and helpful info. May posts are partially planned out at this point.

9. Botanical Gardens trip for May 14 cancelled. We are waiting to learn more about the Cubs trip plans for July 2.
10. Bob Stefl and Andrea Monninger have decided to extend Phyllis Doran's painting exhibition until May 25. Joann Goetzinger exhibit will follow. The "Your Best Shot" exhibition has been postponed so they could keep on track with the other planned exhibitions without changing the schedule. The new exhibition in the conference room " The Sky's the Limit" will open in May should ARC resumes operations.
11. The construction project has a few issues being addressed during the closure. The condenser unit that was causing problems has been solved. One of the lines was plugged. Window treatment for the renovated spaces are being installed by Sunguard. Chairs for the new rooms arrived April 9.

Normal Township  
 SUPERVISOR'S REPORT  
 Prepared by Sarah Grammer  
 April 16, 2020

1. **Assistance Report:** In March, 62 assistance appointments were scheduled for 56 residents. The township disbursed \$12,067.86 in General Assistance funds to 40 clients, and \$1,465.29 in Emergency Assistance to three families, including \$1,300 to prevent two evictions and \$165.29 to prevent a water disconnection, all prior to March 12.

**FY 2020 GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE**

2019	GA	AMOUNT	EA	AMOUNT
APRIL	41	\$12,464.00	10	\$4,502.42
MAY	47	\$14,288.00	16	\$8,793.43
JUNE	40	\$11,938.02	17	\$7,636.51
JULY	51	\$15,369.60	25	\$13,581.64
AUG	43	\$12,717.80	24	\$13,683.23
SEP	45	\$12,781.39	33	\$18,927.43
OCT	42	\$12,485.00	31	\$16,223.59
NOV	38	\$11,552.00	18	\$9,404.40
DEC	42	\$12,768.00	18	\$12,913.14
20-Jan	51	\$15,269.29	12	\$8,654.44
20-Feb	48	\$14,756.94	5	\$2,330.98
20-Mar	40	\$12,067.86	3	\$1,465.29
<b>TOTAL</b>	<b>528</b>	<b>\$158,457.90</b>	<b>212</b>	<b>\$118,116.50</b>

**FY 2019 GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE**

2018	GA	AMOUNT	EA	AMOUNT
APRIL	52	\$13,569.10	9	\$4,346.34
MAY	46	\$11,064.47	14	\$8,602.79
JUN	45	\$11,127.00	21	\$10,561.01
JUL	57	\$13,840.00	19	\$8,385.71
AUG	56	\$13,124.91	27	\$14,569.29
SEP	52	\$12,500.03	23	\$12,817.28
OCT	50	\$12,000.00	37	\$21,325.56
NOV	51	\$12,527.99	16	\$8,323.27
DEC	49	\$12,250.00	10	\$7,356.62
19-Jan	47	\$11,750.00	13	\$10,352.42
19-Feb	46	\$11,368.34	9	\$6,431.39
19-Mar	47	\$11,750.00	6	\$4,033.17
<b>TOTAL</b>	<b>598</b>	<b>\$146,871.84</b>	<b>204</b>	<b>\$117,104.85</b>

An emergency that qualifies for assistance is defined as a disconnect notice on a utility or a 5-day late or eviction notice from a landlord. Landlords are currently not allowed to evict through the end of April, and all utilities have agreed to pause disconnections. This may slow the number of Emergency Assistance applications we can approve for a period of time. However, when notices do start going out, it is likely the level of help needed to resolve late rent and utility payments is going to be higher than in previous years.

March's GA numbers are lower for several reasons: approval of SSI benefits, moves to Bloomington, quarantining out of the area, and new jobs that started in February. However, in April, we are now receiving a steady amount of new calls for assistance from recently unemployed residents who have not yet or will not receive unemployment benefits, so April's numbers will be higher than March's numbers were.

We are working with other local government and social services agencies to understand how we can best work together to serve new needs that will arise due to the COVID-19 situation, and I will update the board as I receive new information.

All assistance is currently being handled by phone with documents being sent by email, fax, and postal mail as needed.

2. **Statements of Economic Interest:** The County Clerk has emailed Statements of Economic Interest to elected officials for completion. Please let me know if you did not receive one. Statements are due May 1st.
3. **ARC operations:** ARC staff are working from home to develop and implement programs over the phone and internet to encourage socialization among our area seniors and to help reduce social isolation. Our Peace Meal program has gone to home delivery, and the ARC building is now locked.
4. **ARC Renovations:** The ARC HVAC replacement project has been completed, and the final payment to O'Brien Brothers is in the list of bills for your approval this month.
5. **Budget Hearing for FY 2021:** The budget hearing will take place at the start of the regular board meeting at 8:15 AM on April 16th.
6. **Annual Meeting:** The governor cancelled the Township Annual Meetings state-wide. We are waiting for further direction.