

NORMAL TOWNSHIP
MONTHLY BOARD MEETING
NORMAL TOWNSHIP BUILDING
304 EAST MULBERRY

JUNE 18, 2020

8:15 AM

Meeting held virtually through Zoom

Supervisor Sarah Grammer, Trustee Ray Ropp and Clerk Amy Conklin present in building.

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

BOARD MEMBERS ABSENT: None

ELECTED OFFICIALS PRESENT: Assessor Rob Cranston, Highway Commissioner Arin Rader and Clerk Amy Conklin

ELECTED OFFICIALS ABSENT: None

OTHERS PRESENT: ARC Director or Operations Rick Lewis and EDC CEO Patrick Hoban

Ray Ropp made the motion to approve the May 21, 2020 Board Meeting Minutes and Sally Pyne seconded

Roll Call: Yea: Arlene Hosea, Sally Pyne, Dayna Schickedanz, Ray Ropp and Supervisor Sarah Grammer

Nay: None

Motion approved

Sally Pyne made the motion to approve the May 22, 2020 to June 18, 2020 Expenditures and Dayna Schickedanz seconded

Roll Call: Yea: Arlene Hosea, Sally Pyne, Dayna Schickedanz, Ray Ropp and Supervisor Sarah Grammer

Nay: None

Motion approved

General Town: \$109,667.49

General Assistance: \$12,754.04

Road Bridge: \$3,816.15

Senior Citizen: \$35,251.84

COMMUNITY ENGAGEMENT: Sally Pyne acknowledged Juneteenth- Emancipation Day.

Arlene Hosea stated that the Director of McLean County Health Department will offer grants for testing of COVID and ARC could be a testing sight

ASSESSOR REPORT by Rob Cranston: Finishing up with sales and permits

CLERK REPORT by Amy Conklin: Nothing to report

ROAD COMMISSIONER REPORT by Arin Rader: The Ameren Project is going well in north Normal Township

ARC Staff and Advisory: see ARC Director of Operations Rick Lewis's attached report

GENERAL ASSISTANCE and SUPERVISOR REPORT: See Supervisor Sarah Grammer's attached report

PUBLIC COMMENT: None

CLOSED MEETING: None

OLD BUSINESS: None

NEW BUSINESS

Patrick Hoban of EDC gave a report on the progress of the Brandt Abatement Audit- they have hired more employees than planned of 50. 91 currently employed. Wages are higher than planned. Company wants to provide quality positions.

Approval of Brandt Abatement for 2019 tax year- Resolution 21-01

Ray Ropp made the motion to approve and Sally Pyne seconded

Roll Call: Yea: Arlene Hosea, Sally Pyne, Dayna Schickedanz, Ray Ropp and Supervisor Sarah Grammer

Nay: None

Motion approved

Ray Ropp made the motion to approve the Quitclaim Deed for Normal Township Road District and Dayna Schickedanz seconded

Roll Call: Yea: Arlene Hosea, Sally Pyne, Dayna Schickedanz, Ray Ropp and Supervisor Sarah Grammer

Motion approved

Sally Pyne made the motion to approve Ordinance 21-03 authorizing new ARC Loan Agreement with Morton Bank. Arlene Hosea seconded

Roll Call: Yea: Arlene Hosea, Sally Pyne, Dayna Schickedanz, Ray Ropp and Supervisor

Nay: None

Motion approved

Discussion of operational changes of ARC due to COVID 19- Director of Programming Molly Camper is working on a list of programs to trial under the stage four guidelines at ARC

Ray Ropp made the motion to approve updating the Normal Township Personnel Manual to include the proposed policy for paid sick leave for part-time employees and Sally Pyne seconded

Roll Call: Yea: Arlene Hosea, Sally Pyne, Dayna Schickedanz, Ray Ropp and Supervisor Sarah Grammer

Nay: None

Motion approved

The meeting was adjourned at 9:25 am

Normal Township
 SUPERVISOR'S REPORT
 Prepared by Sarah Grammer
 June 18, 2020

- Assistance Report:** In May, 43 assistance appointments were scheduled for 42 residents. The township disbursed \$11,856.00 in General Assistance funds to 38 clients. Note that Emergency Assistance requires threat of eviction or utility disconnection, both of which have been put on hold by the governor statewide, so no Emergency Assistance cases were processed this month. We anticipate a high number of applications for Emergency Assistance when the governor's order is lifted, and we are referring clients who need help getting caught up on rent and utility payments due to COVID-19 to our partner MCCA.

GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE JUNE 2019 - MAY 2020

2019	GA	AMOUNT	EA	AMOUNT
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
20-Apr	40	\$11,856.00	0	0
20-May	38	\$11,856.00	0	0
TOTAL	518	\$155,417.90	186	\$104,820.65

GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE JUNE 2018 - MAY 2019

2018	GA	AMOUNT	EA	AMOUNT
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
19-Apr	41	\$12,464.00	10	\$4,502.42
19-May	47	\$14,288.00	16	\$8,793.43
TOTAL	588	\$148,990.27	207	\$117,451.57

We have resumed seeing clients in person at our office. We have created a web-optimized version of the county-wide assistance application that we refined with other agencies and have added it to the township website so that clients can complete the application online. The Town of Normal decided to direct all of their CDBG funds for COVID-19 shelter assistance to MCCA for disbursement, so we are referring Normal residents who do not qualify for one of our programs and who have COVID-19 related shelter needs to MCCA. We have made five referrals so far this month.

2. **ARC operations:** ARC staff are back at ARC on a rotation schedule that greatly limits their exposure to others during the workday. They are facilitating ARC virtual programs, calling members to check on them, completing training, and preparing for re-opening in Phase 4 of the state's plan, which we hope to have firm guidance on by the beginning of July so that we can re-open in August.

We are in the process of implementing a new member management system that will integrate with our entrance doors to passively track program attendance and increase building security.

Please review the draft ARC Guidelines and Protocols for COVID-19 for discussion at the board meeting.

3. **Grants:** We received an additional \$5,000 from the John M Scott Trust for helping low-income residents with medical and health related expenses. We also received a \$2,400 grant from the Illinois Prairie Community Foundation to help pay a music instructor to lead a new glee club program at ARC which starts via Zoom this week. We are in the process of exploring two additional grants through ECIAAA and IEMA to help offset the expense of the new member management system at ARC.

ARC Director of Operations Report
June 18, 2020

1. ARC building updates: We are in the process of purchasing hardware/software to enable us to manage key fob entry into ARC that integrates online activity registration, bill paying, and entry. Entry points would be the south doors for members, west doors for tenants, and north doors for members who attend classroom activities. Once the system is installed and staff are trained, we will produce a tutorial to post on our social media to prepare the members for the change. Other changes will be sneeze guards at the reception desks, requirements for members to wear masks, enhanced cleaning protocols, hand sanitizer stations at each entrance, and additional signage. In the meetings being held online with the other Illinois senior centers, we are equal if not exceeding the preparations and others are making to anticipate opening.
2. ARC managers and Sarah continue have weekly staff meetings on Zoom to discuss preparations for opening. Staff participated in training with the vendor for the new check-in system on June 11.
3. Staff have been back in the facility on a schedule that alternates times in the building and limits exposure to each other. Member Services Reps are staffing the desk from 8am-4pm to conduct Telephone Reassurance as part of the Sunshine Program and schedule appointments for VITA. VITA has resumed limited tax preparation with clients who missed appointments during the suspension. Clients drop off their documents at an assigned time and return to pick up completed taxes from the VITA staff.
4. We have increased security for our Zoom sessions after we had a session intruded by someone Molly has worked with the Tech Tutor Nancy Komlanc to increase the number of Zoom for Beginners sessions to train the members on how to access Zoom and increase their participation in digital programs and contacts with family and friends.
5. Staff attended Zoom conference sessions from the National Council on Aging June 8-11. Sessions were recorded and available through June 30. Online training for LGBT competence is wrapping up with a couple of MSRs needing to complete. Sexual Harassment training is June 23 at 10am for all staff.
6. Toni Tucker, director of the Ewing Cultural Center at Ewing Manor will be our next Senior Scholar on June 24 at 1pm presenting on Hazel Buck Ewing. Bob Bradley is our July 22 speaker to discuss the 2020 elections. Thank you Sally for attending in our May program.
7. Collette Travel continues to provide information sessions on Zoom for travel in the fall and members have been attending in anticipation of traveling. Sessions have been held

for Tulip River Cruise, San Antonio, Islands of New England, and Iceland. All travel tours are refundable no questions asked if a member pays to travel.

8. Carol Boerckel held our first digital watercolor class on June 11 with two members. This was a first time hosting and we believe the program can grow with more direct publicizing to the past participants.
9. SHIP counselors will be hosting an Intro to Medicare on Zoom on June 25 at 1pm. I am happy to see this group engaged and eager to sustain health insurance counseling during the pandemic.
10. Sammi will be reviewing ARC's website to assess its accessibility and exploring the newsletter for possible redesign.
11. Sunshine Committee member Evie McCain was spotlighted in the Illinois Department on Aging "Make Your Mark" campaign for Older Americans Month in May.

Normal Township Sick Leave Policy per the Personnel Manual:

SICK LEAVE 2.7

Full-time employees in the Township's service shall be entitled to paid sick leave. Sick leave shall accrue at the rate of one workday for each completed month of employment.

Unused sick leave may be accumulated up to a maximum of 90 work days or 675 hours. When a full-time employee leaves Normal Township or is discharged from employment, he/she will be entitled to be paid for unused sick leave up to 10 days or 75 hours.

The Township retains the right to take corrective steps to deal with the perceived abuse of sick leave or if an employee has prolonged and/or frequent and regular absences which hinder the carrying out of the employee's responsibilities.

Proposed changes to extend sick leave to part-time Township staff, starting July 1, 2020:

SICK LEAVE 2.7

All Township employees with regular weekly schedules shall be entitled to paid sick leave as set forth in this section. Employees with "regular weekly schedules" are those who work full-time or regular, weekly part-time schedules. It does not include any other employees, including but not limited to, those considered seasonal and/or temporary.

All employees shall accrue sick leave at the rate of 0.046 hours per hour worked up to the maximum set forth in this paragraph. Unused sick leave may be accumulated up to a maximum of 675 hours at any time during employment, and no sick leave above that amount shall otherwise be allowed to roll over. At the end of employment, an employee shall be entitled to be paid for accumulated, unused sick leave up to 75 hours.

The Township retains the right to take corrective steps to deal with perceived abuse of sick leave or if an employee has prolonged and/or frequent and regular absences which hinder the carrying out of the employee's responsibilities.