

NORMAL TOWNSHIP
BOARD OF TRUSTEES SPECIAL METTING
MARCH 14, 2020 AT 9:00 AM
NORMAL TOWNSHIP HALL
304 EAST MULBERRY, NORMAL, IL

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

BOARD MEMBERS ABSENT: Trustee Ray Ropp

ELECTED OFFICIALS PRESENT: Clerk Amy Conklin

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

OTHERS PRESENT: ARC members: Alan McDowell, Deb Shaw, Bob Stefl, Connie Stefl, Janet Gremer, Steven Kossman, and Joe Ramholz. Township staff: Rick Lewis, Elicssha Sanders, Molly Camper, Sammi Scott, Jill Schaab, and David Hernandez. Others: Sonja Reece.

Special meeting was requested in order to discuss and vote on temporarily suspending programming at ARC due COVID-19. Illinois Governor Pritzker declared a state of emergency on March 9, 2020, based on the guidance of Illinois Department of Public Health and Center for Disease Control to limit congregate activities. Illinois Department on Aging recommended on March 11, 2020 for organizations committed to the elderly to make changes to their organizations by March 12, 2020.

Public Comment

Alan McDowell stated that we should close for the safety of all ARC members and staff.

Steven Kossman stated that the ARC needs to make every effort to reach out to the members so that they don't feel isolated at home.

Joe Ramholz stated that the ARC should close and refund members for their classes.

Supervisor Sarah Grammer read aloud the ARC Management Proposal for the temporary closing of ARC and how to handle each situation and responsibility that the ARC provides to members and the community (attached).

The board members all felt that ARC programming should be suspended and that everything that can be done to reach out to the members so that isolation is reduced. Concerned about the logistics of providing the Peace Meal and delivering food from the food pantries to members. Delivery of ARC library books to members was suggested. ARC Staff have many details mapped out to help the members the best way possible

Supervisor Sarah Grammer proposed the Board support the ARC Suspension of Programming Plan through April 12, 2020 with a special meeting on April 4, 2020 at 9:00 am to evaluate possible resumption of programming. Dayna Schickedanz made the motion to support this plan and Sally Pyne seconded.

Roll Call Vote

	Yea	Nay
Arlene Hosea	X	
Sally Pyne	X	
Dayna Schickedanz	X	
Ray Ropp (absent)		
Supervisor Sarah Grammer	X	

All Yeas and Motion passes

Meeting was adjourned at 9:45 am

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TO: Normal Township Board of Trustees
CC: Normal Township Assessor, Road Commissioner, Clerk
FROM: Sarah Grammer, Supervisor
DATE: March 13, 2020
SUBJECT: ARC Suspension of Programming

The Normal Township Activity and Recreation Center is committed to supporting local seniors and promoting healthy aging. The health and wellbeing of ARC members and all seniors is a top priority.

On Monday, March 9, 2020, Governor Pritzker declared a state of emergency based on guidance from the Illinois Department of Public Health (IDPH) and the Centers for Disease Control (CDC). Organizations are being asked to act to slow the spread of COVID-19 by limiting group activities and congregate activities. Data show that older adults have the highest risk of becoming seriously ill from this new virus.

Based on guidance from the Illinois Department on Aging, issued on Wednesday, March 11, 2020 (attached), recommendations from the Center for Disease Control, and consultation with the McLean County Health Department, Sarah Bush Lincoln Peace Meal, and the Illinois Association of Senior Centers, the Township Supervisor and ARC Management team propose the following changes for four weeks, ending Sunday, April 12, 2020:

Hours and Staffing

- ARC will remain open and staffed from 8:00 AM – 4:30 PM Monday through Friday to take calls, answer walk-in questions, make referrals, and host appointments for VITA (Volunteer Income Tax Assistance), SHIP (Senior Health Insurance Program), CCSI (Community Care Systems, Inc.), and for pickup of prepared Peace Meal lunches.
- ARC will suspend all other regular programming, including congregate meals, games, classes, fitness center, pickleball, café, and walking track.
- Staff will be encouraged to take time off as needed to care for themselves and their families. All employee positions will be protected. No reduction in staff hours is proposed.
- Management will focus on staff training, document updates, building repairs, and database maintenance, in addition to regular phone check-ins with members at highest risk of social isolation.

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Communication

- ARC will utilize email, Facebook, and phones to communicate updates to members and the public during the suspension of operations. Messaging shall be consistent with CDC/IDOA/McLean County Health Department emphasizing senior's health and safety, taking an abundance of caution to slow the spread of disease, urging social distancing, and encouraging members to call and check on friends and family in order to reduce social isolation.
- All media inquiries will be directed to the Normal Township Supervisor to ensure messaging is accurate and consistent.

Refunds

- Refunds or credits for classes and activities will be issued as requested.

Cleaning and Sanitizing

- During suspension of programs and activities, staff will clean and sanitize all surfaces and equipment in public areas, activity rooms, exercise rooms, studios, restrooms, locker rooms, offices, and ARC vehicles.
- Management will ensure cleaning and sanitizing, and supplies are readily available in the custodial closets, café supply closet, reception desk and van.

Resumption of Operations

The township will continue to follow IL Department of Aging, CDC, and McLean County Health Department guidance on operations and will abide by any restrictions in place.

When programming and activities resume, members will continue to be encouraged to follow the recommendations outlined by the Center for Disease Control:

- Stay home and consult with a doctor if feeling ill.
- Wash hands often with soap and water for at least 20 seconds especially after being in a public place or after coughing or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of the hands and rub them together until they feel dry.
- Avoid touching the eyes, nose, and mouth with unwashed hands.
- Cover mouth and nose with a tissue when coughing or sneezing or use the inside of the elbow. Discard tissues in the trash.

When operations resume, managers, volunteers, and custodians will clean high touch areas on an hourly basis (shared telephones, coffee urns, ice/water dispenser, touchscreen kiosks, computer lab equipment, elevator buttons, light switches, and door handles).

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JB Pritzker, Governor
Paula A. Basta, M.Div., Director

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Immediate AAA Guidance on Congregate Settings

Illinois older adults are among the highest risk population group for becoming seriously ill from COVID-19. Locations where seniors gather such as congregate meal sites and senior centers may increase the risk of transmitting COVID-19 and community spreading of the virus. On Monday, March 9, 2020, Governor JB Pritzker declared a state of emergency based on new guidance from the Illinois Department of Public Health (IDPH), Centers for Disease Control (CDC) and evidence emerging across other countries and throughout the United States.

The Illinois Department on Aging is requesting all Area Agencies on Aging to **immediately** suspend all gathering activities placing our older adults at heightened risk including the provision of congregate meals and social activities conducted in group settings. In order to protect the health, safety and welfare of our participants and ensure continuity of essential services each AAA must:

- Notify providers, staff, and clients that group activities and congregate gatherings will be suspended within 24 hours. The IDoA recommends individual services for seniors such as benefit assistance, tax preparation, and Benefit Access Application (BAA) applications continue without interruption;
- Notify providers, staff, and clients of an immediate alternative to the suspension of congregate dining such as box lunch service, pick-up option or home-delivered meal;
- Obtain a list of clients impacted by the temporary closure of congregate meal sites together with phone numbers and emergency contact numbers to ensure follow-up;
- Determine how to provide regular updates to affected seniors;
- For congregate meal recipients that receive CCP services, please communicate with the respective CCUs regarding the provision of alternative meals, e.g. box lunch service.

During this temporary suspension, nutrition screenings may be waived by providers to ensure older adults are provided with meals. IDoA will remain in close contact with the AAAs with updated guidance and recommendations.