

NORMAL TOWNSHIP  
MONTHLY BOARD MEETING  
NORMAL TOWNSHIP BUILDING  
304 EAST MULBERRY  
AUGUST 20, 2020  
8:15 AM  
Meeting Held Virtually through Zoom  
Supervisor Sarah Grammer 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

OTHERS PRESENT: ARC Director Rick Lewis

Sally Pyne made the motion to approve the June 25<sup>th</sup>, 2020 Special Meeting Minutes and Ray Ropp seconded

Roll Call- Yea: Supervisor Sarah Grammer, Arlene Hosea, Sally Pyne, Dayna Schickedanz and Ray Ropp  
Nay: None  
Motion approved

Ray Ropp made the motion to approve the July 16<sup>th</sup>, 2020 Regular Board Meeting Minutes and Sally Pyne seconded

Roll Call- Yea: Supervisor Sarah Grammer, Arlene Hosea, Sally Pyne, Dayna Schickedanz and Ray Ropp  
Nay: None  
Motion approved

Sally Pyne made the motion to approve the Expenditures from July 17<sup>th</sup> to August 20<sup>th</sup>, 2020 and Arlene Hosea seconded

Roll Call- Yea: Supervisor Sarah Grammer, Arlene Hosea, Sally Pyne, Dayna Schickedanz and Ray Ropp  
Nay: None  
Motion approved

General Town: \$117,874.71  
General Assistance: \$14,826.74  
Road and Bridge: \$11,692.02  
Senior Citizen: \$38,856.82

COMMUNITY ENGAGEMENT REPORT: Sally Pyne praised the ARC Staff how well they have kept members engaged

ASSESSOR REPORT by Rob Cranston: the "books" have been turned in on 8/19/2020- numbers will be crunched and a multiplier will be created

CLERK REPORT by Amy Conklin: Nothing to report

ROAD COMMISSIONER REPORT by Arin Rader: Mowing around guardrails and spraying , the well was dug at the new site of the Highway Township Building- water was reached at 95'

ARC Staff and Advisory Board Report by Rick Lewis: see attached report- 87 units of blood was collected yesterday during Blood Drive- Anyone can participate in creating a square for the COVID Quilt

GENERAL ASSISTANCE AND SUPERVISOR REPORT by Sarah Grammer: see attached report

Public Comment: None

Closed Meeting: None  
Old Business: None

**NEW BUSINESS**

Presentation of Fiscal Year 2020 Audit by Robert McGlade  
All Funds are under budget  
Township debt is less than what is allowed

Arlene Hosea made the motion to approve the Fiscal 2020 Audit and Dayna Schickedanz seconded

Roll Call- Yea: Supervisor Sarah Grammer, Arlene Hosea, Sally Pyne, Dayna Schickedanz and Ray Ropp  
Nay: None

Motion approved

**Discussion of township FY 2021 Grant Funds**

The organizations have different needs since the COVID situation occurred

Project Oz for the Yes Program- will be contacted so a representative can speak about the program at September's meeting

YWCA- Special Care Program

Prairie State- Housing Initiative

Peace Meal- shopping for a new distribution center

\$60,000 is allotted in budget for the Grants

Discussion of operations during COVID- the ARC will stay closed until it can be opened safely- Supervisor Sarah Grammer praised the ARC Staff for all of the available programming for members during COVID

Next Agenda- Sally Pyne asked for an update on the ARC Green Space Project

Supervisor Sarah Grammer adjourned meeting at 9:13 am

## Attachment 1

### ARC Director of Operations Report August 20, 2020

1. After weeks of training and installation the GymMaster software system is in place and ready for use. The south, east, north and west doors have key fob readers and these have been tested and ready for use. An intercom with video has been installed on the south door to use for non-members and vendors. Membership data has been migrated to the system and MSRs have been entering member pics for their profiles. Membership renewals are arriving in the mail and online using credit cards.
2. Members are beginning to log into GymMaster for the first time after August 3. The learning curve will be steep for some members but I believe the system will be worth it once everyone gets the hang of it. Staff are continuing to learn the ins and outs of the system as they help members navigate the system.
3. Staff have been participating in monthly meetings with the Association of Illinois Senior Centers. Centers across the state are at various levels of preparedness for resuming operations and ARC is well within the standards for protocols for entry, programming, and operations.
4. Member Services Reps and ARC managers will continue the Telephone Reassurance calls to members as part of the Sunshine Program. Calls include well-being checks and birthday calls. We are working to identify members who would benefit from accessing digital programming if they need devices and internet connectivity and apply for funds through the IL Department on Aging. Six referrals have been completed and we're anxiously waiting to see if the referrals result in a device for the members. State Farm has reached out to ARC to assist us with letter writing as part of their Good Neighbor volunteer programming. Volunteers will be writing letters to ARC members who choose to participate.
5. ARC and Township staff participated in a three-hour Cultural Competency training on Zoom on July 27 with Angell Howard, a trainer with ISU Student Affairs. Response has been positive from the staff. Other training included online training for LGBT was completed and ARC received its certification from SAGECare last week. This certification announces our operations a safe space for gay members. We will be receiving window clings to display on the doors attesting to the certification and will use their logo on online media to promote the certification.
6. Programming: ARC hosted another Blood Drive on August 19; virtual bingo returns to ARC on August 21; Dr. Dianne Clemens, retired nursing faculty is the August 26 Senior Scholar speaking on the effects of COVID and how to cope; Carol Boerckel will teach a

digital watercolor class on August 31; and Colonel David Terronini has been invited to video a message for POW/MIA Recognition Day September 18.

7. SHIP counselors are preparing for fall open enrollment for Medicare beginning in October. The SHIP office is set up for meeting with clients using COVID protocols. We had a chance to practice the protocols with a SHIP client and counselors and the process seems to go smooth. The group is also interested in hiring and training an additional counselor since this process may take more than six months before the new counselor is able to function as a counselor. One candidate has completed an application and will interview August 20. Online training from the Springfield headquarters cannot guarantee a place in training due to the high demand for trainers and limited number of counselor manuals but we are keeping our fingers crossed the candidate is accepted in the program.
8. The ARC quilting group is creating a "Pandemic Quilt" to be raffled off for the Living Memorial Fund in December. Each square will consist of a color block with white circles. They are inviting ARC staff to select fabric and indicate the number of people in their household that sheltered together during the pandemic. The small blocks will be sewn around a larger square depicting a corona virus design. Let me know if you're interested in participating.

**Attachment 2**

**NORMAL TOWNSHIP SUPERVISOR'S REPORT**

Prepared by Sarah Grammer

August 20, 2020

1. **Assistance Report:** In July, 57 assistance appointments were scheduled for 43 residents. The township disbursed \$12,031.94 in General Assistance funds to 39 clients. Note that a moratorium on evictions remains in effect until August 22. Utility disconnection notices will go out soon, so we are receiving more calls now. We are referring clients who not qualify for township assistance to our partner MCCA for COVID-19 relief.

**GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE AUGUST 2019 -  
JULY 2020**

2019	GA	AMOUNT	EA	AMOUNT
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
20-Jun	37	\$11,544.00	0	0
20-Jul	39	\$12,031.94	0	0
<b>TOTAL</b>	<b>503</b>	<b>\$151,686.22</b>	<b>144</b>	<b>\$83,602.50</b>

**GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE AUGUST 2018 -  
JULY 2019**

2018	GA	AMOUNT	EA	AMOUNT
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
19-Jun	40	\$11,938.02	17	\$7,636.51

19-Jul	51	\$15,369.60	25	\$13,581.64
<b>TOTAL</b>	<b>577</b>	<b>\$151,330.89</b>	<b>209</b>	<b>\$119,723.00</b>

- 2. Training:** During the building closure, we have focused heavily on staff training. Staff completed a three-hour Cultural Competency training on July 27th via Zoom led by Angell Howard. The training helped expand staff understanding of intolerance and to move beyond differences in an individual's identifiable background to create a more welcoming and inclusive environment. Staff also completed SAGECare competency training on LGBT aging issues for service providers, earning a platinum certification for ARC. SAGE is the country's oldest and largest nonprofit organization dedicated to improving the lives of LGBT older adults. Normal Township's Activity and Recreation Center is the first center in the area to earn this credential.



- 3. ARC Solar Project:** The Solar For All Project at ARC has been submitted, and we will be notified soon if the project will be funded.
- 4. CURE Grant through DCEO:** We have applied for a federal CURE grant through DCEO to ask for reimbursement for COVID-19 related expenses the Township has incurred. I will have more information at September meeting.
- 5. SHIP Grant:** Our Senior Health Insurance Program, SHIP, has been awarded a \$2,000 grant to help with expenses related to Medicare counseling. Counselors are using Zoom and one-on-one appointments for counseling.
- 6. FY2021 Grant:** A notice of grant fund availability has been sent to agencies. As applications are received, I will send them to the board.