

NORMAL TOWNSHIP
MONTHLY BOARD MEETING
NORMAL TOWNSHIP BUILDING
304 EAST MULBERRY

July 16, 2020 at 8:15 AM

Meeting held virtually through Zoom

Supervisor Sarah Grammer and Trustee Ray Ropp 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 and Highway Commissioner Arin Rader

ELECTED OFFICIALS ABSENT: Clerk Amy Conklin

OTHERS PRESENT: Deputy Clerk Becca Rice, ARC Director of Operations Rick Lewis, ARC Director of Programming Molly Camper, ARC Member Services Manager Elicsha Sanders, ARC Communications Coordinator Sammi Scott, and ARC member Mary Wuhrmann

Ray Ropp made the motion to approve the June 18, 2020 Board Meeting Minutes as amended to include Sally Pyne's correction to Juneteenth. Dayna Schickedanz seconded.

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

Nay: None

Motion approved

Sally Pyne made the motion to approve the June 19, 2020 to July 16, 2020 Expenditures. Ray Ropp seconded.

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

Nay: None

Motion approved

General Town: \$31,554.76

General Assistance: \$3,996.79

Road Bridge: \$23,792.52

Senior Citizen: \$8,234.26

COMMUNITY ENGAGEMENT: Sarah and Rick spoke at a Rotary meeting on July 15, covering how ARC is working through programming during pandemic.

Sarah continues to meet with the Shelter Coalition groups.

Sally Pyne attended a Morning with Professors sessions, as well as the on-line sexual harassment prevention class. She has been following local COVID-19 data closely. Her report is attached.

ASSESSOR REPORT by Rob Cranston: Entering of sales are now up to date and the staff are on track to have assessments finalized according to schedule (early August).

CLERK REPORT by Becca Rice: Nothing to report

ROAD COMMISSIONER REPORT by Arin Rader: Asphalt has been repaired on 2000 North, Kerrick and Ziebart Roads. He is working with zoning to get site approval for new building, water well was dug on July 15. Also hoping to get a hoop house, for road salt storage, built.

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

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

PUBLIC COMMENT: None

CLOSED MEETING: None

OLD BUSINESS: None

NEW BUSINESS

- A. Discussion and a vote were made on resuming limited, onsite programming at the ARC. ARC was initially scheduled to re-open to limited, onsite programming on August 4. Consideration was given to restricting the number of programs and participants to stay below the CDC recommendation of gatherings of fewer than 50 participants. Questions included in discussion were:
- If programming resumed, would participants practice recommended safety practices
 - What would health ramifications be, to both members and staff, should an infected person enter the facility
 - Do the concerns of reopening outweigh the physical and mental health ramifications of staying closed

After considerable discussion, including note that other centers throughout the state are largely staying closed, Sally Pyne made the motion to vote to delay the opening of the ARC until a date to be determined later. Dayna Schickedanz seconded.

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

Nay: Ray Ropp

Motion approved

- B. Discussion of Township grant funds:
- Notifications on current grant fund availability will soon be sent to agencies. Grammer has been in communication with Prairie State Legal about their missing grant report and will notify the board when they submit a budget of last year's grant funds spending.
 - Pyne asked that Project Oz be notified of grant fund availability for their youth runaway programs

Items for next meeting: Presentation of annual audit and approving of June special meeting minutes

The meeting was adjourned at 9:35 am

Normal Township Deputy Clerk – Becca Rice

Date

Attachment 1

Community Engagement Report 7/16/20

Sally Pyne

Zoom with the professor's program through the ARC very informative, fun & well received it seemed.

Sexual Harassment training through ARC done very well. Biggest take-away is that, even if unintended, ANY unwelcome behavior or offensive words are harassment if perceived by the recipient with NO exception.

Finally, in order to make sound decisions in these uncharted and confusing times of the COVID19 pandemic it is important to stay engaged in the community's data regarding the spread and risk involved in contracting and transmitting the flu. I suggest paying particular attention to the positivity rate which measures the percentage of those who test positive for all of those tested. This is reported as a current day percentage as well as a rolling weekly average. The rolling weekly average lends knowledge to particular trends and patterns in our area's efforts to contain the virus.

On May 9 the positivity rate was 18%--meaning 18 of every 100 people tested had the virus. Granted, at this time those being tested were the front-time workers and those displaying symptoms. Phase 3 of reopening was May 29th and we had a June 9 rate of 4%. From there was a fairly steady drop to our all-time low of .6% on June 29th. About this same time we moved to Phase 4 throughout the state on June 26th. This phase allowed indoor dining and groups of 50 or less to gather. Since July 1 we have been on a steady rise, and currently have returned to a 2.6% positivity rate-- about where we were June 18th.

We seem to be at a precipice right now and should wait to see what our numbers do—will they drop as before or rise with the return of college students in August? Other states have suffered much worse: Florida has a rate of 19.3%, and Wisconsin holds at 10%. It is for these reasons I would recommend that we NOT open the ARC as early as August 4, but wait and watch what our community experiences in the coming weeks.

Attachment 2
ARC Director of Operations Report
Rick Lewis
July 16, 2020

1. ARC building updates: Many of the items that need to be in place for an August opening have been identified and working toward implementing. The hardware and software for entry is being installed and staff are training on its functions. Key fobs arrived Friday, July 10. The sneeze guards are in place at the reception desks. Decals and signage are ordered instructing social distancing. New procedures are constantly being reviewed and updated. The ECIAAA was able to provide more than 2000 masks to distribute to members who come to ARC without a mask and two digital thermometers for screenings.
2. ARC managers and Sarah continue to have weekly staff meetings on Zoom to discuss preparations for opening. We have also begun to have regular training sessions with the GymMaster support staff to familiarize ourselves with the new member management program in preparation for an August opening. Member Services Reps began training on the GymMaster program on July 13 now that the data has been transferred.
3. Second floor tenants are learning to function in the new environment. Faith in Action has been operating through the summer but have been asked to share their COVID protocols. ISU Speech and Hearing Clinic has resumed their operations under their new plans. Their operations will function independent of ARC and they will serve their clients using the west entrance as a dedicated access point for temperature check and COVID questionnaire.
4. Molly has put together a variety of on-site programs to begin the transition to resuming programs. The limits on the number of people in the building and the spaces to assign programs creates an additional challenge but she is working to accommodate the members who are willing to return. Programs will include Billiards, Tai Chi, Quilting, Stamping, Chess, Scrabble, Painters Workshop, Knitting, Strat-o-Matic Baseball, and Nurse Shirley. Digital programs will continue with Book Club and Glee Club. Sammi will be hosting Zoom Bingo in mid-August partnering with bingo sponsors who were unable to sponsor when we closed to offer \$5 gift cards as prizes.
5. Staff participated in the Zoom call with the Association of Illinois Senior Centers on July 9. Centers provided updates on opening protocols, anticipated dates, and programming. ARC is well within the guidelines for operations, protocols and program offerings as our peers and in some instances better positioned to resume operations. A lot of credit goes out to the manager staff for their hard work and Sarah's leadership.
6. ARC continues to support other community groups with our facility. A Blood Drive is scheduled for July 17 from 10am-3pm. We hosted the Diabetic Shoe Clinic on July 8 serving 16 clients and another scheduled in two weeks.

7. VITA completed their tax preparation services for the backlog of 50 clients due to the March shutdown.
8. Interest in fundraising continues despite the pandemic. Sammi and Rick met with the Living Memorial Fund board members and discussed the quilting groups interest in creating a Pandemic Quilt to be raffled to raise funds since we're unable to host the golf scramble this summer.
9. Member Services Reps are continuing to conduct telephone assurance and birthday phone calls. The members really appreciate the calls and of course the first question they have is when ARC will reopen. Staff are also assisting at the Township office with reception.

Attachment 3

NORMAL TOWNSHIP SUPERVISOR'S REPORT

Prepared by Sarah Grammer

July 16, 2020

1. **Assistance Report:** In June, 67 assistance appointments were scheduled for 49 residents. The township disbursed \$11,544.00 in General Assistance funds to 37 clients. One resident received \$847.02 from the John M. Scott Grant for medical needs. Note that Emergency Assistance requires threat of eviction or utility disconnection, both of which have been put on hold by the governor statewide until 7/31/20. 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 JULY 2019 - JUNE 2020

2019	GA	AMOUNT	EA	AMOUNT
JUL	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
20-Jun	37	\$11,544.00	0	0
TOTAL	515	\$155,023.88	169	\$97,184.14

GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE JULY 2018 - JUNE 2019

2018	GA	AMOUNT	EA	AMOUNT
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
19-Jun	40	\$11,938.02	17	\$7,636.51
TOTAL	583	\$149,801.29	203	\$114,527.07

2. **ARC operations:** We are working with the county health department to have plans approved for limited, onsite programming at ARC starting in August.
3. **ARC Shuttle Van:** Graphics are being applied this week.
4. **FY 20 Grant Reports:** Grant reports for funds disbursed during FY 20 are being compiled and will be sent to the board ahead of the board meeting.