

NORMAL TOWNSHIP
MONTHLY BOARD MEETING
NORMAL TOWNSHIP BUILDING
304 EAST MULBERRY
MAY 21, 2020
8:15 AM
Meeting held virtually through Zoom

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 of Operations Rick Lewis

Sally Pyne made the motion to approve the April 16, 2020 minutes and Arlene Hosea seconded and was passed

Sally Pyne made the motion to approve the April 17, 2020 to May 21, 2020 Expenditures. Arlene Hosea seconded and was passed

General Assistance: \$12,888.39
General Town: \$135,242.15
Road and Bridge: \$20,003.06
Senior Citizens: \$13,827.43

ASSESSOR REPORT by Rob Cranston: Nothing to report

CLERK REPORT by Amy Conklin: Nothing to report

ROAD COMMISSIONER REPORT by Arin Rader: TOI Attorney sent for Deed of Property for 3rd attempt and next month it will be voted on once it is corrected

Ameren Project- new power lines to substation through Township roads- has been messy due to the wet spring- still moving forward- another company is recording the condition of roads and will repair when project is finished

ARC STAFF AND ADVISORY BOARD REPORT: Rick Lewis' report attached

GENERAL ASSISTANCE REPORT by Supervisor Sarah Grammer:

In May there were 40 appointments for 40 residents
May 2020 GA with 38 clients for \$11,856.00
May 2019 GA with 47 clients for \$14,288.00
May 2020 EA – on hold by Governor's order
May 2019 EA with 16 clients for \$8,793.43

SUPERVISOR REPORT by Sarah Grammer: She has been meeting with the United Way, MCCA, Town of Normal, City of Bloomington Township, Salvation Army along with many other social agencies. Discussions on how to meet new needs of citizens due to COVID- 19

Raising the income limit for families applying for Emergency Assistance to 100% of poverty from 75% - to align our township's program with the City of Bloomington Township

ARC Renovations have been completed and the punch list has been fulfilled
Auditors have begun accessing township files for the FY 2020 audit

No Public Comment
No Closed Session Meeting

OLD BUSINESS: None

NEW BUSINESS: Discussion of refinancing ARC loan

Dayna Schickedanz made the motion to approve to refinance the ARC loan with Morton Community Bank for \$2,604,052.20 with maturity date of December 5, 2028 at a 2.6% fixed rate beginning on July 1, 2020. Ray Ropp seconded and went to a Roll Call Vote.

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

Motion passes

Discussion of operational changes due to COVID- 19- 3 part time shuttle bus drivers may be put on Furlough and will be able to collect unemployment benefits- Discussed idea of paid sick leave for part time workers.

Discussion of Normal Township's Senior Advisory Committee Guidelines – board decided to delay further discussion until committee members could be present to share their thoughts with the board.

Semi-annual review of closed session minutes – Board discussed keeping minutes related to personnel issues closed. Trustee Pyne motioned not to release any closed session minutes at this time. Trustee Schickedanz seconded. Motion passed.

Meeting adjourned at 9:30 AM.

Attachment 1

ARC Director of Operations Report May 21, 2020

1. Preparations continue on the building prep for the eventual reopening. Farnsworth conducted a walkthrough on May 4 to inspect areas identified on our punch-list for repair. Vissering was in the building on May 12 for the final walkthrough with building inspectors, fire department, electrical, plumbing, etc. A flooring repair person replaced vinyl in some areas of the walking track that were causing trip hazards. Painters were completing touchups on the exterior of the west façade and a few areas on the interior walls. Additional surveillance cameras were installed and functioning.
2. ARC managers and Sarah have begun weekly staff meetings on Zoom to discuss preparations for opening. Discussions are focused on identifying a way to operate the facility with reduced attendance to meet safe guidelines; a way to register their attendance and participation in activities in an equitable way; check in members with no-touch protocols; and provide activities that have minimum contact and exposure. We have identified up to eight spaces that can be used for activities.
3. Member Services Reps have been active helping with the Telephone Reassurance as part of the Sunshine Program. Two MSRs have been phoning members for two hours each day between 10am and 12 noon to conduct a wellbeing checks. More than 100 calls are made a week. MSRs Ruby Jones and Jeanie Whitehill have been assisting managers with hosting Zoom chats and activities. Members who need face masks are provided a mask donated by volunteers who sew.
4. The Illinois Department of Human Rights requires Illinois employers in compliance with **Public Act 101-0221** (commonly referred to as the Workplace Transparency Act) complete sexual harassment training annually for all staff by December 2020. I have identified a facilitator and will be scheduling training for staff using Zoom in June.
5. Sammi is continuing to complete a July Facebook schedule that we can adhere to in the event that we resume operations.
6. Portillo's Drive-Thru Dine & Donate event will be held 4-8 PM on June 16th. Can show digital flyer from Facebook or just mention ARC Living Memorial Fund when ordering/paying. Sammi's goal is to keep us on our regular quarterly Dine & Donate schedule.
7. ARC's annual Memorial Day Recognition Ceremony will be Saturday, May 23 on video through ARC's social media. Chaplain Colonel David Terrinoni will video the program at ARC on May 19 and it will include a video of a Military Rites ceremony by the American Legion Honor Guard.
8. Retired ISU faculty Mary Campbell will host our first Zoom Senior Scholar on May 27 at 1pm. Past participants have been personally invited by email to join. Her topic is "Solving Community Problems Through Intentional Community Collaboration." Toni Tucker,

director of the Ewing Cultural Center at Ewing Manor will be our June Zoom Senior Scholar presenting on Hazel Buck Ewing.

9. Members continue to mail in membership renewals and include notes stating they appreciate what ARC is doing during this difficult time.

10. Digital programming has been hit and miss. Successes with members accessing Zoom has been great among groups that have more established communities such as Quilting and Sewing, Great Books, ARCooustic Jam, Line Dance, Tai Chi, and Meditation. Videos for yoga are well received. Cafe Chats and Social Chats are the least attended because these are random gatherings.