

**Schaumburg Township**  
**Senior Citizens Services Committee**  
**Meeting Minutes**

*Monday, January 20, 2020*

I. Call to Order: The meeting was called to order at 7:03 PM.

II. Roll Call (the following were in attendance):

Trustee Nimish Jani

Mark Chereso

Nancy Croke

Denis De Camp

Linda Kasinger

Donna Kaywood

Marilyn Pande

Kathy Ray

Sheva Wohlhart

Director of Senior Services Megan Conway

III. Approval of December Minutes

One correction identified: the Committee approved the November minutes (the minutes incorrectly stated the approval was for the October minutes). Motion to approve corrected minutes by Kathy; Second by Linda. Motion carried.

IV. Reports

a. Chairperson's Report

No report. Committee Member Kathy reminded group of the Barn's Flag Day event upcoming on June 12.

b. Trustee Liaison's Report

Trustee Jani discussed budget changes and time line for FY21. Also reviewed capital improvement projects to the Township including the board-approved large food pantry renovation project. Trustee Jani explained the current set up of the pantry and the many ways the renovation will improve services.

c. Director's Report

Written report on file. Director Conway also shared updates on the LIHEAP program and income increase to the Benefit Access program.

V. Old Business

a. FY21 Annual Funding Application Recommendation

Committee discussed funding proposals for FY21 Grant applications. Committee proposed the following allocation:

i. ETSNW                      \$3,000

ii. Kenneth Young          \$4,000

iii. HOSC RSVP              \$1,000

Motion by Kathy; Second by Linda. Motion passed.

VI. New Business

Next meeting is scheduled for Monday, March 16, 2020, at 7:00 PM  
At the Township of Schaumburg – 1 Illinois Blvd, Hoffman Estates, IL, 60169

- a. FY21 Funded Agency Report Template Discussion  
Director Conway explained funded agency reporting process and suggested designing a template all agencies could use to report monthly data. Committee agreed that a monthly report would be preferred (as opposed to quarterly). Committee provided feedback to template and further discussion will be held in February.
- b. FY21 Department Goals  
Director Conway reviewed the department's upcoming goals for FY21. They are:
  - i. Develop and expand a volunteer program
  - ii. Research, recommend, and implement a software program to improve department efficiency
  - iii. Develop a survey process for customer satisfaction
  - iv. Have all human services professional take and pass the Alliance for Information and Referral Systems (AIRS) Community Resource Specialist – Aging/Disabilities (CRS-A/D) certification
- c. Take Charge of Diabetes Class  
The Take Charge class is a six-week workshop series. We had enormous response with 25 people and 10 on a wait list. AgeOptions will be facilitating the class and indicated this is one of the most well received workshops to date. A second session will likely be scheduled in 2020.
- d. AARP Foundation Tax-Aide  
The AARP Foundation Tax Aide program will begin scheduling appointments on January 27 with the first appointment scheduled for 2/4. We expect to see a large volume of people for this popular program.
- e. Capital Improvement Updates  
There are numerous capital improvement projects coming up. The walls and doors separating the Senior and Disability departments will be demolished and a new reception desk installed. The areas will be painted in conjunction with new carpet installation. A door “storefront” style glass door and windows will be installed to improve efficiency and customer experience.
- f. Volunteer Updates
  - i. Knit and Crochet Group  
Year end report states that the volunteer group donated 4,576 items to 11 organizations.
  - ii. Schaumburg High School SHARE  
A high school volunteer will begin volunteering in Senior Services by assisting Intake Coordinator with clerical tasks.
  - iii. Additional Opportunities  
Staff are working to develop new ways to engage volunteers and expanding volunteer opportunities including remote options.

## VII. Adjournment

Motion by Kathy; Second by Donna. Meeting adjourned at 8:21 PM.