

Schaumburg Township
Senior Citizens Services Committee
Meeting Minutes
Monday, May 20, 2019

I. Call to Order: The meeting was called to order at 7:05 PM.

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

Nancy Croke
Denis De Camp
Linda Kasinger
Donna Kaywood
Marilyn Pande
Kathy Ray
Sheva Wohlhart
Trustee Jeff Mytych
Megan Conway

III. Approval of March Minutes

Motion by Linda; Second by Kathy. Motion carried.

IV. Reports

a. Chairperson's Report

Welcomed four new members. Commented on the vibrancy and new energy they will bring and looking forward to a new chapter.

b. Trustee Liaison's Report

Trustee Mytych reported that the Board of Trustees accepted Supervisor Mary Wroblewski's resignation at the April 24 board meeting. Timothy Heneghan was appointed to position of Supervisor and W. Robert Vinnedge was appointed to position of Clerk. There is currently a vacancy on the Board. The Board met with seven interested candidates recently and may make an appointment at next board meeting on May 22.

Parking lot project has officially begun. No official timeline yet, but patience is appreciated as we expand the lot for improved safety.

c. Director's Report

Written report on file. The next issue of the *Senior Newsletter* went to print on Friday. Residents should expect to receive within the next week or so. We will be moving to print the newsletter six times per year. We are also updating our mailing list and request any person who would like to receive a hard copy of the newsletter to notify the department by phone, email, or mail of their wish to continue. Our mailing list has grown significantly and we want to ensure people we mail to are accurate and interested.

Senior Services will also be launching a new program called *Bridges to Memory*. The program will meet monthly and intends to support caregivers and people with memory loss/dementia in safe, structured activities. We are looking for volunteers to support the program and we encourage people to spread the word. The group will meet on the fourth Wednesday of each month at 2 PM.

V. Old Business

- a. Appointment of new Senior Committee members
There will be two new Committee members appointed at the May 22 board meeting. Congratulations to all new members on their recent appointments. The Township purchased nameplates for all committee members and we thank everyone for their service.
- b. Code of Conduct Review and Feedback
General discussion on proposed Code of Conduct. Director Conway shared examples of when the Code of Conduct would be beneficial. Committee members agreed that it is a good thing to have and will help ensure fairness among participants. Director Conway also ensured that sufficient information would be provided to public upon inception. The Code of Conduct will be reviewed by the attorney before moving forward. Depending on attorney response, the proposed Code will be shared at an upcoming Committee of the Whole meeting for general board discussion. Following attorney review and board discussion, the Code would go on the agenda for approval at a subsequent board meeting.

Committee members suggested ensuring contact information in advance of a trip or outing – getting accurate cell numbers, reviewing itinerary information, bringing a township cell phone for participants to call in case of emergency, and verifying emergency contacts. Director Conway will share suggestions with program staff.

- c. By-Laws Review/Committee
General discussion on current by-laws and reviewed draft by-laws revision. The Committee offered suggestions to documents including a clarification in Article III Section III about committee members who fill the vacancy of a term. There was general discussion on types of membership and differences between Associate and Honorary. Committee agreed to keep both types of membership in the document. Final revision will be sent in advance of September Committee meeting for approval. Following September meeting, the by-laws update will be presented to Township Board for adoption.

VI. New Business

- a. New Intake and Referral Coordinator Hire
An offer was made to Helen Bisioulis who accepted the offer. Her tentative start date will be May 28 pending board approval.
- b. Open Meetings Act Training
Director Conway explained requirement of completing Open Meetings Act Training. All Committee members are expected to complete the online training and furnish a certificate to Director.
- c. Township Officials of Cook County – Township Day – June 15, 2019
Director Conway provided information on Township Day. Explained open house features, fashion show, and other items. Shared that it will be World Elder Abuse Awareness Day and people are encouraged to stop by for a remembrance. People are encouraged to attend and spread the word
- d. Elections of Officers
Chairperson Croke opened elections for nominations of Chairperson and Vice-Chairperson; none
 - A. Chairperson; Chairperson Croke entertained three motions from the floor for nominations.
Nomination of Nancy by Linda; Second by Sheva
No other nominations. Members voted unanimously to accept Nancy as Chairperson.

- B. Vice-Chairperson; Chairperson Croke entertained three motions from the floor for nominations.
Nomination of Linda by Nancy; Second by Kathy
No other nominations. Members voted unanimously to accept Linda as Vice-Chairperson.

- VII. Adjournment
Motion by Linda; Second by Donna. Meeting adjourned at 8:28 PM.