

The City of Lake Forest
Dickinson Hall
Senior Resources Commission
Meeting Minutes
July 9, 2020
Remote Access Meeting

1. Call to Order and Roll Call

Chair Strenger Wayne opened the meeting at 1:00pm.

Commission Members

Gale Strenger Wayne-Chair **P**

Mark Dillon **P**

Phil Hartung **P**

Jill Rosa **P**

Barbara Sheppard **P**

Ed Richardson **P**

Thomas Sullivan **A**

City Council Liaison

Melanie Rummel **P**

Staff

Sally Swarthout, Director of Parks, Recreation, and Forestry **A**

Janet Fryer, Senior Advocate **P**

Tricia Schwall, Senior Resources Manager **P**

Tara Purtell, Administrative Assistant **P**

Katie Dolan, Program Supervisor **P**

Note: **P**=Present **A**=Absent

Guests

Robbie Boudreau, Director of Faith in Action

2. Welcome New Commission Members

Chair Strenger Wayne gave regards to past Commission members Sally Kelly, Carol Champ and Mark Dewart thanking them for their dedication, collaboration and thoughtful insights. She welcomed new Commission members Phil Hartung, Jill Rosa and Barbara Sheppard and each new member introduced themselves.

3. Approval of Minutes

Commissioner Richardson made a motion to approve the minutes from the January 9, 2020 SRC Meeting. Commissioner Sheppard seconded. The motion passed unanimously.

4. **Opportunity for citizens to address the Senior Resources Commission on Non-Agenda Items.**

No citizens present

5. **Faith in Action Semi-Annual Report**

Chair Strenger Wayne introduced Robbie Boudreau, Executive Director of Faith in Action. Boudreau shared the highlights of the Semi-Annual Report, and included the value of their transportation services. Boudreau explained that transportation has been expanded during the pandemic to serve older adults who rely on community resources for essential transportation needs. She shared her screen to show a detailed document with the three current transportation options **(see attached document)**.

The 3-tiered Transportation document includes:

Door-to-Door Service- a partnership with Go-Go Grandparent that is essentially Uber/Lyft for older adults that can independently travel and need minimal assistance.

Escorted Service- volunteer escorted transportation for the whole process and is essentially door thru door service for older adults who require hand-on assistance.

Paratransit Service- a partnership with Special Needs Transportation Chicago which is for older adults who cannot travel from home without use of a wheelchair.

Boudreau explained that as of June 23, 2020 Faith in Action (FIA) has exceeded their goal of serving 37 residents in the Dickinson Hall service area. FIA is a gap filling agency and if the senior car at Dickinson Hall is not available they are encouraged to refer individuals to FIA. As of right now there is unlimited capacity for FIA transportation and all costs are assumed by FIA. Boudreau expects to see an increase in users thru the end of the year.

Boudreau asked about the status of Dickinson Hall transportation and Manager Schwall commented that Dickinson Hall has recently started with 1 day/week transportation services and it will be expanded based on need. As of right now, many Dickinson Hall transportation users have expressed normal destination closures so multiple transportation days are not currently needed.

Boudreau commented that the biggest response she hears from users is, "Thank you for remembering that we are here."

Chair Strenger Wayne expressed her gratitude to Boudreau and added that FIA is doing amazing work.

6. **SRC Meeting Dates and Times**

Chair Strenger Wayne presented the Commission with proposed Senior Resources Commission Meeting Dates and Times for 2020/21.

Commissioner Dillon made a motion to approve the 2020/21 SRC Meeting Dates/Times. Commissioner Richardson seconded. The motion carried unanimously.

7. Dickinson Hall Renovations

Chair Strenger Wayne gave a brief background on the Dickinson Hall location. She explained the need for renovating areas of Dickinson Hall and includes: the kitchen which many consider to be functionally disadvantaged space along with safety concerns regarding the stability of the kitchen cabinet doors; the lobby which appears unwelcoming; and the library which holds a “hodge podge” of furniture that needs updating.

Chair Strenger Wayne referred to Page 3 of the January 9, 2020 Minutes regarding the Excess Reserve Fund that City of Lake Forest Finance Director Elizabeth Holleb spoke about and Chair Strenger Wayne mentioned being able to draw from that excess reserve along with partnership of the LF-LB Senior Citizens’ Foundation for funding the renovation.

Commissioner Sheppard remarked that the painting and carpentry cost for the renovation seemed very low and Chair Strenger Wayne responded that the vendor sees potential in a number of the current pieces at Dickinson Hall and the vendor has access to a large source of subs so the price reflects a cost effective renovation.

Commissioner Rosa asked if the Dickinson Hall bathrooms would also be on the renovation list. Manager Schwall said there were no talks of redoing the bathrooms at this time and Chair Strenger Wayne commented that the toilets should be checked for comfort height and if they are not we should look into changing them out.

Commissioner Rosa asked about the sole vendor process and Chair Strenger Wayne commented that because this vendor would be considered a “one stop shop”, there is really no other one source that could fulfill the entire scope of work such as the architect of origin planned to recast existing but neglected pieces into usable stations. City Council Liaison Rummel added there are a couple of exceptions to not going out to bid, first is that if the amount is under \$20,000 it would just be approved by the City Manager also if the vendor is a sole source of the service provided and there are no alternatives.

Chair Strenger Wayne explained that moving forward with the renovation right now is important as Dickinson Hall would be able to capitalize on timing since they are closed to the public.

Commissioner Dillon added that he spoke with LF-LB Senior Citizens’ Foundation President Paul Lemieux and Lemieux explained that he would be willing to ask the Foundation board for a 50/50 split between the City of Lake Forest Excess Reserve Fund and the Foundation.

Commissioner Dillon moved that the SRC supports the renovations of Dickinson Hall's kitchen, lobby & library with a price not to exceed \$55,500 for the kitchen, \$14,600 for the lobby and \$8,400 for the library for a total of \$78,500. The SRC recommends funding in equal amounts for these renovations from the City of Lake Forest Excess Senior Reserve Fund and from the LF/LB Senior Citizens Foundation. In the event that we are unable to secure City approval for sole vendor status or approval of City funding, the SRC recommends that the LF/LB Senior Citizens Foundation funds the entire project not exceed \$78,500. Sheppard seconded. The following voted "Aye": Strenger Wayne, Dillon, Hartung, Richardson, Rosa, Sheppard. The following voted "Nay": None. 6-Ayes, 0-Nays, motion carried by voice vote.

8. Dickinson Hall Manager's Report

Manager Schwall reported that Dickinson Hall is currently doing a lot of virtual lectures with sponsorship help. Many members have made contributions toward programming. Staff is in constant talks about the future of Dickinson Hall programming and what that may look like. Currently there are 533 members that have renewed and the returned survey indicates that over 50% of members would be comfortable returning to Dickinson Hall.

Chair Strenger Wayne explained that she received great feedback on Tricia and staff for making wellness calls over the past few months. She also encouraged Commission members to join/renew their membership at Dickinson Hall.

City Council Liaison Rummel spoke that on behalf of the City of Lake Forest she extends a sincere thank you to Dickinson Hall staff for caring for the most vulnerable Lake Forest population. She stated, "You ladies picked up the ball and ran past the goal." She also suggested that Manager Schwall speaks with City of Lake Forest Communications Director Susan Banks about highlighting what Dickinson Hall has done and it be included in the City of Lake Forest Constant Contact email or in the Mayor's next video chat.

Manager Schwall said that she will be showcasing Dickinson Hall as the September Spotlight at the City Council Meeting. Chair Strenger Wayne suggested that Manager Schwall get on the Village of Lake Bluff's docket as well so we have that same outreach.

Manager Schwall gave a brief history of the Annual Membership Meeting that normally takes place in September. She suggested for it to be in May of 2021 with the attendance of Foundation and Commission members. She received positive feedback directed toward this suggestion.

9. Comments by Commission Members

Chair Strenger Wayne reminded the Commission members that part of their role as commissioner is to be the eyes and ears of the community and bring to the Commission any needs that have been discovered.

Commissioner Dillon suggested that it may be worthwhile to publish the Commission members' contact information in the Newsbrief where their names are listed under Senior Resources Commission Members in order for citizens to be able to directly reach out to them. After a brief discussion it was decided that email addresses will be used as the method of contact.

10. Next Meeting Date: Thursday September 10, 2020 at 1:00pm.

11. Adjournment

Commissioner Sheppard motioned to adjourn. Commissioner Dillon seconded. The meeting was adjourned at 2:21pm.

Submitted by: Tara J. Purtell, Administrative Assistant