

The City of Lake Forest
Dickinson Hall
Senior Resources Commission
Meeting Minutes
January 9, 2020

1. Call to Order and Roll Call

Chair Strenger Wayne opened the meeting at 1:03pm.

Commission Members

Gale Strenger Wayne-Chair **P**

Mark Dillon **P**

Sally Kelly **P**

Ed Richardson **P** (arrived at 1:05pm)

Tom Sullivan **P**

City Council Liaison

Melanie Rummel **P**

Staff

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

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

Elizabeth Holleb, Director of Finance/IT

Paul Lemieux, LF-LB Senior Citizens Foundation President

Steve Potsic, LF-LB Senior Citizens Foundation Vice President

Margaret Abel, Dickinson Hall Member

Joan Barott, Dickinson Hall Member

2. Pledge of Allegiance was recited by all those present.

3. Approval of Minutes

Commissioner Kelly made a motion to approve the minutes from the November 14, 2019 SRC Meeting. Commissioner Dillon seconded. The minutes were unanimously approved.

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

Margaret Abel mentioned that a church in Deerfield has a series of small apartment buildings on their property and some of them are reserved for couples that have adult children with lifelong disabilities living with them. She mentioned she knew of two couples in Lake Bluff that fall into this category.

5. Funding Requests

Chair Strenger Wayne thanked Janet Fryer for her wonderfully insightful letter of services that she provides and mentioned that sometimes an individual's only connection to Dickinson Hall may be through Fryers' services. Fryer's Goals/Deliverable Reports will be presented at the March & September SRC Meetings.

Commissioner Sullivan made a motion that the SRC recommend the Foundation approve the funding request from Family Services of Lake County for the amount of \$58,856 for the support of the full-time Senior Advocate at Dickinson Hall in FY21. Commissioner Richardson seconded. The following Commissioners voted "Aye": Strenger Wayne, Dillon, Kelly, Richardson, Sullivan. The following voted "Nay": None.

Senior Advocate Fryer commented on the Scholarship Fund and that it allows individuals to enthusiastically participate in programs they may not be able to participate in without funding assistance.

Commissioner Sullivan commented that the Scholarship Fund is well managed.

Commissioner Dillon asked how a person would hear of the program. Fryer responded that a person would read about in the Newsbrief or through herself during discussion of the Benefit Access Program.

Commissioner Sullivan made a motion that the SRC recommend the Foundation approve the funding request for the continued support of the Scholarship Fund in the amount of \$3,000 for FY21. Commissioner Dillon seconded. The following Commissioners voted "Aye": Strenger Wayne, Dillon, Kelly, Richardson, Sullivan. The following voted "Nay": None.

Senior Advocate Fryer explained that there is a fund for her to use at her discretion to help in needed situations. For example, incontinence supplies or handrails. Fryer determines these situations on a case by case basis for recipients that have insufficient income. Commissioner Sullivan commented again that this was a well-managed program.

Commissioner Sullivan made a motion that the SRC recommend the Foundation continue to support this needed resource with a continued grant of up to \$5,000 for FY21. Commissioner Kelly seconded. The following Commissioners voted "Aye": Strenger Wayne, Dillon, Kelly, Richardson, Sullivan. The following voted "Nay": None.

6. Financials

Elizabeth Holleb, Director of Finance/IT gave an introduction of the City of Lake Forest (CLF) funding and a handout of the 10 year summary of the Senior Resources Fund (SRF). She explained that the difference between the SRF and the other CLF funds is that the SRF is set up that any unused funds stay in the SRF for senior service purposes. She noted this was important because any unused revenue from other department funds would go into the General Fund. She explained that it is important to notice that at the end of FY09 there has been a fund balance reserve of \$199,441. The fund balance may go up or down in a particular year but the \$162,000 at the end of FY19 is only a slight decrease from 10 years ago. The SRF is divided into 3 buckets: Admin, Programs and Transportation. Holleb explained in detail the SRF 10 year Financial History and how it is divided into Revenues and Expenses under these 3 columns. Holleb explained the Fund Balance Target and how it was put into place. City Council sets the Fund Balance target as a fiscal policy which is reviewed every year before the budget process. The SRF has a reserve requirement of 10% of the annual operating revenue, which at the end of FY19 was \$50,854. Anything above the 10% would be considered available for capital expenses, other one-time expenses or other things that don't affect the operating structure of the fund, which is about \$104,000 at the end of FY19. Holleb encouraged the Commission to make sure the revenues are being allocated to the right buckets. She confirmed that staff would be able to do this administratively.

Foundation President Paul Lemieux asked Director Holleb to confirm that reserve funds would typically be used for capital improvement rather than operational. She confirmed this to be true.

Commissioner Dillon asked if the surplus in the SRF is marked as a separate account by rule or a policy. Director Holleb answered that it is a separate, self-sustaining fund for senior services designated by City Council. Foundation Vice-President Potsic asked if it was a city policy or regulation regarding the designation of SRF account asking what determines that the money can only be for senior services. She explained the fund is separate and designated for senior services but also that the City Council can change the designation of the fund.

Foundation President Lemieux commented that it was nice to see whether or not the programs are breaking even on the Financial History handout. Holleb spoke on the General Fund Contribution. The intergovernmental agreement between CLF and Village of Lake Bluff (VLB) is that the CLF and VLB pay in combination the full cost of the full-time salary and benefits of the staff of Dickinson Hall. That cost is allocated based on membership. Generally, the funding formula is 70/30 (70% CLF, 30% VLB).

Chair Strenger-Wayne praised Holleb for her clear and concise explanation of the SRF and that it opens up opportunity for DH improvements to benefit Dickinson Hall members and facility.

8. Senior Van Update

Chair Strenger-Wayne reminded the Commission that the Commission, Foundation and City Council unanimously approved the funding for the 14 passenger senior van.

Manager Schwall gave an update on the van status. There is no delivery date yet but she is been in contact with Fleet. Manager Schwall is working on proposals from 2 companies for a partial van wrap because the van is solid white. The cost should be somewhere between \$700-\$3,000. This will be an opportunity to create branding for the senior van and possibly the senior car.

9. Dickinson Hall Manager's Report

Manager Schwall reported that Katie Dolan is the new Program Supervisor and there will be a posting for a part-time Program Supervisor. Dickinson Hall took 3rd Place in the Fall Prevention Photo Contest with a picture our Tai Chi class. The winning money will be used for balance/exercise class items. The holiday parties (Thanksgiving, Holiday, New Year's Eve) were great and the feedback received was positive. Manager Schwall's goal is to get out to business owners, the chamber and sponsors to raise awareness of Dickinson Hall and she also looks to increase attendance by the Commission and Foundation members. She also reported that membership is at an all-time high of 983 and 68% of the membership is Lake Forest residents.

10. Comments by Commission Members

Foundation Vice-President Potsic spoke that the purpose of the Foundation is to support the Commission of their recommendations. The Foundation does not give money without a Commission recommendation. The Foundation is committed to the work of the Commission and is always open to hearing what would be helpful for improvements to the building and one time expenditures that are significant.

11. Next Meeting Date: Thursday March 26, 2020 at 1:00pm in the Great Room (Tentative).

12. Adjournment

Commissioner Richardson motioned to adjourn. Commissioner Dillon seconded. The meeting was adjourned at 2:12pm.

Submitted by: Tara J. Purtell, Administrative Assistant