

# **RIVER FOREST TOWNSHIP**

## **Regular Meeting**

**Tuesday, July 12, 2022**

The regular monthly meeting of the RIVER FOREST TOWNSHIP Board of Trustees was called to order on Tuesday, July 12, 2022 by Supervisor Carla Sloan, at 6:01PM. This was a meeting held both in person and electronically by Zoom.

**Roll called:** Supervisor Sloan, Trustees: Deana Herrman, Keith Strom, Karen Taubman and Helen Connolly. Also present: Clerk Vanessa Druckman, Dick Chappell, Mental Health Services Administrator Sarah Schwarting, and Senior Outreach Coordinator Betsy Kelly.

**Public Participation:** None.

### **Approval of Minutes**

A motion was made by Trustee Herrman and seconded by Trustee Strom to approve the minutes of the June 14, 2022 regular meeting. Roll call was taken. Yeas: Supervisor Sloan, Trustees Strom, Connolly, Taubman, and Herrman. Nays: none. The minutes were approved unanimously.

### **Assessor**

**Pamela Kende**

As Assessor Kende was not present at the meeting, Clerk Druckman read the Assessor report. Assessor Kende reported the following:

- Assessor Kende said that on June 21st, River Forest Township was opened for assessment appeals with the Cook County Assessor. We were not told we would be open. In fact, we were notified two days after the Cook County Assessor opened River Forest Township. We were not given the new data until a week later. We did have the Constant Contact notification ready and we sent it with great results the day we received data. The appeal period ends on July 2.
- Assessor Kende sent out our first Constant Contact campaign and is happy to report a 70% open rate, with 65% of that within the first twenty-four hours (the average open rate is 16.97%). We have had zero unsubscribe notifications. The campaign has also experienced organic amplification through social media channels. The response has been very positive and we look forward to having this tool in place for the 2023 Triennial Reassessment.
- Assessor Kende has been very busy answering questions regarding residents' assessments and how to appeal. Depending on the circumstances, we have filed for residents who are unable to file for themselves. We have been sending out requested appeal packets to residents by US Postal mail and email.

- Assessor Kende coordinated with Riverside and Oak Park Township regarding the appeal process as Riverside was opened the same day and Oak Park the day after. These Townships did not receive their new data in a timely fashion either.
- Assessor Kende met with Vanessa Druckman on the assessor portion of the new website.
- Assessor Kende participated in a Zoom meeting with The Cook County Assessor's office regarding the new Property Tax Portal which is being BETA tested by the River Forest Township for the Cook County Assessor's Office.
- Assessor Kende attended the CCTAA meeting.

### **Mental Health Services**

**Sarah Schwarting**

- Sarah stated that all agencies were sent their award letters in mid-June. Today Supervisor Sloan signed all agency contracts and they were submitted to all the agencies for them to sign.
- Sarah attended the THRIVE new leader meeting.
- Supervisor Sloan, Trustee Herrman and Sara attended the IPlan meeting with the Oak Park Health Department, Leading Health Futures, and other partners. We are still awaiting survey results. On July 19, will meet with stakeholders to determine strategic priorities and begin objectives, goals and strategies. Focus groups were planned but are proving to be too challenging to hold in the summer, so key informant interviews will take place instead.
- Supervisor Sloan and Sarah continue to meet regarding the HUB. They are working on training strategies and the agreement with Find Help, which powers the HUB.
- Supervisor Sloan stated that we just received the contract from Rosecrance today for the substance use referral program at OPRF HS. Our contribution to this program is \$1000 of the total \$5000. Supervisor Sloan will send out the contract to the trustees to review and we will vote on it at the next meeting.
- Supervisor Sloan reminded the trustees that we are participating in a survey with Oak Park CMHB for the Oak Park Township Needs Assessment. We almost have all of the River Forest responses which are required.

### **General Assistance**

**Carla Sloan**

- Supervisor Sloan said that we continue to have one GA client, with GA being successfully administered by April Dugal at Oak Park Township.

### **Senior Outreach Coordinator**

**Betsy Kelly**

- Betsy sent out her monthly River Forest email and weekly Community Connect email. She also submitted information to Oak Park Township for the Village of River Forest News and Views.

- Betsy reported that two adults are interested in home sharing. Betsy plans to meet with them later this month. Betsy has reached out to Dominican and is working on finalizing the home sharing forms.
- Betsy reports that there is interest in Mah-jong. She has found a teacher who is willing to teach five free lessons. Two lessons were given this month at North Riverside Park District and three will be given next month here at the River Forest Community Center if there is interest.
- Betsy announced the speakers for upcoming Coffee Mondays: August: OPRF Museum, Sept: Book Buzz and Homesharing; October: Physical Therapy Group- Fall Prevention; November: Dementia Friendly/ Age Friendly River Forest.
- Betsy announced that on Monday of next week we will have the Super Senior Event with the IL Secretary of State, which was rescheduled from Celebrating Senior Week. Discussion about preparations ensued.
- Betsy is planning to go to the I-Plan Event next Tuesday at the Library with Sarah, Carla and Deana. She also connected with Caroline Heskett, the new Community Health, Equity and Engagement person at OP Rush who will be at the meeting too. She will be receiving Community Connect Mail and will be a good resource for future Circle of Friends.
- Pam Mahn reached out saying that The President of the Illinois Township Association of Senior Citizen Services Committees was at our Housing Forum and would like to have someone or some folks come talk at their next Township meeting in Springfield in November about Creative Housing Options and accessibility. The meeting will be November 13-15.
- Betsy met with Carla and Vanessa to go over the senior section of the website. The necessary information is more complex than originally anticipated.
- Betsy stated that as a follow up to the Housing Forum, about 23-25 people want to continue to stay in touch. Our next event will be an ADU (Accessory Dwelling Unit) Tour on August 27th in Evanston. We will visit a couple under construction and hopefully meet people living in one.

## **Youth Services**

## **Carla Sloan and Trustee Herrman**

- Trustee Herrman reminded everyone that the Youth Services Committee is on recess until September.
- Supervisor Sloan provided an update on the re-introduction of the Youth Engagement Program to the Village of River Forest Board. Megan Traficano, Jonathan Brown, Trustee Herrman and Supervisor Sloan attended the Village of RF Board meeting last night to present the Youth Engagement Program in public comment. We did not ask for funding, but merely presented the program so that Village Trustees would be better informed about this community-wide program. 13 out of 39 of the Youth Engagement Program clients are now from River Forest.

## **Supervisor's Report**

**Carla Sloan**

- Supervisor Sloan announced that the Administrators Meeting didn't happen this month. She signed on and had a private meeting with Brian Murphy for 20 minutes, which was very productive.
- Supervisor Sloan stated that we had our first IMRF Compliance Review, which is basically an audit by IMRF. We had to send them quite a bit of info, so many thanks to Jane for her assistance. IMRF reviews payroll, W2's, 1099's etc. to make sure everyone who is on IMRF is supposed to be on IMRF and everyone who isn't on IMRF is correctly not on IMRF. We were in compliance on all things except two issues. One relates to IMRF contributions which Supervisor Sloan is resolving. The other relates to which positions are certified for IMRF, which we will discuss in New Business.

## **Approval of Bills**

- A motion was made by Trustee Taubman and seconded by Trustee Connolly to approve River Forest Township Operating Fund bills as of July 31, 2022 in the amount of \$49,223.86.

Roll was called. Ayes: Trustees Herrman, Strom, Taubman, Connolly and Supervisor Sloan. Nays: None. The motion passed unanimously.

- No General Assistance bill was submitted this month. Supervisor Sloan will follow up.

## **Unfinished Business**

- Vanessa Druckman provided an update of the website redesign. The first three pages of the Square Space site were sent out for user review. Those pages were the home page, the mental health page, and the minutes, agendas and budget page. She received great feedback which was shared with Hutchinson Associates today. Vanessa drafted the copy for the assessor section of website and it was approved by Assessor Kende. The copy was submitted it to Hutchinson Associates to begin creating the pages. Vanessa drafted the copy for the senior services pages and submitted it to Betsy and Supervisor Sloan for comments, edits and approval. Vanessa updated the site architecture document on Miro with the senior services and assessor discussion results. Vanessa needs to upload Memorial Day parade photos and any Day in our Village photos and any other new photos to our stock photo repository. She is working on stock photos as well for the Assessor section and the Meetings and Financials Section.
- Trustee Taubman said she had no collaboration sub-committee update as the committee did not meet this month.

- Supervisor Sloan reported that a discussion on our Mission and Vision is postponed to our August meeting.
- Supervisor Sloan explained that she cannot attend the Rotary Food Truck Rally on August 27. She asked if any of the trustees would like to represent the River Forest Township and organize our presence at the rally. Discussion ensued.
- Supervisor Sloan announced that she just received the draft from the auditor of the FY2022 audit and she will be sending it out to the trustees after the meeting.

### **New Business**

- Trustee Taubman made a motion to approve Resolution 2022-01 that decertifies the position of Clerk for 600 yearly hours and eligibility for IMRF as of 11/16/2009. Trustee Herrman seconded the motion.

Roll call was taken. Yeas: Supervisor Sloan, Trustees Connolly, Strom, Herrman, and Taubman. Nays: none. The resolution was approved unanimously.

- Trustee Taubman made a motion to approve Resolution 2022-02 that decertifies the position of Collector for 600 yearly hours and eligibility for IMRF as of 07/27/2012. Trustee Herrman seconded the motion.

Roll call was taken. Yeas: Supervisor Sloan, Trustees Connolly, Strom, Herrman, and Taubman. Nays: none. The resolution was approved unanimously.

### **Announcement of the Next Regular Monthly Meeting**

The next regular meeting of the River Forest Township will be on Tuesday, August 9, 2022 at 6 pm.

A motion was made by Trustee Strom and seconded by Trustee Connolly to adjourn the meeting at 6:41pm. Roll call was taken. The motion was unanimous.

Respectfully submitted, Vanessa Druckman, Clerk