

**SENIOR SERVICES GRANT COMMISSION (SSGC)
McHenry County Administration Building
667 Ware Road, Conference Room A
Woodstock IL 60098**

MINUTES OF FRIDAY, APRIL 25, 2008

Chairman Salgado called the meeting to order at 9:22 a.m. The following Commission Members were present: Sandra Salgado, Chairman; Virginia Peschke; Dan Ryan; Mary Donner; Mary McCann; Mary Reid; Catherine Nash; Don Larson; ; James Heisler; Tamara Valentine-Garza; William Markison; and Anna May Miller. Suzanne Hoban and Don Kopsell were absent. Staff present: John W. Labaj, Deputy County Administrator; and Linda McMahan.

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| Sandra Salgado, Chairman | |
| Don Larson | Jack White |
| Suzanne Hoban | James Heisler |
| Don Kopsell | Mary McCann |
| Mary Donner | Anna May Miller |
| Catherine Nash | William Markison |
| Virginia Peschke | Mary Reid |
| Mark Shepherd | Dan Ryan |
| Vacant | Tamara Valentine-Garza |

MINUTES

Ms. Peschke made a motion, seconded by Mr. Ryan, to approve the minutes of the February 8, 2008 meeting.

PUBLIC COMMENT

None

NEW BUSINESS

Commission Vacancies: Mr. Labaj informed commission members that he has received two resignations from commission members. Mark Shepherd resigned because he did not have the time to commit to the commission and Mr. White has moved out of McHenry County. There are now three vacancies on the commission, one member is needed to represent McHenry County Council of Governments, one is needed to represent a not for profit agency and one citizen at large. Mr. Labaj noted that advertisements have been placed in the newspaper regarding a need to fill the vacancies, with no response. Ms. Tamara Valentine-Garza informed commission members that the McHenry County Council of Governments (McCog) has asked if she could represent that group on the commission. She stated that it may be easier to fill a vacancy from the Township Supervisors that from the McCog. It was noted that would still leave three vacancies on the commission and that Ms. Garza would still represent the Township Supervisors until McCog officially assigns Ms. Valentine-Garza as their representative.

Review/Update Strategic Plan: Commission members reviewed the 2007 Strategic Planning and Goals as outlined by the Commission. Commission members suggested that for the next meeting a quarterly report be presented that answers if the goals of the program grant are working, and whether any changes need to be **made** to the program. Commission members questioned if they have a good idea where the grant program has any gaps in service. Mr. Labaj stated they do not know at this time but, he has received numerous calls for minor home repairs, lawn care and general maintenance. It was suggested that an emergency fund be created for FY009 for this type of program. It was suggested that the seniors be referred to the Housing Authority and Faith in Action for these services as well. It was also suggested that these groups request additional funding next year to handle the increase in these requests as our funds are less restrictive than other groups may have to adhere to. Commission members agreed that the strategic plan is a good tool to review the priorities of the commission. It was suggested that the existing grantees be invited to the next commission meeting to provide updates for their programs and to let the commission members know if they are seeing any gaps in service. Commission members noted that one of the biggest issues they see is that the public does not know what services/programs exists. They all agreed that they need to find a way to get the information out to the seniors. One commission member stated they had spoken to the Treasurer regarding allowing seniors to pay their home taxes in monthly increments, especially those that are currently behind in their taxes. They were informed that the software does not allow for anything but a full tax payment.

OLD BUSINESS

Review of Draft Policies Manual: Mr. Labaj presented commission members with a draft of the policy manual for the Senior Services Grant Fund. This is an internal document of the policies and procedures of the program. This establishes the operational policies, makes the commission proactive in the monitoring of the program, shows how the program is running and makes sure grantees are meeting the requirements of their agreements. The grantees will need a formal amendment to their agreement in order to obtain an extension. If a modification is needed to their budget, they are allowed to move up to 15% with an amendment presented to the commission. If they want to move more, they would need approval from the commission. The monitoring requirements of the grants were reviewed with commission members. With the monitoring requirements in place the commission will be able to identify gaps in service and see where grants are working or not working. The monitoring requirements meet the strategic planning goals of the commission. Commission members requested that the payouts be "flagged" to show if the funds have been moved within the budget. After review, Ms. Donner made a motion, seconded by Ms. Nash to recommend approval of the draft policy manual. The motion carried with all members present voting aye on a voice vote.

Update on 2008 Projects/Agency Performance: Commission members entered into discussion regarding the pilot Coordinate Demand Response Transportation project. The purpose of the pilot is to provide increased mobility for seniors, persons with disabilities and individuals with low incomes. Results of the pilot will be used to develop a data base to guide decision on future transit investments and to refine, improve and possibly expand paratransit services within the county. Other hoped for benefits include an increase in the communities' confidence and experience in the use of centralized dispatch and associated technology for public transit services. A three page abstract has been agreed to by the County and Pace, with broad parameters. An August start date to being program implementation is contemplated. It is unknown where the demand for services will come from; this will be tracked for future reference. The suggested budget was reviewed with commission members.

MEMBERS COMMENTS: Commission members questioned if the previously approved soil borings have been completed at Valley Hi. Commission members were informed that the priorities of the County Board have changed and that future disposition of the property is dependent on the recommendation for the County's campus planning effort. The water table is very near the surface on this property and would need substantial remediation in order to build.

Commission members were reminded that the next commission meeting has been scheduled for May 9th at 9:00a.m. Ms. Reid informed commission members she would be unable to attend that meeting.

ADJOURNMENT

Noting no further business Mr. Heisler made a motion, seconded by Ms. McCann, to adjourn the meeting at 10:30a.m. The motion carried with a unanimous voice vote of all present.

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