



**VILLAGE OF RIVER FOREST
AGE-FRIENDLY ADVISORY AD-HOC COMMITTEE MEETING**

Wednesday, July 8, 2020 – 7:00 PM
Village Hall – 400 Park Avenue – River Forest, IL 60305
2nd Floor Conference Room

AGENDA

Physical attendance at this public meeting is limited to 10 individuals, with Committee members and staff having priority over members of the public. Public comments and any responses will be shared with the Committee. You may submit your public comments via email in advance of the meeting to: Sara Phyfer at sphyfer@vrf.us. You may listen to the meeting by participating in a telephone conference call as follows, dial-in number: 312-626-6799 with meeting ID: 848 4270 9173. If you would like to participate over the phone, please email sphyfer@vrf.us by 5:00 PM on July 8, 2020. **THAT SAID, PLEASE NOTE THAT THE GOAL IS TO CONDUCT THE MEETING VIRTUALLY, SO ONLY COME TO VILLAGE HALL FOR THE MEETING IF YOU DO NOT HAVE THE CAPABILITY OF PARTICIPATING VIRTUALLY.**

1. Call to Order/Roll Call
2. Public Comment
3. Member Welcome/Introductions
 - a. Open Meetings Act/Statement of Economic Interests Filing
 - b. Committee Purpose (Resolution)
 - c. Expectations and next steps
4. Next Meeting
5. Adjournment

NO. 20-04

**A RESOLUTION ESTABLISHING AN AGE-FRIENDLY
ADVISORY AD HOC COMMITTEE**

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois, in exercise of their authority pursuant to Section 1-6-6 of the Village of River Forest Village Code, as follows:

SECTION 1: Ad Hoc Committee Created. That there is hereby established an *ad hoc* committee, to be known as the Age-Friendly Advisory *Ad Hoc* Committee (“Committee”), which is charged with the duty to conduct an assessment of age-friendliness in the Village and create an “Age-Friendly Plan” (“Plan”) to be presented before the Village President and Board of Trustees regarding age-friendliness in the Village of River Forest (“Village”).

The following criteria shall apply to the Committee:

- A. **Membership:** The Committee shall consist of not more than seven (7) members who shall be appointed by the Village President with the advice and consent of the Board of Trustees. Members shall include one (1) member of the Board of Trustees. Members shall serve on the Committee until the Committee is dissolved. If a member is unable to remain on the Committee until it is dissolved, the Village President will appoint a replacement with the advice and consent of the Board of Trustees. All members shall be residents of the Village. Members shall receive no compensation for their work on the Committee, either for their attendance at meetings of the Committee or their performance of any duty or thing connected with the Committee. The Village Administrator or his designee shall be included as an *ex officio* member. The *ex officio* member shall have no vote and need not be a Village resident.
- B. **Chair:** From the appointed members, the Village President shall select one (1) Chair of the Committee.
- C. **Charge:** The Committee shall:
 - 1. Conduct a baseline assessment of age-friendliness of the Village through survey and/or focus groups and community listening sessions.
 - 2. Evaluate assessment results and prepare a Plan to be submitted to the American Association of Retired Persons after its review and after approval by the Village President and Board of Trustees.

- D. **Meetings:** The Committee shall meet as often as it deems necessary in order to carry out its assigned task. All meetings of the Committee shall comply with the Illinois Open Meetings Act, as amended, 5 ILCS 120/1, *et seq.* Committee members shall complete training on the Illinois Open Meetings Act within ninety (90) days of being appointed to the Committee, as required by 5 ILCS 120/1.05(b).
- E. **Report:** The Committee shall submit its Plan to the Village President and Board of Trustees for their review and consideration no later than October 1, 2021. The Committee shall dissolve on the date the Village President and Board of Trustees adopts the Plan without further action, unless determined otherwise by the Village President and Board of Trustees.

SECTION 2: Severability. That if any Section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION 3: Repeal. That all resolutions, motions or parts thereof in conflict with this Resolution shall be and the same are hereby repealed.

SECTION 4: Effectiveness. That this Resolution shall be in full force and effect upon its passage and approval according to law.

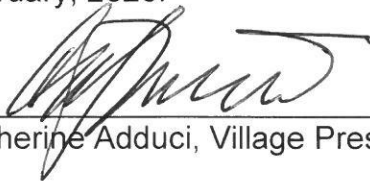
ADOPTED this 24th day of February, 2020 by the Village President and Board of Trustees pursuant to a roll call vote as follows:

AYES: TRUSTEES BACHNER, BRENNAN, CARGIE, HENEK, O'CONNELL, VAZQUEZ

NAYS: NONE

ABSENT: NONE

APPROVED by me this 24th day of February, 2020.



Catherine Adduci, Village President

ATTEST:



Kathleen Brand-White, Village Clerk



Village of River Forest
Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: January 28, 2020

To: Catherine Adduci, Village President
Village Board of Trustees

From: Sara Phyfer, Management Analyst/Deputy Clerk

Subj: Outline for Creating the Age-Friendly River Forest Plan

As you know, the Village was accepted into the AARP Network of Age-Friendly States and Communities in November 2019. This is the first step toward becoming an Age-Friendly Community. The second step in this process is the **planning** phase, which is expected to take approximately two years. It is recommended that the Village form an Age-Friendly Advisory Committee, ensuring its members include older adults as well as caregivers of and persons living with dementia. AARP offers this [list](#) of potential stakeholders. Staff has been coordinating with River Forest Township Supervisor Carla Sloan, who indicated the Township's Senior Services Advisory Committee may be interested in contributing a member.

The **planning** phase consists of the following:

- Conduct a baseline assessment of the age friendliness in the community;
- Develop a 3-year plan of action based on assessment findings;
- Establish mechanisms to involve older people throughout the age-friendly cycle process; and
- Identify indicators to monitor progress.

The assessment includes formally surveying the community, though similar surveys have been completed recently by community organizations and may provide enough information so as not to duplicate this effort. The Committee would also be tasked with conducting a "listening tour" of the Village, and AARP has a [toolkit](#) to guide this process. The listening tour includes convening small focus groups to discuss specific aspects of the work and holding community listening sessions that are open to those who want to learn about the project and share their opinions.

Once the assessment is completed, the Committee can begin developing an [action and evaluation plan](#) based on the results. This is a living document intended to be revised by setting

new goals. While there is no formal timeline, AARP would like to see the 3-year plan by the end of year two. The plan should contain the following key elements:

- A statement of what must be achieved (goals or output);
- Activities that have to be followed to reach the objective or goal;
- Target date for completion and/or schedule for each activity;
- Identification of the group or individual responsible for each activity;
- Clarification of the inputs or resources for completing the task; and
- Identification of the indicators that will allow for measuring progress toward the goals.

Once the planning phase is complete, the Village will submit the action plan to the AARP and its affiliate the World Health Organization for review and endorsement. The third step in the process is the **implementation and evaluation** phase, which involves working toward the goals of the plan and sharing solutions, successes, and best practices with AARP. A progress report is required after the implementation period is over. AARP has a [guide](#) to assist with program evaluation.

The final step is **continuous improvements**, in which the Village would continue its work by entering into further implementation cycles by setting new goals targeting the eight [Domains of Livability](#) (outdoor spaces and buildings; transportation; housing; social participation; respect and social inclusion; civic participation and employment; communication and information; and community and health services).

Next Steps: It is recommended that the Village Board of Trustees approve a Resolution to Establish an Age-Friendly Advisory Committee, comprised of up to seven members and to be appointed by Village President Adduci. If approved, Staff will create an application form and distribute to stakeholder groups to ensure their representation on the Committee.

Staff proposes the following timeline for the project:

1. Establish Age-Friendly Advisory Committee and appoint members, by April 2020
2. Conduct Baseline Assessment, by December 2020
3. Evaluate Assessment Results, by March 2021
4. Create and Submit Plan to AARP/WHO for Review and Endorsement, by October 2021
5. Evaluate Program and Continuous Improvement, ongoing