



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

Wednesday, July 14, 2021 – 7:00 PM  
Village Hall – 400 Park Avenue – River Forest, IL 60305  
1<sup>st</sup> Floor Community Room

## **AGENDA**

Public comments 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](mailto:sphyfer@vrf.us). You may listen to the meeting by participating in a Zoom conference call as follows, dial-in number: 312-626-6799 with meeting ID: 862 9745 4489 or by clicking here: <https://us02web.zoom.us/j/86297454489>. If you would like to speak during public comment, please email [sphyfer@vrf.us](mailto:sphyfer@vrf.us) by 5:00 PM on July 14, 2021.

1. Call to Order/Roll Call
2. Public Comment
3. Approval of Meeting Minutes
4. Committee Member Updates: Dementia Friendly River Forest (DFRF) and Age-Friendly Communities Collaborative (AFCC)
5. Old Business
  - a. Continued Discussion and Consideration for Approval of Committee Survey Questions
6. New Business
  - a. Discussion Regarding Survey Distribution
  - b. Discussion and Consideration of Committee Rules and Procedures
7. Next Meeting: August 11
8. Adjournment

**VILLAGE OF RIVER FOREST  
AGE-FRIENDLY AD HOC COMMITTEE  
WEDNESDAY, JUNE 23, 2021**

A regular meeting of the Village of River Age Friendly Ad Hoc Committee was held on Wednesday, June 23, 2021 at 7:00 p.m. in the Community Room of Village Hall, 400 Park Avenue – River Forest, IL.

**1. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 7:03p.m. Upon roll call, the following persons were:

Present: Chairperson Respicio Vazquez, Daniel Lauber, Deborah Frederick, James Flanagan

Absent: Helen Kwan, Lydia Manning, Ron Sherman, Barbara Mirel

Also Present: Management Analyst Sara Phyfer

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF MEETING MINUTES**

*This item was not discussed.*

**4. OLD BUSINESS**

- a. Continued Discussion and Consideration for Approval of Committee Survey Questions

*This item was not discussed.*

**6. NEW BUSINESS**

- a. Discussion Regarding Survey Distribution

*This item was not discussed.*

**7. NEXT MEETING: JULY 14**

The members present reached a consensus to adjourn and reconvene for the next regularly scheduled meeting on July 14.

**8. ADJOURNMENT**

The members present reached a consensus to adjourn the meeting at 7:24p.m. due to the lack of a quorum.

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Sara Phyfer, Secretary

## Housing

1. My home is accessible to me.
2. My home is accessible to people who come to visit me or help me.

I can easily meet my monthly housing costs.

I want to stay in my current residence as I age

My current home will allow me to have another person live with me.

I feel safe in my home.

My home is in a safe neighborhood.

It is important for me to age in River Forest

Property taxes are a significant factor in my/our ability to remain in River Forest

**Given your druthers, how much longer would you like to live in your current River Forest home?**

- Less than a year
- 1 to 5 years
- 6 to 10 years
- 11 or more years

**Given your druthers, how much longer do you wish to continue to live in River Forest?**

- Less than a year
- 1 to 5 years
- 6 to 10 years
- 11 or more years

**What type of home would you like to move to next in River Forest?**

- Apartment or condominium in a multifamily building
- Townhouse
- Single family house
- "Granny flat" also known as an accessory dwelling unit
- Retirement home or assisted living for senior citizens
- Group home or small assisted living home for seniors (6-10 residents)
- Nursing home
- Other: Please specify \_\_\_\_\_

I would consider modifying my property to create a separate living space for a caregiver or boarder...

- *I would consider modifying my property to create a designated space for another adult (for example, an "in-law suite" or a freestanding small dwelling unit)*
- *I would consider living in an "in-law suite" or a freestanding small dwelling unit*

### **Social Participation**

3. There are enough opportunities for me to meet people in River Forest.
4. Activities and events in River Forest are organized in places that are accessible to me.
5. It is easy for me to learn about social events in River Forest.
6. I find the range of events and activities offered throughout River Forest are sufficiently varied.

### **Technology**

I have adequate internet access for my needs and wants.

I am comfortable using a smartphone.

I am comfortable using my electronic devices (e.g. computer, smartphone, tablet) to access information about things happening in River Forest.

### **Respect and Social Inclusion**

7. I sometimes get annoying or negative remarks because of my perceived age.
8. I sometimes feel discriminated against because of my age.

### **Civic/Social Involvement and Volunteer Opportunities**

9. I have enough opportunities to interact with younger generations within River Forest.

I am satisfied with the opportunities for social involvement in River Forest.

I am satisfied with the opportunities for civic involvement in River Forest.

I am satisfied with the volunteer opportunities available to me in River Forest.

10. I feel like a valued member of the River Forest community.

### **Communication and Information**

It is difficult for me to read signage in buildings (businesses, libraries, Village Hall etc.) in River Forest.

11. Printed and digital information from the Village of River Forest is easy for me to read in terms of type face and size

12. Printed and digital information from the Village of River Forest is written in understandable language to me.

I prefer to get information from the Village of River Forest via electronic means (email, text message, social media)

I prefer to get printed information from the Village of River Forest via US Mail

### **Community Support and Services for Older Adults**

- 13. Social services in River Forest meet my needs.
- 16. I know what services for older adults are available in River Forest.
- I know how to access services for older adults in River Forest.
- I use services for older adults in River Forest.

**Outdoor Spaces and Buildings**

- 19. The businesses in River Forest are accessible with a wheeled walker or wheelchair
- 18. The sidewalks in my neighborhood are safe for me to use.
- I usually have enough time to cross streets safely in River Forest.
- There are enough places for me to sit and rest throughout River Forest.
- Street lights in River Forest are bright enough for me to safely walk at night.
- Street lights in River Forest are bright enough for me to safely drive at night.

**Access to Transportation**

- 20. I have easy access to public transportation (the El, Metra, bus)
- I usually take public transportation (the El, Metra, bus) to get where I need to go
- I usually drive myself to where I need to go
- I usually take a taxi or rideshare to where I need to go
- I usually depend on others to get me where I need to go
- I need assistance to get from my home to my ride
- I am aware of the transportation services that River Forest Township provides.

**Financial Situation**

- 22. My income is adequate to cover my basic needs

Add:

**Demographics**

*What is your age (circle one)?*      50-60      61-70      71-80      80+

*Do you own or rent (circle one)?*      Own      Rent

*With whom do you live (circle one)?*      Live alone      Live with spouse

*Live with child*      *Live with friend/roommate*  
*Live with relative (other than spouse or child)*

*Do you use a caregiver (circle one)?*    Yes    No

*How long have you lived in River Forest (circle one)?*

*Less than 5 years*      *5-10 years*  
*10-15 years*      *20+ years*

*How long do you plan on staying in River Forest (circle one)?*

*Less than 5 years*      *5-10 years*  
*10-15 years*      *20+ years*

*Do you or your spouse receive income from a pension (circle one)?*    Yes    No

*Do you know approximately how much it costs per month to live in your current home (circle one)?*

*Yes*    *No*

### **Demographics**

**Which type of home do you currently live in?**

- Single family house
- Townhouse
- Apartment or condominium in a multifamily building
- Other, please specify: \_\_\_\_\_

**Do you rent or own your current home? (QUESTION #Y)**

- Own — Skip to Question #X
- Rent

Add: inclusive gender question/race/ethnicity

## The River Forest Age Friendly Survey

<b>Social Participation</b>	Totally Disagree	Disagree	Neutral	Agree	Totally Agree
1. There are enough opportunities for me to meet people in River Forest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Activities and events in River Forest are organized in places that are accessible to me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. It is easy for me to learn about social events in River Forest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I find the range of events and activities offered throughout River Forest are sufficiently varied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Technology</b>	Totally Disagree	Disagree	Neutral	Agree	Totally Agree
5. I have adequate internet access for my needs and wants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I am comfortable using a smartphone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I am comfortable using my electronic devices (e.g. computer, smartphone, tablet) to access information about things happening in River Forest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Respect and Social Inclusion</b>	Totally Disagree	Disagree	Neutral	Agree	Totally Agree
8. I sometimes get annoying or negative remarks because of my perceived age.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I sometimes feel discriminated against because of my age.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Civic/Social Involvement and Volunteer Opportunities</b>	Totally Disagree	Disagree	Neutral	Agree	Totally Agree
10. I have enough opportunities to interact with younger generations within River Forest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. I am satisfied with the opportunities for social involvement in River Forest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I am satisfied with the opportunities for civic involvement in River Forest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. I am satisfied with the volunteer opportunities available to me in River Forest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I feel like a valued member of the River Forest community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Communication and Information</b>	Totally Disagree	Disagree	Neutral	Agree	Totally Agree
13. It is difficult for me to read signage in buildings (businesses, libraries, Village Hall etc.) in River Forest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Printed and digital information from the Village of River Forest is easy for me to read in terms of type face and size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Printed and digital information from the Village of River Forest is written in understandable language to me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. I prefer to get information from the Village of River Forest via electronic means (email, text message, social media)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. I prefer to get printed information from the Village of River Forest via US Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Community Support and Services for Older Adults</b>	Totally Disagree	Disagree	Neutral	Agree	Totally Agree
18. Social services in River Forest meet my needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. I know what services for older adults are available in River Forest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. I know how to access services for older adults in River Forest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. I use services for older adults in River Forest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Outdoor Spaces and Buildings</b>	Totally Disagree	Disagree	Neutral	Agree	Totally Agree
22. The businesses in River Forest are accessible with a wheeled walker or wheelchair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. The sidewalks in my neighborhood are safe for me to use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. I usually have enough time to cross streets safely in River Forest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. There are enough places for me to sit and rest throughout River Forest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Street lights in River Forest are bright enough for me to safely walk at night.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Street lights in River Forest are bright enough for me to safely drive at night.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Access to Transportation</b>	Totally Disagree	Disagree	Neutral	Agree	Totally Agree
28. I have easy access to public transportation (the El, Metra, bus)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. I usually take public transportation (the El, Metra, bus) to get where I need to go	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. I usually drive myself to where I need to go	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. I usually take a taxi or rideshare to where I need to go	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. I usually depend on others to get me where I need to go	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. I need assistance to get from my home to my ride	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. I am aware of the transportation services that River Forest Township provides.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Financial Situation</b>	Totally Disagree	Disagree	Neutral	Agree	Totally Agree
35. My income is adequate to cover my basic needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. I can easily meet my monthly housing costs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Property taxes are a significant factor in my/our ability to remain in River Forest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Housing</b>	Totally Disagree	Disagree	Neutral	Agree	Totally Agree
38. My home is accessible to me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. My home is accessible to people who come to visit me or help me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. I want to stay in my current residence as I age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. My current home will allow me to have another person live with me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. I feel safe in my home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. My home is in a safe neighborhood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. It is important for me to age in River Forest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. I would consider modifying my property to create a separate living space for a caregiver or boarder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>







**Village of River Forest**  
**Village Administrator's Office**

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

**MEMORANDUM**

Date: June 4, 2021

To: Age-Friendly Committee

From: Sara Phyfer, Management Analyst/Deputy Clerk

Subj: Distribution Options for Committee Survey

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As the Committee works to finalize its survey, the Committee may also wish to begin considering distribution methods. These are the readily available methods and ones the Village has used previously for surveys/questionnaires:

- Load the survey into SurveyMonkey, which offers various export options for analysis and charts responses. The survey can also be printed and keyed in later for those who prefer paper copies.
- Targeted post card mailing to older adults in the Village using existing Village records (senior property tax exemption list, vehicle sticker senior discount list, and send to all multi-family residences to capture renters)
- Include a note on water bills
- Advertise in the Village's E-Newsletters and on social media
- Request that the Library and Township utilize their records of older adults to communicate the survey's availability and/or to accept paper copies on the Committee's behalf
- Request that the Sheridan communicate it with their residents and/or to accept paper copies

This item is for discussion and no formal action is required from the Committee.

Village of River Forest  
Age Friendly Ad Hoc Committee Meeting Policy

GENERAL RULES

1. Prior to each regular meeting of the Age Friendly Ad Hoc Committee, (“Committee”) the Village staff shall cause an agenda to be prepared for approval by the Chairperson.
2. The ayes and nays shall be taken and recorded in the minutes in the case of the passage of all motions. A concurrence of a majority of all members present shall be necessary to the passage of same, unless otherwise required by law. In all cases where a motion is entered into the minutes, the names of the member moving and seconding shall be entered.
3. The Chairperson shall be the presiding officer of the Committee. In the absence of the Chairperson, the Committee members present shall elect a Chairperson *pro tem*. The presiding officer shall decide all questions of order.
4. Five members shall constitute a quorum. Except as provided in this rule, no motion shall be considered or voted on without a quorum present. A member shall be considered “present” when available and participating in accordance with the rules governing participation by electronic means. A motion to recess to a future specified date may be considered and passed by less than a quorum of members.

CONDUCT OF COMMITTEE MEETINGS VIA ELECTRONIC MEANS

1. Purpose

The purpose of this part of the Policy is to prescribe rules for the conduct of meetings of the Committee whether meeting at a regular or special meeting of the Committee when conducted wholly or partially via electronic means. These rules for meetings conducted via electronic means, shall supplement those rules of the Committee, prescribed for meetings where members are physically present, provided that those rules of the Committee, which by their nature can have no, or only limited application where one or more members of the Committee are present via electronic means, shall have no or such limited application as the circumstances warrant. Participation by electronic means shall be in accordance with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.*, as amended from time to time. To the extent of any conflict between this Policy and the Open Meetings Act, the Open Meetings Act shall control and apply.

2. Minutes of Meetings

The Committee secretary shall record in the minutes whether members were physically present or present via electronic means.

3. Limitations on the Conduct of Meetings via Electronic Means

The following rules shall apply for the conduct of any meeting at which any Committee member is participating through the use of electronic means:

- A. A member of the Committee may attend via electronic means only if the member is prevented from physically attending because of (1) personal illness or disability, (2) employment purposes or the business of the Village or (3) a family or other emergency.
- B. Whenever possible, members of the Committee who cannot be physically present at a public meeting for the reasons stated in paragraph A. above and who wish to attend via electronic means shall give notice to the Committee Chairperson and Village Staff Liaison not less than two business days before the meeting date unless advance notice is impractical.
- C. Public notice of special or regular meetings, when it is known two business days in advance of such meetings that any Committee member will attend through use of electronic means, shall contain, in addition to any other information required by law, the names of the member(s) of the Committee who will be attending in that manner, and the type of medium through which they will attend.
- D. When it is not possible for a member of the Committee to give two business days' notice, and the member of the Committee will be unable to be physically present at a special or regular meeting for the reasons stated in paragraph A. above and wishes to attend through the use of electronic means on the date of the meeting, prior to convening the meeting, the Chairperson, or presiding officer, as the case might be, shall announce such method of attendance to the public and the reason.
- E. The Committee shall take a roll call vote on allowing attendance by the member through electronic means, which approval being granted by a simple majority vote of those Committee members present and voting.
- F. If the Chairperson or other presiding officer attends the meeting through the use of electronic means, he or she shall vacate the chair and a presiding officer as elected by the Committee who is physically present, shall preside.
- G. When one or more members of the Committee attend a meeting of the Committee via electronic means, all votes shall be by roll call.
- H. No more than two members of the Committee may attend a meeting through the use of electronic means at the same remote location.

- I. A quorum of the Committee must be physically present for any meeting of the Committee.
- J. When speaker phones are used to allow a member of the Committee to attend a meeting without being physically present, the Committee member using the speakerphone shall, each time he or she wishes to speak, identify himself or herself by name and be recognized by the Chairperson or presiding officer before speaking.
- K. The Committee in its sole discretion may, by majority vote of those present by any means, authorize its staff or, consultants to participate in the proceedings of the Committee by electronic means.

Any Committee member shall be considered present wherein the member is present by teleconference or other electronic means wherein voices are received by any location.

#### RULES FOR PUBLIC COMMENT

- 1. Except during the portion of the meeting dedicated to public comment, no person, other than Age Friendly Ad-Hoc Committee (“Committee”) members or Village staff, may address the Committee without consent of a majority of the Committee members then present.
- 2. The public may address the Committee with concerns or comments regarding issues relevant to Committee business. Issues relevant to Committee business means those that the Committee has the authority to address, items listed on the agenda and items or issues previously discussed by the Committee or that the Committee has the authority to consider or vote on in the future.
- 3. The Chairperson or her/his designee shall limit comments to matters that are relevant to Committee business.
- 4. Any person addressing the Committee shall be allotted five minutes to speak.

Approved by the Age Friendly Ad Hoc Committee on XX.