



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

Wednesday, August 11, 2021 – 6:00 PM
Village Hall – 400 Park Avenue – River Forest, IL 60305
1st 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. You may listen to the meeting by participating in a Zoom conference call as follows, dial-in number: 312-626-6799 with meeting ID: 886 1144 3427 or by clicking here: <https://us02web.zoom.us/j/88611443427>. If you would like to speak during public comment, please email sphyfer@vrf.us by 4:00 PM on August 11, 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. Discussion of Sample Surveys and Testing Questions
 - b. Continued Discussion and Consideration for Approval of Committee Survey Questions
6. New Business
 - a. Discussion Regarding Survey Distribution
7. Next Meeting: September 8
8. Adjournment

**VILLAGE OF RIVER FOREST
AGE-FRIENDLY AD HOC COMMITTEE
WEDNESDAY, JULY 14, 2021**

A regular meeting of the Village of River Age Friendly Ad Hoc Committee was held on Wednesday, July 14, 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 7:06p.m. Upon roll call, the following persons were:

Present: Chairperson Respicio Vazquez, Daniel Lauber, Deborah Frederick, Lydia Manning, Ron Sherman, James Flanagan, Barbara Mirel, Helen Kwan

Absent: None

Also Present: Management Analyst Sara Phyfer

2. PUBLIC COMMENT

None.

3. APPROVAL OF MEETING MINUTES

Mr. Sherman made a motion, seconded by Ms. Frederick to approve the June 23, 2021 meeting minutes.

Mr. Lauber requested that the June 1 memo that was distributed to members be included in the minutes.

Chairperson Vazquez stated that members' comments may be included.

Roll call:

Ayes: Chairperson Vazquez, Ron Sherman, Daniel Lauber, Deborah Frederick, Lydia Manning, James Flanagan, Barbara Mirel, Helen Kwan

Absent: None

Nays: None

Motion Passes.

4. COMMITTEE MEMBER UPDATES: DEMENTIA FRIENDLY RIVER FOREST AND AGE FRIENDLY COMMUNITIES COLLABORATIVE

Chairperson Vazquez stated he had nothing to report for AFCC.

Ms. Manning stated DFRF is planning to revitalize their action team and will be convening a meeting next month. She stated she spoke with Pam Mahn and they are considering combining Dementia Friendly efforts with Oak Park.

5. OLD BUSINESS

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

The Committee continued their discussion regarding the questions and updated the questions based on the feedback received. The Committee also discussed the overall layout of the survey to make it more accessible to older adults.

Mr. Sherman made a motion, seconded by Mr. Flanagan to approve the Committee survey as amended for the purposes of testing.

Roll call:

Ayes: Chairperson Vazquez, Ron Sherman, Deborah Frederick, Lydia Manning, James Flanagan, Barbara Mirel, Helen Kwan

Absent: Daniel Lauber

Nays: None

Motion Passes.

The Committee reached a consensus to have each member distribute the sample survey to 5 residents and ask a series of follow up questions to gauge any changes needed. It was determined to return the samples and the follow up questions to Ms. Phyfer by August 4.

6. NEW BUSINESS

a. Discussion Regarding Survey Distribution

The Committee reached a consensus to discuss this further at the next meeting.

b. Discussion and Consideration of Committee Rules and Procedures

Chairperson Vazquez reviewed Mr. Lauber's proposed changes to the language. The Committee accepted most of his changes; the Committee decided to limit public speaking to 5 minutes per speaker and to leave 5 members as the number for a quorum.

Mr. Sherman made a motion, seconded by Mr. Flanagan to approve the Committee Rules as amended.

Roll call:

Ayes: Chairperson Vazquez, Ron Sherman, Deborah Frederick, Lydia Manning, James Flanagan, Barbara Mirel, Helen Kwan

Absent: Daniel Lauber

Nays: None
Motion Passes.

7. NEXT MEETING: AUGUST 11

The Committee reached a consensus to hold its next meeting Wednesday, August 11 at 7PM.

8. ADJOURNMENT

Mr. Flanagan made a motion, seconded by Ms. Manning to adjourn the meeting at 9:02PM.

Roll call:

Ayes: Chairperson Vazquez, Ron Sherman, Deborah Frederick, Lydia Manning,
James Flanagan, Barbara Mirel, Helen Kwan

Absent: Daniel Lauber, Barbara Mirel

Nays: None

Motion Passes.

Sara Phyfer, Secretary



Village of River Forest
Village Administrator's Office

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

MEMORANDUM

Date: August 6, 2021

To: Age-Friendly Committee

From: Sara Phyfer, Management Analyst/Deputy Clerk

Subj: Sample Surveys and Follow Up Questions

The sample surveys and corresponding follow up questions are available in the Dropbox link below:

<https://www.dropbox.com/sh/mc1b12cbbvkq83/AADqIcilaNLB3Ohh2qySqipLa?dl=0>



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MEMORANDUM

Date: June 4, 2021

To: Age-Friendly Committee

From: Sara Phyfer, Management Analyst/Deputy Clerk

Subj: Distribution Options for Committee Survey

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.