



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

Wednesday, September 8, 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: 876 0694 5514 or by clicking here: <https://us02web.zoom.us/j/87606945514>. If you would like to speak during public comment, please email sphyfer@vrf.us by 4:00 PM on September 8, 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
 - c. Discussion Regarding Survey Distribution
6. New Business
7. Next Meeting: October 13
8. Adjournment

**VILLAGE OF RIVER FOREST
AGE-FRIENDLY AD HOC COMMITTEE
WEDNESDAY, AUGUST 11, 2021**

A regular meeting of the Village of River Age Friendly Ad Hoc Committee was held on Wednesday, August 11, 2021 at 6:00 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 6:07p.m. Upon roll call, the following persons were:

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

Absent: Barbara Mirel

Also Present: Management Analyst Sara Phyfer

2. PUBLIC COMMENT

None.

3. APPROVAL OF MEETING MINUTES

Mr. Flanagan made a motion, seconded by Mr. Sherman, to approve the July 14, 2021 meeting minutes.

Roll call:

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

Absent: Barbara Mirel

Nays: None

Motion Passes.

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

Chairperson Vazquez stated AFCC did not meet.

Ms. Manning stated DFRF has a meeting scheduled for August 23 at 1:30 and will discuss what the relationship with DFOP will look like, as well as training and certifying organizations in the fall.

5. OLD BUSINESS

- a. Discussion of Sample Surveys and Testing Questions

The Committee discussed the sample survey results and made updates to the survey based on the feedback questions. The Committee also discussed the respondents were grateful the Village is doing this and asking residents for their input.

The Committee reached a consensus to do a second pilot survey, and each member was assigned to give the updated version to 3 people.

In response to a question from Mr. Sherman, Chairperson Vazquez stated the product is a recommendation plan based on the responses of the survey/baseline assessment.

It was determined that Committee members would return the sample materials to Chairperson Vazquez by August 20 and Mr. Flanagan would prepare another summary of the findings by August 23.

Mr. Lauber suggested there should be a cover letter to accompany the surveys and stated he would check with former County Clerk David Orr on obtaining a voter registration list to use to assist with drawing a random sample.

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

6. NEW BUSINESS

a. Discussion Regarding Survey Distribution

The Committee discussed using Survey Monkey and having hard copies available. There was consensus to promote the Committee's work and to alert residents that they may receive the survey as part of a random sample.

7. NEXT MEETING: SEPTEMBER 8

The Committee reached a consensus to hold its next meeting Wednesday, September 8 at 6PM.

8. ADJOURNMENT

Ms. Manning made a motion, seconded by Mr. Lauber to adjourn the meeting at 7:16 PM.

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: September 3, 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/ra8kwmv81a8ighy/AACdkj5j2rTZwqxb6zI13Dc9a?dl=0>



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

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.