



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

Wednesday, February 9, 2022 – 6:00 PM
Village Hall – 400 Park Avenue – River Forest, IL 60305
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: Elijah Beborá at ebabora@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: 840 0030 9606 or by clicking here: <https://us02web.zoom.us/j/84000309606>. If you would like to speak during public comment, please email ebabora@vrf.us by 4:00 PM on February 9, 2022.

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. Committee Member Survey Tallying Progress
 - b. Update on Surveys
6. New Business
 - a. Request for Proposal Scope of Service - Discussion
7. Next Meeting: March 9, 2022
8. Adjournment

**VILLAGE OF RIVER FOREST
AGE-FRIENDLY AD HOC COMMITTEE
WEDNESDAY, January 12, 2022**

A regular meeting of the Village of River Age Friendly Ad Hoc Committee was held on Wednesday, January 12, 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 6:05 p.m. Upon roll call, the following persons were:

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

Absent: Helen Kwan and Barbara Mirel

Also Present: Management Analyst/Deputy Clerk Elijah Bebora

2. PUBLIC COMMENT

None.

3. APPROVAL OF MEETING MINUTES

Committee Member Flanagan made a motion, seconded by Committee Member Lauber, to approve the November 10, 2021 meeting minutes.

Roll call:

Ayes: Chairperson Vazquez, Daniel Lauber, Deborah Frederick, Lydia Manning, James Flanagan.

Absent: Barbara Mirel and Helen Kwan

Nays: None

Motion Passes.

4. COMMITTEE MEMBER UPDATES: DEMENTIA FRIENDLY RIVER FOREST (DFRF) AND AGE FRIENDLY COMMUNITIES COLLABORATIVE (AFCC)

Committee Member Manning stated that the River Forest Public Library, local businesses and organizations had a good showing at the Dementia Friendly training. She commented that another Dementia Friendly training will take place during senior's week in the middle of May. She remarked that the training will be in partnership with Oak Park Dementia friendly.

Chairperson Vazquez stated that he attended an Age Friendly Communities Collaborative (AFCC) meeting. He commented that the topic of the meeting was about public accommodations, specifically regarding how Park Districts and the community be more age friendly. He stated that he spoke on making Village sidewalks more even and wider, and making lighting better for Village seniors. He commented that during the Village Board's meeting on setting priorities for the year, there was conversation amongst the Trustee's about fixing Village sidewalks and the lighting issues for the future of the Village.

5. UPDATE ON SURVEY MAILINGS

Chairperson Vazquez requested Elijah Bebora provide a status update on the age friendly surveys, specifically how many surveys have been received by mail and electronically.

Elijah Bebora stated that the Village has so far received 146 paper surveys by mail, and 42 have been submitted electronically. He remarked that 17 surveys have been returned as undeliverable.

6. OLD BUSINESS

a. Discussion Regarding Finalizing the Scope of Service for the Survey Analysis
Committee Members Mirel and Manning were tasked with drafting a scope of service in preparation of a request of proposal. Committee Members will be given an opportunity to review the draft and have a discussion at the next Committee meeting.

7. NEW BUSINESS

a. Discussion on Input of Paper Copy Surveys into Survey Monkey

The Committee Members reached a consensus on tallying survey data into Survey Monkey. Committee Members stated that they will come to Village Hall to pick up the surveys as soon as staff informs them that they are ready.

8. NEXT MEETING: February 9

9. ADJOURNMENT

Committee Member Flanagan made a motion, seconded by Committee Member Lauber to adjourn the meeting at 6:43 PM.

Age-Friendly Ad Hoc Committee Meeting January 12, 2022

Roll call:

Ayes: Chairperson Vazquez, Deborah Frederick, Lydia Manning, James Flanagan,
Daniel Lauber

Absent: Helen Kwan and Barbara Mirel

Nays: None

Motion Passes.

Elijah Bebora, Secretary

**River Forest Age Friendly Ad Hoc Committee
Call for Proposals (CFP)**

Data Analyst/Consultant Position Description

Objective:

The Village of River Forest is seeking a contractor with expertise in advanced demographic and survey data analytics to provide analytic and interpretive services. The contractor will work with results from an already conducted Village survey on Age Friendly Community Initiatives.

Responsibilities Include:

Preparation for analysis

- Advise and assist committee members on the appropriate statistical methodology to meet their study needs and objectives
- Organize data and develop and implement data analyses systems and strategies that optimize statistical efficiency and quality and that afford data visualizations of outcomes (ideally interactive ones)

Analysis and interpretation

- Quantitatively analyze and interpret data, using appropriate statistical and mathematical software packages that committee members can freely access
- Guide and collaborate with committee members in asking new questions of existing data and results
- Guide and collaborate with committee members in devising additional inquiries that could fill in gaps and extend inquiry

Reporting

- Perform statistical programming, summarize outcomes and develop written reports, oral presentations, and visual representations for stakeholders., developing and/or maintaining our data source
- Provide consultation, technical assistance, and coordination to committee members and other stakeholders

Applicable Dates:

Request for Proposals Release Date x, 2022

Deadline for Respondent Questions x, 2022

Deadline for Answers to Questions x, 2022

Application Due Date: x, 2022

Anticipated Issuance of Notice of Award: x, 2022

Anticipated Period of Performance: x, 2022 to x, 2022