



Village of River Forest
Village Administrator's Office

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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