



Agenda
Village of Arlington Heights
Commission for Citizens with Disabilities
Buechner Room
33 S. Arlington Heights Rd., AH 60005
February 11, 2020
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes from the Abilities Celebration Committee Meeting on January 30, 2020
- B. Minutes from January 14, 2020

IV. REPORTS

V. OLD BUSINESS

- A. Community Awareness Captioning
- B. Abilities Celebration
- C. Spring Project
- D. Connections Newsletter

VI. NEW BUSINESS

- A. Sponsorship of Disability Carnival

VII. OTHER BUSINESS

VIII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.



**Commission for Citizens with Disabilities
2/11/2020**

Item: Minutes from the Abilities Celebration Committee Meeting on January 30, 2020

Department: Health & Human Services

ATTACHMENTS:

Description	Type
Minutes from the Abilities Celebration Committee Meeting on January 30, 2020	Minutes

**MINUTES OF THE
ARLINGTON HEIGHTS ABILITIES CELEBRATION COMMITTEE
COMMISSION FOR CITIZENS WITH DISABILITIES**

January 30, 2020

I. CALL TO ORDER

The Arlington Heights Abilities Celebration Committee meeting of the Arlington Heights Commission for Citizens with Disabilities was called to order by Chairman Calibraro at 6:16 p.m. in the Buechner Room at Village Hall.

II. ROLL CALL

PRESENT: Roxanne Calibraro, Chairman Seth Goldberg Jackie McCarty Peg McMahon Eva Mullinax David McCallum Michele Ramsey Sheryl Letwat Brian Harrison	ABSENT:
ALSO PRESENT: David Robb, Disability Services Coordinator/Board Liaison Stacy Shein-Stapleton, ASL Interpreter Laurel Katz, Resident Melissa Cayer, Resident	

III. APPROVAL OF THE MINUTES

Being this was the first committee meeting there were no minutes.

IV. REPORTS

A. ARLINGTON HEIGHTS ABILITIES CELEBRATION

Coordinator Robb reported that he is the Village's main contact for planning of the Abilities Celebration. He will be reporting back to James McCalister, Health & Human Services Director and to Randy Recklaus, Village Manager.

He, along with Commissioner Goldberg, Ted Goldberg, and Laurel Katz met with Steve Burke, Director of Building and Grounds, at St. Viator High School, for a walkthrough of the facility. It's a great facility. We got an email confirmation from Steve on Friday January 24 stating that the Commission can use their facility for free, but there would be a staff expense charged to the commission of \$986 to cover the cost of three staff for Saturday, September 12. This is the first budget item to

consider. Coordinator Robb went on to report that the Commission has a Community Awareness line item in the amount of \$2000. The Commission spent roughly \$1,000 in 2019. So there is a small budget to help cover expenses.

Commissioner Goldberg explained that St. Viator is not charging for tables and chairs the stage set up or use of the bleachers. Setup would begin at 7:30 a.m. For the event opening at 10:00 a.m. and running until 4:00 p.m.

Chair Calibraro asked, why would we go until 4:00 p.m.? A discussion ensued with resident Laurel Katz stating that the extended time until 4:00 p.m. would allow more speakers to present and give vendors a longer stay. Commissioners reasoned that people will come and go and not stay or come for the full event.

V. OLD BUSINESS

There was no old business.

VI. NEW BUSINESS

A. BUDGET

The budget will include items wanted and their costs. This includes the cost a Disc Jockeys (DJ) and individual Speakers. Sign Language Interpreters and other auxiliary aids and services. Printing, copying, and mailing.

Sources of revenue include Commission's Community Awareness line item, for profit vendor fees, monetary sponsorships from agencies and possibly the Village of Arlington Heights.

We will budget \$2500 to compensate 5 speakers at up to \$500 per speaker. It doesn't mean we have to spend the whole amount budgeted. We will budget \$1,000 for the DJ. \$1,000 for the cost of St. Viator staff and \$500 for printing and mailing,

The total budget is \$5000.

B. NEXT MEETING

Discussion of the Abilities Celebration will resume at the Tuesday, February 11, 2020 at 7:00 p.m., Commission's regularly scheduled meeting.

C. PROTOCOL

Coordinator Robb is the contact person for the Village. All correspondence should go through him. Commissioners seeking information from the Village of Arlington Heights should direct their questions to Coordinator Robb.

All correspondence must receive prior approval when on Village Letterhead.

D. SCOPE

1. Venue

St. Viator High School. Two gymnasiums one large that could fit 25 vendor tables or more with only one set of bleachers extended. This is the main gym where all the events are held but it is not air conditioned. The small

gym is air conditioned but does not have bleachers. More or all the vendors could be set up in the small gym. The two gyms are close to each other.

Commissioner Ramsey suggested having a Sensory Space located either in one of the gyms or set up in a nearby classroom. We should provide use of headphones for people needing them who get over stimulation from all the sounds and commotion. The event should be for all ages.

Coordinator Robb will contact Steve Berke, at St. Viator High School to get the floor plan for the gyms and facilities to begin designing a layout for the event.

2. Entertainment

Commissioner Goldberg will get price quotes from several DJ's for the cost of provided entertainment and for our use of their sound system for the other parts of the program, i.e. speakers, welcome, and introductions.

Speakers

Commissioners will contact potential speakers and learn what they charge and if they are available on September 12, 2020. Commissioners are to forward the names of these speakers to Coordinator Robb. He will compile a list to be voted on at the next meeting.

Some potential speakers include: Karen Tamley, Disability Commissioner for the City of Chicago and new President and CEO of Access Living of Chicago. Jason Benetti, Sports Announcer.

Commissioners each need to contact speakers, check their availability for September 12, and find out what they charge. Forward the information to Coordinator Robb or bring to the next meeting.

3. Vendors/Agencies

Nonprofit agencies are no charge. For profit vendors will be charged \$100 to participate in the event. Some vendors to include: a disability climbing wall, other agencies may include Village of Arlington Heights Police and Fire Departments, Arlington Heights Memorial Library, Wheeling and Elk Grove Townships, Pace Bus, Metra, Illinois Department of Rehabilitation Services, Main in Heaven, etc.

4. Food

First priority is to include food vendors of agencies serving individuals with disabilities including Gerry's Café, Miseracordia, also vendors who have workers with disabilities like Jewel, Culver's, Target. Food trucks get booked very fast. Food trucks require a certain number of sales to come out. Dunkin Donuts has a food truck.

5. Invitations

A one-page flyer will be made that can be used as an invitation to invite people to the event, this would include people on the Connections Mailing

list and throughout the community. The flyer could be enlarged to make a poster. We could ask businesses to put the flyer or posters in their windows to help advertise the event. Making the flyer is a priority.

Invitations should be made to send to dignitaries.

6. Advertisement

Flyers sent to agencies and newspaper articles and social media. Plastic bags with the Village logo and Commission on the bag. This can be sent out to the Chamber of Commerce and other entities.

Commissioner Goldberg will forward names of T.V. personalities he knows to Coordinator Robb as contacts for Nancy Kluz in generating stories about the Abilities Celebration.

7. Sponsor/Door Prizes

Commissioner Goldberg suggested drafting a letter to solicit sponsorships and another letter to invite vendors to the event. Coordinator Robb said that he would ask Karie Van Grinsven for sample solicitation and vendor invitation letters used by the Senior Celebration Committee.

Knights of Columbus had offered to help the Commission. Commissioner McMahon said they might help the Commission by donating to the Commission's efforts, but that they cannot give directly to specific events.

The Village may be able to contribute once a program and budget is developed.

8. Program – Presentations

Coordinator Robb suggested starting by developing the program. This will give structure to the event. He suggested starting with a "Welcome" perhaps by the Mayor and Village Manager. Then "Introductions" Raffles, Entertainment. Commissioner Ramsey suggested putting a program together to give a time frame to the event.

- I Welcome
- II Introductions – Commission Chair
- III Entertainment – pep squad
- IV Keynote Speaker
- V Raffle interspersed throughout the event
- VI Interactive Demonstration – Conga Line
- VII Speaker

Scheduled down time for attendees to visit with vendors.

VII. OTHER BUSINESS

VIII. ADJOURNMENT

Due to the hour of the evening it was, a motion to adjourn the meeting was made by Commissioner McCarty, seconded by Commissioner Goldberg. Motion passed by unanimous consent. The meeting was adjourned at 8:02 p.m.



**Commission for Citizens with Disabilities
2/11/2020**

Item: Minutes from January 14, 2020

Department: Health & Human Services

ATTACHMENTS:

Description	Type
Minutes from January 14, 2020	Minutes

**MINUTES OF THE REGULAR MEETING
OF THE ARLINGTON HEIGHTS
COMMISSION FOR CITIZENS WITH DISABILITIES**

January 14, 2020

I. CALL TO ORDER

The regular meeting of the Arlington Heights Commission for Citizens with Disabilities was called to order by Chairman Calibraro at 7:08 p.m. in the Buechner Room at Village Hall.

II. ROLL CALL

Present: Roxanne Calibraro, Chairman Seth Goldberg Jackie McCarty Peg McMahon Eva Mullinax David McCallum Michele Ramsey Sheryl Letwat	Absent: Brian Harrison
Also Present: David Robb, Disability Services Coordinator/Board Liaison Stacy Shein-Stapleton, ASL Interpreter Laurel Katz, Resident Ted Goldberg, Resident	

II. APPROVAL OF THE MINUTES

A motion was made by Commissioner Goldberg to approve the November 12, 2019 minutes as written, seconded by Commissioner McCarty. Motion passed by unanimous consent.

IV. REPORTS

A. DISABILITY SERVICES UPDATE

1. On December 4 Coordinator Robb met with Commissioner Goldberg, residents Laurel Katz and Ted Goldberg, James McCalister, Director of Health and Human Services, and Randy Recklaus, Village Manager. The meeting was held to discuss the Commission is hosting of the Disability Celebration and Coordinator Robb's role as Board Liaison to the Commission in planning the event.
2. Coordinator Robb reported that the Village hosted a Metropolitan Mayors Caucus Age Friendly Communities meeting on December 5. Village Manager Randy Recklaus greeted and welcomed the group. Coordinator Robb gave a brief presentation on Accessible Housing per Building Code requirements.

3. On Tuesday, December 10, Coordinator Robb in his role as Medical Reserve Corps Coordinator attended the quarterly meeting with Kaitlyn Weitzel, Emergency Response Coordinator for the Emergency Preparedness and Response Unit of the Cook County Department of Public Health. The Village of Arlington Heights' Police, Fire, and Health Services meets quarterly in preparation of a mass vaccination
4. Starting January 1, 2020 Coordinator Robb will manage the Village's Taxi Subsidy Program for low-income senior citizens and adults 18 years and older with disabilities. He reported that they had met with a company on this date to discuss transportation needs of the community. The company said they would submit a transportation proposal reflecting the discussion.

B. DISABILITY LAW UPDATE

1. Chairman Calibraro reported that the Great Lakes DBTAC under Peter Berg on December 10 had an audial conference on Traveling on Aircraft with Service Animals. The Department of Transportation promulgated in August guidelines to possibly redefine requirements of the Air Carrier Access Act.
2. She also reported that they are exploring the idea of putting accessible restrooms on single aisle airplanes that have more than 125 passengers. Apparently there are accessible restrooms on double aisle airplanes. The webinars are great as you can download the slides and listen to archived ADA podcasts.

V. OLD BUSINESS

A. COMMUNITY AWARENESS CAPTIONING

Coordinator Robb had nothing new to report. The new decals were printed with blue lettering set on a white background. These replaced the previous decals that had blue and white lettering on a clear background. The clear background made the decals hard to read when affixed to a clear window.

B. DISABILITY CELEBRATION

Commissioner Goldberg reported on the January 8 walkthrough of St. Viator High School with Coordinator Robb, Laurel Katz and Ted Goldberg. Steve Burke, Director of Building and Grounds led the walkthrough. Steve offered the use of the two gyms and the auditorium. The larger gym has bleachers and is where most school events are held. The smaller gym has air conditioning but the larger one does not. The gyms are close to each other, making it easy to move from one to the other. There are two sets of congregate restrooms, one set is fully accessible. There is plenty of parking all around the building and on-street parking. Steve suggested opening the doors to vendors at 7:30 a.m. for an event that would run from 10:00 a.m. until 2:00 p.m. He can also supply us with the floor plans of the gyms and facilities to help with designing the layout. He also mentioned the possibility of a security company he knows who may underwrite the cost of supplying security at the event. The Village may be able to support the celebration financially, but the details need to be worked out.

A motion was made by Commissioner McCarty for the Commission to host the Abilities Celebration seconded by Commissioner McMahon, the motion passed by unanimous consent.

The spreadsheet Nancy Kluz, Board Liaison to the Special Events Committee supplied to Coordinator Robb she used in planning the Hearts of Gold Awards is a good template to use in framing duties and responsibilities of the “Abilities Celebration” moving forward. Should more than two commissioners plan to meet an agenda needs to be posted for public participation. Coordinator Robb will do a “Survey Monkey” via email to schedule the first Abilities Celebration Committee meeting.

C. DISABILITY EMPLOYER AWARD

Chairman Calibraro reported that the Commission’s award received a nice write-up in the Daily Herald.

D. SPRING PROJECT

Coordinator Robb reported that he had reached out to Alexian Brothers Center for Mental Health as he recalled that there was a staff person that assisted their clients apply for Social Security’s Supplemental Security Income (SSI). Her name is Revita DeChalus, Case Manager Benefit Specialist and Chaplin. She and Jeff Silander, Case Manager of the Transitional Living Program (TLP) have agreed to do a presentation on March 10, 2020. The presentation would need to be held at the Senior Center due to early voting. A room at the Senior Center has been reserved.

Commissioner McMahon mentioned that her church and other churches have held mental health presentations and there was a lot of interest by parishioners. It was held every Monday night for four weeks. It was advertised in the bulletin and announced in the church service. There is a lot of interest. The Commission agreed to pursue them as speakers. We will advertise in the Connections Newsletter and publish the presentation in the newspaper. Commissioner McMahon offered to submit the presentation information for inclusion in the Sunday bulletin. Commissioner Goldberg suggested it be advertised in the Village’s E-News. Coordinator Robb will look into it. Once he gets a description of the presentation he will forward it to Commissioners. Commissioner Goldberg suggested hosting a presentation on what the State of Illinois is doing to promote disability services in the state of Illinois.

E. CONNECTIONS NEWSLETTER

Coordinator Robb stated that the mental health presentation will take up a page for registration and he has received several articles from Commissioners that he can use to get the next edition mailed out. We will include a “Save the Date” for the Abilities Celebration. Coordinator Robb asked, what should we call the event? A discussion ensued and it was determined to call the event “Arlington Heights Abilities Celebration” hosted by the Commission for Citizens with Disabilities.

Commissioner Goldberg asked, who should be the contact for volunteers? Coordinator Robb said that those wishing to volunteer may contact him and he will

keep a contact list of volunteers. Once the Commission determines how volunteers can be used they will schedule a meeting with them.

VI. NEW BUSINESS

No new business to report.

VII. OTHER BUSINESS

- A. Coordinator Robb reported that he received a letter from the Festival Committee thanking the Commission for their co-sponsorship of the Citizens with Disabilities Day Carnival. The letter asked if the Commission would like to sponsor the event again this year. He will forward the letter to Commissioners. This will be the 44th year of the festival. The Commission takes instamatic pictures of participants at the Disability Carnival and they march in the 4th of July Parade.
- B. Commissioner Goldberg reported that he and his Dad attended the Hanukah Lighting Ceremony at North School Park. The Mayor was there, and all but two trustees were there. Last year they had 30 people, and this year over 200 people. It was put on by Jewish people called the Hubbub.

VIII. ADJOURNMENT

With no further business to discuss, a motion to adjourn the meeting was made by Commissioner Goldberg, seconded by Commissioner Letwat. Motion passed by unanimous consent. The meeting was adjourned at 8:43 p.m.

January 2020

Proposal for the Arlington Heights Ability Celebration

Proposed by: Seth Goldberg

Motion for the Arlington Heights Commission for Citizens with Disabilities to host the Ability Celebration

Proposed Ability Celebration Motion:

The Arlington Heights Commission for Citizens with Disabilities to host the Ability Celebration on Saturday September 12th, 2020 to recognize and celebrate people with disabilities from Arlington Heights and surrounding communities.

Preliminary details on the initiative are described below:

Purpose and Scope:

- To inform residents living in the northwest suburban community of local services, programs, employment, and educational opportunities available to those who have disabilities
- To recognize and celebrate the accomplishments and abilities of persons who have disabilities (e.g. entertainment activities such as local group performances, children's activities, etc.)
- To include representation of local businesses owned and operated by persons who have disabilities
- To provide a forum for local employers to hire persons with disabilities and publicize their hiring opportunities
- Scope would be a six hour Saturday afternoon indoor event, on September 12, 2020; the event will be located at Saint Viator High School in Arlington Heights
- Individual Commission members' personal time involvement in developing this program will vary based on members' time availability and interests. Additional planning committee members and sponsors will be sought from the community and possible event participants such as the groups listed in the following section.

Possible participants:

- Private organizations such as Clearbrook, Little City, Misericordia, Lambs Farm, Gigi's Playhouse, Gerry's Café, Comcast Assistive Technologies, Center on Deafness etc.
- Public organizations such as State of Illinois, federal government, Wheeling Township, AHFD, AHPD, Chamber of Commerce, Harper, etc.
- Programs such as Special Olympics, NWSRA, KESHET, ADSC, NADS, Ups for Down, Buddy Baseball, other adaptive sports organizations, etc.
- Employers who recruit persons with disabilities: Jewel, Marciano's, Target, Culvers, McDonalds, etc.
- Disability equipment vendors (e.g. wheelchairs, vans, lifts, etc.)
- Food Vendors- especially those who hire the disabled
- School District 21, 25, 59, 211, 214 representation

Summary of October 2, 2019 meeting with Village Manager

- Village Manager, Legal Counsel (Robin Ward), and Police Dept. Representative (Doug Hajek) are all very supportive of having the Abilities Celebration.
- Disabilities Commission should take the role of hosting and in planning, working with Village Special Events Committee and other Community organizations (e.g. District 214, Park District, Chamber of Commerce, Rotary, Kiwanis, K of C, etc.)
- David Robb will take the lead Village staff role to support the planning for the event
- Program should be for children and adults; entertainment should be provided
- Village Manager uncertain at this time if Village financial support is available; local organizations could be asked for assistance, but not tax deductible
- Booth participants and vendors should be encouraged to offer "free stuff" (e.g. pens, toys, etc.)
- Preliminary research by Laurel Katz and David Robb indicate there is useful information available on the Internet and other sources to help with planning
- Detailed work plan with assigned resources will need to be developed; additional volunteers/sponsors need to be sought
- Advertising, food, permits, insurance, event staff, other volunteers, tables and chairs for vendors/participants, garbage clean-up will be needed; main contact (possibly David Robb)
- All volunteers will receive promotional t-shirts with event logo and sponsors

Summary of January 8th, 2020 meeting with Saint Viator

- Front Entrance will be the main access; significant parking is available
- Accessible restrooms are available
- Main gym and maybe small gym can be used (but we might be able to use main gym for everything)
- Stage with portable ramp and risers can be provided (for welcoming/speakers)
- Dimensions of both gym and floor plan will be provided
- Event will be on Saturday, September 12th, 2020 from 10am-4pm
- Door will be open between 7:30-8:00am for Volunteers and participant setup
- There is no A/C in main gym but it is available in smaller gym
- Security will present at event (cost TBD)
- Volunteer student Ambassadors may also assist (e.g. School Pep Band)