



Agenda
Village of Arlington Heights
Senior Citizens' Commission
Senior Center - 1801 W Central Road
Kenneth Hood Committee
March 28, 2023
2:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. February 21, 2023 Minutes

IV. REPORTS

- A. Guidebook Review
- B. Mailing List Review
- C. Application Review

V. OLD BUSINESS

VI. NEW BUSINESS

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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**Senior Citizens' Commission
3/28/2023**

Item: Minutes

Department: HHS

ATTACHMENTS:

Description	Type
February 21, 2023 Minutes	Minutes

**Meeting Minutes
Village of Arlington Heights
Senior Citizens' Commission
Kenneth Hood Committee Meeting
1801 W. Central Rd, Rm 190,
Arlington Heights, IL 60005
February 21 at 2:00 PM**

I. CALL TO ORDER

- i. Tem Williams called the meeting to order at 2 PM

II. ROLL CALL

- i. Fred Vogt
- ii. Sharon Adams
- iii. Tem Williams
- iv. Also present, Tracey Colagrossi Senior Citizen's Commission Liaison

III. APPROVAL OF MINUTES

- i. No minutes were taken from previous meeting

IV. REPORTS

- i. Review of the 2022 Award
 - 1. Sharon Adams advised that she was concerned with the submissions from last year that there were too many nominees from the Senior Center. She expressed that this award should reflect everyone in the entire community that serves older adults and not just the Senior Center.
 - 2. Fred Vogt suggested that after the initial mailing of the nomination forms, that a phone call from one of the Commissioners to follow up and seek nominations. It was discussed that often, the mailing could be disregarded or given to the wrong person in the organization. It was suggested that a line in the letter be added that one of the Commissioners would follow up with a brief phone call. Manager Colagrossi will add.
 - 3. Sharon Adams also noted that with all of the volunteers at Northwest Community Hospital, not one nomination was received. Tracey advised that NCH has a new Volunteer Coordinator that

will be attending the Volunteer Fair in April. Tracey will follow up with the staff person directly.

ii. Discussion of Process

1. The Commissioners reviewed the application and noted that some of the past nominees had very minimal submissions. It was advised that we add in the application "Please be specific and provide detailed examples, include number of volunteer hours, years of service, and other relevant information. No more than 2 pages double spaced, 12-point font."
2. The timeline will be updated in the Kenneth Hood Sub Committee Guidelines to include a follow up call from one of the Commissioners between May 8 and May 12. At the Sub Committee's next meeting, the contact list will be reviewed and the list will be divided amongst the commissioners to contact.
3. Manager Colagrossi will include the Rubric that the nominees will be measured, the hope is that the nominators will understand how the award will be scored. The scoring tool was reviewed to be fair and balanced.
4. If in the case of a numerical tie between two nominees, the Sub-Committee will have a discussion as to decide the final outcome of the award. There must be single winner in order to highlight the specialness of the award.
5. It is the goal to have the winner recognized at an August or September Village Board Meeting as done in previous years.
6. Manager Colagrossi will update the guide for these changes at the next meeting.

V. OLD BUSINESS

- i. No old business was discussed.

VI. NEW BUSINESS

- i. The Commissioners discussed a meeting time for March. They decided on Tuesday, March 28 at 2 PM at the Senior Center.

VII. OTHER BUSINESS

- i. No other business was discussed.

VIII. ADJOURNMENT

- i. Sharon Adams made a motion to adjourn, and seconded by Fred Vogt. All were in favor of adjourning the meeting at 2:50 P.M.

