

**Minutes
Village of Arlington Heights
Senior Citizens' Commission
Kenneth Hood Committee Meeting
Arlington Heights Senior Center
Arlington Heights, IL 60005
Wednesday, May 13, 2026, at 3:00 pm**

I. Call to Order

Commissioner Vogt called the meeting to order

II. Roll Call

**Present
Gary Wood
George Motto
Fred Feldman
Sharon Adams
Fred Vogt**

**Also Present:
Tracey Colagrossi**

III. Approval of Minutes

The Commissioners reviewed the meeting minutes from April 1, 2026.

COMMISSIONER VOGT REQUESTED A MOTION TO APPROVE THE MEETING MINUTES OF APRIL 1, 2026. COMMISSIONER FELDMAN VOTED TO APPROVE AND WAS SECONDED BY COMMISSIONER MOTTO. ALL WERE IN FAVOR AND THE MINUTES OF APRIL 1, 2026, WERE APPROVED.

IV. Reports

Tracey Colagrossi provided an update regarding award promotion and outreach efforts, including:

- An initial email campaign distributed April 15, 2026 to community partners and organizations
- Ongoing promotion through social media, e-blasts, and direct outreach
- Submission of a press release to local media outlets including Patch and the Daily Herald
- Placement of promotional information on the Village digital marquee near the downtown train station

The Committee noted that one nomination had been received to date and expressed optimism that additional nominations would follow as outreach continued.

Award Eligibility Discussion

Committee members discussed the need for clearer messaging regarding award eligibility. Discussion focused on ensuring promotional materials clearly communicate:

- Individuals of any age may be nominated
- Nominees do not need to be older adults

- Eligible nominees must demonstrate service benefiting older adults in Arlington Heights
- The Committee agreed future promotional materials should include language such as:
 - “All ages are eligible”
 - “Individuals of any age may be nominated”
- Staff agreed to revise marketing language accordingly.

Outreach and Follow-Up Strategy

Committee members reviewed outreach contact lists and volunteer assignments for nomination follow-up calls.

Discussion included:

- Personal outreach to organizations and community contacts
- Following up with organizations expressing interest in submitting nominations
- Providing additional nomination applications upon request
- Simplifying the nomination process for community members
- Committee members agreed that follow-up outreach should occur before Memorial Day due to the June 6 nomination deadline.
- Coordination with Village Meetings

The Committee discussed encouraging public awareness of the award through:

- Public comment at Village Board meetings
- Additional community promotion opportunities
- Distribution of nomination applications at upcoming public meetings
- Future Meeting Scheduling
- Due to scheduling conflicts and lack of quorum, the previously planned committee meeting was canceled.

The Committee scheduled the nomination review meeting for:
Wednesday, June 24, 2026, at 3:00 p.m.

Staff will distribute nomination packets and scoring materials to committee members by approximately June 15, 2026, to allow adequate review time prior to the selection meeting.

V. Old Business

No Old business was discussed.

VI. New Business

No new business was discussed.

VII. Other Business

No other business was discussed.

VIII. Public Comment

No members of the public attended.

IX. Adjournment

COMMISSIONER VOGT REQUESTED A MOTION TO ADJOURN.

COMMISSIONER FELDMAN MADE THE MOTION AND WAS SECONDED BY

**COMMISSIONER ADAMS. ALL WERE IN FAVOR AND THE MEETING
CONCLUDED AT 3:46 PM.**