

**Minutes of SENIOR SERVICES COMMISSION
Meeting of April 3, 2019
Kallsen Conference Center**

CALL TO ORDER:

The Tinley Park Senior Services Commission meeting was called to order at 3:10 p.m. by Chairman Bob Hayes.

ROLL CALL:

Present:

Commissioners: Chairman: Bob Hayes
Andy Ashmus
Rosemarie Bauer
Mike Cutrano, Associate
Phyllis Groberski
Vicki Hayes
Marcie Hecht
Grant Steeve
Linda Sullivan, Senior Center Assistant
Bill Brady, Village Trustee
Secretary: Denise Maly-Politano

APPROVAL OF AGENDA:

A motion was made by Commissioner Phyllis Groberski, seconded by Grant Steeve, to approve the agenda. Bob Hayes declared the motion carried.

APPROVAL OF MINUTES:

A motion was made by Vicki Hayes, seconded by Rosemarie Bauer, to approve the Minutes of the March 6, 2019 meeting of the Senior Services Commission as submitted. Motion was approved via voice vote. Bob Hayes declared the motion carried.

REPORTS:

Senior Center Administrative Report – Linda Sullivan

A. Financial Report:

Linda Sullivan's submitted bills for the financial report, inventory and bills paid. She also reported there is money left over in the budget and we can purchase needed items for the center. She did order a new coffee pot.

Mike Cutrano stated that Brad Bettenhausen requested a signature on every bill or it will not get paid.

B. Membership: Currently there are 244 members with the addition of seven new members.

C. Programs/Special Events/Trips:

Linda Sullivan reported the trip to see Mama Mia tomorrow, April 4th, is sold out. There are 2 extra tickets available due to cancelations if anyone needs a ticket.

Linda Sullivan stated the Senior Center recently made a donation to the Children's Hospital.

D. Volunteer Schedule for Luncheons

Schedule for volunteers will be distributed for volunteers to sign up in 2019. Need volunteers to set up tables and kitchen for luncheons, put up decorations.

NEW BUSINESS:

The Senior Services Commission changed over from Chairman Bob Hayes to Chairman Mike Cutrano. Mike Cutrano thanked Bob and Vicki Hayes for doing a great job on behalf of the Senior Services Commission. Mike Cutrano stated that Linda Sullivan was hired to assist in the Senior Center due to deaths and aging members. Now Linda is doing the job of three people which is not good. She has been handling too many things. He would ask each commissioner to take up a little bit. The commissioners will pick up the pieces and he asked each commissioner to pick up something to work on. Vicki Hayes will handle the newsletter and calendar. April 16th the budget should be passed and that will give us our number to play with. May to April the spreadsheet will be divided by 12.

Mike Cutrano distributed a folder containing necessary documents for the commission. Documents included a tax deduction letter, what the SSC commission is made up of, Linda Sullivan's job description, commissioner contact list and which commissioners will step up to do which jobs.

Vicki Hayes will complete the newsletter and it will be distributed the 2nd week of each month. The calendar on the back side of the newsletter will also be completed and events such as blood pressure, trips, movies, Bingo and lunches will be included on the calendar.

Mike Cutrano stated the SSC will start a suggestion box at the center. This box will be for all to contribute suggestions. The box will only be opened by him and during "New Business" at the monthly meeting; we will try to answer any questions from the citizens of Tinley Park. The organizational structure will be revised.

Grant Steeve will be in charge of inventory at the center and what we need to purchase for the month. Linda Sullivan suggested checking with her first. Linda will not be doing the shopping for the center. Grant will make the list and give to Scott at PW for purchasing. Linda will not have to go shopping with Scott.

Mike Cutrano stated that when the senior center is open, Linda needs to be there during all operating hours. She should not leave. We need to help the seniors of Tinley Park any way we can. Picking up dessert and bakery would be done by one of the other commissioners. Linda Sullivan agreed that would be fine but she has to stamp and she signs off on. Trustee Brady suggested that someone can still pick up the dessert. Mike Cutrano stated that no bill will be signed by one person. He will counter-sign and approve all bills.

Rosemarie Bauer will help choose the luncheons. She will investigate and order all luncheons and keep a restaurant list.

Mike Cutrano stated the funds are not quite where they should be. He wants to have a speaker every month and provide a free lunch to those attending. Our budget should be able to handle this. Lunches for the year should cost about \$4800. The week before we need to have a sign-up and limit the luncheon to 50. There will be no carry-outs. Orders will be for 60 people including volunteers and any guest speakers. Maybe someone will do some type of talent show. Every month we will have something to bring people in. Marcie Hecht thought it all sounded good. We need to keep up with the help and have enough people helping.

Phyllis Groberski clarified that the volunteer lunch means other than us [commissioners].

Linda Sullivan suggested asking one group to volunteer each month.

Andy Ashmus stated the draw back of a free lunch is that groups will come in for only the free lunch but then you won't see them the rest of the year. Mike Cutrano stated that is where the volunteer list will be used as a back-up as commissioners can't do everything.

Linda Sullivan asked who took the leftover food home. It was gone the next day. Mike Cutrano stated leftover will be eliminated with the new program.

Phyllis Groberski asked about box lunches. Need to make a note and let them know there will be no more box lunches so everyone knows.

Bob Hayes agreed that would be a great idea.

Mike Cutrano stated that on the May newsletter in the center we will have lunch is for 50 people and you need to sign up.

Trustee Brady stated that no cooked food is allowed to be removed from the township as we do not know what happens with the food health wise after it is served.

Marcie Hecht stated that some can't finish their food so they should be allowed to take home the leftovers.

Mike Cutrano is looking for a motion that would allow for free lunches. Mike then suggested tabling the luncheon discussion until next month and the budget has passed.

Andy Ashmus stated that some of our meals are pretty extravagant too.

Mike Cutrano stated that you take the budget and divide it by month and work with that. We can't initiate anything until we know what the budget is.

Trustee Brady did not think the \$400 limit would be enough. He then asked if there is a lunch every month.

Linda Sullivan stated that dessert runs \$300-400.00.

Discussion regarding budget continued.

Grant Steeve asked how we would keep track of people.

Phyllis Groberski suggested purchasing table plastic cloths at the dollar store then we can just throw them away. Rosemarie Bauer and Vicki Hayes did some investigation into the Dollar Store. She will be purchasing table clothes through the Dollar Store. She will order them by the case and delivery is free with in-store pick-up. She can purchase 4 cases which would give you 94 round table cloths. She can order different colors for different holidays.

Linda Sullivan stated that we were going to have leftover food going to the seniors the next day. Mike Cutrano stated that realistically we will not know what we have to work with until the budget is passed.

Rosemarie Bauer clarified that the luncheons will continue as is until the new budget and the vote. Mike Cutrano agreed. Luncheons will be tabled for now.

Rosemarie Bauer suggested working with Zettelmeiers for a discount for future luncheons.

[Luncheon discussion continued.]

Trustee Brady suggested a list/inventory of supplies so we know what to order when. Also, for the restaurant list, try to rotate the different restaurants.

Andy Ashmus suggested an average of \$300 for entertainment based on other luncheons.

Rosemarie Bauer suggested a sign-up sheet at every commission meeting preceding the next luncheon to bring in volunteers and know how many we will have. This will be for commissioners only.

Grant Steeve suggested an alphabetical list of all volunteers with phone numbers and birth dates.

Mike Cutrano stated we need a list. It should include their name, address, phone numbers and emergency contacts. Trustee Brady agreed. The emergency contact numbers are very important.

Mike Cutrano suggested looking into a new bus company. There is one local charter bus company in Oak Forest. Maybe a closer bus company would not change as much. You would have that much more left over money to use somewhere else, such as desserts for the seniors. Asked if we tip the bus driver.

Linda Sullivan stated the bus driver receives a tip. It is usually money from the pop fund.

Phyllis Groberski stated we used to have an additional \$1.00 on the ticket fee to cover the tip or suggested passing an envelope. Some people put money in and some don't. That would be the tip.

Mike Cutrano stated there will be no more food and show tickets for the bus driver. He is paid and receives tips. If there is a no show or extra ticket then he can attend.

Rosemarie Bauer suggested a refund on a no show for emergency situations.

Marcie Hecht stated this is all something that needs to be included in the newsletter.

Mike Cutrano stated that emergency situations will be given a full refund on tickets.

Phyllis Groberski also suggested having a refund on the books for the next trip.

Mike Cutrano was under the impression that the SSC only gives donations and collects for two organizations – Together We Cope and the Tinley Park Food Pantry.

Linda Sullivan stated that we have donated to others in the past such as animal shelters and the Texas flood victims, children's hospital.

Rosemarie Bauer stated that all donations should be whatever we can do to benefit organizations in this town. There has to be more than PAWS, Together We Cope and the food pantry. Everyone is free to donate to whoever they want to but we should not collect at the senior center or at Oktoberfest for other outside organizations, only Tinley organizations.

Grant Steeve suggested donating to the battered women's shelter.

Trustee Brady stated there are also Special Olympics through the police department as another organization to donate to.

Marie Hecht stated that is why we have these meetings. For brainstorming.

Mike Cutrano stated he will sign off on everything. In his absence he will have a pro tem to sign for him. We need the volunteer list as soon as possible. Suggesting if there are any complaints or problems bring it to the board to solve the problem.

OLD BUSINESS:

Discover Tinley is this Saturday, April 6th; hours are 10 am to 3pm. Mike Cutrano asked if we have enough volunteers for the booth. The work schedule will be 10-12:30 and 12:30-3:00. Schedule of volunteers discussed.

RECEIVE COMMENTS FROM THE PUBLIC:

No public/no comments.

GOOD OF THE ORDER:

N/A.

ADJOURNMENT:

A motion was made by Phyllis Groberski, seconded by Grant Steeve, to adjourn the regular meeting of the Senior Services Commission at 4:32 p.m.

/dmp