

- I. Call to Order/Roll Call: Supervisor McGuire called the meeting to order at 9:00 a.m. Clerk Dolan Baumer called the roll; present were Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire.

Others present Aging Services Director Tracey Colagrossi, Human Services Director Mary Jo Imperato, Community Health Director Kristin Smith, Community and Veterans Affairs Director Tom Kuttentberg, Emergency Services Director Mike Crews, Facilities and Road Maintenance Director Caleb Hanson, Youth and Family Services Director Tina Houdek, Mental Health Board Manager Amanda Teachout, Administrator James Barr, Deputy Assessor Patty Glascott, and Attorney Mike Airdo.
- II. Pledge of Allegiance: Supervisor McGuire invited everyone to stand and join him in the Pledge of Allegiance.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. Hearing none, Mr. McGuire closed the Town Hall.
- IV. Unfinished Business: No unfinished business was discussed.
- V. New Business:
 - A. Report on Coronavirus Preparedness and Response: Administrator Barr reviewed the memo to the Board regarding Hanover Township's preparedness and response. This report details planning meetings held in early February to March 14 by the Supervisor, Administrator, and Directors Crews and Smith. Director Smith routinely monitors updates from CDC and IDPH for stats and recommendations/guidelines. Communication was made of any updates to staff and the Board. Current cleaning practices of the Township was reviewed. Masks, hand sanitizers and wipes were made available. Director Hanson met with the contract custodial services to assess cleaning procedures and products. All departments were asked to recommendations for services and staff and an interdepartmental workgroup was created to discuss the evolving situation. The Department on Aging asked that we suspend congregate meals and any events involving a large number of people. To-go and Home Delivered services would continue.

Recommendations, based upon the Presidential declaration of a national emergency, the Governor's disaster proclamation, and information from the CDC and IDPH on social distancing, include suspending in-person appointments with Township personnel through April 3, including with nurses, caseworkers, tutors, tax-aide, and therapists, and cancelling all group programs and events through April 18. Residents would be encouraged to schedule phone and/or web-based appointments with staff during this time. The need for critical in-person appointments would be made on a case-by-case basis with the appropriate department head. Group programs and events to be canceled and/or re-scheduled include, but are not limited to the Veterans Honor Roll dinner, Township job Fair, the Supervisor's Community Service Awards, and community events and rentals of Township facilities by such groups as scouts at the Izaak Walton Center.

Staff recommends limiting transportation services to dialysis and other critical medical appointments through April 3. It is recommended that the Township cease the utilization of all volunteers, with the exception of Emergency Services personnel through April 3. Priority focus would be given to essential services including Home Delivered

Meals, medically necessary transportation, and the operation of the food pantry. Staff from other departments would be reassigned to these high-priority service areas. Further recommendation that all Township board appointed committees, boards, and task forces suspend meeting until further notice. Mr. McGuire asked that the Mental Health Board also not meet during this time and that that recommendation be included in staff's recommendations noted herein. A motion was made by Trustee Essick to concur with staff's recommendations, and the addendum to add the Mental Health Board, and to implement the recommendations immediately. The motion was seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.

- B. Supervisor McGuire reported that his intent is to issue a Disaster Declaration to allow decisions to be made without deliberation of the Board in the event one or more of the Board is infected or incapacitated. He briefly outlined a succession plan of leadership falling to Trustee Essick, then in the event he is unable to serve, Trustee Martinez, then Trustee Moinuddin, to Trustee Beattie, then to Assessor Smogolski, and lastly to Clerk Dolan Baumer. Attorney Airdo briefly reviewed the memo to the Board entitled "Local Disaster Proclamation" which outlines the reasoning for such a declaration, how it is cited in the Emergency Interim Executive Succession Act and our ordinances that cover such emergencies. Mr. McGuire gave a synopsis of the timeline leading to the decision to prepare such a declaration and asked that the Board consider having that timeline in these minutes, verbatim. A motion was made by Trustee Moinuddin and seconded by Trustee Essick that the Supervisor's comments regarding the timeline leading to today's actions be recorded verbatim in the minutes. Roll call: Ayes: Trustee Beattie, Supervisor McGuire, and Trustees Essick, Moinuddin, and Martinez.

"2/25/20: Supervisor McGuire asked Administrator Barr to meet with Emergency Services Director Crews and Office of Community Health Director Smith to discuss the formation of a plans for the Township's response to COVID-19. They were also requested to reach out to Cook County and State agencies.

2/26/20: A meeting occurred and report was made to Supervisor McGuire and guidance was given to all departments.

3/7/20: Supervisor McGuire directed the Administrator to form a staff working group with representatives from all departments he thought relevant to asses department services and draw up plans for staff/client protection, alternative service delivery, and service disruptions.

3/9/20: Supervisor McGuire asked Director Smith to produce a memo for himself and the Administrator giving an update on the COVID-19 spread and public health recommendations based on an Age Options Webinar with Northwestern Medical Doctor.

First work group meeting held.

Governor issued State Disaster Declaration

3/10/20: Supervisor McGuire and Administrator Barr received memo from Director Smith.

3/11/20: Supervisor McGuire received a call from Township Medical Director Dr. Daniel O'Malley advising the Township stop all general programming at the Senior Center. He also recommended Township suspend transportation services; however, after discussion regarding the important role the service played in getting seniors to medical

appointments, it was agreed this service should continue by the Doctor with the following recommendations:

- All riders and drivers should wear mask and gloves.
- After each ride, the area the rider came in contact with should be wiped down with disinfectant wipes or cleaning solution.
- He also recommended the Township look at limiting in-person appointments as much as practical.

The Doctor said the Township should plan on the situation getting worse and peaking in 6-8 weeks. He also indicated he had spoken with Director Smith and relayed the same information.

The work group met for the second time.

IDPH and Area Agency issue directives to cease congregant meal programs and general programs.

Supervisor McGuire notified the Administrator that he was requesting a special meeting of the Town Board as he did not believe that as Supervisor he had the Executive Authority to implement all changes being talked about and made sense to move workshop to a Board meeting. Administrator Barr was asked to speak with Trustees to allow for the cancellation of scheduled workshop at 8:30 a.m. on Saturday, March 14 and schedule a special meeting to update the Board and seek approval for additional steps.

3/12/20: E-mail was sent to local governments in Township from Supervisor McGuire to update them on precautions already taken by the Township and advise them on our service interruptions.

3/13/20: Supervisor McGuire asked the Township Attorney to research the issuance of a Township Disaster Declaration and would like to discuss such declaration with the Trustees at the special Board meeting. Supervisor spoke with Director Crews about exploring the ability to have at least one crew staffed up 24/7 to be able to shorten response times to requests for assistance by first responders during the crisis. He also notified the Township Administrator of both conversations.

3/14/20: Special Board meeting held. Supervisor McGuire reported to the Board on his activity since 2/25/20. Administrator Barr reported on staff working group recommendations.

Board adopted them unanimously. Supervisor explained rationale for Township Disaster Declaration as it related to allowing for quicker action in response to the response and preparation for the virus. The Township Attorney distributed a memo outlining the legal basis for the declaration, expanded executive powers and the need to establish temporary Supervisor succession from Trustees. He also explained power of the Supervisor to issue declaration for a seven-day period and the need for the board to consent to any extension beyond that.

Board unanimously concurred that the Supervisor should issue the declaration on March 17, which would allow the Board to consent to an extension at the regular Board meeting on March 24.

Email updates were sent from Supervisor McGuire to local governments informing them of service delivery changes, staffing by Emergency Service volunteers and the intent to issue the Township Disaster Declaration."

Further discussion was held regarding Emergency Services preparedness. Director Crews noted that he has spoken with his peers across our area and that Hanover Township is

definitely more prepared. The work group has been helpful. He is looking at overstaffing in order to provide round the clock services and coverage. The department is following CDC guidelines. Mr. McGuire asked if the volunteer team was equipped properly for the potential needs. Director Crews replied that they have the appropriate equipment, gallons of water per member, and MREs as needed.

Mr. McGuire stressed that if staff is sick or thinks they are sick he would recommend 14 days sick leave for self-quarantine with pay; the Trustees concurred with this recommendation.

Director Smith noted that Cook County would not necessarily give the Township notification on local outbreaks. Statistics are available on their website and there are long wait times for contact by the IDPH and CC Department of Health. Trustee Moinuddin asked if “drive by” testing would be available in our area or nearby. The Director responded that testing is not readily available in this area.

Director Colagrossi reported that gloved/masked drivers who would wipe down the bus after each trip, recording the cleaning on a readily available form, would make single trip rides. Clear, written protocols will be implemented per the doctor’s orders. Those who do not agree with the protocols would sign that they do not want to comply.

Other safety concerns regarding resident unease (arguments, increased tensions, etc.) would be dealt with by calling the County Sheriff.

Clerk Dolan Baumer reported that the Primary would be held on March 17 here at the Township, but the turnout is expected to be low. Also, the Annual Town Meeting would be held on April 21 and hopefully this crisis will have been averted by then.

Our demand for services may increase during this time and we must stay vigilant in creating ways to serve our residents. The State may put grants and other distributions on hold and we need to keep that in mind as we plan for the OSLAD grant and in making distributions through the Mental Health Board.

VI. Executive Session: No motion was made to go into Executive Session.

VII. Adjournment: There being no further business to come before this Board, a motion to adjourn at 9:55 a.m. was made by Trustee Essick and seconded by Trustee Beattie followed by a roll call vote. Ayes: Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer
Clerk

Copy: Supervisor, Administrator, Attorney, (4) Trustees, and Assessor, Senior and Welfare Services, Y&F Services, Community & Veterans Affairs