

INTERGOVERNMENTAL AGREEMENT FOR
SENIOR SERVICES BETWEEN
OAK PARK AND RIVER FOREST TOWNSHIPS

The Oak Park and River Forest Townships (hereinafter OAK PARK and RIVER FOREST, respectively) have parallel responsibilities for enhancing the well-being of seniors in the communities. Each Township, through its Senior Services Committees, works to enhance the quality of life for seniors by providing a broad array of supportive services that promote the values of independence, self-esteem, and dignity.

OAK PARK and RIVER FOREST are desirous of high quality and cost effective administrative services to assist in meeting their responsibilities. In order to maximize the quality of the services and achieve cost effective administration of the services provided, OAK PARK and RIVER FOREST agree to enter into this Intergovernmental Agreement (“Agreement”) as follows:

I. OAK PARK AND RIVER FOREST SENIOR SERVICES COMMITTEES

OAK PARK and RIVER FOREST TOWNSHIPS agree as follows:

Oak Park and River Forest Townships will maintain separate Senior Services Committees with a maximum of 7 members each.

A Joint Senior Services Committee will be established. The Joint Committee will be comprised of all members from the separate Committees.

A. The Senior Services Committees will be structured as follows:

1. The Committees will elect a Chairperson, a Vice-Chair and a Secretary from either community as officers for one-year terms. The terms of office and the responsibilities of the officers will be in accordance with Illinois statutes governing Township committees for senior citizens’ services.
2. Subcommittees will be formed by requesting members to volunteer for the subcommittee. If an insufficient number of Committee members volunteer, the Chairperson will appoint members with the recommendation of the Director of Senior Services.

B. The Committees will conduct business as follows:

1. The Committees may meet up to eight times per year as designated by the Committee. Meetings will be held on the third Wednesday of the month at Oak Park Township Senior Services, unless otherwise specified. A schedule of meetings for the year will be distributed at the first meeting of the calendar year. The Committees may elect to alternate meeting places between Oak Park and River Forest. River Forest members will vote on issues pertaining to River Forest only. Oak Park members will vote on issues pertaining to Oak Park only. The Joint Committee will vote on issues pertaining to both Oak Park and River Forest.

Recommendations pertaining to program administration will be made to the Oak Park Township Board of Trustees. Recommendations pertaining to policies will be made to both the Oak Park and the River Forest Townships Boards of Trustees.

2. In order to pass a motion, there must be a majority present from each separate Committee (4/7). Any motion passed by the Joint Committee must be passed by a super majority vote (9/14). Any time the number of members on either Committee should fall below nine (or fourteen for super majority), the number of votes needed is the majority vote based on the actual number of filled positions on the Committee.
3. The meeting agenda for Committee will be as follows:

AGENDA

Call to order
Approval of Minutes
Public Comments
Liaison's Report
Director's Report
Other Business and Announcements
Adjournment

4. Sub-Committees may be developed and will meet as needed.

II. ADMINISTRATION

OAK PARK and RIVER FOREST agree that OAK PARK will provide administrative support for RIVER FOREST as follows:

- A. OAK PARK will operate an administrative office at the Oak Park Township Senior Services offices.
- B. OAK PARK will employ one full-time Director and one full-time Operations Manager. Part-time secretarial staff may be employed at the discretion of the Director.
- C. The services will be available on all regular business days of OAK PARK.
- D. Through its administrative staff, OAK PARK will provide the following administrative functions for RIVER FOREST:
 1. Management of telephone inquiries, in-person inquiries and correspondence;

2. Establishing and developing an ongoing dialog with River Forest agencies connected with seniors in the community, such as, The Park District of River Forest, Community Center, and the River Forest Public Library;
3. Ongoing monitoring of all funded agencies and representation of RIVER FOREST interests regarding service needs;
4. Assistance in development of budget recommendations for RIVER FOREST Senior Services;
5. Representation of RIVER FOREST at the state and local level by attendance at meetings;
6. Public notification of all committee meetings for the Committee;
7. Taking and preparation of minutes for the Committee;
8. Preparation and distribution of committee packets for the Committee;
9. Attendance at Committee meetings;
10. Record keeping and maintenance of a system of computerized and non-computerized files.

III. FINANCIAL

OAK PARK and RIVER FOREST agree that there are two financial aspects to this Agreement, administrative expenditures and program contribution, and that the costs will be as follows:

A. Administrative Expenditures:

RIVER FOREST shall pay OAK PARK a fee for administrative expenses of **\$20,879** annually for the period of April 1, 2022 to March 31, 2023. These administrative fees shall be increased for the period of April 1, 2023 to March 31, 2024 based on the cost of living and salary increase scale determined by OAK PARK and agreed to by RIVER FOREST prior to April 1, 2023.

B. Program Contribution

RIVER FOREST shall pay OAK PARK **\$109,093** annually for the period of April 1, 2022 to March 31, 2023. These charges represent actual current levels (based on FY 22) of operating costs for services provided to RIVER FOREST residents under all of the programs provided by Oak Park Township Senior Services including:

Transportation	Aging & Disability Resource Center
Information & Assistance	Senior Lunch Program
Home Delivered Meals	Dine Out
Options Counseling	Caregiver Support Program
Caregiver Support Respite	Gap Filling
Key Box Program	Affordable Wills
Senior Health Insurance Program	Benefit Access Applications
Energy Assistance	Medicare Part D Assistance
Senior Health Assistance Program	Educational Programs
Holiday Food & Gift Basket Referrals	Adult Protective Services
Illinois Volunteer Money Management	Case Management
Case Advocacy	Comprehensive Care Coordination
Choices for Care	Chore
Farmer's Market Coupons	Memory Café
Food Pantry – HDM	Older Adult Behavioral Health

Contributions for all program areas will be renegotiated annually. Estimates will be calculated based on actual units of service provided during FY 22.

C. Payment

Payment for the period April 1, 2022 to March 31, 2023 shall be made by RIVER FOREST in four (4) equal installments at the end of each fiscal quarter beginning June 30, 2022.

Payment shall be due following receipt of an invoice from OAK PARK and within thirty (30) days following each quarter of service.

Payment for the period April 1, 2023 to March 31, 2024 shall be determined prior to April 1, 2023 and shall be based on the cost of living and salary increase scale determined by OAK PARK and agreed to by RIVER FOREST as well as the number of River Forest residents receiving services.

IV. EVALUATION AND RENEWAL

- A. An evaluation of the Committee structure and process, as well as administrative relationship between OAK PARK and RIVER FOREST will be conducted in January 2024.
- B. Renewal may be for a two-year period beginning April 1, 2024 - March 31, 2026.
- C. Payment for the renewal period of April 1, 2024 - March 31, 2026 shall be determined prior to April 1, 2024 and shall be based on the evaluation of the administration and budget relationship between Oak Park and River Forest Townships, the number of River Forest residents receiving services and the U.S.

Department of Labor, Bureau of Labor Statistics, Consumer Price Index (the same CPI used to determine the allowable increase in the Township levy.)

V. TERMINATION

Either OAK PARK or RIVER FOREST may terminate this agreement upon thirty (30) days written notice.

VI. NOTICE

Any concerns regarding the administration, implementation, interpretation or renewal of this Agreement should be directed to:

Oak Park Township
Gavin Morgan
Township Manager
105 South Oak Park Avenue
Oak Park, IL 60302
(708) 383-8005

River Forest Township
Carla Sloan
Supervisor, River Forest Township
8020 W. Madison Street
River Forest, IL 60305
(708) 366-2029

VII. AUTHORIZATION

In witness whereof, OAK PARK and RIVER FOREST have entered into this Agreement by their duly authorized representatives.

Clarmarie I. Keenan
Oak Park Township Supervisor

Carla Sloan
River Forest Township Supervisor

Date_____

Date_____

Notary_____

Notary_____