



Supervisor's Office
Gloria M. Palmblad

Town Hall: 1155 East Route 22 • Lake Zurich, IL 60047
Phone: 847-438-7823 **Fax:** 847-438-9269
E-mail: info@elatownship.org

COMMUNITY CENTER COMMITTEE MEETING

Ela Township Community Center
380 Surryse Road, Lake Zurich, IL
Wednesday, Oct. 6, 2021 - 12:00 P.M.

MEETING MINUTES

1. **Call to Order:** Trustee Ufodike called the Oct. 6, 2021 Community Center Committee meeting to order at 12:09 p.m.
2. **Roll Call:** Present were Supervisor Palmblad, Trustee Ufodike, Trustee Wilhoit, Township Manager Stefaniuk, Director Dillon, Assistant Director Dalbec, and Youth Coordinator Cacciatore.
3. **Youth Program:** Homework club has 30 students and is two and a half months in process. They have (2) 14 passenger buses that are almost filled. The Kids Day Off program was started to assist working parents whose kids are out of school. The program goal of a minimum of 10 students was not met and the Oct. 11th-12th program has been cancelled. Director Dillon feels the low enrollment was due to a 4-day weekend with Columbus Day, and people may have chosen to travel. No actual data to support this assumption. The next Kids Day Off Program is Nov. 12th. Trustee Wilhoit mentioned sending all villages an E-Blast about the Kids Day Off Program and asked about using the basement of the Town Hall for youth activities. Director Dillon responded the basement is not ideal for youth due to space and confidentiality of people arriving and leaving from social work assistance. The winter camp for K-6th is planned for Dec. 28th-31st and Jan. 1st-7th. Youth Department Staff will be used to work this.
4. **Overview of Senior Program:** Assistant Director Dalbec reported that 800 newsletters will be mailed this weekend (Oct.9th-10th). On Oct. 21st from 8:30am to noon the center will host a flu/covid booster clinic. There are 10-minute slots and Jewel is the administrator. No walk-ins accepted. The clinic is free to township residents. The township expects 100 people. Volunteers are needed to help work the event. Effective November 1, all guests eating inside the community center must be vaccinated. The date of the Holiday Dinner is Friday, Dec. 10th from 6 p.m. to 8 p.m., and Trustee Ufodike and Trustee Wilhoit plan to volunteer. Volunteers arrive at 5pm.
5. **Staffing:** Director Dillon plans to take the food manager certification course next week. The course is online and costs \$180. The center serves approximately 20-40 lunches daily and currently is looking for 2 part-time Kitchen Leads who will work 20-25 hours Monday-Friday. Currently Director Dillon and her team are preparing and serving lunches. Discussion was started and will continue regarding the salaries of all staff and what is needed to recruit/maintain staffing in the future.
6. **Projects:** Director Dillon mentioned a possibility of grant money covering some lighting replacement cost at the center (fluorescent to LED). Director Dillon will research prices and determine the center's eligibility for the grant money. The sensors broken in the men's bathroom were fixed. Sherman Mechanical will access the leak near the registration desk, not sure what the source is for the leak.

7. **New Business:** Director Dillon received a \$1000 scholarship donation for the seniors. The scholarship donation is used to help seniors attend in house events and assist with medical prescriptions.
8. **Old Business:** Community Center van has not been working since August 2021. The Highway Department can fix it, but it will take three months for parts to come in, at least. The van is expected to be back in service by the end of the year.
9. **Set Date for Next Community Center Committee Meeting:** Wednesday, Dec.15th, 2021 at 8:30 a.m.
10. **Adjournment:** Trustee Ufodike adjourned the meeting at 1:06 p.m.