



RICK KAHEN COMMISSION FOR RESIDENTS WITH DISABILITIES

January 24, 2024

7:00pm call to order

Lower Level EOC Conference Room, Buffalo Grove Village Hall

50 Raupp Road, Buffalo Grove, Illinois 60089

I. Welcome & Call to Order at 7:05pm

II. Roll Call

- A. Members Present: Chair Judy Samuels, Commissioners Leo Njongmeta, Mark Weiner, Donna Garfield, Avi Samuels, Lexi Robinson, Amy Parker, Beth Shapiro, Jack Shapiro, Allie Zalay
- B. Members Not Present: Commissioners Dean Klassman, Matthew Dragon, Gowri Magati
- C. Staff Liaison Present: Evan Michel
- D. Trustee Liaison Present: Trustee Andy Stein
- E. Commissioners Present via Zoom but not counting towards a quorum: Vice Chair Marty Sussman, Commissioner Debbie Verson

III. Approval of Minutes: October 18, 2023

- A. Motion: Commissioner Beth Shapiro
- B. Second: Commissioner Mark Weiner
- C. In Favor: All Commissioners Present
- D. Oppose: None
- E. Abstain: None
- F. ***Motion passes***

IV. Chair Report (Judy Samuels)

A. Attendance

1. Commitment

- i. Commissioners should plan to attend a minimum of 75% of meetings. There are no more than 11 meetings within a calendar year.
- ii. If any commissioners are unable to make a meeting, please inform Chair Samuels and the Staff Liaison as soon as possible. This will help determine if we are able to have a quorum.
- iii. If any commissioners need to leave a meeting early, please inform Chair Samuels and the Staff Liaison ahead of time (if possible) so that any agenda items that require voting or action items can be shifted to the top of the agenda.

2. Communications

- i. The preferred method of communication as an entire commission will be via email.
- ii. It is important for commissioners to read through the agendas and previous meeting minutes ahead of the meeting.

3. Reappointment considerations

- i. Yearly there are reappointment considerations that occur for all Village commissions.
- ii. Commissioner Njongmeta recommended reviewing the commissioner bylaws annually. He also asked for the consideration to include a commitment for commissioners to attend both meetings and actively participate at volunteer events as well.

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B. 2024 meeting dates:

1. **Regular 4th Wednesday of the month at 7p – 9p (at the latest):** Chair Samuels has shared the following dates as meeting dates for the 2024 calendar year:

- 1/24/24; 2/28/24; 3/27/24; 4/24/24; 5/22/24; 6/26/24; 7/24/24; 9/25/24;

Commissioners should mark these dates in their calendars.

2. **Alternative Wednesday meeting dates based on dependencies:** Aug, Oct, Nov.

- 8/21/2024 (Buffalo Grove Days (Thurs. 8/29 – Mon 9/2)
- 10/16/2024 or 10/23/2024 (Dependent on Buddy Bowling Date)
- 11/20/24 – Thanksgiving is 11/28

C. Known Events at this time:

1. Labor Day Weekend RKCRD events (Thursday, August 29th – Monday, September 2nd)
 - Buddy Baseball (Tentatively scheduled for Saturday, August 31st)
 - Fun and Food (Tentatively scheduled for Monday, September 2nd)
 - Courtesy Shuttle (August 29th – September 2)
 - o Commissioners who are available to drive should sign up to volunteer for a minimum of 2 shifts for the courtesy shuttle.
 - Commissioners should mark their calendars and plan to attend and actively participate in these events.

2. Buddy Bowling (October – TBD)

V. Trustee(s) report (Andy Stein / David Weidenfeld)

- A. Trustee Stein has been helping to ensure that handicap parking spaces are not covered in snow and has been working with various Village staff are communicating with business owners to keep the parking lots and handicap spaces clear of snow.

VI. Staff Liaison Report (Evan Michel)

- A. Any Village updates - possible Buddy Baseball - spring league
 - i. Staff Liaison Michel is working with various community entities to get the ball rolling on the possibility of a Village buddy baseball league. There are not many updates at this time, other than it is a work in progress and more information will be provided as available.
- B. Strategic Planning: Action Planning - Guidance / Direction

VII. Sub-Committee report

- A. **Buddy Bowling (10/25)** Debrief (Commissioner Weiner)
 - i. Overall, the event went great! The commission has great partners in Bowlero and the Rotary Club. The entire commission showed up and supported, thank you!
 - ii. There were 101 individuals registered to participate in the event and 75 of those registered attended. This compares to 67 attendees from the previous year.
 - iii. \$470 were raised as donations on the night of the event.

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- iv. The total cost of the event (split between both the Rotary Club and RKCRD) was \$2687. The RKCRD cost was \$1383. After the donations raised that event, the net cost was \$1157. The RKCRD also had sponsors that contributed \$1250 to the event. This left a net surplus of \$97.
- v. Next year, the commission will ensure there is someone at the door to ensure safety and security throughout the entirety of the event.
- vi. The Rotary Club has expressed interest in hosting a spring event in partnership with the commission in the future.
- vii. Next year, the commission should consider and tweak the food service at the event. The buffet lines add chaos and clustering, Commissioner Zalay suggested putting the food (as they do at birthday parties) close to each lane. For example, provide one pizza per lane on the end caps near each lane.

VIII. Unfinished Business

- A. Strategic planning – Next step: Action planning
 - i. The commission is setting up subcommittees. Subcommittees will determine a date and time to meet between tonight and next month's meeting.
 - ii. The three main subcommittees of the RKCRD will include:
 - Activities and Ensuring Year Round Fun for All
 - a. Commissioners Jack Shapiro, Mark Weiner, Amy Parker, Beth Shapiro, Lexi Robinson, Debbie Verson
 - i. Co-chairs for the subcommittee will be Commissioners Mark Weiner and Amy Parker who will communicate with Commission Chair Samuels the update from the subcommittee prior to the February 28th meeting.
 - Built Environment (Making Sure Things are Accessible)
 - a. Commissioners Leo Njongmeta, Matthew Dragon, Chair Judy Samuels, Vice Chair Sussman
 - i. Chair for the subcommittee will be Vice Chair Sussman who will communicate with Commission Chair Samuels the update from the subcommittee prior to the February 28th meeting.
 - Sharing of Best Practices and Developing a Resource Guide (Education)
 - a. Commissioners Avi Samuels, Allie Zalay, Donna Garfield
 - i. Chair for the subcommittee will be Commissioner Allie Zalay who will communicate with Commission Chair Samuels the update from the subcommittee prior to the February 28th meeting.

IX. New Business

X. Good and Welfare

- A. Huge thank you to Staff Liaison Evan Michel for all your support!

XI. Comments from the Audience

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XII. Adjournment at 8:20pm

- A. Motion: Commissioner Lexi Robinson
- B. Second: Commissioner Mark Weiner
- C. In Favor: All Present
- D. Oppose: None
- E. Abstain: None
- F. ***Motion passes***

Next Meeting: Wednesday February 28, 2024

The Village of Buffalo Grove, in compliance with the Americans with Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the ADA Coordinator at (847) - 459-2525 to allow the Village to make reasonable accommodations for those persons.