

RESOLUTION R-2023-100

**A RESOLUTION APPROVING THE COMMISSION ON AGING POLICIES AND PROCEDURES MANUAL
DATED NOVEMBER 2023**

WHEREAS, the City of Wheaton, Illinois, ("City") is an Illinois home rule municipality pursuant to the provisions of Article VII, Section 6, of the Illinois Constitution of 1970; and as such the City may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, Section 2-258(c) of the Wheaton City Code sets forth that each board, commission or committee may adopt bylaws governing its procedures and regulating its business and bylaws and/or amendments thereto shall be approved by the City Council; and

WHEREAS, on Thursday, November 9, 2023, the Commission on Aging approved the Commission on Aging Policies and Procedures Manual dated November 2023; and

WHEREAS, the City Council, after consideration, finds that the Policies and Procedures as herein provided in Exhibit A are in the best interests of the residents of the City and are desirable for the welfare of the City's government and affairs.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council, of the City of Wheaton, Illinois, that:

The Commission on Aging Policies and Procedures Manual dated November 2023 is hereby approved by the Mayor and City Council of the City of Wheaton, Illinois.

ADOPTED this 20th day of November 2023.



Mayor

ATTEST:



City Clerk

Roll Call Vote:

Ayes: Councilwoman Robbins
Councilman Weller
Councilwoman Bray- Parker
Councilman Brown
Mayor Suess
Councilman Clousing

Nays: None

Absent: Councilman Barbier

Motion Carried Unanimously

COMMISSION ON AGING

POLICIES AND PROCEDURES MANUAL



November 2023

Approval by City Council: November 20, 2023

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PREFACE

The purpose of this manual is to provide an informational resource to guide members of the Commission on Aging in the discharge of their appointed duties.

COMMISSION ON AGING

The Commission on Aging ("Commission") is governed by the Wheaton City Code of Ordinances as detailed below.

Sec. 2-277. Composition.

The commission on aging shall consist of no less than seven and no more than 11 members.

Sec. 2-278. Purpose.

In addition to providing services to seniors in the community, the commission on aging is encouraged, where appropriate, to utilize and involve the families, friends and neighbors of the seniors being served. The commission on aging shall:

- (1) Administer a senior assistance program with funds annually budgeted by the city council. The program will be administered according to the rules and guidelines established by the commission on aging and reviewed and updated by the commission and presented to the city council on an annual basis. The commission shall advise the city council prior to the annual budget meeting of its expected needs to administer this program for the upcoming fiscal year; and
- (2) Develop a resource file of services available to seniors, answering inquiries from, or on behalf of seniors and other residents on senior issues, make referrals and to follow up on referrals, and publicize programs or specialized services available for seniors; and
- (3) Provide advocacy services to seniors, particularly those who are isolated or ill, advocate services for the rights of the aging population, promote active participation of seniors in programs addressing the needs and rights of the aging population, and consider financial problems of the aging population; and
- (4) Study and evaluate the needs of all seniors, including those who are isolated, analyze existing services in relationship to these needs, and recommend to service providers additions, changes or deletions in services; and
- (5) Coordinate services for seniors provided by Federal, State, regional, local agencies and, in addition, to cooperate with city departments, provide consultation and assistance to community groups developing or delivering services for seniors, and develop cooperative relationship with long-term care facilities including, but not be limited to, residents, owners, managers, and administrators; and
- (6) Promote community education and disseminate information regarding the problems, needs and status of seniors, and educate the community about the various phases of the aging process.

Sec. 2-279. Meetings.

The commission on aging shall meet no less than six times per year at a date and time to be determined by the commission. The commission may further meet at such dates and times as it may designate.

Sec. 2-256. Creation.

The boards, commissions and committees specified in this article are hereby created. The city council may by ordinance or resolution create such other boards, commissions, and committees, not inconsistent with law, as it may from time to time deem advisable.

The following provisions are precedent except as otherwise provided by this code or by law.

Sec. 2-257. Appointment of members; term of office; compensation.

Board, commission or committee members shall be appointed by the mayor with the approval of the city council for three-year terms, unless otherwise approved by the mayor and city council. The members of all boards, commissions and committees shall serve without compensation.

If any board, commission or committee member is absent from three consecutive regular meetings or from four meetings within six-month period in a calendar year, the city council may consider that the position be considered vacated, and a replacement appointed. Written notification shall be provided by the chairperson to the city clerk of any vacancy created for this reason.

Upon a majority vote, the board, commission or committee may recommend to the city council the removal of a member for good cause.

Sec. 2-258. Organization; officers; use of city staff; adoption of bylaws.

Each board, commission or committee shall elect a chairperson and such other officers as it may deem appropriate on an annual basis. Such election shall take place at the first regularly scheduled meeting of each board, commission or committee following January 1 of each calendar year. The chairperson shall serve for a term of one year or until their successor is elected. The chairperson shall serve in the same capacity for no more than five consecutive one-year terms, unless otherwise approved by the city council.

(a) The chairperson shall coordinate with the city clerk on meeting agendas, meeting dates, and other logistical issues, serve as the presiding officer, facilitate public meetings, and sign official minutes of the board, commission, or committee.

(b) A board, commission, or committee may request staff assistance; however, the city manager must approve all requests which create a demand for a work product. Use of city staff board, commission or committee members do not have authority over the work program of city staff and may not direct city staff in performance of board, commission, or committee related activities, nor assign projects or direct the work of staff.

(c) Each board, commission or committee may adopt bylaws governing its procedures and regulating its business. Bylaws and/or amendments thereto shall be approved by the city council.

Sec. 2-259. Meetings; quorum established; official minutes.

Board, commission or committees shall meet regularly as determined by the board, commission, or committee. All meetings shall be public, and agenda posted in accordance with the Open Meeting Act. Notices of meetings will include time, place, and agenda of the business to be transacted.

(a) Except as otherwise provided by law, a majority of the appointed members that are present of each board, commission or committee shall constitute a quorum, and the act of a majority of the members at any meeting at which a quorum is present shall constitute the act of the board, commission, or committee. A member shall be disqualified and abstain for voting whenever a member has or may have a conflict of interest in the action under consideration.

(b) Each board, commission or committee shall keep official minutes of its proceedings. The minutes shall reflect the vote of all members on any question before the board, commission, or committee. The official minutes shall include the date/time/place, members present or absent, a general discussion of the matters discussed, and an accurate description of any action(s) taken. The city clerk shall retain the official minutes as a permanent record.

Sec. 2-260. Order of business.

The rules of parliamentary practice comprised in Roberts Rules of Order, latest edition, shall govern the board, commission, or committee in matters when applicable.

Sec. 2-261. Financial/budget; donations.

(a) By October 15 each year, or as soon thereafter as reasonably possible, the board, commission, or committee shall propose a budget of their proposed revenues and expenditures for the next fiscal year. All proposed expenditures shall be budgeted and each item, whether same shall be for a fixed charge or due under contract for supplies or equipment, shall be stated. This budget shall be filed with the city manager and thereafter submitted to the city council and considered by it as part of the overall city budget.

(b) Every board, commission, or committee identified in this article is authorized on behalf of the City of Wheaton to solicit donations to support the purposes as set forth by this article. Efforts to seek donations shall identify the solicitation is being conducted by a board, commission, or committee in the name of the City of Wheaton. Such donations shall be made to "the City of Wheaton". Any solicitation of donations shall include an accurate description of the purpose for which the donation shall be applied. The finance director shall record that the donation is being made to the City of Wheaton solely for the purposes of the board, commission, or committee.

The city council retains the authority to reject donations which are not for the designated purposes as set forth by this article. The finance director shall segregate donations in such a manner that they can be audited. Payment from donations received shall be made upon review of the city manager who, after preliminary approval, shall place the payment on the warrant under the category of "board, commission, or committee payment" which shall then be submitted to the city council for approval.

Sec. 2-262. Removal of members; vacancies.

Any member of any board, commission or committee may be removed by the city council with or without cause in the same manner in which the member was appointed. Vacancies may be filled in the same manner by the city council as in the case of original appointments.

Sec. 2-263. Other duties.

Each city board, commission or committee shall perform such other duties or services as the city council may request.

Sec. 2-264. Nonpolitical status.

(a) No board, commission or committee, or individual member may take or allow action which gives the appearance of official city involvement with any political aim.

(b) Individual members may not use the titles of "chair," "vice-chair," "board member," the title of their board, commission or committee, or member title for identification purposes on any endorsement.

(c) In carrying out duties on behalf of a board, commission, or committee members shall not act as an agent of or for any public or private company or organization other than the City of Wheaton.

Sec. 2-265. Annual report.

Each board, commission or committee shall submit an annual report on its activities to the city council. The report shall cover the city's fiscal year and shall be submitted to the city council no later than October 15 of each year to be presented as part of annual budget review process. The report shall include a summary of the actions, including the effectiveness of those actions, of the board, commission or committee carrying out the purpose of each board, commission, or committee as set forth in said board, commission, or committee's purpose section; and a description of actions proposed for the upcoming fiscal year which shall be approved by the city council.

(Ord. No. O-2022-34 , § 1, 8-15-2022)

MEETINGS

Typical Annual Calendar

January - Regular meeting
Election of Officers

August - Regular Meeting
Approve Application, determine Income Cap and Monthly Benefit Amounts

September – Regular Meeting
Approve Annual Report, Projected Expenses and Proposed Budget Request

October - Regular meeting
Annual Report & Budget Requests Due to Council
Interview Assignments Distributed
Approve Next Calendar Year Meeting Schedule

November – Regular meeting
Interviews Due

December – Regular meeting
Approve/Deny/Wait List Applications

(Exact dates will be determined by the Commission on an annual basis – meetings are generally held at Wheaton City Hall in the Gamon Room at 7pm on the second Thursday of the month.)

Meetings Guidelines

1. Regular meetings may be cancelled by the Chair when there is no business pending or submitted for action by the agenda deadline, in which event notification of said cancellation shall be given to members of the Commission, the City Clerk and the City Program Manager.
2. The Commission may hold special meetings on call of the Chair or at the written request of a simple majority of the Commission, provided at least 72 hours notice of any such meeting is given by email or telephone to each member, the City Clerk, and the City Program Manager.
3. All meetings of the Commission shall be open to the public and no official action shall be taken except at such a public meeting.
4. No meeting shall be held, or official action taken unless a quorum is present. Except as otherwise provided by law, a majority of the appointed members that are present shall constitute a quorum, and the act of a majority of the members at any meeting at which a quorum is present shall constitute the act of the commission. A member shall be disqualified and abstain for voting whenever a member has or may have a conflict of interest in the action under consideration.

Total Appointed Commission Members	Quorum	Majority of Quorum
7	4	3
8	5	3
9	5	3
10	6	4
11	6	4

5. The Secretary shall perform the following duties:
 - a. record the permanent minutes which will be maintained by the City Program Manager of the Commission meetings, which shall include the results of any vote, action approved or opposed; and indicate the fact of any member's absence; and
 - b. subject to the instructions of the Commission and the Chair, organizes and disseminates all received correspondence of the Commission and provide the City Program Manager any notices of special meetings as required by law and these rules of procedure; and
 - c. keep and maintain all minutes and records of the Commission; and
 - d. file a copy of all approved minutes with the City Program Manager for distribution to the City Council and posting on the City website and bulletin board. Draft minutes should be received by the City Program Manager within 7 days of the meeting.

Order of Business - the order of business of the Commission shall be as follows:

1. Roll Call and declaration of quorum
2. Public Comment
3. Approval of minutes of previous meeting
4. Old Business
5. New Business
6. Discussion of next meeting agenda
7. Adjournment

Agenda

Requested items to be placed on the agenda must be submitted to the Chair no later than the preceding Thursday prior to the regular Commission meeting.

COMMISSION ON AGING - SENIOR ASSISTANCE PROGRAM

Since 1972, the City of Wheaton Senior Assistance Program has provided monthly financial assistance to senior residents who qualify and meet eligibility requirements as set forth by the Commission on Aging with approval by the Mayor and City Council.

Rules and Qualifications

1. Must be an incorporated resident of the City of Wheaton for a minimum of the last 3 consecutive years.
2. Must be 65 years of age or older, subject to change by the discretion of the Commission.
3. Must have verifiable income not to exceed the amount currently adopted by the Commission.
4. Must agree to an in-home/ in-person interview.
5. Must reside in their home.
6. Must reside at the residence more than 9 months of the calendar year.
7. Individuals receiving Section 8 or DuPage Housing Authority assistance are not eligible to apply.
8. Must be the applicant's only residence.
9. Applications will not be eligible for review if tax documents/statements are not provided for all individuals living in the home.
10. Recipients must notify the City Program Manager of any changes in residency including but not limited to Long Term Care.
11. Applicants must provide the following for consideration:
 - a. Current utility bill
 - b. Valid Driver's License or State ID

- c. Current year Social Security New Benefit Statement (1099 not accepted)
- d. Income statements for any and all forms of income (including but not limited to IRA, Pension, Annuities, Dividends, 1099, W2s)
- e. Most current filed Tax return or attest to not filing taxes within the last 3 years
- f. Most current filed tax return for all other household individuals
- g. For renters: copy of current lease; For homeowners: Current Real Estate Tax Bill

Applications

1. Advertisement

The Commission may advertise the Senior Assistance Program via as many media sources as possible within budget limits. Sources to consider are the City of Wheaton website, City social media accounts, monthly and weekly newsletters, City water bills and other sources that become available.

2. Application Process

Applicants may contact the City Program Manager to request a mailed application, or they may be downloaded online. Current recipients, applicants on the waiting list and those requesting applications will be mailed applications for the upcoming calendar year in October following application approval at the Commission's August meeting. Completed applications and supporting documentation must be returned to the City Program Manager at City Hall. Each application is reviewed for eligibility by the City Program Manager and the Commissioner assigned to the applicant. Completed applications must be submitted, along with all sources of income, including the annual Social Security statement. Incomplete applications or those missing supporting documentation will not be considered for eligibility.

If the program cannot accommodate more recipients, the approved applicant is placed on a waiting list. Priority on the waiting list is determined first by the Eligibility and Points Guidelines (see Appendix A). In case of a tie, priority will be determined by length of time on the waiting list according to date of original application.

Completed eligible applications received mid-year may be advanced to the Commissioner Interview process to determine eligibility if program funding is available.

Once an applicant is deemed eligible and the Senior Assistance Program Agreement has been signed and returned to the Program Manager, the applicant will be added to the recipient listing to begin monthly benefit payments in accordance with the next City of Wheaton Warrant. Applicants accepted mid-year or who have turned in late Senior Assistance Program Agreements will receive assistance going forward. Back payments will not be made under any circumstance.

3. Processing Applications

Redacted copies of applications and supporting documentation are provided to Commission members for information verification during interviews. In-home, in-person visits are the required method for interviews for all applicants.

All questions on the application should be reviewed for accuracy. The Commission member should answer any questions the applicant may have concerning the different items on the application.

Each application is ranked according to the Eligibility and Points Guidelines (see Appendix A). The Commission member notes the rank on the cover form (which comes attached to the application) and any additional information including the evaluation of the applicant based on the ranking point system, and recommendation for approval or denial. The cover form is dated and signed by the Commission member who conducted the interview and returned to the City Program Manager.

Interview Procedures

1. Schedule interviews over the telephone. Identify yourself as a member of the City of Wheaton Commission on Aging.
2. Conduct in-home/in-person interviews for Senior Assistance Applicants.
3. Maintain confidentiality.
4. Verify all information provided within the application.
5. Provide detailed information on the applicant's need for benefits.
6. Follow recommended guidelines.
7. Assess applicant's need for other community programs and make recommendations accordingly.
8. Notify the City Program Manager with any questions or concerns as soon as possible.
9. Make recommendations regarding the acceptance of applicants based upon interviews and program criteria.

Communication with Applicants & Recipients

1. Commission members may contact applicants and recipients through the contact information provided by the City Program Manager.
2. Applicants and Recipients may contact and communicate with the City Program Manager appointed by the Assistant City Manager.

Applicant's Right to Appeal

1. Decisions of the Commission may be appealed in writing and will be considered at the next regular meeting of the Commission after receipt.
2. The City Program Manager will send a letter to the applicant notifying the applicant of the Commission's final decision.

Amendments to Policies and Procedures

1. The Commission on Aging shall review these rules of policies and procedures as needed, but at least every two years.
2. These rules of policies and procedures may be amended by the affirmative vote of a majority of the Commission's appointed members.
3. Any proposed amendment must be presented in writing at a regular commission meeting preceding the meeting at which the vote on the amendment is taken.
4. As per Section 2-258(c) of the Wheaton City Code of Ordinances the amendments made to these policies and procedures shall be approved by the city council.

APPENDIX A

Eligibility & Points Guidelines

Age: Must be 65 years of age or older, subject to change by the discretion of the Commission.

Residency: Must be an incorporated resident of the City of Wheaton for a minimum of the last 3 consecutive years.

Maximum Household Income¹: Must have verifiable household income of no more than that indicated by the currently adopted eligibility standards.

Monthly Benefit Amount Guidelines²:

- Non-subsidized Renters - \$TBD/month
 - e.g. - 2023 – Non-subsidized Renters \$230/month
- Homeowners - \$TBD/month
 - e.g. – 2023 - Homeowners \$250/month

Ranking/Point System

Age	Points
65 to 69 Years	1
70 to 74 Years	2
75 to 79 Years	3
80 to 84 Years	4
85 + Years	5
Residency	Points
3 to 4 Years	1
5 to 9 Years	2
10 to 19 Years	3
20 to 29 Years	4
30 or More Years	5
Maximum Household Income	
1-10 Points Based on Income	
Miscellaneous	Points
Unsubsidized Renter	3
Homeowner	4

¹ May be reviewed on an annual basis and may be adjusted accordingly. (See Appendix C for Income Cap Calculation Example).

² See Appendix D for Procedures to set Monthly Benefit Amount.

APPENDIX B

Senior Assistance Program Statistical Data

			Residency	Applicants			Assistance		Average			Annual		Difference
	Renter	Homeowner		Received	Approved	Wait List	Renter	Homeowner	Age	Residency	Income	Budget	Cost	
1992-93			None	67	65	0	75/75/95	100	77	20	8275	62400	62200	200
1993-94	10400	12900	None	57	55	0	75/75/95	100	76	20	8302	65000	61135	3865
1994-95			None	79	69	0	75/75/95	100	76	21	8834	67500	64720	2780
1995-96	12300	13300	None	78	67	0	75/75/95	100	76	21	7733	71100	68345	2755
1996-97			None	79	67	0			75	21	9782	71100	67785	3315
1997-98			None	69	61	0			77	21	10345	71100	64765	6335
1998-99	13030	14110	None	78	66	0	80/80/100	105	77	24	10276	71100	72030	-930
1999-00	13030	14110	None		64	0	80/80/100	120	77			71100	71090	10
2000-01	14500	16000	None		72	0	80/80/100	120	65			78000	76700	1300
2001-02	14500	16000	None	90	70	11	80/80/100	120	77			78000	77620	380
2002-03	14500	16000	None	85	69	0	80/80/100	120	78			78000	75920	2080
2003-04	15000	16500	1	98	74	15	80/80/100	120	79	21		83000	84040	-1040
2004-05	15000	16500	3	80	60	0	80/80/100	120	79	21	12152	83000	69520	13480
2005-06	15500	17000	3	57	52	0	90/90/110	130	79	23	12853	83000	67199	15801
2006-07	18000	18000	3	88	61	7	94/94/117	141	79	19	13320	83000	81761	1239
2007-08	18600	18600	3	62	58	2	97/97/121	145	79	23	13592	85500	83037	2463
2008-09	19000	19000	3	65	57	4	97/97/121	145	78	23	14385	85500	82199	3301
2009-10	19500	19500	3	70	60	6	97/97/121	145	78	20	14209	87000	83483	3517
2010-11	20600	20600	3	79	61	12	97/97/121	145	79	21	15224	87500	83782	3718
2011-12	20600	20600	3	86	61	13	97/97/121	145	78	22	15667	87500	87420	80
2012-13	20600	20600	3	75	62	8	97/97/121	145	77	20	15345	87500	87091	409
2013-14	21300	21300	3	70	68	0	65/65/160	180	77	21	15211	99488	98125	1363
2014-15	21650	21650	3	70	66	0	33/66/175	195	78	23	16250	99488	88028	11460
2015-16	22500	22500	3	56	45	5	33/190	210	78	29	16183	99488	98878	610
2016-17	23500	23500	3	62	55	0	190	210	79	29	16534	139850	131230	8620
2017-18	23800	23800	3	60	46	0	190	210	80	30	17049	139850	106440	33410
SFY 2018	28500	28500	3	49	48	0	190	210	79	30	17124	80000	79520	480
CY 2019	28500	28500	3	49	48	0	190	210	79	30	17124	120000	119280	720
CY 2020	26850	26850	3	59	44	0	195	215	79	28	1776	124740	119125	5615
CY 2021	27450	27450	3	52	50	0	200	220	79	28	18932	127740	112160	15580
CY 2022	27800	27800	3	42	38	0	210	230	80	28	19333	130740	87640	43100
CY 2023	29450	29450	3	41	38	0	230	250	80	30	20080	130740	105710	25030

APPENDIX C

Maximum Household Income Calculation Example

Two calculations may be used to determine the Maximum Household Income. The higher of the two calculations determines the recommended increase amount. Recommendations for increases are processed through the Commission on Aging's Annual Report/Budget to the City Council.

Annual HHS Poverty Guideline or Annual SSA COLA

- **Using the 2022 HHS Poverty Guideline for one person:**
 $14,580^3 \times 215\%^4 = 31,347$, rounded* upward to nearest \$50 = \$31,350.
This results in a \$1,900 increase, or 6.45% over 2023.
- **Using the 2022 SSA COLA:**
 $29,450^5 + 8.7\%^6 = 32,012$, rounded* upward to nearest \$50 = \$32,050.
This results in a \$2,600 increase, or 8.8% over 2023.

In the example listed above it was recommended that **the Income Cap be increased from \$29,450 to \$32,050 for CY 2024.**

*Rounding: If the calculated amount is within \$10 of the next *lower* \$50 point, the result is rounded *downward* to that point, otherwise it is rounded *upward* to the next higher \$50 increment.

³ 100% of HHS Federal Poverty Guideline for a household of 1

⁴ 215% - established by the Commission on Aging to determine service eligibility. In 2023 WIC is set at 185% and SNAP is set at 200%

⁵ Prior year Wheaton Senior Assistance maximum income

⁶ COLA increase for SSA income

APPENDIX D

Procedures to Set the Monthly Benefit Amount

- The monthly benefit amount and the Maximum Household Income are part of the Commission's Annual Report/Budget request due annually by October 15th.
- Upon majority vote, the Commission may advise and offer recommendations pertaining to the monthly benefit amount through its annual report to the City Council.
- Monthly benefit amounts will be established after City Council review and approval.
- The approved applicant's Senior Assistance Program Agreement letter will disclose the monthly benefit amount.
- Monthly benefit amounts may not be discussed with recipients during the interview process.

