



# from your Associate Director

By Jerry B. Crabtree

TOI Associate Director / Education Coordinator

## Happy New Year!

**I** HOPE THAT 2016 BRINGS YOU health and success! It is exciting to launch the 2016 calendar year of professional development opportunities available to township officials and their staffs this year. We are focusing on a new schedule of learning the goals and objectives needed to ensure effective and efficient delivery of township services.

As your partner in education, TOI provides formal educational training seminars to develop your skills as an elected township official. The primary goal of the program is to not only meet the educational needs of our regular participants, but to reach out to those who cannot travel to attend one of our programs. This is accomplished with the calendar planned for 2016.

The 2016 program is crafted under the umbrella of the **Township Government Education Network**. The thought behind the rebranding of the education program is that officials who attend our programs will network within their individual townships as well as other townships in their county and across Illinois. The goal of the program is to encourage officials to think outside of the box in an effort to educate their communities on the value of township government services. Townships are responsible for so many unrecognized services in the local government landscape. It is imperative that we work together on educating our communities and other units of local government on the value provided by township government.

## EDUCATION DISTRICT EVENTS

The history of the education district events has proven both trial and error in the delivery of great programs. This year (2016) as the fourth year in a term and prior to an election year we are focusing on key components related to the upcoming election cycle. The agenda at each of the four (4) district events provides the same format as in previous years. You are encouraged to assist the association in promoting attendance at the event closest to you.

The program is sponsored annually by the Divisions that make up TOI as well as TOIRMA, Illinois Funds with the State Treasurer's office and many vendors pro-

viding township services across the state.

The program keynote speaker, Dr. Glenn Poshard, says it best:



*Today, in the name of curbing public corruption, controlling costs, reducing inefficiencies, and improving service delivery, an all-out assault on local government is being carried on by the governor and legislature of Illinois, as well as many other states. Unless our legislators understand the fundamental history and structure of township government with its roots deep in the soil of representative democracy, they can easily fall prey to the misguided and unmerited accusations being promoted against the townships. Indeed, it is the townships that can lay claim to government closest to the people with the least amount of corruption compared to state and federal governments, and an efficient and compassionate approach to serving the people that is unrivaled at any level of government. This presentation is grounded in the great principle established by our forefathers of government by "We the People" and the form of government which best serves that principle, the townships.*

Dr. Poshard will be presenting a program at all four education district events.

## PROFESSIONAL DEVELOPMENT SERIES



For the third year, TOI is hosting a quarterly program at the TOI/TOIRMA headquarters. Each program is limited to 25 people and includes lunch. The overall objective of each program is to provide an in-depth review and discussion on topics that benefit your overall statutory and administrative responsibilities. Additionally, how to provide efficient effective services to township residents.

We have scheduled them in an effort to allow participants to drive into Springfield from across Illinois and attend a program with time in the afternoon to return home. The schedule this year offers many topics with

in-depth discussion. Review the list of program offerings and register early, as sessions do fill up quickly.

**Please note the first event is scheduled for January 22, 2016. Register as soon as you can.**

### Program Overview

Speakers for this event are Brent Davis, Director of Election Operations, and Jamye Sims, an Election Specialist with the State Board of Elections.

Brent Davis is a graduate of Quincy University, and has been employed by the State Board of Elections since 2005. During that time, he has worked with all aspects of elections, having worked directly with campaign disclosure, voter registration, training of election judges, canvassing of election results, and overall election administration. He became the division director in January, 2015.

Jamye Sims began her election career with the Christian County Clerk's Office in 1987. She has worked with every aspect of the elections from registering and coding in voters, to ordering election supplies, to setting up and testing the election equipment, to assigning and training election judges, to counting ballots on election night. In 2003, she was offered a job at the Illinois State Board of Elections as an Election Specialist. She feels

that nothing is better than having a job you thoroughly enjoy!

An event agenda will be available in future editions of *Perspective Magazine*.

### BONUS PROFESSIONAL DEVELOPMENT PROGRAM

In August 2016, TOI is partnering with the Illinois State Board of Elections to provide a day-long program on the election cycle in local government. The program is scheduled for **August 12, 2016** in Springfield at the Northfield Inn & Suites conference center, located across from the TOI office. Registration information is available at [www.toi.org](http://www.toi.org).

## WANTED

**Is your township looking for a used dump truck or snowplow?**

Go to [www.toi.org](http://www.toi.org) and check out the Township Classifieds! In the right margin of the homepage, click on Township Classifieds. These ads are also published in the current issue of *Township Perspective*.



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# TGEN Township Government Education Network

## 2016 Township Government – Neighbors Serving Neighbors! Program Overview Schedule

**C**ONTINUING TO EMBRACE CHANGE and ultimately working toward more efficient and effective programs, I am introducing a new program label for the 2016 calendar year, entitled **Township Government Education Network**. TGEN involves video productions, articles, summary interpretations, webinars and formal professional development programming. The network is aimed at providing innovative township government programming. Under the leadership of our Education Committee, the board of directors of the association will provide one stop learning opportunities for elected township officials to gain the education programs they need as well as resources to do their job effective and efficiently.

### Video Production

Throughout the calendar year TOI will provide video opportunities via our YouTube channel. The schedule includes, at a minimum, bi-weekly announcements by our legislative consultant Tim Bramlet. Additionally, I am attempting to host a quarterly video series on topics related to effective and efficient township government administration.

### Articles

The *Perspective* magazine continues to provide a calendar of events as well as key articles from our staff and other township officials on various important township government issues. Make sure you have the desk reference binder to store your monthly edition of *Perspective* magazine.

### Summary Interpretations

New in 2016, TOI is offering a direct policy interpretations in common township issues. These interpretations will be signed off by township attorneys and

posted on our website. The scheduled date of the first release will be announced soon.

### Webinars

#### LUNCH AND LEARN WEBINAR SERIES LAUNCH



Yes, we are! 2016 marks that first year our association will offer webinars. The objective is to allow officials and interested parties an opportunity to eat lunch in at their desk while participating in an hour long program to benefit their responsibilities as township officials or staff in township government. More specifically, many of our members are unable to attend our district events and/or the annual educational conference for numerous reasons. These scheduled webinars are designed to reach them with an educational opportunity. The cost to participate is very low and all you need is a phone and an internet connection. A camera is not needed on your computer.

There are several benefits to participation in a webinar:

- It is affordable
- Participation is easy and private
- All you need is a computer with an internet connection and a phone line
- Provides live awareness of important issues impacting township government and practices
- Provides an opportunity to build relationships
- Invaluable learning opportunity from your home or office

# Mark Your Calendars!

Upcoming Events on the  
Township Government Education Network

Visit [www.toi.org](http://www.toi.org) today to register for the upcoming webinars  
Click on Resources, Webinars, and then click on the webinar of your choice to register

Please note the first event on Electronic Record Storage is scheduled for January 28, 2016

January 28, 2016	12PM	Greg Moredock	Electronic Record Storage
February 24, 2016	12PM	Roger Larson	Township Programs
March 23, 2016	12PM	Julie Tappendorf	Social Media
April 20, 2016	12PM	Tracy Colagrassi	
		Susan Dillon	How to Reach Your Seniors
May 25, 2016	12PM	Jim Donelan	Township Meeting Procedures
June 15, 2016	12PM	Jerry Crabtree	Importance of E-Mail Management

Must register online through [toi.org](http://toi.org). TOI reserves the right to cancel any scheduled webinar due to lack of participation.

## Professional Development Program Series

### Available Programs

#### January 22, 2016

– Heyl Royster Program –

#### Intergovernmental Agreements

Speaker: John Redlingshafer

*Building Your Community's Future: Best Practices for Local Government Construction Projects*

Are you looking to build (or demolish) a township hall, road district garage, or other project? John Redlingshafer of Heyl Royster will walk you through a construction project—including financing options, design, bidding, and construction. He will also talk about those times where there are problems during and after construction, and if an intergovernmental agreement could help you during your project.

– Sorling Program –

#### Township Record Keeping Boot Camp

Speaker: Greg Moredock

Are you looking for a way to review the statutory requirements of recordkeeping for township government? Would you like to learn about the electronic format that is available to you? Are your records being completed the correct way? This session will explore these and other issues related to record keeping in township government.

#### April 8, 2016

– Heyl Royster Program (HR Policy Checklist) –

#### Township Employees: Personnel Policies, Manuals and Records

#### Purchase and Sale of Township and Road District Equipment

Speaker: John Redlingshafer

In today's world, public bodies face increased scrutiny, whether as employers or as the caretaker of taxpayer funds. For example, do you have policies in place that will protect you and your township from potential liability? During the morning session, John Redlingshafer of Heyl Royster will discuss personnel manuals, technology policies, and other things you need to protect you (and your employees). In the afternoon, John will take us through the process of purchasing and selling township and road district equipment.

#### July 8, 2016

#### Quick Books and Township Government WORKSHOP

Speaker: Janette Cowden

The program continues to be developed. The objective is to introduce new users of QUICKBOOKS to working with the software and your township budget. Additionally, for seasoned users an opportunity to explore the many options provided to users.

August 12, 2016

## Preparing for the 2017 Election Cycle Workshop

**Speaker: Jamye Sims, State Board of Elections**

The **State Board of Elections** will be providing a PowerPoint presentation that day titled "Preparing for the 2017 Election Cycle". Each participant will receive a copy of this presentation that will cover election terms, nomination by caucus or primary, petition filing procedures and requirements, ballot certification and important dates to remember.

Speakers for this event are Brent Davis, Director of Election Operations, and Jamye Sims, an Election Specialist with the State Board of Elections.

Brent Davis is a graduate of Quincy University, and has been employed by the State Board of Elections since 2005. During that time, he has worked with all aspects of elections, having worked directly with campaign disclosure, voter registration, training of election judges, canvassing of election results, and overall election administration. He became the division director in January, 2015.

Jamye Sims began her election career with the Christian County Clerk's Office in 1987. She has worked

with every aspect of the elections from registering and coding in voters, to ordering election supplies, to setting up and testing the election equipment, to assigning and training election judges, to counting ballots on election night. In 2003, she was offered a job at the Illinois State Board of Elections as an Election Specialist. She feels that nothing is better than having a job you thoroughly enjoy!

This session has a registration limit of 200. To accommodate the increase in registrations we have moved the location to the Northfield Inn Conference Center across the street from the TOI/TOIRMA office.

October 14, 2016

## TOIRMA Program / Coverages

- ✓ TOIRMA Coverage Summary
- ✓ Liability: Are you liable?
- ✓ TORT Immunity Act
- ✓ What to do when you have a claim
- ✓ Human Resources Help Line:
  - o Discipline and Documentation, Hiring, Legal Termination and Discrimination

I hope that you will take advantage of the many educational opportunities provided to you in 2016. The association, together with the divisions, vendors, partners, and many others have designed a 2016 program with something for everyone. Please contact me if you have any questions.

— *Jerry Crabtree*

*Associate Director/Education Program Coordinator*



## Township Classifieds Work!

Township equipment sells from our website, [www.toi.org/Perspective/classifieds.aspx](http://www.toi.org/Perspective/classifieds.aspx), and from *Township Perspective*. List your surplus equipment now for results! For \$75 (copy w/photo) or \$25 (copy only), your township ad will be on our website and in the next available issue of *Township Perspective*.

Email [amy@toi.org](mailto:amy@toi.org) to advertise or for more information.

# TGEN Township Government Education Network

## Township Government – Neighbors Serving Neighbors!

### EDUCATION DISTRICT EVENT

<b>Event Date</b>	<b>Location</b>
Friday, March 18	Hilton Lisle/Naperville
Friday, May 13	Giovanni's Rockford
Saturday, June 11	Doubletree Collinsville
Thursday, June 23	Marriott Bloomington-Normal

### Proposed District Event Agenda

## 2016 Education District Program Outline

8:00 AM	Registration Opens
8:30 AM	Welcome Remarks/Opening Comments – Bryan Smith, TOI Executive Director Introduction of Vendors TOI President Opening Remarks – Karen Reese, TOI President Overview of Program: Jerry Crabtree, TOI Associate Director TOIRMA Welcome Remarks
9:00 AM-10:00 AM	Preparing for the 2016 Election – Jeff Jurgens,
10:00 AM-10:15 AM	Break (Sponsored by Vendors)
10:15 AM – 11:15 AM	<b>FEATURED SPEAKER</b> <b>Dr. Glenn Poshard</b> Today, in the name of curbing public corruption, controlling costs, reducing inefficiencies, and improving service delivery, an all-out assault on local government is being carried out by the governor and legislature of Illinois, as well as many other states. Unless our legislators understand the fundamental history and structure of township government with its roots deep in the soil of representative democracy, they can easily fall prey to the misguided and unmerited accusations being promoted against the townships. Indeed, it is the townships that can lay claim to government closest to the people with the least amount of corruption compared to state and federal governments, and an efficient and compassionate approach to serving the people that is unrivaled at any level of government. This presentation is grounded in the great principle established by our forefathers of government by “We the People” and the form of government which best serves that principle, the townships.
11:15 – 12:15	<i>Fundamentals of Smooth Township Operation</i> Presented by Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.

### DIVISION COMPONENT OF PROGRAM

12:30	Boxed Lunch served in assigned division rooms
1:00 – 3:00PM	Division Program Begins (More details regarding division programs will be available in an upcoming issue.)



# 2016 EDUCATION DISTRICT REGISTRATION

*Registration 8 a.m. with 8:30 opening remarks*

- \_\_\_\_\_ March 18      Hilton Lisle/Naperville
- \_\_\_\_\_ May 13        Giovanni's Rockford
- \_\_\_\_\_ June 11        Doubletree Collinsville
- \_\_\_\_\_ June 23        Marriott Bloomington-Normal

*You may attend in any district, regardless of your township/county*

County \_\_\_\_\_ Township \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime phone for township contact person \_\_\_\_\_

Names/emails of those who will attend (please print):

**Supervisor** \_\_\_\_\_

**Township Clerk** \_\_\_\_\_

**Highway Comm.** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Trustee** \_\_\_\_\_

**Trustee** \_\_\_\_\_

**Trustee** \_\_\_\_\_

**Trustee** \_\_\_\_\_

**Collector** \_\_\_\_\_

**Other/title** \_\_\_\_\_

***Advance Registration is \$50 per location, per person or \$400/township for up to nine attendees;  
on-site registration is \$75***

Please make checks payable to the Township Officials of Illinois; mail to 3217 Northfield Dr., Springfield, IL 62702  
If you are paying by credit card, only Visa and MasterCard are accepted:

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# 2016 Professional Development Course I

## Intergovernmental Agreements/ Township Record Keeping Boot Camp

The TOI Education Program is pleased to announce the first Professional Development Course of 2016 for township officials and staff. The program is **Friday, January 22, 2016** at the TOI Office in Springfield. Registration deadline is Friday, January 15 and is limited to 25 attendees. Cost is \$75 and includes lunch. The seminar is scheduled from 10 a.m. – 3 p.m. to accommodate travel time. Six hours of education credit will be given for workshop completion.

Are you looking to build (or demolish) a township hall, road district garage, or other project? The first part of the session covers Intergovernmental Agreements, “Building Your Community’s Future: Best Practices for Local Government Construction Projects,” presented by John Redlingshafer, Attorney, of Heyl Royster law firm in Peoria, who will walk participants through a construction project, including financing options, design, bidding and construction. He will also talk about those times where there are problems during and after construction, and if an intergovernmental agreement could help you during your project.

The second portion of this session will feature a “Township Record Keeping Boot Camp” presented by Greg Moredock, Esq of Sorling Northrup. **Deadline to register is Friday, January 15, 2016.**

Name: \_\_\_\_\_

Township Position: \_\_\_\_\_

County / Township: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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