

DAILY SCHEDULE

Township Officials Boot Camp

SUNDAY, NOVEMBER 10

5:00 – 9:00 p.m.

INTAKE

First Floor Lobby

Intake for the 106th Annual Educational Conference takes place on the first floor lobby of the Crowne Plaza Hotel. See the Advance Registration form for registration fee information, or visit www.toi.org to register on-line. Register by October 25th so your dog tags and orders are ready for you at the Registration Desk in order to speed up your check-in process.

5:00 – 9:00 p.m.

COMMISSARY

Plazas G/H/I/J

Conference attendees are encouraged to check in Sunday evening and take advantage of this time when there are no other TOI activities scheduled to visit the many vendors that provide townships with products and services. Light snacks will be provided from 6:00 to 7:00 p.m. and dessert from 8:00 to 9:00 p.m.

Plan to go to dinner early and return later for the exhibition, or come early for the exhibition and have dinner later. Either way, you have plenty of time for networking with your fellow township officials and visiting the vendors. Springfield has many fine dining establishments. A Springfield Area Convention and Visitors Bureau representative in the Exhibit Hall will be happy to provide you with restaurant information and directions.

5:00 – 9:00 p.m.

SILENT AUCTION

Commissary - Plazas G/H/I/J

Silent Auction items are on display at the TOI Booth (33, 34 & 35). Complete a Silent Auction bid form at the Registration Desk (hotel lobby) and bid during Commissary hours on Sunday (5:00–9:00 p.m.) and Monday (7:30 a.m.–1:30 p.m.).

MONDAY, NOVEMBER 11

7:30 a.m. – 4:45 p.m.

INTAKE

First Floor Lobby

7:30 a.m. – 1:30 p.m.

COMMISSARY

Plazas G/H/I/J

Vendors that provide products and services to townships are available from 7:30 to 8:30 a.m. (closed for the Opening Session) and 10:15 a.m. to 1:30 p.m. Please note the Exhibit Hall is not open on Tuesday.

Complimentary coffee and rolls are provided by Township Officials of Cook County from 7:30–8:30 a.m. We ask that all Conference attendees participate in the Opening Session. The Exhibit Hall reopens at 10:15 a.m. in order for Conference attendees to visit with vendors.

8:30 a.m.

CASH PRIZE DRAWING

Commissary – Plazas G/H/I/J

A drawing for \$100 will be held in the Commissary at 8:30 a.m. when the exhibit hall is closing for the Opening Session. Be certain to visit the TOI Booth (33, 34 & 35) to get your name in the drawing. Must be present to win! Once the prize drawing has been held, you are encouraged to proceed to the second floor to enjoy the Springfield Municipal Band and prepare for the start of the Opening Session.

OPENING SESSION

Diamond Ballroom (second floor)

Doors Open

Enjoy patriotic music by the Springfield Municipal Band while waiting for the Opening Session to begin. We will honor our TOI veterans with special music so be certain to arrive early to receive your well-deserved recognition.

8:30 a.m.

Call to Order

*Jeffery Wallace, TOI President
Joliet Township Trustee*

9:00 a.m.



**TOI PRESIDENT
JEFFERY WALLACE**

Presentation of Colors

Presentation of Township Flags

Pledge of Allegiance
Jeffery Wallace, TOI President

Invocation
*Rev. Percy L. Johnson, TOI Official Chaplain
Waukegan Township Trustee/TOI Director*

Welcome
Candice D. Trees, Capital Township Trustee/TOI Director

Response
*Treasa Brookman, Pendleton Township Clerk/
TOI Conference Committee Chair*



**TOI CONFERENCE COMMITTEE
CHAIR TREASA BROOKMAN**

Remarks



RORY ROWLAND



**ATTORNEYS DIVISION
PRESIDENT DWIGHT O'KEEFE**

9:00 a.m. – Noon

10:30 a.m. – Noon

Legislative/TOIPAC Report
Tim Bramlet, TOI Legislative Consultant

Report – State of the Association
Bryan E. Smith, TOI Executive Director

Keynote Speaker Rory Rowland

The Independence, Missouri native is a business consultant and seminar leader who has presented his high energy, fun and humorous programs in all 50 states, as well as Canada and Mexico. He will share his **“Eleven Leadership Lessons of Harry S Truman”**.

President Truman started his public career as a local elected official. His life and lessons can help all of us as we face the certain challenges ahead.

We will examine his vision he had for the Missouri county he led during his early years of public life, the challenges he faced as a US Senator, and ultimately as President. Discover how we can use his leadership, vision and decisiveness to be better leaders.

ATTORNEYS DIVISION BOARD MEETING

Lincoln Board Room – third floor

EDUCATIONAL SESSIONS

Dealing Across Generations in Township Government

*Presented by Pat Anderson, President and CEO,
G.M. Anderson & Associates*

Sponsored by the Trustees Division

This session is repeated at 1:30 p.m. Monday

This session recommended for all officials.

Boomers, Gen X, Gen Y, Millennials, Generation Z. Despite their monikers, managing people today is difficult when you have to deal with (put up with) so many alternative ideas, attitudes and work ethics. Boomers see themselves being pushed out the door. Gen Xers just want to sulk. Gen Y only wants to work three days a week, and nobody knows what the younger Gen Zers want. It is enough to make you mad! Patrick Anderson explores the differences in attitude, wants, and needs of the major generations changing our workplace. The best way to manage and work alongside such a varied workforce is to better understand what made them the way they are.

IMRF: An Explanation of Benefits for Local Government/

MACI Program: An Overview

Presented by Jon Renner, Field Representative, Illinois Municipal Retirement Fund and Debra Burke, Supervisor, Coloma Township

Sponsored by the Supervisors Division

This session recommended for all officials.

This session is both an update on recent trends and the status of IMRF; and with the changes in medical assistance from the state

and the uncertain effect it will have on townships, representatives from MACI discuss what you need to know about any pending or potential claims you may have, getting them processed, and how your catastrophic coverage will be affected.

Townships in Crisis

Presented by Keri-Lyn Krafthefer, Attorney; Adam Lasker, Attorney; and Robert Porter, Director of Special Projects, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer

Townships are under attack! The state is questioning their viability, residents question their value, other governments want to take them over—how can townships combat this? Other townships have internal conflict that spills into the press, while others are under attack from their residents. This session identifies the reasons why townships are under siege and gives you tips on how to bolster your township's image and promote your services.

Strategic Prevention and Understanding of Community Violence in Townships

*Presented by Barbara Shaw, Chair of the Illinois Children's Mental Health Partnership
Sponsored by AITCOY*

This session recommended for all officials.

By attending this session, participants learn about the various forms of violence and the risk and protective factors associated with violence in their township communities. Participants also become familiar with a combined public health and public safety approach to violence prevention.

Government Officials Essentials

Presented by Tim Bertschy, Attorney, Heyl, Royster, Voelker & Allen

This session recommended for all officials.

Attend one seminar that addresses all issues that a township official MUST know—township and road district powers and limitations, bill auditing, OMA, FOIA, contracting, employment, ethics, prevailing wage, and fiduciary responsibilities. If you can't get to seminars on all these issues, visit this "one stop shop" to learn the essentials to do your job properly and effectively.

The Role of Township Government in a Representative Democracy

*Presented by Bill Morris, Consultant, Morris Consulting
Sponsored by Supervisors Division*

This session recommended for all officials.

There are many in Illinois state government who are advocating the elimination of township government. Townships need to fight these efforts, but also need to change with the times. This session explores ways to stay informed and be aware of changes in local government.

Disaster Preparedness in Township Government

Presented by Paul Rasch, Illinois Emergency Management Agency

This session recommended for all officials.

Flag Training by the Illinois Department of Transportation

Presented by Gwen Montgomery, Illinois Department of Transportation

This session recommended for Highway Commissioners

This session provides training to local agency personnel on proper flagger procedures and traffic control for their day labor and maintenance activities. It meets requirements established by the Manual on Uniform Traffic Control Devices (MUTCD) and the Occupational Safety and Health Administration. Participants receive a flagger training card upon successful completion.

Holding Your Township Meeting: Laws, Rules and Tips

Presented by Jim Donelan, Associate Director, TOIRMA

This session recommended for Supervisors and Trustees

Are you interested in what law and rules apply to running a township board meeting? Is your township following proper/recommended procedures? Would you like to pick up a few tips on how to run an effective meeting? This session provides officials the do's and don'ts of running a township board meeting. Items such as parliamentary procedure, statutory rules as well as other public meeting tips will be discussed. Participants have an opportunity to ask questions in this interactive session.

TOI Legislative Update

Presented by Tim Bramlet, TOI Legislative Consultant,

Timothy S. Bramlet Consulting

This session recommended for all officials.

TOI Legislative Consultant Tim Bramlet reviews recent legislation that has become law impacting the Illinois Township Code and other related laws. Learn more about recent laws passed by the Illinois General Assembly that impact your township and road district.

11:30 a.m. – 1:30 p.m.

11:00 a.m. – 3:30 p.m.



PASFIELD HOUSE

COOK COUNTY SUPERVISORS LUNCH & MEETING

Topaz Room – Second Floor

SPOUSE PROGRAM LUNCHEON & TOUR

Depart from the Crowne Plaza Hotel First Floor Lobby

Ticket required – \$40

Participants depart the Crowne Plaza Hotel Lobby by shuttle and proceed to the Historic Pasfield House, where they enjoy a soup and sandwich luncheon. Following lunch, participants travel to the Illinois State Capitol where they receive a guided tour and oral history of the Capitol Building. From there, participants walk to the Illinois State Museum where they will be taken on a guided tour of the Museum.

Visit these websites for more information on each site included in the Spouse Program:

www.pasfieldhouse.com
www.ilstatehouse.com
www.museum.state.il.us

Noon – 1:30 p.m.

MESS

Commissary/Mess Hall Plazas G/H/I/J

Join us in the Commissary for mess! A complimentary lunch is provided to all paid delegates. **Although no ticket is required, your Conference badge is necessary for entrance to the Mess Hall.** In addition to enjoying lunch and networking, Conference attendees are encouraged to use this last opportunity to visit the many vendors in the Commissary. **The Exhibit Hall closes at 1:30 p.m.**

1:20 p.m.

CASH PRIZE DRAWING

Commissary – Plazas G/H/I/J

A drawing for \$100 is held in the Commissary at 1:20 p.m. at the closing of the exhibit hall, prior to the beginning of the afternoon educational sessions. Be certain to visit the TOI Booth (33, 34 & 35) to get your name included the drawing. Must be present to win!

1:30 p.m.

Silent Auction

Commissary Booths 33, 34 & 35

Bidding for all Silent Auction items ceases at 1:30 p.m. Bid winners are posted at the TOI Registration Desk beginning at 3:00 p.m. Bid winners may pay for and pick up their items at the TOI Registration Desk from 3:00 to 4:45 p.m. on Monday and 8:00 a.m. to 3:00 p.m. on Tuesday.

1:30 - 3:00 p.m.

EDUCATIONAL SESSIONS

Dealing with Generations in Township Government

Presented by Pat Anderson, President and CEO, G.M. Anderson & Associates

Sponsored by the Trustees Division

This session is a repeat of the 10:30 a.m. Monday session

This session recommended for all officials.

Boomers, Gen X, Gen Y, Millennials, Generation Z. Despite their monikers, managing people today is difficult when you have to deal with (put up with) so many alternative ideas, attitudes and work ethics. Boomers see themselves being pushed out the door. Gen Xers just want to sulk. Gen Y only wants to work three days a week, and nobody knows what the younger Gen Zers want. It is enough to make you mad! Patrick Anderson explores the differences in attitude, wants, and needs of the major generations changing our workplace. The best way to manage and work alongside such a varied workforce is to better understand what made them the way they are.

Making Sense of Memory Loss

*Presented by Daniel Kuhn, LCSW, Community Educator/Project Manager,
Rainbow Hospice and Palliative Care*

Sponsored by ITASCSC

This session recommended for all officials.

Memory loss and other changes in brain functioning are common among older adults and worrisome to them, their relatives and friends. This talk distinguishes between normal and abnormal changes associated with aging and describes diagnosis and treatment of common brain diseases. How to help those affected is explained and potential ways to preserve brain health is discussed.

Township Response to Community Violence

*Presented by Barbara Shaw, Chair of the Illinois Children's
Mental Health Partnership*

Sponsored by AITCOY

This session recommended for all officials.

By attending this session, participants become familiar with a range of effective violence prevention strategies, and learn about major statewide violence prevention initiatives in Illinois.

Township Basics: Common Trends and Issues

Presented by Jeff Jurgens, Attorney, Sorling Northrup

This session is repeated at 3:15 p.m. Monday

This session recommended for all officials.

This session provides an overview of the functions of township government and addresses frequent issues faced by township officials and operational procedures.

Avoiding Personal Liability and Jail Time

*Presented by Tom DiCianni, Attorney; Keri-Lyn Krafthefer, Attorney;
and Adam Lasker, Attorney, Ancel, Glink, Diamond, Bush, DiCianni
& Krafthefer*

This session recommended for all officials.

Sometimes public officials inadvertently take actions, or fail to take actions, which can result in trouble for themselves or their townships. Do you have the correct personal insurance? Can your public service result in you losing your home? What should you do if a lawsuit is filed? This session addresses what you need to know to keep yourself out of trouble.

Website/Newsletter Development in Township Government

Jeff Enlow, Katie Hahn, and Tom McAllister, Levi, Ray & Shoup Inc.;
and Jo Stellato, Director, Finance & Administration, Wheeling Township

This session is repeated at 3:15 Monday

This session recommended for all officials.

In this session, our LRS Web Solutions group provides a high-level overview of the most important factors you should be thinking

about regarding your website. The session contains relevant, up-to-date information to give you direction on how to improve your website and use available web tools to communicate and improve processes. This session also offers newsletter tips to assist townships in developing effective print media.

Is This the Road District's Right of Way

Presented by John Redlingshafer, Attorney, Heyl, Royster, Voelker & Allen

This session recommended for Highway Commissioners.

While you know you have an obligation under Illinois law to maintain your rights of way, have you ever had a dispute with a property owner that you are working on THEIR property, even though it may a roadway or a ditch that you felt was in your right of way? This is an ever-growing issue for road commissioners, so please join John for an overview on what Illinois law says about establishing a right of way, proving a right of way exists, or if you have actually abandoned a right of way.

Township Government Personnel Issues: What You Can Do

Presented by Melanie Stevenson, Vice President of Human Resources, CCMSI

Sponsored by TOIRMA

This session recommended for Supervisors.

Documenting Discipline – To assist you with clarifying the documentation and why it is needed.

Effective and Legal Terminations – To assist you in keeping your litigation costs down by conducting termination legally, succinctly and effectively.

A Township Board Meeting Gone Bad

Presented by Bryan Smith, TOI Executive Director and Jerry Crabtree, TOI Associate Director and Education Coordinator

Sponsored by TOI

This session is repeated at 3:15 p.m. Monday

This session recommended for all officials.

This session provides an up-close and personal view of Tax-a-Little Township conducting what they think is an efficient and effective meeting in compliance with Illinois law. The presenters provide a discussion of each meeting component of “what went wrong”. The objective is to review meeting procedures and learn the legal way to conduct township business. This session was part of the 2013 Newly Elected Township training and was well received.

3:15 – 4:45 p.m.

Township Budget and Levy Practices

Presented by Robert Porter, Director of Special Projects, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer

This session is repeated at 8:00 a.m. Tuesday

This session recommended for all officials.

This session provides the rules of the road in getting your township budget and process under control and correctly prepared to meet the legal hoops that must be accomplished. In the growing world of transparency and technology, residents are expecting and demanding information to determine accountability of their township officials. Come review the steps and procedures in getting your township budget to a successful completion.

EDUCATIONAL SESSIONS

Township Basics: Common Trends and Issues

Presented by Jeff Jurgens, Attorney, Sorling Northrup

This session is a repeat of the 1:30 p.m. Monday

This session recommended for all officials.

This session provides an overview of the functions of township government and addresses frequent issues faced by township officials and operational procedures.

Ask a Township Attorney

Presented by Members of the Attorneys Division

Sponsored by the Attorneys Division

This session recommended for all officials.

The tradition continues! Members of the Attorneys Division are again on hand to answer your legal questions and facilitate an open discussion about legal issues you face in your townships and road districts. The best part—it is all free!

Township Best Financial Practices

Presented by Keri-Lyn Krafthefer, attorney, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer and Nathan J. Gaskill, CPA, Lauterbach & Amen, LLP

This session will be repeated at 8:00 a.m. on Tuesday

This session recommended for all officials.

Just because your audit report is “clean” doesn’t mean that you are handling all of your township’s financial matters correctly. What should you really do when you receive your management letter? Are you correctly handling your petty cash? Do you have correct policies for credit card use? Do you have the correct documentation supporting your warrants? This session, presented by an auditor and an attorney, identifies best financial practices for your township.

QuickBooks: How Can It Help Your Accounting Practices

*Presented by Jim Swanson, CEO, and Kim Tipsord,
Swanson Quality Services*

This session will be repeated at 9:45 a.m. Tuesday

This session recommended for Supervisors and Trustees.

Managing township financial responsibilities can be challenging when attempting to do them manually. In this session you learn the advantages of using QuickBooks as your complete financial tool. QuickBooks can reduce the time it takes to process all of the monthly, quarterly and yearly required financial information and help eliminate errors.

Website/Newsletter Development in Township Government

*Jeff Enlow, Katie Hahn and Tom McAllister, Levi, Ray & Shoup Inc.;
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This session is a repeat of 1:30 p.m. Monday

This session recommended for Clerks and Supervisors.

In this session, our LRS Web Solutions group provides a high-level overview of the most important factors you should be thinking about regarding your website. The session contains relevant, up-to-date information to give you direction on how to improve your website and use available web tools to communicate and improve processes. This session also offers newsletter tips to assist townships in developing effective print media.

Township Drug and Alcohol Program

Presented by Candy Wendt, Mid-West Truckers Association

This session recommended for Highway Commissioners

Attention New Commissioners: TOI's drug and alcohol testing program is available for you so you don't have to spend precious time trying to comply with the regulations. Let us do the work for you!

A Township Board Meeting Gone Bad

*Presented by Bryan Smith, TOI Executive Director and Jerry Crabtree,
TOI Associate Director and Education Coordinator*

Sponsored by TOI

This session is a repeat of the 1:30 p.m. Monday

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5:00 – 7:00 p.m.



AITCOY DIVISION PRESIDENT
JOHN PARQUETTE

8:00 – 11:00 p.m.

**Defenses To Claims & Lawsuits: Township Not Liable For
“Open & Obvious Danger” and Not Unless Plaintiff Is Both An
“Intended & Permitted User” Of Public Property**

Presented by Jay Judge, Attorney, Judge, James & Kujawa, LLC

This session recommended for all officials.

Association of Illinois Townships Committee on Youth

Lincoln Board Room

- I. Call to Order
 - A. Roll Call
 - B. Approval of minutes of Business Meeting held on August 27, 2012
 - C. Additions to the agenda
- II. Officers Reports
 - A. President
 - B. Treasurer
 - C. Secretary
 - D. Member At Large
- III. Committee Chairperson Reports:
 - A. Membership
 - B. Program
 - C. Awards
 - D. Audit
 - E. CEUs
 - F. Website
 - G. Publicity
- IV. Unfinished Business
- V. New Business:
 - A. Election of 2014 Officers
 - B. FY 14 Budget
 - C. Planning for 2014
 - D. Legislative Update – Arvid Hammer
- VI. Agency Announcements
- VII. Adjournment

USO Dance

Diamond Ballroom

Sponsored by TOIRMA

After joining your friends and fellow township officials for dinner, return to the Crowne Plaza, put on your dancing shoes and enjoy an evening of dancing with music from the '40s to the '80s. The evening also includes karaoke for those brave enough to participate.

Complimentary beer, wine and soda are provided by our friends from TOIRMA.

TUESDAY, NOVEMBER 12

8:00 a.m. – 4:00 p.m.

INTAKE

First Floor Lobby

8:00 – 9:30 a.m.

MEDAL CEREMONY & BREAKFAST

Diamond Ballroom – second floor

Ticket Required – \$20

Join your fellow TOI officials and enjoy breakfast during which Voluntary Education awards are presented, as well as Division awards, and winners of the 17th Annual TOI Mighty Message Contest. Tickets are \$20 each and should be purchased by October 25. Tickets are sold on-site only if extra tickets are available.

8:00 – 9:30 a.m.

EDUCATIONAL SESSIONS

Township Best Financial Practices

Presented by Keri-Lyn Krafthefer, attorney, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer and Nathan J. Gaskill, CPA, Lauterbach & Amen, LLP

This is a repeat of the 3:15 p.m. Monday session

This session recommended for all officials.

Just because your audit report is “clean” doesn’t mean that you are handling all of your township’s financial matters correctly. What should you really do when you receive your management letter? Are you correctly handling your petty cash? Do you have correct policies for credit card use? Do you have the correct documentation supporting your warrants? This session, presented by an auditor and an attorney, identifies best financial practices for your township.

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This session recommended for all officials.

This session provides the rules of the road in getting your township budget and process under control and correctly prepared to meet the legal hoops that must be accomplished. In the growing world of transparency and technology, residents are expecting and demanding information to determine accountability of their township officials. Come review the steps and procedures in getting your township budget to a successful completion.

EDUCATIONAL SESSIONS

Seven Habits of Highly Effective Townships

Presented by James Barr, Administrator, Hanover Township

This session recommended for all officials.

Borrowing from the title of a well-known book by Stephen Covey, this session explores key traits or ‘habits’ of effective and efficient townships of any size. Key concepts to be discussed include being Mission Driven, Strategic Planning, Communication & Engagement, Sustainability, and Embracing Innovation.

QuickBooks: How Can It Help Your Accounting Practices

Presented by Jim Swanson, CEO, and Kim Tipsord,

Swanson Quality Services

This session is a repeat of 3:15 p.m. Monday

This session recommended for Clerks and Trustees.

Managing township financial responsibilities can be challenging when attempting to do them manually. In this session you learn the advantages of using QuickBooks as your complete financial tool. QuickBooks can reduce the time it takes to process all of the monthly, quarterly and yearly required financial information and help eliminate errors.

Understanding How the Affordable Care Act Can Benefit You

Presented by Joni Castleman, Community Relations Specialist,

Blue Cross Blue Shield of Illinois

Sponsored by ITASCSC

This session recommended for all officials.

Learn how new provisions of the health care reform law change how many people will get health insurance beginning in 2014. There will be different ways to compare and purchase health insurance—either directly through an insurance company or agent or through online health insurance exchanges. Many people will be eligible for tax credits or subsidies to help pay for coverage. Join us and prepare to make informed decisions about these important health insurance changes.

Senior Handicapped On Wheels (SHOW) Bus Program

Presented by Laura Dick, Director, SHOW Bus Program

This session recommended for all officials.

SHOW BUS Public Transportation NFP has enjoyed a close relationship with a number of townships in its seven-county service area. While rural public transportation is open to all individuals, special emphasis has historically been placed on service to seniors, individuals with disabilities and those with limited resources. Township officials, through their General Assistance Programs or other outreach, have supported SHOW BUS’s outreach to these populations. The presentation gives a short history of the evolution

of rural public transportation, explores its role in Illinois and delineates current trends in rural public transportation. Examples of partnerships with townships are provided.

Prevailing Wage

Presented by Tim Bertschy, Attorney, Heyl, Royster, Voelker & Allen

This session recommended for all officials.

The Illinois Prevailing Wage Act is likely the least understood and most frequently violated statute in Illinois. Civil and criminal liability are at risk. This program presents an essential overview of the Act as it applies to townships and road districts, provides guidelines on Act pitfalls, updates attendees on recent developments in the law, and gives practical examples on Act compliance.

Bridge Program for Highway Commissioners

Presented by Illinois Department of Transportation

This session recommended for Highway Commissioners.

Township highway commissioners learn the basics on planning/funding for new township bridges.

General Assistance Basics

Presented by Steve Barrett, Allied Benefit Systems, Inc. (MACI) and Debra Burke, Supervisor, Coloma Township, and the GATI girls

This session recommended for Supervisors.

General Assistance is one of the three primary functions of township government. We begin with a general overview of what General Assistance is and the township's responsibilities to administer General Assistance.

Then the session is open to answer questions from the audience. Instructors from the General Assistance Training Institute present this session.

Township Board Practices and Procedures

Presented by Keri-Lyn Krafthefer, Attorney; and Adam Lasker, Attorney, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer

This session recommended for Clerks and Highway Commissioners.

Are your meetings legal? Are your township officials warring with each other? This session tells you what you need to know to keep your meetings legal, and helps your township officials understand their roles, responsibilities and boundaries. Come listen to the attorneys who wrote the law book for TOI. This is going to be a popular session so come early for a seat. Bring your questions and sticky situations!

OSHA 101

Presented by Cheryl Neff, Division Manager, Illinois Department of Labor, Safety Inspection & Education Division

This session covers the basic differences between the

11:15 a.m. – 12:30 p.m.

12:30 – 2:45 p.m.

1:00 p.m.



**ASSESSORS DIVISION
PRESIDENT CHRIS KAIN**

12:45 p.m.

1:00 p.m.

Occupational Safety and Health Administration and the Illinois Department of Labor in the state of Illinois, and the most common occupational safety and health standards that apply to the townships.

LUNCH

Lunch is not provided on Tuesday. However, lunch is available in the Rosewood Restaurant at the Crowne Plaza, and there are also many restaurants in the immediate area.

DIVISION MEETINGS

All officials should make a special effort to attend their Division meeting and educational session.

Illinois Assessors Association

Call to Order – *Chris Kain, President*

Pledge of Allegiance – *Deanna Wilkins*

Invocation – *Kelli Lord*

Invited Guest

Kara Moretto, Bureau Manager – Illinois Department of Revenue

Jo Ellen Mahr, Division Manager – Illinois Department of Revenue

President's Report – *Chris Kain*

Secretary's Report – *Grace Vetter*

Treasurer's Report – *Karen Reese*

Committee Reports:

Legislation – *Susie Carpentier*

Public Relations – *Deb Lane*

TOI Conference – *Deanna Wilkins*

Audit Committee – *Al Kveton*

Nominating – *Grace Vetter*

Election of Officers

Old Business

New Business

Program – Understanding the 4 year CIAO Cycle

Illinois Property Assessment Institute

Open Forum / Door Prizes

Adjourn

Clerks Division

Registration

(Only dues-paying clerks may participate in the meeting)

Call to order and Welcome – *Shirley J. Moore, President*

Pledge of Allegiance – *Sherry Tite, At-Large Director 1 & 2*

Moment of Silence & Invocation – *Linda Kroenlein, District 3 Director*

Introductions

Roll Call – *Judy Herrman, Secretary*

Approval of 2012 minutes



**CLERKS DIVISION PRESIDENT
SHIRLEY MOORE**

12:30 p.m.



**HIGHWAY COMMISSIONERS
DIVISION PRESIDENT
DANNY HANNING**

12:30 p.m.



**SENIOR CITIZENS
DIVISION PRESIDENT
TRACEY COLAGROSSI**

Treasurer's Report – *Bill Donnan, Treasurer*
Clerk Manual Report – *Katy Dolan Baumer, District 5 Director*
Ethics Committee – *R.C. Smith, 1st Vice-President*
Election of Officers & Directors – *Jan Weber, District 7 Director*
Guest Speaker – Records Retention
Secretary of State's Office, Index Division
Question and Answer Period
Ahrends Award Winner – *Beth Ann May, 3rd Vice-President*
President's Award & other recognition
Old Business
New Business
Door Prize Drawings – *Bill Dalluge, At-Large Director 3, 4 & 6*
Adjournment

Highway Commissioners Division

Call to Order – *President Danny Hanning*
Pledge of Allegiance – *Vice President Darrell Maxheimer*
Moment of Silence – *Vice President Darrell Maxheimer*
Business Meeting:
Minutes of Previous Meeting – *Secretary Les Hild*
Treasurers Report – *Treasurer Christine Filbert*
Other Business: As needed
Program:
12:45–2:00 p.m. – Joint Utility Locating Information for Excavators
Brian MacKinzie, J.U.L.I.E.
2:00 – 2:30 p.m. – Overview of HC website program
Charlie Montgomery & Jerry Crabtree
Adjournment – Go to TOI's Annual Business Meeting and Election

**Illinois Township Association of Senior Citizens Services
Committee Annual Business Meeting**

**Bella Milano Restaurant
4525 Wabash Avenue, Springfield**

No pre-registration required. Just come by.
Please bring information and brochures/newsletters to share.
I. Call to Order
II. Introductions
III. Approval of Minutes
IV. Financial Report
V. Election of Officers
VI. Approval of By-Laws 2013
VII. 2014 Meeting Dates
A. Meetings take place on a Friday during the designated month.
Host site is volunteered at this meeting as well as lunch following.
1. February

2. April
3. June
4. August

VIII. Report of Committees

- A. Conference
- B. Awards

IX. Old Business

X. New Business

- A. *Township Perspective* Articles

XI. Adjournment

**Adjournment of our regular meeting during our luncheon*

12:30 p.m.



**SOCIAL WORKERS
DIVISION PRESIDENT
CHIQUITIA SARGENT**

Social Workers Division

OFFICERS:

PRESIDENT: CHIQUITIA SARGENT
 IMMEDIATE PAST PRESIDENT: DEBBY JUZWIAK
 SECRETARY: MARY JO IMPERATO
 TREASURER: LORI KONOPACKE

- I. Call To Order – *President Chiquitia Sargent*
- II. Pledge Of Allegiance – *Kelli Schultz*
- III. Approval of Minutes from November 2012
 – *Secretary Mary Jo Imperato*
- IV. Treasurer’s Report – *Treasurer Lori Konopacke*
 Julie Villarreal
- V. Appoint Vice President
- VI. Appoint 2nd Vice President
- VII. Old Business
 1. Discussion on SW Division Participation
- VIII. New Business
 1. Introduce The Social Worker of The Year
- IX. Adjournment



**SUPERVISORS DIVISION
PRESIDENT DAVE DOBBELS**

Supervisors Division

- I. Call to Order – *President Dave Dobbels*
- II. Pledge of Allegiance – *Vice President Michael Young*
- III. Roll Call & Correspondence – *Secretary Chris Johnson*
- IV. Approval of Minutes – *TSI Supervisor’s Meeting*
- V. Treasurer’s Report & Approval – *Treasurer Tina Davis*
- VI. New Directors
 - A. Introductions
- VII. Committee Chair Reports
 - A. Executive/Ad Hoc – *President Dave Dobbels*
 - B. Legislative – *Michael Goral*
 - C. Nominating – *Eugene Dawson*
 - D. Membership Services – *Michael Young*

- E. Program – *Miller*
- F. GATI/Education – *Debra Burke*
- H. TOI Reports
- VIII. Unfinished Business / New Business
- IX. Members Duties – *Annette Miller*
- X. By-Laws – *Steve Martin*
- XI. Adjournment

1:00 p.m.



**TAX COLLECTORS DIVISION
PRESIDENT KAREN MEGAN**

Tax Collectors Division

- I. Call to Order and Welcome – *Karen Megan, President*
- II. Pledge of Allegiance
- III. Minutes of 2012 Meeting
- IV. Financial Report
- V. Election of Officers
- VI. Old Business – Discussion
- VII. New Business – Discussion
- VIII. Set Time for 2014 Meeting
- IX. Adjournment

12:30 p.m.



**TRUSTEES DIVISION
PRESIDENT
ANN DYNAKO KUBICZKY**

Trustees Division

- I. Registration
- II. Call to Order and Welcome – *Ann Dynako Kubiczky, President
Riverside Township Trustee*
- III. Pledge of Allegiance – *Candice Trees, Treasurer
Capital Township Trustee*
- IV. Invocation – *Rev. Percy L. Johnson, Vice President
Waukegan Township Trustee*
- V. Business Meeting
 - a. President's Report
 - b. Approval of Minutes of November 11, 2012 Meeting
 - c. Treasurer's Report
 - d. Election of Officers and Directors
 - e. Program: "Budget Development and Control Basics"
*Robert Porter, Director of Special Projects,
Ansel, Glink, Diamond, Bush, DiCianni & Krafthefer*
- VI. Door Prize
- VII. Adjourn

3:00 – 4:00 p.m.

CLOSING SESSION

Diamond Ballroom – second floor

Call to Order

*Jeffery Wallace, TOI President
Joliet Township Trustee*

Invocation

*Rev. Percy L. Johnson, TOI Official Chaplain
Waukegan Township Trustee*

Pledge of Allegiance

Jeffery Wallace, TOI President

Introduction of Division Presidents and Division Meeting Reports
Association Report

Bryan E. Smith, TOI Executive Director

Nominating Committee Report

*Michael J. Goral, Chair,
Rockford Township Supervisor/TOI Immed. Past Pres.*

Election of Directors

All members must show 2013 – 2014 Paid Dues Card to vote

Presentation of Directors

Adjournment of 2013 Conference

6:00 – 7:00 p.m.

RECEPTION (Cash Bar)

Ballroom Pre-function Area – second floor

7:00 – 10:00 p.m.

COMMANDER IN CHIEF'S DINNER

Diamond Ballroom – second floor

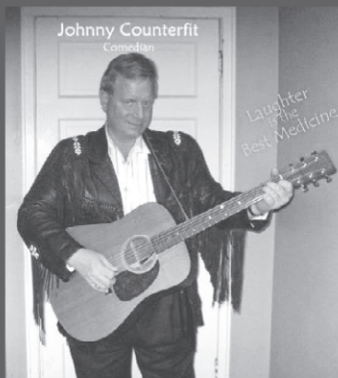
Ticket Required – \$45

The Conference wraps up with the annual banquet. The evening begins at 6:00 p.m. with a cash bar reception. Dinner will be served at 7:00 p.m. and will conclude with entertainment by Johnny Counterfit.

He's never met a voice he couldn't imitate.

When you're Johnny Counterfit, each new day brings a new voice to learn, and he's honed more than 200 of them. He brings his music, comedy and impressions to the Banquet and the best part? He takes requests! And there will be audience participation!

His show has crowd favorites, like Johnny Cash, the first voice he tried out on an open mic crowd in Portland, OR, and Edith Bunker (Jean Stapleton), whose recent passing prompts a new routine for Counterfit.



JOHNNY COUNTERFIT