

# Your Officers and Directors Welcome You to Our 115th Annual Educational Conference

President



**Danny Hanning**

*Huntsville Township, Schuyler County*

- 1st Vice President.....Judy Herrman  
*Spring Lake Twp., Tazewell County*
- Secretary.....Craig Paulek  
*Stonington Twp., Christian County*
- Treasurer.....Christopher Kain  
*Addison Twp., DuPage County*
- Executive Director.....Jerry B. Crabtree



## In Memoriam Susan Curtiss

*1950 - 2022*

Supervisor, Esmen Township/Livingston County  
TOI Board Member since 2005, TOI Secretary 2015-  
2016, TOI Treasurer 2016-2017, TOI Second Vice  
President 2017-2022, Township Supervisors of Illinois  
President 2016-2018.

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**Dave Dobbels**

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**Suzanne Fisher**

*Township Clerk*

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Schaumburg Twp., Cook Co.

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*Supervisor*

Reed Twp., Will Co.

**Chuck Layer**

*Supervisor*

Blackhawk Twp., Rock Island Co.

**Darrell Maxheimer**

*Highway Commissioner*

Rochester Twp., Sangamon Co.

**Karen Megan**

*Tax Collector*

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**Lucy Prouty**

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**Arnold Vegter**

*Highway Commissioner*

Union Grove Twp., Whiteside Co.

**Deanna Wilkins**

*Assessor*

York Twp., DuPage Co.

**Neal Wood**

*Multi-Township Assessor*

Newman, Murdock, Sargent, Bowdre Twps.,

Douglas Co.

# Schedule At a Glance

Sunday, November 13

2:00 pm - 6:00 pm	Registration Desk Open
3:00 pm - 7:00 pm	Exhibit Hall Open
5:30 pm - 7:00 pm	Welcome Back Reception in Exhibit Hall

Monday, November 14

7:30 am - 1:00 pm	Exhibit Hall Open
7:30 am - 4:45 pm	Registration Desk Open
7:30 am - 9:00 am	Breakfast in Exhibit Hall
9:15 am	Cash Prize Drawing (Exhibit Hall)
9:15 am	Opening Session Doors Open
9:45 am - 11:30 am	Opening Session featuring Keynote Speaker Steven Ford
11:30 am - 1:00 pm	Complimentary Lunch in Exhibit Hall
1:15 pm - 2:15 pm	Concurrent Educational Sessions
2:45 pm - 3:45 pm	Concurrent Educational Sessions
4:00 pm - 5:00 pm	Concurrent Educational Sessions
5:00 pm	Cash Prize Drawing (Front Lobby)
7:00 pm - 8:00 pm	President's Reception (Pre-Function Area)
8:00 pm - 10:00 pm	Cocktails & Dueling Pianos (Diamond Ballroom)

Tuesday, November 15

7:30 am - 12:00 pm	Registration Desk Open
7:45 am - 9:15 am	Awards Breakfast (Ticket Required)
8:00 am - 9:00 am	Early Risers Education Session
9:15 am - 9:55 am	Concurrent Educational Sessions
10:00 am - 11:20 am	Division Meetings
11:30 am	Cash Prize Drawing (Plaza G)
11:30 am	Annual Meeting (Closing Session)
12:30 pm	Adjourn

# General Conference Information

Registration for the 115th Annual Educational Conference and Exhibit Hall is in the First Floor Lobby of the Crowne Plaza Hotel from 2:00 to 6:00 p.m. on Sunday, November 13, 2022.

Conference attendees are encouraged to take advantage of this time to visit the many vendors in the Exhibit Hall that provide townships with products and services. Light snacks and beverages will be provided.

All individuals attending the Conference **MUST BE REGISTERED**, and **IDENTIFICATION BADGES MUST BE WORN** at all times.

## SHUTTLE TO OTHER HOTELS

The Crowne Plaza Hotel provides shuttle service to and from participating Conference hotels. Shuttles will run between the hotels on Monday, November 14 from 8 - 9:30 am, 11:30 am - 1 pm, and 5 - 6 pm. On Tuesday, November 15 the shuttles will run from 6:30 - 8 am and 12:30 - 1:30 pm.

## Wi-Fi ACCESS

There is free Wi-Fi access for TOI conference attendees at the Crowne Plaza. The Wi-Fi network is **TOI**. When prompted for a password, enter **conference2022**.

## SPOUSES/GUESTS

Guest registration allows spouses/guests to enter the exhibit hall, have continental breakfast on Monday, and lunch on Monday. Guests are encouraged to congregate in the area outside the Lone 9 restaurant on the second floor of the Crowne Plaza to visit and make plans.

## CONFERENCE SURVEYS

TOI values your thoughts and ideas regarding its 115th Annual Educational Conference! To help us with planning for future educational sessions and the overall conference, TOI is asking all attendees to complete surveys during each educational session they attend, as well as the overall conference survey. On-line surveys can be accessed through the TOI Conference App on your mobile devices.

For the session surveys, click on the specific session you are attending, scroll to the bottom of the page to Surveys. Click on Session Survey. There are 5 questions to answer, as well as an area to leave comments. The overall conference survey can be accessed through the main page of the app. Click on Conference Evaluation.

## HOW TO USE THE CONFERENCE APP

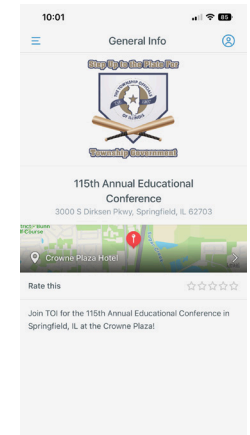
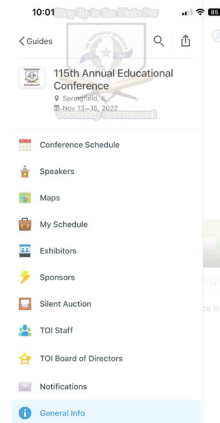
Download the app by accessing the iTunes App Store for iOS devices and the Play Store for Android devices. Search for **Guidebook App**. You can also scan this **QR code**. Once you've found the app, tap either **Download** or **Install**.

After installing, a new icon will appear on your phone's home screen.

Once downloaded, open the **Guidebook App** app and search **TOI**. Tap the name of the **TOI event** to open it.

The Conference Home Page will appear. From the Home Page, you have access to a large variety of information with just one click on an icon!

A schedule of the Conference activities, by day or at a glance, all speakers and their contact information, TOI Board Members & Divisions, Silent Auction items, Exhibitors, and an interactive exhibit hall map, and map of the hotel are all available with just one click on any of the icons on the app's home page.



## Hosted by the TOI Conference Committee



Lisa Hodge, *Chair*  
Township Clerk, Blackberry Township (Kane Co.)  
Dave Dobbels, *Vice Chair*  
Supervisor Cambridge Township (Henry Co.)

Percy Johnson  
*Trustee*  
Waukegan Township (Lake Co.)

Mary Rob Clarke  
*Trustee*  
Riverside Township (Cook Co.)

Lucy Prouty  
*Township Clerk*  
Ela Township (Lake Co.)

Craig Smith  
*Highway Commissioner*  
DeKalb Township (DeKalb Co.)

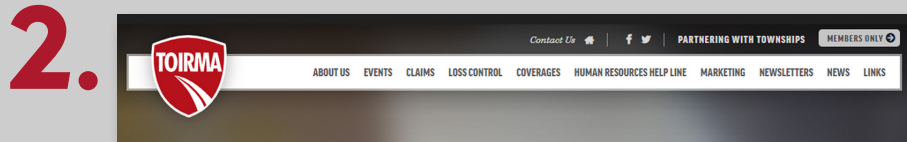
Matthew Star  
*Trustee*  
Plainfield Township (Will Co.)

Karen Megan  
*Tax Collector*  
Millbrook Township (Peoria Co.)

# Sunday, Nov. 13

## DON'T MISS OUT! TOIRMA INTRODUCES MEMBERS ONLY SITE

**1. Visit Us**  
Go to: [toirma.org](http://toirma.org)



Click on **MEMBERS ONLY** →

**3. Register For**  
Our Members Only Site

SIGN UP NOW

First Name

Last Name

Township

Contact Number

**REGISTER**

IT'S AS EASY AS 1, 2, 3!



[toirma.org](http://toirma.org)

### Registration

2:00 – 6:00 pm

*First Floor Lobby*

Registration for the 2022 Annual Educational Conference is on the first-floor lobby of the Crowne Plaza Hotel. Attendees who register for Monday or Tuesday Only will NOT be allowed to pick up their registration materials on Sunday or attend the exhibit hall hours on Sunday.

Download the Conference app to your smart phone or portable device prior to the Conference. Visit iTunes or Play Store and download the Guidebook app. After installing the Guidebook app, use the search function in the app for TOI to use the TOI conference app on your mobile device.

### Exhibit Hall

3:00 – 7:00 pm

*Plazas E-J*

Conference attendees are encouraged to check-in Sunday afternoon and take advantage of this time to visit the many vendors that provide townships with products and services. Beverages and light snacks are available.

This year, TOI is asking each attendee to bring a physical or monetary donation for the nonprofit Soldiers and Dogs organization. Physical donations could be dog supplies (crates, vests, leashes, dog food, etc). Donations can be dropped off at the Soldiers and Dogs booth.

### Silent Auction

3:00 – 7:00 pm

*Exhibit Hall - Plazas E-J*

Silent Auction items are on display near the TOI Booth (booths 26 – 28). Complete a Silent Auction bid form at the Registration Desk (hotel lobby) to obtain a bid number and bid during Exhibit Hall hours on Sunday and Monday as well as during the Monday night activity. Bidding closes at 9:30 p.m. on Monday during Cocktails & Dueling Pianos. Bid winners will be posted on Tuesday morning at the Registration Desk.

### Hotel Check In Starts

4:00 pm

Don't cause a traffic jam! Hotel check-in doesn't start until 4 pm! We have accommodations for you to store your luggage if your check-in is delayed. This allows you to attend the opening reception in the Exhibit hall and begin to network with vendors and conference attendees. See the TOI Registration desk in the front lobby for details.

### Welcome Back Reception

5:30 – 7:00 pm

*Exhibit Hall - Plazas E-J*

Open the conference with a reception in our action-packed exhibit hall! Enjoy a beverage, appetizers and meeting up live and in person with colleagues. Meet old friends and make new friends at this new fun event! Visit the many vendors that make the conference possible.

Think Safe ————— Drive Safe ————— Work Safe



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Annual Conference

*“Wishing you a successful conference!”*

from  
Tim Heneghan, Supervisor, Schaumburg Township  
and the TOCC Board of Directors  
representing 28 townships!



# Monday, Nov. 14

## Registration

7:30 am – 4:45 pm

*First Floor Lobby*

If you are not able to check-in on Sunday afternoon, please do so on Monday morning in order to enjoy continental breakfast in the Exhibit Hall while visiting with the many vendors. Please check-in before 9:15 a.m. in order to enjoy the music provided by the Springfield Municipal Band prior to the Opening Session.

## Exhibit Hall

7:30 am – 1:00 pm

*Plazas E - J*

Vendors that provide products and services to townships are available from 7:30–1:00 pm. Breakfast is provided from 7:30–9:00 am. We encourage all Conference attendees to participate in the Opening Session.

## TOIPAC Silent Auction

7:30 am – 9:30 pm

TOIPAC Silent Auction items are located near the TOI Booth in the Exhibit Hall from 7:30–1:00 pm and in the Diamond Ballroom during the Cocktails & Dueling Pianos from 8:00–10:00 pm. Bidding for all Silent Auction items may take place during these times. Bidding stops promptly at 9:30 pm. Winners are posted at the TOI Registration Desk at 7:45 am on Tuesday. Winners may pay for and pick up their items at the TOI Registration Desk from 7:45–12:00 pm on Tuesday. Complete a Silent Auction bid form at the Registration Desk in order to bid on items.

## ITAGAC

8:00 – 9:15 am

*Capital IV*

- I. Call to Order
- II. Division Updates
- III. Treasurer's Report
- IV. Old Business
- V. New Business
  - A. *Approval of 2021-2022 Meeting Minutes*
  - B. *Educational Workshops*
  - C. *Increase in 2023 Membership Dues*
- VI. Election of Officers
- VII. Adjournment



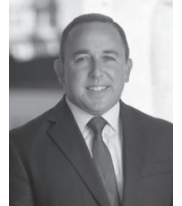
**ITAGAC President**  
Mary Jo Imperato

## Attorney's Division

9:00 am

*Lincoln Board Room*

- I. Call to Order
- II. Welcome and Introductions
- III. President's Report
- IV. Committee Reports
  - a. *Newsletter*
  - b. *Website*
  - c. *Spina Award*
  - d. *Planning*
- V. Next Meeting Planning
- VI. ITAA Educational Seminar
- VII. Report of Nominating Committee – for November meeting
  - a. *Election of Officers*  
*President Vice President Secretary Treasurer*
- VIII. Law Update
- IX. Other Matters coming before the Association
- X. Adjourn



**Attorney's Division**  
President  
Chuck Davis

## Cash Prize Drawing

9:15 am

*Exhibit Hall*

A cash drawing for \$100 will be held at the TOI Booth at 9:15 am prior to doors opening for the Opening Session. Be certain to visit the TOI Booth to get your name in the drawing. You must be present to win!

# Monday, Nov. 14

## Opening Session Doors Open

9:15 am

*Diamond Ballroom (second floor)*

Enjoy patriotic music by the Springfield Municipal Band while waiting for the Opening Session to begin.

## Opening Session featuring Steve Ford

9:45 – 11:30 am

*Diamond Ballroom (second floor)*

### Call to Order

Danny Hanning, TOI President  
Huntsville Township Highway Commissioner

### Presentation of Township Flags

Danny Hanning, TOI President

### Presentation of Colors

Riverton Boy Scout Troop 46

### Pledge of Allegiance

Sherrill Knorr, TOI Board of Directors  
Reed Township Supervisor

### Invocation

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

### Welcome

Lisa Hodge, TOI Conference Committee Chair  
Blackberry Township Clerk/TOI Director

### Keynote Speaker Featuring Steve Ford

Steve has enjoyed a successful acting career for over 30 years appearing in over 800 hours of film and television productions. He has worked on over 25 films and many guest leads in television. Most recently you would have seen Steve appearing in the hit movie *Transformers* and *Black Hawk Down*. Steve's other film credits would include films such as *Contact with Jodie Foster*, *Armageddon with Bruce Willis*, *Starship Troopers*, *Eraser with Schwarzenegger*, *Heat with Al Pacino*, *Carrie II*, *Young Doctors in Love*, and *When Harry Met Sally as Meg Ryan's Boyfriend*. He has also done numerous guest leads in television shows such as *Suddenly Susan*, *J.A.G.*, *Dark Skies*, *Flipper*, *Walker Texas Ranger*, *Dr. Quinn*, *Baywatch*, *Mr. And Mrs. Smith*, *The Cape*, *Pensicola*, *The Sentinel*, *Columbo*, *Murder She Wrote* and *Happy Days*. Steve also hosted a full season, 22 episodes, of the prime time series *Secret Service for NBC*. Early in Steve's career he spent six years playing the character *Andy Richards* on the Emmy award winning daytime show *The Young And The Restless*.

Before becoming an actor in 1980, Steve worked on the professional rodeo circuit as a team roper and still ropes today in his spare time. He owns a ranch in California. Steve served three years on the Board Of Directors Of The National Cowboy Hall Of Fame in Oklahoma City and currently serves on the Gerald R. Ford Presidential Foundation.

He is also highly sought after nationally as a motivational speaker for corporate events relating his inspiring experiences during his family's stay in the White House and his years in Hollywood. Steve also speaks about his own successful battle overcoming alcoholism over twenty-five years ago. He shares with audiences inspiring stories of character and leadership that lead to the Ford family's success which will help audiences rethink their own lives. He is the third son of President and Mrs. Gerald R. Ford.

### Legislative/TOIPAC Report

Taylor Anderson, TOI Legislative Consultant

### Report – State of the Association

Jerry B. Crabtree, TOI Executive Director

### Adjournment of Opening Session



Keynote Speaker  
Steve Ford

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## Exhibit Hall & Lunch

11: 30 am – 1:00 pm

Plazas E - J

The Exhibit Hall reopens following the Opening Session and a complimentary lunch is provided to all paid delegates. Your Conference badge serves as your admission ticket to the Exhibit Hall for lunch. In addition to enjoying lunch and networking, Conference attendees are encouraged to use this last opportunity to visit the many vendors that help to underwrite the cost of the Conference. The Exhibit Hall will close at 1:00 p.m.

## Educational Sessions

1:15 – 2:15 pm

- First Floor -

### Ask an Attorney

Plaza A

*Representatives from the Attorney's Division*

This annual session provides an opportunity for attendees to ask general questions relating to the day to day operations of township government.

- Second Floor -

### Record Retention in Township Government

Ruby

*Robert Chayce Boots, Secretary of State*

Not sure what to keep when cleaning out records in the Township Office? Robert Boots from the Illinois Archives reviews the rules and regulations of record retention in local government

### Township Levy and Ordinance Process

Emerald

*Sheryl H. Churney, Klein, Thorpe & Jenkins, Ltd.*

This presentation reviews tax levies available to townships and road districts and explains how and when to calculate the tax levies, including how a taxing body's EAV affects tax levy amounts. The procedures to be followed for adopting the township and road district tax levies, including complying with Truth in Taxation Law requirements, will also be discussed.

### Township Cemeteries

Diamond

*Kurt Asprooth, Ancel Glink*

This session covers the basics of township cemeteries, including the authority of a township to establish and maintain cemeteries, the authority of a township to take control of existing cemeteries, the revenue sources available to support township cemeteries, the statutory systems of township cemetery governance, and the requirements imposed on township cemeteries under the Cemetery Oversight Act.

## Running an Efficient Township Board Meeting

Sapphire

*Jim Donelan, TOIRMA*

In order to run an efficient township board meeting, you must be aware of the applicable rules. If you're interested in being better equipped to run meetings, this session is for you. Participants will be provided an overview of the Illinois Open Meetings Act, Township and Highway Codes, Robert's Rules of Order, and basic parliamentary procedures and rules. Making sure your township is following recommended procedures, and guidelines in running an effective meeting will be stressed.

- Third Floor -

### Intergovernmental Agreements

Governor

*Andrew Keyt, Heyl Royster*

Intergovernmental Agreements are a great way for townships to save costs and increase efficiency. But there are best practices to avoid costly mistakes and potential disputes.

### Food Banks and How They Operate

Illinois

*Mary Jo Imperato, Hanover Township (Cook Co.)*

*Scott Jewitt, Northern IL Food Banks*

This program explores the design, implementation and management of a township food bank. Have you ever wanted to start one? Have you wanted to learn how others are managing these types of programs? This session provides details on Township Food Banks!

## Educational Sessions

2:45 – 3:45 pm

- Second Floor -

### Township Budgeting 101

Ruby

*Robert A. Porter, Ancel Glink*

Whether you are a first term or a long term township official, this session is for you to grasp a better, simpler and more productive understanding and usage of your township budget for processing, application and successful results.

### Housing for All Ages: Aging In Our Communities Creatively

Emerald

*Betsy Burton Kelly, Senior Outreach Coordinator, River Forest Township*

*Ruth Reko, Arbor West Neighbor*

*Tony Roeder, Marion Street Services*

Offering safe and appropriate housing options for people of all ages becomes a challenge in traditional home models. This informative panel discussion features representatives from a variety of housing options. Betsy Burton Kelly from River Forest presents the concept of the Missing Middle Housing and discusses the Homesharing Pilot in River Forest. Ruth Reko introduces the idea of Naturally Occurring Retirement Communities (NORCs) and the Village Movement. Tony Roeder talks about ways to modify the inside of your home by adding rooms, renovating a space, or creating an Accessory Dwelling Unit (ADU) to a home or property.

**Consolidation Issues in Township Government** **Diamond**

*Keri-Lyn Krafthefer, Ancel Glink*

When the State looks to eliminate local governments, townships are always the first target. This session talks about efforts to consolidate local governments, new laws about consolidation, studies on township consolidation and how townships can fight consolidation efforts. We will also talk about the new law regarding Decennial Committees on Local Government Efficiency and how townships can comply.

**Youth in a Pandemic** **Sapphire**

*Laura Donavon, Aurora University*

What we know about the impact to substance use and mental health. This presentation will provide participants a current understanding of the correlation between the pandemic, substance use, and mental health as it pertains to adolescents. Specific focus on the dynamics present in Illinois will be discussed. Gaining insight into the scope and interrelatedness of these issues will best prepare those who work with this population to adequately and competently intervene.

**-Third Floor-**

**IMRF Discussion** **Capital II**

*Randy Stevens, IMRF*

We are providing a room and brief overview for officials interested in learning more about IMRF and retirement benefits. Plan to stop by this session and introduce yourself to the new IMRF representative Randy Stevens.

**Available Programs and Updates through DHS** **Illinois**

*John M. Hahn, Department of Human Services*

This program provides a discussion of General Assistance client protections relating to providing services.

**Putting Energy Efficiency Programs to work For Your Township** **Governor**

*Carol Kulek, Public Sector Outreach Coordinator; Leidos, An Ameren Illinois Contractor*

Learn how to save your township energy and financial resources with incentives from Ameren Illinois Energy Efficiency Programs. Hear about success stories and simple initiatives to help you get started.

**Educational Sessions** **4:00 – 5:00 pm**

**-First Floor-**

**CIVICS 101** **Plaza A**

*Hon. Mike Chmiel, Circuit Judge, Twenty-Second Judicial Circuit*

This session will explore the continuing need for civics education in Illinois (and elsewhere) for students and adults alike, with focus on the operation of the Courts in Illinois. Through the Courts, the Rule of Law is maintained to help the community, including those who govern, address issues properly and help keep things in order. Judge Michael Chmiel will cover offerings of the Illinois State Bar Association, the Illinois Judges Association, and other groups who typically provide speakers and educate. No particular case will be discussed, and no legal advice or advisory opinion will be provided.

**-Second Floor-**

**“A Year in the Life of a Clerk” Skit** **Ruby**

*Clerk’s Division Board of Directors*

The Clerk’s Board of Directors presents a fun and award-worthy skit! We breakdown the Duties and Responsibilities, month by month, to showcase what a typical year looks like for Township Clerks.

**GATI Program Overview** **Emerald**

*Amy Victor, Manlius Township (LaSalle Co.)*

*Deb Skillrud, City of Bloomington Township (McLean Co.)*

I need a CHEAT SHEET to getting through my infrequent General Assistance cases! Township GATI instructors are here to provide you with a step-by-step guide to going through the intake process and the application process. You will receive a CHEAT SHEET template of the basics to determine eligibility for your first or infrequent applicants.

**How to Accurately Respond to FOIA Requests** **Diamond**

*Chuck Davis, Brown, Hay + Stephens, LLP*

From an attorney’s perspective, this session will review the best practices to respond to Freedom of Information Requests. Additionally, what townships can do to develop an efficient process to respond to FOIA requests.

**Legal Do’s and Don’t’s for Highway Commissioners** **Sapphire**

*John Redlingshafer, Mescher, Rinehart & Redlingshafer, P.C.*

What are the legal “Do’s” and “Don’t’s” for a Highway Commissioner? John Redlingshafer will walk you through some of the bigger legal considerations for your job and will do his best to answer your questions.

**-Third Floor-**

**Improving the Trajectory** **Governor**

*Laura Donavon, Aurora University*

Best Practices in Supporting and Improving Outcomes for Youth. We know that the COVID-19 pandemic has had a significant impact on the functioning of youth in our communities. This presentation provides opportunities to explore best practices in addressing the mental health and substance use related needs of youth. The focus of, “What do we do now?” provides participants additional approaches to improve the trajectory.

**Dementia Live** **Capital III**

*Lisa Phillipson & Deborah Reynolds Hogg, Hospice of Southern Illinois*

Dementia Live is an innovative program designed by a team of dementia, sensitivity awareness, and professional development experts from the nationally recognized AGE-u-cate Training Institute. Using specialized gear within a safe, experiential setting, Dementia Live participants experience a real-life simulation of what it is like to live with dementia, gaining greater awareness and understanding. Dementia Live is the newest tool in the arena of sensitivity awareness training used to help direct care staff, professionals, and caregivers.

# Monday, Nov. 14

## Cash Prize Drawing

5:00 pm

Registration Area - First Floor Lobby

A cash drawing for \$100 will be held near the registration desk in the lobby at the end of the educational sessions. Be certain to visit the TOI Booth to get your name in the drawing. You must be present to win!

## AITCOY Division Meeting

5:00 – 7:00 pm

Lincoln Board Room

- I. Call to Order
  - A. Roll Call
  - B. Approval of minutes of Business Meeting held on August 25, 2022
  - C. Additions to the agenda
- II. Officers Reports
  - A. President
  - B. Vice President
  - C. Secretary
  - D. Treasurer
- III. Committee Chairperson Reports:
  - A. Membership
  - B. Program
  - C. Awards
  - D. Audit
  - E. CEUs
  - F. Website
  - G. Perspectives
  - H. Summer Olympics
- IV. Unfinished Business
- V. New Business:
  - A. Election of 2023 Officers
  - B. FY 23 Budget
  - C. Planning for 2023
- VI. Agency Announcements
- VII. Adjournment



AITCOY President  
Tina Houdek

## President's Reception

7:00 – 8:00 pm

Pre-Function Ballroom

TOI President Danny Hanning is inviting you to attend his welcome back reception! This event will feature light hors d'oeuvres and a cash bar.

## Cocktails & Dueling Pianos

8:00 – 10:00 pm

Diamond Ballroom

Following the President's Reception, all conference attendees are invited to enjoy the musical fun of dueling pianos performed by Fun Pianos!



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Tuesday, Nov. 15

**Registration**

*First Floor Lobby*

7:30 am – 12:00 pm

**Awards Breakfast**

*Diamond Ballroom*

7:45 – 9:15 am

Ticket Required - \$35. Join your fellow TOI officials and enjoy breakfast during which Division awards are presented.

**Early Risers Education**

**-Second Floor-**

8:00 – 9:00 am

**Township Budgeting 101 (Repeat)**

Ruby

*Robert A. Porter, Ancel Glink*

This session is a repeat from Monday. If you are a first term or a long term township official, then this session is for you to grasp a better, simpler and more productive understanding and usage of your township budget for processing, application and successful results.

**Educational Sessions**

**-Second Floor-**

9:15 – 9:55 am

**TOI Legislative Agenda Review**

Ruby

*Taylor Anderson, TOI Legislative Consultant*

TOI's legislative consultant provides a review of recent legislative issues related to the Township and Road Districts in Illinois. There will be an opportunity for questions and answers.

**Social Media in Township Government:  
Legal Concerns & Best Practices**

Emerald

*Michael A. Airdo & Mark J. Kimzey, Airdo Werwas, LLC*

For townships, social media has become an essential tool for increasing community engagement and sharing information about critical programs and services. This presentation by township attorneys Michael Airdo and Mark Kimzey will address key legal concerns, such as OMA and FOIA compliance, records retention, and the First Amendment, with a focus on practical considerations and best practices for officials to diminish legal risks and protect their townships.

**Navigating the IDOR Website**

Capital II

*Adrienne Suits Bailey, Illinois Department of Revenue*

*Aaron Allen, Local Tax Allocation Division*

This presentation will review tax levies available to townships and road districts and explain how and when to calculate the tax levies, including how a taxing body's EAV affects tax levy amounts. The procedures to be followed for adopting the township and road district tax levies, including complying with Truth in Taxation Law requirements, will also be discussed.

**The Township Supervisors of Illinois**  
is proud to be a sponsor of TOI's **115th**  
**Annual Educational Conference**



*The Township Supervisor's Division is here to assist  
Township Supervisors through networking and education.  
Our mission is to help Township Supervisors understand  
their duties in their role as a Township leader.*

[www.toi.org/supervisors](http://www.toi.org/supervisors)



## Employee Handbook Basics for Townships

Jason Brokaw & Sam Bobor; Giffin, Winning, Cohen & Bodewes, P.C.

This session will help Township Officials review the status of their personnel policies and revise (or prepare) an employee handbook for their Township. The presenters will discuss various employment related laws and how they relate to the implementation and use of employee handbooks. Additionally, attendees will learn about various handbook provisions, their purpose, and how they are used for the protection of a township as an employer.

## Division Meetings

10:00 – 11:20 am

- First Floor-

### Supervisors Division

- I. Call to Order – President, Sherrill Knorr
- II. Pledge of Allegiance – 1st Vice President, Chuck Layer
- III. Roll Call & Correspondence – Secretary, Amy Victor
- IV. Approval of Minutes – Secretary, Amy Victor
- V. Treasurer's Report – Treasurer, John Gardner
- VI. President's Report – President, Sherrill Knorr
- VII. Committee Reports:
  - a. Executive Committee – President, Sherrill Knorr
  - b. Legislative Committee – Chair, Deb Skillrud
  - c. Nominating Committee – Chair, Chuck Layer
  - d. Membership Committee – Chair, Amanda Bean
  - e. Program Committee – Chair, Sue Brokaw
  - f. GATI/Education Committee – Chair, Amy Victor
- VIII. Unfinished Business/Old Business
- IX. New Business
- X. Ask the Supervisors – Questions & Answers
- XI. Door Prizes
- XII. Adjournment

### Clerks Division

- I. Call to Order/Welcome, President Hodge
- II. Words of Inspiration, Director Johnston
- III. Pledge, Director Parker
- IV. Roll Call of Board, Secretary Bruner
- V. Secretary's Report: Approval of 2019 Business Meeting, Secretary Bruner
- VI. Treasurer's Report: Approval of 2020-22 Financial Reports, Treasurer Dolan Baumer
- VII. TOI Association Report, Executive Director Jerry Crabtree
- VIII. State of the Division, President Hodge
- IX. Program: Outreach/Game
- X. Committee Reports
 

Legislative: Director Paulek  
Education: President Hodge  
Audit & Finance: Treasurer Dolan Baumer  
Public Relations: President Hodge  
William Z. Ahrends Award: Director Fisher
- XI. Special Committees
 

Membership: Secretary Bruner  
VTCC: President Hodge

Illinois

Plaza F



Supervisors Division President  
Sherrill Knorr

Plaza E



Clerks Division President  
Lisa Hodge

Bylaws: President Hodge

Present Amendment/Revision to Bylaws

Nominating: Past President Tite

### XII. New Business

Bylaws Amendment/Revision Approval: President Hodge

Elections: Past President Tite

Acceptance of Newly Elected Directors and Officers: Past President Tite

Presentation: VP Dolan Baumer

### XIII. Old Business

### XIV. Door Prizes and "The Pig" Drawing

### XV. Adjournment

## Illinois Assessors Association

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Invited Guest:
- V. President's Report – John T. Dabrowski
- VI. Secretary's Report – Sandy Shaw
- VII. Treasurer's Report – Chris Kain
- VIII. Committee Report
  - a. Legislative – Chris Kain
  - b. TOI Conference – James Weisiger
  - c. Audit Committee – James Weisiger
  - d. Nominating – Chris Kain

### IX. Old Business:

### X. New Business:

### XI. Program – TBA

### XIII. Open Forum/ Door Prizes

### XIV. Adjourn

## Trustees Division

- I. Call to Order
 

President Mike Reynolds
- II. Pledge of Allegiance
- III. Invocation
- IV. President Address
- V. Approval of Minutes for November 2019 Conference Meeting
- VI. Treasurer's Report
- VII. Election of Trustee's Division Board and Directors
- VIII. Program TBA
- IX. Raffle Tickets Drawings for Gift Cards & Gifts
- X. Adjournment
 

Trustee's pickup gifts on way out at the door.

## Tax Collector Division

- I. Call to Order and Welcome
 

President M. Carroll Carroll
- II. Pledge of Allegiance
- III. Minutes of Last Meeting
- IV. Financial Report
- V. Election of Officers
- VI. Old Business - Discussion
- VII. New Business - Discussion
- VIII. Set time for 2023 Meeting
- IX. Adjournment

Plaza A



Assessors Division President  
John Dabrowski

Plaza C



Trustees Division President  
Mike Reynolds

Plaza D



Tax Collectors Division President  
M. Carroll Carroll

## ITASCSC Division

- I. Call to Order
- II. Introductions
- III. Changes to Agenda
- IV. Financial Report
- V. Committee Reports
  - a. *Executive*
  - b. *Education*
  - c. *Awards*
  - d. *Legislative*
  - e. *Membership*
  - f. *Transportation*
  - g. *Rebranding*
    - i. *Discussion of Mission Statement*
    - ii. *Discussion of Association Name*
  - h. *Nominating Committee*
    - i. *Election of 2023 Officers*
- VI. Old Business
  - a. *Wrap Up Discussion of TOI Conference 2022*
- VII. New Business
  - a. *Approval of Regular Meeting Minutes of August 12, 2022*
  - b. *Approval of By-laws*
  - c. *Approval of 2023 meeting schedule*
  - d. *Approval of 2023 subcommittees*
  - e. *Assignments for 2023 Perspective articles*
- VIII. Adjournment

### -Second Floor-

## Highway Commissioners Division

- I. Call to Order - President Arnold Vegter
- II. Pledge of Allegiance/Moment of Silence - Scott Seebach
- III. Treasurer's Report - Treasurer Craig Smith
- IV. Old Business
  - A. *Legislative Update - Danny Hanning*
- V. New Business
  - A. *Changes to the Bylaws - Arnold Vegter*
  - B. *Ideas for Speakers at 2023 Summer Seminar - Arnold Vegter*
  - C. *Any New Business for the Good of the Order?*
- VI. Speaker Matt Wells – Mid-West Truckers Association
- VII. Adjournment

## Cash Prize Drawing

Plaza G

A cash drawing for \$100 will be held outside Plaza G at 11:30 am prior to doors opening for the Annual Meeting. Be certain to visit the TOI Booth to get our name in the drawing. You must be present to win!

## Plaza B



ITASCSC President  
Megan Conway

## Ruby



Hwy. Comm.  
Division President  
Arnold Vegter  
11:30 am

## Annual Meeting (Closing Session)

11:30 – 12:30 pm

Plaza G

- Call to Order
  - Danny Hanning, TOI President*
  - Huntsville Township Highway Commissioner*
- Invocation
  - Rev. Percy Johnson, TOI Official Chaplain*
  - Waukegan Township Trustee*
- Pledge of Allegiance
  - Danny Hanning, TOI President*
- Introduction of Division Presidents and Division Meeting Reports
- Association Report
  - Jerry B. Crabtree, TOI Executive Director*
- By-laws Committee Report
  - Darrell Maxheimer, Chair TOI Bylaws Committee*
- Approval of By-law Amendments
- Nominating Committee Report
  - M. Carroll Carroll, Vice Chair TOI Nominating Committee*
  - Brimfield Township Tax Collector*
- Election of Officers & Directors
- Oath Of Office
  - Hon. Eugene Doherty, Appellate Judge, Appellate Court Fourth District*
- Keynote Speaker
  - Illinois State Treasurer Michael Frerichs*
- Adjournment

## By-laws Committee

- Darrell Maxheimer, Chair (HC)*  
*Sandy Shaw, Vice Chair (AS)*  
*Katy Dolan Baumer (CL)*  
*Suzanne Fisher (CL)*  
*Percy Johnson (TT)*  
*Scott Kegarise (HC)*  
*Karen Megan (TC)*  
*Deanna Wilkins (AS)*  
*Neal Wood (AS)*

## Nominating Committee

- Sherrill Knorr, Chair (SU)*  
*M. Carroll Carroll, Vice Chair (COL)*  
*Suzanne Fisher (CL)*  
*John Gardner, Jr. (SU)*  
*Judy Herrman (CL)*  
*Chris Kain (AS)*  
*Darrell Maxheimer (HC)*  
*Deanna Wilkins (AS)*  
*Neal Wood (AS)*

## Parliamentarian

*Jason Brokaw, Attorney, Giffin, Winning, Cohen & Bodewes, P.C., Springfield, Illinois*



Keynote Speaker  
Michael Frerichs

# TOI Staff



**Jerry B. Crabtree**, Executive Director  
*jerry@toi.org*

**Brad Ruppert**, Director of Member Services  
*brad@toi.org*



**Pam Butler**, Office Manager  
*pam@toi.org*

**Kayla Jeffers**, Associate Magazine Editor  
*Township Perspective*  
*kayla@toi.org*



**Teresa "TJ" Ruenger**, Database Manager  
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**Taylor Anderson**, Legislative Consultant  
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**Jodie Brooks**, Meeting Planner  
*jodie@toi.org*

**Diane Mathis**, Exhibit Hall Coordinator  
*diane@toi.org*



# 2022 Annual Educational Conference Sponsors



## TOIRMA

*Platinum Sponsor*

Through innovative management, leadership, and financial administration, TOIRMA will provide the necessary coverage to help townships solve problems and operate in the most fiscally efficient way.

## TOWSHIP SUPERVISORS OF ILLINOIS

*Platinum Sponsor*

The Township Supervisor's Division is here to assist Township Supervisors through networking and education. Our mission is to help Township Supervisors understand their duties in their role as a Township leader.



## ALLIED BENEFIT

*Gold Sponsor*

Allied designs creative self-insurance solutions for organizations who choose to take control of their healthcare. In collaboration with clients and benefits consultants, we institute the right plan to support the best options for employees and their families.



## ALTOFER

*Bronze Sponsor*



Altorfer Machinery Company was founded in 1957 by the late Edward J. Altorfer. He was introduced to the Caterpillar business by Buck Swords, who owned Peoria Tractor and Equipment Company in Peoria. In 1967 we expanded into a second dealership, Capitol Machinery Company with stores in Springfield, IL and Champaign, IL.

The companies continued to grow as Altorfer Machinery acquired the Lift Truck business in 1973, and Capitol Machinery acquired Peoria Tractor and Equipment in 1986. On Jan. 1, 1998, they merged into one company, which was named Altorfer Inc.

The mission of Altorfer is to live and work by Ed's motto: "Tell it like it is." It's the only way to approach business when you represent a manufacturer whose name is synonymous with quality and integrity.



## ILLINOIS FUNDS

*Tote Bags & Lanyards*

The Illinois Funds lets government agencies use the Illinois State Treasurer's resources to safely invest their funds while enjoying the economies of scale available from a \$7 billion pooled fund investment portfolio. The Illinois Funds' investment objectives are, in priority order: (1) safety of principal; (2) maintaining sufficient liquidity to ensure that investors have immediate access to funds; and (3) providing a competitive rate of return relative to comparable investment options.

## 2022 Annual Educational Conference Sponsors



### DK TANKS & CULVERTS

*Breakfast in the Exhibit Hall*

DK Tanks & Culverts was founded in 1996 by Kevin Utterback, Kevin's son Camdon runs the family company today. Camdon has 15-plus years' experience in the industry which gives DK Tanks & Culvert a unique advantage. Our company's expertise in used tank sales, tank service, evaluation, planning, and execution of tank installation and removal is second to none. DK Tanks & Culverts also specializes in large diameter heavy wall steel pipe. We service a wide range of customers with a massive inventory of steel pipe. Our attention to detail and comprehensive offering prompts clients to continue to buy tanks from us any time the need arises.

### AMEREN

*Charging Stations*

The Ameren Illinois Energy Efficiency Program provides cash incentives, energy assessments, and technical assistance opportunities to our natural gas and electric customers. Join the numerous townships and municipalities in the Ameren Illinois service territory who have reduced their energy usage, lowered their monthly utility bills, reduced maintenance time and improved the comfort of their staff by participating in the energy efficiency program! [www.AmerenIllinoisSavings.com](http://www.AmerenIllinoisSavings.com)



**Energy Efficiency PROGRAM**



### TOWNSHIP OFFICIALS OF COOK COUNTY

*Awards Breakfast*

With education and support as its core responsibilities, the Township Officials of Cook County association is designed to provide its members with the latest in township law, responsibility and service improvement. The

association partners with the Metropolitan Township Association and the Township Officials of Illinois to share best practices. Its divisions (Supervisors, Clerks, Trustees, Assessors, and Road Commissioners) bring that knowledge to the officials through meetings and learning events. Members of the board are representatives of each division, and it is supported by annual dues. It serves 28 townships. Visit our website at [www.tocc-il.com](http://www.tocc-il.com) for calendars and contact information.

### AIRDO WERWAS

*Welcome Back Reception*

Airdo Werwas, LLC, is a national civil defense firm based in Chicago, Illinois, with a focus on complex litigation and client counseling. We have a long history of representing local governments in a broad range of litigated, administrative, and transactional matters. We specialize in the representation of townships and have an unmatched breadth and depth of experience in the complex legal issues specific to their unique statutory functions. Please visit our website at [www.airdowerwas.com](http://www.airdowerwas.com) to learn more about us and to access firm news, upcoming events, and our blog.



## 2022 TOI Educational Conference Exhibitors

As of this publication, these companies and organizations plan to exhibit:

A Beep LLC	<i>Booth 33</i>	Julie, INC	<i>Booth 7</i>
ABC Spiral Solutions	<i>Booth A</i>	Luby Equipment Services	<i>Booth B</i>
Allied Benefits	<i>Booth 23</i>	Mid-west Truckers	<i>Booth 2</i>
Altorfer	<i>Booth 34</i>	Prevention First	<i>Booth 3</i>
Ameren	<i>Booth 22</i>	Purple Wave Auction	<i>Booth 37</i>
Aquaphalt	<i>Booth 8</i>	Radar Sign	<i>Booth 38</i>
Association of Illinois Township Committees on Youth	<i>Booth 14</i>	Rich Township	<i>Booth 18</i>
Bonnell Industries	<i>Booth 9</i>	RWK IT Services	<i>Booth 40</i>
Clarke Mosquito Control and Aquatic Services		Sherwin Industries	<i>Booth 3</i>
Dean W. Cass, INC	<i>Booth 10</i>	Skyline Salt Solutions	<i>Booth C</i>
DK Tanks & Culverts	<i>Booth 39</i>	Soldiers and Dogs	<i>Booth 1</i>
Freedom Buildings	<i>Booth 21</i>	TOIRMA	<i>Booth 26, 27, 28</i>
Greenfield Contractors LLC	<i>Booth 20</i>	Township Clerks of Illinois	<i>Booth 15</i>
IDOT	<i>Booth 24</i>	Township Highway Commissioners of Illinois	<i>Booth 12</i>
Illiana Construction Company	<i>Booth 17A</i>	Township Officials of Illinois	<i>Booth 29, 30, 31</i>
Illinois Funds	<i>Booth 35</i>	Township Supervisors of Illinois	<i>Booth 11</i>
Illinois Property Assessment Institute	<i>Booth 6</i>	Township Trustees of Illinois	<i>Booth 16</i>
Imprintable Memories	<i>Booth 36</i>	USDA Rural Development	<i>Booth 17</i>
Illinois Township Association of General Assistance Case Workers	<i>Booth 26</i>	Valmont Bridge Systems	<i>Booth 32</i>
Illinois Township Association of Senior Citizens Services Committee	<i>Booth 13</i>	Wisconsin Surplus	<i>Booth 19</i>
John Day Co/FERRI	<i>Booth 4</i>		

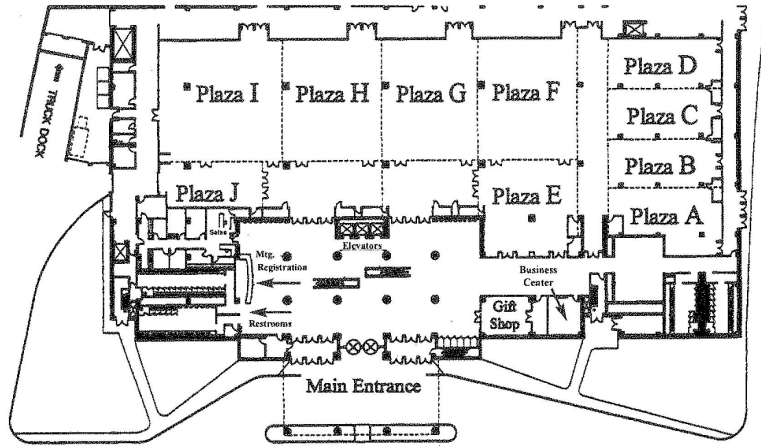
*Shading Indicates Associate Company Members*



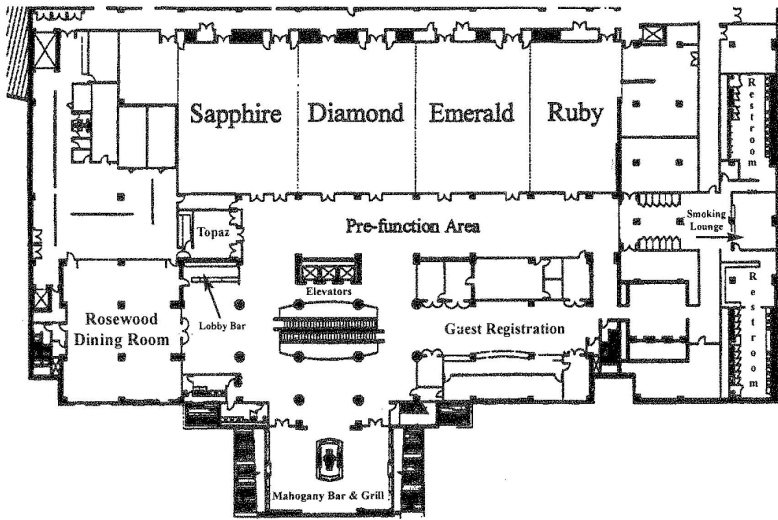


# Crowne Plaza Hotel Map

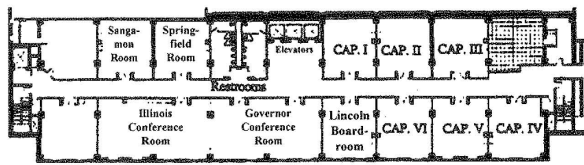
# Exhibit Hall Map



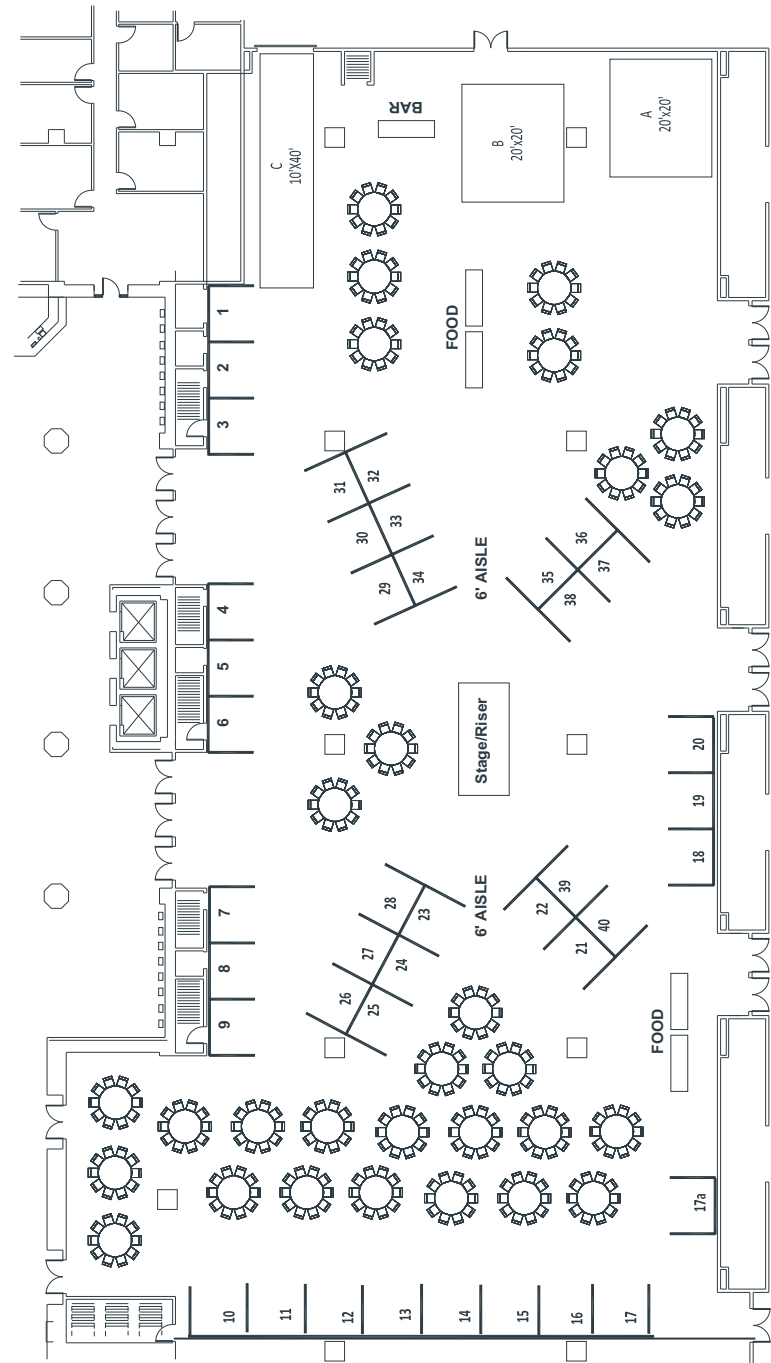
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# Notes