

DAILY SCHEDULE

Township Government: Conquering the Challenges of Change

SUNDAY, NOVEMBER 6

2:30 – 6:00 p.m.

REGISTRATION

Prairie Capital Convention Center – Main Hall

Registration for the 104th Annual Educational Conference takes place inside the Exhibit Hall at the Prairie Capital Convention Center. See the Advance Registration form for registration fee information, or visit www.toi.org to register on-line. Register by October 21st so your packet is ready for you at the Registration Desk to speed up your check-in process.

2:30 – 6:00 p.m.



EXHIBIT HALL

Prairie Capital Convention Center – Main Hall

Conference attendees are encouraged to check in Sunday afternoon and take advantage of this time when there are no other TOI activities scheduled to visit the many vendors that provide products and services you require. In addition, enjoy a free wine tasting hosted by the Walnut Street Winery, and other fun activities.

7:00 – 10:00 p.m.



DANCING & KARAOKE

President Abraham Lincoln Hotel – Presidential Ballroom

Run out for a quick bite to eat, then return to the President Abraham Lincoln Hotel to join your friends and fellow officials for the DJ, dancing and karaoke. A cash bar is available.

MONDAY, NOVEMBER 7

7:30 a.m. – 4:45 p.m.

REGISTRATION

Prairie Capital Convention Center – Main Hall

7:30 a.m. – 1:30 p.m.

EXHIBIT HALL

Prairie Capital Convention Center – Main Hall

Township Officials of Cook County again provides coffee and rolls for Conference attendees from 7:30 – 9:00 a.m. The Exhibit Hall is closed during the Opening Session and reopens at 10:15 a.m. in order for Conference attendees to visit with vendors. **Please note the exhibit hall closes at 1:30 p.m. this year.**



8:30 a.m.

9:00 – 10:15 a.m.



**TOI PRESIDENT
MICHAEL GORAL**



**CONFERENCE CHAIR
KAREN REESE**



**KEYNOTE SPEAKER
ROB BELL**

OPENING SESSION DOORS OPEN

Prairie Capital Convention Center – Main Hall

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

OPENING SESSION featuring Rob Bell

Prairie Capital Convention Center – Main Hall

Call to Order

Michael J. Goral, TOI President

Presentation of Colors

Pledge of Allegiance

Michael J. Goral, TOI President

Invocation

*Rev. Percy L. Johnson, Trustee
Waukegan Township*

Welcome

*Tom Cavanaugh, Supervisor
Capital Township*

Response

Karen Reese, Conference Chair

Remarks

Legislative/TOIPAC Report
Tim Bramlet, TOI Legislative Consultant

Report – State of the Association

Bryan E. Smith, TOI Executive Director

Keynote speaker Rob Bell draws on his more than 25 years of experience in leadership roles, customer service and training, to teach us, “How to Deal with Change in a Positive Way”. Rob makes it simple, clear and FUN to improve customer service and gain leadership skills. Rob’s presentations are high-energy and feature real-life anecdotes that are as fun as they are meaningful.

Rob began teaching his customer service and communication techniques early in his tenure as Personnel Development and Education & Training Director for Dick’s Supermarkets, Inc. Before becoming Dick’s Supermarkets’ go-to-guy for training, as a recovering CPA, Rob worked as the accounting manager for a large trucking company, an auditor, and an adjunct instructor at the University of Wisconsin-Platteville.

9:00 a.m. – Noon

10:30 a.m. – Noon



**ATTORNEYS DIVISION
PRESIDENT
JOHN REDLINGSHAFFER**

ATTORNEYS DIVISION BOARD MEETING

President Abraham Lincoln Hotel

EDUCATIONAL SESSIONS

Prairie Capital Convention Center – Lower Level

Development and Management of Social Media for Townships

Presented by Nicole DeFalco, MBA, Hanover Township Committee on Youth

Sponsored by AITCOY

Not sure if Facebook, Twitter, blogging, or LinkedIn and others are for you or your township? Or do you need a refresher course on how to set up, use and manage various social media options ... this workshop is for you. Use of social media has exploded in the private, for-profit, non-profit, and public sectors. Learn how to leverage social media options to increase your ability in reach, accessibility, immediacy, and manage the permanence of information and marketing for your township, programs, and services. Information on what and what not to post is reviewed. This workshop offers participants the opportunity to get answers to specific questions related to their township.

Cemetery Oversight Act Review

Presented by LuAnn Johnson, Executive Director, Oak Ridge Cemetery, Springfield

Greg Vogeles, Superintendent, Chippiannock and Calvary Cemeteries, Rock Island

This session provides an overview of the Cemetery Oversight Act (COA) enacted in January 2010 and took effect March 1, 2010. The Illinois Department of Financial and Professional Regulations (IDFPR) which oversees the COA has proposed rules to be voted on by JCAR in October. IDFPR will also be supporting a trailer bill that will be brought before the legislature in veto session. This presentation brings everyone up to date on exactly what township cemeteries should be doing to comply with this law. Furthermore, proposed changes to the legislation are detailed. The presentation closes with a Q & A session.

Writing Grants in Township Government

Presented by Stan Tylman, CEO, SGT Teaching and Consulting

Sponsored by Township Trustees Division

New equipment needs revenue. New projects need start-up funding. Effective proposals convince funding sources to provide revenue. The grant writing session explains how to build small pieces of a proposal, which can then be assembled into a grant worthy of approval.

Successful Marketing Ideas for Boomers and Beyond

*Presented by Mary Swanson, Director, Maine Township Senior Services
Tracey Colagrossi, Program Manager, Hanover Township Senior Services
Sponsored by ITASCSC*

This session is geared to assist your township in reaching out to the fastest growing population: Boomers and Beyond. Learn how to best market your programs through special events, sponsorships, publications and social media. By the end of the session, you have great ideas on how to format your printed publications, easy and free ideas for social media, how to go about getting sponsorships to subsidize programs, and promote your programs effectively with excitement!

Change is Inevitable – Growth is Optional

*Presented by Rob Bell, Certified Speaking Professional, FOCUS
Consulting, LLC*

Change is uncomfortable. Change is inevitable. It is growth that is optional. Our world is not just changing; it is transforming. Have you ever had to wind your watch to keep it running? Do you remember actually having to get up to turn the channel on the TV? Some changes make our lives better. Some changes can feel scary.

The only thing you truly have control over isn't a thing at all. It's you. You are in charge of your self-talk, your attitude, and how you view change. Are you change agile or change fragile? Do you have funnel vision or tunnel vision? Attend this program to learn positive and fun ways to not only deal with change, but to embrace change. Learn ways to turn perceived problems into exciting opportunities. Attend this session to:

- ▶ Understand how to find time for the WOW Factor
- ▶ Learn effective communication skills
- ▶ Develop effective goal setting techniques
- ▶ Positively deal with "WORRIES"
- ▶ Have fun!

When you're done changing, you're through.

Policies and Procedures in Township Government

*Presented by Nicholas Grojean, Attorney, Ancel, Glink, Diamond, Bush,
DiCianni & Krafthefer
Keri-Lyn Krafthefer, Attorney, Ancel, Glink, Diamond, Bush, DiCianni
& Krafthefer*

This session deals with the many aspects of running a township with regard to the legally correct way to handle operations of the township, covering Freedom of Information, Open Meetings, FOIA, Personnel, duties of office and much more. Come listen to the attorneys who wrote the book.

TIF Districts & Township Government

Presented by Jim Donelan, Associate Director, TOIRMA

Tax Increment Financing (TIF) and township government, do they go well together or not? There are approximately 943 TIF districts from more than 360 municipalities in Illinois. Whether there is a TIF district in place in your area presently or one is just being discussed, this session better equips township officials with an understanding of how TIFs and township government interact.

Pavement Maintenance & Improvements

Presented by William Vavrik, VP and Principal Engineer,

Applied Research Associates, Inc.

You have roads, so now what. Roads need to be maintained. Roads need to be improved. This presentation helps you understand the tools you have to determine what fix is appropriate for the problems that are shown on the road. We discuss the basic answers to questions like: When do you seal cracks? How much crack sealer should you use? How do I get my patches to perform well? What are the key factors for good chip seal performance? What about overlays or in-place recycling, when and where should I choose these options? This session answers questions and provides you with an opportunity to ask more questions of the expert.

Recordkeeping: What Is Required

Presented by Wanda Schmidgall, Local Records Unit Field Representative, Index Department, Secretary of State

This session covers how to comply with the Local Records Act. Learn the steps you need to take to be in compliance with the Act, why the Act was created, who sits on the Local Records Commission, what the penalty is for not complying with the Act, and what role the Secretary of State Archives staff plays in assisting local government agencies.

Opportunities with Emergency Services

Presented by Brian McGuire, Township Supervisor, Hanover Township

Hanover Township Supervisor Brian McGuire and a group of expert panelists describe the Who, What, Where, Why, and How of a Township Volunteer Emergencies Services Unit and CERT (Citizen Emergency Response Teams). These trained individuals can provide critical support to first responders during a crisis from a tornado or flooding, to a manmade disaster. During non-emergencies, these volunteers can provide valuable community service including traffic control during parades and festivals. The Katrina devastation and the recent severe flooding in southern Illinois demonstrate the need for additional, trained personnel to back up our first responders.

11:30 a.m. – 2:30 p.m.



Noon – 1:30 p.m.

1:30 – 3:00 p.m.

Meeting Business Needs – An Overview of IDES

*Presented by Bennett Krause, Statewide Manager, Employer and Community Outreach, Illinois Department of Employment Security
Sponsored by the Social Workers Division*

This session gives an overview of IDES Programs and Services, and how they can benefit members.

SPOUSE PROGRAM

Hoogland Center for the Arts

420 South Sixth Street

Ticket required – \$35

Township official spouses may enjoy an afternoon of dining, music and camaraderie as they visit the historic Hoogland Center for the Arts, the entertainment jewel of Springfield. Following a lunch of soup and sandwiches, entertainment is provided by the Hoogland Center for the Arts' production of Joseph and the Amazing Technicolor Dreamcoat, introduced by Springfield News Channel 20's Gus Gordon.

The Hoogland Center is located three and a half blocks from the Hilton and President Abraham Lincoln hotels. **Participants are encouraged to meet in the lobby of the Prairie Capital Convention Center at 11:15 to walk to the Hoogland Center as a group.** Should you require transportation to and from the Hoogland Center, please indicate that need on your advance registration form. In case of inclement weather, a shuttle is provided for all Spouse Program attendees and departs the Prairie Capital Convention Center at 11:15 a.m.

COMPLIMENTARY LUNCH

Prairie Capital Convention Center – Main Hall

A complimentary hot buffet lunch is provided to all paid delegates. **No ticket is required. Your Conference badge is your entrance to the lunch.** In addition to enjoying lunch, use this time to visit the many vendors to learn about products and services they offer townships. **Please be aware the exhibit hall closes at 1:30 p.m.**

EDUCATIONAL SESSIONS

Prairie Capital Convention Center – Lower Level

The Misuse of Social Media by Teens

*Presented by Sarah Migas, MSW, Internet Safety Specialist, Illinois Attorney General's Office
Sponsored by AITCOY*

If there are children and teens living in your township, this workshop is for you. Whether you are a parent, elected official, youth program staff, or have children in your community, this workshop creates awareness and provides you with helpful information on the various crimes associated with youth and the use of social media.

Areas to be covered include the misuse of the Internet and various social media options, including cyberbullying, sexting, online exploitation, piracy, and violent crimes associated with social media. Misuse of social media options for children of elected officials and local government staff is reviewed as well. How to respond and review of laws pertaining to the misuse of social media are reviewed.

1.5 continuing education units are provided for licensed social workers and counselors.

The Value and Efficiency of Local Democracy

Presented by Wendell Cox, CEO, Demographia

Sponsored by TOI

Despite theories to the contrary, there is overwhelming evidence that smaller local governments are more efficient than larger local governments. Local government consolidations generally result in higher taxes and spending, while larger local governments are more likely to require state bailouts, which impose costs on state taxpayers. At the same time, voters in smaller jurisdictions have more control over their local governments, while the power of organized political interests tends to be diminished. The presentation reviews the data and the factors that so predictably produce better performance and taxpayer access when local governments are kept small. Mr. Cox authored *Local Democracy and the Townships of Illinois: A Report to the People*, a study commissioned by TOI earlier this year.

Writing Grants for Townships

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

Presented by Stan Tylman, CEO, SGT Teaching and Consulting

Sponsored by Township Trustees Division

New equipment needs revenue. New projects need start-up funding. Effective proposals convince funding sources to provide revenue. The grant writing session explains how to build small pieces of a proposal which can then be assembled into a grant worthy of approval.

The Purchase of Township Assets, Both Personal Property and Real Estate

Presented by Tim Bertschy, Heyl, Royster, Voelker and Allen

John Redlingshafer, Heyl, Royster, Voelker and Allen

Sponsored by the Attorneys Division

Every time a township or road district wants to purchase or sell anything, there are several questions that must be asked and multiple laws that could be at issue. Let us help you walk through the various considerations you must keep in mind so the next time you face a purchase or sale, you are prepared.

Microsoft Office 2010

*Presented by Krista Steller, Software Applications Instructor,
Levi, Ray & Shoup, Inc.*

Microsoft Office 2010 provides fantastic solutions for creating attractive Word documents, analytical Excel spreadsheets and show-stopper PowerPoint presentations. The new interface makes it easy for users to find the necessary tools for creating Office documents easily. This session introduces the audience to the Office Backstage and Ribbon setup. It also includes easy tricks for making Word documents, Excel spreadsheets and PowerPoint presentations look great!

Technology and Security – Best Practices for Townships

Presented by Lorilea Buerkett, Attorney, Brown, Hay and Stephens, LLP

This session covers best practices for use of e-mail and other technology resources. This includes an overview of the Freedom of Information Act (FOIA), appropriate use of e-mail as it relates to FOIA and litigation, privacy expectations and the use of technology resources, and acceptable use of resources, such as Internet, while at work. Questions are encouraged throughout the session.

Organ and Tissue Donation: The Most Important Decision You'll Ever Make

Presented by Elizabeth Hager and Margaret Pearson, Regional Coordinators, Illinois Secretary of State Organ/Tissue Donor Program

Invited Guest: Illinois Secretary of State Jesse White

Moderator, Jay Madalon, GA Administrator, Wheaton Township Senior Services

Sponsored by ITASCSC

If you don't know how many people a single donor can save or how many people wait for a life-saving transplant, learn these facts and how easily you can make that important donor decision to help others. This presentation features an engaging PowerPoint, personal donor stories from those who have experienced donation firsthand, and a question-and-answer period at the conclusion. Receive important information regarding your donor decision and take advantage of the opportunity to join the Illinois Donor Registry.

Dealing with Budget Shortfalls – What About Intergovernmental Agreements

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

This session explores the use of intergovernmental agreements as a possible solution in dealing with budget shortfalls. Participants learn the tips and tricks in getting the most out of agreements to boost their money and goals.

3:15 – 4:45 p.m.

The Role of Township Administrators

Presented by James Barr, Hanover Township Administrator & President of the Illinois Association of Township Administrators

As township government has grown to meet the needs of residents, so have the complexities of management and administration. Administrator Barr and a group of panelists provide insights into the advantages of a trained professional serving as the Chief Administrative Officer of your township similar to a City Manager or Park District Executive Director. Township Administrators can be of particular value in financial management, human resources, information technology, grant coordination, purchasing, internal and external communications, policy formulation and implementation, and strategic planning.

Safety Precautions for Assessors in the Field

Presented by Sergeant Bruce Ramseyer

This session covers the following safety topics:

1. preparing for the visit
2. on-site awareness
3. unhappy customers
 - a. talking your way out of situations
 - b. emergency situations

Windfarms: Highway Commissioners Concerns

Presented by William Vavrik, VP and Principal Engineer, Applied Research Associates, Inc.

Wind farms are growing across Illinois and the potential to get a wind farm in your township is increasing. These wind farms have many benefits and costs, but to the township road network, the impacts are significant. This presentation covers the best practices for how to handle the roadway impacts of wind farm construction. We discuss road use agreements, typical construction expectations, and the steps that you can take so that the construction of the wind farm in your township is a benefit to your constituents.

EDUCATIONAL SESSIONS

Prairie Capital Convention Center – Lower Level

Human Resources: Dealing with Personnel Policy Manuals and Employment Issues

Presented by Tiffany Nelson-Jaworski, Attorney, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer

Labor law is becoming a hot subject in a labor tight market. Participants learn procedures to avoid costly litigation in dealing with personnel issues.

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*Presented by LuAnn Johnson, Executive Director, Oak Ridge Cemetery,
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*Greg Vogeles, Superintendent, Chippiannock and Calvary Cemeteries,
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Prevailing Wage: The Most Violated Law in Illinois

*Presented by Timothy Bertschy, Attorney, Heyl, Royster, Voelker & Allen
Sponsored by the Attorneys Division*

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.

**Dealing with Budget Shortfalls –
What About Intergovernmental Agreements**

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

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The Value and Efficiency of Local Democracy

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Presented by Wendell Cox, CEO, Demographia

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**Recent Court Decisions and Township Government
/ General Attorney Q/A Period**

*Presented by Judge Michael Chmiel, Twenty-Second Judicial Circuit
of the State of Illinois*

Richard Cowen, Attorney, Stahl Cowen Crowley, LLC

Charles Levy, Attorney, Charles Levy & Associates

Van Schwab, Attorney, Law Offices of Van Schwab

Other members of the Illinois Township Attorneys Association

Sponsored by the Attorneys Division

Is there such a thing as “FREE” legal advice? For those of you have been to our seminar in the past, you know there is! Our distinguished panel from the Attorneys’ Division (the Illinois Township Attorneys Association) are ready to answer your questions, but also give you an update on some recent court decisions and/or changes in township law that we have seen since our last conference.

Township Ordinances and Their Value in Township Government

*Presented by John Redlingshafer, Attorney, Heyl, Royster, Voelker & Allen
Sponsored by the Attorneys Division*

This session takes an in-depth look at how ordinances influence township government. We start with a brief discussion of ordinances versus resolutions, then turn to the “anatomy of ordinances,” and finally look at specific examples of where and when ordinances are required of (or perhaps just a good idea for) both townships and road

districts. This is a “must-see” for any township official, but certainly the township/road district clerks.

Joint Purchasing Program and Surplus Property Programs – Central Management Systems

Presented by Dennis Smith, Joint Purchasing Coordinator, IL Department of Central Management Services

Curt Howard, Surplus Property, IL Department of Central Management Services

The Joint Purchasing Program allows local governmental entities to make purchases from selected State of Illinois contracts for commodities, equipment and services. Currently, there are 157 contract titles that are served by 332 vendors.

Your business or organization may be among certain entities authorized by law to be eligible to acquire surplus personal property from the federal government. Federal Surplus is donated to the State of Illinois, with the donee paying shipping and other related “service charges” typically at significantly reduced rates—10-15 percent of original cost to the federal government.

An application gets you started! If you become an eligible “donee”, you can screen and request surplus property by physically inspecting the property at the Illinois State Agency for Surplus Property, a/k/a CMS Federal Surplus located at 1924 S. 10½ Street, Springfield, IL 62703. You can also screen for property via the Internet through the GSA website: www.gsaccess.gov. By working with CMS Federal Surplus, your organization can achieve substantial savings versus new purchases because the property is often in repairable and/or usable condition—even new/unused in many instances. Whether repairing or refurbishing Federal Surplus property, your organization can substantially reduce equipment overhead expenses.

Learn what federal personal property is and what organizations are eligible to purchase federal surplus personal property.

PRIZE DRAWINGS

Prairie Capital Convention Center – Ground Floor, Main Lobby

Prize drawings this year occur at 4:50 p.m. in the main floor lobby of the Prairie Capital Convention Center. You must be present to win one of three cash prizes totaling \$400. Be sure to stop at the TOI booth on Sunday afternoon and Monday morning to include your name in the prize drawing.

4:50 p.m.

4:00 – 5:30 p.m.



**AITCOY DIVISION
PRESIDENT
JOHN PARQUETTE**

7:00 – 10:00 p.m.

AITCOY ANNUAL MEETING

President Abraham Lincoln Hotel

Association of Illinois Township Committees on Youth – www.aitcoy.org

Call to Order and Welcome

Officer's Reports

Committee Reports

Unfinished and New Business

Election of 2012 Officers

Legislative Update

Arvid Hammers, Legislative Consultant for the Illinois Collaboration on Youth

GAME NIGHT!!

Hilton Hotel – Grand Ballroom – Mezzanine

TOI and TOIPAC have teamed up again this year to entertain Conference attendees at Monday's Game Night. After enjoying dinner with friends and fellow township officials, return to the Hilton Hotel and participate in board and card games, Wii station games, many other fun activities and a trivia competition. Complimentary beer, wine, soda and snacks will be available and are sponsored by TOIRMA. Game Night is a great way to unwind, have fun and network with friends and colleagues!

Chances on the Wii system are available for \$5.00 each. The drawing takes place at 9:30 p.m.

The TOIPAC Silent Auction is a part of Game Night. The last bid is taken at 9:00 p.m. and winners are announced with other event prizes at 9:30 p.m.

Don't miss this FUN night!!



All located at the Hilton Springfield

TUESDAY, NOVEMBER 8

8:00 a.m. – 4:00 p.m.

8:00 – 9:30 a.m.



8:00 – 9:30 a.m.

REGISTRATION

Prairie Capital Convention Center – Lower Level

AWARDS BREAKFAST

President Abraham Lincoln Hotel – First Floor Ballroom

Ticket Required \$20

Voluntary Education awards are presented, as well as Divisional awards, and winners of the 15th Annual TOI Mighty Message Contest.

Tickets for the Awards Breakfast are \$20 each and may be purchased when sending in advance Conference registrations. Tickets must be ordered by October 21 and must be presented at the door to attend.

GENERAL EDUCATION SESSION

Prairie Capital Convention Center – Lower Level

Why This Work: Renewing Your Passion for Your Work and Your Life

Presented by Mark Sturgell, Career Specialist, Performance Development Network

Sponsored by TOI

We are all observers in the world. We see our work; we see our business; we see our customers, employees and colleagues; we see our circumstances ... As a result, each of us sees our world in a particular way, and we have three choices. The choice we make determines the results we get.

Participants in this session learn to “*look at things through a different lens to see if we can discover new insights that might help us find the passion necessary to move forward with our work.*” Past participants have found the program to be energizing, highly interactive, deeply thought-provoking and practical regardless of their current role or focus on personal, professional or organizational interests.

Objectives:

- Rethink HOW you do WHAT you do, and WHY you do it—go “*beneath the surface*”
- Consider how our assumptions drive behavior and therefore the results we get
- Consider how new assumptions create new possibilities, which create hope that drives our passion for what we do
- Consider realistic but lofty goals to produce the results we want
- Believing and Doing—the Hardest Part

9:45 – 11:15 a.m.

A Crash Course in Township Finance (Budget and Levies)

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

A boot camp approach to township finance procedures to maximize your cash and the correct way to control your finances

EDUCATIONAL SESSIONS

Prairie Capital Convention Center – Lower Level

Why This Work: Renewing Your Passion for Your Work and Your Life

This is a repeat of the 8:00 a.m. session

Presented by Mark Sturgell, Career Specialist, Performance Development Network

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Senior Programs on a Shoestring Budget

Presented by Peg Miller, Senior Director, DuPage Township & AARP Driving Instructor

*Rick Kinner, Gardner Township Assessor & Senior Activity Coordinator
Amy Zavala, Activity Director, McHenry Township & Senior Services Advocates*

Sponsored by ITASCSC

Your township does not have to have a huge senior center, full-time employees, a big budget, and programs 24/7 to offer services to your senior population. Rural townships can offer services and a wide array of programs (ex. AARP Driving Course) to their senior residents. Learn from ITASCSC’s group members what works and how to go about planning to serve your smaller senior center on a dime.

Stress Busters

*Presented by Wendy White-Mitter, RN, Regional Outreach Facilitator,
St. John's Hospital*

Can't remove every ounce of stress from your life? Then this session is one for you! Filled with physiological facts and fun, you learn to recognize your personal stress triggers, responses and effects of chronic stress. Laugh and learn your way to a more relaxed, balanced lifestyle, while continuing to be more effective in each facet of your life.

TOI Legislative Update

*Presented by Tim Bramlet, TOI Legislative Consultant
Timothy S. Bramlet Consulting*

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

GATI Overview

*Presented by Debra Burke, Supervisor, Coloma Township
and the GATI Girls*

Sponsored by the Supervisors Division

This session helps answer questions on administering General Assistance, one of the three primary functions of a township. The GATI Girls walk you through the application process including the intake interview, verifying eligibility and determining eligibility. Following the presentation, there is a brief question and answer period.

FOIA – What's Next

*Presented by Nicholas Grojean, Attorney, AnceL, Glink, Diamond, Bush,
DiCianni & Krafthefer*

The Freedom of Information Act has gone through major changes in the past year. New FOIA laws were passed this year to take effect in 2012. What's next?

Parliamentary Procedure – Running an Effective Meeting

Presented by Jim Donelan, Associate Director, TOIRMA

All townships must have board meetings. Is your township following proper/recommended procedures? Officials will learn the do's and don'ts of running a township board meeting. Parliamentary procedure as well as other public meeting tips are discussed. Participants have an opportunity to ask questions in this interactive session.

QuickBooks and Its Benefit for Township Government

Presented by Jim Swanson, Swanson Quality Services

This session presents the most common reasons why townships choose QuickBooks and how townships use QuickBooks to save

time on invoices, budget reports, and monthly meetings. In addition, the presentation includes how QuickBooks can assist townships with FOIA and the changing federal payroll tax and employee reporting requirements.

Flagger Training for Road Districts

Presented by Roy Williamson

IDOT Flagger Program for local agency personnel. All information is based on the Manual of Uniform Traffic Code Devices (MUTCD) required by the federal government.

Participants learn the flagging procedures and actions to be taken.

A 20-question, true or false exam is given at the end of the presentation. Participants need to present their driver's license and complete IDOT paperwork.

Clandestine Meth Lab Awareness

Presented by Special Agent Troy Davis, Illinois State Police

This program provides an overview of clandestine methamphetamine laboratories from an initial encounter viewpoint. The lecture focuses on an explanation of the materials and processes involved in clandestine meth labs, and identifies real and potential hazards associated with meth manufacturing. The instructor outlines specific and observable indicators of items likely to be found at an active or abandoned meth lab. Conference attendees see photos of actual labs in various stages of the manufacturing process, and have the opportunity to take a closer look at a hands-on display in order to increase their awareness and safety in the field.

IRS: Guide for Township Employers

Presented by Ric Reuscher, Tax Specialist, Internal Revenue Specialist

The following topics are discussed during this presentation:

- Compensation
- Employee versus independent contractor
- Social Security and Medicare Coverage
- Retirement Plan Coverage and Section 457 Plans
- Special Situations for Public Workers
- Fringe Benefits
- Information Reporting
- Backup Withholding
- Miscellaneous

LUNCH

Lunch will not be available at the Prairie Capital Convention Center on Tuesday. However, lunch is available in the Globe Tavern and Lindsay's at the President Abraham Lincoln Hotel and in Bennigan's at the Hilton Hotel. There are also many restaurants in the immediate downtown area.

11:15 a.m. – 12:30 p.m.

12:30 – 2:45 p.m.

12:30 p.m.



**ASSESSORS DIVISION
PRESIDENT
DEB LANE**

DIVISION MEETINGS

Prairie Capital Convention Center – Lower Level (unless otherwise indicated)

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

ASSESSOR'S DIVISION

Call to Order

Deb Lane, President

Pledge of Allegiance

Joseph Kral, Frankfort Township Assessor, Will County

Invocation

Karen Szyrkowski, Homer Township Assessor, Will County

President's Report

Deb Lane

Secretary's Report

Grace Vetter

Treasurer's Report

Karen Reese

Committee Reports

Legislation

Susie Carpentier, Chairman

Public Relations

Deanna Wilkins, Chairman

TOI Conference

Kelli Lord, Chairman

Nominating

Grace Vetter, Chairman

Old Business:

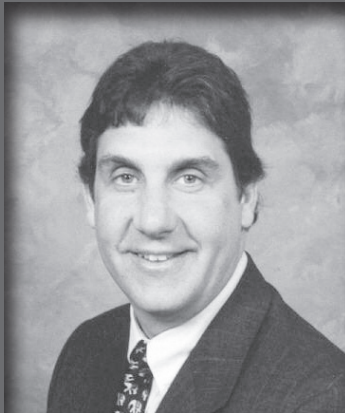
New Business: Speaker

IL State Treasurer, The Honorable Dan Rutherford

Open Forum / Door Prizes

Adjourn

12:30 p.m.



**HIGHWAY COMMISSIONERS
DIVISION PRESIDENT
ROBERT MILLER**

HIGHWAY COMMISSIONERS DIVISION

Call to Order
President Bob Miller

Pledge of Allegiance
Vice President Danny Hanning

Moment of Silence
Vice President Danny Hanning

Business Meeting:

Minutes of Previous Meeting
Secretary Christine Filbert

Treasurers Report
Darrell Maxheimer

Other Business: As needed

Program:

TOI Update
Bryan Smith, TOI Executive Director

TOIRMA
Rod Beck, TOIRMA Executive Director

TOI Education
Jerry Crabtree, TOI Associate Director

IDOT Updates
Darrell Lewis, Acting Director of Local Roads
Kevin Burke, Local Policy and Technology Engineer

Legislative Discussion
District 71 State Representative Richard Morthland

Adjournment – Go to TOI's Annual Business Meeting and Election

12:30 p.m.



**SENIOR CITIZENS DIVISION
PRESIDENT
TRACEY COLAGROSSI**

**ILLINOIS TOWNSHIP ASSOCIATION OF SENIOR
CITIZENS SERVICES COMMITTEE DIVISION**
Saputo's Italian Restaurant, 801 E. Monroe, Springfield

Call to Order

Introductions

Approval of Minutes

Financial Report

Election of Officers

Approval of By-Laws 2011

2012 Meeting Dates

Dates take place on a Friday during the designated month. Host site is volunteered at this meeting as well as lunch following.

February

April

June

August

Report of Committees

Report

Awards

Old Business

New Business

Perspective Articles

ITASCSC.com

Adjournment

*Adjournment of our regular meeting during our luncheon.
Please bring information and brochures/newsletters to share*

12:30 p.m.



**SOCIAL WORKERS DIVISION
PRESIDENT
DEBORAH JUZWIAK**

1:30 p.m.



**SUPERVISORS DIVISION
PRESIDENT
GENE DAWSON**

SOCIAL WORKERS' DIVISION

Officers: Deborah Juzwiak, President; Mark Mason, 1st Vice President; Marsha Warnick, 2nd Vice President; Chiquitia Sargent, Secretary; Julie Villarreal, Treasurer

Call to Order

Pledge of Allegiance

Approval of Minutes from November 2010 Meeting

Treasurer's Report

Old Business

New Business

Adjournment

SUPERVISORS DIVISION

Call to Order

President Gene Dawson

Pledge of Allegiance

Vice-President David Dobbels

Roll Call & Correspondence

Secretary Debra Burke

Approval of Minutes

Secretary Debra Burke

Treasurer's Report & Approval:

Treasurer Susan Curtiss

President's Report

President Gene Dawson

Committee Chair Reports

Legislative

Bruce Flatness

Nominating

Steve Martin

Membership Services

Dave Dobbels

Program

Annette Miller

GATI/Education

Debra Burke

TOI Reports

Bruce Flatness, Susan Curtiss, John Bauersfeld & Michael Young

Unfinished Business

Educational Sessions

New Business

Elections

Door Prizes

Adjournment

TAX COLLECTORS DIVISION

Registration

Call to Order and Welcome

Imelda Kelch, President

Pledge of Allegiance

Introductions and Announcements

Presentation

Secretary's Report

Financial Report

Old Business

New Business

Election of 2012 Officers

Adjournment

1:00 p.m.



**TAX COLLECTORS DIVISION
PRESIDENT
IMELDA KELCH**

12:30 p.m.

1:00 p.m.



**TOWN CLERKS DIVISION
PRESIDENT
GEORGE GROSSO**

TOWN CLERKS DIVISION

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

Call to Order

Moment of Silence and Invocation

Pledge of Allegiance

Introduction of past and present directors and officers

Roll Call

Approval of 2010 minutes

Treasurers Report

Guest Speaker – Duties and Responsibilities of Clerks
Bryan Smith, TOI Executive Director

Question and Answer Period

Explanation of By-laws change

Action Items: Vote on By-laws changes

Election of Officers and District Representatives

Administer Oath of Office

Old Business

New Business

TOIPAC / Door Prize Drawings

Adjournment

TRUSTEES DIVISION

12:45 p.m.

Registration

1:15 p.m.

Call to Order and Welcome
Ann Dynako Kubiczky, President



**TRUSTEES DIVISION
PRESIDENT
ANN DYNAKO KUBICZKY**

Pledge of Allegiance
Glenn Loyet, Vice President

Invocation
Rev. Percy L. Johnson, Waukegan Township Trustee

1:25 p.m.

Comments
Bryan Smith, Executive Director, TOI

1:30 p.m.

TOIRMA Report

1:35 p.m.

Explanation of Application for Private Letter Ruling
and Amended By-laws
*Creighton Castle, Esq.,
Giffin, Winning, Cohen & Bodewes, P.C.*

2:05 p.m.

Business Meeting

Approval of Minutes of November 9, 2010 Meeting

Treasurer's Report

Approval of Amended By-laws

Election of Officers/Directors

2:30 p.m.

50/50 TOIPAC Raffle and Door Prizes

2:45 p.m.

Adjourn

3:00 – 4:00 p.m.

CLOSING SESSION

Prairie Capital Convention Center – Lower Level

Call to Order

Michael J. Goral, TOI President

Invocation

Rev. Percy L. Johnson, Waukegan Township Trustee

Pledge of Allegiance

Introduction of Division Presidents and Division Meeting Reports

Association Report

Bryan E. Smith, TOI Executive Director

Nominating Committee Report

Richard A. Ralston, Chair

Election of Officers and Directors

All Members Must Show 2011-2012 Paid Dues Card to Vote

Presentation of New Directors

Adjournment of 2011 Conference

6:00 – 7:00 p.m.

RECEPTION (Cash Bar)

Hilton Hotel – Mezzanine

7:00 – 10:00 p.m.

BANQUET

Hilton Hotel – Grand Ballroom – Mezzanine

Ticket Required – \$45

The Conference wraps up with the annual banquet. The evening begins at 6:00 p.m. at the Hilton Hotel with a cash bar reception. Dinner is served at 7:00 p.m. The banquet concludes with entertainment by Mayberry Deputy Barney Fife. You may remember Barney from the 2008 banquet at which he kept the audience in stitches!

Tickets for the banquet are \$45 each and may be purchased when sending in your advance Conference registration. In order to meet facility guarantees, tickets must be ordered by October 21st.



THE MAYBERRY DEPUTY