

THE TOWNSHIP OFFICIALS OF ILLINOIS

township

Perspective

May 2023

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EDUCATION EVENTS



toi.org 

Volume 25 • Issue 4



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Township Officials of Illinois
Volume 25 • Number 4



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The **Township Officials of Illinois**, organized in 1907, serves as a resource center for state and federal legislative agencies, as well as its member townships. The organization's attention to and involvement with the legislative process enables it to exert influence on behalf of its member units, as well as to report to them on decisions which affect their functioning.

In addition to offering information and guidance, **TOI** promotes and supports strong township government in the State of Illinois. To that end, it offers a series of continuing education programs designed to provide a sense of responsibility, assurance, dedication and unity.

TOI recognizes that offering service benefiting the citizens and taxpayers of Illinois requires the representation of diverse constituencies. Its Board of Directors is structured to accommodate that purpose, as are its respective divisions.

The organization provides leadership for the continuation and effectiveness of strong grassroots government in the state. Through education, dedication and unity, **TOI** has achieved and surpassed the goals of its founders and provides leadership for grassroots government in the 21st Century.

Subscription Rates TOI membership automatically provides a subscription for all elected township officials. Subscription rate is \$50.00 per year. Single issues are \$5.00.

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Article Submission Address all article submissions to Kayla Jeffers. **Deadline:** Copy is due by the first day of the month preceding the issue in which the article will appear. Send all article submissions to Township Officials of Illinois, 3217 Northfield Drive, Springfield, IL 62702 or e-mail kayla@toi.org. Telephone 217-744-2212 Fax 217-744-7419.

Advertising Address all display advertising and Professional Directory inquiries to Kayla Jeffers. **Deadline:** Both display and directory ads are due by the first day of the month preceding the issue in which the ad will appear. Send all ads to Township Officials of Illinois, 3217 Northfield Drive, Springfield, IL 62702. Telephone 217-744-2212.

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Perspective

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Township Officials of Illinois

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The Township Officials of Illinois

Upcoming Events

May

- May 12 TOI Q&A Day - Budgeting and Fiscal Issues
- May 17 Lunch and Learn Webinar - All about TIF's
- May 29 TOI Closed (Memorial Day)

June

- June 8 Education Event - Normal
- June 7 WCIHCA Summer Seminar - Macomb
- June 9 Q&A Day - Ask a Township Attorney
- June 16 TSI & Trustees Event - Mt. Vernon
- June 19 TOI Closed (Juneteenth)
- June 22 Professional Development Day 2 - Township HR Practices

July

- July 4 TOI Closed (Independence Day)
- July 14 TSI & Trustees Event - Rockford
- July 19 Lunch & Learn Webinar
- July 21 TOI Q&A Day - Difference between AFR & ATR
- July 26 Education Event - Rockford
- July 28 TSI & Trustees Event - Bloomington

August

- Aug. 10 Lunch & Learn Webinar
- Aug. 11 TOI Q&A Day
- Aug. 11 TSI & Trustees Event - Rock Island
- Aug. 16 Education District Event - Ina
- Aug. 24 Professional Development Day 3

visit toi.org for more details



Welcome Spring!

Jerry B. Crabtree

TOI Executive Director

May 2023! Such a great month. We celebrate so many things—the welcoming of summer soon, the excitement of the end of school, our mothers on Mother’s Day, and the end of the first year for the 103rd Illinois General Assembly.

First, I want to thank all of YOU, the members of TOI. The past year the TOI Board of Directors and staff have worked through several transitions to provide you with beneficial and informative services toward making your experience as an elected township official better. TOI provides a multitude of one stop shop benefits to ALL our members and associate companies. It is my goal as the Executive Director of this organization to ensure that your membership is efficient and effective.

May is TOI dues renewal month as well. Soon, you will receive our initial notice for dues renewal. The 2022-2023 membership cycle produced a successful renewal with the exception of 7 townships. That means that 1419 out of 1426 townships are active members of the Township Officials of Illinois. We appreciate your continued support in our organization as we move toward even better association benefits in this next benefit year. Watch for new programs, services, and events that enhance and ensure you are the best township official you can be.

Thank you to everyone who has responded to our “LEGISLATIVE ALERTS” the past few weeks. I cannot express how important it is to have our members—YOU—reach out to your legislators and even provide an electronic witness slip on legislation of critical interest. We only send this out when it is imperative that we show a strong presence whether in support of or in opposition to a particular legislative initiative. Please know that we do NOT distribute your email address from our database unless authorized. Electronic communication during the legislative session is becoming an effective tool to communicate positions with legislators as legislation moves so quickly through the process. For updated legislative reports visit the TOI Members Only section of the website.

New in this month's *Township Perspective* is the announcement of a photo contest for the September 2023 cover. Townships across Illinois are unique, and we want to celebrate and recognize the achievements of these members. We are looking to promote a unique township feature, accomplishment, or just a good thing. The winner will be on the cover of the September issue. Runner ups will be included inside the September issue. Please submit your photos with a brief description to Kayla Jeffers at Kayla@toi.org.

Jerry B. Crabtree

jerry@toi.org

Advertising Gets Results

***Township Perspective* ads get results!**

Advertisements in *Township Perspective* reach over 11,000 readers across Illinois every month.

Publication reaches:

- More than 11,000 township/road district officials
- More than 605 miscellaneous subscriptions (including state and federal agencies, township staff, news media, and libraries)
- 177 state legislators and 21 U.S. Senators and Congressmen

To learn how you can target this audience with your company’s ad, call Jody Bunker at (309) 693-9667 ext. 14 or Email: jodyb@rbpro1.com



Cover Photo

CONTEST

Criteria Photo Contest :

01. Township Related
02. Your Own Photo
03. Brief Story of Importance

Submit to
kayla@toi.org by
August 1, 2023

**TAKE A CHANCE
TO BE FEATURED
ON THE
SEPTEMBER
2023 COVER**

Runner-ups will be featured inside

Township Perspective



Continuing Education

Brad Ruppert

Director of Member Services

May is here and baseball is back! Summer is on its way and the April showers will lead to May flowers. If your township is planning any local Spring and Summer events, make sure to inform local news media outlets and update your township website and social media pages to show off all you do and offer the community.

County Organizations

As I write this article, I am preparing to head to Bureau County to meet with and address the Bureau County Township Officials organization. As I near my one year anniversary at TOI, one of the things I have quickly realized is the importance of these county organizations among the overall fabric of township government. So often, I receive calls from a township with a question about what another township might do in a similar situation. A lot of times, the only answer I can provide is to “check with your neighboring township.” Whether it be finding a contracted assessor, software issues, general assistance questions, sometimes the best person to ask is your neighbor.

Seeing these county organizations meet, break bread, and talk about their mutual interests and how to solve common problems is refreshing. A collaborative approach is always more beneficial than going at it alone. These county organization meetings provide an avenue for collaboration, problem-solving, and the chance to socialize and talk about best practices with your neighboring townships. TOI will always advocate for these county associations to meet and is always willing to send staff, speakers, lawyers, or whatever else these groups may need. Feel free to call if you have any questions or would like to schedule a speaker to address your county organization.

Education Program Update

As we move into the second quarter of 2023, the TOI Education program is thriving. While the winter months have forced us inside, the feedback and turnout we have received from our Lunch & Learn Webinars, Q&A Days, Hybrid Events, and Professional Development Days is incredible. We encourage our members—whether you have been an elected/appointed

township official for 20 years or 6 months—to continue to participate and continue educating yourself and refreshing your memory on different issues.

Our Lunch & Learn Webinars and Q&A Days are offered monthly through September and October. Our next Professional Development Day is June 22nd and will feature Rhonda Stuebe from CCMSI talking about human resource practices. For speaker and sign-up information for these and all other events, visit <https://www.toi.org/events>.

District Education Events

The cornerstone of the TOI Education Program is our District Education Events. These events throughout the state provide annual education, training, the ability to ask questions and spend the day with your fellow township officials, and even have lunch. Our first District event is scheduled for June 8th in Normal, IL. The second is in Rockford, IL on July 26th, followed by an evening, abbreviated event in Ina, IL at Rend Lake College from 6-8. The last and final District Event is September 14th in Effingham, IL.

The all-day District Events (Normal, Rockford, and Effingham) run from 8:00 AM to 3:00 PM. They feature TOI President Chris Kain, TOI Executive Director Jerry B. Crabtree, and TOIRMA Executive Director Jim Donelan.

Former TOI Executive Director Bryan Smith will do a session on Township Budgeting 101, followed by attorney Keri-Lyn Krafthefer to talk about the Decennial Report Requirements. We will have lunch and then do something new in 2023 called an “interactive Township Quiz,” to challenge everyone’s knowledge.

Save the Date

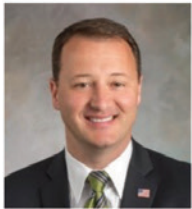
If the District Education Events are the cornerstone of TOI’s Education Program, than our Annual Fall conference is our Super Bowl event. We will again be hosted by the Crowne Plaza Hotel in Springfield, IL from November 12th-14th. We hope everyone can join us again in 2023. Mark your calendars and plan to attend!

Lunch & Learn Webinar Series

All About TIFs

May 17, 2023 | 12 PM | 60 Minutes | \$25

If there is a Tax Increment Financing (TIF) district in your township, one is being proposed, or you just want to learn about how TIFs impact townships/road districts, this session is for you. You will be provided with the tools for better understanding the impacts of TIFs, and ways to potentially work with municipalities. If your township is not presently impacted, chances are you will be in the future. Learn the questions to ask, what to look for, and how to make sure your township/road district is protected.



Jim Donelan is presently the Executive Director of the Township Officials of Illinois Risk Management Association. Prior to joining TOIRMA, Mr. Donelan worked in the Office of the Mayor, Springfield, IL. Mr. Donelan graduated from Illinois State with majors in Finance and Business Administration and has completed graduate work at the University of Illinois Springfield. He has over 25 years of experience working with local governments and has served as Associate Director of the Township Officials of Illinois. Jim has participated in numerous community organizations and is past president of Crime Stoppers of Sangamon & Menard Counties and a past member of the Sangamon County Citizens Efficiency Commission. He is co-author of Illinois Statehouse, an Images of America book and is co-founder of a website dedicated to our present capitol building, ilstatehouse.com. Mr. Donelan is married and has two children.

Review of Purchasing and Bidding Procedures

July 19, 2023 | 12 PM | 60 Minutes | \$25

The Webinar will review the general regulations under Illinois law for the procurement of various goods and services by Townships. The webinar will cover public improvements projects, professional design services, data and software purchases, cooperative purchasing, bulk supplies, and opportunities for local vendor preferences.



John Redlingshafer is an attorney with Mescher, Rinehart & Redlingshafer in Washington. He primarily represents units of local government, focusing on the legal needs of townships and road districts, but also offers legal services in residential, commercial, and agricultural contracts. John was a prior member of the Tazewell County Board, and now uses his free time to cheer on his kids from the bleachers and operating his family farm.

Webinars are convenient, affordable, and interactive.

Visit toi.org for more information and to register!

LEGAL DISCLAIMER: The information to be provided at this webinar is provided by the Township Officials of Illinois for informational purposes only and not for the purpose of providing legal advice. It is intended to provide timely general information of interest but should not be considered a substitution for legal advice. You should contact your attorney to obtain advice with respect to any particular issue or problem. Participation in the webinar does not create an attorney-client relationship with any attorneys participating in the webinar and participants.

2023 Professional Development Course 3

HR Practices in Township Government

The TOI Education Program is pleased to offer several Professional Development Courses in 2023 for township officials and staff. The second program of the year is **Thursday, June 22, 2023**, at the TOI Office in Springfield. The session is limited to 25 attendees. The cost is \$75 and includes lunch. The seminar is scheduled from 10am – 3pm to accommodate travel time.



Having a Township staff, large or small, comes with many HR questions and knowing what the best practices are. Join Rhonda Stuebe from CCMSI to learn more about HR practices, employee handbooks, personnel information, hiring practices, and documenting issues in Township Government.

Deadline to register is Thursday, June 15, 2023
Please fill in all information below and print clearly.

Name: _____

Township Position: _____

County/Township: _____

Address: _____

City, State, Zip: _____

Phone/Email: _____

Registration is \$75/person. Refunds cannot be given for any cancellations received after the deadline to register.

Payment method: Check or Credit Card. Please make checks payable to Township Officials of Illinois.

Credit Card (Visa / MasterCard only) Card Number: _____ **Exp:** _____

Signature: _____

Return to the TOI office by fax at 217.744.7419, email to kayla@toi.org, or mail to 3217 Northfield Dr., Springfield, IL 62702.

Register online at <https://my.toi.org/events/upcoming-events>.

2023 Education Events Registration



___ **June 8** **Activity and Recreation Center**
600 E Willow Street • Normal, IL 61761

Sponsored by TOIRMA

___ **July 26** **IBEW Hall**
6820 Mill Road • Rockford, IL 61108

Sponsored by TOIRMA

___ **Sept. 14** **Thelma Keller Center**
1202 N Keller Drive • Effingham, IL 62401

Sponsored by TOIRMA

Sponsored by DK Tanks



6 pm – 8 pm
___ **Aug. 16**

Rend Lake College
468 North Ken Gray Parkway • Ina, IL 62846

Sponsored by TOIRMA

County _____ Township _____

Address _____

City _____ State _____ Zip _____

Contact person name, email, and phone number:

Names & Email of those who will attend (please print clearly):

Supervisor: _____

Township Clerk: _____

Highway Comm.: _____

Assessor: _____

Trustee: _____

Trustee: _____

Trustee: _____

Trustee: _____

Collector: _____

Other/title: _____

Registration is \$50 per location, per person or \$400/township for up to nine attendees. On-site registration is \$75 per person. No refunds will be given once TOI has confirmed attendance with venue.

*Please make checks payable to the Township Officials of Illinois; mail to 3217 Northfield Drive., Springfield, IL 62702. Forms may also be emailed to kayla@toi.org. If you are paying by credit card, only Visa and MasterCard are accepted:

Name, as it appears on card: _____

Credit Card Number _____ Exp.: _____



Jim Donelan

Executive Director, TOIRMA

Slips, Trips, and Falls

In November of last year, the *TOIRMA Update* article in this publication focused on slips, trips, and falls. The premise of the article was that as we enter the transition from fall to winter (the colder months) there is an increase in the number of injuries relating to slips, trips, and falls. Although this is indeed the case in the colder months with ice and snow, unfortunately slips, trips, and falls can happen during any time of the year, such as spring and summer.

The TOIRMA staff recently had our periodic claims review meeting as a team. During this session it became clear that a significant number of claims were classified as slips, trip, or falls. Some of the claims did involve slipping and falling on ice (most prevalent). Some did not. Claims such as individuals slipping while picking up trash or brush along the right-of-way were reported. A consistent theme during the review were claims that seemed minor at first, but lead into something worse such as knee, shoulder, or back injuries.

According to the National Safety Council, *Injury Facts*, in 2020, “805 workers died in falls, and 211,640 were injured badly enough to require days off of work.” Although not typically as severe as a fall, these types of injuries occur quite frequently, can lead to ongoing physical complications, and can be quite costly.

According to TOIRMA’s Slips, Trips, Falls *Risk Reminder* “Slips and falls occur every day. The extent of injuries and their recurrence can be minimized through proper safety knowledge and attitudes. Practice safety—don’t learn it through experience. There are various ways to suffer slips and falls while working. You can slip and lose your balance, you can trip over objects left in your walkway, or you can simply fall from an elevated position above the ground.”

We need your help in preventing injuries relating to slips, trips, and falls. Please remember the following:

- Slow down and pay attention.
- Keep walkways clear.
- Step carefully when changing surfaces.
- Keep your field of vision clear.

- Ensure flooring is in good condition.
- Use proper lighting.

Risk Reminders focusing on slips, trips, and fall prevention are available on TOIRMA’s “Members Only” section of our website, toirma.org. Please take a moment to utilize the “Members Only” section of toirma.org. Sharing this with officials and employees is appreciated and should help in keeping your work areas safe.

Thank you for your attention to these matters. Have a great spring.

As always, if you have additional questions, please feel free to contact me at (888) 562-7861 or by email at jdonelan@toirma.org.

Think Safe... Drive Safe... Work Safe



TOWNSHIP OFFICIALS OF ILLINOIS RISK MANAGEMENT ASSOCIATION

RISK REMINDER

SLIPS · TRIPS · FALLS

6 WAYS TO REDUCE YOUR RISK



Slow down & pay attention.
Watch where you're going and stepping.



Keep walkways clear.
Remove all clutter and obstructions.



Step carefully when changing surfaces.
Adjust your footing first for the surface, then proceed.



Keep your field of vision clear.
Don't let items you're carrying block your view.



Ensure flooring is in good condition.
Report immediately when repairs are needed.



Use proper lighting.
Make sure you can see where you're going and what you're doing.

For more information, contact your Loss Control Consultant at (800) 252-5059, ext. 1387 or 1384.
CLAIM REPORTING HOTLINE (844) 562-2720 | Available 24/7

On March 1, 2023, TOIRMA mailed dividend checks to each eligible member's TOIRMA contact. Please remember that according to the Public Funds Deposit Act [30 ILCS 225/1], the dividend check should be deposited within **two working days**.

Members that have not deposited their dividend check by May 31, 2023, will have their township's name published in the *Township Perspective* magazine.

This is the 32nd consecutive year that the TOIRMA Board of Trustees has declared a dividend. This year the amount returned to members is \$2.4 million for a total returned to members of \$51 million.



Wabash Township (Clark Co.) Highway Commissioner Mike Smallwood and employee Bill Hoopingarner receive their dividend check.



Maritza Simon and Carla Hilligoss presents Camargo Township (Douglas Co.) Highway Commissioner Frank Miller their dividend check.



Bowling Township (Rock Island Co.) Highway Commissioner Dan Dekeyrel receives his dividend check.



Mickey Goral and Rockford Township (Winnebago Co.) Supervisor Jasper St. Angel present the dividend check to Vicky Carlson, Rockford Township Manager of Fiscal Operations.



Mickey Goral, TOIRMA Member Services Associate, presenting dividend check to Boone Township (Boone Co.) Supervisor Norman Stimes.



Mickey Goral, TOIRMA Member Services Associate, presenting dividend check to Paw Paw Township (DeKalb Co.) Supervisor Judy Svendsen.



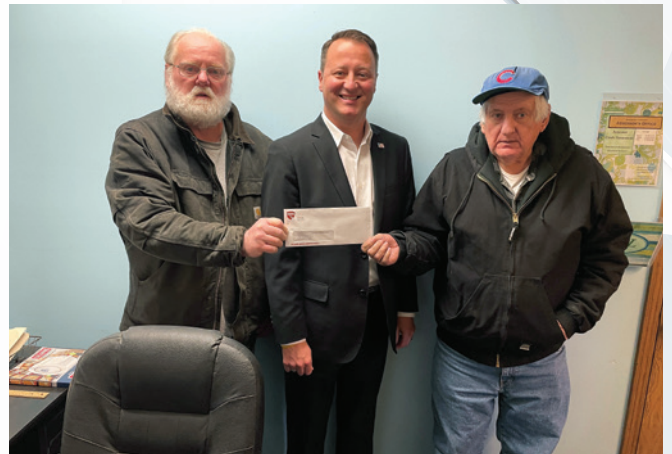
Paris Township (Edgar Co.) Highway Commissioner Chuck Wooten receives their dividend check from Sean Richardson.



Beth Eyrich, Katie Musgrave, Sean Richardson, and Tyler Knight present Chuck Willard the Plainfield Township (Will Co.) dividend check.



Bert Challans presents Brushy Mound Township (Macoupin Co.) Supervisor Joanne Albert with their dividend check.



TOIRMA Executive Director Jim Donelan presents Springfield Township (Sangamon Co.) Highway Commissioner Ronald Smith and Supervisor Gary Budd with their dividend check.



Seward Township (Winnebago County) receiving dividend check. From left: TOIRMA Trustee Jasper St. Angel, Highway Commissioner Dave Heslop, Trustee Tari Woods, Supervisor Richard Beuth, and Mickey Goral, TOIRMA Member Services Associate.



White Rock Township (Ogle Co.) receiving dividend check. From left: Trustee Jamie Herring, Mickey Goral, TOIRMA Member Services Associate, Supervisor Tom Smith, Trustees Lorraine Hubbard, and Dennis Probasco.

THE TOWNSHIP OFFICIALS OF ILLINOIS RECOMMENDED PROCEDURES FOR COMPLIANCE WITH THE DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT

By Jerry Crabtree, Executive Director of TOI and Keri-Lyn J. Krafthefer, Ancel Glink, P.C.

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 into law. This law requires Illinois townships, road districts, and multi-township assessment districts to convene a committee to study and report on local government efficiency. There are certain actions your entity must take to begin compliance with this law by no later than June 10, 2023.

WHO DOES THIS APPLY TO?

This new law applies to all township-related governing bodies (Townships, Road Districts, and Multi-Township Assessment Districts). It also applies to all other units of local government that levy taxes but excludes municipalities and counties.

WHAT DO WE HAVE TO DO?

Under this law, you must:

1. Form a committee to study local efficiencies and meet for the first time no later than June 10, 2023;
2. Have the committee meet at least three times;
3. Prepare a written report with recommendations (if any) on
 - a. Efficiencies; and
 - b. Increased accountability;
4. File the report with the county board

WHO HAS TO BE ON THE COMMITTEE?

Section 10(b) of the Act specifies that the committee's membership shall include the elected or appointed members of the governing board (for townships, that means the Supervisor and Trustees). In addition, it must include any executive employee/officer of the Township (such as a Township administrator or manager), or "other township officers." The committee includes at least two (2) Township residents appointed by the Supervisor, who can also appoint others to serve on the committee. Meetings are chaired by the Township Supervisor or his/her designee. Committee members are not compensated but can be reimbursed for any committee-related expenses.

WHAT DOES THE COMMITTEE HAVE TO DO?

The Committee is required to meet at least three (3) times, with the first meeting occurring no later than June 10, 2023. The Committee meeting can be the same day as your township board meeting. It can even be a part of your regular township board meeting, provided you list the committee meeting as a part of your agenda and have

a majority of the committee members present. All other requirements of the Open Meetings Act (notice, minutes, etc.) also apply to these committee meetings.

WHAT NEEDS TO HAPPEN AT THESE COMMITTEE MEETINGS?

The committee must "summarize its work and findings within a written report, which shall include recommendations in respect to increased accountability and efficiency and shall provide the report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee." 50 ILCS 70/25. The goal is for the Committee to study and report on local government efficiencies. Ultimately, this can be as simple or complex as you make it. We recommend the following:

First meeting: This meeting would essentially be an "organizational" meeting. Identify committee members, set deadlines for next steps, designate different committee members to compile information and identify efficiencies your government currently has in place, and whether there are increased opportunities for efficiency and whether there are additional opportunities for accountability. This would include identifying any intergovernmental agreements you currently have in place, or whether there are additional opportunities for intergovernmental cooperation (sharing equipment, personnel, resources, etc.) Your committee can also discuss at this meeting whether the committee members want to gather and analyze information, or whether you want to employ specialists in public administration and governmental management or other consultants. Keep in mind, however, that this law is an unfunded mandate, so payment for anyone you hire will have to come from your existing funds. See the sample form report we have included so you can get a sense of the information you should be gathering.

Second meeting: We recommend that you use this meeting to take the information you have gathered and compile it into the report. You can identify any additional information you may need to prepare a final report.

Third meeting: We recommend that you finalize and approve the report at your third meeting.

Remember, there is a minimum of three meetings required. You can have as many meetings as you need or want, provided you have at least three. You can have these meetings throughout the year leading up to the report deadline, which is 18 months after your original committee meeting.

Additional Requirements: At the end of each meeting, the committee must “conduct a survey of residents who attended asking for input on the matters discussed at the meeting.” The easiest way to comply with this would be to simply poll the people present at the meeting while at the meeting, but the law also provides that the Committee can survey people by emailing them. (House Bill 4228 – modifying 50 ILCS 70/20).

WHAT DO WE DO WITH THE REPORT ONCE WE HAVE PREPARED IT?

Section 25 of the Act requires the Committee to provide its report to the county board.

ROAD DISTRICTS

House Bill 4228, which was passed by the Illinois General Assembly on January 5, 2023. This became P.A. 102-1136 on February 10, 2023 and provides that a highway commissioner of a township road district within a county with a population under 400,000 may form a joint committee with the Township for purposes of the Act, instead of convening separate committee meetings and preparing a separate

report. Joint Committee shall include: the Township Trustees; the Highway Commissioner; two (2) residents served by the township/road district appointed by the township supervisor with the consent of the board; one (1) resident appointed by the highway commissioner; Township Supervisor who serves as chair of the committee. The joint report consists of two (2) sections: Township Report and Road District Report.

SAMPLE REPORT

We have created a sample report which you may use, that accompanies this article. Your township is not required to use this form. Our hope is not that all townships have a “cookie cutter report,” but that you seriously consider each of the topics specified. We have also included in this a checklist of policies that townships are required to have, as a reminder. In order to make sure that you properly comply with your government’s obligations under this new law, we suggest that you have your legal counsel review this form to determine whether it is suitable for your township committee’s purposes. TOI will make this form available on its website in a modifiable version.

SAMPLE TOWNSHIP REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT (For Townships Only)

A downloadable/printable copy is available at toi.org in the download center, and will be mailed this spring to each individual township.

I. Unit of government submitting this report:

NAME OF TOWNSHIP: _____

Note: Any local government that levies a tax, other than a municipality and county, must file this report. In road districts in counties with populations of less than 400,000 the highway commissioner can form a joint committee to prepare one combined report. See 50 ILCS 70/10(b-5). TOI has a separate recommended report form for a consolidated report, so do not use this form for a combined report of a township and road district. TOI also has a separate recommended report form for road districts and multi-township assessment districts.

II. Information about our Township

- A. We are located in _____ County.
There are _____ townships in our county.
- B. The population of our Township is _____, as of the 2020 census.
- C. We have _____ employees of the Township (not including elected officials).
- D. We have _____ employees in our Road District (not including elected officials).
- E. Our annual budget for 2023 is: \$ _____.
- F. Our Township’s equalized assessed valuation for 2023 is \$ _____.

III. Information about Our Committee

- A. Committee Members:
Township Supervisor _____
Township Trustee _____

- Township Trustee _____
- Township Trustee _____
- Township Trustee _____
- Township Resident _____
- Township Resident _____

Note: Per 50 ILCS 70/10(b), the committee membership must include all the elected or appointed members of the township board (Supervisor and Trustees) and two residents appointed by the Supervisor. The residents can be the Assessor, Highway Commissioner, Clerk or Collector, if you have one, or other residents of the Township, but these officials are not required to be on this Committee. The Supervisor may appoint more than two residents if deemed appropriate.

- B. Dates that our Committee Met (50 ILCS 70/20)
First (Organizational) Meeting (must occur prior to June 10, 2023):
_____, 2023

- Second Meeting: _____
- Third Meeting: _____
- Additional Meetings (List All):

IV. Programs Offered by our Township

- A. Our Township offers the following services and programs: (List programs like general assistance, youth programs, senior programs, community programs, LIHEAP, etc. If not applicable, remove this).
- B. Other services/programs we could possibly provide:

V. Social Service Agreements

- A. We partner with the following not for profits to offer social services (list as many as you have):

Entity:

Services Provided:

1. _____
2. _____
3. _____
4. _____
5. _____

B. Our residents have benefitted from these agreements in the following ways:

C. We have considered possibly offering the following social services or the following additional potential partnerships:

VI. Awards and Recognitions

Our Township has received the following awards, distinctions, and recognitions: (List all).

VII. Intergovernmental Agreements

A. We partner with, or have Intergovernmental Agreements, with the following other Governments (list as many as you have):

Entity:

Services Offered:

1. _____
2. _____
3. _____
4. _____
5. _____

B. Our Township's efficiency has increased through intergovernmental cooperation in the following way (list cost savings, avoiding duplicated services, etc.):

VIII. Review of Laws, Township Policies, Township Rules and Procedures, Township Training Materials, and other Documents

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Township in order to evaluate our compliance and to determine if any of the foregoing should be amended.

- _____ State laws applicable to Townships, including, but not limited to the Township Code (60 ILCS 1)
- _____ Illinois Open Meetings Act (5 ILCS 120)
- _____ Policy on public comment
- _____ Designation of OMA officer (5 ILCS 120/1.05[a])
- _____ All of Elected Officials have completed OMA Training (5 ILCS 120/1.05[b])
- _____ Schedule of All Township Regular Meetings for Calendar or Fiscal Year (5 ILCS 120/2.03)
- _____ Illinois Freedom of Information Act (5 ILCS 140)
- _____ Designation of FOIA officer (5 ILCS 140/3.5[a])
- _____ FOIA Officer Training (5 ILCS 140/3.5[b])
- _____ Computation and Retention of FOIA Requests (5 ILCS 140/3.5[a])
- _____ Posting Other Required FOIA Information (5 ILCS 140/4[a]; 5 ILCS 140/4[b])
- _____ List of Types or Categories of FOIA Records under Township's Control (5 ILCS 140/5)
- _____ Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06[d])

- _____ IMRF Total Compensation Postings (5 ILCS 120/7.3)
- _____ Designation of Whistleblower Auditing Official (50 ILCS 105/4.1)
- _____ All of our Elected Officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5)
- _____ Sexual harassment prevention training (775 ILCS 5/2-109[C])
- _____ Our Intergovernmental Agreements
- _____ Our Social Service Agreements or Contracts
- _____ Our budget and financial documents
- _____ State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1)
- _____ Our budget and financial documents
- _____ Reports on government efficiency, including "Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments" by Wendell Cox (2016); "Local Democracy and Townships in the Chicagoland Area," by Wendell Cox, (January 2012).
- _____ Others (List Below or Attach):

IX. What Have We Done Well? (List any budget/levy freezes or reductions in the past decade; list new programs or services offered to residents over the past decade; list any ethics ordinances adopted; timely FOIA compliance; responsiveness to public; list any new intergovernmental agreements or social services offered; list any increase in number of township residents served, etc.)

X. What Inefficiencies Did We Identify/What Are our Next Steps?

XI. What Can We Do Better or More Efficiently?

XII. Studies on Governmental Efficiencies

In preparing this report, we reviewed several studies on local government efficiency. These studies show that:

- The average local government in Illinois serves 1800 residents compare to the national median of 2850 individuals.
- Most townships in Illinois have no bonded indebtedness. Together with road districts they are an integral element of local democracy. Township expenditures have grown at a lower rate than those of any other level of government since 1992.
- Townships have lower labor costs and employee mostly part time employees.

XIII. Our Committee's Recommendations regarding Increased Accountability and Efficiency:

Note: *This Report must be filed with your County no later than 18 months after your first committee meeting.*

Submitted by: _____

Chairman, Decennial Efficiency Committee of _____ Township

Visit toi.org to download this form.

PAVING THE WAY TO SUCCESS FOR ROAD DISTRICT DECENNIAL COMMITTEES

By Mary Dickson, Bond, Dickson & Conway, P.C., Wheaton, Illinois and Keri-Lyn J. Krafthefer, Ancel Glink, P.C., Naperville, Illinois
Illinois Township Attorneys' Association

By now, you have heard a lot about the need to convene a Decennial Committee on Governmental Efficiency for your township, but how can road districts comply with this requirement? This article addresses the steps road districts can take to comply with the provisions of the Decennial Committees on Local Government Efficiency Act (“Act”), 50 ILCS 70/5 *et seq.*

For townships in counties with a population over 400,000, the township and the road district must create separate committees. For townships in counties with a population under 400,000, the entities can form a joint committee or keep the committee separate. In any case, the Decennial Committees must be formed by June 10, 2023, and thereafter must meet three times within eighteen months, and then at least once every 10 years after June 10, 2023. To assist in your call for your Decennial Committee, the various Committees and their membership are outlined here.

TOWNSHIPS AND ROAD DISTRICTS IN COUNTIES WITH A POPULATION OVER 400,000

Township A township’s Decennial Committee shall be comprised of the Supervisor and the four Trustees, plus at least two residents of the Township who are appointed by the Township Supervisor, with the advice and consent of the Township Board, and any chief executive officer or other officer of the governmental unit. In addition, the Township Supervisor may appoint additional members as deemed appropriate, without the consent of the Township Board. Committee members serve without compensation but may be reimbursed for expenses incurred in performing their duties. Details about township compliance with this law were discussed in last month’s *Township Perspective*.

Road District

1. Governing Board

For purposes of a Road District Decennial Committee, §5 of the Act defines the “governing board” as the governing body of the road district, as provided in Division 1 of Article 6 of the Illinois Highway Code, including, but not limited to, the highway board of auditors, the highway commissioner of a township road district, and the township board of trustees Pursuant to §10 of the Act, the highway commissioner is the chair of the road district’s “governing board.”

2. Road District Decennial Committee

The Road District Decennial Committee shall include the elected or appointed members of the governing board and at least 2 residents within the territory served by the governmental unit. Therefore, initially, the Road District Decennial Committee is comprised of the highway commissioner (chair), supervisor, and four trustees.

Members Next, the Act requires the Decennial Committee chair to appoint two members to the Committee with the advice and consent of the governing board (the highway commissioner, supervisor, and trustees). Accordingly, by no later than June 10, 2023, the Township Board should include on its agenda the confirmation of the highway commissioner’s first two appointments to the committee. The committee then has a minimum of eight members.

Additional Members As the committee chair, the highway commissioner is further authorized to appoint additional members to the committee as deemed appropriate. The statute does not require approval of the additional members by the township board. However, should an individual highway commissioner want to secure the support of the township board for the appointment of additional members, there is no prohibition from seeking such advice and consent. The Act then makes clear that the Road District Decennial Committee must be composed of a minimum of eight members, and can be a greater number, depending on the number of members the highway commissioner deems needed.

TOWNSHIPS AND ROAD DISTRICTS IN COUNTIES UNDER 400,000

Joint Committees In lieu of separate committees as outlined above, the Act allows a township and a road district located in counties with a population under 400,000 to form a joint committee. Membership of the joint committee shall be the township supervisor, the trustees, the highway commissioner, at least two residents of the township appointed by the supervisor, with the advice and consent of the township board, and one resident appointed by the highway commissioner. The Joint Decennial Committee shall be chaired by the township supervisor.

In next month’s issue of the *Township Perspective*, we will address the handling of the committee meetings.



Updates on Current Legislation

Taylor Anderson

Anderson Legislative Consulting, Ltd.

Spring session is set to adjourn on May 19th and lawmakers are expected to complete their work on time, even though that date is a couple weeks earlier than normal. Thus far, both chambers have stuck to their deadlines for moving bills and the number of pieces of legislation granted deadline extensions, have thus far, been relatively few. That means that the number of bills moving through the legislative process has begun to shrink. The closer they are to adjourning, the more pieces of legislation will stall as the General Assembly's attention sharpens.

As always, the budget is the biggest concern and currently the tax receipts for the state look strong but there does appear to be a dip from last year's collection. All said, it appears the revenue estimate for fiscal year 2024 will be around \$1.4 billion less than fiscal year 2023. However, the dip had been anticipated so at this time there does not appear to be a negative impact on budget negotiations.

The legislative process concentrates the legislative priorities for legislators, which in turn concentrates those pieces of legislation that TOI tracks as part of our legislative agenda. Below is a sample of key bills that TOI is monitoring.

HB 1465—*Rep. Tony McCombie (R-Savanna)*
Passed the House.

In provisions concerning the performance of functions by the highway commissioner of a road district, provides that, except for professional services, when the cost of construction, materials, supplies, new machinery, or equipment exceeds \$30,000 (currently \$20,000), the contract for such construction, materials, supplies, machinery, or equipment shall be let to the lowest responsible bidder if specified conditions are met. Effective immediately. **TOI Supports (Priority Bill).**

HB 2048—*Rep. Laura Dias (D-Grayslake)*
Bill was held while conversations continue.

Provides that vegetation within the first 8 feet

adjacent to the surface of a highway or road, or to the shoulder if there is one, may be mowed at any time, but not to a height of less than 4 inches. Provides that other vegetation within a right-of-way may be mowed up to 2 times between October 15 and April 1 and up to 2 times between July 1 and July 20, but not to a height of less than 12 inches. Provides that mowing at other times or at lower heights is not allowed unless authorized for necessary safety reasons: Provides that a violation is a petty offense for the first offense and a Class B misdemeanor for a second or subsequent offense. Provides that, if an offense is not prosecuted by the State's Attorney, the Attorney General, or a special prosecutor appointed by the Attorney General, may bring the prosecution. Makes a corresponding change in the Illinois Noxious Weed Law. Effective immediately. **TOI is Opposed.**

HB 2781—*Rep. Jay Hoffman (D-Belleville), Rep. Norine Hammond (R-Macomb)* **Still in the House.**

Provides that the General Assembly shall annually appropriate to the Department of Transportation \$60,000,000 (instead of \$15,000,000) to the Township Bridge Program. Effective immediately. **TOI Supports.**

HB 3424—*Rep. Kevin Olickal/Sen. Villivalam*
Passed the House.

General Assistance Modernization. Removes ineligibility for General Assistance applications because of a class X felony conviction, just like SNAP and TANF. Allows for assistance to households (in the jurisdiction) following a disaster proclamation issued by the Governor. Allows that a township may fund with general assistance, financial resources such as health services for mental and behavioral issues, environmental protections, and public transportation. Allows that a Township may use publicly available, professional or academically recognized standards of need in determining subsidized day care. **TOI Supports (Priority Bill).**

HB 3647—Rep. Marcus Evans (D-Chicago)
Bill was held.

Amends the Prevailing Wage Act. Provides that regardless of location, all laborers, workers, and mechanics who produce aggregate material that is incorporated, directly or indirectly, into public works or who process aggregate material into concrete, cement, or asphalt that is incorporated, directly or indirectly, into public works shall be deemed to be employed upon public works. **TOI is Opposed.**

SB 895—Sen. Mike Halpin (D-Rock Island)
Senate Deadline extended to April 28.

Provides that a county shall not construct, reconstruct, improve, widen, relocate, repair, alter, or maintain a highway, road, street, alley, bridge, culvert, drainage structure, sidewalk, or any other transportation-related facility that is outside of its county’s boundaries unless such construction, reconstruction, improvement, widening, relocation, repair, alteration, or maintenance is provided as necessary relief services following the occurrence of a disaster as defined by the Illinois Emergency Management Agency Act. Provides that a municipality or road district shall not construct, reconstruct, improve, widen, relocate, repair, alter, or maintain a highway, road, street, alley, bridge, culvert, drainage structure, sidewalk, or any other transportation-related facility that is outside of its county’s boundaries unless such construction, reconstruction, improvement, widening, relocation, repair, alteration, or maintenance is within the municipal corporate limits and in an adjacent township or municipality or provided as

necessary relief services following the occurrence of a disaster as defined by the Illinois Emergency Management Agency Act. Provides that the term “maintain” or “maintenance” does not include snow removal or the application of salt, sand, or any other substance applied for the purpose of improving the safety of vehicular or pedestrian traffic in response to the presence of prediction of ice or snow. **TOI continues to work with the sponsor to address our concerns.**

SB 1213—Sen. Neil Anderson (R-Aledo)
Senate Deadline extended to April 28.

Provides that non-highway vehicle includes a large non-highway vehicle, as defined in the Recreational Trails of Illinois Act. Requires a non-highway vehicle to have a slow moving emblem affixed to its rear if it was manufactured not to exceed 40 miles per hour. Prohibits a slow moving emblem from being affixed to any non-highway vehicle that is manufactured to exceed 40 miles per hour. Provides that a 2-wheeled non-highway vehicle shall be subject to the same safety requirements as a motorcycle. Provides that all non-highway vehicles must possess the same amount of liability insurance coverage as all other on-road vehicles. Provides that a county board shall not be deemed liable for for crashes involving the use of a non-highway vehicle on the county’s roadways. Requires that 2-wheeled non-highway vehicle are subject to the same safety requirements as a motorcycle. Provides that a non-highway vehicles must possess the same amount of liability insurance coverage as all other on-road vehicles. **TOI is Opposed.**

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**President, Township Supervisors of Illinois
Supervisor, Blackhawk Township, Rock Island County**

May... already! Several things come to mind as the month of May rolls in. Your budget and appropriation ordinance should be at least in its tentative approval form. Remember that it needs to be adopted by the township board within or before the end of the first quarter of each fiscal year (June 30). Every elected official must file a Statement of Economic Interest with the County Clerk, which is due May 1st of each year. I hope that everyone's Annual Town Meeting went as smoothly and as planned as you had hoped. It's also a great idea to get together with your clerk and agree to get the minutes completed as soon as you can. You may have a difficult time finding your moderator if you wait for too long. As far as that goes, by the time next year rolls around will the same clerk still be around? Also, the end of April brings our annual Lobby Day. As I write this article, we haven't had our lobby day yet, so we'll address that subject next month! I hope I can say that it was a pleasure to see many of you there. This is also DUES season. Supervisors' dues forms were sent out the end of March. We ended last year with 969 paid members. I have been on The Township Supervisors of Illinois Board of Directors for around 10 years now, and as far as my recollection goes that is the most we have had paid ever. **WAY TO GO SUPERVISORS!!** Let's see if we can do better this year! Your paid membership card and a voucher to use for any one of the webinars that TOI presents will be mailed back to you.

This time of year is also the beginning of the educational workshops. As of this writing our March 24th GATI has been held in Bloomington. There were over 80 participants. My deepest appreciation goes out to Amy Victor and Deb Skilrud for their knowledge and dedication to educate and inform us all on the standards and intricacies of General Assistance in Illinois townships. With all that being said, I seemed to walk around that day with a part of emptiness in my heart, the absence of a colleague, a very dear friend—Susan Curtiss. It was great to see Susan's daughter, Jennifer. Rest In Peace My Friend! Our next GATI hasn't

occurred yet, scheduled for April the 27th in Rockford. There will be a fall GATI this year in Effingham.

The Supervisors Division will begin its workshops next month. Our agenda (in my opinion) may be one of the best yet! Make sure to mark the dates on your calendar, this will be one workshop you won't want to miss. Whether you're a first term elected official or finishing your 5th term, this is a don't miss workshop.

Supervisor / Trustee

June 16	Mt. Vernon	Drury Inn
July 14	Rockford	Radisson
July 28	Bloomington	Double Tree
August 11	Rock Island	Bally's

As always, refer to your township and road district checklist in the back of the *Township Perspective* magazine. Always use your Laws and Duties Handbook for reference. Remember that Jerry Crabtree, Brad Ruppert, and all the staff at TOI are just a call away. The same goes for TOIRMA. Mr. Jim Donelan, Matt Knight, Sean Richardson, and all the staff are there to help with just a call. In fact, all the directors in every division are there to do their best to answer any question that you may have.

That's it for now... Happy Mother's Day; Happy Memorial Day; May the 4th Be With You.

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& Metal Co.**

On March 24, the first GATI event of the year was held in Bloomington. They had a very good turnout! There are more GATI events planned for later this year—keep your eyes on future editions of *Township Government* and the TSI website!




Attendees of the March 24th GATI Event in Bloomington learn more about General Assistance and ask questions.



John Redlingshafer, Mescher, Rinehart & Redlingshafer P.C., presents to attendees at the GATI Event on March 24.





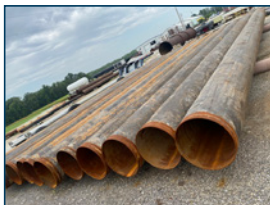

Manlius Township (LaSalle Co.) Supervisor and GATI Instructor Amy Victor and City of Bloomington Township (McLean Co.) Supervisor and GATI Instructor Deb Skillrud greet attendees at the March 24th GATI Event in Bloomington.



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Lisa Hodge



Immediate Past President, TOI Clerks Division
Township Clerk, Blackberry Township, Kane County

The 2023 Annual Town Meeting (ATM) is in the rear view mirror! I sincerely hope that everyone had a successful ATM. The key to a successful meeting is planning. If you can, type up the minutes soon, as this takes one item off your plate in preparing for the 2024 ATM. Remember that the Moderator signs the minutes as well.

I also suggest that you plan to attend one of the Educational Events that TOI is hosting throughout the State:

- June 8** Normal, IL Activity and Recreation Center
- July 26** Rockford, IL IBEW Hall
- Sept. 14** Effingham, IL Thelma Keller Center
- Aug. 16** Ina, IL Rend Lake College (6-8 pm)

The top 3 locations will be day events where the Clerk's Division will be hosting a breakout session that will be in the form of a "Lightning Round". Back by popular demand! The Ina location will be an evening event, and the Clerk's division will have a couple Board of Directors present to answer any questions that may be raised. I believe that these events create opportunities to not only meet fellow Clerks but to engage in quality networking.

The Clerk's Board of Directors met on April 22 to finalize the breakout session topics. The "Lightning Round" topics will be: "FOIA", "Clerk of the Highway Department" and "Clerk Duties-Best Practices". During the Q&A portion of the breakout session, however, there is no topic off limits.

And speaking of planning—add the TOI Conference to your schedule. November 12-14, 2023, we will gather in Springfield for the 116th Conference!

DUES

We are in the middle of the dues season. Thank you to everyone who has returned your form and payment. If the filled-in portion of the dues form is not correct, please cross out any incorrect info, and print the correct information, and we will update your profile with

TOI. We are busy processing and are mailing out the Membership Cards as fast as we can!

DECENNIAL COMMITTEE

Although organizing this committee is not a Clerk duty, I suggest that you work with the township board to plan to hold the first meeting by the required date (June 10, 2023), to be in compliance with the new Law. As Clerk, you may be appointed to the committee for the Town or Road District. Take advantage of the fact that the meeting may be scheduled during the regular Board meeting, if added to the agenda. The March *Township Perspective* has a great deal of information and sample report forms for both the Town and Road Districts.

Thank you for the opportunity to write the Clerk's Corner again. See you at the Education Events!

Lisa Hodge
Guest Writer

Please note: The 2023-2024 Membership Card is valid through August 31, 2024!

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**President, Township Highway Commissioners of Illinois
Highway Commissioner, Union Grove Township, Whiteside Co.**

By the time that you get this and are able to read this there will be two to three weeks left for the 103rd General Assembly spring session. If you have not done so already, please get to know your State Representative and Senator personally, as it is a great help when you need to contact them on bills that affect the township form of government.

With nearly 11,000 township officials across the state of Illinois, we can really make some noise on bills that affect us. For example, we had a bill earlier this year that would have affected every Road District in the state of Illinois. TOI immediately put out a legislative alert to fill out witness slips against this bill because it was going to be heard in a committee hearing within two days of the alert. Together we secured just over 200 witness slips against this bill in 24 hours, and by time it was heard we had around 250 total. We also had many people call the committee members and let them know the identified problems with the legislation.

While it was impressive that over 200 witness slips were filled out in 24 hours, it was still a little

disappointing that with almost 11,000 township officials that we only got 250 total witness slips filled out on such a important piece of legislation. Just think if we could have had 5,000 witness slips filled out, and that is not even 50% of TOI's membership.

I cannot stress enough on how important it is to have an email address and give it to TOI so that you will receive the legislative alerts whether it be to oppose or be in favor of the bills that are being presented. I promise TOI will not flood your inbox—they only send out action alerts and general updates when it is really needed.

Please become proactive on this to help with the betterment of the township form of government.

Don't forget to register for the THCOI Summer Seminar July 31, August 1, August 2. We have a great line up of speakers secured. I look forward to seeing everyone at the event.

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____x \$75.00 GUEST REGISTRATIONS \$ _____

TOTAL SEMINAR Registrations \$ _____

Make Check Payable To: Summer Seminar 2023
Remit FULL Registration To: Alice Reed
Township Highway Commissioners of Illinois
P.O. Box 114, Blue Mound, IL 62513

Any questions - Alice Reed (217) 972-3039

Last Date to Pre-Register: Friday, July 21, 2023

-----Be sure to make your HOTEL reservations directly with your hotel-----
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On March 28th, ECIHCA held their Spring Seminar in Decatur. There was a great turn out and many topics discussed!



Attendees of the 2023 ECIHCA Spring Seminar.




Attendees of the 2023 ECIHCA Spring Seminar.



TOIRMA Executive Director Jim Donelan speaking to attendees at the 2023 ECIHCA Spring Seminar.



TOI Executive Director Jerry B. Crabtree speaking to attendees at the 2023 ECIHCA Spring Seminar in Decatur.



**Stay up to date with TOI's
Legislative Emails**

Contact TOI at teresa@toi.org or kayla@toi.org
to make sure we have your email on file

On March 31st, NWIHCA held their Spring Seminar in Sterling. It was a great turn out!



Attendees at the NWIHCA Spring Seminar in Sterling on March 31.



Attendees at the NWIHCA Spring Seminar in Sterling on March 31.

IPAI held their 65th State Conference March 26-29 in Bloomington! There was a good turnout!



TOI attended the 65th Annual IPAI State Conference in Bloomington.



Bryan E. Smith held a presentation on behalf of TOI at the IPAI State Conference.



Tina Houdek

President, AITCOY

A Message from the President

I hope you are well and enjoying Spring. I wanted to let you know that AITCOY is sponsoring another workshop on Thursday, May 25, 2023 titled “The Effects of Dementia on Youth and Families: Challenges and Opportunities”. The workshop presenter is Betsy Innocenti, LSW, therapist from Ela Township and will also be held there. It will be offered in-person and available virtually. The workshop is appropriate for social workers, counselors, educators, and youth workers. As always, AITCOY is providing CEU’s. This workshop satisfies the licensing requirements in Illinois. Please visit our website at www.aitcoy.org for more information and registration details.

It is that time of the year that high school seniors have selected their potential university or college to attend. With that being said this is a reminder that AITCOY’S scholarships are still available. AITCOY is offering a five-hundred-dollar undergraduate scholarships for high school seniors planning on attending a four year university or college. Applicants must demonstrate an interest and participation in serving youth, have a “B” grade point average or above, demonstrate leadership qualities, and have a plan to pursue a major in one of the following fields: social work, counseling, psychology, youth recreation, youth prevention, or sociology. The 2023 Joseph Savino Undergraduate Scholarship Application deadline is May 19, 2023. The application and instructions are located on our website at www.aitcoy.org. Please do not hesitate to contact me if you have any questions.

Happy Spring!
Tina Houdek

Did You Know?

Did you know that May is Mental Health Awareness Month? Mental Health Awareness Month is a time to raise awareness of the importance of mental health and to help reduce the stigma associated with mental illness. It is observed in May in the United States and Canada. Mental Health Awareness Month was established in 1949 by the Mental Health America organization. The goal of the month is to educate people about mental health and to promote understanding and acceptance of people with mental illness. There are many ways to participate in Mental Health Awareness Month.

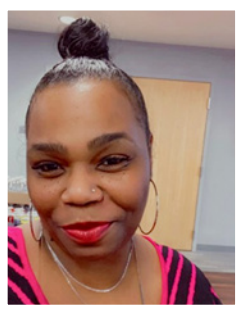
You can:

- *Learn more about mental health and mental illness. There are many resources available online and in libraries.*
- *Talk to someone about mental health. This could be a friend, family member, therapist, or anyone else you feel comfortable talking to.*
- *Share information about mental health on social media or with your friends and family.*
- *Support organizations that are working to improve mental health care.*
- *Attend a mental health awareness event. There are many events held throughout Mental Health Awareness Month.*

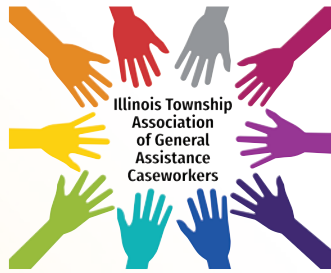
Mental Health Awareness Month is a time to come together and support people with mental illness. By raising awareness and understanding, we can help to create a more supportive and compassionate world for everyone. Many township mental health staff will be wearing a green ribbon. The green ribbon is the international symbol of mental health awareness.

**MENTAL
HEALTH**
AWARENESS MONTH
MAY





Lakeela Jennings



President, ITAGAC

On April 20th, 2023 we held our second annual General Assistance Conference in East Peoria. Presenters such as Airdo Werwas, LLC, who spoke on Immigration and Confidentiality, DHS, who spoke on TANF and the SNAP changes that took effect, Social Security, and Department of Aging, who spoke on Medicare/Medicaid. We had an amazing turnout with 80+ guests. Thank you again to all the townships, caseworkers, and/or supervisors who attended the conference. We hope that you were able to take great information and knowledge back to your townships and continue to assist the communities as always. Thank you to the Par-A-Dice Casino Business Center for yet again allowing us to host the conference there and making us feel welcome. We also would like to thank once again our sponsors NJS and Airdo Werwas, LLC for their donations to the conference. We hope that we can continue each year bringing amazing things to you.

With mental health still being a big concern in the world today, we have to find ways to help take care of not only our community but sometimes we need information to help with our loved ones as well. One of the many organizations in Illinois that deal with mental illness is NAMI (National Alliance of Mental Illness). According to namiillinois.org, mental illnesses are brain disorders that are biologically based medical problems. Untreated, they can cause severe disturbances in thinking, feeling, and relating. This results in substantially diminished capacity for dealing with the ordinary demands of life. They are not caused by bad parenting and not evidence of weakness of character.

NAMI brings the need of persons with mental illness and their families to the attention of legislators, service providers, medical staff, and the general public. NAMI protects the rights of persons living with mental illness. NAMI presses for added community support services. NAMI provides training and educational materials for families, persons with mental illness, and professionals. NAMI offers an annual educational conference, Family-to-Family education, Basics education, Peer-to-Peer mentoring, In Our Own Voice presentations, and Ending the Silence presentations. For contact information, **Crisis Lines National Suicide & Crisis Lifeline, Available 24/7/365, dial 988. NAMI's National Information Helpline 1-800-950-NAMI (6264).** Or check out their website namiillinois.org.

Please consider joining the General Assistance Caseworkers Association for an annual fee of \$50 for two caseworkers and \$100.00 for three or more caseworkers. The fees cover the cost of educational workshops, quality trainings and resources, and support the annual Township Officials of Illinois conference. Also, if you have any topics or organizations you would like to share, please email them to ljenning@thorntontwp.com. Our next workshop will be in August and the TOI conference in November.

Thank you for working vigorously to assist residents in need!

Respectfully Submitted,
Lakeela Jennings
President, Illinois Township Association of General Assistance Caseworkers



Supplemental
Nutrition
Assistance
Program





Megan Conway

Older Americans Month

Each May, the Administration of Community Living leads the nation's observance of Older Americans Month. In 2023, the theme is *Ageing Unbound*. This year's theme offers people of all ages the opportunity to explore diverse aging experiences and discuss how communities can combat stereotypes. In other words: there are no bounds to what older adults can accomplish!

ITASCSC is committed to combatting ageism; celebrating OAM is one way to bring awareness to the lived experiences of older Americans. We invite you to join us in promoting flexible thinking about aging. We all benefit when older adults remain engaged, independent, and included in our communities.

According to the American Society on Aging, "Ageism refers to stereotypes, prejudice, and discrimination directed toward others or oneself based on age." There are many forms of ageism and it is the most widespread and accepted form of prejudice. To combat ageism and to celebrate Older Americans Month, consider hosting a program on Ageism Awareness. There are many excellent on-line materials as well as TED Talks available. A viewing of Ashton Applewhite's Ted Talk, *Let's End Ageism* (https://youtu.be/WfjzkO6_DEI), followed by an open-ended discussion on ageism can provide meaningful dialogue between townships and their residents.

There are many other ideas to help plan activities during the month of May. Some ideas include arranging for older adults to share their own stories or read stories to children at a local library. You could also use social media to highlight the contributions of your older adult residents. Other ideas include coordinating a class or workshop on topics relevant to older adults; enlisting community partners and local businesses can be especially beneficial in this regard. Visit <https://acl.gov/oam/2023/oam-2023-activities-ideas> for additional ideas and resources.

FREE Programs

If you have attended an ITASCSC-sponsored program at a TOI Educational Conference or joined us at a membership meeting, you probably know that we encourage townships of ALL sizes to offer programs to older adults. It can be daunting to create and coordinate a program from scratch. Membership to ITASCSC includes access to many experienced professionals with an arsenal of ideas and suggestions.

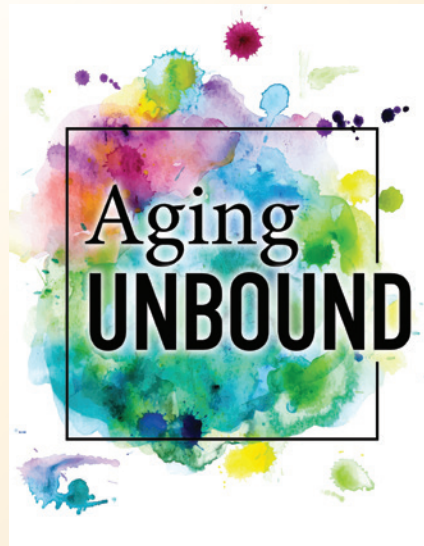
There are many on-line free programs you can offer at your Township. Many do not require training or licensure in order to conduct. Here are a few ideas to get you started:

1. The Alzheimer's Association conducts community presentations at no charge. Reach out to your local office.
2. Contact a local doctor, dentist, or pharmacist to present on a specific health topic.
3. Work with your local Police Department or Sheriffs' Office to launch a TRIAD (sheriffs.org/programs/national-triad) which is a partnership between law enforcement, older adults, and community groups.
4. Reach out to the Secretary of State to offer Rules of the Road classes or a Mobile Services Unit at your Township facility. You can also work with a local legislator to bring these free services to your community.
5. Check eldercare.acl.gov for the local Area Agency on Aging serving your community. The AAA is a great resource for professionals to speak on Adult Protective Services, financial resources, or other available programs.
6. The FDIC has a free financial literacy workshop for older adults called MoneySmart for Older Adults. The session is completely scripted, and anyone can present the information. Visit fdic.gov/resources/consumers/money-smart/teach-money-smart/money-smart-for-older-adults.html for more details.

7. The National Council on Aging offers three modules for financial literacy. Check out the link [ncoa.org/article/savvy-seniors-financial-education-toolkit](https://www.ncoa.org/article/savvy-seniors-financial-education-toolkit) for access to the program's materials.
8. Work with the local Fire Department to offer *Remembering When* which is a free program from the National Fire Protection District which presents sixteen key messages about fire and fall safety.
9. Consult with a local hospital or disease organization to offer a support group on a specific health topic or concern.
10. Get creative—figure out a topic that interests *you* and create something for the public!

We hope these free resources and suggestions provide inspiration for coordinating a program for the older adults in your community. ITASCSC is here to help! Please call or email if you need any assistance.

For more information about the Illinois Township Association of Senior Citizens Services Committees, visit [itascsc.net](https://www.itascsc.net). If your Township is not a member of ITASCSC, do not hesitate to complete a membership application (available in the Forms section on the website) and submit it with annual dues of \$75. Get access to member-only resources and the opportunity to work alongside a great network of professionals serving older adults. Please reach out to President Megan Conway of Hanover Township at 630-483-5671 or mconway@hanover-township.org with additional questions.





FOIA Request

Steve Judge

Judge Law, LLC

Township Did Not Act in Bad Faith Requesting Fees to Reproduce Hard Drive Pursuant to FOIA Request

This month's column discusses the Third district Appellate Court case of *Edgar County Watchdogs v. Joliet Township*, affirming the trial court's finding that the Township did not willfully, intentionally, and in bad faith fail to comply with a Freedom of Information Act (FOIA) request to duplicate a hard drive when the Township merely attempted to recoup costs from the requesting party in order to do so. *Edgar County Watchdogs v. Joliet Township*, 2023 IL App (3d) 210520 (Ill. App. 2023).

In *Edgar County Watchdogs*, Plaintiff requested a copy of the hard drive contents of a specific computer owned by the Township. Plaintiff claimed to qualify as both media and non-profit under the FOIA request and stated that the request was not for personal or commercial benefit. Township employees lacked the experience to copy the hard drive, so the Township obtained a quote from an IT firm. Accordingly, the Township sent an invoice to Plaintiff for \$350 for two hours of IT firm work at \$150 per hour and \$50 for a 500GB external hard drive. In response, Plaintiff inquired as to what statutory authority the Township relied upon in order to demand such fees. The Township did not respond, and Plaintiff filed suit claiming that the Township violated FOIA for failure to produce the requested records and alleging that the Township "willfully and intentionally" failed to comply with FOIA.

Fees For Production Of Documents Under A FOIA Request

Under the FOIA, a public body "is obligated to make its public records available for inspection and copying." *Martinez v. Cook County State's Attorney's Office*, 2018 IL App (1st) 163153. "The purpose of FOIA is to open governmental records to the light of public scrutiny." *Id.*

Section 6 of the FOIA addresses fees that a public body may charge for producing documents pursuant to a FOIA request:

"(a) When a person requests a copy of a record maintained in an electronic format, the public body shall furnish it in the electronic format specified by the requester, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the public body shall furnish it in the format in which it is maintained by the public body, or in paper format at the option of the requester. A public body may charge the requester for the actual cost of purchasing the recording medium, whether disc, diskette, tape, or other medium. If a request is not a request for a commercial purpose or a voluminous request, a public body may not charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records. Except to the extent that the General Assembly expressly provides, statutory fees applicable to copies of public records when furnished in a paper format shall not be applicable to those records when furnished in an electronic format.

(b) Except when a fee is otherwise fixed by statute, each public body may charge fees reasonably calculated to reimburse its actual cost for reproducing and certifying public records and for the use, by any person, of the equipment of the public body to copy records.

*** In calculating its actual cost for reproducing records or for the use of the equipment of the public body to reproduce records, a public body shall not include the costs of any search for and review of the records or other personnel costs associated with reproducing the records, except for commercial requests as provided in subsection (f) of this Section. Such fees shall be imposed according to a standard scale of fees, established and made public by the body imposing them. The cost for certifying a record shall not exceed \$1.

(d) The imposition of a fee not consistent with subsections 6(a) and (b) of this Act constitutes a denial of access to public records for the purposes of judicial review.” *Id.* § 6(a)-(b), (d).

An individual denied access to a public record may file suit for injunctive and other relief. *Id.* Should they prevail, the party is entitled to reasonable attorney fees and other relief. *Id.* If it is determined that the public entity acted “willfully and intentionally” in its failure to comply with FOIA, the court may even impose civil penalties. *Id.*

Motions For Summary Judgment

Both parties filed motions for summary judgment in the trial court. Plaintiff argued that the records were properly requested and should be immediately released. The Township asserted that its employees did not have the expertise to copy the hard drive, and it should be permitted to recoup the costs of bringing in an outside IT company to do so. The trial court believed that the Township had acted in good faith in its attempt to produce such documents and questioned whether Plaintiff was actually seeking the operating system programs and metadata stored on the hard drive or simply the documents contained on the hard drive.

The specific FOIA request was seeking “the contents of the hard drive”, not necessarily a duplicate hard drive including operating system programs and metadata. The trial court interpreted “the contents of the hard drive” to mean copies of all documents stored on the computer—metadata need not be reproduced. Therefore, the trial court ordered the Township to copy the documents and send them to Plaintiff within 28 days. The court felt that the request was simply seeking the copying of the documents, and Township employees should be capable of producing such documents. Production of such documents should not require the technical expertise of an outside IT firm. Therefore, the Township cannot demand fees to respond to the request.

Pursuant to the trial court’s order, the Township produced copies of the documents stored on the hard drive rather than producing a duplicate hard drive. Thereafter, Plaintiff filed a petition for fees, expenses, and civil penalties in excess of \$20,000 against the Township for having to pursue the matter in court. The Township contended that it did not violate FOIA and that Plaintiff ultimately did not prevail in their FOIA action as the hard drive was not required to be produced. The trial court found that the FOIA request was vague,

and Plaintiff failed to further clarify what Plaintiff was actually seeking—a duplicate hard drive with metadata or simply the documents stored on the hard drive. The trial court denied Plaintiff any fees, finding that Plaintiff could have made a reasonable attempt to clarify the request to the Township in lieu of filing the lawsuit.

Appellate Court Affirms Trial Court’s Denial Of Fees And Penalties

The Appellate Court first addressed the issue of attorney fees and costs under the abuse of discretion standard. “An abuse of discretion exists where no reasonable person would agree with the position of the trial court.” *Brax v. Kennedy*, 363 Ill. App. 3d 343, 355 (2005). In 2010, Section 11(i) of the FOIA was amended to replace the word “may” with the word “shall” to address fees as follows: “If a person seeking the right to inspect or receive a copy of a public record *prevails* in a proceeding under this Section, the court *shall* award such person reasonable attorneys’ fees and costs.” 5 ILCS 140/11(i) (West 2010). Changing the language to “shall” required the court to award reasonable attorney fees and costs to a plaintiff who prevails under a FOIA action. The amendment also removed the language requiring a public entity lack any reasonable basis for the denial of the request. *Id.*

While the 2010 amendment appeared to be more favorable to Plaintiffs prevailing under FOIA requests, the amendment was not intended to “open the floodgates for any litigant—meritorious or not—to receive attorney fees.” *Donley v. City of Springfield*, 2022 IL App (4th) 210378. The amendment may have removed the question of entitlement regarding attorney fees, a question of eligibility remained. *Id.*

Eligibility for Attorney Fees and Costs Under FOIA

For a Plaintiff to obtain fees and costs under the current version of the FOIA, the following four requirements must be met:

- (1) Plaintiff must file a lawsuit against the public entity;
- (2) the public body ultimately produced the documents;
- (3) the lawsuit caused the production of the documents; and
- (4) the lawsuit was reasonably necessary to obtain those documents.

Donley, 2022 IL App (4th) 210378.

(Continued on page 32)

(Continued from page 31)

In this case, Plaintiff met the first three requirements. However, the trial court found the lawsuit “unnecessary” and that it could have reasonably been avoided had Plaintiff simply clarified the request. Therefore, the lawsuit was not reasonably necessary to obtain the documents, and Plaintiff did not meet the fourth requirement. The trial court properly denied the request for fees and cost.

Civil Penalties Under FOIA

Lastly, the Appellate Court addressed the trial court’s denial of civil penalties due to the Township’s demand of \$350 as a “willful, intentional, and bad faith” violation of FOIA. Under Section 11(j) of the FOIA (5 ILCS 140/11(j) (West 2020)), plaintiffs are entitled to civil penalties if they can show a public body willfully, intentionally, and in bad faith failed to comply with the FOIA. *Williams v. Bruscato*, 2021 IL App (2d) 190971. “To warrant the imposition of a civil penalty under section 11(j), the public body not only must have intentionally failed to comply with the FOIA but must have done so deliberately, by design, and with a dishonest purpose.” *Id.*

The Township had the authority to charge \$50 for the external hard drive pursuant to Section 6(a) of the FOIA as “actual costs of purchasing the recording medium”. 5 ILCS 140/6(a) (West 2020). Courts have ruled that a public body cannot charge more than the cost of the electronic recording device when a FOIA requester seeks electronic records. *Sage Information Services v. Suhr*, 2014 IL App (2d) 130708. However, when interpreting Section 6 of the FOIA the Appellate Court found as follows:

“In drafting section 6 of the FOIA, the legislature seemed to presume that no costs would be borne by a public body in responding to a FOIA request other than the cost of purchasing a recording medium because the public body’s “personnel” would be able to “reproduce the records” requested. See 5 ILCS 140/6(a) (West 2020). Here, where the Township’s personnel lacked the expertise to produce what the Township believed plaintiffs were requesting—a copy of the hard drive itself—the Township sought to pass on the costs it incurred in responding to plaintiffs’ request to plaintiffs, the requester. While no provision of the FOIA expressly allowed the Township to request such fees from plaintiffs, the

Township’s request was not made for a dishonest purpose and, therefore, did not amount to bad faith. See *Williams*, 2021 IL App (2d) 190971. The Township merely attempted to recoup its costs from the party requesting the information, rather than passing on those costs to Township taxpayers.” *Edgar County Watchdogs*, 2023 IL App (3d) 210520 (Ill. App. 2023).

Accordingly, the Appellate Court agreed with the trial court’s finding that the Township did not act willfully, intentionally, and in bad faith. The judgment of the trial court denying Plaintiff fees and penalties was affirmed.



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The ABCs of Terminating an Employee in Illinois

Charles Y. Davis, Roland R. Cross, Anneliese B. Fierstos, *Brown, Hay & Stephens, LLP* www.bhslaw.com

No employer wants to have to make a difficult decision to fire or lay off an employee, and the process is usually very stressful. In many cases, the employer has to deal with an angry, unhappy, or surprised employee which makes the situation that much more difficult. Unfortunately, terminating employees for one reason or another may be necessary, and the manner in which a business proceeds with termination can provide a lot of protection for the employer.

This article is intended to provide a general overview of some of the best practices that can be adopted to avoid issues related to the termination of an employee. It is recommended that you consult with your legal counsel to identify specific issues with a particular employee prior to terminating the employee. This is particularly true if you know you are dealing with someone who may be difficult or disgruntled.

Understanding the Concept of At-Will Employment in Illinois.

Illinois is an at-will employment state which means that both employers and workers can generally both end an employment agreement without any extended notice or explanation. Most, but not all, employees are at-will (contractual employees are discussed later in this article). It is very important to know what type of employee you are dealing with before starting the termination process.

At-will status does not mean that an employer does not need to be thorough and conscientious during a termination process. All workers are protected from any action by an employer that could constitute “wrongful termination.” Wrongful termination comes into play if an employer violates the exceptions to the Illinois “at-will” rule, including but not limited, to the following:

- Discrimination.
- Violation of an employment contract.
- Retaliation for certain protected actions; and
- Termination for protected time off work.

Wrongful Termination and Discrimination in Illinois

Although Illinois employers are allowed to terminate an employee without reason, the law does provide protection for employees who may be terminated because of membership in a protected class.

Protected classes include the following:

- Race
- Color
- Sex
- Age (40 and over)

- National origin
- Physical or mental disabilities
- Pregnancy
- Citizenship status
- Religion
- Marital status
- Arrest record
- Military status (including unfavorable discharge)

All Illinois employers, no matter what the size of the business or entity, must comply with the law prohibiting disability discrimination and most of the laws prohibiting discrimination of members of other protected class apply to Illinois employers who have 15 or more employees. However, the prohibition against age discrimination applies to Illinois employers who have 20 or more employees, and the ban against citizenship status discrimination applies to Illinois employers with only 4 or more employees.

Employers should clearly establish the manner in which they will terminate any employee, and be careful not to deviate from the process, so that it is clear that all employees are treated the same way. This may help protect the employer from allegations that an employee in a protected class was treated differently than other employees.

The Rights of the Contractual Employee

Employees who have a written or implied employee agreement are the exception to the at-will employment doctrine. While is true that most employees are likely at-will, high-level employees/executives often have employment contracts. It is a good idea to have an attorney prepare written employment agreements and assist with negotiations so that the terms of employment and rights to terminate the agreement are clear.

An implied employment agreement may be created when the employer and employee mutually agree to terms of employment based upon both parties fulfilling their respective obligations. Often, employers create an implied agreement through a misstep and are not even aware that it exists until they take steps to terminate an employee as if they are at-will. Employers need to be cautious about creating implied contracts through their words or actions (e.g., through an employee handbook as discussed below).

(Continued on page 34)

(Continued from page 33)

Both written and implied contracts must be terminated according to the terms and provisions of the underlying employment agreement. Usually, some kind of notice is required under the contract.

Termination of the employment contract requires more than simply notifying the employee that he no longer has a job. Often, contractual employees are entitled to things like severance pay or a continuation of benefits.

Contractual employees have a property interest in their employment and are entitled to due process before they can be fired. (An employee may not have due process results during a probationary period or trial period of their employment, but consult with your attorney to determine the status of any employee presumed to be probationary). Rest assured, a right to due process does not automatically protect an employee from termination, but it does mean the employer must do the following if it wants to terminate the employee:

- Provide notice of the desire to terminate the employee.
- Provide evidence of the reasons for termination.
- Give the employee a chance to be heard at a hearing.

If an employer fails to provide due process to a contractual employee, it may be faced with a claim by the employee of wrongful termination. Employers should make sure that their due process steps are clearly spelled out in the employment agreement and followed.

Union employees have collective bargaining rights to due process (and often progressive discipline) when an employer takes disciplinary action, and they cannot be terminated without just cause.

Avoid Creating an Implied Employment Contract Through Your Employee Handbook That May Alter the At-Will Status of Your Employees

Every business should have a handbook that establishes clear rules and guidelines for their employees. However, the language in a handbook must be carefully drafted, and reviewed by an attorney, to make certain that it cannot be interpreted as an employment agreement. Steps that may help avoid these issues include:

- Prominently including a disclaimer in the handbook.
- Advising employees that the policies and procedures are not intended to create a contract.
- Obtaining a signed receipt that the employee has received and read the handbook.

- Reserving the right to modify or discontinue the policies and benefits set forth in the handbook at any time, without notice.

A disclaimer could be phrased as follows:

This handbook is intended to provide general employment information and guidelines, but may not encompass all possible applications of, or exceptions to, the general policies and procedures described herein. Specific questions concerning eligibility for a particular benefit or application of any policy should be directed to _____.

This handbook is not intended to confer any contractual right, express or implied, to remain in the employment of _____. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for a specific time and it may be terminated at will, with or without cause and without prior notice to _____. Any at-will employee may resign for any reason and at any time.

Retaliation is Prohibited

Employers are not allowed to terminate or take adverse actions against a worker in retaliation for a rightful action that he or she has taken—for example claiming workers' compensation, filing a wage claim, or reporting any type of harassment in the workplace.

Retaliation for “whistleblowing” is also prohibited. Whistleblower statutes protect employees from retaliation for reporting violations of various laws including, but not limited to, workplace safety and health, health insurance reform, tax, anti-trust and anti-money laundering laws. Recently, retaliation against workers complaining about employers' failures to follow safety protocols related to COVID-19 has been a popular issue.

Illinois employers should make sure they stay updated on Illinois law with respect to requests for time off. This includes requests under the Illinois Family Leave Act. Employers should also educate themselves on the provisions of The Paid Leave for All Workers Act which will go into effect on January 1, 2024, making paid leave for *any reason* available to Illinois employees. The law allows Illinois workers to accrue and use up to 40 hours of leave in a twelve-month period, or a *pro rata* of paid leave.

Best Practices in Terminating an Employee

If possible, it is a good idea to talk to an employee face to face in a “termination interview.” A termination conversation with the employee should be short and include “just the facts.” Although it might seem

insensitive, it may help you avoid misstating a fact or saying something that could come back to haunt you at a later date. It is a good idea to *script* what you will say before the meeting to avoid rambling or becoming flustered in the face of a confrontation. The conversation should *always* include a third party “witness” who is able to verify what occurred during this final meeting. On most occasions, it is likely a good idea to offer the employee the opportunity to resign to avoid having a termination on her/his resume.

Although Illinois is an “at-will” state, as a best practice, employers should take steps to *document* the termination process for any employee, including the reasons that lead to their termination. This could provide you with some protection if, after they are discharged, an angry or insulted former employee alleges that they were wrongfully terminated from their employment under any of the exceptions outlined

above. For example, if you have an employee that has a pattern of coming to work late, abusing break privileges, or other attendance issues, it is helpful to document that pattern as well as any steps that you have taken to address the issue. That way, if they allege that they were terminated because they are member of a protected class, you have the documentation to demonstrate the lawful grounds for the termination.

Conclusion

As stated above, termination of an employee can be a stressful and unpleasant event. Although there is no way to make it pleasant, it is important that employers are properly prepared and educated for the process. This article only provides a brief overview of issues related to the termination of employees. It is always recommended to consult with your attorney to assist in developing a consistent termination process, provide opinions on specific issues, and review employment contracts.

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Cook County's largest celebration of women focuses on diversity and inclusion. The Annual Rich Township Women's Luncheon to Honor a multi-cultural group of outstanding women in Cook County. The Ultimate climax to Women's History Month. "Black, White, Hispanic—We are all in this together."

Calvin Jordan, Supervisor of Rich Township, was joined by over 500 women who gathered to celebrate the climax of Women's History Month by honoring 20 women of distinction, elegance, and history. Supervisor Jordan, along with the Rich Township Board of Trustees and the Rich Township Senior Service division, jointly coordinated this event.

"I'm grateful that we can have an entire month to reflect on the often-overlooked contributions of women and the impact that they have had on the upward mobility of our society. There are women in Cook County who have trailblazed the path for women throughout the country. We are honored to host the largest gathering in Cook County, but moreover we are honored to have women in Rich Township who have excelled in their occupations, their civic organizations, and their love for all walks of life," said Supervisor Jordan.



Yumeka Brown

This year's keynote speaker was the honorable Yumeka Brown, Commissioner of the Metropolitan Water Reclamation District. Commissioner Brown also serves as the Village Clerk of Matteson, Illinois.

The Co-chairwomen for the illustrious event was the First Lady of Rich Township Lori Carlton Jordan. Ms. Jordan also serves as Commissioner of the Olympia Fields Park District. Also co-chairing the event was Tina Cole-Chambers, who is a career healthcare executive as well as the lead consultant for the Rich Township Senior Services.

Co-chairwoman Lori Carlton-Jordan added, "Women's History Month is a dedicated month to reflect on the often-overlooked contributions of women to United States history. From Ambassador Carol Mosley-Braun to Cook County Board President Toni Preckwinkle to Metropolitan Water Reclamation District President Kari Steele; the timeline of milestones accomplished by women in Cook County is endless."

- Among the honorees for the event included:
- Dr. Calettha White**—Superintendent Michelle Obama School
 - Tracye Hutona**—Principal of the Indiana School
 - Michelle Clark**—Local AKA Sorority President
 - Vickie Sline**—Rich Township Pantry Administrator
 - Dr. Cheryl Green**—President of Governors State University
 - Tiffany Taylor**—Rich Township High School District 227 Board Member
 - Trinette Britt**—Rich Township Administrator
 - Dr. Gale Cansler**—Physician at Franciscan Health
 - Hon. Drella Savage**—Retired Cook County Judge
 - Hon. Michelle M. Pitman**—Cook County Judge
 - Zion Banks**—Marketing Director at Governors State University
 - Kaye Wilson**—Philanthropist/Community Activist
 - Donna Miller**—County Commissioner of the 6th District
 - Brenda Singleton**—1st Lady Victory Apostolic Church of Matteson
 - Dr. Donna Leak**—Superintendent of Community Consolidated Schools District 168
 - Debbie Meyers-Martin**—Illinois State Representative of the 38th Legislative District of Illinois
 - Jackie Small**—Rich Township Trustee
 - Teresa Goodrich**—Rich Township Trustee





Rich Township (Cook Co.) Supervisor Calvin Jordan and the honorees.



Rich Township Supervisor Calvin Jordan, Cook County Commissioner Donna Miller (with Award) Co-Chair/1st Lady of Rich Township Lori Carlton-Jordan(far right) and Co-Chair Toni Cole-Chambers.

From Around the State

Rock Island and Long Creek

Rock Island County Association held their meeting on March 30 in Rock Falls, IL.



Rock Island County Association members gather for their monthly meeting.



Rock Island County Association members gather for their monthly meeting.



Blackhawk Township (Rock Island Co.) Supervisor and TOI Board of Directors Chuck Layer talks to fellow Rock Island County Association members.



TOI Executive Director Jerry B. Crabtree presents Bryan E. Smith, Township Clerk (Long Creek Township, Macon Co.), with a plaque of Appreciation from NATaT.

Bryan E. Smith, retired TOI Executive Director, was recently honored with a plaque of Appreciation from the National Association of Towns and Townships (NATaT) in Washington, D.C. for 35 years of dedicated service, vision, and commitment to townships in the State of Illinois and the National Association of Towns and Townships (NATaT). Smith served as Executive Director/CEO of the Township Officials of Illinois for 25 years, the association's second longest serving CEO in the association's 116-year history. Smith worked for the association for 35 years, retiring in August 2021. Smith served as NATaT's Secretary/Treasurer, Vice President, and President of the NATaT Board of Directors twice, in 2003-2004 and again in 2019-2020.

The National Association of Towns and Townships (NATaT) is the voice for more than 10,000 towns and townships across the country seeking to enhance the ability of smaller communities to deliver public services, economic vitality, and good government to their citizens. America's towns and townships seek to partner with the federal government to ensure that public laws, policies, regulations, and resources support fostering local democracy.

Due to the pandemic the NATaT Board of Directors was unable to honor Smith for his contributions prior to his retirement so recently, Jerry B. Crabtree, current Executive Director of the Township Officials of Illinois and Illinois' representative on the NATaT Board of Directors, presented Smith with a plaque of Appreciation from the NATaT Board.

From Around the State Cook County Clerks Association

The Township Officials of Cook County Clerks Association met on March 9th for their regular meeting. The meeting was hosted by Clerk Carla Matthews of Bloom Township. We discussed the proposed bylaws, changed due to the ways we can now meet post-Covid. Special guest was Colleen Gleason from the Cook County Clerk's Office Suburban Elections Department. Also joining the meeting was South Chicago Heights Village President Terry Matthews. This organization meets six times a year and promotes education amongst its 29 members. Speakers and education this year have included Cook County Clerk Karen Yarbrough on all things elections, discussions, and education on the Decennial Committee, and TOI Voluntary Clerks Certification.



Center seated is President Bob Vinnedge of Schaumburg Township, with Vice President Jane Nolan of Palos Township, Secretary Katy Dolan Baumer of Hanover Township, and Treasurer Peter Gialamas of Maine Township.



2023 Education Events

SIGN UP TODAY!



REGISTER AT TOI.ORG

KEEP AN EYE OUT FOR DUES

It's Dues Season!
Keep an eye on your mailboxes for Division Dues this Spring and TOI Dues this Summer!

Not sure if we have your current mailing address? Contact the TOI office!



217.744.2212



3217 Northfield Drive,
Springfield, IL 62702



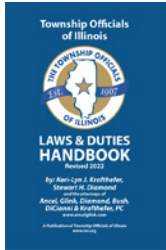
toi.org



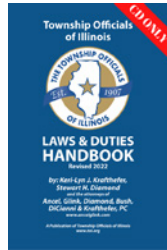
TOI Bookstore

<https://my.toi.org/toi-store>

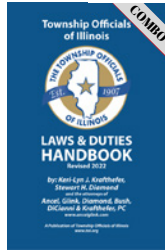
The TOI Bookstore is now exclusively online! Head to [toi.org](https://my.toi.org) to find more details on these publications, prices, and discounts! Questions can be sent to the TOI office via phone (217) 744-2212 or via email kayla@toi.org



2022 Laws & Duties
\$35



2022 Laws & Duties CD
\$30



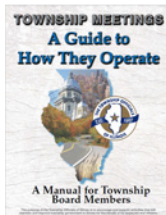
2022 Laws & Duties
Combo
\$45



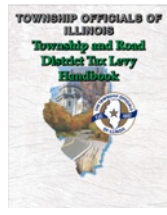
What's My Job?
\$5



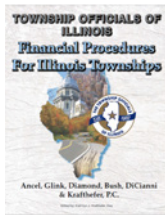
2021-2025 TOI Directory
\$50



Township Meetings: A
Guide to How They
Operate
\$15



Township and Road
District Levy Handbook
\$15



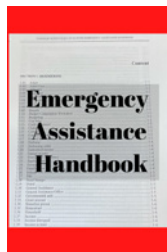
Financial
Procedures for
Illinois Townships
\$15



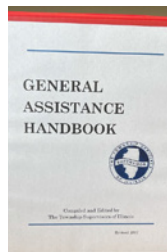
FOIA & OMA
Resource Book
\$15



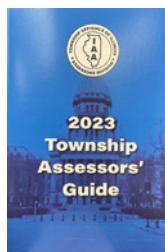
Desk Reference Set
\$45



Emergency Assistance
Handbook
\$40



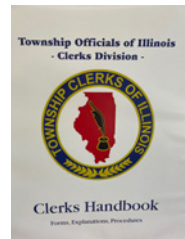
General Assistance
Handbook
\$150



2023 Township
Assessors' Guide
\$20

Clerks Handbook

To purchase, contact
Clerk Katy at (312) 215-
5577 or email her at
kdolanbaumer@hanovertownship.org or at
Katy Dolan Baumer
Hanover Township Clerk
250 S. State Route 59
Bartlett, IL 60103



Hand book & Thumb Drive - \$50
Thumb Drive Only - \$25

MEDICAL ASSISTANCE CATASTROPHIC INSURANCE PROGRAM

Administered by Allied Benefit Systems, LLC



www.maciprotect.org

- download forms
- product info
- request customer service

Attention to all township Supervisors and Trustees!

It is time to enroll in the Medical Assistance Catastrophic Insurance (MACI) Program!

There is **no increase** in premium this year and please keep in mind that your premium **can be paid by GA funds**.

There continues to be a great deal of uncertainty regarding the Statute (305 ILCS 5/5-1.3) Sec.5-1.3. It says even when a G.A. Recipient is on Medicaid, the State is the payer of last resort. If townships have to pay medical expenses for G.A. Recipients including those on Medicaid, your area of responsibility and liability grows.

Many of your fellow supervisors have protected their townships against the possibility of a large G.A. medical claim. Such a claim could wipe out your assets and bring your township to financial ruin.

Some townships have already experienced the benefit of this protection in the form of paid G.A. claims.

REMEMBER – whether or not you have a G.A. recipient today, the statute says it is your responsibility to provide medical assistance to a G.A. recipient. ***Don't believe it will never happen to me – because never can happen any time.***

Your township should have already received a MACI Enrollment informational postcard to consider participation in this program that has provided so many townships like yours – peace of mind.

Please make this an agenda item for your next township meeting.

Townships currently enrolled in the MACI Program will receive their Renewal Invoice mailing mid-April.

If you have any questions, please contact either of these MACI representatives:

Rhonda Kallenborn

Phone: (312) 261-9257

E-mail: rkallenborn@alliedbenefit.com

Steve Barrett

Phone: (800) 540-6566 (Toll-free)

E-mail: maciprotect@gmail.com



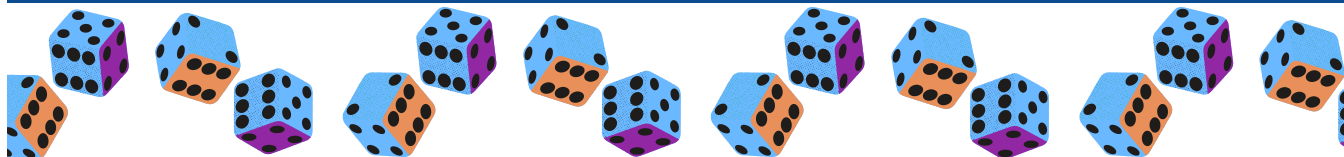
**NOW
WOULD
BE A
GOOD
TIME TO
CONSIDER
THIS AN
AGENDA
ITEM!**



116th Annual Educational Conference

November 12, 13, 14, 2023

SAVE THE DATE



Crowne Plaza Convention Center
Springfield, IL
toi.org | 217-744-2212





Township Officials of Illinois 2023 Education Sponsor Packages

November 12, 13, 14, 2023



Township Officials of Illinois conference sponsors provide an invaluable service to Illinois township officials by supporting the educational and networking opportunities that help them become more effective and efficient leaders and board members. The 2023 Annual Conference Sponsor, Exhibit and Advertising packages provide value-added recognition to Township Government officials & employees and ensure you will receive high visibility and exclusive company brand awareness.

Several different levels of sponsorship are available to meet your marketing needs. Several sponsor package highlights include:

- TOI Monthly Magazine recognition & advertising
- Exhibit booths
- Conference Registrations
- Conference program and mobile app advertising

Just to name a few! "Get on Board" and support and stay in touch with over 650 Illinois Township decision makers.

Platinum Sponsor-\$5,000 | Gold Sponsor-\$3,000 | Silver Sponsor-\$1,500 | Bronze Sponsor-\$750

EXCLUSIVE SPONSORSHIPS

Welcome Reception with Exhibitors – \$ 3,000, *Sunday, November 12, 2023, 5:30-7 pm*

The exhibit hall welcome reception is a popular action-packed event that opens the conference.

Everyone enjoys beverages, appetizers and meeting up live and in person with colleagues. Meet old friends and make new friends at this fun event!

Breakfast – \$3,000, *Monday, November 13, 2023, 7:30-9 am*

Kick start opening day with a continental breakfast in the exhibit hall! Complimentary breakfast is provided to all registered attendees.

NEW - Lunch – \$3,000, *Monday, November 13, 2023*

Lunch with the exhibitors! A complimentary lunch is provided to all registered attendees.

Cocktails & Evening Entertainment – \$3,000, *Monday, November 13, 2023, 8:00 – 10 pm*

An evening of fun after dinner on your own and before you "call it a night" stop for a nightcap and terrific entertainment!

NEW - Key Note Speaker – \$2,000, *Monday, November 13, 2023*

Annual Awards Breakfast – \$2,500 *Tuesday, November 14, 2023*

This popular event starts out the morning with a delicious plated breakfast and special time to recognize and honor our 2023 award winners!

Tote Bags – \$2,000

All registered attendees receive a conference tote bag sponsor the tote bag and your logo is prominently display – "a walking advertisement" throughout the conference and you likely will see someone using it after the conference at the store!!

Lanyards – 1,500

All registered attendees will receive a lanyard with their name badge. All badges are required to be displayed throughout the conference. Your logo is displayed throughout the entire conference!

Charging station – \$750

No need to search for an electric outlet to recharge your device – two charging stations located in the exhibit hall.

For more information on TOI Sponsorship, contact Diane Mathis via email diane@toi.org or by telephone at 217-381-2626. For general questions, contact the TOI Office at 217-744-2212 or visit the TOI website at www.toi.org.



Township Officials of Illinois 2023 Education Sponsor Packages

November 12, 13, 14, 2023



Exhibit Hall & Advertising

EXHIBIT HALL

All exhibit booths include 2 company representatives, 8' skirted table, draping, 2 chairs and identification sign. Additional booth representatives can be added for an additional \$150.00 each. Company bio and logo and booth location included on mobile app.

Incentive game requiring all attendees to visit each booth for drawings and prizes.

All exhibit booth representatives are welcome to attend all educational sessions and non-ticketed special events. Ticketed events can be purchased at registration.

Single Booth: 10'x8'

Member: \$500

Early Bird Rate: \$450 (Registration & payment prior to June 1, 2023)

Non – Member: \$700

Early Bird Rate: \$650 (Registration & payment prior to June 1, 2023)

Government Agency: \$475

Early Bird Rate: \$425 (Registration & payment prior to June 1, 2023)

Double Booth: 20'X 20'

Member: \$950

Early Bird Rate: \$900 (Registration & payment prior to June 1, 2023)

Non – Member: \$1,350.00

Early Bird Rate: \$1,300 .00 (Registration & payment prior to June 1, 2023)

Government Agency: \$900

Early Bird Rate: \$850 (Registration & payment prior to June 1, 2023)

ADVERTISING

TOI Social Media:

Featured spotlight on TOI Facebook

\$125 - per posting

\$250 – three postings

Conference Program:

Full Page: \$300

Half Page: \$ 175

¼ Page: \$100

Business card: \$75

Conference Mobile App:

Rolling Ad \$125.00 (limited)

Push notification: \$50 (limited)

Conference Tote Bag Insert:

\$ 300 per item (company provides 700 items)



For more information on TOI Sponsorship, contact Diane Mathis via email diane@toi.org or by telephone at 217-381-2626. For general questions, contact the TOI Office at 217-744-2212 or visit the TOI website at www.toi.org.

Township and Road District Checklist

2023 Township Calendar

All dates re: Public Hearings for BUDGET and APPROPRIATION ORDINANCES are dates often used by many townships and road districts. Many townships and road districts adopt their budgets in February or March before their fiscal year begins. You do, however, have until the end of the first quarter of the fiscal year to hold your hearings and adopt the budget.

Checklist dates are now available on the Events Calendar at toi.org

05/01/23	Statement of Economic Interest	5 ILCS 420/4A-101 5 ILCS 420/4A-105	Elected and certain appointed officials must file a Statement of Economic Interest with county clerk by May 1st of each year. Persons appointed to fill vacancies must also file statements at time of appointment.
05/30/23	Budget Notice*	50 ILCS 330/3 60 ILCS 1/80-60	Last day to publish a notice announcing budget hearings and that the tentative budgets are available for inspection. Separate township and road district notices must be published at least 30 days before hearings in a newspaper published in the township. If there is no township newspaper, post in five of the most public places in township.
05/30/23	Budget Inspection*	50 ILCS 330/3 60 ILCS 1/80-60	Last day for clerk to make tentative budgets available for public inspection. Tentative budgets must be prepared and made available for inspection at least 30 days before hearings. It is the duty of clerk to arrange for the public hearings.
06/30/23	Budget Hearing & Adoption*	50 ILCS 330/3 605 ILCS 5/6-501	Last day to conduct budget hearings and adopt township and road district budgets. Budgets may be adopted before or during the first quarter of the fiscal year. (Do not adopt at the annual town meeting.) The township budget may be adopted at the public hearing. The road district budget shall be adopted at the public hearing.
07/30/23	Budget Filing*	35 ILCS 200/18-50	Last day to file certify budget and revenue sources with county clerk if budget is adopted at end of June. Must be filed with county clerk within 30 days of adoption. Therefore, filing deadline varies with the date of adoption. Clerk certifies the budget and supervisor certifies the revenue sources.
09/27/23	Fiscal Responsibility Report Card*	35 ILCS 200/30-30	Last day to file Fiscal Responsibility Report Card; shall submit within 180 days of the conclusion of the fiscal year. The Annual Financial Report meets this requirement. See reference above.
09/27/23	Comptroller's Report*	50 ILCS 310/3 50 ILCS 310/6	Last day to file Annual Financial Report with state comptroller's office and county clerk. Must be filed within 6 months from end of fiscal year. The report also serves as the Fiscal Responsibility Report Card.
09/30/23	Annual Treasurer's Report Completed*	30 ILCS 15/1	Last day for the supervisor to prepare combined Annual Treasurer's Report for township and road district. Report must be completed within 6 months from end of fiscal year, sworn to and filed with county clerk.

09/30/23	Annual Treasurer's Report Published*	30 ILCS 15/2 60 ILCS 1/70-30	Last day to publish Annual Treasurer's Report in an English language newspaper. Must be published within 6 months from end of fiscal year and filed with county clerk's office. Supervisor must provide each board member with copy of report as soon as possible after filing. However, such publication requirement shall not apply to any county funds or county offices or funds or offices of other units of local government when an audit of such funds or offices has been made by a certified public accountant and a report of such audit has been filed with the appropriate county board or county clerk and a notice of the availability of the audit report has been published one time in an English language newspaper published in the town, district, or municipality in which that public officer holds his or her office, or, if no newspaper is published in such town, district, or municipality, then in a newspaper printed in the English language published in the county in which that public officer holds his or her office. The notice of availability shall include, at a minimum, the time period covered by the audit, the name of the firm conducting the audit, and the address and business hours of the location where the audit report may be publicly inspected.
09/30/23	Audit	50 ILCS 310/6 60 ILCS 1/80-20	Last day for townships to file CPA audit with state comptroller's office and county clerk. Townships receiving revenues of \$850,000 or more for a fiscal year, exclusive of road district funds, must have CPA audit within 6 months from end of fiscal year. Townships receiving revenues of less than \$850,000 for a fiscal year, exclusive of road district funds, may have a 3-member independent audit committee instead of CPA audit. Committee audit must be filed with county clerk within 6 months from end of fiscal year. CPA audit required at end of supervisor's term or if vacancy occurs anytime in the position of supervisor.
09/30/23	Audit	50 ILCS 310/6	Last day for road districts to file CPA audit with state comptroller's office and county clerk. Road districts receiving revenues of \$850,000 or more for a fiscal year must have a CPA audit within 6 months from end of fiscal year.
12/05/23	Last Day to Determine Tax Levy for Truth in Taxation	35 ILCS 200/18-60 35 ILCS 200/18-70	Last day for board of trustees to determine (estimate) property tax levy to comply with Truth in Taxation law. Highway commissioner determines levy for road district. Must determine levies at least 20 days before adoption. Basis for 5% computation and whether notices and hearings are necessary.
12/19/23	Last Day for Truth in Taxation Notice	35 ILCS 200/18-80	Last day notice of Truth in Taxation hearing can appear in newspaper. Notice must be in newspaper not more than 14 days or less than seven days prior to date of hearings.
12/26/23	Last Day to Hold Truth in Taxation Hearing, Adopt & File Tax Levies	35 ILCS 200/18-90	Last day to hold Truth in Taxation hearing, adopt and file township and road district certificates of levy, tax levies, and Certificate of Compliance for Truth in Taxation law with county clerk.

*Assumes fiscal year begins April 1

IN MEMORIAM

David Anderson, 77, of Rankin died March 22. He was a former Supervisor of Butler Township (Vermilion Co.)

Mary Baker, 93, of Springfield died March 1. She was a former Tax Collector of Curran Township (Sangamon Co.)

Lee Bell, 81, of Aledo died March 23. He was currently serving as Trustee of Millersburg Township (Mercer Co.)

Gerald Benge, 86, of Manteno died March 20. He was a former Supervisor of Rockville Township (Kankakee Co.)

Robert Blickhan, 101, of Quincy died March 16. He was a former Trustee of Ellington Township (Adams Co.)

Angela Blockyou, 54, of New Baden died March 8. She was a former Township Clerk of Lively Grove Township (Washington Co.)

Jeffrey Corneils, 73, of Bristol died March 3. He was currently serving as Highway Commissioner of Bristol Township (Kendall Co.)

Dorothy Duncanson, 93, of Pekin died March 31. She was a former Township Clerk of Cincinnati Township (Tazewell Co.)

Marion Erickson, 90, of Taylor Ridge died February 23. He was a former Township Clerk of Edgington Township (Rock Island Co.)

John J. Evans, Sr., 86, of Bonfield, Illinois died on January 6. He was a former Trustee of Salina Township (Kankakee Co.)

David Fulkerson, 64, of Blackstone died March 17. He was a former Trustee and Supervisor of Newton Township (Whiteside Co.)

Norman Hawbaker, 93, of Ft. Myers, FL died March 7, 2023. He was a former Trustee of Long Creek Township (Macon Co.)

JC Kowa, 65, of Olney died March 18. He was a former Trustee of Olney Township (Richland Co.)

Donald O'Brien, 90, of Reddick died March 10. He was a former Highway Commissioner of Norton Township (Kankakee Co.)

Don Patterson, 72, of Homer died March 13. He was a former Trustee of South Homer Township (Champaign Co.)

David Pegue, 72, of Fieldon died March 14. He was a former Highway Commissioner of English Township (Jersey Co.)

Carol Ranieri, 76, of Matteson died February 15. She was a former Assessor of Rich Township (Cook Co.)

Joseph Ray, 84, of Mt. Sterling died March 16. He was a former Supervisor of Mt. Sterling Township (Brown Co.)

Robert Reising, 93, of Momence died March 25. He was a former Trustee of Ganeer Township (Kankakee Co.)

Nancy Secondino, 86, of Paris died March 7. She was a former Supervisor of Elbridge Township (Edgar Co.)

Pat Smith, 74, of Bryant died February 28. She was currently serving as Township Clerk of Buckheart Township (Fulton Co.)

Clarence Toftoy, 97, of Newark died March 30. He was a former Highway Commissioner of Fox Township (Kendall Co.)

James Welker, 72, of Licking, MO died March 1. He was a former Highway Commissioner of Shiloh Valley Township (St. Clair Co.)

Larry Wildbur, 81, of Mason died March 11. He was a former Trustee of Mason Township (Effingham Co.)





TOI Members Only Section

Dues Paying Members of TOI get instant access to our
Members Only Section

toi.org



Visit Website

- Electronic access of Township Perspective
- Full length legislative reports
- Electronic access to the 2022 Laws & Duties handbook (with purchase)
- And More!





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Out of sight shouldn't
be out of mind.

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Dig safe! Call JULIE at least two days before you break ground. It's the law.
Call us toll free or visit our website to learn more.



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