



from your Associate Director

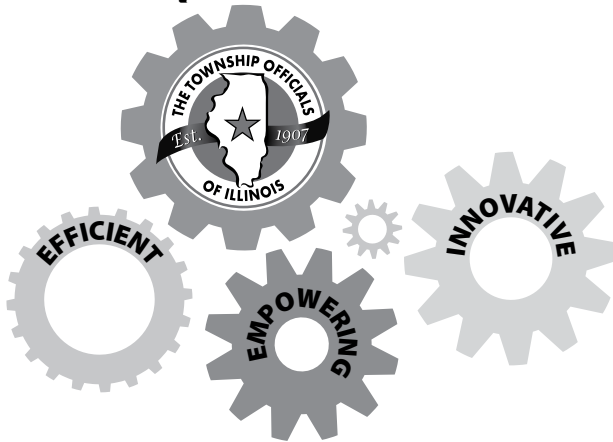
By Jerry B. Crabtree

TOI Associate Director / Education Coordinator

THE TOWNSHIP GOVERNMENT EDUCATIONAL NETWORK PROGRAM'S (TGEN) January release of program dates is a compilation of many thoughts, innovative ideas, processes and planning strategies.

As you all know the Township Officials of Illinois focus on three priorities Education, Lobbying and Promotion. The Association's board of directors includes members from all four corners of the state. Together, the TGEN program is achieved by Engaging, Educating and Informing our elected township officials. TOI is excited to release the 2019 Program LOGO that will set the program pace for the entire 2019 calendar year.

Township Government:



In 2019, we are encouraging **ALL** townships to put on your February 2019 township board agendas the discussion of attending programs provided by TOI to improve services and communication with all your township constituents. Challenge all board members to attend at least one event in 2019.

The following programs are designed to provide each township in Illinois an opportunity to improve communication and services among their township constituents, as well as, educate elected officials regarding the requirements of each of the positions that make up the township government. Additionally, improve communication among the board and an understanding of the statutory requirements placed upon each unique elected position. The association has one primary purpose and

that is to serve our members with these services. Therefore, in 2019, let's help everyone in townships become efficient empowered and innovative.

It is the hope of everyone involved in the TGEN program implementation that you will discuss with your township boards an education plan or budget for the elected officials on your individual boards to attend these scheduled events to achieve our intended goals and objectives. Engaging your residents and educating them on the services provided by township government is an assured way to assist in eliminating the unnecessary conversations regarding the elimination or consolidation of township government. Let the TGEN help you achieve just this.

The Theme for the 2019 program is "**Township Government: Efficient, Empowering and Innovative**". The objective of the program this year is to create a navigation plan to improve the communication, services and involvement of all townships in their respective communities. YOUR association offers several educational opportunities, networking events and services to achieve this goal successfully.

TGEN Video Production

The Association will continue to offer selected programs to be videotaped and then provided on the website as an additional learning tool. Additionally, Taylor Anderson, TOI Legislative Consultant will provide scheduled updates on the status of our association legislative agenda as we move through the upcoming legislative session starting in January. Watch the website and our Association Facebook page for updates and event highlights as the year unfolds.

TGEN Professional Development Program

This is the fifth year for the Professional Development Program. This program provides an in-depth design at a particular issue benefiting township government. We limit the class size to 25 participants and devote the entire day to a program. See this issue of *Township Perspective* for registration details.

TGEN Webinars (Lunch and Learn Series)

The LUNCH AND LEARN webinar series program is an excellent opportunity to learn new and review

existing ideas as an elected township official. We have monthly webinars scheduled on topics that will assist in the day to day operations of your township.

We are encouraging all townships to review the 2019 schedule at a glance and request approval by your township board to discuss the calendar and attend as many of these scheduled events as possible. The events are designed for YOU the township official.

Return of Regional Meetings

The program this year is bringing back an old concept of some regional meetings in areas of the state that we anticipate having a great turnout for an alternative program. These evening and a single afternoon program are aimed at reaching our members in areas of the state we have not been active in a while. We look forward to meeting our members at these meetings.

County Association Meetings

If you are part of a County Association of Township Officials let us know. We can assist in helping get speakers and would welcome the opportunity to attend and provide updates on what YOUR association is doing for YOU and TOWNSHIP GOVERNMENT!

SAVE THE DATE

Mark your calendars for November 10-12 in 2019 for the 112th Annual Educational Conference.

TOPICS DAY 2019 is scheduled for April 3, 2019.

Don't forget to visit the TOI website at www.toi.org for a complete listing of all programs and activities planned for the upcoming year.

Education District Events scheduled for 2019

Date	Location
March 8, 2019 (Friday)	Bloomington
March 15, 2019 (Friday)	Rockford
March 22, 2019 (Friday)	O'Fallon

Regional Meetings

May 4, 2019 (Saturday)	Danville (afternoon)
June 14, 2019 (Friday)	Mt. Vernon (evening)
July 26, 2019 (Friday)	Macomb (afternoon)

Professional Development Days

January 25, 2019	Township Budget Process
April 12, 2019	Employee Personal Program
June 27, 2019	Grant Process Outlined
July 25, 2019	True Colors Program
October 18, 2019	Township Policies and Procedures

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Wet Kits

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Dump Bodies/Service Bodies



Gooseneck Platforms



Plows & Spreaders

Scheduled Webinars for 2019

January 23, 2019	Clerk Attestation of Township Payments
February 13, 2019	Township Increment Financing District
March 20, 2019	Annual Town Meeting Discussion
April 17, 2019	TBD
May 15, 2019	TBD
June 19, 2019	TBD
July 10, 2019	TBD
August 14, 2019	TBD
September 18, 2019	TBD
October 16, 2019	TBD

THE 2019 DISTRICT PROGRAM starts with the return of **Dr. Glenn Poshard** as our opening Keynote speaker. **Dr. Poshard** has built a life-long career in public service assisting officials from all units of government in developing leadership skills by example. Dr. Poshard has developed a presentation on **Understanding Leadership** and applying it to personal and professional traits in public services. What type of leader are you? Do you understand the difference between leadership from the “Consciousness” or the “Being” characteristics? This presentation will deliver the difference. Dr. Poshard is a lifelong friend of TOI and we are looking forward to his presentation and participation in the 2019 education district program.



DR. GLENN POSHARD

Additionally, we will be hearing from The Archives Department of the Secretary of State’s office on proper recordkeeping procedures in Township Government. How are you managing the historical records of your township? Are you familiar with what the state requires? This presentation will provide just that.

The program will also take a look at road use agreements in Township Government with Attorneys from Brown Hay and Stephens of Springfield. Make sure your township is aware of these agreements and the benefits that can be gained by properly implementing them.

The program also takes a detailed look at Meeting Agendas and Public Comment. How is your township addressing public comments? Are you aware of the legal requirements for members of the public to address the township board meetings? Attorneys from Sorling Northrup in Springfield are participating in this program to update everyone on what should be included.

About Dr. Glenn Poshard

The fifth of five children who grew up on a family farm, Dr. Poshard is a native of White County, and served in the U.S. Army in Korea, where he received a commendation for outstanding service. He is a three-degree graduate of Southern Illinois University Carbondale, the first such graduate to serve on its Board of Trustees. Entering on the G.I. Bill, he earned a bachelor’s degree in secondary education in 1970, a master’s degree in health education in 1974, and a Ph.D. in higher education administration in 1984. While working toward his master’s degree, Dr. Poshard taught and coached at Galatia and Thompsonville high schools.

In August 1984, Dr. Poshard was appointed to the Illinois State Senate. He was successfully elected later that year and was re-elected in 1986. In 1989, he was elected to Congress to represent the 22nd Congressional District. He set a limit of 10 years on his service in Congress and in 1998, won the Democratic nomination for Governor of the State of Illinois, but lost in the general election. Dr. Poshard limited individual donations to his campaign and refused to accept donations from political action committees.

In 1999, Dr. Poshard was appointed Vice Chancellor for Administration for the Carbondale campus of Southern Illinois University, a post he held until July 2003. Governor Rod Blagojevich appointed him to the Board of Trustees of Southern Illinois University in January 2004. Later that year, he was elected Chair of the Board of Trustees. In 2006, he became President of the university system.

Keri-Lyn Krafthefer of Ancel Glink will discuss Board Relationships: Do your elected officials clearly understand their responsibilities.

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Education District Program Agenda

8:00 AM	Registration
8:30 AM – 8:45 AM	Opening Comments
8:45 AM – 9:00 AM	Overview of TOIRMA Program
9:00 AM – 10:00 AM	Dr. Glenn Poshard: Understanding Leadership
10:00 AM – 10:15 AM	Break with Sponsoring Vendors
10:15 AM – 11:15 AM	Recordkeeping in Township Government
11:15 AM – 12:15 PM	Road Use Agreements and Township Government
12:15 PM -1:15 PM	LUNCH
1:15 PM – 2:15 PM	Building Relationships Among Township Boards

Regional Meeting Agenda

4:00 PM	Registration
4:30 PM – 4:45 PM	Opening Comments
4:45 PM – 5:30 PM	Dinner
5:30 PM – 6:00 PM	Dr. Glenn Poshard: Understanding Leadership
6:00 PM – 7:00 PM	Recordkeeping in Township Government
7:00 PM – 8:00 PM	Program TBD
8:00 PM – 8:30 PM	Open Program on Township Government (Q/A)
8:30 PM	Adjourn



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2019 Education District Registration

Township Government

Registration 8 a.m. with 8:30 opening remarks. Lunch will be provided.



___ March 8	Doubletree By Hilton/ Bloomington
___ March 15	Giovanni's/Rockford
___ March 22	Regency Conference Center/O'Fallon
___ May 4	Danville Community College/Danville
___ June 14	Drury Inn/Mt. Vernon
___ July 26	Spoon River College/Macomb

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 \$600/township for up to nine attendees. On-site registration is \$75 per person. Please note that an onsite fee may be required if you do not register at least one week prior to the event. No refunds will be given once TOI has confirmed attendance members 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.: _____

Professional Development Days

January 25, 2019 Township Budget Process

Are you wondering what is involved in the township budget preparation and execution process. Wondering what happens when you have a budget approved and a change is needed. TOI Executive Director Bryan Smith explores the budget process from start to finish. This is a course for any township official or their staff wanting to learn new innovative strategies for the Township Budget Process.

April 12, 2019 Employee Personnel Manuals / Employment Law

Are you interested in taking a deep dive into the issue of personnel manuals? Wondering how much you are required to have for your township office? This is the program for you.

June 27, 2019 Grant Process Outlined

You know the challenges of funding your local programs. You also know that grant funding is one piece of a diverse funding plan. Applying for grants, however, is time-consuming and requires specialized expertise. This one-day seminar is designed for Illinois township officials and employees with little or no experience writing a grant proposal. Kristin Olson will demonstrate how to conduct a grant search and help you discern if a grant opportunity is a good fit for your funding needs. Then she'll walk you through the process of writing a grant narrative, including the need statement, evaluation plan, and budget. Last, but not least, Kristin will pass along a few of her tips of the trade to help you put the finishing touches on your proposal before you submit it.

Kristin Olson, Grant Writing Specialist with Grants Galore, has submitted more than 500 grant proposals over the past 20 years. With a success rate of 53%, she has secured \$105 million in grant funds and government contracts for Illinois nonprofits and units of local government. In 2018, Kristin trained 125 Township Officials and TOI annual conference attendees.

She lives and works and votes in Cartwright Township (named for Peter Cartwright, the circuit-riding preacher and political rival of Abraham Lincoln) in Pleasant Plains, Sangamon County.

July 25, 2019 True Colors Program

October 18, 2019 Township Policies and Procedures

The phrase "Policies and Procedures" sounds so official. Why is that? Simple. Almost all of your township AND road district decisions are governed by state and federal laws that require you to act using formal "policies and procedures." This session will talk about mandatory (and some optional, but recommended) policies and procedures that you must have in place on financial transactions, personal privacy, employee rights, and many other areas.

Township Classifieds Work!

Township equipment sells from our website, www.toi.org/Township-Perspective/Township-Classifieds, and from *Township Perspective*. List your surplus equipment now for results! For \$75 (copy w/photo) or \$25 (copy only), your township ad will be on our website and in the next available issue of *Township Perspective*. Email kayla@toi.org to advertise or for more information.

2019 Professional Development Course 1

Township Budgeting Preparation and Execution

The TOI Education Program is pleased to offer several Professional Development Courses in 2019 for township officials and staff. The first program of the year is **Friday, January 25, 2019**, 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. Six hours of education credit will be given for workshop completion.



Are you wondering what is involved in the township budget preparation and execution process. Wondering what happens when you have a budget approved and a change is needed. TOI Executive Director Bryan Smith explores the budget process from start to finish. This is a course for any township officials or staff wanting to learn new innovative strategies to the Township Budget Process

Deadline to register is Friday, January 11, 2019
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.