

# TOWNSHIP GOVERNMENT

# neighbors



# serving neighbors

2016

**109th Annual Educational  
Conference**  
*of the*  
**Township Officials of Illinois**

*November 13-15, 2016  
Crowne Plaza Hotel  
Springfield, Illinois*



# YOUR OFFICERS AND DIRECTORS WELCOME YOU TO OUR 109TH ANNUAL EDUCATIONAL CONFERENCE

President



**Karen Reese**

*Assessor*

*Newell Township/Vermilion County*

- 1st Vice President ..... Robert J. Miller, Highway Commissioner  
*Algonquin Township, McHenry County*
- 3rd Vice President ..... Danny Hanning, Highway Commissioner  
*Huntsville Township, Schuyler County*
- Secretary..... Susan Curtiss, Supervisor  
*Esmen Township, Livingston County*
- Treasurer ..... Judy Herrman, Clerk  
*Spring Lake Township, Tazewell County*
- Immediate Past President ..... Jeff Wallace, Trustee  
*Joliet Township, Will County*
- Executive Director..... Bryan E. Smith



## **IN MEMORIAM**

**PATRICK MURPHY**

**1949-2016**

SUPERVISOR, BELVIDERE TOWNSHIP/BOONE COUNTY  
MEMBER OF THE TOI SUPERVISORS DIVISION BOARD  
TOI BOARD MEMBER SINCE 2014

# BOARD OF DIRECTORS

## **Katy Dolan Baumer**

*Clerk*

Hanover Township, Cook County

## **M. Carroll Carroll**

*Tax Collector*

Brimfield Township, Peoria County

## **John Dabrowski**

*Assessor*

Bloomington Township, DuPage County

## **William Donnan**

*Clerk*

Ela Township, Lake County

## **Christine Filbert**

*Highway Commissioner*

Cordova Township, Rock Island County

## **Mike Foley**

*Trustee*

Venice Township, Madison County

## **Mickey Goral**

*Supervisor*

Rockford Township, Winnebago County

## **Mary Hamilton**

*Trustee*

Aetna Township, Logan County

## **Leslie Hild**

*Highway Commissioner*

Mt. Pulaski Township, Logan County

## **Lisa Hodge**

*Clerk*

Blackberry Township, Kane County

## **Percy Johnson**

*Trustee*

Waukegan Township, Lake County

## **Christopher Kain**

*Assessor*

Addison Township, DuPage County

## **Sherrill Knorr**

*Supervisor*

Reed Township, Will County

## **Deb Lane**

*Multi-Township Assessor*

Meriden/Ophir/Troy Grove Townships,  
LaSalle County

## **Darrell D. Maxheimer**

*Highway Commissioner*

Rochester Township, Sangamon County

## **Sheridan Meadows**

*Assessor*

Mt. Vernon Township, Jefferson County

## **Karen Megan**

*Tax Collector*

Millbrook Township, Peoria County

## **Charlie Montgomery**

*Highway Commissioner*

Monticello Township, Piatt County

## **Craig Paulek**

*Clerk*

Stonington Township, Christian County

## **Richard Phillips**

*Trustee*

Normal Township, McLean County

## **Lucy Prouty**

*Supervisor*

Ela Township, Lake County

## **Ruth Stanley**

*Trustee*

Sterling Township, Whiteside County

## **Sherry Tite**

*Clerk*

Wood River Township, Madison County

## **Arnold Vegter**

*Highway Commissioner*

Union Grove Township, Whiteside County

## **Deanna Wilkins**

*Assessor*

York Township, DuPage County

## **Michael J. Young**

*Supervisor*

Centralia Township, Marion County

## SCHEDULE AT A GLANCE

### SUNDAY, NOVEMBER 13

2:00 – 7:00 P.M.

REGISTRATION DESK OPEN

3:00 – 6:30 P.M.

EXHIBIT HALL OPEN

### MONDAY, NOVEMBER 14

7:30 A.M. – 9:45 A.M.

EXHIBIT HALL OPEN

COFFEE & ROLLS (7:30 – 9:00)

7:30 A.M. – 4:45 P.M.

REGISTRATION DESK OPEN

8:30 – 10:00 A.M.

SOCIAL WORKERS DIVISION MEETING

9:00 A.M. – NOON

ATTORNEYS DIVISION BUSINESS MEETING

9:30 A.M.

OPENING SESSION DOORS OPEN

MUNICIPAL BAND

10:00 – 11:30 A.M.

OPENING SESSION FEATURING MOTIVATIONAL SPEAKER,

CHRIS EGELSTON

11:00 A.M. – 3:30 P.M.

SPOUSE PROGRAM

WINERY & BREWERY TOURS

11:30 A.M. – 1:00 P.M.

COMPLIMENTARY LUNCH IN EXHIBIT HALL

1:15 – 2:15 P.M.

CONCURRENT EDUCATIONAL SESSIONS

2:30 – 3:30 P.M.

CONCURRENT EDUCATIONAL SESSIONS

3:45 – 4:45 P.M.

CONCURRENT EDUCATIONAL SESSIONS

5:00 – 7:00 P.M.

AITCOY ANNUAL BUSINESS MEETING

5:30 – 7:00 P.M.

HEYL ROYSTER HOSPITALITY

8:00 – 11:00 P.M.

FUN NIGHT AT THE CROWNE PLAZA

### TUESDAY, NOVEMBER 15

7:45 A.M. – 4:00 P.M.

REGISTRATION DESK OPEN

8:00 – 9:30 A.M.

AWARDS BREAKFAST

8:30 – 9:30 A.M.

CONCURRENT EDUCATION SESSIONS (REPEATED AT 9:45 AM)

9:45 – 10:45 A.M.

CONCURRENT EDUCATION SESSIONS

11:00 – NOON

CONCURRENT EDUCATION SESSIONS

NOON – 2:45 P.M.

DIVISION MEETINGS (TO INCLUDE BOX LUNCHES)

NOON - 3:00 P.M.

ITASCSC ANNUAL BUSINESS MEETING

3:00 – 4:00 P.M.

CLOSING SESSION

6:00 – 7:00 P.M.

RECEPTION (CASH BAR)

7:00-9:30 P.M.

BANQUET

ENTERTAINMENT FEATURING LAURIE GUEST

# GENERAL CONFERENCE INFORMATION

Registration for the 109th Annual Educational Conference is in the First Floor Lobby of the Crowne Plaza Hotel from 2:00 to 7:00 p.m. on Sunday, November 13th. The Exhibit Hall is open from 3:00 to 6:30 p.m.

Conference attendees are encouraged to take advantage of this time when there are no other TOI activities scheduled to visit the many vendors in the Exhibit Hall that provide townships with products and services. Lite snacks and beverages will be provided.

All individuals attending the Conference **MUST BE REGISTERED**, and **IDENTIFICATION BADGES MUST BE WORN** at all times. Conference Committee members will be checking for proper identification to verify all participants are paid attendees.

Members of the TOI Board of Directors are selling raffle tickets for a \$2500 travel voucher throughout the Conference. Tickets are \$25 each. Winners are **NOT** required to be present to win. Raffle tickets will also be sold at the TOI booth to help support TOIPAC.

## SHUTTLE TO OTHER HOTELS

The Crowne Plaza Hotel provides shuttle service to and from participating Conference hotels. Contact the Front Desk (217-529-7777) at least 30 minutes prior to desired pick-up time. Shuttle runs on the hour and half hour only, and only when scheduled ahead of time.

## WI-FI ACCESS

There is free Wi-Fi access for TOI conference attendees at the Crowne Plaza. The Wi-Fi network is **Crowne Plaza Conference**. When prompted for a password, enter **thanks**. Please be patient with the speed of this free access. Due to the large number of attendees and devices that may be connected to the network at one time, you may experience a delay.

## NATIONAL GUARD UNIT COLOR GUARD

The colors are presented by the Illinois Army National Guard's 233rd Military Police in Springfield. The Illinois National Guard has a proud history of defending Illinois for 293 years, while the original Massachusetts Guard dates back 379 years. Over the last decade, more than 22,000 Soldiers and Airmen from the Illinois National Guard have served overseas in places like Iraq, Afghanistan, Kuwait, Libya, Egypt and other foreign countries defending our freedom.

Members of the Guard and Reserve and their employers form an alliance essential to the security of our nation. These citizen warriors could not defend and protect us at home and abroad without the continued promise of meaningful civilian employment for themselves and their families while they continually place themselves in harm's way. They could not perform their critical mission without support from people like you.

Employer Support of the Guard and Reserve (ESGR), a Department of Defense program, was established in 1972 to promote cooperation and understanding between Reserve Component Service members and their employers and to assist in the resolution of conflicts arising from an employee's military commitment.

Please stop by booth #15 in the exhibit hall today and talk with the ESGR representative about signing a Statement of Support for your township.

## FOOD DRIVE

This year's conference theme is Neighbors Serving Neighbors, and TOI is asking conference attendees to do **JUST THAT!** Please stop by the TOI booths (#26-29) to fill food bags with items for Thanksgiving dinners which will be delivered to needy families in Sangamon County through Kumler Outreach Ministries Food Pantry.

Kumler Outreach Ministries' Food Pantry began in 1976 as a bag of groceries under the church's kitchen sink. Today, the pantry serves nearly 20,000 people a year from Springfield and the surrounding communities, making it one of the busiest in the area. Kumler's Food Pantry is a choice pantry, which means people choose the items they take home with them based on the number of people in their family. Open five days a week and one evening a month, Kumler Outreach Ministries' Food Pantry is staffed primarily by volunteers. The pantry is supported through in-kind and financial donations from individuals, churches, businesses, civic and educational groups, and is located at 303 N. Grand Ave. East in Springfield.

## CONFERENCE SURVEYS

TOI values your thoughts and ideas regarding its 109th Annual Educational Conference! To help us with planning for future education sessions and the overall conference, TOI is asking all attendees to complete surveys during each education session they attend, as well as the overall conference survey. Paper surveys are available in each session and in your conference packet received at registration. Online surveys can be accessed through the TOI Conference App on your mobile devices.

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

## HOW TO USE THE CONFERENCE APP

The TOI Conference App can be downloaded through iTunes or Google Play Store. Login using your account information and search for TOI Conference under Applications. Once you have downloaded the **TOI Conference** app onto your Apple or Android mobile device, updates will automatically appear each time you open up and sign onto the app. If you have downloaded the app in prior years, you **DO NOT** have to do it again. Updates will automatically appear once you open the app.

In order for you to take full advantage of the app's functions, you will need to sign in to the app by clicking **LOG IN** in the upper left hand corner. Type your first and last name. You will then be asked for a confirmation code. If you have not received one via email, please click **Resend Code**. A 6-digit code will be sent to your email. Enter this code and you will be logged into the system for the remainder of the conference.

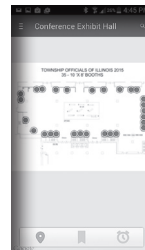
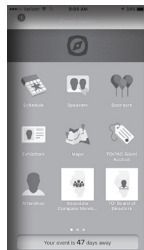
Once you click on the 2016 Conference event, you will be greeted with the Conference logo.

Then, the Conference Home Page will appear.

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

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

If you are having trouble downloading, updating, or navigating the Conference app, stop by the Mobile App booth inside of the Exhibit Hall or the TOI booth inside the Exhibit Hall for help.



## HOSTED BY TOI CONFERENCE COMMITTEE



Katy Dolan Baumer, *Chair*

Les Hild, *Vice Chair*

Sherrill Knorr

Percy Johnson

Lucy Prouty

Ruth Stanley

Sherry Tite

## SUNDAY, NOVEMBER 13

2:00 – 7:00 P.M.

### REGISTRATION

#### *First Floor Lobby*

Registration for the 109th Annual Educational Conference is on the first floor lobby of the Crowne Plaza Hotel.

Download the Conference app to your smart phone or portable device at iTunes or the Play Store, or stop by the app help kiosk inside the Exhibit Hall for assistance. If you downloaded the app last year, click on the app logo and updates will automatically be uploaded to your device.

3:00 – 6:30 P.M.

### EXHIBIT HALL

#### *Plazas E-J*

Conference attendees are encouraged take advantage of this time to visit the many vendors that provide townships with products and services. Beverages and lite snacks will be provided.

Following the exhibition we encourage you to enjoy dinner with your fellow township officials and utilize this opportunity to network with your peers. Springfield has many fine dining establishments. Visit Springfield will have a representative in the Exhibit Hall and will be happy to provide you with restaurant information and directions.

3:00 – 6:30 P.M.

### SILENT AUCTION

#### *Exhibit Hall - Plazas E-J*

Silent Auction items are on display near the TOI Booth (booths 26 – 29). Complete a Silent Auction bid form at the Registration Desk (hotel lobby) and bid during Exhibit Hall hours on Sunday and Monday as well as during the Monday night activity. Bid winners will be posted on Tuesday morning at the Registration Desk.



# MONDAY, NOVEMBER 14

7:30 A.M. – 4:45 P.M.

## REGISTRATION

*First Floor Lobby*

7:30 A.M. – 1:00 P.M.

## EXHIBIT HALL

*Plazas E - J*

Vendors that provide products and services to townships will be available from 7:30 to 9:45 a.m. (closed for the Opening Session) and 11:30 a.m. to 1:00 p.m. **Please note the Exhibit Hall is not open on Tuesday.**

You are encouraged to stop by the Employer Support of the Guard and Reserve booth between 7:30 am and 1:00 pm to sign a Statement of Support for Guard and Reserve personnel currently working or who may work in the future for your township.

Coffee and rolls sponsored by the Township Officials of Cook County will be provided from 7:30 – 9:00 a.m. We encourage all Conference attendees to participate in the Opening Session. The Exhibit Hall will close at 9:45 and reopen at 11:30 a.m.

7:30 A.M. – 10:00 P.M.

## SILENT AUCTION

Silent Auction items are located near the TOI Booth (booths 26 – 29) in the Exhibit Hall from 7:30 a.m. to 1:00 p.m. and in the Diamond Ballroom during the Monday Fun Night from 8:00 to 10:00 p.m. Bidding for all Silent Auction items will take place during these times. Bidding will cease at 10:00 p.m. Bid winners will be posted at the TOI Registration Desk at 7:45 a.m. on Tuesday. Bid winners may pay for and pick-up their items at the TOI Registration Desk from 7:45 a.m. to 4:00 p.m. on Tuesday. Complete a Silent Auction bid form at the Registration Desk (hotel lobby) in order to bid on items.

8:30 – 10:00 A.M.



MARY JO IMPERATO  
PRESIDENT, SOCIAL  
WORKERS DIVISION

## SOCIAL WORKERS DIVISION

*Capital I – Third Floor*

**Call to Order**

**Election of Officers**

**Treasurers Report**

**Old Business**

**New Business**

*Division Name Change*

*Adoption of By Laws*

*Educational Workshops*

*Committees*

**Other Business**

**Adjournment**

9:00 A.M. - NOON



JOHN M. NELSON,  
PRESIDENT,  
ATTORNEYS DIVISION

## ATTORNEYS DIVISION BOARD MEETING

*Lincoln Board Room – third floor*

# MONDAY, NOVEMBER 14

9:30 A.M.

## CASH PRIZE DRAWING

### *Exhibit Hall*

A drawing for \$100 will be held at the TOI Booth at 9:30 a.m. prior to the closing of exhibit hall for the Opening Session. Be certain to visit the TOI Booth (26 - 29) to get your name in the drawing. **Must be present to win!**

9:30 A.M.

## OPENING SESSION DOORS OPEN

### *Diamond Ballroom – Second Floor*

Enjoy patriotic music by the Springfield Municipal Band while waiting for the Opening Session to begin. If you are a veteran please stand to be recognized when you hear the theme song for your branch of service.

## OPENING SESSION FEATURING CHRIS EGELSTON

### *Diamond Ballroom (second floor)*

#### **Call to Order**

*Karen Reese, TOI President  
Newell Township Assessor*

#### **Presentation of Township Flags**

*Karen Reese, TOI President*

#### **Presentation of Colors**

*Illinois Army National Guard, 233rd Military Police, Springfield, IL*

#### **Pledge of Allegiance**

*Karen Reese, TOI President*

#### **Invocation**

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

#### **Statement of Support Signing**

*Karen Reese, TOI President & Bryan Smith, TOI Executive Director*

#### **Welcome**

*The Honorable James O. Langfelder, Mayor of Springfield*

#### **Response**

*Katy Dolan Baumer, TOI Conference Committee Chair  
Hanover Township Clerk/TOI Director/President Township Clerks Division*

#### **Remarks**

#### **Legislative/TOIPAC Report**

*Tim Bramlet, TOI Legislative Consultant*

#### **Report – State of the Association**

*Bryan E. Smith, TOI Executive Director*

#### **Keynote Speaker**

**“Goal-Setting to Goal-Getting...The Magic of Success!”**

#### **Featuring Chris Egelston**

Chris will reveal a practical, proven and profitable 5-step system for setting, and more importantly, getting your personal, professional and business or organizational goals. During this engaging and interactive presentation, you will be laughing and learning at the same time. And you are guaranteed to receive real take-away value.

10:00 – 11:30 A.M.



KAREN REESE, TOI  
PRESIDENT



KATY DOLAN BAUMER,  
TOI CONFERENCE  
COMMITTEE CHAIR



CHRIS EGELSTON, KEYNOTE  
SPEAKER

11:30 A.M. – 3:30 P.M.



11:30 A.M. – 1:00 P.M.

1:00 P.M.

PLAZA A/B ROOMS

Chris is a multi-faceted speaker, trainer, consultant, and entertainer. More simply, he is an Infotainer. He has the ability to deliver powerful content in an engaging, interactive, effective and fun way!

Chris is from Carterville, Illinois and first became interested in the art of magic. He began performing professionally in 1982 at the age of 15. Since then he has presented more than 5,000 successful presentations for banquets, conferences, conventions, and more.

**Adjournment of Opening Session**

**SPOUSE PROGRAM LUNCHEON & TOURS**

*Depart from the Crowne Plaza Hotel First Floor Lobby*

*Ticket required - \$45*

Participants depart from the Crowne Plaza Hotel Lobby by shuttle at 11:30 a.m. and proceed to Rolling Meadows Brewery in Springfield for a light lunch, tour and tasting.

Following activities at Rolling Meadows Brewery participants will be transported to the Walnut Street Winery in Rochester for a tour and tasting. The shuttle will depart Walnut Street Winery at 3:00 p.m. to return to the Crowne Plaza Hotel.

**EXHIBIT HALL & LUNCH**

*Plazas E - J*

The Exhibit Hall will reopen following the Opening Session and a complimentary lunch will be provided to all paid delegates. Although no ticket is required, your Conference badge is necessary for entrance to the Exhibit Hall. In addition to enjoying lunch and networking, Conference attendees are encouraged to use this last opportunity to visit the many vendors that help to underwrite the cost of the Conference. The Exhibit Hall will close at 1:00 p.m. and is not available on Tuesday.

**CASH PRIZE DRAWING**

*Exhibit Hall*

A drawing for \$100 will be held in the Exhibit Hall at the TOI Booth at 1:00 p.m. at the closing of the exhibit hall, prior to the beginning of the afternoon educational sessions. Be certain to visit the TOI Booth (26 - 29) to get your name included the drawing. Must be present to win!

**EDUCATIONAL SESSIONS**

*1:15 – 2:15 p.m.*

**LOBBY LEVEL – FIRST FLOOR**

**TOWNSHIP FINANCES: GETTING IT RIGHT IS CRITICAL TO MEETING YOUR TOWNSHIP’S FINANCIAL GOALS**

*Featuring Robert Porter, Director of Special Projects, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer*

*Sponsored by the Trustees Division*

This session is a must for those who might be considering becoming a supervisor or a trustee interested in understanding the process on how the

township's tax levy ordinance and budget and appropriation ordinance work. Getting it right is critical to meet the financial goals and objectives of the township. A misstep in the levy could lead to a disaster for the township. Participants will get a better understanding of the Truth-in-Taxation, Tax Cap and other hurdles to deal with in getting your financial house in order. The session will also be a great refresher for those who deal with the township financial process.

**This session will be repeated at 8:30 and 9:45 am Tuesday.**

### ASSESSORS PROGRAM

*Featuring Rebecca Rossi, IPAI*

*Sponsored by Assessors Division*

Qualifying to be elected or appointed to office.

## BALLROOM LEVEL – SECOND FLOOR

### PERSONAL PERSUASION POWER- HOW TO PRESENT YOURSELF AND YOUR IDEAS

*Featuring Chris Egelston,*

*Sponsored by Township Officials of Illinois*

During this program, Chris will reveal practical and proven tips, techniques and strategies for engaging with people more effectively, conveying your key messages in memorable and impactful ways, and building mutually beneficial relationships. This will be an engaging and interactive session that will have you laughing and learning at the same time. You will leave the room with skill sets you can immediately use!

### BEATING GOVERNMENT CONSOLIDATION THROUGH COLLABORATION: HOW TO DEMONSTRATE YOUR TOWNSHIP'S VALUE IN A WORLD THAT DOES NOT UNDERSTAND TOWNSHIPS

*Featuring Keri-Lyn J. Krafthefer, and Adam W. Lasker, Ancel, Glink, Diamond, ush, DiCianni & Krafthefer*

*Sponsored by Township Officials of Illinois*

Illinois continues its clamor towards governmental consolidation. This session will update you on the latest developments with proposed consolidation laws and give you examples of how townships can collaborate with other governments to demonstrate their value.

### WHAT YOU NEED TO KNOW TO PREPARE FOR THE UPCOMING ELECTION

*Featuring Jeff Jurgens, Attorney, Sorling Northrop*

*Sponsored by the Clerks Division*

The session will cover election terms, nomination by caucus or primary, petition filing procedures and requirements, ballot certification, and important dates to remember. Participants will have the opportunity to participate by asking questions at the end of the session.

PLAZA C/D ROOMS

DIAMOND ROOM

EMERALD ROOM

SAPPHIRE ROOM

CAPITAL I ROOM

GOVERNOR ROOM

CAPITAL II ROOM

CAPITAL III ROOM

THIRD FLOOR

**DCFS101 REPORTING CHILD ABUSE AND NEGLECT**

*Featuring Nora Harms-Pavelski*

*Sponsored by AITCOY*

Through this workshop, attendees will gain a better understanding of who DCFS is, a basic knowledge of the agency, the guiding principles for the agency, laws and legislation, how to make a report of Child Abuse and Neglect; and how to navigate the Child Abuse and Neglect hotline system.

**HIRING AND FIRING PRACTICES IN TOWNSHIP**

**GOVERNMENT**

*Featuring John Redlingshafer, Attorney, Heyl, Royster, Voelker & Allen*

*Sponsored by the Highway Commissioners Division*

The relationship between an employer and its employees has always been an essential part of building the “township team” that helps serve your constituents. This presentation will discuss various laws at issue, common problems and basic guidance on hiring and firing employees.

**MIND AND BODY SKILLS FOR REDUCING STRESS**

*Featuring Bridget Rolens, Mind-Body Health Educator, HSHS St.*

*John's Hospital*

*Mind-Body Health Services*

*Sponsored by Township Officials of Illinois*

Medical research indicates that stress can be a contributing factor to many diseases including cardiac disease, high blood pressure, obesity, anxiety and depression, and digestive disorders. This session will explore the anatomy of stress and offer participants experience in a variety of mind-body techniques for reducing stress.

**This session will be repeated at 2:30 today.**

**SURVIVORS GUIDE: EVERYTHING YOU NEED TO KNOW**

**WHEN A LOVED ONE DIES**

*Featuring Susan Dillon, Director of Adult and Senior Services, Ela Township*

*Sponsored by ITASCSC*

What do you do when someone you love passes? Who do you call? Where are all of the important documents? What would your loved one want? All of these questions and more will be answered in this informative session. Easy guides and lists will be given out for your own personal use.

# EDUCATIONAL SESSIONS

2:30 – 3:30 p.m.

## LOBBY LEVEL – FIRST FLOOR

### DROP THE DRAMA TO CREATE EXTRAORDINARY

#### OUTCOMES

*Featuring Cheri Neal, Professional Life Coach, Candid Coaching and Conversations*

*Sponsored by Township Officials of Illinois*

Drama is everywhere. On Capitol Hill, TV, in the lyrics of music, in the movies, at the grocery store, at the water cooler, on Facebook, and at home. It seems we can't avoid drama these days. The hardest part is actually seeing it and naming it. The Dreaded Drama Triangle (DDT) is like quicksand. You step into it and it sucks you under, often for days or weeks. DDT shows up when we respond in fight, flight, freeze or appease mode. The cost is in precious minutes, pennies, energy and calories.

In this powerful seminar, speaker and trainer Cheri Neal will share with you eye-opening dynamics that keep you trapped in dysfunction. You will learn strategies which will allow you to transform the way you interact with others so that you can lead with confidence and compassion, achieving your desired outcomes and more.

### THE PROTECTOR OF TOWNSHIP HIGHWAY

#### COMMISSIONERS FROM LIABILITY

*Featuring Jay Judge, Attorney, Judge, Jameson, Hoban & Fischer, LLC*

*Sponsored by the Highway Commissioners Division*

**This session will be repeated at 3:45 today.**

## BALLROOM LEVEL – SECOND FLOOR

### LEGISLATIVE RECAP WITH TIM BRAMLET

*Featuring Tim Bramlet, TOI Legislative Consultant*

*Sponsored by Township Officials of Illinois*

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

### INCREASING YOUR TOWNSHIP'S IMPACT VIA PROGRAM DEVELOPMENT

*Featuring Roger Larson, Administrator, Richwoods Township and Mike Phelan, Supervisor, Richwoods Township*

*Sponsored by the Trustees Division*

This program will address the "nuts and bolts" of program development, through the lens of a Township Supervisor.

**This session will be repeated at 3:45 today.**

PLAZA A/B ROOM

PLAZA C/D ROOM

DIAMOND ROOM

RUBY ROOM



EMERALD ROOM

**TOP TIPS TO KEEP YOUR TOWNSHIP OUT OF COURT AND BEST PRACTICES IF YOU ARE SUED**

*Featuring Keri-Lyn J. Krafthefer, and Adam W. Lasker, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer*

*Sponsored by the Trustees Division*

You have far better ways to spend your time and your township's money than on unnecessary lawsuits. This session will provide you with tips about how to keep your township out of court, how to prevent township officials from being personally liable for actions and best practices for what you should do if you or your township are sued.

**THIRD FLOOR**

CAPITAL I ROOM

**WHAT HAPPENS AFTER YOU MAKE THE CALL**

*Featuring Nora Harms-Pavelski*

*Sponsored by AITCOY*

Participants will gain an understanding of the types of intakes received as a result of a hotline call, the definition of an investigation, the process after a report is taken for investigation, the rule and procedures that guide the investigative process and the outcome decisions and how they are made.

GOVERNOR ROOM

**PREVAILING WAGE AND HOW IT WORKS IN ILLINOIS TOWNSHIPS**

*Featuring Andy Keyt, Heyl, Royster, Voelker & Allen*

*Sponsored by the Highway Commissioners Division*

Every year, townships and road districts are involved in public works (from plumbing repairs to major construction). These works will likely trigger obligations under the Prevailing Wage Act. In addition to your annual ordinance on determining the prevailing wage in your area, do you know what else the Act requires? This presentation will give you a look into common concerns and pitfalls that a unit of government may face if it does not fulfill its obligations under the Act.

CAPITAL II ROOM

**MIND AND BODY SKILLS FOR REDUCING STRESS**

*Featuring Bridget Rolens, Mind-Body Health Educator, HSHS St. John's Hospital*

*Mind-Body Health Services*

*Sponsored by Township Officials of Illinois*

Medical research indicates that stress can be a contributing factor to many diseases including cardiac disease, high blood pressure, obesity, anxiety and depression, and digestive disorders. This session will explore the anatomy of stress and offer participants experience in a variety of mind-body techniques for reducing stress.

**This session is a repeat from 1:15 p.m. today.**

## CAPITAL IV ROOM

**TOIRMA PROGRAM/COVERAGES –  
QUESTIONS & ANSWERS***Featuring TOIRMA Staff**Sponsored by TOIRMA*

If your township is a member of the TOIRMA Program, this is your opportunity to learn more about coverages offered and how they apply to you. And if your township is not presently a TOIRMA member, this presentation will still be informative. Unfortunately, we live in an ever-growing litigious society, and local governments are being sued on a daily basis. This session will better equip township officials with the tools and questions that will aid in limiting your liability exposures. Participants will also be provided an opportunity to ask questions of the TOIRMA staff in an informal setting. TOIRMA is presently in its 31st Program Year.

**EDUCATIONAL SESSIONS****3:45 – 4:45 p.m.****LOBBY LEVEL – FIRST FLOOR****CITIZENS ARREST PROGRAM***Featuring Bob Russell, Russell, English, Scoma & Beneke, P.C.**Sponsored by the Attorneys Division*

Tired of their complaints and grievances not being addressed, concerned citizens are turning to arresting their local public officials to get their attention. This presentation will discuss the phenomenon of “Citizen’s Arrest,” and hopefully provide guidance as to how to avoid it!

**THE PROTECTOR OF TOWNSHIP HIGHWAY****COMMISSIONERS FROM LIABILITY***Featuring Jay Judge, Attorney, Judge, Jameson, Hoban & Fischer, LLC**Sponsored by the Highway Commissioners Division***This session is a repeat from 2:30 p.m. today.****BALLROOM LEVEL – SECOND FLOOR****ASK AN ATTORNEY PANEL***Featuring Members of the Attorneys Division**Sponsored by The Attorneys Division*

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

## PLAZA A/B ROOMS

## PLAZA C/D ROOMS

## DIAMOND ROOM



## EMERALD ROOM

**HOW TO TRANSITION IN AND OUT OF OFFICE WITHOUT BLOODSHED – THINGS TO THINK ABOUT AFTER THE ELECTION**

*Featuring Keri-Lyn J. Krafthefer, and Adam W. Lasker, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer*

*Sponsored by the Supervisors Division*

The township elections are right around the corner! What are the best practices for integrating new township officials into your township, helping previous township officials assume different township offices and providing for the graceful exit of outgoing officials? This session will discuss issues to think about after the election is over and during the transition of township officers.

**INCREASING YOUR TOWNSHIP'S IMPACT VIA PROGRAM DEVELOPMENT**

*Featuring Roger Larson, Administrator, Richwoods Township and Mike Phelan Supervisor, Richwoods Township*

*Sponsored by the Trustees Division*

This webinar will address the “nuts and bolts” of program development, through the lens of a Township Supervisor.

**This session is a repeat from 2:30 p.m. today.**

**THIRD FLOOR****WHEN THE INVESTIGATION IS FINISHED**

*Featuring Nora Harms-Pavelski*

*Sponsored by AITCOY*

Participants will gain a better understanding of the outcomes of an investigation, services provided by DCFS, case studies, and the “red flags” associated with abuse and neglect. Q&A will be provided in each workshop.

**PAINT AND SIP**

*Featuring Tracey Colagrossi, Director, Senior Services, Hanover Township*

*Sponsored by ITASCSC*

Paint and Sip your afternoon away with ITASCSC, Senior Division! Mocktails (virgin versions of fancy drinks) will be included with your choice of a Modge Podge Collage or Paint-A-Long Acrylic Painting. Tracey Colagrossi will take you through the step by step process of completing your very own art project you can take with you. The benefit of this class is the opportunity to reduce stress and socialize. Paint and Sip class is a great way to engage a younger audience with your township programs. We hope you will join us and have fun!

**Advanced registration needed. Please stop by the ITASCSC booth during exhibit hours to sign-up for this session.**

## CAPITAL I ROOM

## ILLINOIS ROOM

GOVERNOR ROOM

TOWNSHIP RECORD KEEPING

*Featuring Gregory Moredock, Attorney, Sorling Northrop*

*Sponsored by the Clerks Division*

With an election right around the corner, this session focuses on creating and maintaining a record retention plan that complies with the Illinois Local Records Act. It will outline the proper steps to create a plan, revise a plan, and destroy documents in accordance with the plan. The focus then shifts to the unique issues presented by electronic records before concluding with general record keeping practices.

CAPITAL III ROOM

TERRORISM IN THE MIDWEST

*Featuring Special Agent Adam Topping, FBI Springfield Division, Peoria RA Squad 8, International Terrorism*

*Sponsored by Township Officials of Illinois*

United States Federal Criminal Code defines terrorism as the unlawful use of force or violence against persons or property to intimidate or coerce a government or its citizens to further certain political or social objectives. Terrorism exists in the Midwest the same as it exists elsewhere in the United States and the world. Midsize cities in the Midwest typically experience fewer instances of terrorism than large, metropolitan areas; however, the threat of terrorism is very real, and the FBI works diligently every day to identify and disrupt these threats. This presentation outlines terrorism in general, some of the key figures of terrorism, and two prominent investigations that occurred in Central Illinois.

CAPITAL IV ROOM

AMEREN ILLINOIS ENERGY EFFICIENCY PROGRAM AND INCENTIVES

*Featuring John Beintema, Ameren*

*Sponsored by Township Officials of Illinois*

5:00 P.M.

CASH PRIZE DRAWING

*Ballroom Pre-function Area – Second floor*

A drawing for \$200 will be held outside the Diamond Ballroom at 5:00 p.m. at the end of educational sessions. Be certain to visit the TOI Booth (26 - 29) to get your name included the drawing. **Must be present to win!**

5:00 – 7:00 P.M.

AITCOY ANNUAL BUSINESS MEETING

*Lincoln Board Room*

**Call to Order**

*Roll Call*

*Approval of minutes of Business Meeting held on August 23, 2016*

*Additions to the agenda*

**Officers Reports**

*President*

*Vice President*

*Treasurer*

*Secretary*

*Member At Large*



JOHN PARQUETTE  
PRESIDENT, AITCOY

**Committee Chairperson Reports:**

- Membership*
- Program*
- Awards*
- Audit*
- CEUs*
- Website*
- Perspectives*
- Creative Marketing*
- Summer Olympics*
- Youth Summit*

**Unfinished Business**

**New Business:**

- Election of 2017 Officers*
- FY 17 Budget*
- Planning for 2017*
- Quarterly E-Blast*

**Agency Announcements**

**Adjournment**

**HEYL ROYSTER HOSPITALITY**

***Plaza E Room***

**MONDAY FUN NIGHT**

***Diamond Ballroom***

*Sponsored by TOIRMA*

After joining your friends and fellow township officials for dinner, return to the Crowne Plaza to enjoy an evening of music and dancing. A DJ will provide music from 8:00 to 9:00 p.m. and dueling pianos performed by Fun Pianos! by 176 Keys will take place from 9:00 to 11:00 p.m.

A Bean Bag Tournament will also take place during the evening. The evening is sure to be loads of fun and a great time to network with colleagues. **Advanced registration appreciated. Please visit the TOI Registration Desk or TOI Booth to sign-up to participate in the beanbag tournament. No charge, just lots of fun!**

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

5:30 – 7:00 PM

8:00 – 11:00 P.M.



## MONDAY, NOVEMBER 14, 2016

8:00 – 10:00 P.M.

### SILENT AUCTION

#### *Diamond Ballroom*

Silent Auction items will be available for a last chance to bid in the Diamond Ballroom from 8:00 to 10:00 p.m. Bidding for all Silent Auction items will cease at 10:00 p.m. Bid winners will be posted at the TOI Registration Desk at 7:45 a.m. on Tuesday. Bid winners may pay for and pick-up their items at the TOI Registration Desk from 7:45 a.m. to 4:00 p.m. on Tuesday.

## TUESDAY, NOVEMBER 15, 2016

7:45 A.M. – 4:00 P.M.

### REGISTRATION

#### *First Floor Lobby*

8:00 – 9:30 A.M.

### AWARDS BREAKFAST

#### *Diamond Ballroom – Second Floor*

*Ticket Required - \$20*

Join your fellow TOI officials and enjoy breakfast during which Voluntary Education awards will be presented, as well as Division awards, and winners of the 20th Annual TOI Mighty Message Contest.

## EDUCATIONAL SESSIONS

*8:30 – 9:30 a.m.*

### THIRD FLOOR

### TOWNSHIP FINANCES: GETTING IT RIGHT IS CRITICAL TO MEETING YOUR TOWNSHIP'S FINANCIAL GOALS

*Featuring Robert Porter, Director of Special Projects, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer*

*Sponsored by the Supervisors Division*

This session is a must for those who might be considering becoming a supervisor or a trustee interested in understanding the process on how the township's tax levy ordinance and budget and appropriation ordinance work. Getting it right is critical to meet the financial goals and objectives of the township. A misstep in the levy could lead to a disaster for the township. Participants will get a better understanding of the Truth-in-Taxation, Tax Cap and other hurdles to deal with in getting your financial house in order. The session will also be a great refresher for those who deal with the township financial process.

**This session is a repeat from 1:15 p.m. yesterday.**

**This session will be repeated at 9:45 today.**

ILLINOIS ROOM

## GOVERNOR ROOM

COMMUNICATING YOUR ELECTION MESSAGE

*Featuring Jill Bremer, The Edge Executive Coaching and Training  
Sponsored by Township Officials of Illinois*

In election season, it's important that people know who you are and what you've done! Do you tell your "story" well – or do you struggle with what to say and how to say it? This workshop will teach you how to create a compelling message and deliver it effectively—verbally, vocally, and visually.

**This session will be repeated at 9:45 today.**

## EDUCATIONAL SESSIONS

9:45 – 10:45 a.m.

### LOBBY LEVEL - FIRST FLOOR

HOW A BILL BECOMES A LAW : A PRESENTATION ON  
WHAT IT ALL MEANS TO YOU

*Featuring Dr. Kent Redfield, Professor Emeritus, University of Illinois at Springfield*

*Sponsored by the Clerks Division*

The purpose of this session is to present an overview of the mechanics and the politics of the legislative process as practiced by the Illinois General Assembly and Illinois Governors. Participants will learn the broad parameters contained in the Illinois State Constitution (as interpreted by the Illinois Supreme Court) and the specific procedures set out in the House and Senate Rules. Participants will also learn how the process has been structured to provide strategic advantages to the legislative leaders and the partisan majority in each chamber. These advantages can play an important role in how conflicts between the legislature and the governor, between the House and the Senate, between the partisan caucuses, between members and legislative leaders, and between competing interest groups are resolved.

SOCIAL SECURITY- UNDERSTANDING THE APPLICATION  
PROCESS AND VERIFYING BENEFIT INFORMATION

*Featuring Jack Myers*

*Sponsored by The Supervisors Division*

This session will describe the disability application process including clarification of the differences between Social Security and Supplemental Security Income (SSI) disability. We will also explore ways to verify important information such as monthly Social Security or SSI benefit amount, and status as a disabled person on Social Security records.

**This session will be repeated at 11:00 today.**

## PLAZA A/B ROOMS

## PLAZA C/D ROOMS

PLAZA E ROOM

**CHARACTERISTICS OF A WELL BUILT ROAD**

*Featuring Kevin Burke, Executive Director, Illinois Asphalt Pavement Association*

*Sponsored by the Highway Commissioners Division*

This session will discuss basic road design, construction, and maintenance. Participants will learn about the importance of drainage and subgrade support, different pavement design options, proper construction, and maintenance options.

**BALLROOM LEVEL – SECOND FLOOR**

RUBY ROOM

**A BRIEFING ON THE 2017 ILLINOIS ELECTION PROCESS**

*Featuring Jamye Sims, Election Specialist, Illinois State Board of Elections*

*Sponsored by Township Officials of Illinois*

The State Board of Elections will be providing a Power Point Presentation “Preparing for the 2017 Election Cycle”. Each participant will receive a copy of this presentation that will cover election terms, nomination by caucus or primary, petition filing procedures and requirements, ballot certification and important dates to remember.

**This session will be repeated at 11:00 today.**

**THIRD FLOOR**

CAPITAL IV ROOM

**TOWNSHIP DAY 2016**

*Featuring Susan Dillon, Director of Adult and Senior Services, Elia Township*

*Sponsored by ITASCSC*

Get the word out across Illinois to let everyone know what Townships do! It has never been more important to let your constituents know who you are and how you can help. What did your Township do on September 21, 2016? Did you host a Township Day celebration? Join this session to see the celebrations that happened across Illinois to commemorate this day. Along with finding out what others did, participants will learn how to host their own Township Day next year.

**This session will be repeated at 11:00 today.**

ILLINOIS ROOM

**TOWNSHIP FINANCES: GETTING IT RIGHT IS CRITICAL TO MEETING YOUR TOWNSHIP’S FINANCIAL GOALS**

*Featuring Robert Porter, Director of Special Projects, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer*

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This session is a must for those who might be considering becoming a supervisor or a trustee interested in understanding the process on how the township’s tax levy ordinance and budget and appropriation ordinance work. Getting it right is critical to meet the financial goals and objectives of the township. A misstep in the levy could lead to a disaster for the township. Participants will get a better understanding of the Truth-in-Taxation, Tax Cap and other hurdles to deal with in getting your financial



## GOVERNOR ROOM

house in order. The session will also be a great refresher for those who deal with the township financial process.

**This session is a repeat from 1:15 p.m. yesterday and 8:30 a.m. today.**

### COMMUNICATING YOUR ELECTION MESSAGE

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In election season, it's important that people know who you are and what you've done! Do you tell your "story" well – or do you struggle with what to say and how to say it? This workshop will teach you how to create a compelling message and deliver it effectively—verbally, vocally, and visually.

**This session is a repeat from 8:30 a.m. today.**

## EDUCATIONAL SESSIONS

*11:00 a.m. - Noon*

### LOBBY LEVEL – FIRST FLOOR

#### TOWNSHIP RECORDS MAINTENANCE: ARE YOU DOING IT CORRECTLY?

*Featuring Robert Boots, Chief Deputy Director, Illinois State Archives,  
Office of Illinois Secretary of State  
Sponsored by the Clerks Division*

This course is an overview of the records management processes as defined within the context of the Illinois Local Records Act (50 ILCS 205) and 44 ILL Admin Code 4000 for down-state municipalities, and Illinois Local Records Act (50 ILCS 205/60) and 44 ILL Admin Code 4500 for Cook County municipalities. The emphasis is on establishing and stabilizing records management processes.

#### SOCIAL SECURITY- UNDERSTANDING THE APPLICATION PROCESS AND VERIFYING BENEFIT INFORMATION

*Featuring Jack Myers  
Sponsored by The Supervisors Division*

This session will describe the disability application process including clarification of the differences between Social Security and Supplemental Security Income (SSI) disability. We will also explore ways to verify important information such as monthly Social Security or SSI benefit amount, and status as a disabled person on Social Security records.

**This session is a repeat from 9:45 today.**

## PLAZA A/B ROOMS

## PLAZA C/D ROOMS

## RUBY ROOM

**BALLROOM LEVEL – SECOND FLOOR****A BRIEFING ON THE 2017 ILLINOIS ELECTION PROCESS***Featuring Jamye Sims, Election Specialist, Illinois State Board of Elections**Sponsored by Township Officials of Illinois*

The State Board of Elections will be providing a Power Point Presentation “Preparing for the 2017 Election Cycle”. Each participant will receive a copy of this presentation that will cover election terms, nomination by caucus or primary, petition filing procedures and requirements, ballot certification and important dates to remember.

**This session is a repeat from 9:45 today.**

**THIRD FLOOR**

## CAPITAL IV ROOM

**TOWNSHIP DAY 2016***Featuring Susan Dillon, Director of Adult and Senior Services, Elia Township**Sponsored by ITASCSC*

Get the word out across Illinois to let everyone know what Townships do! It has never been more important to let your constituents know who you are and how you can help. What did your Township do on September 21, 2016? Did you host a Township Day celebration? Join this session to see the celebrations that happened across Illinois to commemorate this day. Along with finding out what others did, participants will learn how to host their own Township Day next year.

**This session is a repeat from 9:45 today.**

## CAPITAL V ROOM

**SOCIAL SECURITY DISABILITY: CHANGE AND CONFUSION***Featuring Jeffrey Rabin, Attorney, Rabin, Kodner & Brown, Ltd.**Sponsored by The Social Workers Division*

During this “non-legal” presentation he explains the different Social Security disability law and programs, reviews how Social Security analyzes claims and how to prepare so that the strongest case possible is made to the Social Security Administration. Mr. Rabin explains the application process and how months can be shaved from the processing time. Practical hints are provided in how to deal with the bureaucracy, how to communicate with treating physicians, and how to minimize the chance of delays and lost files. Finally, the rules regarding how to return to work while on SSDI and SSI are outlined so that people receiving benefits will have accurate information when making the step back into the work force.

This discussion will de-mystify the application and appeals process, and provide people with disabilities the information they need to protect and assert their rights under the Social Security Act. This is intended to be an open discussion between Mr. Rabin and the audience. Questions are encouraged and materials will be provided which will outline the subject matter and provide room for notes.



ILLINOIS ROOM

**ENBRIDGE: UPDATE ON THE PIPELINE IN ILLINOIS**

*Featuring Cheryl Harvey, Senior Advisor Public and Government Affairs, Enbridge Energy*

*Sponsored by the Highway Commissioners Division*

Discover how Enbridge Energy, the industry leader in the safe transit and storage of energy in North America, is part of your life in ways you may not have known. Operating more than 50,000 miles of energy pipelines across North America, Enbridge transports liquid petroleum, (via 17,000 miles of pipeline), which is refined into products we all use every day. Find out how the Enbridge systems work; how Enbridge operates in your communities; and the economic impact that Enbridge has made in the state of Illinois.

You will also learn about the extensive, multi-layered program of preventative measures that Enbridge uses to ensure the safest, most reliable operations of its pipelines and related facilities.

GOVERNOR ROOM

**RIGHT OF WAY: COMMON PROBLEMS ON WHAT IS REQUIRED**

*Featuring Andy Keyt, Heyl, Royster, Voelker & Allen*

*Sponsored by the Highway Commissioners Division*

An increasing number of townships and road districts are being presented with concerns from neighboring property owners about whom or what “owns” the right-of-way. This presentation will give an overview of the various ways rights-of-way are created or altered, common problems in right-of-way disputes, and a brief discussion on how to potentially avoid future encroachments or problems.

NOON – 3:00 P.M.

**ITASCSC ANNUAL BUSINESS MEETING**

*Capital VI Room – Third Floor*

**Call to Order**

**Introductions**

**Approval of Minutes**

**Financial Report**

**Election of Officials**

**Approval of New Schedule of Meeting Dates/Conference Call Dates**

**Committee Reports and Approval of Committees for Next Year**

*Educational - Jodi Gallagher, Susan Dillon, Tracey Calagrossi*

*Nominating - Desiree Scully-Simpkins and Tracey Calagrossi*

*Awards - Sally Furbman, Sue Dillon, Monika Jaroszewicz*

*Legislative - Desiree Scully-Simpkins and Mary Swanson*

*Membership - Mary Swanson, Desiree Scully-Simpkins and Susan Dillon*

**Perspective Assignments and Responsibilities**

*January: TOI Awards done by Publicity Chair*

*February:*

*March:*

*April:*

*May:*

*June/July:*



SUSAN DILLON  
PRESIDENT, ITASCSC

August:  
September:  
October:  
November:  
December:  
Membership  
New Business

**Adjournment**

**\*\*Please bring information and brochures/newsletters to share\*\***

**DIVISION MEETINGS/LUNCH – BOXED LUNCHES WILL BE SERVED**

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

**HIGHWAY COMMISSIONERS DIVISION**

**Call To Order** — *Chris Filbert, President*

**Pledge & Moment Of Silence** — *Charlie Montgomery*

**Roll Call & Minutes** — *Greg Menold*

**Treasurer’s Report**— *Don Goad*

**Old Business**

**New Business**

**Adjournment**

**Business Meeting Followed By Educational Program:**

*Senator Neil Anderson, 36th District*

*“Safety First” with Ted the Safety Man and Jim Donelan, TOIRMA*

**ILLINOIS ASSESSORS ASSOCIATION**

**Call to Order** – *Deanna Wilkins*

**Pledge of Allegiance** – *Sandy Shaw*

**Invocation** – *Deanna Wilkins*

**Invited Guest:**

*Dominic Cirone and Christine Cook*

*Cirone Computer Consulting, Inc.*

*Mike Weeks*

*Vanguard Appraisals, Inc.*

*Jo Ellen Mahr, Division Manger*

*Illinois Department of Revenue*

**President’s Report** – *Deanna Wilkins*

**Secretary’s Report** – *Grace Vetter*

**Treasurer’s Report** – *Deb Lane*

**Committee Report** –

**Legislation** – *Laura Ross*

**Public Relations** – *Deb Lane*

**TOI Conference** – *Anjie Lord*

**Audit Committee** – *John Dabrowski*

**Nominating** – *Chris Kain*

**Election of Officers**

**Old Business:**

**New Business:**

NOON – 2:45 P.M.

PLAZA E ROOM – FIRST FLOOR

PLAZA H ROOM – FIRST FLOOR



ASSESSORS DIVISION  
PRESIDENT  
DEANNA WILKINS

Program - TBA  
Speaker – TBA  
Open Forum/ Door Prizes  
Adjourn

TOPAZ ROOM – SECOND FLOOR



KAREN MEGAN  
PRESIDENT, TAX  
COLLECTORS DIVISION

TAX COLLECTORS DIVISION

Call to Order and Welcome

*Karen Megan, President*

Pledge of Allegiance

Minutes of 2015 Meeting

Financial Report

Old Business - Discussion

New Business - Discussion

Set Time for 2017 Meeting

Adjournment

RUBY ROOM – SECOND FLOOR



KATY DOLAN BAUMER  
PRESIDENT, CLERKS  
DIVISION

TOWNSHIP CLERKS DIVISION

Call to Order & Welcome

*Katy Dolan Baumer, President*

Invocation

*Marilyn Hendrick, Director*

Pledge of Allegiance

*Linda Kroenlein, Director*

Roll Call & Introduction of Board Members

*Lisa Hodge, Secretary*

Secretary's Report – Approval of Minutes from Annual Division Meeting –

*Lisa Hodge, Secretary*

Treasurer's Report – Review and Approval of Final Report 2016

*Sheryl Crowley, Treasurer*

TOI Association Report

*Bryan Smith, TOI Executive Director or*

*Jerry Crabtree, TOI Associate Director and Education Coordinator*

Division Report and Special Recognitions

*Katy Dolan Baumer, President*

Program: Post Election Duties – “I’m Elected – Now What?”

*Panel Discussion and Q & A*

Committee Reports

*Legislative – Craig Paulek, Chairman*

*Education – Chuck Levy, Chairman*

*Audit & Finance – Sheryl Crowley, Treasurer*

*Public Relations – Sherry Tite, Chairman*

*William Z. Ahrends Award – Chuck Levy, Chairman*

Special Committees

*Membership – Delores Schelm, Clerk*

*“101 Reasons it is Great to be a Clerk” – Beth Ann May,*

*Immediate Past President*

*Township Clerk Certification Program – Beth Ann May,*

*Immediate Past President*

PLAZA G ROOM – FIRST FLOOR



MICHAEL YOUNG  
PRESIDENT, SUPERVISORS  
DIVISION

**New Business**

*Bylaws – Linda Kroenlein, Chairman*  
*Nominating Committee (Report and Elections) – Beth Ann May,*  
*Immediate Past President*

**Old Business**

**Door Prizes and “the Pig” Drawing**  
**Adjournment**

**TOWNSHIP SUPERVISORS DIVISION**

**Registration**

**Call to Order** – *President, Michael Young*  
**Pledge of Allegiance** – *Vice-President, Susan Curtiss*  
**Roll Call & Correspondence** – *Secretary, Chris Johnson*  
**Reading and Approval of Minutes** – *Secretary, Chris Johnson*  
**Treasurer’s Report & Approval** – *Treasurer, Tina Davis*  
**President’s Report** – *President, Michael Young*

**Committee Reports:**

*Executive Committee – President, Michael Young*  
*Legislative Committee – Chair, Mickey Goral*  
*Nominating Committee – David Dobbels, Appointed Chairman*  
*Membership Committee – Sherrill Knorr*  
*Program Committee – Annette Miller*  
*GATI/Education Committee – Beth Pechous*

**Unfinished Business**

**New Business**

**Closing Remarks**

**Door Prizes**

**Adjournment**

**TRUSTEES DIVISION**

**Registration**

**Call to Order and Welcome**

*Mary Hamilton – Aetna Township, Logan County*

**Pledge of Allegiance**

*Richard Phillips – Normal Township, McLean County*

**Invocation**

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

**Business Meeting**

*President’s Report*  
*Approval of Minutes of November 10, 2015 Meeting*  
*Treasurer’s Report*  
*Election of Officers and Directors*

**Program: “Empowering Trustees”**

*Jim Kelly, Attorney*

**Door Prizes**

**Adjourn**

PLAZA F ROOM – FIRST FLOOR



TRUSTEES DIVISION  
PRESIDENT  
MARY HAMILTON

3:00 – 4:00 P.M.

**CLOSING SESSION AND BUSINESS MEETING**

***Plaza I Room – First Floor***

**Call to Order**

*Karen Reese, TOI President*

*Newell Township Assessor*

**Invocation**

*Rev. Percy L. Johnson, TOI Official Chaplain*

*Waukegan Township Trustee*

**Pledge of Allegiance**

*Karen Reese, TOI President*

**Introduction of Division Presidents and Division Meeting Reports**

**Association Report**

*Bryan E. Smith, TOI Executive Director*

**Bylaws Committee Report**

*Darrell Maxheimer, Chair*

*Rochester Township Highway Commissioner*

**Nominating Committee Report**

*Jeffery Wallace, Chair, Joliet Township Trustee/*

*TOI Immed. Past Pres.*

**Election of Officers and Directors**

*All members must show 2016 – 2017 Paid Dues Card to vote*

**Presentation of New Officers and Directors**

**Swearing In of New Officers and Directors**

**Adjournment of 2016 Conference**

**RECEPTION (CASH BAR)**

***Ballroom Pre-function Area – Second Floor***

**ANNUAL BANQUET**

***Diamond Ballroom – Second Floor***

*Ticket Required - \$45*

Laurie Guest, CSP is a highly sought after speaker who meeting planners call upon event after event to deliver top notch content with a good dose of motivational laughter. She is well known for her imaginative ideas and entertaining style. This Chicago area native motivates and invigorates audiences in the Midwest and beyond with lively, empowering messages.

Laurie is a member of the National Speakers Association and is a Certified Speaking Professional. She speaks to thousands of people and consistently receives stellar ratings. Her ability to blend real-life examples with proven action steps leads to encore appearances for over 75% of her audiences. She frequently speaks to associations, medical practices, hospitals, municipal groups, banks and education professionals.

Twenty-four years of experience in the healthcare industry and years as a business owner, give Laurie unique insights into the challenges facing businesses and the impact of an apathetic staff. She expounds on the lessons she's learned along the way to help others in their professional and personal lives, overcoming obstacles and increasing positive outlooks and productivity.

6:00 – 7:00 P.M.

7:00 – 9:30 P.M.



LAURIE GUEST, CSP.

## TOI Staff

Bryan E. Smith, Executive Director  
bryan@toi.org

Jerry B. Crabtree, Associate Director/Education Coordinator  
jerry@toi.org

Timothy S. Bramlet, Legislative Consultant  
tbramlet@bramletconsulting.com

Pam Butler, Office Manager  
pam@toi.org

Amy Rourke, Associate Editor, Township Perspective  
amy@toi.org

Barb Hale, Meeting Consultant  
bhaleeventmgtpo@att.net

Kristen Ball, Meeting Consultant  
eventmgtpo@yahoo.com

*Join us at next year's conference,  
November 12-14, 2017 at the Crowne Plaza in Springfield.*

### 2016 TOI ANNUAL EDUCATIONAL CONFERENCE SPONSORS

#### PLATINUM

TOIRMA

Township Officials of Cook County

Visit Springfield

#### GOLD

Allied Benefit Systems – MACI

Enbridge

Martin Equipment

#### SILVER

Ancel Glink

#### CONFERENCE APP

TOIRMA

Heyl Royster

Sorling Northrup

Township Officials of Illinois Divisions

## 2016 TOI Educational Conference Exhibitors

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

AITCOY - The Association of Illinois Township Committees on Youth

Allied Benefit Systems, Inc.

Ameren Illinois

Biospan Technologies

Clarke

Enbridge

FORCE America, Inc.

Greenfield Contractors LLC

IDOT Technology Transfer Center

ITASCSC, Illinois Township Association of Senior Citizen Services Committees

Illinois Assessors Association

Illinois Municipal Retirement Fund

Illinois Township Trustees Association

Local Government Health Plan

Martin Equipment of Illinois, Inc.

Mid-West Truckers Association, Inc.

Stonehugger Cemetery Restoration

TOIRMA

Township Highway Commissioners of Illinois

Township Officials of Illinois

Township Officials of Illinois Clerks Division

Visual PAMSPRO

Waukegan Township

Wm. Nobbe Co.

Woody's Municipal Supply Co.

*Shading Denotes Associate Company Members of TOI*

# SAVE THE DATE

## 2017 TOI EDUCATION PROGRAMS

- JULY 13 NEWLY ELECTED OFFICIALS TRAINING,  
HILTON – LISLE/NAPERVILLE
- JULY 20 NEWLY ELECTED OFFICIALS TRAINING,  
HOLIDAY INN – MT. VERNON  
*[EVENING PROGRAM, 5PM–9:30PM]*
- JULY 27 NEWLY ELECTED OFFICIALS TRAINING,  
GIOVANNI’S – ROCKFORD
- AUGUST 3 NEWLY ELECTED OFFICIALS TRAINING,  
MARRIOTT – NORMAL

## 2017 TOI PROFESSIONAL DEVELOPMENT PROGRAMS

(HELD AT THE TOI OFFICE IN SPRINGFIELD)

**JANUARY 20**

**APRIL 7**

**JUNE 23**

**OCTOBER 23**

**2017 ANNUAL EDUCATIONAL CONFERENCE:**

**NOVEMBER 12-14**

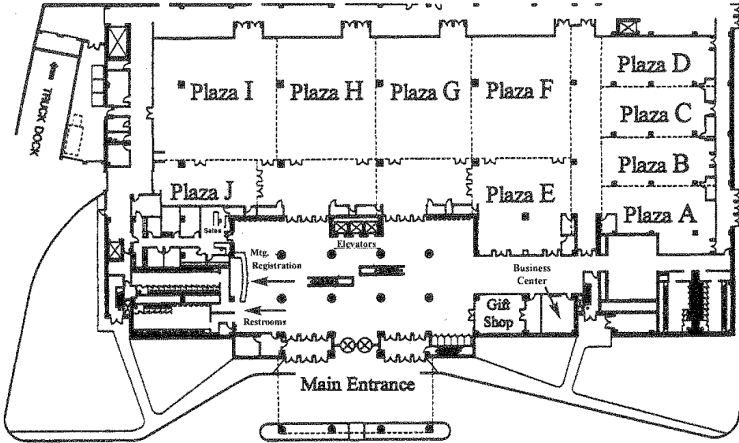
**CROWNE PLAZA, SPRINGFIELD**



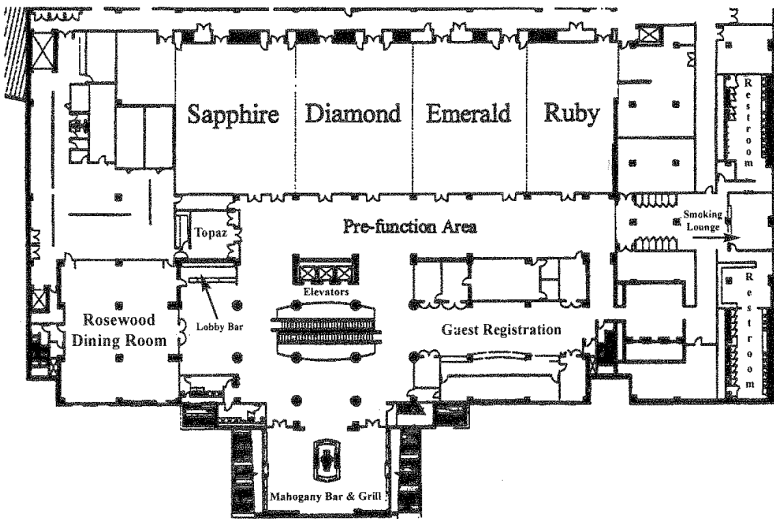
## ASSOCIATE COMPANY MEMBERS OF TOI

- A.J. Corso & Associates, Inc.  
Alliance Tractor LLC  
Allied Benefit Systems, Inc.  
Ancel, Glink, Diamond, Bush,  
DiCianni & Krafthefer, P.C.  
Bank of Springfield  
Behm & Hagemann, Inc.  
Birkey's Construction Equipment  
Bioseal  
Bonnell Industries  
Byers Printing Company  
Call One  
Candos Agency  
Cannon Cochran Management  
Services Inc.  
Clark Tank Cars LLC  
Crossroads Truck Equipment  
Dean W. Cass, Inc.  
Enbridge Energy  
Everseal Concrete Coatings  
Flink Company Giffin, Winning,  
Cohen & Bodewes, P.C.  
Government Forms & Supplies, LLC  
Greenfield Contractors LLC  
Hampton Equipment  
Higgs Welding  
IRC, Inc.  
Illinois Office Supply  
Independent Energy Consultants  
Integrays Energy  
JX Peterbilt  
K.K. Stevens Publishing Co.  
Koenig Body and Equipment, Inc.  
Lauterbach & Amen, LLP  
Louis Marsch, Inc.  
M&M Pump Co., Inc.  
Matuszewich & Kelly, LLP  
Mitch Lee Products, LLC  
Monroe Truck Equipment, Inc.  
NJS Enterprises, Inc.  
Ottosen, Britz, Kelly, Cooper, Gilbert  
& DiNolfo, Ltd.  
Oxcart Permit Systems LLC  
Phoenix Services LLC  
Quincy Mack Sales & Service  
RJ Telcom LLC.  
R.N.O.W., Inc.  
Robbins, Schwartz, Nicholas, Lifton  
& Taylor, Ltd.  
Rush Truck Center  
SealMaster Chicago  
SFI Accounting-Payroll-Tax  
Sherwin Industries, Inc.  
Sorling Northrup  
Stonehugger Cemetery Restoration  
The Interlocal Purchasing System  
(TIPS)  
Thompson Truck & Trailer, Inc.  
Tri-State Asphalt, LLC  
Unique Paving Materials  
Vanguard Appraisals, Inc.  
Vortex Midwest  
Wm. Nobbe Co.  
Woody's Municipal Supply Co.

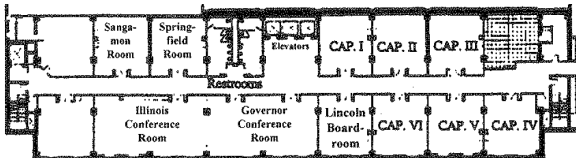
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