

HOSTED BY TOI CONFERENCE COMMITTEE



Sherry Tite, *Chair*

Sherrill Knorr, *Vice Chair*

Katy Dolan Baumer

Percy Johnson

Greg Menold

Ruth Stanley

Kay Starostovic

SUNDAY, NOVEMBER 12

2:00 – 6:00 P.M.

Registration

First Floor Lobby

Registration for the 110th Annual Educational Conference will take place on the first floor lobby of the Crowne Plaza Hotel.

Download the Conference app to your smart phone or portable device prior to the Conference, or stop by the app help desk by registration for assistance. **New instructions for app download: visit iTunes or Play Store and download the **CrowdCompass AttendeeHub** app. After installing the app, search the app for **TOWNSHIP 2017** to use the TOI conference app on your mobile device.

2:00 – 6:00 P.M.

Exhibit Hall

Plazas E-J

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

2:00 – 6:00 P.M.

Silent Auction

Exhibit Hall - Plazas E-J

Silent Auction items will be on display near the TOI Booth (booths 26 – 28). 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.

6:00 – 9:50 P.M.

Wine & Cheese Reception

Following the exhibition, we encourage you to enjoy the **Wine & Cheese Reception** at the Abraham Lincoln Presidential Museum. Tour times are 6:00 – 7:50 pm and 8:05 – 9:50 pm. Be sure to pick-up your complimentary ticket when checking in to the Conference.

This event is sponsored by TOIRMA and Visit Springfield.

MONDAY, NOVEMBER 13

7:30 A.M. – 4:45 P.M.

Registration

First Floor Lobby

If you are not able to check-in on Sunday afternoon please do so early on Monday morning in order to enjoy coffee and rolls provided by the Township Officials of Cook County in the Exhibit Hall while visiting with the many vendors. Be certain to check-in before 9:30 in order to enjoy the patriotic music provided by the Springfield Municipal Band and a Speed Painter prior to the start of the Opening Session at 10:00 a.m.

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 11:45 a.m. to 1:00 p.m. Please note the Exhibit Hall is not open on Tuesday.

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 11:45 a.m.

7:30 A.M. – 9:30 P.M.

Silent Auction

Silent Auction items will be located near the TOI Booth (booths 26 – 28) in the Exhibit Hall from 7:30 a.m. to 1:00 p.m. and in the Diamond Ballroom during the Banquet & entertainment from 8:30 to 9:30 p.m. Bidding for all Silent Auction items may take place during these times. Bidding will cease at 9:30 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.

Illinois Township Association Of General Assistance

Caseworkers

Capital I – Third Floor

Call to Order

Appointment of Second Vice President

Division Updates

Treasurers Report

Old Business

New Business

Educational Workshops

Committees

Recognition of Past 2nd Vice President

Adjournment



MARY JO IMPERATO
PRESIDENT,
ILLINOIS TOWNSHIP
ASSOCIATION
OF GENERAL
ASSISTANCE
CASEWORKERS

9:00 A.M. – NOON



JOHN M. NELSON,
PRESIDENT,
ATTORNEYS DIVISION

Attorneys Division Board Meeting

Lincoln Board Room – Third Floor

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 - 28) 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 speed painter John Jansky, who will create a Lincoln-themed painting while enjoying 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.

10:00 – 11:45 A.M.

Opening Session featuring John Foppe

Diamond Ballroom (second floor)

Call to Order

*Danny Hanning, TOI President
Huntsville Township Highway Commissioner*

Presentation of Township Flags

Danny Hanning, TOI President

Presentation of Colors

Lincoln's Challenge Academy

Pledge of Allegiance

Danny Hanning, TOI President

Invocation

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

Welcome

*Sherry Tite
Wood River Township Clerk/TOI Director*

Remarks

Legislative/TOIPAC Report

Taylor Anderson, TOI Legislative Consultant

Report – State of the Association

Bryan E. Smith, TOI Executive Director

Keynote Speaker

“Make It Happen!”

Featuring John Foppe

Born without arms, John Foppe understands firsthand the difficult gaps between envisioning an outcome and achieving it. He once led



DANNY HANNING, TOI
PRESIDENT



SHERRY TITE,
TOI CONFERENCE
COMMITTEE CHAIR



JOHN FOPPE, KEYNOTE
SPEAKER

a miserable, dependent, and limited existence. At ten-years old, for example, he couldn't put his own pants on. Today, he operates his own company, travels the world, runs a large non-profit agency, and he is a husband and father.

John has learned that a person's ability to do something is not dependent on having all sorts of ability, time, and money. Instead, making something happen has more to do with one's personal sense of value and ability to cast a vision.

Adjournment of Opening Session

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.**

EDUCATIONAL SESSIONS

1:15 – 2:15 p.m.

Prescription Painkillers - The New Heroin Epidemic

Featuring Karen Wolownik Albert, LCSW

Sponsored by AITCOY

More prescriptions are written than ever before and as a result prescription drug abuse is growing at the same rate. The presenter will discuss recent statistics of prescription drug abuse, the most commonly abused prescription drugs, and the need for individualized treatment and intervention. Medical and behavioral health professionals should recognize warning signs indicating possible prescription drug abuse. Prescription drugs are often abused in addition to alcohol and illicit drugs with potential lethal effects. Of particular concern is the link between prescription drug abuse and heroin abuse.

Yoga and Meditation for Health on All Levels

Sponsored by ITASCSC

Featuring Justine L. Schact, Trailhead Healing Arts Center

The techniques of yoga and meditation have been used for thousands of years to help individuals lead a fulfilling, long life. A good yoga teacher can help you find the practices that will work with your unique nature to bring balance and peace of mind on all levels of your being; the physical, mental, emotional, and spiritual. The goal of yoga and meditation is to reduce pain and suffering on all levels. This vast science, and art, can help you calm your mind, relax your body and increase your sense of self and purpose. In our discussion, and short practice, you will learn some techniques that you can incorporate into your daily routine right away.

11:45 A.M. – 1:00 P.M.

GOVERNOR ROOM

ILLINOIS ROOM

SAPPHIRE ROOM

Township Cemeteries in 2017*Featuring Kurt Asprooth, Ancel Glink**Sponsored by Clerks Division*

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

DIAMOND ROOM

Technology in Township Government*Featuring Keri-Lyn Krafthefer, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer**Sponsored by Township Officials of Illinois*

Technology marches on and social media is imploding! Should your township participate in social media or avoid it? Do you have the correct policies and procedures in place for your employees regarding technology and for any township social media? Attend this session to find out the best practices for technology and to prevent your township from tweeting into trouble.

EMERALD ROOM

Prevailing Wage and Contracts in Township Road Districts*Featuring John Redlingshafer, Heyl Royster**Sponsored by Supervisors Division*

Both newly-elected and veteran township officials know there are countless duties and responsibilities you provide to your taxpayers. Many of these duties require (or should require) contracts and may also trigger additional obligations under state and federal law. One of those laws is the Prevailing Wage Act, which not only requires you to pass an annual ordinance declaring the relevant wages in your area, but also requires you to pay a “prevailing wage” to contractors and subcontractors who are working on your “public works” projects.

This presentation will take a look at contracts in general, but with a specific focus on those contracts which many not only fall under the Prevailing Wage Act, but also trigger your obligation to bid out a particular project.

PLAZA C/D ROOM

Social Security Disability: Change and Confusion*Featuring Jeffrey Rabin, Law Offices of Rabin, Kodner & Brown**Sponsored by ITGAC*

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.

PLAZA A/B ROOM

Nuts and Bolts 102 for Township Clerks

Featuring Katy Dolan Baumer, Clerk, Hanover Township/Cook County

Sponsored by Clerks Division

The Clerks Division presents “Nuts and Bolts 102.” Building on the TOI summer Boot Camps – What is My Job?, this session is an in-depth look into “what happens next.” By this time, a new clerk has taken minutes and filing down pat, but what about Records Destruction and Archiving, Annual Town Meeting, Administering Oaths of Office, Filing Budgets and Levies and when to do a Black Box Notice, What Needs to be Published in the Newspaper and When, etc.? New and returning clerks will appreciate this fresh perspective from a tag-team of clerk professionals. This is an energetic approach and interactive session for clerks of all levels of experience.

CAPITAL I ROOM

IMRF Updates

Featuring Jon Renner,

Sponsored by Township Officials of Illinois

Retirement, disability, refunds, and history on IMRF and how safe it is.

EDUCATIONAL SESSIONS

2:30 – 3:30 p.m.

The New Heroin Epidemic - the Impact of Use Within Your Township

Featuring Karen Wolownik Albert, LCSW

Sponsored by AITCOY

Heroin is not only an inner city or urban problem. This epidemic has impacted nearly every community across the country and cross cuts every demographic. Heroin is deadly, and lives are lost every day to overdose. This drug is finding its way into our schools, workplaces, restaurants, libraries, parks and more. Many property and even interpersonal crimes are committed by individuals struggling with Substance Use Disorders. The presenter will discuss how this disease affects individuals, families and communities as well as local and national data.

GOVERNOR ROOM

ILLINOIS ROOM

A Gift of Hope- Life Goes On

Featuring Karen Kohnke, Office of Illinois Secretary of State Organ/Tissue Donor Program

Sponsored by ITASCSC

It takes just a minute for you to change a life. One person can save or greatly improve the lives of more than 25 people through organ/tissue donation. Come and learn about what it means to be on the Illinois Organ/Tissue Donor Registry. The Secretary of State's office provides information about organ donation, the critical shortage of donated organs and how to become a potential organ donor.

Consider being an organ, tissue and eye donor and give hope to those waiting.

SAPPHIRE ROOM

Controlling Township Workers Compensation Costs

Featuring Britt Isaly, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer

Sponsored by Highway Commissioners

When it comes to controlling workers' compensation costs, the best defense is a good offense. Your township should be prepared to meet any workers' compensation claim with the right knowledge and foresight to make sure the claim is later defended properly. Some claims will be accepted ones, but for those claims which are suspicious and are disputed, staff members should be ready with witness statements, photographs, and accident forms in order to preserve the facts of the alleged accident. Come hear from a seasoned workers' compensation attorney, who has been practicing workers' compensation law for 20 years, discuss steps you can take to help defend the claim from the beginning and control your township's workers' compensation costs.

DIAMOND ROOM

Technology in Township Government

Featuring Keri-Lyn Krafthefer, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer

Sponsored by Township Officials of Illinois

Technology marches on and social media is imploding! Should your township participate in social media or avoid it? Do you have the correct policies and procedures in place for your employees regarding technology and for any township social media? Attend this session to find out the best practices for technology and to prevent your township from tweeting into trouble.

PLAZA A/B ROOM

Best Financial Practices in Township Government

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

Sponsored by Trustees Division

This session is designed to outline the financial practices that every township should be following to maximize financial return to the township and to maximize cost controls for the township. It is a must session for new and not-so new officials that deal with the township budget, levy, audit, and other financial documents and procedures.

PLAZA C/D ROOM

Planning for the Township Audit - Annual and Quadrennial*Featuring Alyssia Benford, CPA, MGA, Benford Brown & Associates LLC**Sponsored by Supervisors Division*

The Planning for the Township Audit will provide you with the tools you need to properly prepare for the annual or quadrennial audit. We will discuss the requirements for the audit schedule, understanding the prepared by client audit list, budgeting for the audit. We will also discuss Governmental Auditing Requirements as well.

RUBY ROOM

Common Policies and Procedures All Townships Should Have*Featuring Jeff Jurgens, Sorling Northrup**Sponsored by Township Officials of Illinois*

EMERALD ROOM

Cyber Liability and Its Impact on Township Government*Featuring John Redlingshafer, Heyl Royster & Jim Donelan, TOIRMA**Sponsored by TOIRMA*

With all of the exciting developments and opportunities technology can give you and your township/road district, there are still some potential pitfalls and liability you could face with its use. This presentation will talk about some of those common areas, but provide you with a plan for protections you can implement to try and fully protect you, your employees, and the township and road district should any potential problem involving technology arise. From specific technology policies to insurance coverage, this presentation will be your guide on our “brave new world.”

EDUCATIONAL SESSIONS

3:45 – 4:45 p.m.

GOVERNOR ROOM

Heroin in Your Township - What Can Your Township Do*Featuring Karen Wolownik Albert, LCSW**Sponsored by AITCOY*

Heroin not only ravages individuals, it also affects communities. In this session, the presenter will share many practical and collaborative strategies communities can implement to address the Opioid Epidemic. First steps include organizing stakeholders and identifying resources in the development of a multi prong approach. The presenter will share her own experiences in working with a multidisciplinary Task Force on several initiatives targeted to educate stakeholders, reduce overdoses, and connect persons with needed supports.

ILLINOIS ROOM

Mason Jars, Mugs & Mocktail Projects

Featuring Megan Conway, Hanover Township Senior Services & Monika Jaroszewicz, Maine Township

Sponsored by ITASCSC

The Illinois Township Association of Senior Citizen Services Committees invites you to join us for a hands-on program. Learn the basics of crafting and complete a project of your own. We'll introduce you to some fan-favorite Pinterest projects while sipping on delicious "mock tails." These projects are a great way to reduce stress, socialize, and introduce residents of all ages to your senior program. Participants will select one of three projects: a mason jar craft, a magnetic quote decoration, or a personalized coffee mug. Registration required...please sign up at the ITASCSC booth (32) in the Exhibit Hall on Sunday. No experience is needed.

PLAZA A/B ROOM

Township Procedures 101

Featuring Keri-Lyn Kraftbefer, Ansel, Glink, Diamond, Bush, DiCianni & Kraftbefer

Sponsored by the Tax Collectors Division

Sometimes, township officials are so busy performing their daily functions that they do not have time to keep up on the legal changes regarding meeting procedures, financial policies and best practices. This session will review the best practices and policies for township meetings and daily operations.

RUBY ROOM

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.

CAPITAL I ROOM

The Basics of the Township Drug Program with Mid-West Truckers Association

Featuring Candy Wendt, Mid-West Truckers Association

Sponsored by Highway Commissioners Division

Learn what drug and alcohol regulations are required as a road/highway commissioner. This session will teach the basics of the drug and alcohol testing program, who it applies to, and how easy it is for the township to take care of these Dept. of Transportation requirements.

PLAZA C/D ROOM

Planning for the Township Audit - Annual and Quadrennial

Featuring Alyssia Benford, CPA, MGA, Benford Brown & Associates LLC

Sponsored by Supervisors Division

The Planning for the Township Audit will provide you with the tools you need to properly prepare for the annual or quadrennial audit. We will discuss the requirements for the audit schedule, understanding the prepared by client audit list, budgeting for the audit. We will also discuss Governmental Auditing Requirements as well.

5:00 P.M.

CASH PRIZE DRAWING

Ballroom Pre-function area – Second floor

A drawing for \$100 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 - 28) to get your name included the drawing. **Must be present to win!**

5:00 – 6:30 P.M.

AITCOY Annual Business Meeting

Lincoln Boardroom – third floor

Call to Order

Roll Call

Approval of minutes of Business Meeting held on August 24 2017

Additions to the agenda

Officers Reports

President

Vice President

Treasurer

Committee Chairperson Reports:

Membership

Program

Awards

Audit

CEUs

Website

Perspectives

Creative Marketing

Summer Olympics

Youth Summit

Unfinished Business

New Business:

Election of 2018 Officers

FY 18 Budget

Planning for 2018

Agency Announcements

Adjournment

6:00 – 7:00 P.M.

Reception (Cash Bar)

Ballroom Pre-function Area – second floor

7:00 – 8:30 P.M.

Annual Banquet

Diamond Ballroom – second floor

Ticket Required - \$55

8:30 – 10:30 P.M.

Banquet Entertainment

Diamond Ballroom (Cash Bar)

Following the Banquet, all conference attendees are invited to enjoy the musical fun of dueling pianos performed by Fun Pianos! by 176 Keys.



JOHN PARQUETTE
PRESIDENT, AITCOY



MONDAY, NOVEMBER 13

8:30 – 9:30 P.M.



Silent Auction

Diamond Ballroom

Silent Auction items will be available for a last chance to bid in the Diamond Ballroom from 8:30 to 9:30 p.m. Bidding for all Silent Auction items will cease at 9:30 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 14

7:45 A.M. – 4:00 P.M.

REGISTRATION

First Floor Lobby

7:45 – 9:00 A.M.

AWARDS BREAKFAST

Diamond Ballroom – second floor

Ticket Required - \$25

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 21st Annual TOI Mighty Message Contest.

EDUCATIONAL SESSIONS

8:00 – 9:00 a.m.

Public Works “Mutual Aid” Network Program Overview

Featuring Barb Stiehl, Mark Doerfler, and Vince Kilcullen of Urbana Public Works Department

Sponsored by Township Officials of Illinois

This session will include a narrative about the development of the Illinois Public Works Mutual Aid Network as a state-wide emergency response organization for public works agencies. In general, the benefits of IPWMAN membership will be summarized. Specifically, information about recent emergency responses will be discussed.

Best Financial Practices in Township Government

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

Sponsored by the Trustees Division

This session is designed to outline the financial practices that every township should be following to maximize financial return to the township and to maximize cost controls for the township. It is a must session for new and not-so new officials that deal with the township budget, levy, audit, and other financial documents and procedures.

GOVERNOR ROOM

ILLINOIS ROOM

EDUCATIONAL SESSIONS

9:15 – 10:15 a.m.

CAPITAL I ROOM

Local Update on Census Addresses Operation Program

Featuring Linda Gray, Geographer, US Census Bureau

Sponsored by Township Officials of Illinois

The Census Bureau will provide a high-level overview of the 2020 Local Update of Census Addresses Operation (LUCA). LUCA is a once a decade opportunity for tribal, state, and local governments to review and comment on the Census Bureau's Address List. The Census Bureau will discuss the timeline, methods of reviewing and commenting on the address list, and the benefits of participating in this critical decennial geographic partnership operation.

GOVERNOR ROOM

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ILLINOIS ROOM

How to Run an Effective Township Board Meeting

Featuring Jim Donelan, Executive Director of TOIRMA

Sponsored by the Supervisors Division

PLAZA A/B ROOM

QUICKBOOKS and Township Government...Learn the Basics

Featuring Jeanette Cowden, Founder, Pampered Pet Center

Sponsored by Township Officials of Illinois

QuickBooks™ is an accounting software program by Intuit. This financial management system is used to manage bookkeeping transactions in one place. Participants in the "QuickBooks and Township Government" presentation will be shown Ten Quickbooks Topics for Townships. Topics include Chart of Accounts, Budgets, Profit and Loss Report, Bank Accounts, Classes, Exporting and Financial Reporting.

PLAZA C/D ROOM

Electrical Infrastructure Upgrades in Township Government

Featuring Marty Behrens, Supervising Engineer, Ameren Illinois

Sponsored by the Highway Commissioners Division

The presentation will cover Ameren's programs to improve gas and electric reliability, and also cover other program information. A brief overview of Ameren's emergency response process will also be covered.

PLAZA E ROOM

Freedom of Information Act and Open Meetings Act

*Featuring Neil Olson, Office of the Attorney General
Sponsored by Township Officials of Illinois*

This program is designed as an overview of the Freedom of Information Act (FOIA) and the Open Meetings Act (OMA). The presentation will feature the latest statute amendments, cases, and determinations by the Public Access Counselor in the Office of the Attorney General on FOIA and OMA, as well as discussion of best practices.

PLAZA F ROOM

Construction, Bidding and Purchasing in Township Government

*Featuring Ken Florey & Neal Smith, Robbins Schwartz
Sponsored by the Trustees Division*

The construction process, public bidding and purchasing for townships can be complicated and lead to multiple problems. Learn from attorneys who have advised townships for over 25 years about common problems and practical solutions in this often treacherous area of the law.

EDUCATIONAL SESSIONS

10:30 – 11:30 a.m.

GOVERNOR ROOM

Serving the People: How Township Government Works

*Featuring Jeff Jurgens, Sorling Northrup
Sponsored by Township Officials of Illinois*

Serving the People: How Township Government Works: Township government is the closest government to the people and can positively impact your community in numerous ways. This session focuses not only on how township government operates, including the roles and responsibilities of all of the officials, but also the many different ways your township can benefit your community.

PLAZA A/B ROOM

QUICKBOOKS and Township Government...Learn the Basics

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ILLINOIS ROOM

Township Government and the Media – What to Do!*Featuring Rachel Peabody, Mac Strategies Group**Sponsored by the Clerks Division*

The reporter calls and you need to respond. As an elected official, it's critical to know how to answer their questions, even the hard ones. Public relations specialist, Rachel Peabody, will walk you through an informative discussion on how to proactively participate in publicity and how to retain control of the interview.

PLAZA C/D ROOM

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The presentation will cover Ameren's programs to improve gas and electric reliability, and also cover other program information. A brief overview of Ameren's emergency response process will also be covered.

PLAZA G ROOM

Social Media and Township Government*Featuring Lexie Steindl, Social Media Specialist, Systemax**Sponsored by the Trustees Division*

Creating a plan to highlight your business on Social Media can be daunting... especially when you want to interact, market, sell and recruit online- AKA "do it all." The benefit of using social media, is that it is scalable for large and small businesses and/or organizations. The team at Systemax will walk you through the business use of different social media platforms with a focus on Facebook. After talking the basics, we'll dive a little deeper into the current Facebook Algorithm and techniques to get the best reach & engagement among millennials. Once we understand the algorithm, we'll set up a campaign in the Facebook Ads Manager so you'll have the knowledge to execute a successful Facebook presence.

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PLAZA F ROOM

What to Know About Township Employment Policies*Featuring Dennis Weedman, Partner, Robbins Schwartz**Sponsored by the Supervisors Division*

This program will explore the benefits of a Township having well defined personnel policies, including what should be included in these policies, with the focus being upon reducing a Township's exposure to litigation.

PLAZA H ROOM

Life-cycle Management of Township Records

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

This course is a review 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 records management process compliance with statute and operational continuity.

EDUCATIONAL SESSIONS

11:45 a.m. – 12:45 p.m.

GOVERNOR ROOM

Serving the People: How Township Government Works

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Serving the People: How Township Government Works: Township government is the closest government to the people and can positively impact your community in numerous ways. This session focuses not only on how township government operates, including the roles and responsibilities of all of the officials, but also the many different ways your township can benefit your community.

PLAZA A/B ROOM

TOI Legislative Update

Featuring Taylor Anderson, Legislative Consultant, Township Officials of Illinois

Sponsored by Township Officials of Illinois

TOI Legislative Consultant Taylor Anderson 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.

PLAZA F ROOM

Construction, Bidding and Purchasing in Township Government

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PLAZA C/D ROOM

Tree Trimming in Township Road Districts

*Featuring Byron Hartsock, Vegetation Supervisor, Ameren Illinois
Sponsored by the Highway Commissioners Division*

Ameren Illinois's Vegetation Management Program is predicated on minimizing tree caused outages and thereby enhancing reliable service to our customers and promoting public and worker safety. Ameren Illinois employs vegetation management techniques which are designed to promote tree health and protect our electric delivery system in an environmentally responsible manner.

Ameren Illinois Company (AIC) has rights to prune trees based upon franchise agreements and right-of-way (ROW) easements. Franchise agreements generally allow us to maintain our facilities located upon the cities, towns or villages public property where our facilities are located. If facilities are located upon private property, then we assume that the line has the legal right to be there and AIC has a ROW easement that gives us the legal right to perform the required vegetation management work.

Typically, ROW in non-residential, commercial and industrial areas will require more Integrated Vegetation Management practices than those in residential and urban areas to control unwanted vegetation and to maintain clearance on the sidewalks during routine maintenance work. The methods chosen will vary depending upon the brush density, accessibility, terrain, location, cost, voltage and numerous other factors. These areas usually require more specialized types of equipment to maintain the ROW. The equipment could include helicopters, Kershaw/Jaraffs, ATAB's, 4X4 bucket trucks, ATV's or different types of mowing equipment.

PLAZA E ROOM

Cyber Liability and Its Impact on Township Government

*Featuring John Redlingshafer, Heyl Royster
Sponsored by TOIRMA*

With all of the exciting developments and opportunities technology can give you and your township/road district, there are still some potential pitfalls and liability you could face with its use. This presentation will talk about some of those common areas, but provide you with a plan for protections you can implement to try and fully protect you, your employees, and the township and road district should any potential problem involving technology arise. From specific technology policies to insurance coverage, this presentation will be your guide on our "brave new world."

ILLINOIS ROOM

Township Government and the Media – What to Do!

Featuring Rachel Peabody, Mac Strategies Group

Sponsored by the Clerks Division

The reporter calls and you need to respond. As an elected official, it's critical to know how to answer their questions, even the hard ones. Public relations specialist, Rachel Peabody, will walk you through an informative discussion on how to proactively participate in publicity and how to retain control of the interview.

12:45 – 3:45 P.M.

GOVERNOR ROOM

ITASCSC Annual Business Meeting

Capital II

MISSION: Our Mission is to enable townships to provide services necessary to empower seniors to maintain independent lifestyles within their communities.

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

Educational

Nominating

Awards

Legislative

Membership

Perspective Assignments and Responsibilities

January: TOI Awards done by Publicity Chair

February:

March:

April:

May:

June/July:

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.



SUSAN DILLON
PRESIDENT, ITASCSC

12:45 – 2:45 P.M.



CHARLIE MONTGOMERY
HIGHWAY COMMISSIONERS
DIVISION PRESIDENT

Highway Commissioners Division

Plaza E – first floor

Call to Order

Charlie Montgomery, President

Pledge of Allegiance/ Moment of Silence

Donald Goad, Vice President

Roll Call/ Previous Minutes

Arnold Vegter, Secretary

Treasurers Report

Greg Menold, Treasurer

Old Business:

2017 Summer Seminar Report - Charlie Montgomery, President

2018 Summer Seminar Plans - Charlie Montgomery, President

SurveyMonkey - Charlie Montgomery, President

Legislative Update - Danny Hanning/Arnold Vegter

New Business:

2018-19 THCOI Voluntary Certification Program - Charlie Montgomery, President

THCOI "Roadie Warrior" Award - Charlie Montgomery, President

Any New Business for the Good of the Order?

Educational Program - Continuance of 2017 Summer Seminar

Awesome Break-Out Session

Gregory C. Ray of Craig & Craig, LLC

Adjournment





DEANNA WILKINS
ASSESSORS DIVISION
PRESIDENT

Illinois Assessors Association

Plaza A/B – first floor

Call to Order

Deanna Wilkins, President

Pledge of Allegiance

James Weisiger

Invocation

Deanna Wilkins, President

Invited Guests:

*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

Sandy Shaw

Treasurer`s Report

Deb Lane

Committee Report –

Legislation – Laura Ross

Public Relations – Deb Lane

TOI Conference – Stephen Daly

Audit Committee – John Dabrowski

Nominating – Chris Kain

Election of Officers

Old Business:

New Business:

Program - TBA

Speaker – TBA

Open Forum/ Door Prizes

Adjourn

Tax Collectors Division

Capital I – third floor

Call to Order and Welcome

Karen Megan, President

Pledge of Allegiance

Minutes of 2016 Meeting

Financial Report

Old Business - Discussion

New Business - Discussion

Set Time for 2018 Meeting

Adjournment



KAREN MEGAN
PRESIDENT, TAX
COLLECTORS DIVISION



KATY DOLAN BAUMER
PRESIDENT, CLERKS
DIVISION

Township Clerks Division

Plaza I – first floor

Call to Order/Welcome

President Katy Dolan Baumer

Invocation

Director Suzanne Fisher

Pledge of Allegiance

Director Delores Schelm

Roll Call and Introductions of Board Members -

Secretary Lisa Hodge

Secretary's Report - Approval of Minutes from Annual Division Meeting November 2016

Secretary Lisa Hodge

Treasurer's Report - Review and Approval of Final Report 2017

Treasurer Sheryl Crowley

TOI Association Report

*Executive Director Bryan Smith
or Ed Coordinator Jerry Crabtree*

Division Report and Special Recognitions -

President Katy Dolan Baumer

Program: Clerks Trivia Game

Committee Reports

Legislative - Chairman Craig Paulek

Education - Chairman Jerome Hoynes

Audit & Finance - Treasurer Sheryl Crowley

Public Relations - Chairman Sherry Tite

William Z. Ahrends Award - Chairman Charles Levy

Special Committees

Membership - Clerk Delores Schelm

"110 Reasons it is Great to be a Clerk" -

Immediate Past President Beth Ann May

Township Clerk Certification Program – Board

Bylaws - Chairmen Trish Stach and Linda Kroenlein

Nominating - Chairman Immediate Past President

Beth Ann May

New Business

Bylaws Revision Adoption - Chairmen Trish Stach and Linda Kroenlein

Elections - Immediate Past President Beth Ann May

Old Business

Door Prizes and "the Pig" Drawing

Adjournment



SUSAN CURTISS
PRESIDENT, SUPERVISORS
DIVISION

Township Supervisors Division

Plaza F – first floor

Call to Order

President, Susan Curtiss

Pledge of Allegiance

Vice-President, Sherrill Knorr

Roll Call & Correspondence

Secretary, Amy Victor

Approval of Minutes

Secretary, Amy Victor

Treasurer's Report & Approval

Treasurer, Tina Davis

President's Report

President, Susan Curtiss

Committee Reports:

Executive Committee – President, Susan Curtiss

Legislative Committee – Chair, Michael Young

Nominating Committee – David Dobbels

Membership Committee – Sherrill Knorr

Program Committee – John Gardner

GATI/Education Committee – Susan Curtiss

Unfinished Business/Old Business

New Business

Ask the Supervisors Questions & Answers

Adjournment

Trustees Division

Plaza H – first floor

Registration

Call to Order and Welcome

Charles "Mike" Foley- Venice Township, Madison County

Pledge of Allegiance

John Theobald – Troy Township, Will County

Invocation

Rev. Percy L. Johnson, Waukegan Township Trustee

Business Meeting

President's Report

Approval of Minutes of November 15, 2016 Meeting

Treasurer's Report

Election of Officers and Directors

Program: Question & Answer with a Township Lawyer

Door Prizes

Adjourn



MIKE FOLEY
PRESIDENT,
TRUSTEES DIVISION

2:45 P.M.

Cash Prize Drawing

First Floor Level Outside Plaza G

A drawing for \$200 will be held outside Plaza G at 2:45 p.m. following the Division Meetings. Be certain to visit the TOI Booth (26 - 28) on Sunday or Monday to get your name included the drawing. **Must be present to win!**

3:00 – 4:00 P.M.

Closing Session And Business Meeting

Plaza G – first floor

Call to Order

*Danny Hanning, TOI President/
Huntsville Township Highway Commissioner*

Invocation

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

Pledge of Allegiance

*Danny Hanning, TOI President/
Huntsville Township Highway Commissioner*

Introduction of Division Presidents and Division Meeting Reports

Association Report

Bryan E. Smith, TOI Executive Director

Nominating Committee Report

Karen Reese, Newell Township Assessor/TOI Immed. Past Pres.

Election of Directors

**All members must show 2017 – 2018 Paid Dues Card
to vote**

Presentation of Directors

Swearing In of New Directors

Adjournment of 2017 Conference