



from your Associate Director

By Jerry B. Crabtree

TOI Associate Director / Education Coordinator

Township Government Education Network (TGEN) 2018 Program

THE TOWNSHIP GOVERNMENT EDUCATIONAL PROGRAMMING January release of program dates is a compilation of many thoughts, innovative ideas, processes, and planning strategies. All member services and programs aim to achieve improve programs and services for their individual townships and employees.

As you all know the Township Officials of Illinois focus on three priorities Education, Lobbying, and Promotion. The Association's Board of Directors includes members from all four corners of the state. Together, the TGEN program is achieved by Engaging, Educating, and Informing our elected township officials.

In 2018, we are encouraging **ALL** townships to put on your February 2018 Township Board agendas the discussion of attending programs provided by TOI. Challenge all board members to attend at least one event in 2018.

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

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

The Theme for the 2018 program is "[Navigating Through Township Government](#)". The objective of the program in 2018 is to create a navigation plan to improve the communication, services, and involvement of all townships in their respective communities. YOUR

association offers several educational opportunities, networking events, and services to achieve this goal successfully.

TGEN Video Production

The Association will continue to offer selected programs to be videotaped and then provided on the website as an additional learning tool. Additionally, Taylor Anderson, TOI Legislative Consultant is providing scheduled updates on the status of our association's legislative agenda. Watch the website and our Association Facebook page for updates and event highlights as the year unfolds. Take advantage of the members services.

TGEN Professional Development Program

This is the fourth year for the Professional Development Program. This program provides an in-depth design at a particular issue benefiting township government. We limit the class size to 25 participants and devote the entire day to a particular program. This year we are offering a free PDD for townships that register for all four scheduled events at one time. See this issue of *Township Perspective* for registration details.

TGEN Summary Interpretations

Two summary interpretations have been issued and printed in the *Township Perspective* magazine. We encourage you to submit your requests for subjects you would like to see evaluated and summarized for future editions of *Perspective* magazine.

TGEN Webinars (Lunch and Learn Series)

The LUNCH AND LEARN webinar series program has been very successful. TOI has several webinars scheduled on topics that are designed to assist in the day-to-day operations of your township.

We are encouraging all townships to review the 2018 schedule at a glance and request approval by your township board to discuss the calendar and attend as many of these scheduled events as possible. The events are designed for YOU the township official.

**Navigating
Through**



2018 Schedule at a Glance

Date	Program Type	Subject
January 10	Webinar	Adopting the Sexual Harassment Policy in Township Government
January 19	Professional Development Day	Township Budget Preparation, Execution, Audit, and Compliance
February 21	Webinar	Serving the People in Township Government
February 22	District Event: Collinsville	District Agenda
March 8	District Event: East Peoria	District Agenda
March 16	District Event: Mt. Sterling	District Agenda
March 21	Webinar	Comptroller Reporting Requirements in Township Auditing
March 28	Webinar	Updating Your Township Record Keeping Strategies
April 5	Webinar	Preparing for the Annual Town Meeting
April 13	Professional Development Day	Township Cemeteries in 2017
April 19	District Event: Mt. Vernon	District Agenda
April 25	Webinar	Do you Have a Succession Plan for your Office?
May 16	Webinar	Heroin in Your Township — What to do
May 24	District Event: Normal	District Agenda
June 6	Webinar	Ask a Township Professional
June 22	Professional Development Day	QuickBooks Basics for Township Government
July 19	District Event: Rockford	District Agenda
July 25	Webinar	Controlling Township Workers Compensation Costs
August 9	District Event: Naperville	District Agenda
August 22	Webinar	Construction, Bidding, and Purchasing in Township Government
September 19	Webinar	What's New in Township Employment Policies in 2018
October 12	Professional Development Day	Cyber Liability & Other Coverages — Sponsored by TOIRMA

Professional Development Course Schedule

Registration information is available at www.toi.org

January 19, 2018 Township Budgeting Process Township Budgeting Preparation and Execution and Audit

Are you wondering what is involved in the township budget preparation and execution process. Wondering what happens when you have a budget approved and a change is needed. TOI Executive Director Bryan Smith explores the budget process from start to finish. This is a course for any township officials or staff wanting to learn new innovative strategies to the Township Budget Process. This program provides you with the tools you need to properly prepare for the annual or quadrennial audit. The discussion includes the requirements for the audit schedule, understanding the prepared client audit list, as well as budgeting for the township audit. The day will conclude with a discussion of the recent changes to the governmental auditing requirements.

Additionally, a representative from the Illinois State Comptroller's office will provide a discussion on the new changes to the audit requirements for all units of local government.

April 13, 2018 Township Cemeteries

Would you like to explore the basics of managing a township cemetery? This session covers the basics, including, but not limited to the authority of townships to establish and maintain a cemetery as well as the authority of a township to assume control of existing cemeteries, the revenue sources, available support and the overall administrative and reporting state requirements. The course also addresses the Cemetery Oversight Act's impact on township cemeteries.

June 22, 2018 The Basics of QuickBooks for Township Government

Have you wanted to re think your Township Bookkeeping strategy? Looking for a streamlined way to create board reports of expenditures and balance accounts. Have you ever thought about using QuickBooks? This session explores all aspects of adapting the software program to the reporting and recordkeeping strategies of the Township. You will use your program, laptop and sample budget to explore how QuickBooks can help with the day-to-day responsibilities of your township.

October 12, 2018 Cyber liability /& Other Coverages sponsored by TOIRMA

With all the exciting developments and opportunities that technology provides to you in your township role, there are still some potential pitfalls and liability you could face with its use. This presentation covers these common areas and provides suggestions for protection you can implement to safeguard you, your employees, and the township and road district should any potential problems involving technology liability arise. This program also reviews other TOIRMA coverages available and provides recommendations on how to reduce your exposures and help better protect your township and road district.

WEBINAR SCHEDULE

Date:	Topic	Speaker
January 10	Adopting the Sexual Harassment Policy In Local Government	Jeff Jurgens
February 21	Serving the People in Township Government	Jeff Jurgens
March 21	Comptroller Reporting Requirements	Comptroller's Office
March 28	Updating your Township Record Keeping	Greg Moredock
April 5	Preparing for the Annual Town Meeting	Jerry Crabtree
April 24	Do you have a succession plan for your office	Jeff Adkisson
May 16	Heroin in your Township — What to do	AITCOY
June 6	Ask a Township Professional	J. Crabtree, Bryan Smith, Jeff Jurgens
July 25	Controlling Township Workers Compensation Costs	Ancel Glink
August 22	Construction Bidding and Purchasing in Township Government	Kenneth Florey
September 19	What's new in Township Employment Policies In 2018	Kenneth Florey



Take Advantage of This Great Educational Tool

IN THE PAST, adult learners had three primary avenues for getting education: face-to-face classes/workshops, online correspondence courses, and self-study. This has all changed thanks to the Internet, which has provided great opportunities for distance learning. One such opportunity is the web-based seminar or Webinar.

Webinars allow trainers to share real-time audio, video, documents and other tools with attendees in various locations. A unique benefit of webinars is that they allow attendees to pose questions directly to the trainers. For TOI, webinars have expanded the organization's ability to provide its members with critical training and professional development relating to township government.

1. TOI Webinars Are Inexpensive

The cost to TOI members to participate in a monthly webinar is \$25. How many high-caliber trainings can you find at this price for your township staff? And, the webinars are available in an On-Demand Catalog for viewing at any time!

2. No Fancy Equipment

Participating in the TOI webinars requires no fancy equipment for attendees. All that is needed is a computer with an Internet connection (high speed service such as DSL or cable works best). You can also access the webinars through your mobile device, if you have the data and bandwidth. Audio speakers are helpful, but you may use a headset. And, you can simply listen to the audio portion only by calling the phone number you receive in your registration conformation.

3. Ask Questions in Real-Time

Webinar attendees have the opportunity to ask trainers questions as the webinar is going on. This allows attendees to have a personalized experience with each webinar. Trainers also provide contact information at the end of their session for attendees to make contact following the webinar with any further questions.

4. CE Hours

Webinars count toward TOI Voluntary Certification Hours. If you are looking for a quick way to earn professional development certification hours, look no further than TOI's webinars! Each webinar counts for 1 CE hour.

5. On-Demand and Convenient

Each of the live webinars put on by TOI, as well as other professional development webinars from the American Society of Association Executives (ASAE) re-available in an On-Demand Catalog. This allows attendees to access education when it is most convenient for them. All slides and handouts available to attendees during the live events are available to those utilizing the On-Demand sessions. The link for the On-Demand Catalog is: <https://tgen.toi.org/index.cfm?pg=semwebCatalog>

2018 Professional Development Course 1

Township Budgeting Preparation, Execution, and Audit



The TOI Education Program is pleased to offer several Professional Development Courses in 2018 for township officials and staff. The first program of the year is **Friday, January 19, 2018**, at the TOI Office in Springfield. The session is limited to 25 attendees. The cost is \$75 and includes lunch. The seminar is scheduled from 10am – 3pm to accommodate travel time. Six hours of education credit will be given for workshop completion.

Are you wondering what is involved in the township budget preparation and execution process. Wondering what happens when you have a budget approved and a change is needed. TOI Executive Director Bryan Smith explores the budget process from start to finish. This is a course for any township officials or staff wanting to learn new innovative strategies to the Township Budget Process. Additionally, this program provides you with the tools need to properly prepare for the annual or quadrennial audit. The discussion includes the requirements for the audit schedule, understanding the prepared client audit list, as well as budgeting for the township audit. The day will conclude with a discussion of the recent changes to the governmental auditing requirements. This is presented by Benford Brown & Associates.



Deadline to register is Friday, January 12, 2018
Please fill in all information below and print clearly.

Name: _____

Township Position: _____

County/Township: _____

Address: _____

City, State, Zip: _____

Phone/Email: _____

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

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

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

Signature: _____

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

The January Special

- January 19** Township Budgeting Process
- April 13** Township Cemeteries
- June 22** The Basics of QuickBooks for Township Government
- October 12** Cyber Liability/& Other Coverages
-Sponsored by TOIRMA



- Registration for all four 2018 Professional Development Programs \$225 (\$75 savings)
 - Special applies to only one registration per person (no substitutions)
 - Must submit registration form by January 31st 2018

Please fill in all information below and print clearly.

Name: _____

Township Position: _____

County/Township: _____

Address: _____

City, State, Zip: _____

Phone/Email: _____

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

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

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County

ALEXANDER

City

Cairo

Metropolis

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37°

Join us for Lunch & Learn!

Adopting the Sexual Harassment Policy in Local Government

Wednesday, January 10, 2018

11AM

Duration: 60 minutes

\$25 for Members

This webinar will overview the new legal requirements that every township must adopt a sexual harassment policy, containing specific prohibitions and protections, by January 15, 2018. During the webinar, we will discuss the specific criteria required for the policies, model policies, the process for adopting the policies and how to implement these new policies within your township.

Presented by: Jeffery R. Jurgens, Attorney at Sorling Northrup



Jeffrey R. Jurgens originally joined Sorling Northrup in 2000. In 2006, he began working with the Chicago-based law firm of Ancel, Glink, Diamond, Bush, DiCianni and Krafthefer, P.C., wherein he concentrated in working with units of local government. In 2011, he returned to Sorling Northrup as a shareholder to continue his practice in local government and other concentrated areas. Mr. Jurgens received his undergraduate degree in Political Science from Illinois State University and his Juris Doctor degree from the American University Washington College of Law. Mr. Jurgens has spent a large part of his legal career representing units of local government, including municipalities, townships, and park districts.

Webinars are convenient, affordable, and interactive.

Visit toi.org for more information and to register!

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

Join us for Lunch & Learn!

***Serving the People in Township
Government***

Wednesday, February 21, 2018

12PM

**Duration: 60 minutes
\$25 for Members**

This webinar will overview how township government operates, including roles and responsibilities of all the officials, but also the many different ways your township can benefit your community. With township government being the closest government to the people, it is important to highlight how officials can positively impact communities in numerous ways.

Presented by: Jeffery R. Jurgens, Attorney at Sorling Northrup



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Navigating Through



2018 Education District Registration

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

_____	February 22	Double Tree / Collinsville
_____	March 8	Holiday Inn / East Peoria
_____	March 16	YMCA / Mt. Sterling
_____	April 19	Drury Inn / Mt. Vernon
_____	May 24	Marriott / Normal
_____	July 19	Giovanni's / Rockford
_____	August 9	Marriott / Naperville

County _____ Township _____

Address _____

City _____ State _____ Zip _____

Contact person name, email, and phone number:

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

Supervisor: _____

Township Clerk: _____

Highway Comm.: _____

Assessor: _____

Trustee: _____

Trustee: _____

Trustee: _____

Trustee: _____

Collector: _____

Other / title: _____

Registration is \$75 per location, per person or \$600 / township for up to nine attendees. On-site registration is \$100 per person. Please note that an onsite fee may be required if you do not register at least one week prior to the event. No refunds will be given once TOI has confirmed attendance members with venue.

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

Name, as it appears on card:

Credit Card Number

_____ Exp: _____

Signature: _____