



240 S. Route 59, Bartlett, Illinois 60103

Regular Meeting of Town Board
April 19th, 2011
7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
 - A. Veterans Honor Roll
 1. SSGT Raymond Guimond
 - B. Recognition of Senior Committee Members
 - C. Streamwood Falcons POM State Champs
 - D. Streamwood Falcons Football Division Champs
- V. Reports
 - A. Supervisor's Report
 - B. Clerk's Report
 - C. Highway Commissioner's Report
 - D. Assessor's Report
 - E. Treasurer's Report
 - F. Trustees' Committee Reports
 - G. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Approval of Special Meeting Minutes of April 12th, 2011
 - B. Approval of Social Security Protection Ordinance
- IX. Executive Session
- X. Other Business
- XI. Adjournment

Mission Statement

Hanover Township is committed to providing an array of quality, cost effective, community-based services; and to acting as a dynamic and responsive organization that delivers services in a responsible and respectful manner.

OFFICE OF THE ASSESSOR

Report for March 2011

SERVICE PROVIDED	MARCH 2011	MARCH 2010	FYTD 2011	FYTD 2010
<i>Administration</i>				
Office visits	677	523	5477	4716
Building permits processed	283	108	10678	3183
Sales recording	125	150	860	956
Change of Name*	109	11	1744	262
Property tax appeals	0	0	883	512
Certificate of Errors	162	99	1054	1109
Property location updates	-	3	12	74
New owner mailings	214	186	796	865
Long time occupants*	31	7	300	85
<i>Exemptions</i>				
Home owner exemptions	55	29	196	193
Senior home owner exemptions	101	39	297	205
Senior freeze exemptions*	222	136	903	777
Miscellaneous exemptions	42	20	208	125
<i>Foreclosures</i>	46			

* Denotes notary requirement

Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. instead of 4:30, Jan thru March have had 40 visitors after 4:30.
- March 5th, Distressed Homeowner's Seminar, well received, taxpayers requested more of them
- Cook County Board of Review opening for appeals from April 11th, thru May 10th.
- April 28th, Seminar with Cook County Board of Review Commissioner Dan Patlak. This event will be co-hosted with Cook County Commissioner Timothy O. Schneider.
- Cook County Assessor Joseph Berrios will be re-opening the Rolling Meadows Branch Office
- Cook County Assessor & Cook County Board of Review hope to get the 2010 second installment tax bills out on time this year.

Office of the Assessor Mission Statement:

The Hanover Township Assessor is your nearest liaison to the Cook County Assessor's Office. Our duty is to provide professional assistance with questions you may have regarding your real estate assessments and tax bills.

OFFICE OF THE CLERK



Report for March, 2011

SERVICE PROVIDED	MARCH 2011	MARCH 2010	FYTD 2011	FYTD 2010
<i>Passports</i>	189	314	1,778	1,679
Photo Fees	\$1,000	\$550	\$8,240	\$3,715
Total Passport Fees & Photo Fees	\$5,880	\$3,980	\$45,465	\$36,590
<i>Cook County Vehicle Stickers</i>	0	1	222	432
<i>Fishing/Hunting Licenses</i>	7	17	145	129
<i>Handicap Placards</i>	19	31	355	327
<i>Voter Registration</i>	104	5	494	108
<i>FOIA Request</i>	2	3	17	11

Department Highlights

- **Board Meeting:** The Regular Board Meeting scheduled for May 3, 2011 has been canceled. There will be a Special Board Meeting scheduled for May 5.
- The next Breakfast with the Board is scheduled for May 7.
- Hanover Township Budget & Appropriation Ordinance and Hanover Township Road District Budget & Appropriation Ordinance for the fiscal year beginning April 1, 2011 and ending March 31, 2012 were filed at the Cook County Clerk's office on April 1, 2011.
- **Fishing/Hunting License:** With Spring and Summer along the way, our office continues to be very busy with issuance of the fishing licenses. We received great compliments about the postcard reminder. For 2010-11, as an agent for Fishing/Hunting License, revenue was \$131.50. We are currently working on marketing tools for this wonderful program.
- **Event Participation:** Clerk Dolan Baumer represented the Township at the Streamwood Women's Club Flower Show, at the Streamwood Chamber of Commerce, and the TOC Clerk's Association meeting. Deputy Clerk Crespo attended the Hanover Park Chamber's Business After Hours event on March 8.
- **Clerk's Events:** Clerk Dolan Baumer, Deputy Clerk Crespo, and Mrs. Stade presented Voter Registration at the local high schools and senior homes during the week of March 1-March 8.
- **Community Outreach:** Passport Training will be offered by the Chicago Passport Agency hosted by the Clerk's office for neighborhood facility agents on April 20; they are expecting 15 attendees. The Clerk's office and the Highway Department will be hosting Spring 2011 Multi-Chamber Business After Hours on May 11 from 5:30-7:30 pm.
- **Consolidated Election:** Our office was opened on March 31 until 8:00 p.m. and on April 1 to provide VSC key to the Election Judges. The election went smoothly. Many thanks to the Facilities & Maintenance Department for all of their work on that day and the day before, as well, for set up and monitoring for any needs of the Cook County team.
- **Statement of Economic Interest:** By now, filers should have received a letter in regards to filing their Statement of Economic Interest. To date, 70% of the filers have submitted their statement.

Office of the Clerk Mission Statement:

The Clerk's office is continuously striving to provide fast, courteous service to Township residents, Board members, other departments and citizens through the most modern and cost effective methods available; and to maintain the township records in a systematic, orderly, logically organized and accessible manner.

OFFICE OF COMMUNITY HEALTH

Report for March, 2011

SERVICE PROVIDED	MARCH 2011	MARCH 2010	FYTD 2011	FYTD 2010
<i>Appointments</i>				
ProTimes	22		241	
TB skin test	8		240	
Cholesterol	22		111	
Pharmaceutical Assistance Programs	31		N/C	
Miscellaneous labs	N/C		N/C	
Other	101		632	
Total (unduplicated)	184		1241	
<i>Clinic Clients</i>				
Victory Centre of Bartlett	26		145	
Glendale Terrace	10		115	
Elgin Recreation Center	-		38	
Clare Oaks	12		64	
Astor Avenue	14		184	
Total (unduplicated)	62		546	
<i>Public Education & Health Promotion</i>				
Media coverage	9		N/C	
Informational seminars	3		N/C	
<i>Primary Care Provider Support</i>	N/C		N/C	
<i>Phone Triage</i>	757		N/C	
<i>Embracelet Program</i>	116			

Department Highlights

- New part time RN hired –Jenny Poliwka started 4/11/11
- Successful REAL WOMEN WEAR BLUE day with 140 packets distributed reaching over 700 people reached for getting screened for Colon Cancer.
- Community Crisis Center Seminar on Domestic Violence
- Attended Catholic Charities wrap meeting
- Promoting Wellness in the Aging Population Seminar attended
- Preventing Medical Errors Seminar attended
- Health Initiatives Council Task Force meeting
- 20 employee screenings completed

Office of Community Health Mission Statement:

The Office of Community Health is focused on the health and wellbeing of the residents of Hanover Township. Services are offered to assist individuals in making decisions to achieve optimal functioning within their environment and to provide choices for our residents to maintain and build a healthier community for all of Hanover Township

DEPARTMENT OF EMERGENCY SERVICES

Report for March, 2011



SERVICE PROVIDED	MARCH 2011	MARCH 2010	FYTD 2011	FYTD 2010
<i>Volunteers</i>				
Total volunteers	22		22	
New volunteers	1		1	
Volunteer hours	103		103	
<i>Training</i>				
Total hours	224		224	
<i>Details</i>				
Township events	0		0	
Municipal Event Assistance	1		1	
Emergency call outs	1		1	
Miscellaneous	0		0	

Department Highlights

- Event: Assisted the Streamwood Police Department with a traffic fatality on Route 20. This emergency callout involved 9 volunteers for a total of 63 hours. We provided traffic control and a light truck that assisted Streamwood in preparing their accident diagrams/reports.
- Event: Appeared at the Bartlett Police Department's Open House. We had a booth where we provided weather preparedness information as well as recruiting information.
- Training: There were 5 training dates (Wednesdays) in March.
- Officer's Meeting was held on March 14th
- Met with John Pluta, Des Plaines Emergency Management Director
- Provided orientation to Sergeant Dossey of Hanover Park PD of Hanover Township's equipment so they are aware of the services we can provide.
- Met with Chief Jeff Swoboda of the Elgin Police Department
- Miscellaneous Meetings attended: Operation Save our Troops preparation, Relay for Life preparation, Suburban Law Enforcement Academy Advisory Council, Executive Staff Meetings, Northeast Multi-Regional Training Personnel Committee, Bartlett Police Department's "Operation Touchdown" event planning.
- Met with Jim Kempinski, of Suburban Law Enforcement Academy to discuss training options for our volunteers.

Hanover Township Mission Statement:

Hanover Township is committed to providing an array of quality, cost effective, community based services; and to acting as a dynamic and responsive organization that delivers services in a responsible and respectful manner.



DEPARTMENT OF FACILITIES & MAINTENANCE

Report for March 2011

SERVICE PROVIDED	MARCH 2011	MARCH 2010	FYTD 2011	FYTD 2010
<i>Administration</i>				
Vehicle service calls	21			
Work orders	45			
Event set-ups/tear downs	95			
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	2763			
Town Hall	10,380			
Senior Center	28131			
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	726,76			
Town Hall	1156.17			
Senior Center	1956.56			

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OFFICE OF THE MENTAL HEALTH BOARD

March 2011 Report

SERVICE PROVIDED	MARCH 2011	MARCH 2010	FYTD 2011	FYTD 2010
<i>Grant Funding</i>				
Ongoing clients	525	760	6649	7312
New clients	92	215	3112	3578
Clients served (Unduplicated)	617	975	9761	10,890
<i>TIDE</i>				
Participants	10	NC	12	NC
Rides	179	NC	NC	NC
<i>Resource Center</i>				
Organizations providing services	7	6	7	6
Clients served	42	95	985	1120

Department Highlights

- At March Mental Health Board Meeting, the MHB voted to award Hanover Township Senior Services a staff development grant of \$1,109 to purchase new training videos for working with clients with disabilities.
- The Mental Health Board met with the Program Manger of Bridge Youth and Family Services to discuss their crisis intervention services. The Bridge and the MHB will work together to collaborate on ways to provide more effective intervention services and to connect them with agencies that could utilize their services.
- The MHB moved their meeting times to 6pm for the remainder of the year.
- The Resource Center hosted the pre-bid meeting for the renovation project. Thirteen contractors showed up and all submitted bids at the bid opening on April 12.
- In the upcoming months, the MHB will be working on a new strategic and 3-year plan. We are currently looking into various goals and how utilize funding to help fill gaps in services to Hanover residents.
- As the fiscal year closed, worked with several agencies on challenge grants for new programs. Our agencies are closely watching the state budget proposals and once finalizations are made, we will have a better idea of what effects it will have to the agencies and our residents.

Mental Health Board Mission Statement:

The mission of the Hanover Township Mental Health Board is to advocate for increasing the availability and quality of mental health services through the development of a comprehensive and coordinated system of effective and efficient program delivery, accessible to all residents of Hanover Township

DEPARTMENT OF SENIOR SERVICES

Report for March, 2011

SERVICE PROVIDED	MARCH 2011	MARCH 2010	FYTD 2011	FYTD 2010
<i>Programming Division</i>				
Planned programs	100			
Participants	2293			
Wait listed (unduplicated)	55			
Art & Computer classes	51			
Art & Computer class participants	492			
New volunteers	3			
Total volunteers	133			
Volunteer hours reported	2163			
Meals delivered by volunteers	1124			
<i>Social Services Division</i>				
Clients served (unduplicated)	541			
Energy Assistance	17			
Prescription drugs & health insurance assistance	296			
Public Aid	23			
Social Service programs	12			
Social Service program participants	169			
Lending Closet transactions	50			
<i>Transportation Division</i>				
One way rides given	1606			
Individuals served (unduplicated)	243			
New riders	23			
Unmet requests for rides	27			

Department Highlights

- The Volunteer Express transportation service will now be offered for residents 55+ or disabled over the age of 18. The Volunteer Express handbook is complete and procedures have been developed. Volunteers will be asked to submit to a background and driving record check. Proof of adequate automobile insurance is also required. Three volunteers are currently engaged.
- Social Services Programs offered for the month of March: C-HOPE (Therapy & Psychiatry), Take Charge of Your Diabetes, Grief Support Group, Reverse Mortgage Presentation, Secretary of State: Rules of the Road, Positive Action Group, Memory Books and Scrapbooking, Preventing Identity Theft, Meet, Eat and Greet, Caring for our Memory Support Group, and Caregiver Support Group.
- The T.R.I.P. program one - way rides increased 60% as compared to February 2011.
- Conversational Spanish class is new and conducted by Volunteer and Program Coordinator, Molly Sass. The class has been well received. A volunteer will continue the class in May/June.
- Programs offered include: Tai Chi Classes, Vegetarian Cooking Classes, St. Patrick's Day Party, Body Smart Gardening, Drury Lane Aida, musical performance, Facebook, Microsoft Word, Excel, Microsoft Evening Classes, E Couponing, Ceramic Classes, Fairy Garden Furniture, Watercolor, Portrait Drawing, Charm Bracelets.
- Senior Art Students had the honor of a gallery showing for the Arts in Bartlett at the Bartlett Village Hall.

Senior Services Mission Statement:

With respect, innovation and a dedication to excellence, Senior Services is committed to facilitating programs and services that promote independence, a sense of community, and well being for mature adults in Hanover Township.

DEPARTMENT OF WELFARE SERVICES

Report for March, 2011

SERVICE PROVIDED	MARCH 2011	MARCH 2010	FYTD 2011	FYTD 2010
<i>General Assistance</i>				
General Assistance clients	12			
General Assistance appointments	44			
Emergency Assistance appointments	0			
Emergency Assistance approved	No Funds			
<i>LIHEAP Applications</i>				
Office	79			
Circuit Breaker	4			
<i>Social Services</i>				
ComEd hardships	16			
Weatherization – 1/18-2/18	7			
<i>Food Pantry</i>				
Served	730			
New applications	72			
Food Donations	79			
<i>Community Center Walk-Ins</i>	413			

Department Highlights:

- Director Imperato and Administrative Assistance Lissete Bonilla attended a PTO meeting at Parkwood Elementary to talk about services available at Welfare Services as well as throughout the township. The presentation was made in both English and Spanish.
- Director Imperato was approached by both IDES and DHS both agencies expressed an interest in keeping schedule office hours at Astor Avenue.
- The Community Resource Group continues in Welfare Services. The topic for March was the Benefit of Yoga Laughter taught by Dr. Om Johari and was well attended. This program was offered at no cost to Welfare Services.
- Welfare Services team is growing for Relay for Life – You are invited to join our team.
- Director Imperato attended a meeting with Representative Crespo and many social service agencies at Schaumburg Township the topic was on disabilities and services.
- Supervisor Community Service Awards Banquet was held on April 13th with 130 in attendance.
- Veterans Honor Roll Dinners are scheduled for April 14th.
- Lissete Bonilla attended several Kindergarten Round-Up sessions in schools where there is a large population of Spanish speaking families with the Office of Community Health.
- GA/EA Audits continue to be done on a regular basis and I am pleased to announce with no unresolved violations.
- After School Snack Program continues with an estimated 15 children attending daily.
- Mobile Pantry scheduled for April 19th in the Administration parking lot.
- Reserve your calendars for Hanover Township Foundation fundraisers; cruise the Fox River on July 23rd to benefit the foundation and Oktoberfest on October 21 to benefit the food pantry. More information to follow regarding these events.

Welfare Services Mission Statement:

Hanover Township Welfare Services is committed to improving the welfare of Hanover Township residents experiencing hardships. Providing resources and support to empower residents in achieving self-sustainability; to serve promptly with dignity and respect.

DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for March, 2011

SERVICE PROVIDED	MARCH 2011	MARCH 2010	FYTD 2011	FYTD 2010
<i>Outreach & Prevention</i>				
Open Gym participants	1212	1137	8132	7337
Open Gym participants (unduplicated)	570	517	1284	1593
Alternative to Suspension referrals	0	0	9	0
Alternative to Courts referrals	0	0	0	0
<i>Clinical</i>				
Therapy clients (total)	270	509	3747	3566
Therapy clients (unduplicated)	189	372	2620	2957
Total families	63	89	731	688
New families	7	4	61	56
Clinical hours	210	305	2396	2641
Group session participants	66	15	175	97
<i>Tutoring Participants</i>				
Total	195	177	1154	1068
Unduplicated	71	60	492	427

Department Highlights

- The Committee on Youth selected the 2011 Principal of the Year, Denise Lockwald, Principal of Sunnydale Elementary School, Streamwood, IL. A reception in Ms. Lockwald's honor will be held on Tuesday, May 3, 2011, 5:30PM-7:00PM, Veteran's Hall.
- Met with the School District U-46 PBIS team to present services offered by Hanover Township.
- Met with President Roth and Chief Popp from the Village of Streamwood to discuss a possible partnership with a Peer Jury Program.
- Met with Principal Smiley at Tefft Middle School to partner with the Alternative to Suspension Program.
- Presented Hanover Township Youth and Family Services Alternative to Suspension Program at the School District U-46 PBIS Community Alliance Meeting.
- Held AITCOY Executive Meeting to make plans for TOI's Annual Conference.
- Submitted application for a Mental Health Board Challenge Grant.
- Conducted first round interviews for family therapist positions.
- Hired Alejandra Chacon for the Prevention Specialist position.

Youth & Family Services Mission Statement:

The mission of Hanover Township Youth and Family Services is the prevention of juvenile delinquency and the promotion of positive development in young people. This is accomplished by providing services which help to strengthen families, to provide outreach to children and teens at risk of school failure and delinquency, and to contribute to the building up of a healthier community for all Township youth.

Hanover Township
Board Audit Report
From 4/13/11 to 04/19/11

Total Town Fund	10,099.97
Total Senior Center	17,508.13
Total Welfare Services	3,882.33
Total Road and Bridge	3,178.83
Total Mental Health Board	94,999.82
Total Retirement	
Total Vehicle	
Total Capital	
Total All Funds	<u><u>129,669.08</u></u>

The above has been approved for payment this 19th day of April 2011.

Supervisor

Town Clerk

Trustee

Trustee

Trustee

Trustee

ORDINANCE NO. _____

**AN ORDINANCE ADOPTING THE HANOVER TOWNSHIP
IDENTITY- PROTECTION POLICY**

WHEREAS, Section 37 of the Illinois Identity Protection Act (the “Act”) requires the Hanover Township to adopt an identity-protection policy on or before June 1, 2011 (5 ILCS 179/37); and

WHEREAS, the purpose of the Act and the attached Hanover Township Identity-Protection Policy is to prohibit the unauthorized release and/or disclosure of social security numbers and to reduce potential identity theft;

NOW, THEREFORE, BE IT ORDAINED by the Supervisor and Board of Trustees (the “Board”) of the Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: The above Recitals are hereby incorporated into and made a part hereof.

SECTION TWO: The Board hereby adopts the Hanover Township Identity-Protection Policy, a copy of which is attached hereto and incorporated herein (the “Policy”).

SECTION THREE: The Township Administrator, or his designee, is authorized and directed to perform such acts as required under the Act and the Policy, including, but not limited to, causing all Township employees identified as having access to social security numbers in the course of performing their duties for the Township to be trained to protect the confidentiality of social security numbers, as required under the Act and Policy.

SECTION FOUR: A copy of the Policy shall be filed with the Board within 30 days hereof. Notice of the existence of the Policy shall be given by the Township Administrator, or his designee, to all employees of the Township, and a copy of the Policy shall be made available to all Township employees, and also to all members of the public who request a copy of the Policy.

SECTION FIVE: SEVERABILITY. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION SIX: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION SEVEN: EFFECTIVE DATE. This Ordinance shall effective upon its passage and approval. The Policy shall be effective June 1, 2011, other than Article VII of the Policy which shall become effective upon the passage and approval of this Ordinance.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: April 19, 2011

APPROVED: April 19, 2011

Brian P. McGuire, Supervisor

Attest:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance _____, enacted on April 19, 2011, and approved on April 19, 2011, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

HANOVER TOWNSHIP IDENTITY-PROTECTION POLICY

I. INTRODUCTION AND IDENTIFICATION OF ACT

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.* The Identity Protection Act requires HANOVER TOWNSHIP (the “Township”) to draft, approve, and implement this Identity-Protection Policy to ensure the confidentiality and integrity of Social Security numbers (SSNs) that the Township collects, maintains, and uses. It is important to safeguard SSNs against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was passed in part to require the Township and other local and State government agencies to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality. All Township officers, employees, and agents shall comply with the Identity Protection Act and this Policy at all times.

II. DEFINITIONS

The following words shall have the following meanings when used in this Policy.

“Act” means the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.*

“Board” means the Board of Trustees of the Township.

“Township” means HANOVER TOWNSHIP.

“Person” means any individual in the employ of the Township.

“Policy” means this Identity-Protection Policy.

“Publicly post” or “publicly display” means to intentionally communicate or otherwise intentionally make available to the general public.

“Redact” means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

“SSN(s)” means any Social Security number provided to an individual by the Social Security Administration.

“Statement of Purpose” means the statement of the purpose or purposes for which the Township is collecting and using an individual’s SSN that the Act requires the Township to provide when collecting a SSN or upon request by an individual. An example of a Statement of Purpose for the Township is attached to this Policy.

III. STATEMENT OF PURPOSE

The Township shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the Township with his or her SSN or if an individual requests it.

IV. PROHIBITED ACTIVITIES

(a) Neither the Township nor any Person may:

1. Publicly post or publicly display in any manner an individual's SSN.
2. Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed. Notwithstanding the foregoing, SSNs may be included in applications and forms sent by mail, including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

(b) Except as otherwise provided in paragraph (c) below or unless otherwise provided in the Act, neither the Township nor any Person may:

1. Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the Township's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
2. Require an individual to use his or her SSN to access an Internet website.
3. Use the SSN for any purpose other than the purpose for which it was collected.

(c) The prohibitions in paragraph (b) above do not apply in the following circumstances:

1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets

forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.

2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
5. The disclosure of SSNs by a State agency to the Township for the collection of delinquent child support or of any State debt or to the Township to assist with an investigation or the prevention of fraud.
6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

V. COORDINATION WITH THE FREEDOM OF INFORMATION ACT AND OTHER LAWS

The Township shall comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, and any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the Township shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the Township shall request each SSN in a manner that makes the SSN easy to redact if required to be released as part of a public records request.

VI. LIMITED EMPLOYEE ACCESS TO SOCIAL SECURITY NUMBERS

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs shall first be trained to protect the confidentiality of SSNs. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

VII. EMBEDDED SOCIAL SECURITY NUMBERS

Neither the Township nor any Person shall encode or embed a SSN in or on a card or document, including but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the SSN as required by the Act and this Policy.

VIII. APPLICABILITY

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy does not apply to:

1. the collection, use, or disclosure of a SSN as required by State or federal law, rule, or regulation; or
2. documents that are recorded with a county recorder or required to be open to the public under a State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, however, that the Township shall redact the SSN from such document if such law, rule, or regulation permits.

IX. AVAILABILITY OF POLICY

The Policy shall be filed with the Board within 30 days of its approval. All Township employees shall be advised of the existence of this Policy.

Township employees who are required to use or handle information or documents that contain SSNs have been provided a copy of this Policy, which each shall maintain at all times. A copy of the Policy is available to all other employees and any member of the public by requesting a copy from: Katy Dolan Baumer, Hanover Township Clerk, 630-837-0301.

X. AMENDMENTS

This Policy may be amended by the Township Board at any time. If the Policy is amended, the Township shall file a written copy of the Policy, as amended, with the Township Clerk and shall also advise all Township employees of the existence of the amended Policy. A copy of the amended Policy will be made available to Township employees and the public as set forth in the preceding section above.

XI. EFFECTIVE DATE

This Policy becomes effective June 1, 2011, other than Article VII which becomes effective immediately (i.e., April 19, 2011).

ATTACHMENT

STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS BY HANOVER TOWNSHIP

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, and the Identity-Protection Policy of HANOVER TOWNSHIP (“Township”) require the Township to provide an individual with a statement of the purpose or purposes for which the Township is collecting and using the individual’s Social Security number (“SSN”) anytime an individual is asked to provide the Township with his or her SSN or if an individual requests it. This Statement of Purpose is being provided to you because you have been asked by the Township to provide your SSN or because you requested a copy of this statement.

Why do we collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- IL-W-4 Employee’s Withholding Allowance Certificate
- Federal Form W-4 Employee’s Withholding Allowance Certificate
- Form I-9 – Employment Eligibility Verification
- Criminal Background Check Form
- Illinois Dept. of Employment Security New Hire Reporting Form
- Hanover Township Full & Part Time New hire and Termination Property Checklist
- Health Eligibility Form for health insurance coverage
- Health Program Coordination of Benefits Form
- Standard Insurance Company Enrollment & Change Form (Voluntary Life)
- Illinois Form 45: Employer’s First Report of Injury (Worker’s Comp)

What do we do with your Social Security number?

We will only use your SSN for the purpose for which it was collected.

We will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you. If mailed, your SSN will not be visible without opening the envelope in which it is contained.

Questions or Complaints about this Statement of Purpose

Write to the HANOVER TOWNSHIP
250 South Route 59
Bartlett, Illinois, 60103
Attention: James Barr,
Township Administrator