



240 S. Route 59
Bartlett, Illinois 60103

Special Meeting of Township Board

March 29, 2011

7:00 PM

A G E N D A

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Town Hall (Public Comments)
- V. Presentations
 - A. Veteran's Honor Roll
 1. SGT. Jerome E. Huinker
 - B. Streamwood High School Cheerleading
 - C. Knights of Columbus
 - D. Knights of Columbus Ladies Auxiliary
- VI. Hearing Regarding the Hanover Township and the Hanover Township Road District Budget and Appropriation Ordinances
 - A. Explanation of the Hanover Township and the Hanover Township Road District Budget and Appropriation Ordinances
 - B. Comments and Questions from the Board regarding the Ordinances
 - C. Comments and Questions from the Public regarding the Ordinances
 - D. Approve – Hanover Township Budget and Appropriation Ordinance for the Fiscal Year Beginning April 1, 2011 and Ending March 31, 2012
 - E. Approve – Hanover Township Road District Budget and Appropriation Ordinance for the Fiscal Year Beginning April 1, 2011 and Ending March 31, 2012
 - F. Adjournment to Regular Board Meeting
- VII. Supervisor's Report
- VIII. Clerk' Report
 - A. Approve Special Meeting Minutes of March 8, 2011 – 6:00 pm
 - B. Approve Special Meeting Minutes of March 8, 2011 – 7:30 pm
- IX. Highway Commissioner's Report
- X. Assessor's Report
- XI. Trustee Liaison Committee Reports
- XII. Treasurer's Report

- XIII. Bill Paying
- XIV. Unfinished Business
- XV. New Business
 - A. Resolution Designating April 29th, 2011 as Galto's Hot Dogs Day
 - B. Resolution Designating April as Child Abuse Prevention Month
 - C. Approval of Annual Town Meeting Agenda
 - D. Resolution Approving of Addendum No. Two to Professional Services Agreement between Hanover Township and Alexian Brothers Behavioral Health Hospital
 - E. Approval of Appointment to the Mental Health Board
 - F. Approval of Appointments to the Senior Citizen Services Committee
 - G. Approval of Com Ed – Astor Avenue Project Agreement
- XVI. Executive Session
- XVII. Department Reports
- XVIII. Other Business
- XIX. 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.



250 South Route 59
Bartlett, Illinois 60103-1648

• email: hanover@hanover-township.org
www.hanover-township.org

• Phone: 630-837-0301
FAX: 630-837-9064

Where Great Service Happens!

Supervisor
Brian R. McGuire

Clark
Katy Dolan Baumer

Assessor
Thomas S. Smogolski

Highway Commissioner
R. Craig Ochoa

Collector
Frank Liquori

Trustees
Mary Alice Benoit
William T. Burke
Howard Krick
Sandra Westlund-Deenihan

Administrator
James C. Barr

Memorandum

Date: February 15, 2011

To: Hanover Township Board

From: James C. Barr, Administrator 

Re: Finance Committee FY12 Budget Recommendations

Attached for the Township Board's consideration is the Finance Committee recommend budget ordinances for Fiscal Year 2012. Utilizing the Township Board's established FY12 goals each department submitted to the Administrator a budget following instructions provided by the Finance Committee and Administrator stipulating a target based budgeting process of 0% for non-personnel expenditures and 4% budget for personnel with an expected 2% salary pool for FY12. The excess budgeted personnel funds are planned to be used next fiscal year when new revenue is expected to be minimal. Departments were then asked to submit any additional requests noting few would be funded due to limited revenue growth. Below are highlights of the budget as recommend to the Township Board. It is anticipated that the tentative budget will be considered at the February 22, 2010 Board meeting and the final budget would be acted upon at a Board meeting in late March. Total combined expenditures are recommended to decrease slightly from the previous fiscal year. Please feel free to contact myself or Finance Committee Chairman, Trustee Westlund-Deenihan, should you have any questions, comments, or inquires regarding the proposed FY12 budget.

Budget Highlights

Department of Senior Services – The Road District has generously offered to fund senior transportation again, in the combined amount of \$378,208 as authorized by state statute. \$115,000 is budgeted for senior bus purchases in the vehicle fund and the remaining \$263,208 is allotted to operational costs of the senior transportation program (salaries, fuel, vehicle repair, etc.). The Finance Committee is recommending the addition of \$12,000 to create a consultant line

item for the ongoing work the Board approved earlier this year with Active Senior Options, Inc. offset by a decrease in Title III expenditures of \$16,675. The Transportation Emergency Maintenance line item was eliminated since these funds have not been utilized in many years and replaced with the Alternative Transportation program the Board adopted earlier this year. The garage lease cost was transferred to the Town Fund since the space now houses field operations of Emergency Services. The Committee recommends authorization for a Program Assistant that has been previously included in the budget effective June 1st. Approximately \$10,000 was removed from the senior transportation salaries line item of the original proposal. These were identified as excess dollars above authorized positions that have grown with turnover. Most significantly, \$380,000 is budgeted to transfer to the Capital Fund to pay a large portion of the costs for the build out of the lower level of the Senior Center, in addition to approved CDBG funds. These dollars will come from fund reserves that have been set aside over several years.

Department of Youth and Family Services – YFS has increased tutoring per Board direction in the past year. Additionally, YFS decreased several lines items to provide funds to create a \$5,000 transportation line item. Utilizing existing senior buses these funds will pay for staff driver time and fuel for Open Gym outings and other prevention programs. Although not a direct cost, due to retiring senior vans, one of the two Welfare Services vans has been dedicated to the Open Gym program to transport equipment and supplies among sites. The retiring senior van will be shared by Facilities and Maintenance and Welfare Services food pantry. YFS salary line items were decreased \$22,000 from original guidelines due to accumulated funds over time from staff turnover. With these changes the overall YFS budget increased by less than 1%.

Department of Welfare Services – Welfare Services is requesting administrative costs in line with established guidelines. In the home relief portion of the budget the department is requesting, with the endorsement of the Finance Committee, a large increase in Emergency Assistance funding. This funding has already run out for the current fiscal year, there are adequate fund reserves to cover the increase, and this is a program that more residents may qualify for than General Assistance, which is particularly important in the current economic climate.

Department of Facilities & Maintenance – The Facilities and Maintenance budget as submitted was just under 0% including the salary increment which is a commendable cost savings effort by the department. After discussion, the Finance Committee is recommending the addition of \$10,000 in project/seasonal

help to assist in completing the numerous capital projects that will be acted upon during Fiscal Year 2012.

Mental Health Board – The Mental Health Board is continuing to aid state funded agencies that have been severely impacted by the State of Illinois fiscal crisis. This budget will again provide for emergency agency funding, although to a lesser degree from the previous year. Additional onetime expenses including renovations to the mental health community resource center are budgeted and will come from accumulated saving in the mental health fund reserve.

Highway Department - The Highway Commissioner has requested continued financial support to the senior transportation program in the amount of almost \$400,000, and approximately \$1,500,000 for land acquisition and improvements for a new Highway Department facility that would also house the senior buses if it is determined necessary and beneficial. Funds continue to be allocated for significant road resurfacing projects as well.

Office of the Assessor – The Assessor has requested a budget following the Finance Committee guidelines of 4% for personnel and 0% for non-personnel average costs. Funds have been internally reallocated to provide for a miscellaneous line item similar to other units, providing greater flexibility. The office has experienced significant increases in clients with the closing of the Rolling Meadows County Assessor's Office and new property assessments.

Office of the Clerk – The Clerk's Office submitted a budget request with an overall increase of 0% including salary increments with several internal line item re-allocations. The Finance Committee is recommending decreasing the salary line item by \$10,000 reflecting unallocated dollars above the approved staffing levels remaining from previous staff turnover.

Office of Community Health – The Office of Community Health request followed the established guidelines. Director Simon also requested the addition of \$14,000 as a special request to increase a part time administrative assistant/certified nursing assistant to full time, 32 hours per week. This request will enable nursing staff to focus greater attention on direct health issues and also enable the unit to meet increasing demand and accommodate the new space to be completed during Fiscal Year 2012. The Committee also recommended a \$2,000 increase in the communication line item to provide all nurses with appropriate communication devices while in the field.

Town Fund – The central Town Fund request calls for a \$190,000 transfer to the former Retirement Fund which will be divided into IMRF and Social Security funds and a \$160,000 transfer to the Capital Improvement Fund to continue to support this fund and cover the costs for projects identified in the Capital Improvement Program as adopted by the Township Board. The transfer to the vehicle fund is recommended to decrease to \$30,000 since adequate fund reserves have been achieved. The Fire Barn lease will now be paid for through the Town Fund since Emergency Services field operations is now based in this facility. The Road District is scheduled to transfer these funds to cover the cost.

Emergency Management Agency – The Finance Committee endorsed Emergency Services request which reflects a total budget of slightly more than \$99,000 which includes the new full time, 32 hour per week, director as well as assumes costs for vehicle maintenance.

Retirement Fund – This fund will be divided into two separate funds this year at the request of the IMRF. The two funds will be IMRF and Social Security and the same total transfer of \$190,000 will be divided between the two. \$170,000 will be going to IMRF and \$20,000 to Social Security to balance their respective fund balances with expenses in the coming fiscal year.

Vehicle Fund – The Finance Committee is recommending continued contributions to build this fund as we anticipate one likely senior vehicle bus purchase in FY12, one replacement maintenance vehicle, and one potential Emergency Services vehicle.

Capital Fund – The Finance Committee is recommending the continuation of a Capital Improvement Fund with a significant amount of dedicated revenue this fiscal year. The continued practice of a separate Capital Fund will allow for the accumulation of dedicated capital dollars over time, while preserving the Board's ability to re-direct these funds for any unforeseen considerations in the future. We expect three major capital improvements to come to fruition in FY12 including the renovation of Astor Avenue Food Pantry, an emergency power generator for the senior center, and the build out of the lower level of the senior center. We anticipate this will still leave a capital fund balance in excess of \$1,000,000 for future improvements identified in the Capital Improvement Plan.

**Hanover Township Budget and Appropriation Ordinance
Ordinance #**

AN ORDINANCE MAKING APPROPRIATIONS TO DEFRAY EXPENDITURES FOR
THE TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS,
FOR THE FISCAL YEAR BEGINNING APRIL 1, 2011 AND ENDING MARCH 31, 2012.
BE IT ORDAINED BY THE BOARD OF TRUSTEES, TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: THAT THE FOLLOWING BUDGET, CONTAINING AN ESTIMATE OF REVENUES AND
EXPENDITURES, IS HEREBY ADOPTED FOR THE FOLLOWING FUNDS: TOWN FUND, SENIOR
CENTER FUND, GENERAL ASSISTANCE FUND, COMMUNITY MENTAL HEALTH FUND,
RETIREMENT FUND AND VEHICLE REPLACEMENT FUND FOR THE FISCAL YEAR MENTIONED
ABOVE, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

1. GENERAL TOWN FUND

Beginning Balance April 1, 2011		2,266,145
Estimated Revenues		
3000	Property Tax	3,170,809
3100	Replacement Tax	25,946
3250	Interest Income	18,754
3300	Other Income	5,200
3350	Rent	12,500
3420	MHB/Office Charges	4,500
3425	YFS/Donations & Gifts	500
3430	YFS/Therapy Fees	21,632
3435	YFS/Other Income	4,500
3440	YFS/ Tutoring Fees	5,700
3445	YFS/ MHB Grants	18,000
3450	Community Health	4,000
3951	Clerk/Passports Fees	33,000
3952	Transfer from Road District - ES*	20,000
3955	Grant	<u>1</u>
Total Estimated Revenues		<u>3,345,042</u>
*To be spent for direct costs of providing disaster relief and support services pursuant to 60 ILCS 1/30-117		
Total Estimated Funds Available		3,611,187
Budgeted Expenditures		
	Administration	1,653,959
	Assessor	147,245
	Facilities & Maintenance	353,185
	Community Health	113,992
	Clerk	98,459
	Collector	1
	Emergency Services	99,700
	Youth and Family Services	<u>876,501</u>
Total Expenditures/Appropriations		<u>3,345,042</u>
Estimated Cash on Hand March 31, 2012		<u>2,266,145</u>

Expenditures/ Appropriations			
4301	Compensation of Officials		98,802
	Town Hall Administration Expense		
	4401	Postage	3,000
	4404	Office Supplies	6,000
	4406	Printing	3,100
	4408	Salaries	275,000
	4412	Travel	4,200
	4414	Memberships, Subs, Pubs	8,000
	4420	Pre-Employment Charges	1,000
	4424	Education & Training	20,000
	4429	Miscellaneous	10,000
	4520	Consulting Fees	12,000
	4530	Financial Administration	59,160
	4531	Community Affairs	48,000
	4560	Emergency Contingency Fund	15,000
	Total Town Hall Administration Expense		464,460
	Town Hall Expense		
	4402	Telephone Town/Town	27,000
	4403	Utilities/Town	22,000
	4405	Internet Access	2,000
	4416	Equipment Rental	2,500
	Total Town Hall Expense		53,500
	Legal/Auditing		
	4501	Auditing	11,500
	4502	Legal Services	60,000
	Total Legal/Auditing		71,500
	Insurance & Employee Benefits		
	4411	Employee Assistance Program	1,800
	4503	General Insurance	70,000
	4504	Dental, Vision & Life	32,971
	4505	Health Insurance	212,580
	4506	Unemployment Comp	25,200
	4507	Flex Plan	900
	4508	Health Insurance Waiver	44,800
	4512	Health Savings Account	11,000
	4513	Employee Wellness	8,500
	Total Ins & Employee Benefits		407,751

Capital Expenditures & Transfers			
4410	Equipment Purchase	25,000	
4430	Computer Equipment, Software & Support	70,000	
4540	Facility Lease	20,000	
4541	Transfer to Vehicle Fund	30,000	
4547	Transfer to Capital Projects Fund	160,000	
4548	Transfer to IMRF Fund	170,000	
4549	Transfer to Social Security Fund	20,000	
Total Capital Expenditures & Transfers			495,000
Community Center Operations			
4460	Salaries	34,805	
4461	Utilities	8,000	
Total Community Center Operations			42,805
Veterans Affairs			
4700	Salary	19,941	
4703	Travel	100	
4704	Supplies	100	
Total Veterans Affairs			20,141
Total Administration			1,653,959
Emergency Services			
4801	Salaries	40,000	
4802	Equipment	27,750	
4803	Uniforms	6,000	
4804	Printing	500	
4805	Postage	100	
4806	Office Supplies	750	
4807	Miscellaneous	1,000	
4808	Education & Training	7,500	
4809	Pre-Volunteer Screening	1,200	
4810	Travel	1,000	
4811	Volunteer Insurance	1,200	
4812	Volunteer Appreciation	1,000	
4813	Vehicle Fuel & Maintenance	2,500	
4814	Communications	9,200	
Total ES			99,700
Assessor's Office			
4405	Office Supplies	4,674	
4407	Printing	772	
4409	Salaries	122,442	
4411	Equipment Purchase	2,838	
4413	Travel	3,018	
4415	Dues, Subs & Publications	2,866	
4419	Training	3,341	
4426	Miscellaneous	1,200	
4431	Equipment Rental	1,082	
4433	Professional Services	1,170	
4524	Equipment Maintenance	2,543	
4525	Newsletter/Pamph/Comm.Video	1,299	
Total Assessor's Office			147,245

Facilities & Maintenance

4200	Salaries	201,760
4201	Postage	100
4202	Office Supplies	400
4203	Travel	250
4204	Dues, Subs & Publications	200
4205	Janitorial Supplies - Town	4,250
4206	Janitorial Supplies - Senior	5,500
4207	Janitorial Supplies - Astor	1,000
4208	Housekeeping Contract	29,000
4209	Building Contracts	13,500
4210	Building Maintenance - Town	11,500
4211	Building Maintenance - Senior	12,500
4212	Building Maintenance - Astor	2,425
4213	Equipment Maintenance - Town	14,500
4214	Equipment Maintenance - Senior	13,500
4215	Equipment Maintenance - Astor	1,500
4216	Equipment Rental	3,250
4217	Education & Training	1,000
4218	Vehicle Maintenance - Town	4,500
4219	Vehicle Fuel - Town	6,500
4220	Seasonal Projects Assistance	10,000
4221	Cell Phone / Communications	2,000
4222	Trash Removal - Town	3,000
4223	Trash Removal - Senior	1,850
4224	Trash Removal - Astor	1,200
4225	Grounds Maintenance	8,000
4226	Uniforms	1,000
4227	Miscellaneous	1,000

Total Facilities & Maintenance

355,185

Collector's Office

4437	Collector's Office	1
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Total Collector's Office

1

Clerk's Office			
4200	Salaries	74,300	
4201	Postage	1,003	
4202	Office Supplies	2,158	
4203	Printing	4,201	
4206	Travel & Training	1,500	
4204	Dues, Sub & Publications	500	
4205	Legal Notices	1,018	
4210	Community Affairs	2,102	
4213	Equipment Maint & Rental	500	
4214	Furniture & Equipment	4,002	
4216	Miscellaneous	2,001	
4217	Passport Expenditures	2,700	
4218	Passport Postage	2,474	
Total Clerk's Office			98,459
Community Health			
4450	Salaries	89,440	
4451	Postage	500	
4452	Office Supplies	2,000	
4453	Printing	1,000	
4454	Travel, Expense & Seminars	1,500	
4455	Dues, Sub & Publications	400	
4456	Community Affairs	2,000	
4457	Equipment Maint & Rental	500	
4458	Furniture & Computer Equipment	1,500	
4459	Professional Services	500	
4461	Miscellaneous	1,000	
4462	License/Professional Insurance	400	
4464	Grant Development	1	
4465	Medical Supplies	5,750	
4466	Communications	4,000	
4467	Crisis Care	3,500	
4468	MHB Prescription Reimbursements	1	
Total Community Health			113,992

Youth and Family Services

Administration & Clinical

4608	Salaries	532,000
4611	Education & Training	5,600
4612	Consulting Fees	4,000
4613	Answering Service	1,300
4614	Printing	2,500
4615	Postage	2,000
4616	Books and Journals	800
4617	Equipment Maintenance	2,000
4618	Psychiatric backup	18,000
4619	Office Supplies	4,000
4620	Community Affairs	5,000
4621	Recruitment & Pre-Employment	2,500
4622	Miscellaneous	800
4623	Travel	1,500
4624	Intern Stipends	10,000
4625	Insurance	2,500
4626	Equipment and Furniture	6,500
4628	Tutoring	22,000
4629	Dues & Subscriptions	1,500

Total Administration & Clinical

624,500

Outreach & Prevention

4640	Salaries	181,000
4641	Open Gym Program	47,000
4643	Education & Training	2,500
4644	Travel	3,000
4645	Printing	1,000
4646	Postage	800
4647	Office Supplies	1,200
4648	Community Affairs	3,000
4649	Professional Services	1,500
4650	Program Supplies	2,000
4651	Cell Phones	4,000
4654	Youth Job Incubator Project	1
4655	Transportation	5,000

Total Outreach & Prevention

252,001

Total Youth & Family Services

876,501

Total Town Fund Expenses/Appropriations

3,345,042

2. SENIOR CENTER/SENIORCITIZEN SERVICES FUND

Beginning Balance April 1, 2011		1,220,603
Estimated Revenues		
3000	Property Tax	935,000
3250	Interest Income	2,000
3300	Other Income	200
3350	CEDA - LIHEAP	5,000
3425	Title III Grants - Sub Area Agency	25,179
3450	Transfer From Road & Bridge Fund*	263,208
3500	Senior Programs	60,000
3501	Nutrition	6,200
3503	Donations	1,000
3506	Social Services Donations	1,000
3507	Material Fees	6,500
3509	Lending Closet	1,750
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	Total Estimated Revenue	1,307,037
	Total Estimated Funds Available	2,527,640
	Total Expenditures/Appropriations	1,684,452
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	Estimated Cash on Hand March 31, 2012	843,188
Expenditures		
Administration		
4517	Salaries	451,246
4522	Contingency	60,000
4523	Recruitment	1,500
4524	Utilities	79,000
4525	Telephone & High Speed Internet	6,500
4527	Equip Purchase & Rental	8,250
4528	Office Supplies	6,500
4529	Postage	3,250
4530	Printing	4,500
4534	Dues & Subscriptions	1,000
4535	Travel	2,500
4536	Education & Training	4,500
4537	Consultants	12,000
4538	Community Affairs	5,200
4539	Miscellaneous	1,000
4540	Tile Endowment Fund	22,526
4541	Transfer to Capital Fund - Lower Level Project	380,000
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	Total Administration	1,049,472
Programs & Services		
4514	Weekend Programming	3,500
4515	Programming	87,000
4516	Outreach Services	4,500
4519	Social Services	2,500
4520	Volunteer Services	16,000
4526	Club 59	24,500
4530	Nutrition	16,200
4531	Computer Instruction	1,000
4532	Visual Arts	15,000
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	Total Programs & Services	170,200
Senior Health		
4546	Salaries	72,280
4547	Printing	1,000
4548	Program Supplies	1,000
		<hr/>
	Total Senior Health	74,280
Transportation		
4513	Alternative Transportation Program	10,000
4518	Vehicle Maintenance	40,000
4546	Salaries	297,000
4549	Recruitment	2,500
4550	Telephone	4,000
4551	Training	3,000
4552	Fuel	32,500
4553	Uniforms	1,500
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	Total Transportation	390,500
	Total Senior Center Fund / Senior Citizen Services Fund Appropriations	1,684,452

* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

3. WELFARE SERVICES

Beginning Balance April 1, 2011		455,878
Estimated Revenues		
3000 Property Tax	306,271	
3100 Replacement Tax	4,500	
3250 Interest Income	2,000	
3300 Other Income	2,000	
3350 CEDA - LIHEAP	10,000	
3445 Grants	1	
Total Estimated Revenues	<u>324,772</u>	<u>324,772</u>
Total Estimated Funds Available		780,650
Total Expenditures/ Appropriations		<u>437,674</u>
Estimated Cash on Hand March 31, 2012		342,976
Expenditures		
Home Relief		
4101 Food	1,000	
4102 Rent	120,000	
4103 Utilities	10,000	
4105 Clothing/Personal Essentials	5,000	
4106 Travel	5,000	
4110 Burial	1,200	
4115 Medical	25,000	
4116 Catastrophic Ins Prem	3,500	
4117 Miscellaneous	1,000	
4119 Emergency Assistance	50,000	
Total Welfare Services Home Relief	<u>221,700</u>	221,700
Administration		
4201 Welfare Services Salaries	110,874	
4202 Office Supplies	2,000	
4203 Food Pantry Salaries	62,400	
4204 Equipment Purchase & Rental	5,000	
4205 Travel & Training	3,250	
4206 Postage	600	
4210 Printing	2,200	
4212 Dues, Sub & Publications	400	
4213 Community Affairs	2,250	
4506 GA Facilities/Food Pantry Renovations and Improvements	25,000	
4507 Professional Services	2,000	
Total Welfare Services Administration	<u>215,974</u>	215,974
Total WS Budgeted Expenditures/ Appropriations		437,674

4. MENTAL HEALTH FUND

Beginning Balance April 1, 2011		822,529
Estimated Revenues		
3000 Property Tax	921,022	
3100 Replacement Tax	15,000	
3250 Interest Income	4,250	
3300 Other Income	8,000	
3350 Rental Income	2,520	
3850 Tide	8,000	
3855 Telephone Reimbursement	6,600	
3950 Pace Bus Fees	4,200	
Total Estimated Revenues		<u>969,592</u>
Total Estimated Funds Available		1,792,121
Budgeted Expenditures		
Service Contracts	1,000,000	
Administration	100,786	
Community Resource Center	188,900	
Total Expenditures/Appropriations		
Community Mental Health (708) Fund		<u>1,289,686</u>
Estimated Cash on Hand March 31, 2012		502,435

Expenditures		
Service Contracts		
4100 CASI	20,000	
4102 CAC Family Support	8,000	
4103 CAC Safe from the Start	17,500	
4104 CCC DV Shelter	27,563	
4105 CCC DV Counseling/ Advocacy	23,153	
4107 Open Door Clinic	5,000	
4108 AID Supportive Employment	38,000	
4109 AID Case Management	5,000	
4112 Clearbrook Children's Program	5,500	
4113 Clearbrook Residential	4,000	
4114 Clearbrook Developmental Training	2,500	
4123 Easter Seals DuPage	40,000	
4127 Renz Prevention	15,000	
4128 Renz Outpatient	51,000	
4129 Day One Network	7,000	
4130 Northwest CASA	8,000	
4131 Pace Transportation	21,500	
4132 Ecker Therapy Services	66,000	
4135 Ecker Center/PEP	3,300	
4136 Han Twp Youth & Family Services	18,000	
4138 Contract Support Services	120,459	
4139 Community Education	5,000	
4142 Centro de Informacion	30,000	
4146 The Bridge	18,000	
4148 Family Service Youth	25,000	
4149 Family Service Senior	15,000	
4152 LSSI-Residential Treatment	1,800	
4153 LSSI-Outpatient	3,600	
4154 LSSI Residential Rehab	1,000	
4156 Epilepsy Foundation	2,500	

4158	Larkin Center	7,500	
4160	Summitt Center	8,000	
4162	TIDE Project	33,000	
4165	Alexian Brothers - Outpatient Psych	16,500	
4166	PADS of Elgin	16,000	
4167	Alexian Brothers - Senior MH	32,500	
4168	Countryside Work Training Ctr	5,000	
4169	Greater Elgin Family Care Ctr - Case Mgmt	8,500	
4170	Greater Elgin Family care ctr - Post Partum	5,000	
4172	Countryside In-Home Respite	7,000	
4174	Special Ed Advocacy Center	5,000	
4175	WINGS Transitional Shelter	8,000	
4177	Staff Development Fund	12,500	
4178	MI-Drug / Medical Tests Fund	3,000	
4179	Challenge Grant Fund	90,000	
4180	Capital Grant Fund	25,000	
4182	Clearbrook Employment	2,000	
4183	Community Crisis SA Counseling	9,000	
4186	SPHD	5,000	
4187	Web Based Resource Directory	8,640	
4188	Bartlett Learning Center	7,000	
4189	Crisis Line Development	10,000	
4191	Leyden Township - Share Rehab	20,000	
4192	Leyden Township - Detox	10,000	
4193	Boys and Girls Club	5,000	
4194	CCC - Strategies for Safety	7,000	
4195	Autism Society of IL	1,000	
4196	Catholic Charities Caregivers Group	2,000	
4198	FITE Center for Independent Living	2,485	
4199	Greater Elgin Family Care Center - Adult Psych	8,000	
4200	Kenneth Young Center - SASS	8,000	
4201	Journeys from PADS to Hope	4,000	
Total Service Contracts			1,000,000

Administration			
4001	Hanover Township Services	4,500	
4002	Legal	4,000	
4005	Conference Expense	500	
4006	Personal Expense Reimbursement	1,400	
4008	Subscriptions & Publications	150	
4009	Salaries	50,445	
4010	Employee Insurance	6,596	
4012	Supplies	1,000	
4013	Postage	500	
4014	Equip / Database Purchase & Maintenance	2,000	
4506	Unemployment Compensation	1,000	
4508	IMRF Expense	6,072	
4522	FICA Expense	3,873	
4537	Miscellaneous	500	
4538	Community Relations	1,000	
4539	Dues	4,500	
4540	Special Events	500	
4541	Printing	1,250	
4543	Marketing Activities / Materials	500	
4544	Consultants	10,000	
4545	Grant Development	500	
Total Administration			100,786
HT Community Resource Center			
4210	Utilities	10,000	
4211	Insurance	1,000	
4213	Janitorial	7,000	
4214	Rent	10,000	
4216	Telephone Systems Maintenance	4,000	
4217	Capital Improvements	146,700	
4250	Building Maintenance	4,200	
4286	Agency Support Services	6,000	
Total HT Community Resource Center			188,900
Total Expenditures/Appropriations			
Community Mental Health (708) Fund			1,289,686

5. IMRF FUND

Beginning Balance April 1, 2011		50,927
Estimated Revenues		
3000 Property Tax	160,291	
3250 Interest Income	800	
3255 Transfer from Town Fund	170,000	
Total Estimated Revenues		<u>331,091</u>
Total Estimated Funds Available		382,018
Budgeted Expenditures/Appropriations		
4508 IMRF	304,343	
Total Expenditures/Appropriations		<u>304,343</u>
Estimated Cash on Hand March 31, 2012		77,675

6. SOCIAL SECURITY

Beginning Balance April 1, 2011		125,611
Estimated Revenues		
3000 Property Tax	128,806	
3250 Interest Income	800	
3255 Transfer from Town Fund	20,000	
Total Estimated Revenues		<u>149,606</u>
Total Estimated Funds Available		275,217
Budgeted Expenditures/Appropriations		
4522 Socail Security	201,753	
Total Expenditures/Appropriations		<u>201,753</u>
Estimated Cash on Hand March 31, 2012		73,464

7. VEHICLE REPLACEMENT FUND

Beginning Balance April 1, 2011		487,113
Estimated Revenues		
3250 Interest Income	1,000	
3440 Bus Fares & Donations	8,250	
3450 Transfer from Road & Bridge - Senior Trans.*	115,000	
3460 Transfer from Town Fund	30,000	
Total Estimated Revenues		<u>154,250</u>
Total Estimated Funds Available		641,363
Budgeted Expenditures		
4408 Vehicle Purchase	39,250	
4540 Purchase of Senior Buses	115,000	
Total Expenditures/Appropriations		<u>154,250</u>
Estimated Cash on Hand March 31, 2012		487,113

* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

8. CAPITAL PROJECTS FUND

Beginning Balance April 1, 2011		980,212
Estimated Revenues		
3445 Grant	550,000	
3455 From Senior Center Fund for Lower Level Build Out	380,000	
3450 From Town Fund	160,000	
Total Estimated Revenues		<u>1,090,000</u>
Total Estimated Funds Available		2,070,212
Budgeted Expenditures		
4400 Land/Building Acquisition & Improvements	275,000	
4413 Senior Center Lower Level Build Out	535,000	
4415 Senior Center Emergency Generator	120,000	
4425 Building & Permanent Improvements	160,000	
Total Expenditures/Appropriations		<u>1,090,000</u>

Estimated Cash on Hand March 31, 2012

980,212

SECTION 2: THAT THE AMOUNTS APPROPRIATED FOR TOWNSHIP PURPOSES FOR THE FISCAL YEAR ENDING MARCH 31, 2012, BY FUND IS:

GENERAL TOWN FUND	3,345,042
SENIOR CENTER/SENIOR CITIZEN SERVICES FUND	1,684,452
WELFARE SERVICES FUND	437,674
COMMUNITY MENTAL HEALTH FUND	1,289,686
IMRF FUND	304,343
FICA FUND	201,753
VEHICLE REPLACEMENT FUND	154,250
CAPITAL PROJECTS FUND	1,090,000

TOTAL APPROPRIATIONS 8,507,200

SECTION 3: THAT EACH TOTAL IS DIVIDED AMONG THE SEVERAL OBJECTS AND PURPOSES SPECIFIED AND IN PARTICULAR AMOUNTS STATED FOR EACH FUND RESPECTIVELY IN SECTION 1, CONSTITUTING THE TOTAL APPROPRIATION IN THE AMOUNT OF

Eight Million, Five Hundred and Seven Thousand, Two Hundred Dollars
(\$8,507,200) FOR THE FISCAL YEAR ENDING MARCH 31, 2012.

SECTION 4: THAT IF ANY SECTION, SUBDIVISION, OR SENTENCE OF THIS ORDINANCE SHALL FOR ANY REASON BE HELD INVALID, SUCH DECISION SHALL NOT AFFECT THE VALIDITY OF THE REMAINING PORTIONS OF THIS ORDINANCE.

SECTION 5: THAT SECTION 2 SHALL BE AND IS THE ANNUAL APPROPRIATION ORDINANCE OF THIS TOWNSHIP, PASSED BY THE BOARD OF TRUSTEES AS REQUIRED BY LAW, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

SECTION 6: THAT A CERTIFIED COPY OF THIS BUDGET AND APPROPRIATION ORDINANCE MUST BE FILED WITH THE COOK COUNTY CLERK WITHIN 30 DAYS AFTER ITS ADOPTION.

ADOPTED ON _____ AT HANOVER TOWNSHIP, COOK COUNTY, ILLINOIS,
BY THE HANOVER TOWNSHIP BOARD OF TRUSTEES BY ROLL CALL VOTE.

Ayes _____

Nays _____

Absent _____

Town Clerk

Supervisor

CERTIFICATION BY CHIEF FISCAL OFFICER

I hereby certify that I am the Chief Fiscal Officer of the Hanover Township, and that the following is an estimate of revenues, by source, expected to be received by the Hanover Township, Cook County, Illinois for the fiscal year April 1, 2011 through March 31, 2012.

Property Taxes	\$5,622,199
Replacement Taxes	45,446
Interest	29,604
Rent	15,020
Intra Fund Charges	4,500
Fees	196,732
Grants & Donations	599,681
Transfers From Other Funds	1,158,208
	<hr/>
TOTAL REVENUE	<u>\$7,671,390</u>

The above is certified this day of , 2011.

Attest: Kathleen Dolan Baumer
Hanover Township Clerk

Brian P. McGuire
Hanover Township Supervisor

**Hanover Township Road District
Budget and Appropriation Ordinance
Ordinance #**

AN ORDINANCE MAKING APPROPRIATIONS TO DEFRAY EXPENDITURES FOR THE TOWNSHIP OF HANOVER ROAD DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING APRIL 1, 2011 AND ENDING MARCH 31, 2012 BE IT ORDAINED BY THE BOARD OF TRUSTEES, TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS.

SECTION 1: THAT THE FOLLOWING BUDGET, CONTAINING AN ESTIMATE OF REVENUES AND EXPENDITURES IS HEREBY ADOPTED FOR THE GENERAL ROAD FUND FOR THE FISCAL YEAR MENTIONED ABOVE, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

1. General Road Fund

Beginning Balance on April 1, 2011		2,326,201
Estimated Revenues		
Property Tax	804,424	
Replacement Tax	16,000	
Interest Income	15,000	
Permits and Fines	750	
Traffic Enforcement Fees	1,500	
Other	100	
Total Estimated Revenues		837,774
Total Estimated Funds Available		3,163,975
Budgeted Expenditures		
Road Maintenance	942,197	
Equipment	80,981	
Bridge Maintenance	10,816	
Buildings	1,416,224	
Administration/Transfers*	553,419	
Total Expenditures/Appropriations		3,003,637
Estimated Cash on Hand March 31, 2012		160,338

* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

Expenditures

Road Maintenance

4600	Controlled Substance Test	1,082
4601	Salaries	175,000
4602	Operating Supplies and Materials	11,811
4603	Gasoline	12,000
4605	Maintenance Supplies	7,571
4606	Engineering	13,520
4607	Contract Work	534,939
4610	Street Lighting	10,000
4614	Signs& Striping	16,224
4616	Salt	<u>160,050</u>

Total Road Maintenance 942,197

Equipment

4604	Machine Rental	1,839
4608	Equipment Purchase	50,479
4609	Maintenance/Vehicles & Equip	24,336
4610	Emergency Equipment	1
4611	Construction Equipment	<u>4,326</u>

Total Equipment 80,981

Bridge Maintenance

4615	Bridge Repair and Maintenance	<u>10,816</u>
------	-------------------------------	---------------

Total Bridge Maintenance 10,816

Buildings

4612	Buildings & Perm Improvement	10,816
4613	Building Maintenance	5,408
4617	Land/Buidling Acquisition & Improve	<u>1,400,000</u>

Total Buildings 1,416,224

Administration

4506	Unemployment Compensation	525
4508	IMRF Expense	23,400
4522	FICA Expense	15,600
4700	Postage	2,300
4701	Legal	20,000
4702	Insurance	48,672
4703	Accounting	2,100
4704	Telephone	3,500
4705	Dues, Subscriptions, Publications	1,000
4706	Travel Expense	1,500

4707	Printing	2,704	
4708	Training & Conferences	3,000	
4709	Uniforms and Safety Equipment	1,560	
4710	Community Affaris	5,000	
4711	Utilities	6,490	
4712	Miscellaneous	2,000	
4713	Petty Cash/Service Charges	260	
4714	Office Supplies	3,120	
4715	Replacement Tax	12,480	
4716	Transfer to Senior Transportation*	263,208	
4717	Transfer to Vehicle*	115,000	
4718	Transfer to Town - Facility*	20,000	
Total Administration			553,419
* To be spent for direct costs of senior sitizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10			
Total General Road Fund Expenditures/Appropriations			3,003,637

SECTION 2: THAT THE AMOUNT APPROPRIATED FOR ROAD DISTRICT PURPOSES FOR THE
FOR THE FISCAL YEAR ENDING MARCH 31, 2012

General Road Fund			
	Road Maintenance	942,197	
	Equipment	80,981	
	Bridge Maintenance	10,816	
	Buildings	1,416,224	
	Administration & Transfers	553,419	
Total General Road Fund			3,003,637
Total Expenditures/Appropriations			3,003,637

SECTION 3: THAT EACH TOTAL IS DIVIDED AMONG THE SEVERAL OBJECTS AND PURPOSES
SPECIFIED, AND IN PARTICULAR AMOUNTS STATED, FOR THE FUND NAMED IN SECTION 1,
CONSTITUTING TOTAL APPROPRIATIONS IN THE AMOUNT OF:

Three Million Six Hundred and Three Thousand Six Hundred and Thirty-Seven Dollars
\$3,603,637 FOR THE FISCAL YEAR ENDING MARCH 31, 2012

SECTION 4: THAT IF ANY SECTION, SUBDIVISION OR SENTENCE OF THIS ORDINANCE SHALL FOR ANY REASON BE HELD INVALID OR BE UNCONSTITUTIONAL, SUCH DECISION SHALL NOT AFFECT THE VALIDITY OF THE REMAINING PORTIONS OF THIS ORDINANCE.

SECTION 5: THAT SECTION 2 SHALL BE AND IS THE ANNUAL APPROPRIATION ORDINANCE FOR THE ROAD DISTRICT, PASSED BY THE BOARD OF TRUSTEES AS REQUIRED BY LAW, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

SECTION 6: THAT A CERTIFIED COPY OF THIS BUDGET AND APPROPRIATION ORDINANCE MUST BE FILED WITH THE COOK COUNTY CLERK WITHIN 30 DAYS OF ITS ADOPTION.

Adopted on _____ at Hanover Township, Cook County, Illinois, by the Hanover Township Board of Trustees by Roll Call Vote:

Ayes _____

Nays _____

Absent _____

TOWNSHIP CLERK

SUPERVISOR

CERTIFICATION BY CHIEF FISCAL OFFICER

I hereby certify that I am the Ex-Officio Treasurer of the Hanover Township Road District, and that the following is an estimate of revenues, by source, expected to be received by the Hanover Township Road District, Cook County, Illinois for the fiscal year April 1, 2011 through March 31, 2012.

Property Taxes	\$804,424
Replacement Taxes	16,000
Interest	15,000
Fees	2,350
	<hr/>
TOTAL REVENUE	<u><u>\$837,774</u></u>

The above is certified this day of , 2011.

Attest: Kathleen Dolan Baumer
Ex-Officio Clerk of the Hanover Township Road District

Brian P. McGuire
Ex-Officio Treasurer of the Hanover Township Road District

Hanover Township
Board Audit Report
From 3/8/11 to 03/29/11

Total Town Fund	66,064.11
Total Senior Center	48,263.94
Total Welfare Services	9,807.56
Total Road and Bridge	7,994.19
Total Mental Health Board	80,134.75
Total Retirement	
Total Vehicle	
Total Capital	26,039.18
Total All Funds	<u><u>238,303.73</u></u>

The above has been approved for payment this 29th day of March 2011.

Supervisor

Town Clerk

Trustee

Trustee

Trustee

Trustee



Resolution

Galto's Hot Dogs Day April 29, 2011

Whereas Nick Galto and his family opened Galto's Hot Dogs in November of 2010 at 5034 Valley in Streamwood and are celebrating their grand opening on April 29, 2011; and

Whereas Nick and his family are members of the Streamwood Park District Foundation and the Sabres Booster Club; and

Whereas Galto's Hot Dogs have made donations to community partners such as Streamwood VFW Post 5151 and the Bartlett Women's Club; and

Whereas small businesses are vital to the economic growth and development in our community, state and across the country; and

Whereas small business represents 99.7 percent of all employer firms in the United States and creates 60 to 80 percent of new jobs annually; then

Therefore, the Town Board of the Township of Hanover, in the County of Cook, State of Illinois hereby resolves that April 29, 2011 to be Galto's Hot Dog Day in Hanover Township in hopes that support of local business will contribute to community and economic development for the betterment of our residents.

Dated this 29th day of March, 2011

In Witness Whereof, we have hereunto set our hands and caused the seal of Hanover Township to be affixed hereto.

Trustee Mary Alice Benoit

Supervisor Brian McGuire

Trustee William Burke

Clerk Katy Dolan Baumer

Trustee Howard Krick

Trustee Sandra Westlund-Deenihan

Seal of
Hanover
Township



Resolution

Child Abuse Prevention Month - April 2011

Whereas the National Day of Hope on April 6 serves to enhance public awareness on the problem of child abuse and neglect; and

Whereas approximately three million reports of suspected or known child abuse and neglect reports are made to child protective services each year; and

Whereas the actual incidence of abuse and neglect is estimated to be three times greater than the number of reported to authorities and more than four children die each day as a result of abuse in the home; and

Whereas 588,000 American children are unable to live safely with their families and are placed in foster homes and institutions; and

Whereas the Illinois Department of Children and Family Services received reports of over 109,000 cases of abuse and neglect in 2010; and

Whereas the Youth and Family Services department of Hanover Township exists in part to provide outreach services to youth in our communities to create positive familiar environments; and

Whereas the Hanover Township Mental Health Board promotes services for survivors of abuse through funding of support agencies, and is committed to preventing abuse through education and community action and promoting equality, safety, and respect among all individuals;

Now, therefore, be it resolved that we, the Hanover Township Board of the Township of Hanover, County of Cook in the state of Illinois do hereby proclaim April 2011, Child Abuse Prevention Month in Hanover Township, and urge all citizens and communities to participate fully in activities and events to observe Child Abuse Prevention Month.

Dated this 29th day of March, 2011.

In Witness Whereof, we have hereunto set our hands and caused the seal of Hanover Township to be affixed hereto.

Trustee Mary Alice Benoit

Supervisor Brian McGuire

Trustee William Burke

Clerk Katy Dolan Baumer

Trustee Howard Krick

Trustee Sandra Westlund-Deenihan

Seal of
Hanover
Township



240 S. Route 59, Bartlett, Illinois 60103

161st ANNUAL TOWN MEETING OF HANOVER TOWNSHIP

APRIL 12, 2011

7:30 P.M.

AGENDA

- I. Meeting called to order and Pledge of Allegiance to the Flag
- II. Welcome and introduction of Officials
- III. Election and swearing in of Sergeant at Arms
- IV. Election and swearing in of Moderator
- V. Approval of Annual Town Meeting Agenda
- VI. Acceptance of Minutes of the 2010 Annual Town Meeting
- VII. Supervisor presents Annual Financial Statements
 - A. Town Fund
 - B. General Assistance Fund
 - C. Road District Fund
 - D. Mental Health Board Fund
 - E. Retirement Fund
 - F. Senior Center
 - G. Vehicle Replacement Fund
- VIII. Certification of Accounts by Trustees
- IX. Presentation of Department Reports
- X. Resolution Declaring Certain Hanover Township Personal Property to be Surplus
- XI. Motion to Set the Hour of Special Town Meetings for 7:00 P.M.
- XII. Motion to Set the Hour of the Next Annual Town Meeting for 7:30 P.M.
- XIII. Motion to Pay the Moderator
- XIV. 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.

RESOLUTION _____

A RESOLUTION APPROVING OF ADDENDUM NO. TWO TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN HANOVER TOWNSHIP AND ALEXIAN BROTHERS BEHAVIORAL HEALTH HOSPITAL

BE IT RESOLVED by the Supervisor and Board of Trustees of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: That Addendum No. Two dated March 29, 2011 to the Professional Services Agreement dated April 1, 2009 between Hanover Township and Alexian Brothers Behavioral Health Hospital, a copy of which is attached hereto and incorporated herein (the "Addendum"), is hereby approved, subject to approval by the Township Attorney.

SECTION TWO: The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest respectively, the Addendum on behalf of the Township, following approval by the Township attorney.

SECTION THREE: SEVERABILITY. The various provisions of this Resolution are to be considered as severable and if any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

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

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 29, 2011

APPROVED: March 29, 2011

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

C E R T I F I C A T I O N

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 Resolution _____ enacted on March 29, 2011, and approved on March 29, 2011, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

ADDENDUM NO. TWO dated March 29, 2011 to the Professional Services Agreement dated April 1, 2009 (the "Agreement") between Hanover Township (the "Township") and Alexian Brothers Behavioral Health Hospital ("ABBHH" or "Independent Contractor") (collectively, the "Parties").

The Agreement between the Township and ABBHH is amended as follows:

1. The term of the Agreement is hereby extended through March 31, 2012 (the "Renewal Term").

2. Following the expiration of the Renewal Term, THE AGREEMENT SHALL AUTOMATICALLY RENEW FOR ADDITIONAL ONE (1) YEAR TERMS UNLESS WRITTEN NOTICE IS GIVEN BY EITHER PARTY NOT LESS THAN SIXTY (60) DAYS PRIOR TO THE EXPIRATION OF THE RENEWAL TERM OR ANY SUBSEQUENT RENEWAL TERM, AS THE CASE MAY BE OF THE PARTY'S INTENTION NOT TO RENEW, PROVIDED THAT THE AGREEMENT HAS NOT BEEN TERMINATED EARLIER AS PROVIDED THEREIN.

3. Effective April 1, 2011, Schedule A of the Agreement shall be amended to read as set forth in Exhibit A, attached hereto and expressly incorporated herein as though fully set forth herein.

4. The Agreement shall remain in full force and effect as modified herein.

Hanover Township:

Alexian Brothers
Behavioral Health Hospital:

By: _____
Brian P. McGuire,
Township Supervisor

By: _____
Francine McGouey, CEO

Attest:

Katy Dolan Baumer, Township Clerk

EXHIBIT A

<u>Psychiatric Service</u>	<u>Cost</u>
Initial Evaluation with Independent Contractor's Psychiatrist	\$270.00 per hour
Follow-up visit with Independent Contractor's Psychiatrist	\$100.00 per follow up visit for Referred Patients not attending with a parent and/or guardian \$130 per follow up visit for a minor or disabled Referred Patient attending with a parent and/or guardian
Prescription Refill Clinic Visit	\$20.00 per Clinic visit

In the event a Referred Patient misses an appointment with Independent Contractor and fails to cancel said appointment at least 24 hours before the scheduled appointment, the Independent Contractor may bill said Referred Patient an amount not to exceed \$55.00. However, in no event shall the Township be liable for paying any fees and/or charges attributable to any missed appointments.



An Exelon Company

**ELGIN OFFICE
350 SECOND STREET
ELGIN, ILLINOIS 60123
847-309-2460**

**HANOVER TOWNSHIP
250 S RT 59
BARTLETT, IL 60103**

Date: 02/08/2011

For Electrical Service To:
**7431 ASTOR AVE UNIT OFFI
HANOVER PARK, IL**

Enclosed please find a copy of your Customer Work Agreement.
To ensure prompt processing of your agreement please do the following:

Review, sign and date the Customer Work Agreement.
Return the signed copy of the agreement and payment of **\$35,442.82** in the enclosed envelope, to my attention.

Work cannot proceed until we have received the signed document with your remittance and a call to 1-866-NEW-ELEC (1-866-639-3532) letting us know your electrician has completed work and passed required municipal government inspections. Upon approval by our Company, one copy of the document will be returned to you for your records.

If this contract is not returned within 30 days, it will be cancelled.

You may make payments on the ComEd website or by phone. A \$3.50 Bill Matrix, Inc. convenience fee will apply to each electronic payment transaction.

By Internet go to: <https://paymentscomed.billmatrix.com/> (for payments \$700.00 or less only)

Or

By Phone, call: 1-800-588-9477 (English & Spanish)

If you have any questions concerning this contract please contact your Field Representative.

Sincerely,

Enclosures

STEVEN WIERSEMA
DCC
847-309-2460

CUSTOMER WORK AGREEMENT

PL#: 433253

CWA#: **WF110014** R:0000

Date: 02/08/2011

HANOVER TOWNSHIP ("Customer") and **ComEd** ("Company") agree that the Company will furnish at the Customer's expense the labor and materials necessary to do the work for the Customer on or adjacent to the Customer's premises at **7431 ASTOR AVE UNIT OFFI, HANOVER PARK, IL 60133**, described below.

CUSTOMER WORK AGREEMENT - CUSTOMER WORK ORDER RELOCATE CORNER POLE AND DOWN FEED TO NEW POLE LOCATIONS & TRANSFER EXSISTING WIRE & STRING NEW WIRE WHERE NEEDED FOR BUILDING CLEARANCE	
CHARGES FOR REQUESTED INSTALLATION	\$35,442.82
TOTAL CUSTOMER CHARGE	\$35,442.82

The Customer agrees to pay to the Company the sum of **\$35,442.82**, payment in full due prior to beginning of Company work.

The charges listed in this contract are for performing the work identified herein under normal field conditions. If abnormal field conditions are encountered and additional labor and materials are required to complete the work, or if the scope of work is altered, ComEd reserves the right to collect, and the owner agrees to pay, additional money to cover the increased costs.

The sketch, if any, attached hereto is hereby made a part of this Agreement and expressly designates ownership of the facilities referred to.

The Total Customer Charge reflects the scope of work described in this Customer Work Agreement that will be performed by the Company. This does not include charges for the relocation or removal of equipment owned by others, such as cable television or communication companies, that are attached to the Company's poles. It is the Customer's responsibility to contact these other companies to schedule the relocation or removal of their equipment from the poles. These companies will bill the Customer separately for the work they must perform.

Work will be done during the Company's regular working hours, unless otherwise specified.

This Agreement shall be void if not accepted by the Customer within thirty days from date submitted.

Transformers and metering equipment installed in conjunction with this work, shall in all cases, remain the property of the Company.

In the event the work covered by this Agreement cannot be completed within one year from the above date as a result of delays on the part of the Customer or because the Company has been denied access to the premises, the charge to the Customer shall be recomputed based on the level of costs prevailing at the time of completion of the work as stipulated in the Company's General Company Order No. 25.

This agreement is subject to the provisions of the Company's Schedule of Rates and Information and Requirements for Electric Services as on file with the Illinois Commerce Commission.

FOR THE COMPANY:

FOR APPLICANT:

STEVEN WIERSEMA

Submitted By

Accepted By

Signature

Accepted By

Signature

Print Name

Print Name

Official Capacity

Account Number: **8584152016**

Work Task Number: **0714651601**

Payment Stamp

Mail Bills To: **HANOVER TOWNSHIP
250 S RT 59
BARTLETT, IL 60103**



Agreement Date : 02/08/2011
Phone Number : 847-309-2460

Submitted by : STEVEN WIERSEMA
Group :

Type of Payment

Check

Wire/ACH

Name : HANOVER TOWNSHIP

Service Address : 7431 ASTOR AVE UNIT OFFI

City, State : HANOVER PARK. IL

CWA Payment

C.W.A. #: WF110014

CIMS Account #	Work Order Task #	Total
8584152016	0714651601	\$35,442.82

Memorandum

Date: March 25, 2011

To: Hanover Township Board

From: Katie Starkey, Assistant to the Administrator 

Re: FY11 Strategic Goals & Action Plans

For your review are the FY11 Strategic Goals & Action Plans. Each of the departmental goals are outlined with objectives, action steps, and completion dates.

Please note: Those action steps that were not completed in the FY11 fiscal year will be accounted for in the FY12 Strategic Goals & Action Plans.

Should you have any questions, please feel free to contact me at extension 2124.

ADMINISTRATIVE SERVICES

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Management staff development utilizing the concepts of Patrick Lencioni</p>	<p>1. Executive staff development (Barr – 8/1/10)</p> <p>2. Administrative staff development (Barr – 8/31/10)</p>	<p>a. Develop agenda templates b. Determine frequency and location of meetings c. Implement Lencioni principles d. Evaluate Lencioni methods</p> <p>a. Develop agenda templates b. Determine frequency and location of meetings c. Implement Lencioni principles d. Evaluate Lencioni methods</p>	<p>a. Completed 4/1/10 b. Completed 4/1/10 c. Completed 4/1/10 d. Completed 8/1/10</p> <p>a. Completed 4/1/10 b. Completed 6/15/10 c. Completed 6/15/10 d. Completed 8/31/10</p>
<p>II. Implementation of FY 2011 Capital Improvement Plan</p>	<p>1. Astor Avenue improvements (Starkey – FY12)</p> <p>2. Senior Center Lower Level Buildout (Starkey – FY12)</p> <p>3. Town Hall roof improvements (Starkey – FY12)</p>	<p>a. CDBG final authorization b. Hire architect and design c. Go out for bids d. Construction</p> <p>a. CDBG final authorization b. Hire architect and design c. Go out for bids d. Construction</p> <p>a. Replace Farm House roof b. Repair Town Hall roof c. Replace Senior garage roof</p>	<p>a. Completed 8/15/10 b. Completed 9/15/10 c. TBC FY12 d. TBC FY12</p> <p>a. Completed 11/15/10 b. Completed 1/15/11 c. TBC FY12 d. TBC FY12</p> <p>a. Completed 6/15/10 b. Completed 6/15/10 c. TBC FY12</p>

ADMINISTRATIVE SERVICES

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>III. Research alternative general liability and special liability insurance options</p>	<p>1. Select insurance broker/agent (Acardo – 4/1/10)</p> <p>2. Evaluate needs and underwriting process (Acardo – 4/1/10)</p> <p>3. Review proposals (Starkey – FY12)</p>	<p>a. Research insurance brokers/agents b. Interview insurance brokers/agents c. Select an insurance broker/agent</p> <p>a. Assess comprehensive insurance needs b. Conduct underwriting process</p> <p>a. Review proposals b. Recommend to Town Board c. Adoption of new carriers d. Implementation</p>	<p>a. Completed 4/1/10 b. Completed 4/1/10 c. Completed 4/1/10</p> <p>a. Completed 4/15/10 b. Completed 5/1/10</p> <p>a. Completed 12/15/10 b. TBC FY12 c. TBC FY12 d. TBC FY12</p>
<p>IV. Implement the communications and community relations plan</p>	<p>1. Hire Community Relations and Special Projects Coordinator (Barr – 5/15/10)</p> <p>2. Implementation of New Media (Kuttenberg – 9/1/10)</p> <p>3. Integration of Traditional Outreach (Kuttenberg – 3/31/11)</p>	<p>a. Develop job description b. Post job advertisement c. Conduct interviews d. Selection of candidate</p> <p>a. Launch new website b. Utilize social networking with biweekly updates c. Integrate video on website</p> <p>a. Network with seven community orgs. b. Present to homeowner’s associations c. Issue press releases and Letters to the Editor</p>	<p>a. Completed 4/1/10 b. Completed 4/1/10 c. Completed 5/1/10 d. Completed 5/15/10</p> <p>a. Completed 5/15/10 b. Completed 6/1/10 c. Completed 9/1/10</p> <p>a. Completed 9/1/10 b. Completed 2/15/11 c. Completed 3/31/11</p>

ADMINISTRATIVE SERVICES

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
	4. Integration of Marketing techniques (Kuttenberg – 1/15/11)	a. Acquire promotional materials b. Publish Township brochure c. Develop web-based A-Z guide	a. Completed 9/15/10 b. Completed 10/15/10 c. Completed 1/15/11
V. Complete NIMS training	1. Evaluate positions that require training (Starkey – 8/15/10) 2. Determine required level of training (Starkey – 8/15/10) 3. Implement required training (Starkey – 3/15/11)	a. Review NIMS requirements b. Review Township positions c. Consult with EMA Director d. Administrator approves final determination a. Review NIMS requirements b. Correlate with required Township positions c. Consult with EMA Director d. Administrator approves final determination a. Communicate training requirements to staff b. Evaluate NIMS training progress c. Ensure training is completed	a. Completed 7/15/10 b. Completed 7/15/10 c. Completed 8/1/10 d. Completed 8/15/10 a. Completed 7/15/10 b. Completed 7/15/10 c. Completed 8/1/10 d. Completed 8/15/10 a. Completed 9/1/10 b. Completed 12/1/10 c. Completed 3/15/11

CLERK'S OFFICE

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Community Engagement</p>	<p>1. Voter Registration Planning (Stade – 5/31/10)</p> <p>Voter Registration Outreach (Dolan Baumer, Crespo, Stade-10/1/2010)</p> <p>2. Community Events Planning (Dolan Baumer, Crespo 9/30/10)</p> <p>3. Community Events Participation (Dolan Baumer, Crespo Stade 3/30/11)</p>	<p>a. Develop list of target area organizations</p> <p>b. Contact organizations and develop outreach schedule</p> <p>a. Conduct voter registration session at the local High Schools, Senior Retirement Homes, Park Districts, and other community events</p> <p>b. Evaluate list of organizations for coming fiscal year</p> <p>a. Brainstorm Township events to be hosted by Clerk's Office</p> <p>b. Determine events and designate staff responsibilities</p> <p>c. Develop community event calendar</p> <p>d. Implement designated community events</p> <p>a. MHB Business After Hours, COY Principal of the Year Celebration, Veterans Breakfast in Hanover Park, POW/MIA Service in Streamwood, Memorial Service in Streamwood, Retiring of Flags Ceremony at Bartlett</p> <p>b. Co-hosted multi-chamber Business After Hours, Operations Support Our Troops, Ceremony of the Shoe Factory</p>	<p>a. Completed 3/01/10</p> <p>b. Completed 4/30/10</p> <p>a. Completed 9/23/10</p> <p>b. Completed 10/01/10</p> <p>a. Completed 4/1/10</p> <p>b. Completed 5/1/10</p> <p>c. Completed 5/1/10</p> <p>d. Completed 8/31/10</p> <p>a. Completed 5/31/10</p> <p>b. Completed 6/30/10</p>

CLERK'S OFFICE

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
		<ul style="list-style-type: none"> c. Community Parades, Streamwood Summer Celebration Booth, Bartlett Expo, Blackhawk Community Expo, outreach schedule d. Community Shred e. September 11 Ceremony at Village of Hanover Park & Village of Hoffman Estates, Just for the Health of It Expo f. Mini-Passport Fair, Streamwood Pumpkin Fest g. Cash Dash, Veterans Honor Roll, TOI Conference h. Senior Holiday Party, BAH Streamwood Chamber of Commerce, TOCC Fall Conference i. Secretary of State Mobile Driver Facility Services j. Surfin' the Net – Internet Safety class 	<ul style="list-style-type: none"> c. Completed 7/30/2010 d. Completed 8/30/10 e. Completed 9/30/10 f. Completed 10/30/10 g. Completed 11/15/10 h. Completed 12/30/10 i. Completed 1/24/2011 j. Completed 2/28/2011
<p>II. Records Management</p>	<p>1. Electronic Database for Records of 2005-Present (Crespo – 7/30/2010)</p>	<ul style="list-style-type: none"> a. Developed an electronic database and new filing system for the Township Records b. Created and scanned documents of Board Meeting Agenda, Meeting Minutes, Board Packets, Contracts, Ordinances, Proclamations, Resolutions from 2005 – Present 	<ul style="list-style-type: none"> a. Completed 4/30/2010 b. Completed 7/30/2010

CLERK'S OFFICE

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
	2. Manual Records / Documents (Crespo, Stade 3/30/2011) 3. Records Destruction (Dolan Baumer, Crespo 8/15/2010)	a. Reorganized the filing cabinet b. Update databases & Binders a. Worked with other departments to compile records to be destroyed based on the authorization from the Local Records Unit of Illinois State Archives b. Offered two dates for Records destruction based on the State approved dates	a. Completed 9/30/2010 b. TBC 3/30/2011 a. Completed 8/15/2010 b. Completed 8/15/2010
III. Paperless Department "Going Green"	1. Electronic Database & PDF Records of 2005-2010 (Crespo-7/30/2010) 2. Update Clerk's Office Documents (Stade-3/15/2011)	a. Created a searchable database for the Township Records b. Scanned documents of Agendas, Minutes, Board Packets, Contracts, Ordinances, Proclamations, Resolutions from 2005-2010 to a PDF files a. Updates records in the databases b. Compile Clerk's Records i.e. invoices, letters to a PDF file.	a. Completed 4/30/2010 b. Completed 7/30/2010 a. TBC 3/30/2011 b. TBC 3/30/2011
IV. Grant Writing	1. Grants for Records Archival (Dolan Baumer, Crespo - 3/15/2011)	a. Obtain information about applying for a grant b. Research available grants for Historical Records archival	a. Completed 7/30/2010 b. TBC 3/15/2011 - FY2012

CLERK'S OFFICE

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
	2. Professional development, Workshops for Grant Writing (Dolan, Crespo –3/15/2011)	a. Determine Professional development Workshop for Grant Writing b. Work with other departments to obtain grants in the Township c. To apply for grants for historical	a. TBC 3/15/2011 - FY2012 b. TBC 3/15/2011 - FY2012 c. TBC 3/15/2011 - FY2012
V. Professional Development	1. FOIA Training (Dolan Baumer, Crespo 2/2/2010) 2. Passport Training & 2010 Procedure (Stade – 3/30/2011) 3. NIMS Training (Dolan Baumer, Crespo, Stade – 12/2/2010) 4. Website Training (Dolan Baumer, Crespo - 06/30/2010)	a. Attended the FOIA Seminar b. Completed the online FOIA Training and received certificate of completion a. On-line Passport Training provided for new Passport Agent certification b. Updated 2010 PARG Passport instruction binder a. Completed NIMS Training 100 & 200 – Clerk Katy Dolan Baumer b. Staff completed NIMS Training 100 c. Staff to complete NIMS Training 200 a. Attended Training classes offered by the Township Administrative Services b. Utilized concepts and methods in the new Clerk webpage	a. Completed 1/15/2010 b. Completed 1/15/2010 a. Completed 4/15/2010 b. Completed 4/30/2010 a. Completed 10/30/2010 b. Completed 9/30/2010 c. TBC 3/30/2011 a. Completed 6/30/2010 b. Completed 7/30/2010

CLERK'S OFFICE

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>VI. Resident Input</p>	<p>1. Implement Survey for input about the Clerk's Office Services (Crespo – 4/30/2010)</p> <p>2. Collect Survey Input/Feedback (Crespo– 3/30/2011)</p> <p>3. Set Up Comment Box in the Clerk's Office (Stade – 9/30/2010)</p>	<p>a. Created a survey for the Clerk's Office and a postcard survey to collect feedback about the services in the Clerk's Office</p> <p>b. Letters with return postcard survey were mailed to the citizens that were provided service from the Clerk's Office</p> <p>a. Reviewed Comments/Feedback from the return survey postcard</p> <p>b. Analyze feedback and comments received in the Clerk's Office for FY2011.</p> <p>a. Created a Survey box (to save postage) for feedback and suggestions from people that were provided service at the Clerk's office</p> <p>b. Review and analyze survey to better serve the community</p>	<p>a. Completed 4/30/2010</p> <p>b. Completed 4/30/2010</p> <p>a. Completed 7/30/2010</p> <p>b. TBC 3/30/2011</p> <p>a. Completed 9/30/2010</p> <p>b. Completed 12/30/2010</p>
<p>VII. Electronic Information (Clerk's Webpage)</p>	<p>1. New Clerk's webpage (Crespo – 7/30/2010)</p>	<p>a. Created a very user friendly webpage for the Clerk's department</p> <p>b. Uploaded documents such as Board Agenda, Minutes, Proclamations, Ordinances, Resolutions from 2005-Present</p>	<p>a. Completed 7/30/2010</p> <p>b. Completed 7/30/2010</p>

CLERK'S OFFICE

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
	2. Clerk's webpage updated daily (Crespo – ongoing)	a. Update webpage daily with current information b. Update webpage daily with current events and notices	a. Completed 7/30/2010-ongoing b. Completed 7/30/2010-ongoing
VIII. Office Automation	1. New Employee ID System (Stade– 9/30/2010) 2. Debit-Credit Card Machine (Crespo– 3/15/2011)	a. Acquire proposals for an ID machine b. Provide instant and official style IDs to Township employees, volunteers, and committee members a. Research through Chase about Payment Tech Services b. Clerk Dolan Baumer and the Board approves final determination	a. Completed 8/30/2010 b. Completed 9/30/2010 a. TBC 3/15/2011 – FY2012 b. TBC 3/15/2011 – FY2012

DEPARTMENT OF EMERGENCY SERVICES

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Complete and implement the Emergency Operations Plan (EOP) by May 1, 2010, to include defining core volunteer training, complete training, dispatching plan, and responding to calls</p>	<p>1. Develop volunteer, dispatching, and response protocols (Potas – FY12)</p> <p>2. Construct promotion, training, and testing requirements for rank positions (Forkin – FY12)</p>	<p>a. Develop dispatching plan and radio use b. Develop SOP’s for volunteers c. Develop Core training requirements - Line staff d. Develop Core training - Command staff</p> <p>a. Develop training requirements b. Develop testing procedures c. Develop SOP to communicate to staff on selection process for promotion d. Implement process</p>	<p>a. Completed 11/15/10 b. Completed 12/31/10 c. TBC FY12 d. TBC FY12</p> <p>a. TBC FY12 b. TBC FY12 c. TBC FY12 d. TBC FY12</p>
<p>II. Complete “Comprehensive All Hazards Preparedness Plan.”</p>	<p>1. Develop Comprehensive All Hazards Preparedness Plan (Page – FY12)</p> <p>2. Exercise Plan (Page – FY12)</p>	<p>a. Research Cook County EMA plan b. Develop Township plan needs c. Assemble plan as required by Cook County EMA d. Complete plan and send to CCEMA for certification</p> <p>a. Send staff member to HSEEP b. Develop Exercise as required by FEMA c. Perform Exercise as required</p>	<p>a. Completed 4/1/10 b. Completed 4/15/10 c. TBC FY12 d. TBC FY12</p> <p>a. TBC FY12 b. TBC FY12 c. TBC FY12</p>

FACILITIES AND MAINTENANCE

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Research and develop ways of saving energy throughout the township, including but not limited to the repair or installation of a green roof for the administration building.</p>	<p>1. Develop a positive and professional approach to the repair or construction of the administration roof (Spejcher – 7/15/2010)</p> <p>2. Work with the Energy Star program through the U.S. EPA to determine current energy efficiencies of Township buildings (Spejcher – FY12)</p> <p>3. Research green initiatives in surrounding communities (Spejcher – FY12)</p>	<p>a. Meet with environmental stewards working group</p> <p>b. Contact contractors and develop a green roof</p> <p>c. Determine type of material, and repair or new installation</p> <p>d. Oversee construction and repair of roof (Nelson)</p> <p>a. Provide one year of electric and gas bill data for Township buildings to the EPA</p> <p>b. Review Township scores as compared to buildings nationwide to determine ways to become more energy efficient</p> <p>c. Implement energy efficiency findings</p> <p>a. Speak to facilities counterparts in Bartlett, Streamwood, Elgin, Hanover Park.</p> <p>b. Determine appropriate green initiatives for Township</p>	<p>a. Completed 4/15/2010</p> <p>b. Completed 4/20/2010</p> <p>c. Completed 5/15/2010</p> <p>d. Completed 7/15/2010</p> <p>a. Completed 6/30/2010</p> <p>b. Completed 8/30/2010</p> <p>c. TBC FY12</p> <p>a. TBC FY12</p> <p>b. TBC FY12</p>
<p>II. Work with architects and building contractors to plan the build-out of the lower level.</p>	<p>1. Secure CDBG funds for the improvement to the lower level of the senior center (Spejcher – 3/31/2011)</p>	<p>a. Submit required CDBG paperwork</p> <p>b. Receive CDBG final authorization</p>	<p>a. Completed 8/1/2010</p> <p>b. Completed 3/31/2011</p>

FACILITIES AND MAINTENANCE

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
	<ul style="list-style-type: none"> 2. Hire architect to develop design plans (Spejcher – 3/1/2011) 3. Go out for bids for contract work (Spejcher – FY12) 4. Construction on lower level (Spejcher – FY12) 	<ul style="list-style-type: none"> a. Meet with architecture firms b. Hire architect and discuss design c. Approve final design plans a. Meet with legal counsel to develop an RFB b. Advertise RFB in local newspapers c. Open bids and award contracts to construction firms a. Ensure construction remains on schedule b. Oversee expenses to verify construction expenditures remain on project budget 	<ul style="list-style-type: none"> a. Completed 9/1/2010 b. Completed 1/1/2011 c. Completed 3/1/2011 a. Completed 3/15/2011 b. TBC FY12 c. TBC FY12 a. TBC FY12 b. TBC FY12

OFFICE OF COMMUNITY HEALTH

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Continue to work cooperatively with local intergovernmental agencies and internal departments to identify high risk clients and assist with disease management issues, decrease emergency situations for our township residents as applicable and begin ground work for Medical Reserve Corp.</p>	<p>1. Investigate need & lay ground work for development of MRC (Arriola – 3/15/11)</p> <p>2. Establish Public Health & Safety Committee (Simon – FY12)</p> <p>3. Continue to expand Social Service Wrap Meeting (Simon – 3/31/11)</p>	<p>a. Attend IDPH Emergency Preparedness Summit (Arriola & Simon)</p> <p>b. Collaborate with Emergency Services director regarding Medical Reserve Corp options and discuss if appropriate for Hanover Township</p> <p>c. Collect MRC information that can be applied to the Township for establishing Medical Reserve Corp</p> <p>a. Establish PHSC meeting dates/times</p> <p>b. Work with PHSC members on mission statement and bylaws</p> <p>c. Host municipality meeting with Fire & Police Chiefs</p> <p>d. Attend other municipality Staff meetings</p> <p>e. Evaluate PHSC development</p> <p>a. Develop agenda templates</p> <p>b. Determine frequency and location of meetings</p> <p>c. Identify high risk clients & disease management tactics</p> <p>d. Evaluate wrap meeting effectiveness and referral process</p>	<p>a. Completed 6/15/10</p> <p>b. Completed 3/15/11</p> <p>c. Completed 3/15/11</p> <p>a. Completed 6/15/10</p> <p>b. Completed 10/15/10</p> <p>c. Completed 2/1/11</p> <p>d. TBC FY12</p> <p>e. TBC FY12</p> <p>a. Completed 4/1/10</p> <p>b. Completed 4/1/10</p> <p>c. Completed 3/31/11</p> <p>d. Completed 2/01/11</p>

OFFICE OF COMMUNITY HEALTH
STRATEGIC GOALS & ACTION PLAN
FY 2010/2011

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>II. Increase prevention services/clinics within the township</p>	<p>1. Establish Astor Avenue clinic (Arriola – 3/31/11)</p> <p>2. Establish Elgin monthly screening clinic (Arriola – 3/31/11)</p> <p>3. Continue monthly screening clinics at Victory Centre of Bartlett and Glendale Terrace (Arriola – 3/31/11)</p>	<p>a. Collaborate with Welfare Services to determine space in Astor Avenue Community Center</p> <p>b. Purchase equipment & supplies</p> <p>c. Schedule staff for weekly clinic</p> <p>d. Market for weekly clinic</p> <p>e. Distribute survey/evaluation to residents</p> <p>a. Meet with Elgin Recreation Center to discuss monthly screening</p> <p>b. Establish date/time of monthly clinic</p> <p>c. Market monthly clinic</p> <p>d. Schedule staff for clinic</p> <p>e. Evaluate participation</p> <p>a. Meet with Victory Centre of Bartlett and Glendale Terrace to determine schedules for screening clinic</p> <p>b. Schedule staff for monthly clinics</p> <p>c. Market for monthly screening clinics</p>	<p>a. Completed 4/1/10</p> <p>b. Completed 4/1/10</p> <p>c. Completed 4/1/10</p> <p>d. Completed 3/31/11</p> <p>e. Completed 3/31/11</p> <p>a. Completed 6/15/10</p> <p>b. Completed 6/30/10</p> <p>c. Completed 11/1/10</p> <p>d. Completed 11/1/10</p> <p>e. Completed 3/31/11</p> <p>a. Completed 4/1/10</p> <p>b. Completed 3/31/11</p> <p>c. Completed 3/31/11</p>
<p>III. Increase Public Awareness about the Office of Community Health and the Services we provide</p>	<p>1. Establish outreach and marketing Plan (Simon – 3/31/11)</p>	<p>a. Establish working relationship with Community Relations Coordinator</p> <p>b. Design OCH evaluation/survey form in English and Spanish (Bredehoeft, Arciola)</p> <p>c. Update outreach materials/brochure</p>	<p>a. Completed 5/31/10</p> <p>b. Completed 5/31/10</p> <p>c. Completed 7/1/10</p>

OFFICE OF COMMUNITY HEALTH
STRATEGIC GOALS & ACTION PLAN
FY 2010/2011

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
	2. Evaluate marketing strategies (Simon – 3/31/11)	d. Purchase outreach items, such as magnets for handing out at public events (i.e. parades/fairs) e. Create dynamic website design (Arciola) f. Update HT marquee on monthly basis with upcoming programs and topics g. Submit programs to Streamwood and Bartlett Cable Channels the first of every month h. Utilize social networking with biweekly updates a. Distribute evaluation/survey to residents and participants of our services b. Compile surveys and distribute information as appropriate for evaluation	d. Completed 7/1/10 e. Completed 8/31/10 f. Completed 3/31/11 g. Completed 3/31/11 h. Completed 3/31/11 a. Completed 3/31/11 b. Completed 3/31/11
IV. Expand policies and procedures for Office of Community Health and implement training program for staff	1. Hire 8-hour/week BSN RN (Simon – 4/1/10) 2. Write office procedures for OCH office (Arriola – 11/15/10)	a. Develop job description b. Post job advertisement c. Conduct interviews d. Selection of candidate a. Development of OCH training manual b. Introduction and Implementation of manual at OCH staff meeting c. Evaluate effectiveness of manual	a. Completed 4/1/10 b. Completed 4/1/10 c. Completed 4/1/10 d. Completed 4/1/10 a. Completed 5/15/10 b. Completed 6/30/10 c. Completed 11/15/10

SENIOR SERVICES

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Develop a Senior Services implementation plan for presentation to the Board, based on the consultant's findings.</p>	<p>1. Rewrite mission statement (Kurth Schuldt – 1/1/11)</p> <p>2. Pursue NISC/NCOA accreditation (Kurth Schuldt – FY12)</p> <p>3. More efficient use of facilities (Colagrossi – 3/31/11)</p> <p>4. Evidence-based evaluation (Reese – FY12)</p>	<p>a. Meet with staff and Senior Committee b. Discussion of Senior Center long-term goals and objectives c. Write rough draft and distribute to staff and Senior Committee d. After revision incorporated, present to Administrator for approval e. Present to Board</p> <p>a. Present memo to Board for notice to proceed b. Research NISC/NCOA accreditation requirements c. Assign tasks to required staff d. Assess progress on accreditation requirements</p> <p>a. Utilize volunteers to increase three program offerings (Sass) b. Hire minimal hour instructors to lead three programs c. Refocus Volunteer Coordinator/Program Assistant role to create three new self-sustaining ongoing programs</p> <p>a. Find grant to purchase, then implement Senior Center software (Kurth Schuldt) b. Establish mechanism for measuring actual outcomes</p>	<p>a. Completed 9/15/10 b. Completed 10/1/10 c. Completed 9/17/10 d. Completed 12/1/10 e. Completed 1/1/11</p> <p>a. Completed 8/1/10 b. Completed 1/1/11 c. Completed 3/31/11 d. TBC FY12</p> <p>a. Completed 2/28/11 b. N/A - Cancelled c. Completed 3/31/11</p> <p>a. Completed 10/15/10 b. TBC FY12</p>

SENIOR SERVICES

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
		<ul style="list-style-type: none"> c. Implement outcome-based measurements (Kurth Schuldt) d. Evaluate new software as it affects outcome-based measurements (Lutzow) 	<ul style="list-style-type: none"> c. TBC FY12 d. Completed 2/15/11
<p>II. Collaborate with local governments and other agencies to increase resources.</p>	<ul style="list-style-type: none"> 1. Launch joint program with area Park District (Colagrossi – 2/28/11) 2. Partner with colleges (Kurth Schuldt – 3/31/11) 	<ul style="list-style-type: none"> a. Meet with park district b. Determine programs and resources for collaboration c. Develop and implement program emphasizing mutual strengths (transportation, swimming pool, exercise equipment, relationship with seniors, etc.) a. Meet with area colleges b. Find long-term research partner c. Discuss utilizing instructors for classes d. Explore internship programs (Colagrossi, Busche) 	<ul style="list-style-type: none"> a. Completed 10/15/10 b. Completed 11/30/10 c. Completed 2/28/11 a. Completed 1/31/11 b. Completed 1/15/11 c. Completed 2/28/11 d. Completed 3/31/11
<p>III. Create a Fund Development Plan to increase corporate or individual sponsorship of programs</p>	<ul style="list-style-type: none"> 1. Apply for grants (Kurth Schuldt – 3/31/11) 2. Explore plan-giving program (Kurth Schuldt – 1/15/11) 	<ul style="list-style-type: none"> a. Determine programs that can utilize grant funding b. Research available grants c. Apply for three new grants a. Develop plan-giving committee (Colagrossi) b. Discuss strategies with regional universities 	<ul style="list-style-type: none"> a. Completed 10/1/10 b. Completed 10/15/10 c. Completed 3/31/11 a. Completed 1/15/11 b. Completed 1/15/11

SENIOR SERVICES

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
	3. Develop business sponsorships for major senior events (Colagrossi – 3/31/11)	a. Research legal and operational implications (Kurth Schuldt) b. Determine major senior events that could utilize sponsorships c. Speak to five local businesses regarding sponsorship interest	a. Completed 3/31/11 b. Completed 2/15/11 c. Completed 3/31/11

SENIOR SERVICES

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Develop a Senior Services implementation plan for presentation to the Board, based on the consultant's findings.</p>	<p>1. Rewrite mission statement (Kurth Schuldt – 1/1/11)</p> <p>2. Pursue NISC/NCOA accreditation (Kurth Schuldt – FY12)</p> <p>3. More efficient use of facilities (Colagrossi – 3/31/11)</p> <p>4. Evidence-based evaluation (Reese – FY12)</p>	<p>a. Meet with staff and Senior Committee b. Discussion of Senior Center long-term goals and objectives c. Write rough draft and distribute to staff and Senior Committee d. After revision incorporated, present to Administrator for approval e. Present to Board</p> <p>a. Present memo to Board for notice to proceed b. Research NISC/NCOA accreditation requirements c. Assign tasks to required staff d. Assess progress on accreditation requirements</p> <p>a. Utilize volunteers to increase three program offerings (Sass) b. Hire minimal hour instructors to lead three programs c. Refocus Volunteer Coordinator/Program Assistant role to create three new self-sustaining ongoing programs</p> <p>a. Find grant to purchase, then implement Senior Center software (Kurth Schuldt) b. Establish mechanism for measuring actual outcomes</p>	<p>a. Completed 9/15/10 b. Completed 10/1/10 c. Completed 9/17/10 d. Completed 12/1/10 e. Completed 1/1/11</p> <p>a. Completed 8/1/10 b. Completed 1/1/11 c. Completed 3/31/11 d. TBC FY12</p> <p>a. Completed 2/28/11 b. N/A - Cancelled c. Completed 3/31/11</p> <p>a. Completed 10/15/10 b. TBC FY12</p>

SENIOR SERVICES

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
		<ul style="list-style-type: none"> c. Implement outcome-based measurements (Kurth Schuldt) d. Evaluate new software as it affects outcome-based measurements (Lutzow) 	<ul style="list-style-type: none"> c. TBC FY12 d. Completed 2/15/11
<p>II. Collaborate with local governments and other agencies to increase resources.</p>	<ul style="list-style-type: none"> 1. Launch joint program with area Park District (Colagrossi – 2/28/11) 2. Partner with colleges (Kurth Schuldt – 3/31/11) 	<ul style="list-style-type: none"> a. Meet with park district b. Determine programs and resources for collaboration c. Develop and implement program emphasizing mutual strengths (transportation, swimming pool, exercise equipment, relationship with seniors, etc.) a. Meet with area colleges b. Find long-term research partner c. Discuss utilizing instructors for classes d. Explore internship programs (Colagrossi, Busche) 	<ul style="list-style-type: none"> a. Completed 10/15/10 b. Completed 11/30/10 c. Completed 2/28/11 a. Completed 1/31/11 b. Completed 1/15/11 c. Completed 2/28/11 d. Completed 3/31/11
<p>III. Create a Fund Development Plan to increase corporate or individual sponsorship of programs</p>	<ul style="list-style-type: none"> 1. Apply for grants (Kurth Schuldt – 3/31/11) 2. Explore plan-giving program (Kurth Schuldt – 1/15/11) 	<ul style="list-style-type: none"> a. Determine programs that can utilize grant funding b. Research available grants c. Apply for three new grants a. Develop plan-giving committee (Colagrossi) b. Discuss strategies with regional universities 	<ul style="list-style-type: none"> a. Completed 10/1/10 b. Completed 10/15/10 c. Completed 3/31/11 a. Completed 1/15/11 b. Completed 1/15/11

SENIOR SERVICES

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
	3. Develop business sponsorships for major senior events (Colagrossi – 3/31/11)	a. Research legal and operational implications (Kurth Schuldt) b. Determine major senior events that could utilize sponsorships c. Speak to five local businesses regarding sponsorship interest	a. Completed 3/31/11 b. Completed 2/15/11 c. Completed 3/31/11

WELFARE SERVICES

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Establish a Township Social Services Coordinating Council that is responsible for creating a coordinated social service delivery system throughout the Township.</p>	<p>1. Develop a Township Social Services Coordinating Council (Imperato – 11/30/2010)</p> <p>2. Collaborate with social service agencies to identify gaps in services as well as eliminate duplication of services. (Imperato – 9/30/2010)</p> <p>3. Determine how Hanover Township can support these social service agencies to avoid reduction in services due to state budget cuts. (Imperato – 10/1/2010)</p>	<p>a. Identify Council membership b. Conduct first Council meeting c. Create priorities and mission for the Council</p> <p>a. Develop a resource listing of agencies providing services for Hanover Township residents b. Initiate the first three meetings to be held annually to identify gaps in service and avoid duplication of services</p> <p>a. Investigate low income housing available within the Township b. Adjust General Assistance program to better meet the needs of the client c. Make recommendations to the Mental Health Board to assist agencies</p>	<p>a. Completed 4/1/2010 b. Completed 6/30/2010 c. Completed 11/30/2010</p> <p>a. Completed 8/30/2010 b. Completed 9/30/2010</p> <p>a. Completed 6/30/2010 b. Completed 9/1/2010 c. Completed 10/1/2010</p>
<p>II. Collaborate with the Youth and Family Services Department by developing the Community Work Program so that general assistance recipients can learn new job skills and improve technology skills.</p>	<p>1. Facilitate a planning process with YFS to develop possible support groups, training, and challenges of re -entry into the workforce. (Imperato – 1/15/2011)</p>	<p>a. Collaborate with YFS department to co-host a general assistance support group to provide counseling for clients facing personal challenges b. Provide a training focusing on technology and job search (CEDA) c. Determine appropriate location for support group and training d. Implement support group and training</p>	<p>a. Completed 5/15/2010 b. Completed 8/1/2010 c. Completed 9/15/2010 d. Completed 1/15/2011</p>

WELFARE SERVICES

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
	2. Develop relationships with agencies to provide services to clients. (Imperato – 8/1/2010)	a. Set up meetings with social service agencies to establish relationships with the new staff at Welfare Services. b. CEDA to keep monthly schedule at Astor Avenue to help clients with employment counseling and housing assistance.	a. Completed 6/30/2010 b. Completed 8/1/2010
III. Implement a General Assistance Support Group where clients can develop new relationships, socialize, and have the opportunity to discuss issues as well as accomplishments.	1. Provide support system for General Assistance clients. (Cumbo – 5/1/2010) 2. Establish a General Assistance Support Group (Cumbo – 1/15/2011)	a. Increase number of times clients meet with case manager allowing for better communication, personal assessment, and employment and technology counseling to increase chances of obtaining employment b. Require clients to attend job coaching sessions monthly to improve resume, interview, and technology skills a. Discuss with attorney the legalities of establishing a support group for General Assistance Recipients b. Determine attendance requirements, time, and location of meetings c. Develop pilot program	a. Completed 5/1/2010 b. Completed 5/1/2010 a. Completed 10/15/2010 b. Completed 11/30/2010 c. Completed 1/15/2011

YOUTH AND FAMILY SERVICES

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Reorganize and develop Hanover Township Youth and Family Services Outreach and Prevention Services.</p>	<p>1. Further development of the linkage between Outreach and Prevention Services, Clinical Services, and Tutoring Services to improve continuum of care (Parquette – 12/15/10)</p> <p>2. Hire Outreach Services Coordinator (Cohen – 8/1/10)</p> <p>3. Development of procedures for Open Gym Program (Cohen - 2/1/11)</p> <p>4. Staff Development in-services for Outreach and Prevention Services staff (Cohen – 2/15/11)</p>	<p>a. Research the role of education in juvenile delinquency</p> <p>b. Develop clinical programming to be offered at Open Gym (Alborell)</p> <p>c. Improve referral system between Open Gym, Tutoring Services and Clinical Services (Alborell, Cohen, Parquette, Concepcion)</p> <p>a. Develop job description (Parquette, Cohen)</p> <p>b. Post job ad, interview, and hire (Concepcion)</p> <p>a. Develop draft of procedures for review</p> <p>b. Review and approval of procedures (Parquette, Alborell)</p> <p>c. Train Open Gym staff on new procedures</p> <p>d. Implement new Open Gym Procedures</p> <p>a. Consultant to provide in-service for Open Gym staff</p> <p>b. Conduct program management training for all Open Gym staff</p> <p>c. Management training for Outreach and Prevention Services</p>	<p>a. Completed 6/15/10</p> <p>b. Completed 12/15/10</p> <p>c. Completed 12/15/10</p> <p>a. Completed 4/1/10</p> <p>b. Completed 8/1/10</p> <p>a. Completed 11/15/10</p> <p>b. Completed 12/15/10</p> <p>c. Completed 1/15/11</p> <p>d. Completed 2/1/11</p> <p>a. Completed 5/1/10</p> <p>b. Completed 2/15/11</p> <p>c. Completed 2/15/11</p>

YOUTH AND FAMILY SERVICES

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>II. Develop, implement, and evaluate the Alternative to Suspension Program.</p>	<p>1. Redevelop the Volunteer/Prevention Coordinator position (Parquette - 8/30/10)</p> <p>2. Update and further develop plan for Alternative to Suspension Programming (Kleiman – FY12)</p> <p>3. Evaluation of Program (Kleiman– 3/31/11)</p>	<p>a. Research job descriptions online to generate new, competitive, job description</p> <p>b. Rewrite job description to include Outreach and Prevention Services and involvement with Alternative to Suspension Programming</p> <p>c. Post job advertisement (Parquette)</p> <p>d. Conduct interviews</p> <p>e. Selection of candidate</p> <p>f. Orientation and training completed (Cohen)</p> <p>a. Meet with Middle and High School Principals to assess needs, existing programming, and partnerships (Parquette)</p> <p>b. Utilize Department Consultants to develop program (Cohen, Parquette)</p> <p>c. Launch Program</p> <p>a. Utilize client satisfaction surveys for participants</p> <p>b. Utilize client’s school discipline record to assess for recidivism rates</p> <p>c. Present findings to Consultants for review</p>	<p>a. Completed 4/1/10</p> <p>b. Completed 4/15/10</p> <p>c. Completed 5/31/10</p> <p>d. Completed 6/30/10</p> <p>e. Completed 7/1/10</p> <p>f. Completed 8/30/10</p> <p>a. Completed 9/15/10</p> <p>b. Completed 9/30/10</p> <p>c. TBC FY12</p> <p>a. TBC FY12</p> <p>b. TBC FY12</p> <p>c. TBC FY12</p>

YOUTH AND FAMILY SERVICES

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>III. Solidify research findings related to alternatives to juvenile court programs, and develop a program to be launched in possible partnerships with police departments, juvenile court probation officers, and school administrators</p>	<p>1. Develop working groups within staff to solidify research findings and present to Consultants (Kleiman – 11/1/10)</p> <p>2. Host a Summit on Juvenile Justice Alternatives (Parquette - 2/1/11)</p> <p>3. Launch Alternative to Juvenile Court Program (Cohen – FY12)</p>	<p>a. Develop working groups (Parquette)</p> <p>b. Present findings to Consultants</p> <p>a. Develop proposal for Summit</p> <p>b. Set date, invite guests, and make arrangements for Summit (Concepcion)</p> <p>c. Host Summit and solidify findings for launching program (Kleiman)</p> <p>a. Review proposals/forms with Township Administrator (Parquette)</p> <p>b. Submit proposals/forms to Township Attorney for review (Parquette)</p> <p>c. Implementation of program (Parquette, Kleiman)</p>	<p>a. Completed 10/15/10</p> <p>b. Completed 11/1/10</p> <p>a. Completed 6/30/10</p> <p>b. Completed 11/15/10</p> <p>c. Completed 2/1/11</p> <p>a. Completed 2/1/11</p> <p>b. Completed 2/15/11</p> <p>c. TBC FY12</p>

YOUTH AND FAMILY SERVICES

**STRATEGIC GOALS & ACTION PLAN
FY 2010/2011**

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>IV. Research and develop a program to address youth employment through the development of a job incubator/bank, training for soft skills, school completion strategies, money management, and community service learning opportunities for hands on learning and experience.</p>	<ol style="list-style-type: none"> 1. Complete research on preferred practices (Cohen – 11/15/10) 2. Assess possible community partners for space and human resources (Cohen – 1/15/11) 3. Develop proposal for phase one of program (Cohen – FY12) 	<ol style="list-style-type: none"> a. Utilize University resources and Consultants for research (Parquette) b. Complete survey of surrounding similar programs to fill possible gaps in service a. Meet with community agencies and schools to find potential partners b. Determine and establish partnerships a. Solidify phase one of program to launch program b. Launch phase one of program 	<ol style="list-style-type: none"> a. Completed 7/15/10 b. Completed 11/15/10 a. Completed 12/15/10 b. Completed 1/15/11 a. Completed 2/1/11 b. TBC FY12

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for February, 2011

SERVICE PROVIDED	FEBRUARY 2011	FEBRUARY 2010	FYTD 2011	FYTD 2010
<i>Website Visits</i>	3,364			
<i>Facebook Likes</i>	506			
<i>Media Releases</i>	2			
<i>Technology work orders</i>	42			
<i>Resident Contacts</i>	2,326			
<i>Percent of Budget Expended (92% of year)</i>			60%	54%
<i>New Employee Orientations</i>	3			

Department Highlights

- Township offices remained operational during the February 2nd blizzard.
- On Monday, February 7, Cook County Commissioner Tim Schneider sponsored a community roundtable discussion, hosted by Hanover Township, for Cook County Board President Toni Preckwinkle with regional municipal and township officials.
- Rebecca Suhajda, MPA, was hired as the Management Analyst and started on February 28. Becky will be primarily responsible for grant research and writing, and assisting with Human Resource Administration.
- Senior Committee Applications were due on February 18. There were nine applications submitted for five open positions on the Committee.
- Liquor license and rezoning paperwork has been submitted to the Village of Bartlett. On March 15, Administrator Barr attended a Bartlett committee meeting and the rezoning application was forwarded on to the Plan Commission for review.
- Capital update: Emergency Generator – Preparation work will begin in March with installation date of April; Food Pantry renovations – Bid documents will be submitted in March with a bid award by end of April; Lower level build out – The second Notice to Proceed should be received by end of March .

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.

OFFICE OF THE CLERK



Report for February, 2011

SERVICE PROVIDED	FEBRUARY 2011	FEBRUARY 2010	FYTD 2011	FYTD 2010
<i>Passports</i>	154	158	1,589	1,365
Photo Fees	\$780	\$610	\$7,570	\$3,165
Total Passport Fees & Photo Fees	\$3,285	\$3,545	\$39,585	\$32,610
<i>Cook County Vehicle Stickers</i>	3	1	222	431
<i>Fishing/Hunting Licenses</i>	2	2	122	128
<i>Handicap Placards</i>	27	25	308	324
<i>Voter Registration</i>	72	3	390	108
<i>FOIA Request</i>	2	1	15	8

Department Highlights

- **Passports:** New passport forms, effective March 1, are available in the Clerk's office and on the website. Office is in compliance with 2011 U.S. Passport Office regulations.
- **Fishing/Hunting License:** The new fishing license year began January 18, and licenses will be valid from the date of purchase until March 31, 2012. IL DNR now requires a phone number or e-mail address for our customers. We are preparing a postcard reminder campaign to our customers who previously purchased licenses, and for providing information on the licenses to the schools, and other businesses.
- **Professional Development:** Clerk Dolan Baumer and Deputy Crespo both passed the Passport Refresher Course 2.5 and our office is in compliance. Clerk Dolan Baumer attended Women in Management Study Course.
- **Event Participation:** Clerk Dolan Baumer attended the EAC Breakfast Elgin Mayor Candidate Forum.
- **Clerk's Events:** The Internet Safety presentation was well attended; there were 40 people. Clerk Dolan Baumer, Deputy Clerk Crespo, and Mrs. Stade presented Voter Registration at the local high schools and senior homes during the week of February 22-March 4.
- **Community Outreach:** The Clerk's Office will be hosting a Passport Day in the U.S.A. and Community Shred on April 9, from 9 a.m.-12 noon. A Passport Training Class will be offered by Chicago Passport Agency hosted by the Clerk's office for neighborhood facility agents on April 20.
- **Election Information:** April 5 is the Consolidated Election. Cook County Election department thanked Hanover Township for the use of the Senior Center.
- **Bid Opening:** Notice to Bidders for the MHB renovations to the Mental Health Resource Center was published. Bid documents may be obtained from our office. A pre-bid meeting will be held on March 28 at 10:00 a.m. at the Resource Center and Bid Opening will be held on April 12, 2011 at 10:00 a.m. at the Township building.
- The next Breakfast with the Board is scheduled for May 7.

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.

DEPARTMENT OF EMERGENCY SERVICES

Report for February, 2011

SERVICE PROVIDED	FEBRUARY 2011	MARCH 2011	FYTD 2011	FYTD 2010
<i>Volunteers</i>				
Total volunteers	20	21		21
New volunteers	2	1		5
Volunteer hours	50	170		1670
<i>Training</i>				
Total hours	8	8		104
<i>Details</i>				
Traffic	5	0		5
Response	0	2		7
Miscellaneous	0	0		1

Department Highlights

- First emergency call out. Assisted Streamwood Police with a fatal traffic accident on Route 20, Lake Street. Provided traffic control on both ends and a light truck to assist their accident investigators in finishing the investigation.
- Event: Bartlett Police Department Open House. Displayed equipment, staffed with volunteers, provided recruiting and preparedness information.
- Event: Manned the Fire Station and met with the public during the Lion's Club pancake breakfast.
- Met with numerous township staff to gain familiarity with the specific competencies and services they provide. Including Steve Spejcher, Becky Suhajda, Tom Kuttenberg, Trish Simon, John Parquette.
- Met with outgoing Director for orientation.
- Met with accounting and IT vendors for orientation and information.
- Began adjusting files and filing system.
- Held Officer's Meetings on February 28th and March 14th
- Met with Streamwood PD and FD.
- Met with Hanover Park PD.
- Met with Bartlett PD.
- Provided orientation to Hanover Park Sergeant Dossey who wanted to view our equipment to determine suitability for our assistance.
- Met with Elgin PD.
- Met with Elgin Office of Emergency Management.
- Attended event preparation meetings: Relay for Life, Freedom Bash.
- Met with Des Plaines Emergency Management.
- Met with REM Management and began using their training offerings.

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DEPARTMENT OF FACILITIES & MAINTENANCE

Report for March 29th 2011

SERVICE PROVIDED	FEBRUARY 2011	JANUARY 2010	FYTD 2011	FYTD 2010
<i>Administration</i>				
Vehicle service calls	22			
Work orders	61			
Event set-ups/tear downs	101			
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	2,763			
Town Hall	10,380			
Senior Center	28,131			
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	726.76			
Town Hall	1439.42			
Senior Center	3,252.68			

Department Highlights,

- Working with the Highway Dept with the planting of nine new Austrian Pine trees by the Senior Center
- The administration lobby is set to be remodeled.
- North garage at the Highway Dept is in need of roof repairs.
- Senior bus garage roof will be replaced this summer.
- Receiving first CDBG money from Cook County for the emergency generator project.

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HIGHWAY DEPARTMENT

Report for February, 2011

SERVICE PROVIDED	FEBRUARY 2011	FEBRUARY 2010	FYTD 2011	FYTD 2010
<i>Winter Season</i>				
Snow Removal				
Salt (tons)	328	273	977	935
<i>Summer Season</i>				
Branch pick-up (truckloads)				

Department Highlights

- Successfully plowed/salted unincorporated streets during the Blizzard of 2011, totals ranged from 16 ½ - 18 inches from Streamwood to Elgin to Hoffman Estates
- Snowiest February in Chicago recorded history

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OFFICE OF THE MENTAL HEALTH BOARD

February 2011 Report

SERVICE PROVIDED	FEBRUARY 2011	FEBRUARY 2010	FYTD 2011	FYTD 2010
<i>Grant Funding</i>				
Ongoing clients	506	699	6124	6552
New clients	104	174	3020	3363
Clients served (Unduplicated)	610	873	9144	9915
<i>TIDE</i>				
Participants	10	NC	12	NC
Rides	185	NC	NC	NC
<i>Resource Center</i>				
Organizations providing services	7	6	7	6
Clients served	52	76	943	1025

Resource Center/Building Workgroup

- The bid packet came available for pick up on March 14. So far, we have had a very good response and expect several bids. Pre-Bid meeting scheduled for March 28 at 10am and the bid opening date is April 12. Mental Health Board will vote to award contract on April 19 meeting.
- Renovation project is scheduled to begin Monday May 2 with a scheduled end date of June 30.
- Once the bid is awarded, the building workgroup will look at moving forward towards purchasing furniture for the space.

Agency Outreach

- Working with Bartlett Police Department to provide resources for their new Crisis Intervention Team. They attend training for the program early April and will look at meeting with area agencies to assess the best way to implement their services into the community
- ACMHAI will attend our April board meeting. Still waiting to hear from Donor's Forum to see if they are able to attend as well
- Attended open house at Easter Seals of DuPage and a tour of Centro de Informacion
- Worked with Maryville Academy on the challenge grant application process

Administrative

- Closely watching proposed state funding cuts and the effects on our programs.
- Notified agencies of the ending fiscal year and to make sure all purchase of service reports and quarterly voucher reports were in.
- Looking into scheduling the date for the next call for proposals this summer as well as updating the grant application.

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

OFFICE OF COMMUNITY HEALTH



Report for February, 2011

SERVICE PROVIDED	FEBRUARY 2011	FYTD 2011	FYTD 2010
<i>Office Appointments</i>			
ProTimes	12	219	
TB skin test	6	232	
Cholesterol	16	89	
Pharmaceutical Assistance Programs	N/C	N/C	
Other	57	531	
Total (Unduplicated)	87	1057	
<i>Clinic Clients</i>			
Victory Centre of Bartlett	24	119	
Glendale Terrace	6	105	
Elgin Recreation Center	Canceled for February	38	
Clare Oaks	Canceled due to snow storm	52	
Astor Avenue	16	170	
Total (Unduplicated)	17	432	
<i>Public Education & Health Promotion</i>			
Media coverage (press releases/letters to editor/cable network)	2		
Informational seminars/networking	17	N/C	
<i>Primary Care Provider Support</i>			
	N/C	N/C	
	366	366 (Feb only, other months N/C)	

Department Highlights

- Interviewed candidates for Part-Time RN position
- Open Gym - Topic Hygiene/Staying well at Sunnydale Elementary
- Open Gym Sunnydale Topic: Nutrition Sunnydale Elementary
- Met with Clare Oaks for ProTime clinic collaboration
- Staff nurse Stacy Arriola went to CPR Instructor class
- Meet with Community Crisis Center staff and tour of facility/networking/possible new screening site.
- Met with Nancy King from ABMC Senior and Community Resource Center
- Attended Streamwood Park District Board meeting Regarding Real Women Wear Blue and Colon Cancer awareness
- Continued Embracelet updating
- Attended Streamwood Park District Health Expo February 26th
- Clare Oaks support group
- Expo planning

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 SENIOR SERVICES

Report for February, 2011

SERVICE PROVIDED	FEBRUARY 2011	FEBRUARY 2010	FYTD 2011	FYTD 2010
<i>Programming Division</i>				
Planned programs	76	83	886	853
Participants	1043	1363	13626	14460
Wait listed (unduplicated)	85	119	812	806
Art & Computer classes	48	45	324	707
Art & Computer class participants	439	464	3239	4592
New volunteers	2	5	132	1717
Total volunteers	116	127	240	275
Volunteer hours reported	1599	1110	14194	13111
Meals delivered by volunteers	1015	1144	12916	9410
<i>Social Services Division</i>				
Clients served (unduplicated)	527	634	5968	5902
Energy Assistance	17	0	494	772
Prescription drugs & health insurance assistance	367	25	2830	1671
Public Aid	20	22	240	113
Social Service programs	12	11	113	75
Social Service program participants	120	126	1284	910
Lending Closet transactions	48	46	614	526
<i>Transportation Division</i>				
One way rides given	1101	1530	14716	16839
Individuals served (unduplicated)	177	233	2330	2686
New riders	23	16	215	233
Unmet requests for rides	27	38	547	458

Department Highlights (February)

- Volunteer run cooking class, “It’s a Wrap”, was well attended.
- Tango Argentina Club offers classes at the center and evening programs at their facility.
- Drumming Circle is held on Saturdays as well as Wii bowling tournaments.
- The Chicago Auto Show and Culinary Tour of Chicago were
- Computer Instruction: Microsoft Word, Scanning Craigslist, Mail Merge and Picasa.
- Arts & Crafts: Ceramics, Open Clay Studio, Polymer Clay Bead Bracelet, Printmaking.
- Vehicle 109 was involved in a minor accident with no injuries while in Chicago at the Auto Show. The vehicle has been repaired and back in service.
- The T.R.I.P. transportation service is considering whether to expand service by allowing duplication of service if there are unmet needs that exist. Currently Hanover Township transports five miles outside our borders into adjacent T.R.I.P. areas of service.
- Streamwood Park District will be collaborating with Hanover Township on the “Passport to Wellness” event and the “Wellness for Life” program.
- Social Services Staff is partnering with Streamwood Park District to offer “Take Charge of Your Diabetes” program. In addition, staff is working to partner with VITAS Hospice Latino Outreach to offer Latino seminars and activities. We welcome Moira Davis, LCSW, who was hired temporarily through Social Work PRN to assist our Social Services Team from March-June.

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 February, 2011

SERVICE PROVIDED	FEBRUARY 2011	FEBRUARY 2010	FYTD 2011	FYTD 2010
<i>General Assistance</i>				
General Assistance clients	12			
General Assistance appointments	39			
Emergency Assistance appointments	0			
Emergency Assistance approved	No Funds			
<i>LIHEAP Applications</i>				
Office	77			
Circuit Breaker	2			
<i>Social Services</i>				
ComEd hardships	8			
Weatherization – 1/18-2/18	8			
<i>Food Pantry</i>				
Served	575			
New applications	60			
Food Donations	40			
<i>Community Center Walk-Ins 1/18-2/18</i>	413			

Department Highlights:

- Conducted our first series of home visits. Visited three general assistance recipient homes to confirm residency.
- Staff attended a seminar on how to identify domestic abuse hosted by the Community Crisis Center and Office of Community Health.
- Welfare Services will be participating as a team for the 2011 Relay for Life.
- Supervisor Community Service Awards Banquet is scheduled for April 13th, invitations have been mailed.
- Veteran Honor Roll Dinner scheduled for April 14th, invitations have been mailed.
- Collecting candy for spring bags to be distributed at Astor Avenue's Spring Thing on Sat. April 16th from 9:00 – 11:00 AM, the Spanish speaking Easter Bunny will be visiting from 9:30-10:30 to distribute candy bags to the children of the community.
- Attended PTO meeting at Ridge Circle Elementary School and talked about township programs. As a result of that meeting we will be attending kindergarten round up with the Office of Community Health in April.
- GA/EA Audits continue to be done on a regular basis.
- Attended flower show at Canton Middle Schools hosted by the Streamwood Woman's Club with proceeds to benefit the food pantry.
- 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 fund raiders; 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 February, 2011

SERVICE PROVIDED	FEBRUARY 2011	FEBRUARY 2010	FYTD 2011	FYTD 2010
<i>Outreach & Prevention</i>				
Open Gym participants	381	538	6920	6200
Open Gym participants (unduplicated)	187	209	980	1356
Alternative to Suspension referrals	4	0	9	0
Alternative to Courts referrals	0	0	0	0
<i>Clinical</i>				
Therapy clients (total)	330	374	3225	3067
Therapy clients (unduplicated)	276	304	2434	2578
Total families	72	63	670	601
New families	8	9	61	52
Clinical hours	224	260	2193	2343
Group session participants	29	7	99	82
<i>Tutoring Participants</i>				
Total	172	164	959	891
Unduplicated	72	59	421	367

Department Highlights

- Open Gym's Elgin site is now at Lords Park Elementary School, with 72 youth participating.
- Social Skills group is now being offered in Open Gym at Bartlett Elementary School.
- Completed interviewing process and will be making an offer to a Bilingual candidate for the Prevention Specialist Position.
- Peer Jury Proposal has been submitted to the Village of Bartlett for approval.
- Negotiations are occurring with Tefft Middle School to secure as a site for Open Gym. Streamwood High School's Open Gym site continues to have low turn out.
- Currently in interviewing for therapist positions.
- Alternative to Suspension Program implemented at Streamwood High School.
- Hosted AITCOY Executive Meeting to develop budget and established a strategy to secure new members and increase revenue.
- Currently searching for possible grants to seek for the expansion of the Open Gym Program.
- YFS has been invited to present the Alternative to Suspension Program at School District U-46 Community Alliance meeting on 4/7/11, 9:00AM-11:30AM, at Central Offices.
- Save the Date: Tuesday, 4/19/11, 5:30PM-7:00PM, The Committee on Youth's Principal of the Year Reception.
- Save the Date: Wednesday, 4/20/11, 3:30PM-6:00PM, The Laurel Hill Elementary School Community Resource Fair.
- Spring Break Open Gym dates and locations include:
 - Monday, March 28, Bartlett Elementary School, ages 5-14, time 12-4 pm
 - Tuesday, March 29, Laurel Hill Elementary School, ages 5-14, time 12 -4 pm
 - Wednesday, March 30, Tefft Middle School, ages 7-18, time 12 -4 pm
 - Thursday, March 31, Lords Park Elementary School, ages 5-14, time 12 -4 pm

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.



Where Great Service Happens!

Supervisor
Brian P. McGuire

Clerk
Katy Dolan Baumer

Assessor
Thomas S. Smogolski

Highway Commissioner
P. Craig Ochoa

Collector
Frank Liquori

Trustees
Mary Alice Benoit
William T. Burke
Howard Krick
Sandra Westlund-Deenihan

Director
John J. Parquette, LCSW

Youth and Family Services

COMMITTEE ON YOUTH MINUTES

January 24, 2011

1. **Call to Order:** The regular meeting of the Hanover Township Committee on Youth was called to order at 7:00 pm by Madam Chairwoman Dawna Watson, January 24, 2011 at Hanover Township Youth and Family Services, 250 South Route 59, Bartlett, IL.

Members present: Nicole De Falco, Trustee Mary Alice Benoit, Fernando Collazo, Officer Rob Wojtowicz, Katelyn Mucci, Dawna Watson, Ed Burnham, Jenna Szabo

Staff present: Director John Parquette, Tom Kuttenberg

Member absent: none.

Guests present: none.

2. **Approval of Agenda:** motion to approve and seconded to approve the meeting Agenda.
3. **Approval of Minutes:** motion to approve and seconded to approve the minutes from December.
4. **Public Comments:** none.
5. **Youth and Family Services Department Report:**
 - Report submitted via email. See addendum to minutes.
6. **Liaison Report:**
 - Board had their budget workshop on 1/21/2011.
 - All Board members participated in the Senior Variety Show.
 - The Senior Center lower-level build-out is starting.
 - The Mental Health Board is renovating the Community Resource Center.
 - COY volunteer appreciation event will be held at Pinstripes.
7. **New Business:**
 - **Principal of the Year Award:**
 - a. **Date:** Tuesday, April 19th, 2011, 5:30-7pm, applications are due 3/21/11.

- b. Chairwoman Watson will update cover letter and application, Tom Kuttenberg will send previous press articles to Director John Parquette.
 - c. Sending out letters including article showcasing last year's event to PTO presidents, Office Managers, etc. at schools—YFS staff will make copies of letters and help with mailing, COY members will prep envelopes next meeting.
 - d. Follow up e-mail reminder, press release, and putting application on Township website will be handled by Tom Kuttenberg.
- Youth Leadership Banquet:
 - a. Date: Tuesday, May 10th, 5:30-7pm. Applications are due by 4/18/11, winner selected by 4/27/11.
 - b. COY to review applications at 4/25/11 meeting.
 - c. COY is seeking a motivational speaker for the event.
 - d. Director John Parquette will work on catering for the event.
 - Motion to discuss Fund Raiser event planning moved to next meeting. Motion carried.
8. Adjourn: It was moved and seconded to adjourn the meeting at 8:20 pm. Motion Carried.

Next meeting: Monday February 28, 2011.

Respectfully Submitted,



Nicole De Falco

Addendum
Hanover Township Youth and Family Services
Committee on Youth Report
January 24, 2011

1. Youth and Family Services hosted a Summit on Juvenile Justice Alternatives on Tuesday, January 18th, 2011. Various leaders were represented from Judicial, Probation, Elected Officials, Police, Schools, COY and other service providers. Discussion was held on current trends, services, and gaps in the juvenile justice system.
2. Youth and Family Services has applied for a \$5,000 Project Orange Thumb Grant through Friskers. The grant is for the development of a community garden. If the funds are awarded to Youth and Family Services, we plan to develop a community garden with the youth from our various prevention programs. We will be notified in late February whether or not we will be awarded the grant.
3. Referrals are starting to arrive for the Alternative to Suspension Program. Further development of the leadership component is being completed. Negotiations are occurring with the Bartlett Park District to offer adventure based, leadership development programming.
4. The Peer Jury Program partnership between Hanover Township and the Village of Streamwood is continuing to develop. Youth and Family Services will begin negotiations with the Village of Bartlett and the Bartlett Police Department about a possible partnership in the program.
5. Negotiations are taking place with the Eastside Recreation Center in Elgin. Continued low turn out for the Open Gym Program at this site is occurring regardless of continued marketing strategies.
6. Youth and Family Services and the Youth Division of Worknet hosted an open house on Thursday, January 6th, 2011 at the Township. The open house showcased the new partnership and services offered between Youth and Family Services and Worknet. This partnership will benefit Township youth who are out of school by assisting with career planning and development. Worknet will be utilizing the multipurpose room and

computer lab on the first and third Thursdays of the month, from 2:00 pm to 4:00 pm.

7. Spring Semester Tutoring Program applications are available. The Program will begin on Monday, February 7th, 2011. The Program will again be offered at the Streamwood High School Sabre Center.
8. Six families have presented for Family Therapy Services since last report. Of the six families, three are English speaking. Three families are from Bartlett, one family is from Streamwood, and two families are from Hanover Park.

**Hanover Township Mental Health Board
Minutes of the Meeting
February 24, 2011**

The meeting was called to order by Julie Runzel, vice-chairman, at 5:03 p.m.

Roll Call: Linda Best, Bill Burke, Kristen Cruthers, Marvin Kramer, and Julie Runzel. A quorum was established. Also present: Suzanne Powers, HTMHB Coordinator, and James Barr, Township Administrator.

Approval of the Agenda: Motion to approve the agenda moved by Ms Kruthers, seconded by Mr. Kramer. The motion was approved by unanimous vote.

Approval of regular and executive committee minutes: Motion to approve the regular meeting minutes and the executive committee minutes of January 20, 2011, moved by Mr. Burke, seconded by Mr Kramer. The motion was approved by unanimous vote.

Approval of Financials for January 2011: Motion to approve the January 2011 financials as presented moved by Mr. Kramer, seconded by Ms Cruthers. Ms. Runzel called for a roll call vote. The motion carried.

Linda Best	Yes	Marvin Kramer	Yes
Bill Burke	Yes	Julie Runzel	Yes
Kristen Cruthers	Yes		

Coordinator's Report: The Coordinator's report was presented and reviewed.

Unfinished Business: Approval of the FY12 allocation budget was discussed. Item will be placed on the March meeting agenda.

New Business

Capital Grant Request

Mr. Burke made a motion to approve a Capital Grant of \$5,000 for Summit School towards cost of playground installation at the agency. Ms Runzel seconded the motion. Discussion occurred. A roll call vote was called. The motion carried.

Linda Best	Yes	Marvin Kramer	Yes
Bill Burke	Yes	Julie Runzel	Yes
Kristen Cruthers	Yes		

Emergency Grant Request

Mr. Kramer made a motion to approve an Emergency Grant of \$2,000 to PADS TO HOPE, Inc. for services to the homeless. Ms. Best seconded the motion. Discussion occurred. A roll call vote was called. The motion carried.

Linda Best	Yes	Marvin Kramer	Yes
Bill Burke	Yes	Julie Runzel	Yes
Kristen Cruthers	Yes		

Bridge Youth and Family Service Data: Decline in number of Hanover Township teens served through Bridge Youth and Family Services was discussed. Board requested that Ms. Powers send a letter and ask the agency to clarify the reasons for low usage and their plans to assure that service needs covered by the agency are met. Service contract will be held until such time as the Board receives a satisfactory response to the inquiry.

Association Memberships: Association membership in the Association of Community Mental Health Authorities of Illinois (ACMHAI) and the Donor’s Forum were presented. Mr. Kramer made a motion to approve affiliation and payment of membership dues to ACMHAI. Ms. Runzel seconded the motion. Discussion ensued. A roll call vote was called.

Linda Best	Yes	Marvin Kramer	Yes
Bill Burke	No	Julie Runzel	No
Kristen Cruthers	No		

The motion failed. The Board requested more information regarding the ACMHAI and asked that a representative from the association be invited to the next meeting.

Executive Session: No executive session was held.

Other Business

Joint Meeting with Township Board: Meeting is planned for April 19 or 26. HTMHB was asked to hold the date.

Open Comment

Progress on renovations at Burgundy Parkway office was reviewed. The Board asked that the March meeting be held at that location.

Adjournment: Ms. Best moved to adjourn the meeting. Motion seconded by Mr. Kramer. Motion carried. Meeting adjourned at 6:13 p.m.

Respectfully submitted,

Linda Best
Secretary

Hanover Township Senior Citizens' Services Committee Meeting Minutes
Monday, March 14, 2011–3:00 p.m.

- I. Call to Order and Pledges of Allegiance: Meeting called to order by Chairperson Opal Waldman who led the group in the Pledge at 3:00 p.m.
- II. Roll Call conducted by Secretary, Patti Loomis
 - A. Joe Cesarz, Gloria Cotton, Kathleen Donaldson, Nellie Lannin, Patti Loomis, Richard Nelson, Roberta Pizzimenti, Peggy Reinhardt and Opal Waldman.
 - B. Also present were: Rosemarie Bart, Jan Klee, Molly Sass, Katie Starkey, Barbara Kurth Schuldt, Tracey Colagrossi, and Howard Krick.
- III. Acceptance of Minutes of February 14: There were two corrections to the February minutes. Under V. Chairpersons's report, the cart has been purchased. Under X. New Business, A. The cost of pop will remain at .50. Nellie Lannin made a motion to accept the February minutes as corrected and Joe Cesarz seconded the motion. Motion passed by unanimous voice vote.
- IV. Treasurer Report given by Joe Cesarz: Motion made by Nellie Lannin to take the remainder of the Hardship Fund and add it to the new fund titled Senior Support. Roberta Pizzimenti seconded the motion. A new motion to accept the treasurer report was made by Patti Loomis and seconded by Roberta Pizzimenti. Motion passed. Joe Cesarz made a motion to accept the new budget for fiscal year April 2011-March 2012. Motion seconded by Peggy Reinhardt. Motion passed.
- V. Chairperson's Report:
 - A. Coffee mugs update: only 2 mugs were used the first week and it is not economical to run the dishwasher until it is almost full. A discussion Followed as to when to run the dishwasher. One idea was to put the used mugs in the dishwasher daily and wash them when the dishwasher is full.
 - B. Ride donation recommendation to Board: It was suggested to increase the fare by .25. This will be tabled until a later date.
- VI. CNN:
 - A. The mayors of Streamwood and Bartlett were invited to ride along with the drivers to deliver the meals on wheels on March 23, 2011.
 - B. On March 28, 2011 there will be a presentation by the Cook County Sheriff's Dept. on "Personal Safety for Seniors".
- VII. Suggestions:
 - A. Install ceiling fans in Veteran's Halll. Barb will look into this.
 - B. Make WI-FI available. We already have WI-FI but it is password protected. This will be given consideration.

- C. Consider adding Valli Foods and Butera to the shopping trips. This will be given to the transportation department for consideration.

VIII. Board Meeting Update:

- A. There are 11 applications for the 3 available positions on the Senior Committee. The 3 positions have been selected and the new members will be installed at the April or May meeting.
- B. Katie Starkey will bring the plans for the Senior Center renovation to the next meeting in April.
- C. The last board workshop was about capital improvements.
- D. Trustee Krick passed out a copy of the emails with James Barr about the Bingo regulations.

IX. Director Report:

- A. Accreditation Committee: The internal committee will consist of Barb Kurth-Schuldt, Tracey Colagrossi, Molly Sass, and Patti Loomis. We will meet in April.
- B. Coupons for Exercise: We will be implementing a coupon system for group exercise and dance classes. Coupons will be available for \$1 at the Receptionist Desk.
- C. Staffing: Molly Sass is our permanent Volunter Coordinator. Moira Davis is a temporary Social Service worker while Amy Seoul is on maternity leave.
- D. Township Wide events: Passport to Wellness will be held at the Streamwood Park District on Tuesday, May 10. It is free to seniors age 65 and older.

X. New Business:

- A. Variety Show Committee: Jan Klee suggested forming a committee to help with the variety show for next March 2012. This will be tabled for discussion at the April meeting with the new committee members.

XI. Old Business: None

XII. Remarks:

- A. Opal Waldman thanked Roberta Pizzimenti, Nellie Lannin and Richard Nelson for serving on the Senior Committee the past few years.

XIII. Adjournment:

- A. Patti Loomis made a motion to adjourn and Nellie Lannin seconded it. Motion passed and meeting was adjourned at 4:35 p.m.

Next meeting April 11, 2011 at 3 p.m.
Meeting minutes submitted by Patti Loomis, secretary.

Next meeting is March 14, 2011 at 3 p.m.
Meeting minutes submitted by Patti Loomis, Secretary.