



240 S. Illinois Route 59, Bartlett, Illinois 60103

**Regular Meeting of Town Board**  
*February 17, 2015*  
**7:00 PM**

**A G E N D A**

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
  - A. Veteran’s Honor Roll
    - 1. CPL James D. Fatima
    - 2. PHM3 Louis Haefling
    - 3. L CPL Richard Hallas
  - B. Goodtime Music
  - C. Casey Automotive
  - D. Communities that Care
- V. Reports
  - A. Supervisor’s Report
  - B. Clerk’s Report
  - C. Highway Commissioner’s Report
  - D. Assessor’s Report
  - E. Treasurer’s Report
  - F. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
  - A. Appointment of Hanover Township Trustee
  - B. Regular Meeting Minutes of February 3, 2015
  - C. Executive Session 1 Minutes of February 3, 2015
  - D. Executive Session 2 Minutes of February 3, 2015
  - E. Resolution Approving a Contract for Services Between Hanover Township and the Hanover Township Mental Health Board (Psychiatric Services)

**Mission Statement**

**Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.**

- F. Resolution Approving a Contract for Services Between Hanover Township and the Hanover Township Mental Health Board (Alternative to Suspension Program)
  - G. Resolution Approving a Contract for Services Between Hanover Township and the Hanover Township Mental Health Board (Substance Abuse Prevention)
  - H. Resolution Approving a Contract for Services between Hanover Township and the Hanover Township Mental Health Board (Senior Citizen Mental Health)
  - I. Resolution Approving a Professional Services Agreement for Psychiatric Services with Alexian Brothers Center for Mental Health
  - J. Resolution Adopting the Title VI Program Manual for the Hanover Township Senior Services Volunteer Express
  - K. Resolution Dissolving the Hanover Township Public Health and Safety Committee
- 
- IX. Executive Session
  - X. Other Business
  - XI. Adjournment

**Mission Statement**

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km  
2/9/15

Two  
you



**VETERANS HONOR ROLL**  
**WE ARE PROUD TO HONOR THOSE WHO**  
**HAVE SERVED US SO VALIANTLY**

**NAME:** Richard Hallas

**ADDRESS:** 816 Sumac Dr.

**CITY/ZIP CODE:** Streamwood IL 60107

**PHONE #:** 630 776 3147

**DATE OF BIRTH:** 08/20/1966

**BRANCH OF SERVICE:** marine corps

**HIGHEST RANK ATTAINED:** E-3 CPL LCPL CPL LCPL

**YEARS OF SERVICE:** FROM 7/84 TO 6/88

**MEDALS AWARDED OR OTHER CITATIONS:**  
\_\_\_\_\_  
\_\_\_\_\_

**INJURIES:** \_\_\_\_\_

**Comments:** Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed.

Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.

A historical file will be made regarding your time serving your country and will be available for future generations.

Thank you,

*Brian P. McGuire*  
Supervisor



# HANOVER TOWNSHIP

12/16/14  
LM  
2/9/15  
Yes  
Twp

## VETERANS HONOR ROLL

**WE ARE PROUD TO HONOR THOSE WHO  
HAVE SERVED US SO VALIANTLY**

**NAME:** Louis HAEFLING

**ADDRESS:** 1342 DAKOTA DR

**CITY/ZIP CODE:** ELGIN IL 60120

**PHONE #:** 847 9317417

**DATE OF BIRTH:** 3-9-25

**BRANCH OF SERVICE:** NAVY

**HIGHEST RANK ATTAINED:** PH 17 3/4

**YEARS OF SERVICE: FROM** 7/43 **TO** 3/46

**MEDALS AWARDED OR OTHER CITATIONS:**  
AREA VISTORY

**INJURIES:** NONE

**Comments:** Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed.

Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.

A historical file will be made regarding your time serving your country and will be available for future generations.

Thank you,

*Brian P. McGuire*

Supervisor

LM  
2/9/15

*yes  
attg*

*yes  
TWP*



### VETERANS HONOR ROLL

**WE ARE PROUD TO HONOR THOSE WHO  
HAVE SERVED US SO VALIANTLY**

**NAME:** JAMES D. FATIMA

**ADDRESS:** 2015 RIDGEMORE DR

**CITY/ZIP CODE:** BARTLETT, IL 60103

**PHONE #:** 630-497-7473

**DATE OF BIRTH:** 02-06-43

**BRANCH OF SERVICE:** USMC

**HIGHEST RANK ATTAINED:** L/CPL

**YEARS OF SERVICE: FROM** 1961 **TO** 1964

**MEDALS AWARDED OR OTHER CITATIONS:**  
\_\_\_\_\_  
\_\_\_\_\_

**INJURIES:** \_\_\_\_\_

**Comments: Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed.**

**Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.**

**A historical file will be made regarding your time serving your country and will be available for future generations.**

Thank you,

*Brian P. McGuire*

Supervisor

# DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for January 2015

SERVICE PROVIDED	JANUARY 2015	JANUARY 2014	FYTD 2015	FYTD 2014
<i>Passports</i>	296	271	1990	1755
Photo fees	\$1,010	\$845	\$6,931	\$5,440
Fee deposits	\$7,170	\$5,830	\$45,720	\$42,574
<i>Fishing/Hunting licenses</i>	0	0	82	104
<i>Handicap Placards</i>	20	21	151	156
<i>Cook County vehicle stickers</i>	2	2	402	245
<i>Human Resources Requests</i>	144	118	1,367	1,483
<i>New Employee Orientations</i>	1	2	16	14
<i>Technology work orders</i>	37	54	277	232
<i>Resident Contacts</i>	2,575	2,898	16,278	18,993
<i>Percent of Budget Expended (75% of year)</i>	6.4%	6.6%	66.5%	63.4%
<i>Grant application submissions</i>	0	3	3	9

## Department Highlights

- The annual Employee Appreciation Luncheon was held on January 13 at Moretti's. The 2014 award winners were recognized at the event. Winners include Rookie of the Year: Ryan McSheffrey, Youth and Family Services Clinical Interventionist; Excellence in Service: Amy Seul, Senior Services Social Services Specialist; and the Trish Simon Core Values Award: Lisa Slowik, Senior Services Nutrition Coordinator. Anniversary awards were also presented to members of staff who celebrated 5, 10, and 20 years of service in the Township.
- The Finance Committee met on January 26 to consider the Fiscal Year 2016 Budget.
- Management Analyst Kaufholz began coordinating the Age Options grant applications and budgeting items for the senior congregate and home delivered meals programs. The grant requests will be submitted to AgeOptions by February 25, 2015.
- Assistant Administrator Powers began review of the Township Personnel Policy with recommendations from Illinois Counties Risk Management Trust (ICRMT) attorney and from Township counsel. An updated Personnel Policy based on these recommendations should be finalized by the end of February.
- Management Analyst Kaufholz began a nutrition program analysis of the Senior Services program as well as a salary survey of several departments. The nutrition program analysis was distributed to the Board on February 10.
- Assistant Administrator Powers revised the Township employment application and updated all departments on hiring procedures to be in compliance with the Job Opportunities for Qualified Applicants Act (Ban the Box). The act prohibits employers from considering or inquiring into a job applicants criminal record or history until the individual has been determined qualified for the position.

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# OFFICE OF THE ASSESSOR

Report for January 2015

SERVICE PROVIDED	JANUARY 2015	JANUARY 2014	FYTD 2015	FYTD 2014
<i>Administration</i>				
Office visits	929	911	3,474	3,616
Building permits processed	247	193	4,107	3,892
Sales recording	6	124	884	1,341
Change of Name*	10	18	107	121
Property tax appeals	0	52	814	1,026
Certificate of Errors	20	18	401	339
Property location updates	4	2	20	13
New owner mailings	75	121	679	776
Long time occupants*	0	0	0	7
<i>Exemptions</i>				
Homeowner exemptions	21	23	34	38
Senior home owner exemptions	291	258	300	279
Senior freeze exemptions*	451	446	531	518
Miscellaneous exemptions	7	2	69	74
<i>Foreclosures</i>	1	46	285	534

\* Denotes notary requirement

## Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. January had a total of 11 visitors after 4:30pm.
- We have a total of 1453 e-mails on our contact list. We added 5 e-mails in January.
- Foreclosures January 2015 17%. Foreclosures January 2014 37%.
- Cindy attended Environmental Sustainability workgroup January 21.
- Cindy attended a Suicide Seminar sponsored by Hanover Township Mental Health on January 27.
- Patty attended the CCTAA meeting January 23.
- On January 22, Patty did a home visit to Lexington Nursing Home to help a senior fill out their senior freeze exemption form.

### *Office of the Assessor Mission Statement:*

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

# OFFICE OF COMMUNITY HEALTH

Report for January 2015

SERVICE PROVIDED	JANUARY 2015	JANUARY 2014	FYTD 2015	FYTD 2014
<i>Appointments</i>				
ProTimes	27	18	223	233
TB skin test	4	3	70	61
Cholesterol	2	10	100	67
Pharmaceutical Assistance Programs	0	3	14	59
Miscellaneous labs	9	6	77	92
Wellness Screening (BP, diabetes, anemia)	13	NC	173	NC
Other	36	51	379	671
<i>Clinic Clients</i>				
Senior Center/ home visits	92	79	909	1,003
Astor Avenue	11	25	117	150
Elgin, Izaak Walton Center	6	4	56	57
Offsite clinics	22	9	142	103
Total clients (unduplicated)	45	47	534	567
<i>Public Education &amp; Health Promotion</i>				
Media coverage	4	4	50	49
Informational seminars	7	5	108	107
Program Participants	53	53	1,788	1,170
<i>Primary Care Provider Support</i>	24	24	132	136
<i>Phone Triage</i>	372	404	4,658	3,830
<i>Embracelet Program</i>	4	1	23	29

## Department Highlights

- Provided 10 home visits for residents in the month of January.
- Assisted 24 residents with insurance enrollment for the Affordable Care Act in the month of January.
- January 8<sup>th</sup>, OCH partnered with Vein Specialists of Illinois to provide free varicose vein screenings for residents.
- January 13<sup>th</sup>, Community Health Nurse presented on Hands Only CPR at the Izaak Walton Center.
- January 16<sup>th</sup>, Community Health Nurse and Director attended a Food Addiction, Obesity and Diabetes Seminar.
- January 27<sup>th</sup>, OCH partnered with Easter Seals of Dupage and Fox Valley to provide free hearing screenings for residents.
- January 27<sup>th</sup>, Director attended the Human Services Coordinating Council.
- January 28<sup>th</sup>, Director attended the Safe Communities Council Initiative in Hanover Park.
- January 28<sup>th</sup>, Community Health Nurse attended a Living and Care Options Seminar.

*Office of Community Health Mission Statement:*

*The mission of the Office of Community Health is to provide education and health promotion, prevent the spread of disease and illness, and to assist residents in accessing quality health services.*

# OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for January 2015

SERVICE PROVIDED	JANUARY 2015	JANUARY 2014	FYTD 2015	FYTD 2014
<i>Website Visits</i>	9,646	7,261	82,375	72,352
<i>Facebook Likes</i>	15	11	736	651
<i>Media Releases</i>	8	7	66	52
<i>Veteran Contacts</i>	29	2	178	47
<i>Total Veterans served</i>	21	2	110	38
<i>Total Resident Contacts (Elgin office)</i>	104	111	1,976	1,503

## Department Highlights:

- Met with new YFS Clinical Manager Tina Houdek on January 9 to discuss CVA operations, services and the Izaak Walton Center.
- CVA staff attended the annual employee appreciation luncheon on January 13.
- Met with IWLA-Elgin Chapter President John Ziegler and Vice-President Craig Hayward on January 13 to discuss collaboration efforts in regards to programs on the property.
- CVA staff attended the first meeting of the internal Wellness Work Group on Friday, December 5.
- Quarterly newsletter was mailed to 40,000 Township households on or before January 30.
- Presented draft of FY16 department budget to Finance Committee on January 26.
- Joined Supervisor McGuire, Commissioner Ochoa and Director Burke in attending the Chapel Creek Homeowners Association meeting on January 26 at Villa Olivia.
- Met with a representative from Bartlett Community Church on January 27 to provide information on the Township's programs and services and discussed possible collaboration efforts.
- CVA staff worked with the Emergency Services department throughout the month of January to coordinate their program brochure and mailing for their annual conference in March.

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# DEPARTMENT OF EMERGENCY SERVICES

Report for January 2015

SERVICE PROVIDED	JANUARY 2015	JANUARY 2014	FYTD 2015	FYTD 2014
<i>Volunteers</i>				
Total volunteers	33	30	33	31
New volunteers	2	3	16	10
<i>Hours</i>				
Volunteer Detail Hours	236.5	169	3,438.75	2,986
Volunteer Work Hours	329	N/A	1,747.25	N/A
Volunteer Training Hours	1,152.5	185	3131	1217
<i>Total Volunteer Hours</i>	1,718	354	8,317	4,203
<i>Details</i>				
Emergency Call Outs	2	3	47	40
Safety Patrols	7	4	36	34
Township Sponsored Events	1	0	25	16
Other Community Events	1	0	51	39
Miscellaneous	0	0	12	25
<i>Total Details</i>	11	7	171	154

## Department Highlights

- Emergency Call outs:
  - HTES personnel assisted Elgin Police and Fire with residential flooding.
  - HTES personnel assisted Streamwood Police with traffic control and lighting for a major accident on Rt. 59.
- Hanover Township Sponsored Events:
  - HTES personnel assisted Hanover Township Senior Center by providing a community education class for their Triad group.
- HTES conducted our Holiday Volunteer recognition party and award Ceremony. Eddie Jaramillo received the Robert Page award for volunteer contributions above and beyond what is expected. Corporal Michael Smith received the Luther Herrick award for Educational Excellence and earning his Illinois Professional Emergency Management certificate. Sergeant Caleb Hanson received the Williams-Babcock award for outstanding leadership.
- HTES hosted a Medical Tactics for Law Enforcement Course. Five HTES personnel completed the course.
- HTES completed 7 safety patrols
- HTES personnel responded to significant snow event on February 1<sup>st</sup>. Personnel responded for early morning patrol/assessment and returned later in the evening to do the same. HTES personnel removed snow from hydrants in patrol areas and assisted multiple motorists in need. Total patrol/assessment time during snow event 7:12 hours.

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# DEPARTMENT OF FACILITIES & MAINTENANCE

Report for January 2015

SERVICE PROVIDED	JANUARY 2015	JANUARY 2014	FYTD 2015	FYTD 2014
<i>Administration</i>				
Vehicle service calls	22	48	131	289
Work orders	63	72	600	588
Event set-ups/tear downs	189	122	1,747	1,458
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	5,513	3,825	39,937	31,322
Town Hall	9,000	10,620	84,660	89,040
Senior Center	33,080	28,861	351,162	346,491
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	383.71	583.44	1,098.43	1,972.61
Town Hall	2,251.04	1,907.40	5,361.53	6,194.06
Senior Center	2,418.19	2,441.43	13,120.45	18,064.69

## Department Highlights

- Continued the Izaak Walton Center elevator project construction. Maintenance staff continues working on renovations to the lower level.
- Removed Holiday lights on all the facilities and removed all Holiday trees and lights.
- Repainted all interior walls at the Astor Ave Building.
- Started to repaint interior walls in the lower level of the senior center. Have completed painting the lower level multipurpose room in the Senior Center.
- Continue working with transportation department on ongoing preventive maintenance and repairs.

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# HIGHWAY DEPARTMENT

Report for January 2015

SERVICE PROVIDED	JANUARY 2015	JANUARY 2014	FYTD 2015	FYTD 2014
<i>Winter Season</i>				
Tree Trimming in Bridlewood complete				
Plow/Salt 13/31 days				
<i>Winter Season</i>				
Snow Removal/Salt	505	642	612	1,780

## Department Highlights

- Tree Trimming in Bridlewood complete
- January more active Plow/Salt month
- Highway position available, accepting applicants

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# OFFICE OF THE MENTAL HEALTH BOARD

Report for January 2015

SERVICE PROVIDED	DECEMBER 2014	DECEMBER 2013	FYTD 2015	FYTD 2014
<i>Grant Funding</i>				
New clients	209	270	3,593	3,805
Ongoing Clients	638	713	NC	NC
Closed Cases	259	250	1,704	1,832
Prevention Programming Presentations	49	39	205	316
Number in audience	1,410	779	9,401	8,698
<i>TIDE</i>				
Participants	8	7	8	7
Rides	92	62	618	867
<i>Resource Center</i>				
Organizations providing services	5	5	5	5
Clients served	98	84	771	454

## Department Highlights

- The Mental Health Board met on January 27, 2015 and addressed the following:
  - Reviewed all FY 16 grant requests and allocated \$800,500 to 31 agencies and 43 programs.
  - The MHB voted to increase the FY16 budget contract support services line item, in order to have emergency funds available should agencies need to apply for emergency funding due to expected financial cuts from the state.
  - The next Mental Health Board meeting is Tuesday, February 24, 2015 at 6:30 pm.
- The Resource Guide will be presented to the Mental Health Board for approval in February and distributed in March.
- Completed monthly site visit with board members Kim Lemke and Kim Baffa to Centro de Informacion. The board continues to remain on schedule with monthly site visits for FY15.
- The Human Services Coordination Council met on January 27<sup>th</sup> with 22 people in attendance. Carla Craig of the American Foundation for Suicide Prevention presented to the council on suicide prevention as part of the MHB's goal to provide professional trainings to local agency staff. The next meeting is scheduled for April 14, 2015.
- Continue to work with University of Illinois Rockford, Health Systems Research regarding the MHB's next needs assessment to be completed this summer/fall. The Planning Committee will meet in February to review the proposal.
- Manager continues frequent communication with Community Resource Center staff to ensure all needs at the building are met.

*Mental Health Board Mission Statement:*

*The Hanover Township Mental Health Board ensures that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township.*

# DEPARTMENT OF SENIOR SERVICES

Report for January 2015

SERVICE PROVIDED	JANUARY 2015	JANUARY 2014	FYTD 2015	FYTD 2014
<i>Programming Division</i>				
Planned programs	226	199	2,030	1,844
Participants	1,891	1,520	23,026	17,219
Participants (unduplicated)	653	568	1,754	1,577
Wait listed (unduplicated)	16	36	468	699
Art & Computer classes	58	33	563	412
Art & Computer class participants	383	242	3,936	3,152
New volunteers	4	3	86	65
Total volunteers (unduplicated)	118	100	286	262
Volunteer hours reported	1,400	1,371	18,053	15,307
Meals Served	1,046	648	9,487	648
Meals delivered by volunteers	855	856	9,099	8,540
<i>Social Services Division</i>				
Clients served (unduplicated)	225	236	1,153	1,042
Clients served (duplicated)	371	441	3854	4,162
Energy Assistance	18	14	538	541
Prescription drugs & health insurance assistance	88	51	904	961
Social Service programs	10	8	91	111
Social Service program participants	64	69	780	1,115
Lending Closet transactions	107	68	841	785
<i>Transportation Division</i>				
One way rides given	1,396	1,287	17,928	16,681
Individuals served (unduplicated)	210	187	670	673
New riders	28	17	246	194
Unmet requests for rides	27	37	254	381

## Department Highlights:

- AgeOptions awarded the congregate meal service an additional \$11,000 for serving a larger number of seniors than initially expected for the Federal fiscal year 2014. Age Options also funded a grant to Social Services a grant for \$8,000 to provide information and counseling through the MMAI Program (Medicare Medicaid Alignment Initiative).
- Out Trips: Shed Aquarium, Horseshoe Casino, West Side Story Drury Lane, Lunch Bunch White Chocolate Restaurant.
- At the Center: Devils in the White City, Ballet Basics, Ukraine Presentation, Chicago River Bridges, and TRIAD.
- Transportation: limited service due to below zero temperatures on January 5, 7 and 8 served dialysis patients only. A negligent driver hit driver Earnest Kovacs while at a stop sign with bus 120. There were no injuries; however, the damage to the bus totaled \$4,350.00.
- Recognition: Social Services Specialist Amy Seul won the “Excellence in Service Award” and Chef/Nutrition Coordinator, Lisa Slowik won the Trish Simon Core Values award at the employee appreciation luncheon.
- Bilingual Social Services Specialist, Diana Mondragon attended the Elgin Hispanic Network meeting on 1/28. In addition, the “Latino Senior Group” met for the first time with five participants led by Diana. The Club 59 has a Spanish section detailing senior service programs.

### *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 January 2015

SERVICE PROVIDED	JANUARY 2015	JANUARY 2014	FYTD 2015	FYTD 2014
<i>General Assistance</i>				
General Assistance clients	28	23	222	207
General Assistance appointments	59	57	455	531
Emergency Assistance appointments	10	30	244	310
Emergency Assistance approved	6	6	53	72
Crisis intake clients	116	143	1,614	2,525
Access to Care	0	0	23	55
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	56	131	691	935
Circuit Breaker	0	1	8	18
<i>Social Services</i>				
ComEd Hardships	0	2	34	65
Weatherization	0	Closed	14	Waitlist
<i>Food Pantry</i>				
Served (Households)	685	785	8,470	9,455
New applications	47	100	534	972
Food Donations	60	46	614	667
<i>Community Center Walk-Ins</i>	209	310	2,382	3,662

## Department Highlights:

- The Food Pantry Associate position transitioned to a volunteer position. Currently, there are three volunteer drivers assisting with the food pantry donations. Background checks including driving records were run on all three drivers. This transition has gone smoothly and we currently are looking to recruit back up drivers to assist during peak times of the year.
- The Food Pantry Bar Code Scanning System is up and in training mode. As of February 1<sup>st</sup> the pantry will no longer use the paper sign in method for checking in clients. This allows for better tracking of the number of families using the pantry as well as of visits per family/client per month.
- Eight residents attended the, “New Year, New Me” Community Resource Group lead by Case Manager Peggy Saul at Astor Avenue.
- Greater Elgin Family Care Center continue to provide support staff at Astor Avenue on Monday, Wednesday and Fridays to assist residents including Spanish speaking with Affordable Care Act applications.
- Several nominations have been received for the Supervisor Community Service Awards. Nomination applications are being accepted through February 13, 2015. If you have anyone that you would like to nominate please visit our website for an application or contact Welfare Services.
- Immanuel United Church of Christ of Streamwood held “Stampin Up” class for the youth of the community. The attendees were able to make Valentine’s Day cards as well as enjoy snacks and refreshments.
- Planning for the 4<sup>th</sup> annual job fair co-hosted with State Representative Fred Crespo is scheduled for April 8<sup>th</sup> at the Senior Center. We expect a minimum of 55 vendors and have received confirmation from eleven vendors to date.
- Veteran Honor Roll Dinner is scheduled for Wednesday, April 1<sup>st</sup> at the Senior Center.

### *Welfare Services Mission Statement:*

*HanoverTownship Welfare Services is committed to improving the welfare of HanoverTownship 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 January 2015

SERVICE PROVIDED	JANUARY 2015	JANUARY 2014	FYTD 2015	FYTD 2014
<i>Outreach &amp; Prevention</i>				
Open Gym participants	1,075	1,152	10,485	9,468
Open Gym participants (unduplicated)	446	437	1,054	975
Alternative to Suspension referrals	4	5	84	110
Alternative to Suspension participants	216	210	1,863	1,627
Alternative to Suspension participants (unduplicated)	85	77	145	135
<i>Clinical</i>				
Therapy clients	261	290	2,772	2,492
Therapy clients (unduplicated)	143	151	1,272	1,145
New clients (unduplicated)	15	18	150	111
Clinical hours	208	379	2,498	2,688
Group session participants	212	876	5,028	4,939
<i>Tutoring Participants</i>				
Total	114	70	1,335	1,259
Unduplicated	70	55	194	194

## Department Highlights:

- Our Clinical Interventionist provided substance abuse prevention group work to 594 participants and presentations to 519 participants.
- Clinical hours are lower this month due to Deanna Filkins resigning from her position and inclement weather.
- Tina Houdek, LCPC, started on December 30, 2014 as the Department's Clinical Manager.
- John Parquette, LCSW, has been asked to participate on the Village of Hanover Park's Safe Communities Council. The first meeting was held on January 28, 2015.
- John Parquette, LCSW, has been invited by School District U-46 to participate in a comprehensive training in Restorative Practices in February. John will be a trainer of Restorative Practices to aid in the Districts efforts to embed Restorative Practices within their PBIS systems.
- The Department has launched its efforts in producing a photo and video messaging/marketing campaign. Our first YouTube video will post in March.
- Youth and Family Services will be providing a workshop on healthy communication between parents and their adolescents at Elgin High School's Parent University on February 21, 2015.
- Michael Cohen has been asked to serve on School District U-46s Alignment A-Team that is charged with addressing high school dropout and credit recovery.
- Youth and Family Services will be representing the Township at School District U-46s annual Special Needs Fair on March 7, 2015.

### *Youth & Family Services Mission Statement:*

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

**Hanover Township**  
Board Audit Report  
From 2/4/15 to 2/17/15

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	58,477.09	669.33	59,146.42
Total Senior Center	28,815.96	989.00	29,804.96
Total Welfare Services	857.08		857.08
Total Road and Bridge	7,802.98	131.00	7,933.98
Total Mental Health Board	2,966.74		2,966.74
Total Retirement	-		-
Total Vehicle	-		
Total Capital	61,002.64		61,002.64
Total All Funds	<u>159,922.49</u>	<u>1,789.33</u>	<u>161,711.82</u>

The above "Subtotal" column has been approved for payment this 17th day of February 2015.

The above "Total" column has been approved for payment this 17th day of February 2015.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Trustee

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02/13/15

Accrual Basis

## Hanover Township Board Audit Report February 4 - 17, 2015

Type	Date	Num	Name	Memo	Amount
<b>1103 - Senior Center - Revenue</b>					
<b>1103500 - Senior Programs</b>					
Check	02/06/2015	108870	Betty Amidon	Valentine Party Refund	28.00
Check	02/06/2015	108872	Nanette Bleiss	West Side Story Refund	54.00
Check	02/13/2015	108934	Charlene Ahlin	Valentine Party Refund	28.00
Check	02/13/2015	108960	Kanmanee Tussanawetin	Valentine Party Refund	28.00
Total 1103500 - Senior Programs					138.00
Total 1103 - Senior Center - Revenue					138.00
<b>1014 - Town Fund - Expenditures</b>					
<b>101CAP - Capital Expenditures</b>					
<b>1014430 - Computer Equipment &amp; Software</b>					
Check	02/06/2015	108875	Current Technologies Corporation	Inv# 712775 Network Labor	1,187.50
Check	02/06/2015	108888	Vision Tehnology Solutions, LLC	Inv# 29397 Website Redesign - Payment 1	3,955.60
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Constant Contact Monthly Charges	58.44
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Bamboo HR Monthly Subscription	199.00
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Adobe Creative Cloud Software	318.68
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Barracuda Monthly Firewall Support	200.00
Total 1014430 - Computer Equipment & Software					5,919.22
Total 101CAP - Capital Expenditures					5,919.22
<b>101CHN - Community Health</b>					
<b>1014451 - Postage</b>					
Check	02/13/2015	108955	Pitney Bowes Purchase Power	Acct# 8000-9090-0080-1105 Postage Charges	128.28
Total 1014451 - Postage					128.28
<b>1014452 - Office Supplies</b>					
Check	02/13/2015	108959	Staples	Inv# 3253835071 Copy Paper/Desk Pad/Tape	100.48
Check	02/13/2015	108959	Staples	Inv# 3255051056 Copy Paper/Ink	184.46
Total 1014452 - Office Supplies					284.94
<b>1014453 - Printing</b>					
Check	02/06/2015	108879	Interact Business Products, LLC	Inv# 104487 Copy Charges	48.23
Total 1014453 - Printing					48.23
<b>1014454 - Travel &amp; Training</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Micorsoft Excel Training- Hoch	99.00
Total 1014454 - Travel & Training					99.00
<b>1014455 - Dues, Subs &amp; Publications</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	CPR Training Center Dues	140.00
Total 1014455 - Dues, Subs & Publications					140.00
<b>1014457 - Equipment Maintenance &amp; Rental</b>					
Check	02/13/2015	108959	Staples	Inv# 3249355616 Printer/Pens	341.95

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02/13/15

Accrual Basis

## Hanover Township Board Audit Report February 4 - 17, 2015

Type	Date	Num	Name	Memo	Amount
Total 1014457 · Equipment Maintenance & Rental					341.95
<b>1014459 · Professional Services</b>					
Check	02/13/2015	108937	Alexian Brothers Health System	Patient# G.9319 Lab Work	39.33
Total 1014459 · Professional Services					39.33
<b>1014461 · Miscellaneous</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Volunteer Medical Director Appreciation	71.56
Total 1014461 · Miscellaneous					71.56
<b>1014466 · Communications</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Sprint to Spring Website	30.34
Check	02/13/2015	108958	Sprint	Acct# 897162515 Monthly Charges	57.15
Total 1014466 · Communications					87.49
<b>1014492 · Dental, Vision &amp; Life Insurance</b>					
Check	02/06/2015	108876	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	13.98
Total 1014492 · Dental, Vision & Life Insurance					13.98
Total 101CHN · Community Health					1,254.76
<b>101CVA · Community &amp; Veteran Affairs</b>					
<b>101CMA · Community Relations</b>					
<b>1014623 · Satellite Office Phone &amp; Intrnt</b>					
Check	02/06/2015	108871	AT&T 697	Acct# 847 742-8953 697 4 Monthly Charges	104.24
Check	02/13/2015	108930	Kuttenberg, Thomas W	Monthly Cell Phone Reimbursement	50.00
Check	02/13/2015	108941	Comcast (IWC Internet)	Acct# 8771 20 032 0786276 Monthly Internet Charges	177.35
Total 1014623 · Satellite Office Phone & Intrnt					331.59
<b>1014624 · Travel</b>					
Check	02/06/2015	108868	Monegato, Holly N	Mileage Reimbursement	33.79
Total 1014624 · Travel					33.79
<b>1014625 · Communications</b>					
Check	02/06/2015	108862	Easy Permit Postage	Acct# 8000-9090-0585-2392 Newsletter Postage	8,319.97
Check	02/13/2015	108940	Breese Journal & Publishing Company	Inv# 92340 Hanover Happenings Winter/Spring	7,756.75
Total 1014625 · Communications					16,076.72
<b>1014629 · Dues and Subscriptions</b>					
Check	02/06/2015	108884	Daily Herald	Acct# 681793 Daily Herald Subscription	48.20
Total 1014629 · Dues and Subscriptions					48.20
<b>1014692 · Dental, Vision &amp; Life Insurance</b>					
Check	02/06/2015	108876	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	8.84
Total 1014692 · Dental, Vision & Life Insurance					8.84
Total 101CMA · Community Relations					16,499.14

1:28 PM

02/13/15

Accrual Basis

## Hanover Township Board Audit Report February 4 - 17, 2015

Type	Date	Num	Name	Memo	Amount
Total 101CVA · Community & Veteran Affairs					16,499.14
<b>101ES · ES - Expenditures</b>					
<b>1014802 · Equipment</b>					
Check	02/06/2015	108881	Kraft, Phillip	ATV Hitch Adapter	200.00
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Hydrant Torch	99.94
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Propane	96.44
Total 1014802 · Equipment					396.38
<b>1014803 · Uniforms</b>					
Check	02/06/2015	108882	Ray O'herron Co., Inc.	Inv# 1506359 Uniform Jackets (3)	410.82
Total 1014803 · Uniforms					410.82
<b>1014804 · Printing</b>					
Check	02/06/2015	108880	K&M Printing Co.	Inv# 15-4360 Emergency Services Training Brochures (175)	275.00
Total 1014804 · Printing					275.00
<b>1014806 · Office Supplies</b>					
Check	02/13/2015	108939	A1 Trophies & Awards, Inc	Inv# 16578 Name Badge/Desk Plate (2)	33.90
Total 1014806 · Office Supplies					33.90
<b>1014807 · Miscellaneous</b>					
Check	02/06/2015	108867	Rogala, Michael H	Hand Warmers	25.94
Check	02/06/2015	108867	Rogala, Michael H	Miscellanous Tapes (Scotch/Gloss)	34.31
Check	02/06/2015	108867	Rogala, Michael H	Safety Lock	6.79
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Bereavement Flowers	69.04
Total 1014807 · Miscellaneous					136.08
<b>1014808 · Education &amp; Training</b>					
Check	02/13/2015	108948	Illinois Search and Rescue Council	Inv# 15-19 ISARC Conference Dues	50.00
Total 1014808 · Education & Training					50.00
<b>1014813 · Vehicle Fuel &amp; Maintenance</b>					
Check	02/06/2015	108887	Village of Hanover Park (Fuel)	Inv# 2014-24 December Fuel	375.62
Check	02/06/2015	108887	Village of Hanover Park (Fuel)	Inv# 2014-21 November Fuel	521.11
Total 1014813 · Vehicle Fuel & Maintenance					896.73
<b>1014814 · Communications</b>					
Check	02/13/2015	108958	Sprint	Acct# 897162515 Monthly Charges	33.83
Total 1014814 · Communications					33.83
<b>1014892 · Dental, Vision &amp; Life Insurance</b>					
Check	02/06/2015	108876	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	4.66
Total 1014892 · Dental, Vision & Life Insurance					4.66
Total 101ES · ES - Expenditures					2,237.40
<b>101ISE · Insurance &amp; Employee Benefits</b>					

1:28 PM

02/13/15

Accrual Basis

## Hanover Township Board Audit Report February 4 - 17, 2015

Type	Date	Num	Name	Memo	Amount
<b>1014507 · Flex Plan &amp; 457 Plan</b>					
Check	02/06/2015	108874	CPI Qualified Plan Consultants, Inc.	Inv# GV138804-194284 Quarterly Fees	762.50
Total 1014507 · Flex Plan & 457 Plan					762.50
<b>1014514 · Employee Recognition</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Annual Town Employee Appreciation Lunch (68) Employee Recognition Awards	1,350.94
Check	02/10/2015	CC Jan 15	JP Morgan Chase		300.00
Total 1014514 · Employee Recognition					1,650.94
Total 101ISE · Insurance & Employee Benefits					2,413.44
<b>101LEA · Legal &amp; Auditing</b>					
<b>1014502 · Legal Services</b>					
Check	02/13/2015	108951	Kopon Airdo, LLC	Inv# 190-0001-15667 Legal Fees	14,521.17
Total 1014502 · Legal Services					14,521.17
Total 101LEA · Legal & Auditing					14,521.17
<b>101MAIN · Facilities Maintenance</b>					
<b>1014207 · Janitorial Supplies - Astor</b>					
Check	02/10/2015	108897	Bade Paper Products, Inc	Inv# 196621 Toilet Tissue/Roll Towels/Facial Tissue	327.84
Total 1014207 · Janitorial Supplies - Astor					327.84
<b>1014208 · Housekeeping Contract</b>					
Check	02/10/2015	108901	JaniKing	Inv# 02150302 Monthly Cleaning - IWC	395.00
Check	02/10/2015	108914	Scrubco	Inv# 5600 Office Cleaning - Astor	800.00
Total 1014208 · Housekeeping Contract					1,195.00
<b>1014209 · Building Contracts</b>					
Check	02/10/2015	108904	Orkin Pest Control (Senior)	Inv# 100129024 Pest Control	68.90
Check	02/10/2015	108905	Orkin Pest Control (Town)	Inv# 100129023 Pest Control	63.60
Check	02/10/2015	108906	Orkin Pest Control (Astor)	Inv# 100129025 Pest Control	53.00
Check	02/13/2015	108962	Tyco Integrated Security LLC	Inv# 23679458 Quarterly Security Monitoring	81.00
Total 1014209 · Building Contracts					266.50
<b>1014210 · Building Maintenance - Town</b>					
Check	02/10/2015	108916	The Home Depot	YFS Rugs	37.91
Total 1014210 · Building Maintenance - Town					37.91
<b>1014211 · Building Maintenance - Senior</b>					
Check	02/10/2015	108916	The Home Depot	LL Paint Supplies	247.56
Check	02/10/2015	108916	The Home Depot	LL MultiPurpose Room Paint	25.97
Total 1014211 · Building Maintenance - Senior					273.53
<b>1014212 · Building Maintenance - Astor</b>					
Check	02/10/2015	108916	The Home Depot	Astor Paint/Trim	98.18
Total 1014212 · Building Maintenance - Astor					98.18

1:28 PM

02/13/15

Accrual Basis

## Hanover Township Board Audit Report February 4 - 17, 2015

Type	Date	Num	Name	Memo	Amount
<b>1014214 · Equipment Maintenance - Senior</b>					
Check	02/06/2015	108873	Climateemp Service Group, LLC	Inv# S03150 Cooler Repair	1,448.13
Total 1014214 · Equipment Maintenance - Senior					1,448.13
<b>1014215 · Equipment Maintenance - Astor</b>					
Check	02/06/2015	108873	Climateemp Service Group, LLC	Inv# S03006 Food Pantry Heater Repair	706.00
Total 1014215 · Equipment Maintenance - Astor					706.00
<b>1014218 · Vehicle Maintenance - Town</b>					
Check	02/10/2015	108907	NAPA Auto Parts	Inv# 304389 Motor Oil	32.28
Check	02/10/2015	108908	O'Reilly Auto Parts	Inv# 3421-415684 Capsule (2)	17.98
Check	02/10/2015	108911	Preventative Maintenance Systems, Inc	Inv# 12271 Speed Sensor	102.50
Check	02/10/2015	108911	Preventative Maintenance Systems, Inc	Inv# 12265 Housing Gasket Seal/Oil Change	362.74
Check	02/10/2015	108911	Preventative Maintenance Systems, Inc	Inv# 12281 Wheel Speed Sensor Installation	322.64
Total 1014218 · Vehicle Maintenance - Town					838.14
<b>1014219 · Vehicle Fuel - Town</b>					
Check	02/06/2015	108887	Village of Hanover Park (Fuel)	Inv# 2014-24 December Fuel	765.88
Check	02/06/2015	108887	Village of Hanover Park (Fuel)	Inv# 2014-21 November Fuel	584.40
Total 1014219 · Vehicle Fuel - Town					1,350.28
<b>1014221 · Cell Phone/Communications</b>					
Check	02/13/2015	108958	Sprint	Acct# 897162515 Monthly Charges	129.18
Total 1014221 · Cell Phone/Communications					129.18
<b>1014225 · Grounds/Reserve Maintenance</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Rock Salt	37.35
Total 1014225 · Grounds/Reserve Maintenance					37.35
<b>1014228 · Building Maintenance - Izaak</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Cast Iron Floor Drain Cover (2)	40.26
Total 1014228 · Building Maintenance - Izaak					40.26
<b>1014292 · Dental, Vision &amp; Life Insurance</b>					
Check	02/06/2015	108876	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	23.30
Total 1014292 · Dental, Vision & Life Insurance					23.30
Total 101MAIN · Facilities Maintenance					6,771.60
<b>101PAN · Pantry</b>					
<b>1014161 · Utilities</b>					
Check	02/10/2015	108909	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges	101.88
Check	02/10/2015	108910	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges	161.13
Total 1014161 · Utilities					263.01
<b>1014192 · Dental, Vision &amp; Life Insurance</b>					
Check	02/06/2015	108876	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	13.67

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02/13/15

Accrual Basis

## Hanover Township Board Audit Report February 4 - 17, 2015

Type	Date	Num	Name	Memo	Amount
Total 1014192 · Dental, Vision & Life Insurance					13.67
Total 101PAN · Pantry					276.68
<b>101TOE · Town Office Expense</b>					
<b>1014404 · Office Supplies</b>					
Check	02/13/2015	108938	Ace Coffee Bar	Inv# 2940-389058 Coffee	38.95
Check	02/13/2015	108959	Staples	Inv# 3255051059 Copy Paper (5 Cases)	194.95
Total 1014404 · Office Supplies					233.90
<b>1014408 · Salaries</b>					
Check	02/13/2015	108949	Job Giraffe	Inv# 00211718 Part Time Office Temp Help	242.76
Check	02/13/2015	108949	Job Giraffe	Inv# 00211773 Part Time Office Temp Help	104.72
Total 1014408 · Salaries					347.48
<b>1014412 · Travel Expenses</b>					
Check	02/06/2015	108866	Imperato, Alexandra M	Mileage Reimbursement	22.60
Total 1014412 · Travel Expenses					22.60
<b>1014429 · Miscellaneous</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Senior Director Interview Lunch	37.83
Total 1014429 · Miscellaneous					37.83
<b>1014520 · Consulting</b>					
Check	02/13/2015	108943	Executive Service Corps of Chicago	Inv# 6871A 360 Evaluation - J. Barr	1,000.00
Total 1014520 · Consulting					1,000.00
<b>1014530 · Financial Administration</b>					
Check	02/06/2015	108878	Governmental Accounting, Inc	Inv# 5803 Monthly Contract Billing	5,028.60
Total 1014530 · Financial Administration					5,028.60
<b>1014531 · Community Affairs</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Bartlett Chamber Lunch (4)	80.00
Total 1014531 · Community Affairs					80.00
<b>1014534 · Passport Services</b>					
Check	02/06/2015	108865	Fischer, Joan L	Infant Passport Photo Mat	16.48
Total 1014534 · Passport Services					16.48
<b>1014592 · Dental, Vision &amp; Life Insurance</b>					
Check	02/06/2015	108876	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	31.66
Total 1014592 · Dental, Vision & Life Insurance					31.66
Total 101TOE · Town Office Expense					6,798.55
<b>104ASR · Assessor's Division</b>					
<b>1044405 · Office Supplies</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Printer Toner Waste Box	18.28

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02/13/15

Accrual Basis

## Hanover Township Board Audit Report February 4 - 17, 2015

Type	Date	Num	Name	Memo	Amount
Total 1044405 · Office Supplies					18.28
<b>1044413 · Travel Expense</b>					
Check	02/06/2015	108864	Glascott, Patricia A	Mileage Reimbursement	60.73
Total 1044413 · Travel Expense					60.73
<b>1044492 · Dental, Vision &amp; Life Insurance</b>					
Check	02/06/2015	108876	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	18.16
Total 1044492 · Dental, Vision & Life Insurance					18.16
Total 104ASR · Assessor's Division					97.17
<b>109YFS · Youth &amp; Family Services</b>					
<b>109ADM · Administration &amp; Clinical</b>					
<b>1094616 · Books &amp; Journals</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Family Assessment Book Geograms	33.46
Total 1094616 · Books & Journals					33.46
<b>1094618 · Psychiatric Backup</b>					
Check	02/13/2015	108935	Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Up Visits	630.00
Total 1094618 · Psychiatric Backup					630.00
<b>1094619 · Office Supplies</b>					
Check	02/10/2015	108912	Quill Corporation	Inv# 9974467 Binders/Expo Erasers	35.93
Check	02/10/2015	108912	Quill Corporation	Inv# 9875084 Dry Erase Bulltein Board	51.52
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Paper Plates	5.16
Check	02/13/2015	108954	Quill Corporation	Inv# 1007475 Dry Erase Boards	59.20
Total 1094619 · Office Supplies					151.81
<b>1094622 · Miscellaneous</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Staff Appreciation Lunch	39.09
Total 1094622 · Miscellaneous					39.09
<b>1094623 · Travel</b>					
Check	02/13/2015	108928	Blaney, Nora C	Mileage Reimbursement	39.55
Check	02/13/2015	108929	Campuzano-Leon, Maria	Mileage Reimbursement	28.25
Total 1094623 · Travel					67.80
<b>1094626 · Equipment &amp; Furniture</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Seasonal Decor	8.18
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Adobe Creative Cloud Software	159.35
Total 1094626 · Equipment & Furniture					167.53
<b>1094692 · Dental, Vision &amp; Life Insurance</b>					
Check	02/06/2015	108876	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	46.27
Total 1094692 · Dental, Vision & Life Insurance					46.27

1:28 PM

02/13/15

Accrual Basis

## Hanover Township Board Audit Report February 4 - 17, 2015

Type	Date	Num	Name	Memo	Amount
Total 109ADM · Administration & Clinical					1,135.96
<b>109OUT · Outreach &amp; Prevention</b>					
<b>1094627 · Open Gym Program.</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Crafts/Materials/Sporting Goods	513.59
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Open Gym Supplies	322.96
Total 1094627 · Open Gym Program.					836.55
<b>1094643 · Education &amp; Training</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Violence Prevention Conference - S. Baig	150.00
Check	02/13/2015	108927	AITCOY	Cyberbullying Workship (4)	80.00
Total 1094643 · Education & Training					230.00
<b>1094648 · Community Affairs</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Painting Supplies	20.25
Total 1094648 · Community Affairs					20.25
<b>1094651 · Cellphones</b>					
Check	02/13/2015	108958	Sprint	Acct# 897162515 Monthly Charges	93.57
Total 1094651 · Cellphones					93.57
<b>1094792 · Dental, Vision &amp; Life Insurance</b>					
Check	02/06/2015	108876	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	40.96
Total 1094792 · Dental, Vision & Life Insurance					40.96
Total 109OUT · Outreach & Prevention					1,221.33
Total 109YFS · Youth & Family Services					2,357.29
Total 1014 · Town Fund - Expenditures					59,146.42
<b>1104 · Senior Center - Expenditures</b>					
<b>1104ADM · Administration</b>					
<b>1104523 · Recruitment</b>					
Check	02/13/2015	108961	Verify (XHTSSE)	Inv# 935640 Background Checks (2)	32.00
Total 1104523 · Recruitment					32.00
<b>1104524 · Utilities</b>					
Check	02/13/2015	108964	Village of Bartlett	Acct# 63818 Water/Sewer Runzel Reserve ( See Credit Below)	493.22
Check	02/13/2015	108964	Village of Bartlett	Acct# 62447 Water/Sewer	335.40
Check	02/13/2015	108964	Village of Bartlett	Acct# 51470 Credit	-451.79
Total 1104524 · Utilities					376.83
<b>1104525 · Telephone &amp; High Speed Internet</b>					
Check	02/13/2015	108958	Sprint	Acct# 897162515 Monthly Charges	196.22
Total 1104525 · Telephone & High Speed Internet					196.22
<b>1104527 · Equipment</b>					

1:28 PM

02/13/15

Accrual Basis

## Hanover Township Board Audit Report February 4 - 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Adobe Creative Cloud Software	159.37
Check	02/13/2015	108952	Leaf (568-001)	Inv# 5521415 Reception Copier	386.10
Total 1104527 · Equipment					545.47
<b>1104528 · Office Supplies</b>					
Check	02/10/2015	108912	Quill Corporation	Inv# 1023185 Ink Packs (3)	179.09
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Trimmer Cutting Blades/Day Planner	35.83
Check	02/13/2015	108959	Staples	Credit for Inv 3254486245	-12.99
Total 1104528 · Office Supplies					201.93
<b>1104529 · Postage</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Contract Document Shipping	19.99
Check	02/13/2015	108955	Pitney Bowes Purchase Power	Acct# 8000-9090-0080-1105 Postage Charges	321.72
Total 1104529 · Postage					341.71
<b>1104533 · Printing</b>					
Check	02/06/2015	108879	Interact Business Products, LLC	Inv# 104487 Copy Charges	223.12
Check	02/13/2015	108950	Kwik Print	Inv# 54311 Business Cards (2)	79.40
Total 1104533 · Printing					302.52
<b>1104536 · Education &amp; Training</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	American Society on Aging Conference - Conway	475.00
Total 1104536 · Education & Training					475.00
<b>1104539 · Miscellaneous</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Seasonal Decor	27.95
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Bus Accident Report	13.00
Check	02/10/2015	CC Jan 15	JP Morgan Chase	AISC Breakfast Meeting Refreshments	31.33
Total 1104539 · Miscellaneous					72.28
<b>1104592 · Dental, Vision &amp; Life Insurance</b>					
Check	02/06/2015	108876	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	49.82
Total 1104592 · Dental, Vision & Life Insurance					49.82
Total 1104ADM · Administration					2,593.78
<b>1104NUT · Nutrition</b>					
<b>1105551 · Food</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Cafe Food	43.47
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Baked Goods	43.51
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Cafe Food	89.55
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Cafe Food	6.95
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Baked Goods	98.46
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Cafe Food	10.15
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Baked Goods	32.52
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Cafe Food	141.18
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Baked Goods	62.02
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Cafe Food	14.07

1:28 PM

02/13/15

Accrual Basis

## Hanover Township Board Audit Report February 4 - 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Cafe Food	15.08
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Cafe Food	93.77
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Baked Goods	40.64
Check	02/13/2015	108944	Get Fresh Produce, Inc	Inv# 1802755 Nutrition Program Food	229.76
Check	02/13/2015	108944	Get Fresh Produce, Inc	Credit Inv 284470	-13.20
Check	02/13/2015	108944	Get Fresh Produce, Inc	Inv# 1801116 Nutrition Program Food	78.85
Check	02/13/2015	108944	Get Fresh Produce, Inc	Inv# 1797781 Nutrition Program Food	273.86
Check	02/13/2015	108945	Gordon Food Service	Inv# 934036537 Nutrition Program Food	213.86
Check	02/13/2015	108945	Gordon Food Service	Inv# 161378920 Nutrition Program Food	385.15
Check	02/13/2015	108945	Gordon Food Service	Inv# 934036272 Nutrition Program Food	115.19
Total 1105551 · Food					1,974.84
<b>1105552 · Equipment</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Serving Dishes/Baskets	114.90
Total 1105552 · Equipment					114.90
<b>1105553 · Supplies</b>					
Check	02/13/2015	108945	Gordon Food Service	Inv# 161378920 Nutrition Program Supplies	602.81
Check	02/13/2015	108953	Mickey's Linen	Inv# 72750 Towels/ Chef Coat/Apron Rentals	44.54
Check	02/13/2015	108953	Mickey's Linen	Inv# 72192 Towels/ Chef Coat/Apron Rentals	35.00
Total 1105553 · Supplies					682.35
<b>1105792 · Dental, Vision &amp; Life Insurance</b>					
Check	02/06/2015	108876	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	4.66
Total 1105792 · Dental, Vision & Life Insurance					4.66
Total 1104NUT · Nutrition					2,776.75
<b>1104SOC · Social Services</b>					
<b>1104514 · Weekend Programming</b>					
Check	02/10/2015	108891	Chuck Billington	Inv# 2815 Wrigley Field Presentation - Senior Center	125.00
Check	02/10/2015	108893	University of Illinois Extension	Garden Containers Presentation - Senior Center	75.00
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Saturday Book Club Supply	18.67
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Audio Book Club Monthly Membership	14.95
Total 1104514 · Weekend Programming					233.62
<b>1104515 · Programming</b>					
Check	02/06/2015	108861	Marquee Movie Presentations, LLC	Inv# 2515 Senior Movie Presentation	175.00
Check	02/10/2015	108890	Charles Troy	Inv# 2715 Creation of Carousel - Senior Presentation	250.00
Check	02/10/2015	108892	Robert Girardi	Inv# 2915 Civill War Generals Presentation - Senior Center	125.00
Check	02/10/2015	108900	Fermilab	Senior Guided Tour (30)	100.00
Check	02/10/2015	108902	Kwik Print	Inv# 54225 Logo Stamp	41.80
Check	02/10/2015	108915	Studio Energia	Zumba Class Instruction Fee Mar- Apr	400.00
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Party Supplies Return	-63.75
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Program Supplies	12.00
Check	02/10/2015	CC Jan 15	JP Morgan Chase	New Years Party Program Supplies	257.89
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Director Retirement Party Desserts	547.50
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Program /Retirement Party Supplies	104.99
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Matter of Balance Program Music	2.28

## Hanover Township Board Audit Report February 4 - 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Program Refreshments/Entertainer Mirrors	30.03
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Monthly Netflix Subscription	15.99
Check	02/10/2015	CC Jan 15	JP Morgan Chase	New Years Party Entertainment	425.00
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Matter of Balance Program Snacks	36.10
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Walking Fit DVD's	24.67
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Event Refreshments	25.23
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Pinnochle Playing Cards	6.55
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Party Supplies	257.49
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Senior Outing Lunch (30)	867.13
Check	02/10/2015	CC Jan 15	JP Morgan Chase	TRIAD Pizza Party	143.54
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Pizza and Movie Programming	198.20
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Volunteer New Year Party Refreshments	164.88
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Beauty and the Beast Theatre Outing (21)	1,585.50
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Entertainment Party Accomodations	217.81
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Drury Lane Senior Outing Lunch	1,345.00
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Shedd Aquarium Senior Outing (30)	667.00
Check	02/13/2015	108926	Dr. Burton L. Fischman	Great American Performers - Senior Center	200.00
Check	02/13/2015	108946	Hobby Lobby	Program Supplies	43.88
Check	02/13/2015	108957	Streamwood Park District	Exercise Class Instruction December-Jan	600.00
Total 1104515 · Programming					8,806.71
<b>1104516 · Social Services</b>					
Check	02/06/2015	108877	Fed Ex	Inv# 2-920-81895 Shipping Charges	18.71
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Memory Support Group Refreshments	7.10
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Certified Letter	3.79
Check	02/13/2015	108932	The Salvation Army	Health and Resource Fair Exhibitor Fee	25.00
Total 1104516 · Social Services					54.60
<b>1104520 · Volunteer Services</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Volunteer Supplies	39.49
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Volunteer Opportunities Posting Subscription	75.00
Total 1104520 · Volunteer Services					114.49
<b>1104526 · Club 59</b>					
Check	02/06/2015	108862	Easy Permit Postage	Acct# 8000-9090-0585-2392 Club 59 Postage	1,566.93
Total 1104526 · Club 59					1,566.93
<b>1104532 · Visual Arts</b>					
Check	02/06/2015	108869	Susan Kazenas	Art Supplies	17.37
Check	02/10/2015	108894	The Artist's Magazine	Professional Magazine Subscription	18.96
Check	02/10/2015	108899	Blick Art Materials	Inv# 3570204 Shipping	7.97
Check	02/10/2015	108899	Blick Art Materials	Inv# 4117658 Art Supplies	62.60
Check	02/10/2015	108899	Blick Art Materials	Inv# 4103429 Art Supplies	147.58
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Pinteresting Project Supply	63.35
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Art Project Letters	15.89
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Pinterest Craft Supplies	25.92
Check	02/13/2015	108933	Krall, Marianne	Craft Supplies	22.22
Total 1104532 · Visual Arts					381.86

1:28 PM

02/13/15

Accrual Basis

## Hanover Township Board Audit Report February 4 - 17, 2015

Type	Date	Num	Name	Memo	Amount
<b>1104560 - Psychiatric Services</b>					
Check	02/13/2015	108931	Alexian Brothers Center for Mental Health	Inv# 10 C-Hope Psychiatry Visits	836.00
Total 1104560 - Psychiatric Services					836.00
Total 1104SOC - Social Services					11,994.21
<b>1104TRN - Transportation</b>					
<b>1104518 - Vehicle Maintenance</b>					
Check	02/10/2015	108911	Preventative Maintenance Systems, Inc	Inv# 12267 Seat Belt Assembly/Door Latch/Door Gasket/Fuel Injector Cleaning	1,641.32
Check	02/10/2015	108911	Preventative Maintenance Systems, Inc	Inv# 12266 Parking Brake Repair	525.61
Check	02/10/2015	108911	Preventative Maintenance Systems, Inc	Inv# 12228 Outer Mirror Repair/Full Service & Inspection	1,011.58
Check	02/10/2015	108911	Preventative Maintenance Systems, Inc	Inv# 12273 Diagnostic	30.00
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Vehicle Repair - Brake Pads/Blower Motor/Coolant	1,260.91
Check	02/10/2015	CC Jan 15	JP Morgan Chase	IPASS Replenishment	40.00
Total 1104518 - Vehicle Maintenance					4,509.42
<b>1104549 - Recruitment</b>					
Check	02/10/2015	108896	Alexian Bros Corporate Health Services	Inv# 553954 Employee Physical/Screening	61.00
Check	02/13/2015	108936	Alexian Bros Corporate Health Services	Inv# 555868 Employee Physical/Screening	92.00
Total 1104549 - Recruitment					153.00
<b>1104550 - Telephone/Bus Tablets</b>					
Check	02/06/2015	108889	Verizon Wireless	Acct# 742025529 Monthly Charges	602.82
Total 1104550 - Telephone/Bus Tablets					602.82
<b>1104552 - Fuel</b>					
Check	02/06/2015	108887	Village of Hanover Park (Fuel)	Inv# 2014-24 December Fuel	3,888.10
Check	02/06/2015	108887	Village of Hanover Park (Fuel)	Inv# 2014-21 November Fuel	3,111.62
Total 1104552 - Fuel					6,999.72
<b>1104692 - Dental, Vision &amp; Life Insurance</b>					
Check	02/06/2015	108876	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	37.26
Total 1104692 - Dental, Vision & Life Insurance					37.26
Total 1104TRN - Transportation					12,302.22
Total 1104 - Senior Center - Expenditures					29,666.96
<b>2024 - Welfare Services - Expenditures</b>					
<b>2024ADM - Administration</b>					
<b>2024202 - Office Supplies</b>					
Check	02/10/2015	CC Jan 15	JP Morgan Chase	Drawer Inserts	33.55
Check	02/13/2015	108959	Staples	Inv# 3255051058 Folder Fasteners	36.49
Check	02/13/2015	108959	Staples	Inv# 3255051057 Copy Paper	80.97
Total 2024202 - Office Supplies					151.01
<b>2024204 - Equipment</b>					
Check	02/13/2015	108958	Sprint	Acct# 897162515 Monthly Charges	59.09

1:28 PM

02/13/15

Accrual Basis

## Hanover Township Board Audit Report February 4 - 17, 2015

Type	Date	Num	Name	Memo	Amount
Check	02/13/2015	108965	Wells Fargo Financial Leasing 003	Acct# 0090075-003 Copy Machine Rental	150.00
Total 2024204 · Equipment					209.00
<b>2024205 · Travel &amp; Training</b>					
Check	02/10/2015	108895	General Assistance Training Institute	GATI Training Seminar (2)	260.00
Total 2024205 · Travel & Training					260.00
<b>2024507 · Professional Services</b>					
Check	02/13/2015	108963	Verify (XHANGA)	Inv# 942767 Background Checks (12)	223.00
Total 2024507 · Professional Services					223.00
<b>2024592 · Dental, Vision &amp; Life Insurance</b>					
Check	02/06/2015	108876	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	13.98
Total 2024592 · Dental, Vision & Life Insurance					13.98
Total 2024ADM · Administration					857.08
Total 2024 · Welfare Services - Expenditures					857.08
<b>3034 · Road &amp; Bridge - Expenditures</b>					
<b>3034ADM · Administration</b>					
<b>3034705 · Dues, Subs &amp; Publications</b>					
Check	02/06/2015	108886	Township Hwy Commissioners of Illinois	Member Dues- C. Ochoa	50.00
Total 3034705 · Dues, Subs & Publications					50.00
<b>3034712 · Miscellaneous</b>					
Check	02/10/2015	108896	Alexian Bros Corporate Health Services	Inv# 553954 Employee Physical/Screening	131.00
Check	02/10/2015	108917	Verify (XHANOV)	Inv# 942768 Background Checks	37.00
Total 3034712 · Miscellaneous					168.00
<b>3034792 · Dental, Vision &amp; Life Insurance</b>					
Check	02/06/2015	108876	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	13.98
Total 3034792 · Dental, Vision & Life Insurance					13.98
Total 3034ADM · Administration					231.98
<b>3034ROD · Road Maintenance</b>					
<b>3034602 · Operating Supplies &amp; Materials</b>					
Check	02/10/2015	108903	Martin Implement Sales, Inc	Inv# A39529 Parts	22.90
Check	02/10/2015	108903	Martin Implement Sales, Inc	Inv# A39528 Helmet System	68.95
Check	02/10/2015	108903	Martin Implement Sales, Inc	Inv# A39530 Waist Extender	16.58
Check	02/10/2015	108913	Road Safe Traffic Systems	Inv# 30867 Street Name Sign (2)	50.26
Check	02/10/2015	108916	The Home Depot	Flashlights (3) / Lubricant	89.45
Total 3034602 · Operating Supplies & Materials					248.14
<b>3034603 · Gasoline</b>					
Check	02/06/2015	108887	Village of Hanover Park (Fuel)	Inv# 2014-24 December Fuel	1,475.39
Check	02/06/2015	108887	Village of Hanover Park (Fuel)	Inv# 2014-21 November Fuel	1,467.10

1:28 PM

02/13/15

Accrual Basis

## Hanover Township Board Audit Report February 4 - 17, 2015

Type	Date	Num	Name	Memo	Amount
Total 3034603 · Gasoline					2,942.49
<b>3034610 · Street Lighting</b>					
Check	02/10/2015	108898	Com Ed 051	Acct# 5619024051 Monthly Charges	31.47
Total 3034610 · Street Lighting					31.47
Total 3034ROD · Road Maintenance					3,222.10
<b>303EQM · Equipment</b>					
<b>3034609 · Maintenance Vehicles &amp; Equip</b>					
Check	02/06/2015	108883	Preventative Maintenance Systems, Inc	Inv# 12241 Horn Repair/Strobe Light Repair/Ignition Switch	2,270.52
Check	02/06/2015	108883	Preventative Maintenance Systems, Inc	Inv# 12231 Shifter Repair/Speed Sensor	901.41
Check	02/10/2015	108911	Preventative Maintenance Systems, Inc	Inv# 12257 Horn Repair	1,047.97
Check	02/10/2015	108911	Preventative Maintenance Systems, Inc	Inv# 12245 New Plow Edge Installation	260.00
Total 3034609 · Maintenance Vehicles & Equip					4,479.90
Total 303EQM · Equipment					4,479.90
Total 3034 · Road & Bridge - Expenditures					7,933.98
<b>5054 · Mental Health - Expenditures</b>					
<b>5054ADM · Administration</b>					
<b>5054539 · Dues</b>					
Check	02/13/2015	108922	Grantmakers for Effective Organizations	Grantmakers Membership Renewal - K. Vana	370.00
Total 5054539 · Dues					370.00
<b>5054592 · Dental, Vision &amp; Life Insurance</b>					
Check	02/06/2015	108876	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	4.66
Total 5054592 · Dental, Vision & Life Insurance					4.66
Total 5054ADM · Administration					374.66
<b>5054COM · Community Resource Center</b>					
<b>5054210 · Utilities</b>					
Check	02/13/2015	108921	Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-01 Water/Sewer	22.57
Total 5054210 · Utilities					22.57
<b>5054213 · Janitorial</b>					
Check	02/13/2015	108924	JaniKing	Inv# 02150503 Monthly Cleaning	414.00
Total 5054213 · Janitorial					414.00
<b>5054250 · Building Maintenance</b>					
Check	02/13/2015	108918	Fox Valley Fire & Safety	Inv# 887310 Fire Alarm Inspection/12V Battery	479.00
Check	02/13/2015	108923	Orkin Pest Control (MHB)	Inv# 100129026 Pest Control	53.00
Check	02/13/2015	108925	Climateemp Service Group, LLC	Inv# S03216 Furnace Repair	385.01
Total 5054250 · Building Maintenance					917.01

1:28 PM

02/13/15

Accrual Basis

## Hanover Township Board Audit Report February 4 - 17, 2015

Type	Date	Num	Name	Memo	Amount
Total 5054COM · Community Resource Center					1,353.58
<b>5054SVC · Service Contracts</b>					
<b>5054130 · Northwest Casa</b>					
Check	02/13/2015	108920	Northwest CASA	Counseling Services	635.50
Total 5054130 · Northwest Casa					635.50
<b>5054177 · Staff Development Grant Fund</b>					
Check	02/13/2015	108919	The Bridge Youth & Family Services	Staff Development Grant- Illinois Collaboration on Youth Membership	603.00
Total 5054177 · Staff Development Grant Fund					603.00
Total 5054SVC · Service Contracts					1,238.50
Total 5054 · Mental Health - Expenditures					2,966.74
<b>8084 · Capital Projects - Expenditures</b>					
<b>8084415 · Senior Center Energy &amp; Solar</b>					
Check	02/13/2015	108942	dbHMS	Inv# 8682 Senior Center Retro Commissioning Services	1,413.16
Total 8084415 · Senior Center Energy & Solar					1,413.16
<b>8084420 · Izaak Walton CDBG Project</b>					
Check	02/06/2015	108873	Climatetemp Service Group, LLC	Inv# S03111 IWC Boiler System Operation & Check/Coupler Repair	638.99
Check	02/06/2015	108873	Climatetemp Service Group, LLC	Inv# S03172 IWC Radiator Valves Repair/Installation/Inspection	1,066.54
Check	02/06/2015	108873	Climatetemp Service Group, LLC	Inv# S03151 IWC Radiator Relocation/Valve Report and Insstallation	2,856.77
Check	02/06/2015	108863	Com Ed	IWC Elevator Electrical Upgrade - Initial Payment	2,000.00
Check	02/06/2015	108885	Poulos Inc	IWC Elevator/Project (Payment No 3)	40,524.00
Check	02/10/2015	108916	The Home Depot	IWC Door Stain	30.62
Check	02/10/2015	108916	The Home Depot	IWC Radiator Paint	15.63
Total 8084420 · Izaak Walton CDBG Project					47,132.55
<b>8084425 · Building &amp; Perm Improvements</b>					
Check	02/13/2015	108947	Hitchcock Design Group	Inv# 17184 Lenoci Reserve Project Master Plan/Project Completion	1,681.93
Check	02/13/2015	108956	Professional Land Surveying	Inv# 11015 IWC Topographical Survey	10,300.00
Check	02/13/2015	108956	Professional Land Surveying	Inv# 11042 IWC Sections Legal Research/Description	475.00
Total 8084425 · Building & Perm Improvements					12,456.93
Total 8084 · Capital Projects - Expenditures					61,002.64
<b>TOTAL</b>					<b>161,711.82</b>



- I. Call to Order/Roll Call

Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit and Caramelli, and Supervisor McGuire. Trustee Krick was absent.

Other Elected Official present were Assessor Smogolski and Highway Commissioner Ochoa.

Others present included Administrator James Barr, Community & Veterans Affairs Director Thomas Kuttensburg, Welfare Services Director Mary Jo Imperato, Assistant Administrator Suzanne Powers, Attorney Mike Airdo, Management Analyst Amy Kaufholz, new staff member Mr. Sean Arden, Mr. Gricus and his wife, Deb, Mr. Elkin and his family, Village of Streamwood Trustee Mike Baumer, Mr. Jerry Huinker and other members of the Knights of Columbus Mary's Millennium Council and Mmes. Joanne Lakowski, Shirley Vachon, and Arlene Huinker from the Ladies Auxiliary (#12801), Mr. Carl Imperato, and Civics class students from Streamwood High School.
- II. Supervisor McGuire invited everyone to stand and join in the Pledge of Allegiance.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. There was no response.
- IV. Presentations
  - A. Veterans Honor Roll Inductees
    - a. Supervisor McGuire invited the Board forward to recognize AD3 Joseph R. Elkin, who served in the U.S. Navy, on his induction into the Veterans Honor Roll.
    - b. The Board recognized PFC Irwin L. Gricus who served in the U.S. Army, and was inducted into the Veterans Honor Roll.
  - B. Mr. McGuire invited Director Imperator forward to accept the plaque of thanks for the Chang Brothers in their absence; this is a thank you for the Food Pantry donations the classes made.
  - C. Mr. Jerry Huinker and members of the Knights of Columbus Mary's Millennium Council #12801 were invited forward to be recognized and thanked for their support of the Holiday programs at the Township for the Food Pantry.
  - D. Mmes. Lakowski, Vachon, and Huinker of the Knights of Columbus Ladies Auxiliary, Mary's Millennium Council #12801 were also presented with a plaque recognizing their efforts on behalf of the Township Food Pantry and Holiday programs.
- V. Reports
  - A. Supervisor: Assistant Administrator Powers introduced the new graduate management intern, Sean Arden. The Board welcomed him. He also noted that the MTA is keenly watching a couple of bills up for vote that may impact township government. One has to do with freezing local property taxes, and the other will allow residents to vote on dissolution of coterminous townships. MTA has hired a lobbyist to address the issues in Springfield.

Minutes of a Regular Meeting of the Hanover Township Board

Tuesday, February 3, 2015

Page 2 \*\*DRAFT\*\*

- B. Clerk: Ms Dolan Baumer noted that Cook County has asked again for the use of the Senior Center for voting this spring for the Consolidated Election (polling place and receiving station). She also announced that the Clerks TOCC meeting would be held on Thursday at L Woods in Lincolnwood and she would be delighted to have members of the Board join her.
  - C. Highway Commissioner: Commissioner Ochoa reported that five year employee, Matt Victor, has left for employment with Rolling Meadows and that has left a hole in his department that they are now seeking to fill. Knowing that, Facilities and Maintenance staff member Rick Nelson volunteered with a call at 2 a.m. during the Sunday snowstorm, to pitch in. This proves the benefit of cross utilization and cross training in our township.
  - D. Assessor: Assessor Smogolski noted that the tax bills have gone out for the first installment, which is due on March 3, 2015.
  - E. Treasurer: A motion was made by Trustee Benoit and seconded by Trustee Caramelli to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Roll call: Ayes: Trustees Benoit and Caramelli, and Supervisor McGuire. Nays: None. Motion carried and the Treasurer's report was adopted.
  - F. Trustee Committee Liaison Reports: Trustee Caramelli noted that the Mental Health Board recently met and approved \$8,500 of allocations. In addition, they increased a line item for contract services because they forecast a decrease in State funding of these agencies. Trustee Benoit reported that the Finance Committee met last week to review the 2015-16 Hanover Township and Road District Budgets; some items are up in areas of more need and others are down, resulting in a very small overall increase over last year. She commended the staff on an excellent job with their budget preparations.
- VI. Bill Paying: Administrator Barr offered bills for approval for January 21, 2015 through February 3, 2015, for Alexian Brothers in the amount of \$159.45 from the Town Fund. A motion was made by Supervisor McGuire to approve the bills as presented for January 21, 2015 through February 3, 2015 for Alexian Brothers as presented; Trustee Caramelli seconded the motion. Roll call: Ayes: Trustee Caramelli and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried.

Administrator Barr offered bills for approval for January 21, 2015 through February 3, 2015, as follows:

a. Town	\$54,664.65
b. Senior Center	36,987.22
c. Welfare Services	20,631.71
d. Road and Bridge	5,463.63
e. Mental Health Board	2,962.99
f. Retirement	0.00
g. Vehicle	414.00
h. Capital	<u>3,203.85</u>
Total All Funds	<u>\$124,328.05</u>

A motion was made by Trustee Benoit to approve the bills as presented for January 21, 2015 through February 3, 2015 as presented; Trustee Caramelli seconded the motion. Roll call: Ayes: Trustees Benoit and Caramelli, and Supervisor McGuire. Nays: none. Motion carried.

VII. Unfinished Business: No unfinished business was discussed.

VIII. New Business

- A. Regular Meeting Minutes of January 20, 2015: Clerk Dolan Baumer presented the regular meeting minutes of January 20, 2015 for review and approval. A motion was made by Trustee Benoit to approve the meeting minutes of January 20, 2015 as presented, with a second by Trustee Caramelli. Roll call: Ayes: Trustees Benoit and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.
- B. Workshop Minutes of January 20, 2015: Clerk Dolan Baumer presented the workshop minutes of January 6, 2015 for review and approval. A motion was made by Trustee Caramelli to approve the workshop minutes of January 20, 2015, with a second by Trustee Benoit. Roll call: Ayes: Trustees Benoit and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.
- C. Fiscal Year 2015-16 Hanover Township Tentative Budget Ordinance: A motion to approve the FY2015 Hanover Township Tentative Budget and Appropriation Ordinance #020315HT-TBO was made by Trustee Caramelli and seconded by Trustee Benoit. Roll call: Ayes: Trustees Benoit and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.
- D. Fiscal Year 2015-2016 Hanover Township Road District Tentative Budget Ordinance: A motion to approve the FY2015 Hanover Township Road District Tentative Budget and Appropriation Ordinance #020315HTRD-TBO was made by Trustee Caramelli and seconded by Trustee Benoit. Roll call: Ayes: Trustees Benoit and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.

IX. Executive Session: Motion was made by Trustee Benoit to go into closed session pursuant to section 2c3 (Selection of a person to fill a public office) pursuant to the Illinois Open Meetings Act; the motion was seconded by Trustee Caramelli and followed by a roll call vote: Ayes: Trustees Benoit and Caramelli and Supervisor McGuire; nays: none; motion carried and the Board was adjourned at 7:29 p.m. Mr. McGuire invited the students forward to sign their paperwork.

The Board returned from Executive Session at 7:56 p.m. with Trustees Benoit and Caramelli and Supervisor McGuire present. Supervisor McGuire gavelled the regular meeting back to order.

Mr. McGuire invited the representatives from Chang Brothers to come forward to be recognized by the Board for their contributions to the Township Food Pantry. Master Chang explained why they take a collection for the food pantry through the Break-A-Thon, every year, saying that it is a tradition that goes back to the service the original Chang brothers performed. The class then did a board breaking presentation. The Board applauded and thanked them for their generosity.

Trustee Benoit made a motion to adjourn into closed session pursuant to section 2c3 (Selection of a person to fill a public office) pursuant to the Illinois Open Meetings Act; the motion was seconded by Trustee Caramelli, and followed by a roll call vote: Ayes: Trustee Benoit and Caramelli, and Supervisor McGuire; nays: none; motion carried and the Board was adjourned at 8:06 p.m.

The Board returned from Executive Session and Supervisor McGuire called the regular meeting back to order at 8:19 p.m. Present were Trustees Benoit and Caramelli and Supervisor McGuire.

Minutes of a Regular Meeting of the Hanover Township Board

Tuesday, February 3, 2015

Page 4 **\*\*DRAFT\*\***

- X. Other Business: Supervisor McGuire asked the Board's concurrence of its intent to appoint Mr. Craig Essick to fill the vacancy on the Board. There was unanimous voice concurrence by Trustees Benoit and Caramelli and Supervisor McGuire. He then asked the Clerk to prepare the Warrant of Appointment, and asked the Administrator to add it as an agenda item for the next meeting.
- XII. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:19 o'clock p.m. was made by Trustee Caramelli and it was seconded by Trustee Benoit. Roll call: Ayes: Trustees Benoit and Caramelli, and Supervisor McGuire. Motion carried.

Respectfully submitted,



Katy Dolan Baumer

Clerk

Copy: Supervisor      Administrator      Attorney      Gail Borden Library  
(4) Trustees      Senior Services      Auditor      Poplar Creek Public Library  
Assessor      Welfare Services      Y&F Services      Village of Streamwood  
Bartlett Library      Highway Commissioner      Streamwood Park District

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION APPROVING A CONTRACT FOR SERVICES BETWEEN HANOVER TOWNSHIP AND THE HANOVER TOWNSHIP MENTAL HEALTH BOARD (PSYCHIATRIC BACK-UP SERVICES).**

**BE IT RESOLVED** by the Supervisor and Board of Town Trustees (the “Board”) of Hanover Township, Cook County, Illinois, as follows:

**SECTION ONE:** That the Contract for Services between Hanover Township and the Hanover Township Mental Health Board for the provision of Psychiatric Back-up Services, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

**SECTION TWO:** The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Contract on behalf of Hanover Township.

**SECTION THREE: SEVERABILITY.** If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this 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: February 17, 2015

APPROVED: February 17, 2015

---

Brian P. McGuire, Township Supervisor

ATTEST:

---

Katy Dolan Baumer, Township Clerk

#### CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution \_\_\_\_\_, enacted on February 17, 2015 and approved on February 17, 2015, as the same appears from the official records of Hanover Township.

---

Katy Dolan Baumer, Township Clerk

**Contract for Services  
FY 2016**

This Contract made this 17th day of February, 2015 by and between Hanover Township (“Hanover Township” or the “Township”) and the Hanover Township Mental Health Board, a division of Hanover Township, a township of Cook County and State of Illinois, (the “Mental Health Board”), and is subject to the provisions of the Township Code (60 ILCS 1/1-1, *et seq.*), the Community Mental Health Act (405 ILCS 20/1, *et seq.*), and the Illinois Municipal Budget Law (50 ILCS 330/1, *et seq.*).

**RECITALS**

- A. The Mental Health Board has by recommendation of appropriation of its Board Members, adopted on January 27, 2015, recommended the allocation of a sum not to exceed \$9,000 to be paid to the Hanover Township in consideration of the provision of psychiatric back-up services.
- B. Hanover Township has adopted its FY 16 Budget and Appropriation Ordinance appropriating said \$9,000 expenditure as provided above.
- C. Hanover Township, in consideration thereof, is willing and able to provide such services, program and facilities.

It is hereby agreed by and between Hanover Township and the Mental Health Board as follows:

- 1. Hanover Township shall provide services to Hanover Township residents.
- 2. The Hanover Township Mental Health Board shall disburse to Hanover Township the allocation subject to the following:
  - A. Allocations shall be made to Hanover Township upon electronic receipt of the Purchase of Services (Attachment A-1). The reimbursement rate will be as set forth on Schedule A, attached hereto and incorporated herein.
  - B. Hanover Township shall report electronically to the Mental Health Board on its services rendered to Hanover Township residents on a form substantially similar to the Purchase of Services Form (Attachment A-1).
- 3. Hanover Township hereby represents to the Mental Health Board the following:
  - A. No client or other person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Hanover Township program, or activity, whether or not funded in whole or in part by grants through the Mental Health Board, on the ground of race, color, national origin, gender, age, religion or disability unrelated to ability.

- B. Hanover Township is and shall remain in reasonable compliance with the federal requirements for physical facilities for the disabled. None of the Mental Health Board funds provided as a grant to Hanover Township hereunder shall be used, directly, or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body.
  - C. Hanover Township shall determine the manner and method of delivering its services to the ultimate recipient, without direct supervision and control by the Mental Health Board.
4. Hanover Township shall also agree to provide information to the Mental Health Board Chief Administrative Officer (the "Administrative Officer") or his designee that is reasonably necessary to verify residency of clients served with funds provided by the Mental Health Board and to further verify that said services have in fact been provided to said clients, subject to the limitations set forth in the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1, *et seq.*) (the "Confidentiality Act") and other applicable law. Such information will uphold client confidentiality and will be arranged at a mutually agreeable time between the Administrative Officer and the Hanover Township staff.
  5. Hanover Township agrees to issue publication of the financial support from the Mental Health Board in all literature and media of Hanover Township to the extent such literature and/or media pertains to services funded hereunder.
  6. This Contract is subject to the continuing condition that the Hanover Township Board appropriates sufficient funds necessary to proceed with the service anticipated by this Agreement. If the Mental Health Board at any times finds itself lacking in such funds, or in reasonable anticipation of lack of same, the Mental Health Board may mail notice to Hanover Township to such effect, with an effective date of cancellation pursuant to such notice, rendering this Contract null and void in all respects.
  7. If Hanover Township has expended any funds received from the Mental Health Board in violation of the Contract, or in violation of applicable federal, state, or local statute, ordinance, rule, regulation, or law, Hanover Township shall reimburse the Mental Health Board for any such funds. Violations may include but are not limited to the following:
    - A. Payments received by Hanover Township from the Mental Health Board for services rendered to any person who is found not a resident of Hanover Township.

- B. Any payment received by Hanover Township as a result of any material misrepresentation or fraud contained in any statements, written or oral, made by Hanover Township or any of its agents, employees or contractors to the Mental Health Board.
8. Each party to this Agreement shall protect, indemnify and hold and save harmless the other party, its officers, officials, employees and volunteers against and from any and all claims, costs, causes, actions and expenses, including, but not limited to legal fees, incurred by reason of a breach of any obligations under, or default of, any provision of this Agreement, including, but not limited to, unlawful disclosure of any Confidential Information (as defined below).
  9. Any release and/or disclosure of any record, confidential communication and/or other information and/or documentation hereunder in violation of the Confidentiality Act and/or other applicable federal, state and/or local law and/or regulation ("Confidential Information") shall be a material breach of this Agreement.
  10. Hanover Township shall procure and maintain at all times covering the above insurance for comprehensive liability insurance with bodily injury liability limits (including all noted in above paragraph), not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate insuring Hanover Township, the Mental Health Board and their respective officers, officials, and employees. Such certificates shall state, specifically, that 30 days advance notice shall be given to Hanover Township in the event of cancellation of said policies. A certificate or certificates of insurance or copies of the policies shall be furnished to the Mental Health Board within 30 days of signing this Contract.
  11. Any notices required hereunder shall be mailed by certified mail or delivered in person to the following address:

Hanover Township Mental Health Board	Hanover Township
250 South Route 59	250 South Route 59
Bartlett, Illinois 60103	Bartlett, Illinois 60103
Attention: Chairperson	Attention: Supervisor
  12. Hanover Township shall not assign or transfer any interest or rights in this Contract or subcontract any of the services, programs or facilities to be provided hereunder without prior written consent of the Mental Health Board.
  13. No modification or amendment of the provisions hereof, shall be effective unless in writing and signed by an authorized representative of each party hereto. The parties hereto expressly reserve the right to modify this Contract from time to time if in writing and by mutual agreement.

14. Each party to this Agreement acknowledges and agrees that it will comply with all applicable laws, rules and regulations promulgated by any federal, state, county, municipal, or any other governmental unit or regulatory body or court (Collectively, the "Laws") in performing their respective obligations, duties and/or acts required hereunder.
15. A. Notwithstanding any provisions herein to the contrary, this Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right of any kind whatsoever to any person and entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Township and/or Mental Health Board and/or any of their respective officials, officers, employees, volunteers, and/or agents as to any claim, cause, and/or cause of action of any kind or nature whatsoever.
- B. Notwithstanding any provision herein to the contrary, the insurance company, self-insurance pool provider, self-insured party, or similar entity of the party providing the indemnification shall be allowed to raise, on behalf of the other party, any and all defenses statutory and/or common law to such claim or action which the other party might have raised, including but not limited to defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101, *et seq.*).
16. **Miscellaneous**
- A. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement subject to the provisions of paragraph 12 above.
- B. This Agreement may be executed in any number of counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.
- C. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.
- D. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the Circuit Court of Cook County, Illinois.
- E. In construing this Agreement, section headings shall be disregarded.

F. Time is of the essence of this Agreement and every provision contained herein.

G. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstances, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

H. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

I. Survival of Obligations. Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this Contract the day and year first above written.

HANOVER TOWNSHIP MENTAL  
HEALTH BOARD

By \_\_\_\_\_  
Chairperson

Attest:

\_\_\_\_\_  
Secretary

HANOVER TOWNSHIP

By: \_\_\_\_\_  
Township Supervisor

Attest:

\_\_\_\_\_  
Township Clerk

## SCHEDULE A

<u>Psychiatric Service</u>	<u>Cost</u>
Initial Evaluation with Independent Contractor's Psychiatrist	\$300.00 per hour
Follow-up visit with Independent Contractor's Psychiatrist	\$155.00 per follow up visit for Referred Patients not attending with a parent and/or guardian
	\$230.00 per follow up visit for a minor or disabled Referred Patient attending with a parent and/or guardian
Prescription Refill Clinic Visit	\$25.00 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.

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION APPROVING A CONTRACT FOR SERVICES BETWEEN HANOVER TOWNSHIP AND THE HANOVER TOWNSHIP MENTAL HEALTH BOARD (ALTERNATIVE TO SUSPENSION PROGRAM).**

**BE IT RESOLVED** by the Supervisor and Board of Town Trustees (the “Board”) of Hanover Township, Cook County, Illinois, as follows:

**SECTION ONE:** That the Contract for Services between Hanover Township and the Hanover Township Mental Health Board for the provision of the Alternative to Suspension Program, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

**SECTION TWO:** The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Contract on behalf of Hanover Township.

**SECTION THREE: SEVERABILITY.** If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this 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: February 17, 2015

APPROVED: February 17, 2015

---

Brian P. McGuire, Township Supervisor

ATTEST:

---

Katy Dolan Baumer, Township Clerk

#### CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution \_\_\_\_\_, enacted on February 17, 2015, and approved on February 17, 2015, as the same appears from the official records of Hanover Township.

---

Katy Dolan Baumer, Township Clerk

**Contract for Services  
FY 2016**

This Contract made this 17<sup>th</sup> day of February, 2015 by and between Hanover Township (“Hanover Township” or the “Township”) and the Hanover Township Mental Health Board, a division of Hanover Township, a township of Cook County and State of Illinois, (the “Mental Health Board”), and is subject to the provisions of the Township Code (60 ILCS 1/1-1, *et seq.*), the Community Mental Health Act (405 ILCS 20/1, *et seq.*), and the Illinois Municipal Budget Law (50 ILCS 330/1, *et seq.*).

**RECITALS**

- A. The Mental Health Board has by recommendation of appropriation of its Board Members, adopted on January 27, 2015, recommended the allocation of a sum not to exceed \$25,000 to be paid to the Hanover Township in consideration of the provision of Alternative to Suspension Program.
- B. Hanover Township has adopted its FY 2016 Budget and Appropriation Ordinance appropriating said \$25,000 expenditure as provided above.
- C. Hanover Township, in consideration thereof, is willing and able to provide such services, program and facilities.

It is hereby agreed by and between Hanover Township and the Mental Health Board as follows:

- 1. Hanover Township shall provide services to Hanover Township residents.
- 2. The Hanover Township Mental Health Board shall disburse to Hanover Township the allocation subject to the following:
  - A. Allocations shall be made to Hanover Township upon electronic receipt of the previous quarter’s completed monthly service reports. The reimbursement rate will be as set forth on Schedule A, attached hereto and incorporated herein.
  - B. Hanover Township shall report electronically to the Mental Health Board on its services rendered to Hanover Township residents through electronic submission of monthly service reports for funded program.
- 3. Hanover Township hereby represents to the Mental Health Board the following:
  - A. No client or other person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Hanover Township program, or activity, whether or not funded in whole or in part by

grants through the Mental Health Board, on the ground of race, color, national origin, gender, age, religion or disability unrelated to ability.

- B. Hanover Township is and shall remain in reasonable compliance with the federal requirements for physical facilities for the disabled. None of the Mental Health Board funds provided as a grant to Hanover Township hereunder shall be used, directly, or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body.
  - C. Hanover Township shall determine the manner and method of delivering its services to the ultimate recipient, without direct supervision and control by the Mental Health Board.
4. Hanover Township shall also agree to provide information to the Mental Health Board Chief Administrative Officer (the "Administrative Officer") or his designee that is reasonably necessary to verify residency of clients served with funds provided by the Mental Health Board and to further verify that said services have in fact been provided to said clients, subject to the limitations set forth in the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1, *et seq.*) (the "Confidentiality Act") and other applicable law. Such information will uphold client confidentiality and will be arranged at a mutually agreeable time between the Administrative Officer and the Hanover Township staff.
  5. Hanover Township agrees to issue publication of the financial support from the Mental Health Board in all literature and media of Hanover Township to the extent such literature and/or media pertains to services funded hereunder.
  6. This Contract is subject to the continuing condition that the Hanover Township Board appropriates sufficient funds necessary to proceed with the service anticipated by this Agreement. If the Mental Health Board at any times finds itself lacking in such funds, or in reasonable anticipation of lack of same, the Mental Health Board may mail notice to Hanover Township to such effect, with an effective date of cancellation pursuant to such notice, rendering this Contract null and void in all respects.
  7. If Hanover Township has expended any funds received from the Mental Health Board in violation of the Contract, or in violation of applicable federal, state, or local statute, ordinance, rule, regulation, or law, Hanover Township shall reimburse the Mental Health Board for any such funds. Violations may include but are not limited to the following:

- A. Payments received by Hanover Township from the Mental Health Board for services rendered to any person who is found not a resident of Hanover Township.
  - B. Any payment received by Hanover Township as a result of any material misrepresentation or fraud contained in any statements, written or oral, made by Hanover Township or any of its agents, employees or contractors to the Mental Health Board.
8. Each party to this Agreement shall protect, indemnify and hold and save harmless the other party, its officers, officials, employees and volunteers against and from any and all claims, costs, causes, actions and expenses, including, but not limited to legal fees, incurred by reason of a breach of any obligations under, or default of, any provision of this Agreement, including, but not limited to, unlawful disclosure of any Confidential Information (as defined below).
  9. Any release and/or disclosure of any record, confidential communication and/or other information and/or documentation hereunder in violation of the Confidentiality Act and/or other applicable federal, state and/or local law and/or regulation ("Confidential Information") shall be a material breach of this Agreement.
  10. Hanover Township shall procure and maintain at all times covering the above insurance for comprehensive liability insurance with bodily injury liability limits (including all noted in above paragraph), not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate insuring Hanover Township, the Mental Health Board and their respective officers, officials, and employees. Such certificates shall state, specifically, that 30 days advance notice shall be given to Hanover Township in the event of cancellation of said policies. A certificate or certificates of insurance or copies of the policies shall be furnished to the Mental Health Board within 30 days of signing this Contract.
  11. Any notices required hereunder shall be mailed by certified mail or delivered in person to the following address:
 

Hanover Township Mental Health Board	Hanover Township
250 South Route 59	250 South Route 59
Bartlett, Illinois 60103	Bartlett, Illinois 60103
Attention: Chairperson	Attention: Supervisor
  12. Hanover Township shall not assign or transfer any interest or rights in this Contract or subcontract any of the services, programs or facilities to be provided hereunder without prior written consent of the Mental Health Board.
  13. No modification or amendment of the provisions hereof, shall be effective unless in writing and signed by an authorized representative of each party hereto. The

parties hereto expressly reserve the right to modify this Contract from time to time if in writing and by mutual agreement.

14. Each party to this Agreement acknowledges and agrees that it will comply with all applicable laws, rules and regulations promulgated by any federal, state, county, municipal, or any other governmental unit or regulatory body or court (Collectively, the "Laws") in performing their respective obligations, duties and/or acts required hereunder.
15.
  - A. Notwithstanding any provisions herein to the contrary, this Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right of any kind whatsoever to any person and entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Township and/or Mental Health Board and/or any of their respective officials, officers, employees, volunteers, and/or agents as to any claim, cause, and/or cause of action of any kind or nature whatsoever.
  - B. Notwithstanding any provision herein to the contrary, the insurance company, self-insurance pool provider, self-insured party, or similar entity of the party providing the indemnification shall be allowed to raise, on behalf of the other party, any and all defenses statutory and/or common law to such claim or action which the other party might have raised, including but not limited to defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101, *et seq.*).
16. **Miscellaneous**
  - A. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement subject to the provisions of paragraph 12 above.
  - B. This Agreement may be executed in any number of counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.
  - C. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

D. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the Circuit Court of Cook County, Illinois.

E. In construing this Agreement, section headings shall be disregarded.

F. Time is of the essence of this Agreement and every provision contained herein.

G. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstances, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

H. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

I. Survival of Obligations. Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this Contract the day and year first above written.

HANOVER TOWNSHIP MENTAL  
HEALTH BOARD

HANOVER TOWNSHIP

By \_\_\_\_\_  
Chairperson

By: \_\_\_\_\_  
Township Supervisor

Attest:

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Township Clerk

**SCHEDULE A**

**Reimbursement Rates**

**Hanover Township Youth and Family Services  
Program: Alternative to Suspension  
Grant Total: \$25,000**

<b>Quarterly Grant Disbursements</b>	<b>Amount</b>
04/01/2015 – 06/30/2015	\$6,250
07/01/2015 – 09/30/2015	\$6,250
10/01/2015 – 12/31/2015	\$6,250
01/01/2016 – 03/31/2016	\$6,250

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION APPROVING A CONTRACT FOR SERVICES BETWEEN HANOVER TOWNSHIP AND THE HANOVER TOWNSHIP MENTAL HEALTH BOARD (CLINICAL INTERVENTIONIST).**

**BE IT RESOLVED** by the Supervisor and Board of Town Trustees (the “Board”) of Hanover Township, Cook County, Illinois, as follows:

**SECTION ONE:** That the Contract for Services between Hanover Township and the Hanover Township Mental Health Board for the provision of Clinical Interventionists, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

**SECTION TWO:** The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Contract on behalf of Hanover Township.

**SECTION THREE: SEVERABILITY.** If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this 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: February 17, 2015

APPROVED: February 17, 2015

---

Brian P. McGuire, Township Supervisor

ATTEST:

---

Katy Dolan Baumer, Township Clerk

#### CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution \_\_\_\_\_, enacted on February 17, 2015, and approved on February 17, 2015, as the same appears from the official records of Hanover Township.

---

Katy Dolan Baumer, Township Clerk

**Contract for Services  
FY 2016**

This Contract made this 17th day of February, 2015 by and between Hanover Township (“Hanover Township” or the “Township”) and the Hanover Township Mental Health Board, a division of Hanover Township, a township of Cook County and State of Illinois, (the “Mental Health Board”), and is subject to the provisions of the Township Code (60 ILCS 1/1-1, *et seq.*), the Community Mental Health Act (405 ILCS 20/1, *et seq.*), and the Illinois Municipal Budget Law (50 ILCS 330/1, *et seq.*).

**RECITALS**

- A. The Mental Health Board has by recommendation of appropriation of its Board Members, adopted on January 27, 2015, recommended the allocation of a sum not to exceed \$50,000 to be paid to the Hanover Township in consideration of the provision of Clinical Interventionist.
- B. Hanover Township has adopted its FY 16 Budget and Appropriation Ordinance appropriating said \$50,000 expenditure as provided above.
- C. Hanover Township, in consideration thereof, is willing and able to provide such services, program and facilities.

It is hereby agreed by and between Hanover Township and the Mental Health Board as follows:

- 1. Hanover Township shall provide services to Hanover Township residents.
- 2. The Hanover Township Mental Health Board shall disburse to Hanover Township the allocation subject to the following:
  - A. Allocations shall be made to Hanover Township upon electronic receipt of the previous quarter’s completed monthly service reports. The reimbursement rate will be as set forth on Schedule A, attached hereto and incorporated herein.
  - B. Hanover Township shall report electronically to the Mental Health Board on its services rendered to Hanover Township residents through electronic submission of monthly service reports for funded program.
- 3. Hanover Township hereby represents to the Mental Health Board the following:
  - A. No client or other person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Hanover Township program, or activity, whether or not funded in whole or in part by

grants through the Mental Health Board, on the ground of race, color, national origin, gender, age, religion or disability unrelated to ability.

- B. Hanover Township is and shall remain in reasonable compliance with the federal requirements for physical facilities for the disabled. None of the Mental Health Board funds provided as a grant to Hanover Township hereunder shall be used, directly, or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body.
  - C. Hanover Township shall determine the manner and method of delivering its services to the ultimate recipient, without direct supervision and control by the Mental Health Board.
4. Hanover Township shall also agree to provide information to the Mental Health Board Chief Administrative Officer (the "Administrative Officer") or his designee that is reasonably necessary to verify residency of clients served with funds provided by the Mental Health Board and to further verify that said services have in fact been provided to said clients, subject to the limitations set forth in the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1, *et seq.*) (the "Confidentiality Act") and other applicable law. Such information will uphold client confidentiality and will be arranged at a mutually agreeable time between the Administrative Officer and the Hanover Township staff.
  5. Hanover Township agrees to issue publication of the financial support from the Mental Health Board in all literature and media of Hanover Township to the extent such literature and/or media pertains to services funded hereunder.
  6. This Contract is subject to the continuing condition that the Hanover Township Board appropriates sufficient funds necessary to proceed with the service anticipated by this Agreement. If the Mental Health Board at any times finds itself lacking in such funds, or in reasonable anticipation of lack of same, the Mental Health Board may mail notice to Hanover Township to such effect, with an effective date of cancellation pursuant to such notice, rendering this Contract null and void in all respects.
  7. If Hanover Township has expended any funds received from the Mental Health Board in violation of the Contract, or in violation of applicable federal, state, or local statute, ordinance, rule, regulation, or law, Hanover Township shall reimburse the Mental Health Board for any such funds. Violations may include but are not limited to the following:

- A. Payments received by Hanover Township from the Mental Health Board for services rendered to any person who is found not a resident of Hanover Township.
  - B. Any payment received by Hanover Township as a result of any material misrepresentation or fraud contained in any statements, written or oral, made by Hanover Township or any of its agents, employees or contractors to the Mental Health Board.
8. Each party to this Agreement shall protect, indemnify and hold and save harmless the other party, its officers, officials, employees and volunteers against and from any and all claims, costs, causes, actions and expenses, including, but not limited to legal fees, incurred by reason of a breach of any obligations under, or default of, any provision of this Agreement, including, but not limited to, unlawful disclosure of any Confidential Information (as defined below).
  9. Any release and/or disclosure of any record, confidential communication and/or other information and/or documentation hereunder in violation of the Confidentiality Act and/or other applicable federal, state and/or local law and/or regulation ("Confidential Information") shall be a material breach of this Agreement.
  10. Hanover Township shall procure and maintain at all times covering the above insurance for comprehensive liability insurance with bodily injury liability limits (including all noted in above paragraph), not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate insuring Hanover Township, the Mental Health Board and their respective officers, officials, and employees. Such certificates shall state, specifically, that 30 days advance notice shall be given to Hanover Township in the event of cancellation of said policies. A certificate or certificates of insurance or copies of the policies shall be furnished to the Mental Health Board within 30 days of signing this Contract.
  11. Any notices required hereunder shall be mailed by certified mail or delivered in person to the following address:
 

Hanover Township Mental Health Board	Hanover Township
250 South Route 59	250 South Route 59
Bartlett, Illinois 60103	Bartlett, Illinois 60103
Attention: Chairperson	Attention: Supervisor
  12. Hanover Township shall not assign or transfer any interest or rights in this Contract or subcontract any of the services, programs or facilities to be provided hereunder without prior written consent of the Mental Health Board.
  13. No modification or amendment of the provisions hereof, shall be effective unless in writing and signed by an authorized representative of each party hereto. The

parties hereto expressly reserve the right to modify this Contract from time to time if in writing and by mutual agreement.

14. Each party to this Agreement acknowledges and agrees that it will comply with all applicable laws, rules and regulations promulgated by any federal, state, county, municipal, or any other governmental unit or regulatory body or court (Collectively, the "Laws") in performing their respective obligations, duties and/or acts required hereunder.
15.
  - A. Notwithstanding any provisions herein to the contrary, this Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right of any kind whatsoever to any person and entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Township and/or Mental Health Board and/or any of their respective officials, officers, employees, volunteers, and/or agents as to any claim, cause, and/or cause of action of any kind or nature whatsoever.
  - B. Notwithstanding any provision herein to the contrary, the insurance company, self-insurance pool provider, self-insured party, or similar entity of the party providing the indemnification shall be allowed to raise, on behalf of the other party, any and all defenses statutory and/or common law to such claim or action which the other party might have raised, including but not limited to defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101, *et seq.*).
16. **Miscellaneous**
  - A. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement subject to the provisions of paragraph 12 above.
  - B. This Agreement may be executed in any number of counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.
  - C. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

D. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the Circuit Court of Cook County, Illinois.

E. In construing this Agreement, section headings shall be disregarded.

F. Time is of the essence of this Agreement and every provision contained herein.

G. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstances, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

H. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

I. Survival of Obligations. Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this Contract the day and year first above written.

HANOVER TOWNSHIP MENTAL  
HEALTH BOARD

HANOVER TOWNSHIP

By \_\_\_\_\_  
Chairperson

By: \_\_\_\_\_  
Township Supervisor

Attest:

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Township Clerk

## **SCHEDULE A**

### **Reimbursement Rates**

Hanover Township Youth and Family Services

Program: Clinical Interventionist

Grant Total: \$50,000

<b>Quarterly Grant Disbursements</b>	<b>Amount</b>
04/01/2015 – 06/30/2015	\$12,500
07/01/2015 – 09/30/2015	\$12,500
10/01/2015 – 12/31/2015	\$12,500
01/01/2016 – 03/31/2016	\$12,500

# Attachment A-1

## Quarterly Voucher for Payment

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<b>Agency:</b>	Hanover Township Youth and Family Services		
<b>Address:</b>	240 S. Route 59 Bartlett, IL 60103		
<b>Program:</b>	505-**** Clinical Interventionist		
<b>Period:</b>	Jan 1 - Mar 31, 2014 2013		
<b>Quarterly Grant Amount:</b>	\$12,500		
<b>Projected Number of New (Unduplicated) Clients for the Quarter:</b>	10	<b>Status:</b>	Approved

**Please describe program activities for the report quarter:**

*In this section, DO NOT list a general description of your program. This section is to report on activities occurring in the report quarter and upcoming events that might interest the MHB*

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION APPROVING A CONTRACT FOR SERVICES BETWEEN HANOVER TOWNSHIP AND THE HANOVER TOWNSHIP MENTAL HEALTH BOARD (C-HOPE PROGRAM)**

**BE IT RESOLVED** by the Supervisor and Board of Town Trustees (the “Board”) of Hanover Township, Cook County, Illinois, as follows:

**SECTION ONE:** That the Contract for Services between Hanover Township and the Hanover Township Mental Health Board for the provision of Senior Mental Services (C-Hope Program), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

**SECTION TWO:** The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Contract on behalf of Hanover Township.

**SECTION THREE: SEVERABILITY.** If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this 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: February 17, 2015

APPROVED: February 17, 2015

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Brian P. McGuire, Township Supervisor

ATTEST:

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Katy Dolan Baumer, Township Clerk

#### CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution \_\_\_\_\_, enacted on February 17, 2015, and approved on February 17, 2015, as the same appears from the official records of Hanover Township.

---

Katy Dolan Baumer, Township Clerk

**Contract for Services  
FY 2016**

This Contract made this 17<sup>th</sup> day of February, 2015 by and between Hanover Township (“Hanover Township” or the “Township”) and the Hanover Township Mental Health Board, a division of Hanover Township, a township of Cook County and State of Illinois, (the “Mental Health Board”), and is subject to the provisions of the Township Code (60 ILCS 1/1-1, *et seq.*), the Community Mental Health Act (405 ILCS 20/1, *et seq.*), and the Illinois Municipal Budget Law (50 ILCS 330/1, *et seq.*).

**RECITALS**

- A. The Mental Health Board has by recommendation of appropriation of its Board Members, adopted on January 27, 2015, recommended the allocation of a sum not to exceed \$40,000 to be paid to the Hanover Township in consideration of the provision of Senior Mental Health Services (C-Hope Program).
- B. Hanover Township has adopted its FY 2016 Budget and Appropriation Ordinance appropriating said \$40,000 expenditure as provided above.
- C. Hanover Township, in consideration thereof, is willing and able to provide such services, program and facilities.

It is hereby agreed by and between Hanover Township and the Mental Health Board as follows:

- 1. Hanover Township shall provide services to Hanover Township residents.
- 2. The Hanover Township Mental Health Board shall disburse to Hanover Township the allocation subject to the following:
  - A. Allocations shall be made to Hanover Township upon electronic receipt of the Quarterly Voucher for Payment (Attachment A-1). The reimbursement rate will be as set forth on Schedule A, attached hereto and incorporated herein.
  - B. Hanover Township shall report electronically to the Mental Health Board on its services rendered to Hanover Township residents on a form substantially similar to the Quarterly Voucher for Payment form (Attachment A-1).
- 3. Hanover Township hereby represents to the Mental Health Board the following:
  - A. No client or other person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Hanover

Township program, or activity, whether or not funded in whole or in part by grants through the Mental Health Board, on the ground of race, color, national origin, gender, age, religion or disability unrelated to ability.

- B. Hanover Township is and shall remain in reasonable compliance with the federal requirements for physical facilities for the disabled. None of the Mental Health Board funds provided as a grant to Hanover Township hereunder shall be used, directly, or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body.
  - C. Hanover Township shall determine the manner and method of delivering its services to the ultimate recipient, without direct supervision and control by the Mental Health Board.
4. Hanover Township shall also agree to provide information to the Mental Health Board Chief Administrative Officer (the "Administrative Officer") or his designee that is reasonably necessary to verify residency of clients served with funds provided by the Mental Health Board and to further verify that said services have in fact been provided to said clients, subject to the limitations set forth in the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1, *et seq.*) (the "Confidentiality Act") and other applicable law. Such information will uphold client confidentiality and will be arranged at a mutually agreeable time between the Administrative Officer and the Hanover Township staff.
  5. Hanover Township agrees to issue publication of the financial support from the Mental Health Board in all literature and media of Hanover Township to the extent such literature and/or media pertains to services funded hereunder.
  6. This Contract is subject to the continuing condition that the Hanover Township Board appropriates sufficient funds necessary to proceed with the service anticipated by this Agreement. If the Mental Health Board at any times finds itself lacking in such funds, or in reasonable anticipation of lack of same, the Mental Health Board may mail notice to Hanover Township to such effect, with an effective date of cancellation pursuant to such notice, rendering this Contract null and void in all respects.
  7. If Hanover Township has expended any funds received from the Mental Health Board in violation of the Contract, or in violation of applicable federal, state, or local statute, ordinance, rule, regulation, or law, Hanover Township shall reimburse the Mental Health Board for any such funds. Violations may include but are not limited to the following:

- A. Payments received by Hanover Township from the Mental Health Board for services rendered to any person who is found not a resident of Hanover Township.
  - B. Any payment received by Hanover Township as a result of any material misrepresentation or fraud contained in any statements, written or oral, made by Hanover Township or any of its agents, employees or contractors to the Mental Health Board.
8. Each party to this Agreement shall protect, indemnify and hold and save harmless the other party, its officers, officials, employees and volunteers against and from any and all claims, costs, causes, actions and expenses, including, but not limited to legal fees, incurred by reason of a breach of any obligations under, or default of, any provision of this Agreement, including, but not limited to, unlawful disclosure of any Confidential Information (as defined below).
  9. Any release and/or disclosure of any record, confidential communication and/or other information and/or documentation hereunder in violation of the Confidentiality Act and/or other applicable federal, state and/or local law and/or regulation ("Confidential Information") shall be a material breach of this Agreement.
  10. Hanover Township shall procure and maintain at all times covering the above insurance for comprehensive liability insurance with bodily injury liability limits (including all noted in above paragraph), not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate insuring Hanover Township, the Mental Health Board and their respective officers, officials, and employees. Such certificates shall state, specifically, that 30 days advance notice shall be given to Hanover Township in the event of cancellation of said policies. A certificate or certificates of insurance or copies of the policies shall be furnished to the Mental Health Board within 30 days of signing this Contract.
  11. Any notices required hereunder shall be mailed by certified mail or delivered in person to the following address:
 

Hanover Township Mental Health Board	Hanover Township
250 South Route 59	250 South Route 59
Bartlett, Illinois 60103	Bartlett, Illinois 60103
Attention: Chairperson	Attention: Supervisor
  12. Hanover Township shall not assign or transfer any interest or rights in this Contract or subcontract any of the services, programs or facilities to be provided hereunder without prior written consent of the Mental Health Board.
  13. No modification or amendment of the provisions hereof, shall be effective unless in writing and signed by an authorized representative of each party hereto. The

parties hereto expressly reserve the right to modify this Contract from time to time if in writing and by mutual agreement.

14. Each party to this Agreement acknowledges and agrees that it will comply with all applicable laws, rules and regulations promulgated by any federal, state, county, municipal, or any other governmental unit or regulatory body or court (Collectively, the "Laws") in performing their respective obligations, duties and/or acts required hereunder.
15.
  - A. Notwithstanding any provisions herein to the contrary, this Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right of any kind whatsoever to any person and entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Township and/or Mental Health Board and/or any of their respective officials, officers, employees, volunteers, and/or agents as to any claim, cause, and/or cause of action of any kind or nature whatsoever.
  - B. Notwithstanding any provision herein to the contrary, the insurance company, self-insurance pool provider, self-insured party, or similar entity of the party providing the indemnification shall be allowed to raise, on behalf of the other party, any and all defenses statutory and/or common law to such claim or action which the other party might have raised, including but not limited to defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101, *et seq.*).
16. **Miscellaneous**
  - A. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement subject to the provisions of paragraph 12 above.
  - B. This Agreement may be executed in any number of counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.
  - C. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

D. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the Circuit Court of Cook County, Illinois.

E. In construing this Agreement, section headings shall be disregarded.

F. Time is of the essence of this Agreement and every provision contained herein.

G. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstances, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

H. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

I. Survival of Obligations. Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this Contract the day and year first above written.

HANOVER TOWNSHIP MENTAL  
HEALTH BOARD

HANOVER TOWNSHIP

By \_\_\_\_\_  
Chairperson

By: \_\_\_\_\_  
Township Supervisor

Attest:

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Township Clerk

## **SCHEDULE A**

### **Reimbursement Rates**

Hanover Township Senior Services

Program: Senior Mental Health Services (C-Hope Program)

Grant Total: \$40,000

<b>Quarterly Grant Disbursements</b>	<b>Amount</b>
04/01/2015 – 06/30/2015	\$10,000
07/01/2015 – 09/30/2015	\$10,000
10/01/2015 – 12/31/2015	\$10,000
01/01/2016– 03/31/2016	\$10,000

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR PSYCHIATRIC SERVICES WITH ALEXIAN BROTHERS CENTER FOR MENTAL HEALTH**

**BE IT RESOLVED** by the Supervisor and Board of Town Trustees (the “Board”) of Hanover Township, Cook County, Illinois, as follows:

**SECTION ONE:** That the Professional Services Agreement between Hanover Township and Alexian Brothers Center for Mental Health for psychiatric services, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved, subject to final attorney review.

**SECTION TWO:** The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Agreement on behalf of Hanover Township.

**SECTION THREE: SEVERABILITY.** If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this 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: February 17, 2015

APPROVED: February 17, 2015

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Brian P. McGuire, Township Supervisor

ATTEST:

---

Katy Dolan Baumer, Township Clerk

#### CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution \_\_\_\_\_, enacted on February 17, 2015, and approved on February 17, 2015, as the same appears from the official records of Hanover Township.

---

Katy Dolan Baumer, Township Clerk

**PROFESSIONAL SERVICES AGREEMENT**  
**Psychiatric Services**

This Professional Services Agreement (“Agreement”) is dated as of February 17, 2015 and is entered into by and between Hanover Township (the "Township") and Alexian Brothers Center for Mental Health, located at 3436 N. Kennicott Ave, Arlington Heights, Illinois, 60004 (the “Independent Contractor”) (collectively, the “Parties”).

**RECITALS**

**WHEREAS**, The Hanover Township Mental Health Board (the “Mental Health Board”) and the Township entered into a Contract for Services (FY16) Agreement dated February 17, 2015 (the “Grant Agreement”) wherein the Mental Health Board has allocated a sum not to exceed \$40,000 to be paid to Hanover Township Senior Services Department (“HTSS”) to fund mental health services to be provided to seniors residing in Hanover Township (i.e. residents of Hanover Township who are age 55 or older) by partnership between Independent Contractor and HTSS at Hanover Township (the “Township”) Senior Center located at 240 South Route 59, Bartlett, Illinois 60103 (the “Senior Center”).

**WHEREAS**, The Township owns and operates the Senior Center and is authorized pursuant to Section 85-13 of the Township Code to enter into contracts to provide health and social services for Township residents (60 ILCS 1/85-13).

**WHEREAS**, The Township is further authorized pursuant to the Township Code to provide programs designed to maintain the self sufficiency and personal well being of citizens residing within Hanover Township who are 55 years of age or older (60ILCS 1/220-10).

**WHEREAS**, The Parties desire that Independent Contractor provide psychiatric services to residents of Hanover Township who are 55 years of age or older pursuant to the Community Helping Others Persevere Everyday (C-HOPE) program which is funded by the Mental Health Board pursuant to the Grant Agreement, and to provide said Services at the Township’s Senior Center as herein provided.

**NOW, THEREFORE**, for and in consideration of the mutual promises and agreements contained herein and for other valuable considerations, the Parties do hereby agree as follows:

**1. Services:**

Independent Contractor shall provide outpatient psychiatric services and on-going management of medications (“Services”) as Independent Contractor may determine to be necessary in the medical opinion of its employed psychiatrists providing

services on behalf of Independent Contractor hereunder (the "Independent Contractor's Psychiatrists") for HTSS clients referred by HTSS.

Independent Contractor shall only assign psychiatrists that Independent Contractor directly employs to provide services under this Agreement. Independent Contractor may not fulfill its obligations under this Agreement through the use or retention of independent physicians, psychiatrists, subcontractors, or consultants.

The Parties acknowledge that the HTSS client has the option of selecting any doctor he or she may choose, but if referred to Independent Contractor and the HTSS client elects to use Independent Contractor, that individual shall be the patient of Independent Contractor as further hereinafter defined (the "Referred Patient").

**2. Grant of License:**

Subject to the terms and conditions of this Agreement, the Township hereby grants Independent Contractor and its employed psychiatrists a non-exclusive license for use of the rooms located at the Township's Senior Center described in Exhibit A, attached hereto and incorporated herein (the "Licensed Premises"), and for parking at the Senior Center (to the extent that such parking spaces be available), for the sole purpose of providing psychiatric services as defined below.

**3. Compensation:**

A. Hanover Township shall pay Independent Contractor for Independent Contractor's services the rates as set forth on Schedule A, attached to this Agreement and made a part hereof, within 30 days of receipt of a monthly invoice detailing the patients and the Services provided. Neither Independent Contractor nor Independent Contractor's Psychiatrists shall charge or bill any patient or responsible third party payor for the Services provided to Referred Patients of HTSS pursuant to this Agreement. Hanover Township shall bill (or arrange for the billing and collection of all charges of Independent Contractor, and Independent Contractor's Psychiatrists) the Referred Patient and/or any responsible third party payors directly for the performance of all Services provided to Referred Patients of HTSS and the collections there from shall be the exclusive property of Hanover Township. Independent Contractor assigns to Hanover Township all of its interest in and to payments for Independent Contractor and Independent Contractor's Psychiatrists services provided pursuant to this Agreement.

**4. Term and Hours of Use:**

A. Independent Contractor's Psychiatrists shall be permitted use of the Licensed Premises commencing April 1, 2015 and ending March 31, 2016, (the "Term")

during the below Hours and Days of Use, or such other times and days as mutually agreed to between the Parties:

Hours and Days of Use:

- 1) 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month: 8:30 a.m. to 4:30 p.m

**4. License Fee:**

The Township waives its license fee for Independent Contractor's use of the Licensed Premises in consideration of the psychiatric services being provided to Township residents by Independent Contractor hereunder.

**5. Insurance:**

I. Independent Contractor shall procure and maintain, at its sole cost, for the term of this Agreement and any extension and/or renewal thereof, insurance covering Independent Contractor and Independent Contractor's Psychiatrists, of the types and in amounts of not less than the coverages listed below.

A. Commercial General Liability Insurance.

Independent Contractor shall maintain commercial general liability (CGL) insurance with a limit of not less than \$1,000,000 each occurrence. If the CGL contains a general aggregate limit, it shall be in an amount not less than \$3,000,000 or it shall apply separately to this project/location.

B. Business Auto Liability Insurance.

Contractor shall maintain business auto liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of "Any Auto" including owned, hired, and non-owned autos.

C. Professional Liability Insurance.

Independent Contractor shall maintain professional liability insurance with a limit of not less than \$1,000,000 each claim and \$3,000,000 annual aggregate arising out of the performance or failure to perform professional services by or on behalf of Independent Contractor.

D. Workers Compensation Insurance.

Independent Contractor shall maintain workers compensation as required by statute and employers liability insurance. The employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident and \$1,000,000 each employee for bodily injury by disease, with a policy limit of not less than \$1,000,000.

E. Employment Practices Liability Insurance

Independent Contractor shall maintain employment practices liability insurance with a limit of not less than \$1,000,000 each occurrence and \$3,000,000 aggregate.

F Excess Umbrella Liability Insurance Coverage.

Independent Contractor shall maintain Excess Umbrella Liability Insurance coverage of not less than \$9,000,000.00 per occurrence and \$9,000,000.00 aggregate.

G. General Insurance Provisions.

i. Evidence of Insurance.

Prior to beginning work, Independent Contractor shall furnish the Township with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

Failure of the Township to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the Township to identify a deficiency from evidence that is provided shall not be construed as a waiver of Independent Contractor's obligation to maintain such insurance.

The Township shall have the right, but not the obligation, of prohibiting Independent Contractor from using the Licensed Premises and/or provided psychiatric services hereunder until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the Township.

Failure to maintain the required insurance may result in termination of this Agreement at the Township's option.

ii. Additional Insured Status

Hanover Township, the Hanover Township Mental Health Board, and each of its respective officers, officials, directors, employees, volunteers, agents, and invitees, (collectively, the "Additional Insured") shall be included as an additional

insured under the Commercial General Liability and Umbrella coverage, the Business Auto Liability coverage, for claims arising out of, or in association with, this Agreement, except for those claims arising out of the acts and/or omissions of the Township. All such coverage shall be primary with respect to such claims made, and any similar or additional coverage maintained by Hanover Township or the Hanover Township Mental Health Board shall be excess to any coverage carried by Independent Contractor.

iii. Cross-Liability Coverage.

If Independent Contractor's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

II. Township shall procure and maintain, at its sole cost, for the term of this Agreement and any extension and/or renewal thereof, insurance of the types and in amounts of not less than the coverages listed below:

A. Commercial General Liability Insurance.

Township shall maintain commercial general liability (CGL) insurance covering the Licensed Premises with a limit of not less than \$1,000,000 each occurrence. If the CGL contains a general aggregate limit, it shall be in an amount not less than \$3,000,000 or it shall apply separately to this project/location.

B. Workers Compensation Insurance.

Township shall maintain workers compensation as required by statute and employers liability insurance. The employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident and \$1,000,000 each employee for bodily injury by disease, with a policy limit of not less than \$1,000,000.

C. Commercial Property Insurance.

Township shall maintain commercial property insurance covering the full replacement value of the Licensed Premises including business interruption coverage.

D. General Insurance Provisions.

i. Evidence of Insurance.

Township shall furnish Independent Contractor with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

Failure of Independent Contractor to demand such certificate or other evidence of full compliance with these insurance requirements or failure of Independent Contractor to identify a deficiency from evidence that is provided shall not be construed as a waiver of Township's obligation to maintain such insurance.

Independent Contractor may not provide psychiatric services hereunder until such certificates or other evidence that insurance has been placed in complete compliance with these requirements have been received and approved by Independent Contractor.

Failure to maintain the required insurance may result in termination of this Agreement at Independent Contractor's option.

ii. Additional Insured Status.

Alexian Brothers Center for Mental Health, its parent, affiliates, officers, directors, employees, volunteers and agents (collectively, the "Additional Insured") shall be included as an Additional Insured under the Township's Commercial General Liability coverage, for claims arising out of, or in association with, Township's ownership, operation and maintenance of the Licensed Premises, except for those claims arising out of the acts and/or omissions of the Independent Contractor. All such coverage shall be primary with respect to such claims made, and any similar or additional coverage maintained by the Additional Insured shall be excess to any coverage carried by Township.

iii. Cross-Liability Coverage.

If Township's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

**6. Indemnification:**

Independent Contractor shall indemnify and hold harmless Hanover Township, the Hanover Township Mental Health Board and their respective officers, officials, employees, and volunteers, including, but not limited to, employees and volunteers of the Township's HTSS Department, the Office of Community Health, and Township's Youth and Family Services Department, from and against all claims, suits, liabilities, damages, losses, judgments, and expenses, including, but not limited to, legal fees

(attorneys' and paralegals' fees and court costs), arising out of or related to the Independent Contractor's work under this Agreement, and/or any acts and/or omissions of or on behalf of the Independent Contractor, its employees, contractors, and/or agents and/or any person and/or entity acting on behalf of any of them, including those claims, causes of action, injuries, illnesses, damages, and/or cost of expenses based on death, bodily injury, or property damage, except to the extent caused by the negligence of a party indemnified hereunder.

Township shall indemnify and hold harmless Independent Contractor, its parent, affiliates, officers, directors, employees, volunteers and agents from and against all claims, suits, liabilities, damages, losses, judgments, and expenses, including, but not limited to, legal fees (attorneys' and paralegals' fees and court costs), arising out of or related to Township's ownership, operation and maintenance of the Licensed Premises, including those claims, causes of action, injuries, illnesses, damages and/or cost of expenses based on death, bodily injury or property damage, except to the extent caused by the negligence of a party indemnified hereunder.

Each party to this Agreement shall similarly protect, indemnify and hold and save harmless the other party, its officers, officials, employees and volunteers against and from any and all claims, costs, causes, actions and expenses, including, but not limited to legal fees, incurred by reason of a breach of any obligations under, or default of, any provision of this Agreement, including, but not limited to, unlawful disclosure of any Proprietary and Confidential Information (hereinafter defined).

**7. Referral Procedure:**

A. If a HTSS client elects to use Independent Contractor's services for the purposes herein provided, and so advises his or her HTSS therapist of that decision, the HTSS therapist or Social Services staff may refer said client to Independent Contractor for possible psychiatric services provided hereunder. The Township therapist or staff person will identify himself or herself as from the Township and will give the referred client's name, age, current symptoms, reason for referral, and any other specific questions/concerns following receipt of a waiver from client and/or client's authorized agent authorizing such disclosure. Township staff shall also cause the pre-assessment/intake form attached hereto as Exhibit B (the "Intake Form") to be completed by said client and/or authorized agent and shall assist said client and/or authorized agent in completing the Intake Form as necessary following receipt of said waiver. Independent Contractor shall determine whether a referred client is in need of psychiatric services hereunder and the appropriate psychiatric services to be provided as set forth in section 7, paragraph B below. Township staff shall schedule and coordinate appointment times, prepare a "waiting list" and keep track of demographic information.

B. Independent Contractor shall assess the Referred Patient, using their professional judgment and expertise, in order to determine appropriate psychiatric and mental health services.

C. Independent Contractor shall contact the referring therapist with a brief summary of findings/recommendations as soon as possible after the evaluation and/or emergency visit of the Referred Patient.

**8. Documentation:**

A. HTSS shall fax signed release of information forms to Independent Contractor at the time of the referral.

B. Independent Contractor shall provide written documentation to HTSS of initial evaluations within seven to ten business days following the visit by all Referred Patients. The evaluation will include identifying information, reason for referral, past history, mental status, diagnosis and recommendations.

C. Independent Contractor shall provide to HTSS brief notes of follow-up visits to include diagnosis, progress, medications, prognosis and recommendations within seven to ten days of each following visit by each Referred Patient.

**9. Billing:**

A. HTSS Referred Patients will not be obligated to pay Independent Contractor at the time of service.

B. Independent Contractor will bill HTSS directly for all Services rendered.

C. HTSS will make payment to Independent Contractor as appears on the bill, within 30 to 45 days of the receipt of the bill.

D. Independent Contractor will send to HTSS a monthly list of the names of HTSS clients seen, dates of visits, and kinds of visits (i.e., initial evaluation and follow-up).

E. Invoices shall be calculated in accordance with Section 3 above.

**10. Notices:**

A. All notices herein required shall be in writing and shall be served on the parties at the following addresses:



**12. Binding Effect:**

This Agreement shall be binding upon and inure to the benefit of the parties, and their respective successors and assigns, except as otherwise expressly provided herein. As used herein, the terms "HTSS" and the "Township" are used interchangeably, but said HTSS is the Township department with which Independent Contractor will have direct contact. The Parties understand and agree that all employees of the HTSS department are employees of the Township. All of the obligations of the Township and/or HTSS are subject to budgeting constraints and applicable laws.

**13. Non-Discrimination:**

Independent Contractor shall not discriminate against Referred Patient because of religion, race, sex, color or national origin, marital status, or ancestry, age, physical or mental disability unrelated to ability, or an unfavorable discharge from the military service, or other protected status.

**14. Level of Care:**

Independent Contractor and Independent Contractor's Psychiatrists shall exercise professional skill and judgment in the manner which can be reasonably expected from other psychiatrists and/or advanced practice nurses, as the case may be, performing similar services to those required hereunder.

**15. Relationship Between the Parties:**

A. It is understood, acknowledged and agreed by the Parties that the relationship of the Independent Contractor to the Township arising out of this Agreement shall be that of an independent contractor. Independent Contractor is not an employee, joint employee, joint employer, partner, joint venturer, and/or agent of or with the Township.

B. Independent Contractor acknowledges and agrees that neither Independent Contractor nor Independent Contractor's Psychiatrists are entitled to any benefits or protections afforded employees of the Township or bound by any obligations of employees of the Township. Independent Contractor understands and fully agrees that neither Independent Contractor nor Independent Contractor's Psychiatrists will be covered under provisions of the unemployment compensation insurance of the Township or the workers' compensation insurance of the Township and that any injury or property damage on the job will be Independent Contractor's sole responsibility and not the Township's responsibility. Also, it is understood that neither Independent

Contractor nor Independent Contractor's Psychiatrists are protected under the provisions of the general liability insurance of the Township and therefore, Independent Contractor and Independent Contractor's Psychiatrists will be solely responsible for their own actions. Except as otherwise set forth herein, the Township will in no way defend Independent Contractor and/or Independent Contractor's Psychiatrists in matters of liability.

C. Independent Contractor has no authority to employ and/or retain any person as an employee or agent for or on behalf of the Township for any purpose and may not represent himself to others as an employee, joint employee, joint employer and/or joint venturer of the Township. Should any person indicate to the Independent Contractor or any employee or agent of the Independent Contractor by written or oral communication, course of dealing or otherwise, that such person believes Independent Contractor to be an employee or agent of the Township, Independent Contractor shall use its best efforts to correct such belief.

D. Independent Contractor acknowledges and agrees that it is solely responsible to pay all applicable federal, state and local income and withholding tax obligations and contributions imposed by social security, unemployment insurance and worker's compensation insurance on behalf of the Independent Contractor.

**16. Right of Control:**

The Independent Contractor shall at all times have sole control over the manner, means, and methods of performing the Services required by this Agreement according to its own independent judgment. The Independent Contractor acknowledges and agrees that it will devote such times as is necessary to produce the contracted for results.

**17. Non-Disclosure of Information:**

Independent Contractor acknowledges that in the course of providing services on behalf of the Township, Independent Contractor will have access to the Township's Proprietary and Confidential Information (hereinafter defined). Proprietary and Confidential Information means and includes all information relating to any Referred Patient and/or other records within the meaning of Section 2 of the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/2) (the "Act"). Any release and/or disclosure of any record, confidential communication and/or other information and/or documentation in violation of the Act and/or other applicable federal, state and/or local law and/or regulation shall be a material breach of this Agreement.

**19. Compliance with Laws:**

Each party to this Agreement acknowledges and agrees that it will comply with all applicable laws, rules and regulations promulgated by any federal, state, county, municipal, or any other governmental unit or regulatory body or court (collectively, the "Laws") in performing services required hereunder and will indemnify and hold harmless the other Party, its officials, officers, employees, agents, and volunteers for any liability, damages and/or claims arising directly or indirectly or otherwise attributable to any violation of the Law or Laws.

**20. Representation and Warranties:**

Independent Contractor represents and warrants that Independent Contractor's Psychiatrists, have the skills and knowledge necessary to perform the services in a safe, proper, efficient, thorough and satisfactory manner and understands that Township is relying on such representation in entering this Agreement.

**21. Criminal Background Check:**

Independent Contractor warrants that all psychiatrists providing services under this Agreement are duly licensed, and have successfully passed a criminal background check.

**22. No Waiver of Immunities and/or Privileges by the Township:**

Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Township, and/or its officials, officers, employees, volunteers and/or agents.

**23. Renewal:**

Provided the Mental Health Board has allocated sufficient sums to be paid to Independent Contractor to fund mental health services to be provided to seniors who are 55 years of age or older residing within Hanover Township, 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 term, as the case may be, of the Parties intention not to renew, provided that the Agreement has not been terminated earlier as provided herein.

**24. Termination:**

A. Termination Without Cause. Either Party may elect to terminate this Agreement without cause by providing not less than thirty (30) days prior written notice to the other Party by overnight mail courier or certified mail, return receipt requested. Except as herein otherwise expressly provided, all rights exercisable by either party to this Agreement shall be automatically canceled upon termination of this Agreement, other than the indemnification obligations herein provided. Termination of this Agreement shall not, however, release the Township from any obligation to pay any sum which may be then owing to Independent Contractor and the Township agrees to pay Independent Contractor any fees owed to Independent Contractor through the effective date of termination.

B. Termination With Cause. Either Party may terminate this Agreement upon three (3) business days prior written notice at any time after any default hereunder unless said default is cured within fourteen (14) days of the date written notice of default is mailed (the "Opportunity to Cure"). The Opportunity to Cure shall not be allowed in the event of three or more breaches and/or defaults hereunder by the defaulting party within a twelve (12) month period.

**25. Modification of Improvements:**

No modification of the licensed Premises shall be made by Independent Contractor without the prior written approval of the Township and compliance by Independent Contractor with all terms of this Agreement

**26. Prohibited Uses and Activities:**

- a. Independent Contractor specifically agrees not to use the Licensed Premises, or any part thereof, for any unlawful and/or immoral purpose and/or business
- b. Independent Contractor covenants and agrees not to maintain any nuisance in Licensed Premises which shall be in any manner injurious to or endanger the health, safety and comfort of the Township employees, invitees, clients, and/or other persons present at the Senior Center, and/or which would otherwise interfere with Township operations, services, or activities.
- c. Independent Contractor covenants and agrees to keep the Licensed Premises in a clean, safe and sanitary condition in accordance with all applicable local, state, and federal laws, ordinances, statutes, codes, and regulations.

- d. Independent Contractor covenants and agrees that it shall abide by any and all applicable local, state and federal laws, ordinances, statutes, and regulations which regulate or control the Licensee's use of the Licensed Premises.

**27. Disclaimer:**

Independent Contractor expressly acknowledges that Township makes no representations or warranties express or implied, as to the adequacy, fitness, or condition of the Licensed Premises and/or the Senior Center for the purposes set forth herein, or for any other purpose or use, express or implied, by the Licensee. ALL IMPLIED WARRANTIES OR QUALITY, FITNESS, MERCHANTABILITY AND HABITABILITY ARE HEREBY EXCLUDED. Licensee accepts use of the Licensed Premises and Senior Center, and the improvements thereon, "AS-IS" and "WITH ALL FAULTS". Licensee acknowledges that it has inspected the Licensed Premises and Senior Center and has satisfied itself as to the adequacy, fitness and condition thereof.

**28. Real Estate Taxes:**

Independent Contractor acknowledges that the Licensed Premises and Senior Center are currently exempt from all taxes, including, but not limited to, real estate taxes. The Parties intend that the Licensed Premises and Senior Center remain exempt from real estate and/or leasehold taxes, and that no such taxes should be assessed as a result of the license granted hereunder. In the event, however (a) this Licensed Agreement or the rights granted under this Agreement, (b) any sub-license agreement or other grant of use or assignment by Licensee and/or (c) the use/or operations of Independent Contractor or any of its sub-licensees or assignees, results in a full or partial loss of such real estate tax exemption or in the assessment of real estate taxes and/or a tax on any leasehold and/or sub-leasehold interest, then Independent Contractor agrees to pay Township the amount of any such tax, but reserves the right to appeal such assessment, prior to the due date therefore for each tax year this Agreement remains in effect, include any and all extensions and/or renewals thereof.

**29. Use of Premises:**

Use of the Licenses Premises and Senior Center by Licensee, its sub-licensees, and any other person or entity granted a right to use hereunder shall be exclusively for the Psychiatric Services, as provided herein, and not with a view of profit.

**30. Miscellaneous:**

A. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement

applies to and binds the successors and assigns of the Parties to this Agreement. Any amendments to this Agreement must be in writing and executed by both Parties.

B. This Agreement may be executed in any number of counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.

C. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

D. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the enforcement of this Agreement and/or litigation between the parties shall be the Circuit Court of Cook County, Illinois.

E. In construing this Agreement, section headings shall be disregarded.

F. Time is of the essence of this Agreement and every provision contained herein.

G. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstance, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

H. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

I. **Survival of Obligations.** Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

J. Facsimile signatures shall be sufficient for purposes of executing, negotiating, and finalizing this Agreement.

K. **ETHICAL AND RELIGIOUS DIRECTIVES FOR CATHOLIC HEALTH CARE SERVICES.** The Township recognizes that all services rendered under this Agreement by Independent Contractor shall be consistent with the Ethical and Religious

Directive for Catholic Health Care Services, as approved by the United States Conference of Catholic Bishops and amended from time to time, and as interpreted by the applicable Diocesan Bishop.

Hanover Township

Alexian Brothers Center for Mental Health

By: \_\_\_\_\_  
Brian P. McGuire, Township Supervisor

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Attest:

Attest:

\_\_\_\_\_  
Katy Dolan-Baumer, Township Clerk

\_\_\_\_\_  
Title: \_\_\_\_\_

**SCHEDULE A**

Psychiatric Service

Cost

Initial Evaluation with Independent  
Contractor's Psychiatrist

\$90.64 per hour

Follow-up visit with Independent  
Contractor's Psychiatrist

\$90.64 per hour

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION ADOPTING THE TITLE VI PROGRAM MANUAL FOR  
THE HANOVER TOWNSHIP SENIOR SERVICES VOLUNTEER EXPRESS**

**BE IT RESOLVED** by the Supervisor and Board of Town Trustees (the “Board”) of Hanover Township, Cook County, Illinois, as follows:

**SECTION ONE:** That the Hanover Township Senior Services Volunteer Express provides volunteer transportation services for the citizens of Hanover Township, which are funded, in part, by the Regional Transit Authority (“RTA”).

**SECTION TWO:** That Hanover Township and the RTA are committed to ensuring that no person is excluded from participation in, or denied the benefits of, its activities or services on the basis of race, color, or national origin.

**SECTION THREE:** That pursuant to this commitment and the program requirements of the RTA and the Federal Transit Administration (“FTA”), Hanover Township has developed a Title VI Program Manual for the Volunteer Express, a copy of which is appended hereto and expressly incorporated herein by this reference, which is hereby adopted.

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: February 17, 2015

APPROVED: February 17, 2015

\_\_\_\_\_  
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 February 17, 2015, and approved on February 17, 2015 as the same appears from the official records of Hanover Township.

\_\_\_\_\_  
Katy Dolan Baumer, Township Clerk



**Hanover Township  
Senior Services  
Volunteer Express  
Title VI Program  
January, 2015**

# Table of Contents

**Introduction ..... 3**

**A. General Requirements ..... 3**

*I. Title VI Notice to the Public ..... 3*

*II. Filing a Title VI Complaint ..... 3*

*III. List of Transit-Related Title VI  
investigations, complaints,  
and lawsuits ..... 5*

*IV. Public Participation Plan ..... 5*

*V. Language Assistance Plan ..... 6*

*VI. Membership of non-elected  
committees and counsels ..... 9*

**Exhibit A ..... 10**

**Exhibit B ..... 11**

## Introduction

Title VI of the Civil Rights Act of 1964 states that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance. Hanover Township, in providing volunteer transportation services funded by the RTA is committed to ensuring that no person is excluded from participation in, or denied the benefits of, its activities or services on the basis of race, color, or national origin.

Pursuant to instructions given to Hanover Township by the RTA and FTA officials, this Title VI program of Hanover Township has been developed pursuant to the Federal Transit Administration (“FTA”) Circular 4702.1B “Title VI Requirements and Guidelines for Federal Transit Administration Recipients” (the “Circular”).

### A. General Requirements

#### I. Title VI Notice to the Public

Please see Exhibit A for a copy of Hanover Township’s Title VI Notice adopted from the RTA. This notice is posted in all of Hanover Township’s Volunteer Express marketing materials, as well as Hanover Township Senior Services Website, and will be published annually in Hanover Township’s senior newsletter Club 59.

#### II. Filing a Title VI Complaint

Below are Hanover Township’s grievance procedures from the Standard Operating Procedures. Because we also receive grant funding from Age Options a majority of the Standard Operating Procedures refer to Title III of the Civil Rights Act which prohibits state and municipal governments from denying access to public facilities on grounds of race, color, religion or national origin. Please refer to Exhibit B for Hanover Township’s Title VI Complaint Form adopted from the RTA.

#### Grievance Procedures

Purpose: To allow a recipient of services an opportunity to voice his or her dissatisfaction with Title III services.

##### 1. Grievance Procedure

- a. Direct service is provided by a paid staff member in the following positions:

- i. Program Manager
- ii. Social Service Manager
- iii. Administrative Assistant
- iv. Transportation Manager
- v. Dispatcher
- vi. Bus Driver

All of the above staff provide clients with an opportunity to voice dissatisfaction with Title III Services. This intake is received without judgment and if no satisfaction can be given to the client, they are directed to speak to the Director.

- b. An opportunity also exists at the monthly scheduled meetings of the Senior Citizens Services Committee, an Advisory Committee to the

Board of Trustees. On the agenda in the meeting is the “Remarks from the Audience.” Seniors may voice their dissatisfaction at this time if they choose.

- c. Located in the lobby area is a Suggestion Box with cards and a pen for anyone to write a comment or suggestion. Suggestions must be signed to be read at a Committee Meeting.
- d. After a complaint is received, the staff person in charge of the service contacts the client to discuss the issue. If the client is still dissatisfied, the director will call and discuss the issue with the client.
- e. If satisfaction cannot be reached, the Director invites the client to address the issue with the Township Administrator.
- f. After meeting with the Township Administrator if the client is still dissatisfied, the issue can be addressed at a special meeting of the Board of Trustees. The Supervisor and Trustees are the governing Board of the Township and have the absolute power and responsibility concerning services rendered by any department of the Township.
- g. Legal advice is available to guide the Township Board and employees in addressing issues that may result in litigation.
- h. Clients are able to voice a grievance without discrimination or reprisal. If a staff person reacts inappropriately to a complaint, the Director will address the issue through some form of disciplinary action ranging from a management note to a written warning up to and including termination based on the incident. Customer Service training is ongoing and the Township’s core value of respect is taken very seriously.

## 2. Complaint Process

- a. Once a complaint is lodged, we are duty-bound to investigate it with staff and persons involved. If the complaint is a result of an “incident”, an Incident Report is to be completed and signed by the staff member involved. A copy of the Incident Report is given to the Director and Administrator.
- b. The senior must first discuss his/her grievance with the staff person in an attempt to resolve the problem. If after discussion with the persons involved and no resolution can be reached, the Director contacts the client to discuss the issue.
- c. The Director will investigate all sides of the grievance and if needed will address the issue with the Township Attorney. The client will be notified in writing of a decision and supporting reasons within ten (10) working days of the grievance.

## 3. Appeal Process

- a. If the grievance is not resolved, the senior may appeal in writing to the Township Administrator within five (5) working days of receipt of notification from the Director of his/her decision. The Township Administrator will investigate all sides of the grievance and will notify the client in writing of his decision and supporting reasons within ten

(10) working days from the date the Township Administrator received the written appeal.

- b. If the grievance is not resolved, the client may appeal his/her grievance to the Township Board of Trustees by filing a written notice of appeal with the Township Clerk within ten (10) working days of the Township Administrator's decision. If the regular Township meeting falls within ten (10) days of the date of filing with the Clerk, the hearing will be conducted after the regular Township meeting. If a Board meeting is not scheduled within the ten (10) day period, a special meeting may be called for purposes of the hearing, otherwise the hearing will be conducted immediately after the adjournment of the next regular Town meeting at which a quorum is present. The decision of the Board regarding any grievance is final. The Board's failure to strictly adhere to the timelines outlined in this procedure will not affect the ultimate resolution to the grievance. Failure of the client to file a timely appeal to the Township Administrator as required above with the Township Clerk will result in a denial of the client's appeal.
- c. If a client feels uncomfortable discussing the grievance with the Director, he/she may immediately bring their grievance to the attention of the Township Administrator.

### *III. List of Transit-Related Title VI investigations, complaints, and lawsuits*

Since the last submission of the RTA's Title VI program there have been no Title VI investigations, complaints or lawsuits naming Hanover Township.

### *IV. Public Participation Plan*

In order to provide outreach to individuals in our community that are of a minority and/or limited in speaking English, Hanover Township has included sections in their standard operating procedures to address these matters. Below are sections of these procedures that directly relate to inclusion of minorities, and individuals limited in English proficiency.

*Page 9 of Hanover Township's Standard Operating Procedures.*

#### *Limited English Speaking & Disabled Persons:*

Purpose: To ensure that services are accessible and available to limited English speaking older persons and disabled individuals so that they might participate meaningfully in programs, services and benefits.

1. No person shall be subjected to discrimination on the basis of race, color national origin or disability.
2. All seniors who receive our service are asked to complete the Senior Services Data Page that asks, "Are you limited in speaking English?" They are also asked if there is a chronic medical condition that we should be aware of and of the use of adaptive equipment.



3. Spanish-speaking caseworkers are available through Catholic Charities who is our CCU. One staff person in the Senior Services Department is fluent in Spanish and other employees in the Township are also available for translation.
4. Hanover Township Senior Center subscribes to Interpretalk telephonic interpreting service, also known as Language Line.
5. Disabled individuals have access to our facilities that are ADA compliant.
6. Senior Services brochure is translated into Spanish. There is a plan for the Club 59 Newsletter to have a Spanish insert summarizing services. It is cost prohibitive at this time to have a Spanish version of the Club 59 Newsletter.

The Dial-A-Bus service transports disabled individuals over the age of 18 who provide proof of disability. All bus drivers have been trained in Passenger Assistance and Wheelchair Lock Down by RTAC. If an individual needs further assistance, it is encouraged that a caregiver accompanies the person during the trip. Our Dial-A-Bus Service is a curb-to-curb service. Our bus drivers are instructed to carry shopping bags for the senior from the bus to the seniors' doors.

Our facility and transportation service comply with all applicable requirements of the Americans with Disabilities Act. Instructional DVD's: 1) Understanding the new ADA and 2) Serving Customers with Disabilities are available for training Senior Services employees.

Since Hanover Township's last Title VI Program submission, a bilingual, bicultural Social Services Specialist has been hired. She is working to increase the outreach to our Hispanic & Latino populations within our communities. The last two senior newsletters have featured sections entirely in Spanish outlining our Grupo Latino, as well as federal assistance program information, and information regarding our transportation services. She has also worked diligently to translate a majority of our service brochures to Spanish, as well as paperwork and forms required for participation. It was also discovered that our software used for senior planning My Senior Center is offered in over 40 different languages, and can be catered to each individual senior.

#### V. *Language Assistance Plan*

Hanover Township has included a Language Assistance Plan into their Standard Operating Procedures. Below is the plan.

*Page 7 of Hanover Township's Standard Operating Procedures*

*Developing Language Assistance Delivery for Limited English Proficient Individuals:*

Purpose: To assure that individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English are entitled language assistance with respect to a particular type of service, benefit, or encounter.

A system has been developed and implemented LEP persons can have meaningful access to services. Hanover Township participates in Language Line, provided by



AgeOptions. Instructions and Guidelines for use of that service are available at the following links and are detailed below.

<http://downloads.ageoptions.org/car/TeleInterpreterInstructions.doc>

<http://downloads.ageoptions.org/car/GuidelinesforTeleInterpreters.doc>

### **Guidelines for Use of Tele-Interpreter (Language Line)**

#### **Services for Funded Agencies**

##### Requirements for TeleInterpreters translation services:

For all federally funded services, all funded agencies must inform clients of their rights to receive interpretation assistance. Funded agencies should also consider circumstances that may affect use of interpreters, such as emergency situations and concerns over competency, confidentiality, privacy, or conflict of interest. Clients should be informed of the following manner:

“If you are unable to speak or read English, we will help you find an interpreter. You may also choose a friend or relative as your interpreter”.

##### When to use AgeOptions funded TeleInterpreters (Language Line)

AgeOptions pays for translation services for Title III services funded by AgeOptions. If services are used for EIS or CCP, the agency will be billed accordingly.

##### When to use traditional translation services

AgeOptions suggests that all funded agencies consider the following steps before choosing to use the TeleInterpreters:

- Use staff and/or volunteers in your own agency to serve as interpreters
- Use agencies funded by AgeOptions and required to provide interpretation (Arab American Family Services, Hanul, Metropolitan Asian Family Services, Urhai Community Services, and Xilin Association)
- Look for interpretation assistance from other agencies within the aging network

If the above steps have been followed, and no translator was located, call the TeleInterpreters.

##### Protocols for using TeleInterpreters (Language Line)

*Do not use the conference call feature of the translation company. It costs more than \$6 each time this option is used. Agencies will be asked to cover the costs if an employee uses this feature.*

If a call requires more than 20 minutes of time, you must e-mail Karen Abee at [karen.abee@ageoptions.org](mailto:karen.abee@ageoptions.org) indicating; date and time of the call, language requested, program and which program is using the service after the call is completed. If you do not do this, your agency will be billed for time spent over the 20 minute limit. If you do use the Language Line, please let us know the amount of time it was used for, the date, the language, and the program.

Remember, if the representative asks you if you want them to connect you to the client (via a three-way call), please decline and let them know you will do a three-way call yourself. They bill us \$6 if they are the party initiating the three-way call. Keep this Quick Reference Guide nearby for easy reference to effectively utilize Teleinterpreters.

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##### Instructions:

1. Place the client on hold.
2. INTERPRETALK® Interpreting by Telephone

- 800.305.9673, then press 2
3. Our code is 1321 under Hanover Township Senior Services
  4. Give your last name
  5. Then language for interpretation.
  6. Brief the Interpreter. Summarize what you wish to accomplish and give any special instructions.
  7. Add the client to the line.
  8. Say “end of call” to the Interpreter when the call is completed.

If you are asked for a 6 Digit Client ID please provide the following: 861500

<http://lsaweb.com/services/interpretalk-interpreting-by-telephone/>

Instant Communication. Total Understanding.

Whether you are face-to-face or on the phone with a Limited English Proficient (LEP) speaker, INTERPRETALK® Interpreting by Telephone (IBT) by Language Services Associates (LSA) is the fastest and easiest way to eliminate global language barriers and facilitate foreign language communication. Accessible by phone within seconds through our network of Independently Contracted Linguists, highly skilled and experienced telephone Interpreters are available to assist you on demand in over 200 language offerings, 24 hours a day, 365 days a year.

Hanover Township Senior Services employs a bilingual, bicultural Social Services Specialist who is fluent in Spanish and translation. This employee will be able to conduct business with our LEP clients directly in the clients’ primary language. This individual has passed the bilingual test provided by the Township prior to placement and is completely bilingual and able to conduct business, translate and interpret as needed. Quality of interpretation will be a focus of concern for all and the Township will provide training in the skills, ethics and subject-matter language.

VI. *Membership of non-elected committees and counsels*

*Hanover Township Senior Citizens' Services Committee Members*

<b>Name</b>	<b>Gender</b>	<b>Race/Ethnicity</b>	<b>Age</b>
Kathleen Donaldson	Female	White	74
Georgene Edwards	Female	White	68
Barbara Estrada	Female	White	72
Patti Loomis	Female	White	75
Marilyn Perri	Female	White	68
Lee Sedlack	Female	White	73
Naomi Walters-Lenoci	Female	White	68

Members of this committee are selected by the Hanover Township Board of Trustees after an application has been submitted, and an interview is completed. This opportunity is advertised in press releases, our senior newsletter, Hanover Township's website, and on websites like Volunteermatch.org when openings become available.

Notifying the Public of Rights under Title VI

# Hanover Township

## Volunteer Express

- Hanover Township operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Hanover Township
- For more information on Hanover Township's civil rights program and the procedures to file a complaint, contact 630-483-5600; or visit our offices at 240 S.IL Route 59, Bartlett, IL 60103.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- If information is needed in another language, contact 630-483-5600
  - Si necesita información en otro idioma, contacte a 630-483-5600

**Exhibit B**

**Hanover Township  
Title VI Complaint Form**

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.” If you feel you have been discriminated against in Hanover Township’s services, please provide the following information in order to assist us in processing your complaint and send it to:

**Hanover Township Senior Services  
240 S. IL Route 59  
Bartlett, IL 60103**

Please print clearly or type:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Person discriminated against: \_\_\_\_\_

Address of person allegedly discriminated against:  
\_\_\_\_\_

City, State, Zip Code of person allegedly discriminated against:  
\_\_\_\_\_

Please check off why you believe discrimination occurred (check all that apply):

- Race or color
- National origin
- Income
- Other (explain): \_\_\_\_\_

What was the date of the alleged discrimination? \_\_\_\_\_

Where did the alleged discrimination take place? \_\_\_\_\_



Please describe the circumstances as you saw them:

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Please list any and all known witnesses' names and contact information:

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What type of corrective action would you like to see taken?

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Please attach any documents you have which support the allegation, then sign and date this form and send to the person listed on the first page of this form.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Date

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION DISSOLVING THE PUBLIC HEALTH  
AND SAFETY ADVISORY COMMITTEE**

**BE IT RESOLVED** by the Supervisor and Board of Town Trustees (the “Board”) of Hanover Township, Cook County, Illinois, as follows:

**SECTION ONE:** That on July 7, 2009, there was created the Hanover Township Public Health and Safety Advisory Committee (the “Committee”).

**SECTION TWO:** That the Committee was created to advise the Hanover Township Board of Trustees, Office of Community Health and Emergency Management Agency regarding matters of public health and/or safety, emergency preparedness, training services for Township employees and volunteers relative to health, safety and emergency preparedness, availability of alternative funding sources, and recommend programs designed to promote the health, safety and well being of the residents of Hanover Township.

**SECTION THREE:** That since its creation, the Committee and its members have faithfully carried out their responsibilities, providing advice to the Township Board of Trustees and providing a valuable service to Hanover Township and its residents.

**SECTION FOUR:** That the Committee has served its stated purpose.

**SECTION FIVE:** That given the fulfillment of its mission, the Hanover Township Public Health and Safety Advisory Committee is hereby dissolved.

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: February 17, 2015

APPROVED: February 17, 2015

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Brian P. McGuire, Township Supervisor

ATTEST:

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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 February 17, 2015, and approved on February 17, 2015 as the same appears from the official records of Hanover Township.

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Katy Dolan Baumer, Township Clerk