



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Town Board
February 21, 2017
7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
 - A. Veterans Honor Roll – SGT Robert D. Gorski
 - B. Schaumburg Jaycees
 - C. Casey Automotive
 - D. Immanuel United Church of Christ
- 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. Rescheduled Meeting Minutes of February 6, 2017
 - B. Resolution Approving an Agreement for Employment Support Services
- IX. Executive Session
- X. Other Business
- XI. Adjournment

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.



HANOVER TOWNSHIP

VETERANS HONOR ROLL

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

NAME: ROBERT D. GORSKI

ADDRESS: 709 BAYBERRY DRIVE

CITY/ZIP CODE: BARTLETT 60103

PHONE #: 630-830-0674

EMAIL ADDRESS: RDGORSKI@COMCAST.NET

DATE OF BIRTH: 4/8/1960

BRANCH OF SERVICE: AIR FORCE RANK AT DISCHARGE: SERGEANT

YEARS OF SERVICE: FROM SEP 1980 TO SEP 1986

MEDALS AWARDED OR OTHER CITATIONS:

AIR FORCE COMMENDATION MODEL

GOOD CONDUCT MEDAL

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

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for January 2017

SERVICE PROVIDED	JANUARY 2017	JANUARY 2016	FYTD 2017	FYTD 2016
<i>Passports</i>	676	508	4,311	3,052
Photo fees	\$2,585	\$1,970	\$15,630	\$11,205
Fee deposits	\$13,205	\$9,360	\$85,455	\$63,870
<i>Fishing/Hunting licenses</i>	0	0	78	64
<i>Handicap Placards</i>	13	19	182	176
<i>Cook County vehicle stickers</i>	1	2	248	240
<i>Human Resources Requests</i>	133	126	1,361	1,358
<i>New Employee Orientations</i>	1	1	11	17
<i>Technology work orders</i>	45	43	457	361
<i>Resident Contacts</i>	3,506	3,471	23,172	17,608
<i>Percent of Budget Expended</i> (83% of year)	4.9%	7.2%	61%	69.5%
<i>Grant application submissions</i>	0	0	0	2

Department Highlights

- The annual employee appreciation lunch was held on January 10th. Senior Services Line Cook Emmanuel Delgado was honored with the Rookie of the Year Award. Administrative Services Receptionist Joan Fischer received the Excellence in Service Award and Facilities and Maintenance Associate Mike Rundquist received the Trish Simon Core Values Award.
- Resident Services continues to see an increase in the number of passports processed each month. A total of 676 passports were processed in January, bringing the annual total of revenue to \$101,085.
- A manager training workshop was held on January 24th with 18 Township managers and directors present. Tamara K. Fay led the training on “Achieving Productive Results When Coaching Employees.”
- Management Analyst Hughes performed the GA/EA audit for Welfare Services wherein all documentation was found to be proper.
- Administrative Services staff participated in interviews for the Veterans Specialist position with the Community Relations Director.
- An audit of the Township’s worker’s compensation policy through the Illinois Counties Risk Management Trust was conducted on January 23rd. Because the audited payroll was less than the projected payroll, the Township will receive a credit of \$5,620 from the 2015-2016 premiums.
- Assistant Administrator Powers, Transportation Manager Steininger and Director Colagrossi met to update incident response procedures within the Transportation Division.

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OFFICE OF THE ASSESSOR

Report for January 2017

SERVICE PROVIDED	JANUARY 2017	JANUARY 2016	FYTD 2017	FYTD 2016
<i>Administration</i>				
Office visits	1,285	1,523	5,066	3,629
Building permits processed	231	468	4,960	4,912
Sales recording	44	16	528	541
Change of Name*	15	26	141	151
Property tax appeals	208	519	2,001	983
Certificate of Errors	72	81	838	705
Property location updates	1	0	7	14
New owner mailings	71	0	466	496
<i>Exemptions</i>				
Homeowner exemptions	37	48	238	206
Senior homeowner exemptions	316	347	630	548
Senior Freeze exemptions	500	567	572	683
Disabled person & Veteran exemptions	0	21	177	110
Miscellaneous exemptions	32	10	54	56
<i>Foreclosures</i>	9	2	88	151

* Denotes notary requirement

Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. January had a total of 36 visitors after 4:30pm.
- We have a total of 2,183 e-mails on our contact list. We added 31 e-mails in January.
- The Board of Review seminar was held January 11th with 57 taxpayers attending.
- Chief Deputy Assessor Glascott attended the Employee Wellness Workgroup meeting on January 13th.
- Board of Review appeals ended January 17th.
- Chief Deputy Assessor Glascott attended the manager training workshop on January 24th.
- Assessor Smogolski and Chief Deputy Assessor Glascott attended the Cook County Township Assessors Association meeting on January 27th.
- Cook County 1st installment tax bills were mailed January 27th with a March 1st due date.

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 2017

SERVICE PROVIDED	JANUARY 2017	JANUARY 2016	FYTD 2017	FYTD 2016
<i>Appointments</i>				
ProTimes	24	22	249	221
TB skin test	6	6	74	67
Cholesterol	1	0	70	77
Pharmaceutical Assistance Programs	1	2	13	6
Miscellaneous labs	8	10	89	76
Wellness Screening (BP, diabetes, anemia)	32	20	242	362
Other	35	24	399	342
<i>Clinic Clients</i>				
Senior Center/ home visits	84	74	871	986
Astor Avenue	12	14	102	131
Elgin, Izaak Walton Center	7	0	67	37
Offsite clinics	17	18	112	133
Total clients (unduplicated)	25	36	478	412
<i>Public Education & Health Promotion</i>				
Media coverage	4	5	30	42
Informational seminars/Program	2	2	64	64
Program Participants	18	16	1,845	1,445
<i>Primary Care Provider Support</i>	16	14	126	91

Department Highlights

- Provided 12 home visits for residents in the month of January.
- The Office of Community Health launched a new Employee Wellness Program on the 1st of the year, encouraging employees to stay healthy throughout the year.
- In the month of January, the Community Health Nurse and Director had 14 appointments, equaling 19 client contact hours, assisting residents with insurance enrollment for the Affordable Care Act (ACA).
- Community Health Nurse Arriola held Thyroid Health Awareness screenings at the Izaak Walton Center and Astor Avenue Community Center.
- January 3, registration for the 4th Annual Hanover Township Sprint 2 Spring 5k opened.
- Northern Illinois University student nurse started at the Township on January 24th and will be interning through the end of April.
- January 24, Director Smtih attended the manager training regarding effective coaching for employees.
- January 30, Community Health Nurse and Community Health Assistant provided Heartsaver CPR training for Senior Services staff members.

Office of Community Health Mission Statement:

Our 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 2017

SERVICE PROVIDED	JANUARY 2017	JANUARY 2016	FYTD 2017	FYTD 2016
Website Visits*(total)	5,658	12,570	37,804	82,375
Website Visits (unique)	4,034	N/A	27,187	N/A
Facebook Likes	39	161	1,749	1,282
New Twitter Followers	7	N/A	158	N/A
New YouTube Views	225	N/A	2,511	N/A
Email address contacts	24	N/A	702	N/A
Media Releases	5	4	39	60
Veteran Contacts	N/A	N/A	307	325
Total Veterans served	N/A	16	179	214
Total Resident Contacts (Elgin office)	139	173	4,437	2,391

*With the new website, CVA will now be using Google Analytics for tracking website metrics. For unknown reasons, the total number of visits does not match the trends of website visits from our former website provider Weblinx.

Department Highlights:

- Director Kuttnerberg attended a community meeting of Bartlett organizations on January 9th at the Bartlett Library to discuss creating a Bartlett Networking organization.
- On January 9th, Director Kuttnerberg attended the monthly meeting of the Streamwood Community Relations Commission at the Streamwood Police Station.
- Director Kuttnerberg met with a representative from Christ Community Church of Streamwood on January 10th to discuss partnerships and collaboration.
- Community and Veterans Affairs hosted a Veterans Lunch and Movie program on January 13th at the Izaak Walton Center for 15 veterans.
- Director Kuttnerberg joined Director Colagrossi in attending the Streamwood Chamber of Commerce Business After Hours event on January 18th at Westbrook Senior Living.
- Hanover Township hosted the bi-monthly meeting of the Northeast Illinois Public Information Officers Association on January 19th at the Township Senior Center. Director Kuttnerberg attended and was joined by Director Burke and other Emergency Services personnel.
- Director Kuttnerberg joined the Supervisor, Administrator Barr and other department heads for a meeting with staff from the Cook County Sheriff's Office on January 27th to discuss collaborations.
- Director Kuttnerberg, Supervisor McGuire and Director Imperato provided Senator Castro with a tour of the Food Pantry on January 27th.
- Director Kuttnerberg joined the Supervisor and Clerk in attending Congressman Krishnamoorthi's open house on January 27th.
- Director Kuttnerberg joined the Highway Commissioner in attending Mayor Craig's State of the Village Address on January 31 at the Hanover Park Village Hall.
- Community and Veterans Affairs coordinated an Emergency Services presentation at the Blackhawk Residents Association meeting on January 31st.
- Director Kuttnerberg and Administrative Services staff conducted first round interviews of candidates for the Veterans Specialist position throughout the month of January.

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DEPARTMENT OF EMERGENCY SERVICES

Report for January 2017

SERVICE PROVIDED	JANUARY 2017	JANUARY 2016	FYTD 2017	FYTD 2016
<i>Volunteers</i>				
Total volunteers	26	29	26	29
New volunteers	0	0	6	12
<i>Hours</i>				
Volunteer Detail Hours	212	255	3,5824.9	4,062
Volunteer Work Hours	346	409.25	2,061.25	2,451.85
Volunteer Training Hours	212	295	2,058	2,438
<i>Total Volunteer Hours</i>	770	959.25	7,704.15	8,536.35
<i>Details</i>				
Emergency Call Outs	4	6	35	37
Safety Patrols	4	3	40	40
Township Sponsored Events	0	2	33	23
Other Community Events	1	0	46	39
Miscellaneous	0	0	0	4
<i>Total Details</i>	9	11	146	143

Department Highlights:

- HTES began automatic response to the Hanover Park Fire Department for “General Alarms” in that community
- Emergency Call Outs
 - On January 10th HTES responded to assist the Fox River Fire Protection District with traffic control for wires down in the street on Route 25.
 - On January 16th HTES responded to the Hanover Park Fire Department for a structure fire with Squad 9121 to provide lighting and water removal.
 - HTES also responded to Hanover Park Police Department for traffic control assistance for the structure fire on January 16th.
 - On January 31st HTES responded to assist the Fox River Fire Protection District with traffic control.
- Emergency Services participated in the visitation and burial of Bloomingdale Police Officer Raymond Murrell.
- Safety patrols were completed on January 6th, 13th, 21st, and 27th.

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DEPARTMENT OF FACILITIES & MAINTENANCE

Report for January 2017

SERVICE PROVIDED	JANUARY 2017	JANUARY 2016	FYTD 2017	FYTD 2016
<i>Administration</i>				
Vehicle service calls	13	6	96	150
Work orders	51	23	671	534
Event set-ups/tear downs	164	162	1,744	1,985
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	4,717	6,694	57,473	48,654
Town Hall	7,140	9,120	94,080	93,480
Senior Center	25,711.54	25,280	346,705	415,159
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	401.96	430.56	1,642.16	1,380.22
Town Hall	1,566.43	1,470.73	4,518.29	5,521.21
Senior Center	1,122.18	2,579.23	9,721.98	15,885.71

Department Highlights

- Renovations to the Youth and Family Services kitchen began in January.
- Operations Manager Nelson applied for the permit with the City of Elgin for installation of the new air conditioning unit for the Izaak Walton Center.
- Trees were trimmed in the area where the electrical poles were installed at the Izaak Walton Center to prepare for future tree growth and anticipated expansion of the parking lot.
- Department staff coordinated with electrical contractors for the installation of new electrical poles on the grounds of the Izaak Walton Center. The poles were damaged during a wind storm in January.
- Director Spejcher and Operations Manager Nelson attended a manager training on the topic “Achieving Productive Results When Coaching Employees.”
- Holiday décor was taken down and stored for next season

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HIGHWAY DEPARTMENT

Report for January 2017

SERVICE PROVIDED	JANUARY 2017	JANUARY 2016	FYTD 2017	FYTD 2016
<i>Winter Season</i>				
Tree trimming/tree removals complete				
Rolling Knolls resurfacing				
Started office/bathroom remodel				
<i>Winter Season</i>				
Snow removal/salt tons	141	208	439	581

Department Highlights

- Tree trimming and tree removals have been completed.
- Moving forward with the Rolling Knolls resurfacing project
- Began office and bathroom renovations in the Highway garage.

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OFFICE OF THE MENTAL HEALTH BOARD

Report for January 2017

SERVICE PROVIDED	DECEMBER 2016	DECEMBER 2015	FYTD 2017	FYTD 2016
<i>Grant Funding</i>				
New clients	218	156	2,335	2,515
Ongoing Clients	760	894	NC	NC
Closed Cases	125	77	745	636
Prevention Programming Presentations	53	44	270	253
Number in audience	1,148	1,835	8,775	12,524
<i>TIDE</i>				
Participants	16	11	16	11
Rides	*NA	110	*689	962
<i>Resource Center</i>				
Organizations providing services	6	6	6	6
Clients served	85	91	864	832

*A1 Cabs has not submitted rides for the month of December

Department Highlights

- The Mental Health Board met on January 31, 2017 and reviewed all FY 18 annual funding requests. The board allocated \$830,000 to 31 agencies and 44 programs. New annual grants were awarded to Administer Justice and Girl Scouts of Northern Illinois.
- Attended the North and Northwest Suburban Mental Health Housing Task Force meeting in Arlington Heights on January 9th to discuss permanent supportive housing and the Hanover Township Mental Health Housing Task Force.
- Reminded all funded agencies that have been awarded mid-year grants in FY 17 that invoices/receipts must be submitted no later than March 31, 2017 in order to receive funds.
- Completed a site visit to Renz Addiction Counseling Center on January 18th with Meghan Nelson and Deb Sirchia. Discussed current programs and services available and toured the agency. No additional follow up was necessary.
- Completed a site visit to DayOne PACT with MHB Chair, Kathy Biesiadecki, at the request of the new Executive Director, Steve Boisse. Mr. Boisse discussed the few changes to the agency since a merger between DayOne Network and PACT, Inc. took place last summer. Programming and services have remained uninterrupted and they have seen client numbers increase. No additional follow up necessary.
- Received three different quotes from website providers to update the current Mental Health Board reporting website. This is a strategic goal for the Board in FY18.
- Attended the Roosevelt University Schaumburg Advisory Counsel meeting on January 26th. Manager Vana also participated in the Roosevelt University Professional Psychology Career Panel to discuss the Mental Health Board with psychology students.
- Completed a site visit to UP Development's new permanent supportive housing facility in Wheeling on January 24th, with select township staff and Trustees Benoit and Moinuddin.
- Participated in a meeting with Supervisor McGuire and the Cook County Sherriff's Public Policy Director to discuss potential services from those being released from the county jail.

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 2017

SERVICE PROVIDED	JANUARY 2017	JANUARY 2016	FYTD 2017	FYTD 2016
<i>Programming Division</i>				
Planned programs	191	195	1,953	2,056
Participants	2,509	2,284	25,777	21,084
Participants (unduplicated)	711	619	2,174	2,137
Wait listed (unduplicated)	83	42	753	454
Art & Computer classes	55	63	563	625
Art & Computer class participants	340	367	3,888	4,171
New volunteers	4	3	50	48
Total volunteers (unduplicated)	110	108	244	263
Volunteer hours reported	2,267	1,663	23,442	17,674
Meals Served	921	707	8,656	9,016
Meals delivered by volunteers	1,069	945	10,088	9,695
<i>Social Services Division</i>				
Clients served (unduplicated)	178	152	1,113	1,243
Clients served (duplicated)	158	325	2,423	3,755
Energy Assistance	26	32	429	452
Prescription drugs & health insurance assistance	118	41	1,058	945
Social Service programs	9	10	102	113
Social Service program participants	77	50	949	993
Lending Closet transactions	105	79	1,039	971
<i>Transportation Division</i>				
One way rides given	1,482	1,569	15,312	15,802
Individuals served (unduplicated)	218	231	660	750
New riders	29	16	663	515
Unmet requests for rides	40	0	531	348

Department Highlights:

- Volunteers celebrated the Chinese New Year with a jewelry and bake sale to support the Adopt-a-Senior Program.
- Social Services staff and Auxiliary Reception Aides have scheduled over three hundred appointments for the AARP tax aide program which begins on February 9th.
- Eight participants attended a special art therapy program for the Caregiver Support Group in January presented by Visiting Angels Home Care.
- Dispatcher Kampfranz is working with Ecolane software to streamline the transportation data reports combining out trips with our data creating greater efficacy.
- The TRIP program rides have increased to about 100 per month. Transportation Manager Steininger has been addressing rider complaints and compiled a detailed list of issues and circulated them to the other Townships that utilize the Trip program for discussion at the next TRIP meeting.
- Manager Steininger held the second quarterly Transportation Division meeting for ITASCSC, the senior division for TOI, call on Friday, January 20, with over nine townships participating in the call.
- The numbers for transportation are slightly down as compared to January 2016, due to the fact that a full-time driver has been on medical leave since December 20, 2016.

Senior Services Mission Statement:

Enriching Lives, Fostering Friendships, Promoting Independence

DEPARTMENT OF WELFARE SERVICES

Report for January 2017

SERVICE PROVIDED	JANUARY 2017	JANUARY 2016	FYTD 2017	FYTD 2016
<i>General Assistance</i>				
General Assistance clients	12	18	125	245
General Assistance appointments	25	29	264	505
Emergency Assistance appointments	13	16	169	192
Emergency Assistance approved	3	3	17	45
Crisis intake clients	131	127	1,230	1,631
Access to Care	0	2	0	2
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	63	84	395	338
Circuit Breaker	1	0	8	6
<i>Social Services</i>				
ComEd Hardships	No Funds	Closed	29	31
Weatherization	1	2	6	3
<i>Food Pantry</i>				
Served (Households)	557	638	7,155	8,047
New applications	30	33	312	405
Food Donations	48	69	531	619
<i>Community Center Walk-Ins</i>	266	299	2,378	1,958

Department Highlights:

- Welfare Services has completed all training and is now a Salvation Army extension site. We are working with Senior Services to establish procedures so we can efficiently serve all of our residents.
- General Assistance caseload continues to be low. Although the number is consistent one client was added and terminated due to approval of long disability through her employer. There is one case pending approval.
- Emergency Assistance has four pending cases.
- There was an increase in number of crisis intake calls in January and the number of LIHEAP applications decreased.
- A tour of the Astor Avenue Community Center was provided to representatives from Palatine Township. They were specifically interested in how the food pantry operates and the auxiliary staff program.
- The Alliance to End Homelessness in Suburban Cook County held its annual Homeless Point-In-Time Count distributing 100 bags to homeless persons in the Hanover Township area.
- Welfare Services hosted their annual Auxiliary Staff Appreciation Dinner. Ken Marcinek was the recipient of the 2017 Volunteer of the Year award.
- The Supervisor's Community Service Award nominations are being accepted through February 17, 2017.
- Hanover Township's 6th Annual Job Fair will be held on March 29th at the Senior Center. Currently 51 employers are registered.
- The annual Veterans Honor Roll Dinner will be held on March 21st at 6:00PM 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 2017

SERVICE PROVIDED	JANUARY 2017	JANUARY 2016	FYTD 2017	FYTD 2016
<i>Outreach & Prevention</i>				
Open Gym participants	1,182	1,319	10,992	11,278
Open Gym participants (unduplicated)	459	449	1,185	965
Alternative to Suspension referrals	1	5	114	86
Alternative to Suspension participants	280	300	2,064	1,882
Alternative to Suspension participants (unduplicated)	114	105	176	146
<i>Clinical</i>				
Therapy clients	267	223	3,325	3,203
Therapy clients (unduplicated)	136	114	1,591	1,283
New clients (unduplicated)	10	17	143	134
Clinical hours	272	209	2,646	2,279
Group session participants	179	86	2,137	1,642
<i>Tutoring Participants</i>				
Total	0	128	1,178	1,522
Unduplicated	0	81	186	242

Department Highlights:

- There was no tutoring during the month of January. The 1st semester of tutoring ended December 15th. The second semester of tutoring started February 14th.
- Outreach and Prevention Manager Cohen, Clinical Interventionist Dickenson, and Director Parquette attended the Operation Snowball Mid-Year Conference on Saturday and Sunday January 14th-15th 2017 in Normal, Illinois. Six student leaders from Bartlett High School also attended. The Mid-Year Conference offered advanced professional development in leadership and program development.
- Youth and Family Services will be hosting a Snow Flurry for the 5th graders at Laurel Hill Elementary School in March.
- Director Parquette met with Sharon Bush, Grand Victoria Foundation, on Wednesday, January 18th to discuss future partnership opportunities.
- On January 19th, Director Parquette met with Bartlett High School Civics teacher Larry Pahl to discuss service learning opportunities for students.
- Outreach and Prevention Manager Cohen, Clinical Interventionist Dickenson, and Director Parquette took Parkwood Elementary students to ABC7 News Chicago studio for a behind the scenes tour led by news reporter John Garcia.
- Youth and Family Services staff met with Streamwood High School staff to advance the partnership in providing Parent University at the school
- Director Parquette attended a site visit of PhilHaven with the Hanover Township Mental Health Housing Task Force on Wednesday, January 24th, 2017.
- Director Parquette attended the Alignment Collaborative for Education Governing Board Meeting on Wednesday, January 25th, 2017 at Sherman Hospital.
- Directed Parquette attended a Safe Communities Meeting at the Village of Hanover Park on Thursday, January 26th, 2017.
- Director Parquette participated in a meeting with Joe Ryan, Cook County Sheriff's Office, Supervisor McGuire, Administrator Barr, and other Township staff to discuss how to better serve recent detainees who live in Hanover Township.

Hanover Township

Board Audit Report

From 2/7/17 - 2/21/17

	Subtotal	Alexian Invoices	Total
Total Town Fund	85,567.39	695.00	86,262.39
Total Senior Center	46,219.50	1,271.24	47,490.74
Total Welfare Services	1,014.70		1,014.70
Total Road and Bridge	7,787.75		7,787.75
Total Mental Health Board	6,930.70		6,930.70
Total Retirement	-		
Total Vehicle	-		
Total Capital	3,004.13		3,004.13
Total All Funds	150,524.17	1,966.24	152,490.41

The above "Subtotal" column has been approved for payment this 21st day of February.

The above "Total" column has been approved for payment this 21st day of February.

Supervisor

Town Clerk

Supervisor

Town Clerk

Trustee

Hanover Township Board Audit Report

February 7 - 21, 2017

Type	Date	Num	Name	Memo	Amount
1014 - Town Fund - Expenditures					
101CAP - Capital Expenditures					
1014430 - Computer Equipment & Software					
Check	02/17/2017	119726	ProxIT Technology Solutions	Inv# 1702 Computer Replacement	833.90
Check	02/17/2017	119726	ProxIT Technology Solutions	Inv# 1713 Phone Extension Installation	85.00
Check	02/17/2017	119740	Kenneth Young Center	Inv# T005065 Customer Information Solution Software Balance Due	4,975.00
Total 1014430 - Computer Equipment & Software					5,893.90
Total 101CAP - Capital Expenditures					5,893.90
101CHN - Community Health					
1014453 - Printing					
Check	02/07/2017	119546	Interact Business Products, LLC (SS)	Inv# 394969 Copy Charges	52.27
Total 1014453 - Printing					52.27
1014457 - Furniture and Computer Equip					
Check	02/07/2017	119548	Leaf (478-001)	Inv# 7142377 Lower Level Copier Lease	115.50
Total 1014457 - Furniture and Computer Equip					115.50
1014465 - Medical Supplies					
Check	02/10/2017	119554	McKesson Medical Surgical	Inv# 90547037 Gloves/Microcuvette, Hemoglobin/Lancets/Sanitizer/Sponges	618.56
Check	02/10/2017	119554	McKesson Medical Surgical	Inv# 91312468 Ibuprofen	38.87
Check	02/10/2017	119554	McKesson Medical Surgical	Inv# 91312698 Tylenol/Bandages/Gloves	46.78
Check	02/10/2017	119554	McKesson Medical Surgical	Inv# 92547747 Towels/Aplisol/Bandages/Syringes	181.44
Total 1014465 - Medical Supplies					885.65
1014466 - Communications					
Check	02/17/2017	119718	Sprint	Acct# 897162515 Monthly Charges	57.38
Total 1014466 - Communications					57.38
1014491 - Health Insurance					
Check	02/17/2017	119732	United Healthcare	Cust# 530960 Policy Coverage	1,928.25
Total 1014491 - Health Insurance					1,928.25
Total 101CHN - Community Health					3,039.05
101CVA - Community & Veteran Affairs					
101CMA - Community Relations					
1014614 - Printing					
Check	02/17/2017	119721	Interact Business Products, LLC (IWC)	Inv# 394967 Copy Charges	3.39
Total 1014614 - Printing					3.39

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Type	Date	Num	Name	Memo	Amount
1014617 · Equipment & Furniture					
Check	02/17/2017	119718	Sprint	Acct# 897162515 Monthly Charges	35.00
Total 1014617 · Equipment & Furniture					35.00
1014621 · Satellite Office Utilities					
Check	02/17/2017	119724	Nicor 78	Acct# 78-11-12-9467 Monthly Charges (2)	528.98
Total 1014621 · Satellite Office Utilities					528.98
1014625 · Communications					
Check	02/14/2017	119558	Breese Journal & Publishing Company	Inv# 107246 Hanover Happenings Winter/Spring	5,187.18
Total 1014625 · Communications					5,187.18
1014691 · Health Insurance					
Check	02/17/2017	119732	United Healthcare	Cust# 530960 Policy Coverage	2,583.89
Total 1014691 · Health Insurance					2,583.89
Total 101CMA · Community Relations					8,338.44
Total 101CVA · Community & Veteran Affairs					8,338.44
101ES · ES - Expenditures					
1014803 · Uniforms					
Check	02/14/2017	119591	Ray O'herron Co., Inc.	Inv# 1655884 Garrison Belt	21.99
Check	02/14/2017	119591	Ray O'herron Co., Inc.	Inv# 1672862 Nameplate (4)	29.80
Check	02/14/2017	119591	Ray O'herron Co., Inc.	Inv# 1672863 Nameplate Clutch & Screw	19.90
Total 1014803 · Uniforms					71.69
1014809 · Pre-Volunteer Screening					
Check	02/17/2017	119735	Verify (XHANEM)	Inv# 1119648 Background Check	21.00
Total 1014809 · Pre-Volunteer Screening					21.00
1014812 · Volunteer Appreciation					
Check	02/14/2017	119559	Bartlett Volunteer Fire Association	Inv# 20117 Volunteer Appreciation Event Hall Rental	510.00
Total 1014812 · Volunteer Appreciation					510.00
1014813 · Vehicle Fuel & Maintenance					
Check	02/14/2017	119574	Hopkins Ford	Inv #612712 - Oil Filter & Inspection	39.92
Check	02/14/2017	119574	Hopkins Ford	Inv #611953 - Oil Filter & Inspection	36.67
Check	02/14/2017	119599	Village of Hanover Park	Inv# 2016-0452 December 2016 Fuel	490.23
Check	02/17/2017	119734	Village of Hanover Park (Fuel)	Inv# 2017-454 January 2017 Fuel	503.47
Total 1014813 · Vehicle Fuel & Maintenance					1,070.29

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Type	Date	Num	Name	Memo	Amount
1014814 · Communications					
Check	02/17/2017	119718	Sprint	Acct# 897162515 Monthly Charges	1.50
Total 1014814 · Communications					1.50
1014891 · Health Insurance					
Check	02/17/2017	119732	United Healthcare	Cust# 530960 Policy Coverage	1,941.14
Total 1014891 · Health Insurance					1,941.14
Total 101ES · ES - Expenditures					3,615.62
101ISE · Insurance & Employee Benefits					
1014507 · Flex Plan & 457 Plan					
Check	02/17/2017	119700	CUNA Mutual Retirement Solutions	Inv# GV138804-226713 457 Plan Administration	462.50
Total 1014507 · Flex Plan & 457 Plan					462.50
Total 101ISE · Insurance & Employee Benefits					462.50
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	02/17/2017	119722	Kopon Airdo, LLC	Inv# 190-0001-21301 Legal Fees	14,156.40
Total 1014502 · Legal Services					14,156.40
Total 101LEA · Legal & Auditing					14,156.40
101MAIN · Facilities Maintenance					
1014208 · Housekeeping Contract					
Check	02/14/2017	119568	Custodius Chicago	Inv# 119 Janitorial Service - Town	865.00
Check	02/14/2017	119575	Imperial Service Systems, Inc	Inv# 101791 Cleaning Services - Senior Center	1,069.00
Check	02/14/2017	119595	Scrubco	Inv# 7385 Monthly Cleaning - Astor	800.00
Total 1014208 · Housekeeping Contract					2,734.00
1014209 · Building Contracts					
Check	02/14/2017	119584	Orkin Pest Control (IWC)	Inv# 152193991 Pest Control	64.01
Check	02/14/2017	119585	Orkin Pest Control (Town)	Inv# 152937971 Pest Control	66.48
Check	02/14/2017	119586	Orkin Pest Control (Senior)	Inv# 152937948 Pest Control	74.49
Check	02/14/2017	119587	Orkin Pest Control (Astor)	Inv# 152937959 Pest Control	54.87
Total 1014209 · Building Contracts					259.85
1014210 · Building Maintenance - Town					
Check	02/17/2017	119723	Menard's	Inv# 19006 LED Bulbs (4)	31.53
Check	02/17/2017	119731	The Home Depot	Scraper Brush	9.36
Total 1014210 · Building Maintenance - Town					40.89

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Type	Date	Num	Name	Memo	Amount
1014211 · Building Maintenance - Senior					
Check	02/14/2017	119557	A & P Grease Trappers, Inc	Inv# 156696 Pump Indoor Grease Trap	350.00
Check	02/14/2017	119581	Menard's	Inv# 20295 Shelving	177.00
Check	02/17/2017	119731	The Home Depot	Flood Lights	14.97
Total 1014211 · Building Maintenance - Senior					541.97
1014213 · Equipment Maintenance - Town					
Check	02/14/2017	119560	Carol Stream Lawn and Power	Inv# 392666 Stihl Saw Repair	357.33
Check	02/14/2017	119601	Wood Dale Electrical Const., Inc.	Inv# 1121 Parking Light Pole Lights (2)	434.93
Total 1014213 · Equipment Maintenance - Town					792.26
1014219 · Vehicle Fuel - Town					
Check	02/14/2017	119599	Village of Hanover Park	Inv# 2016-0452 December 2016 Fuel	612.15
Check	02/17/2017	119734	Village of Hanover Park (Fuel)	Inv# 2017-454 January 2017 Fuel	539.00
Total 1014219 · Vehicle Fuel - Town					1,151.15
1014221 · Cell Phone/Communications					
Check	02/17/2017	119718	Sprint	Acct# 897162515 Monthly Charges	59.32
Total 1014221 · Cell Phone/Communications					59.32
1014222 · Trash Removal - Town					
Check	02/14/2017	119592	Republic Services #933	Acct# 3-0551-6013270 Monthly Charges	270.73
Total 1014222 · Trash Removal - Town					270.73
1014223 · Trash Removal - Senior					
Check	02/14/2017	119592	Republic Services #933	Acct# 3-0551-6000579 Monthly Charges	277.83
Total 1014223 · Trash Removal - Senior					277.83
1014224 · Trash Removal - Astor					
Check	02/14/2017	119592	Republic Services #933	Acct# 3-0551-6013274 Monthly Charges	273.88
Total 1014224 · Trash Removal - Astor					273.88
1014225 · Grounds/Reserve Maintenance					
Check	02/14/2017	119560	Carol Stream Lawn and Power	Inv# 392370 Topping Saw	358.37
Total 1014225 · Grounds/Reserve Maintenance					358.37
1014226 · Uniforms					
Check	02/14/2017	119560	Carol Stream Lawn and Power	Inv# 392665 Stihl Propack Glasses	32.36
Total 1014226 · Uniforms					32.36

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Type	Date	Num	Name	Memo	Amount
1014228 · Building Maintenance - Izaak					
Check	02/17/2017	119731	The Home Depot	Privacy Screen	29.97
Total 1014228 · Building Maintenance - Izaak					29.97
1014230 · Trash Removal - Izaak					
Check	02/14/2017	119592	Republic Services #933	Acct# 3-0551-0097167 Monthly Charges	123.49
Total 1014230 · Trash Removal - Izaak					123.49
1014291 · Health Insurance					
Check	02/17/2017	119732	United Healthcare	Cust# 530960 Policy Coverage	4,576.45
Total 1014291 · Health Insurance					4,576.45
Total 101MAIN · Facilities Maintenance					11,522.52
101PAN · Pantry					
1014161 · Utilities					
Check	02/14/2017	119564	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges	590.64
Total 1014161 · Utilities					590.64
1014191 · Health Insurance					
Check	02/17/2017	119732	United Healthcare	Cust# 530960 Policy Coverage	1,941.14
Total 1014191 · Health Insurance					1,941.14
Total 101PAN · Pantry					2,531.78
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	02/17/2017	119701	Call One	Acct# 1211556-1130965 Monthly Charges	2,126.17
Total 1014402 · Telephone - Town					2,126.17
1014403 · Utilities - Town					
Check	02/07/2017	119552	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges	661.52
Check	02/14/2017	119562	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges	793.72
Check	02/14/2017	119598	Village of Bartlett	Acct# 51470 Water/Sewer	94.77
Total 1014403 · Utilities - Town					1,550.01
Total 101THE · Town Hall Expense					3,676.18
101TOE · Town Office Expense					
1014404 · Office Supplies					
Check	02/17/2017	119699	Alpha Card	Inv# CI311648 ID Card Printer Ribbon	103.49
Total 1014404 · Office Supplies					103.49

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Type	Date	Num	Name	Memo	Amount
1014406 · Printing					
Check	02/14/2017	119576	Interact Business Products, LLC (Town)	Inv# 394813 Copy Charges	97.50
Total 1014406 · Printing					97.50
1014412 · Travel Expenses					
Check	02/17/2017	119697	Barr, James C	Mileage Reimbursement - ILCMA Conference	145.52
Total 1014412 · Travel Expenses					145.52
1014429 · Miscellaneous					
Check	02/17/2017	119727	P.F. Pettibone & Co	Inv# 171651 Township Badges & Cases (7)	877.45
Total 1014429 · Miscellaneous					877.45
1014530 · Financial Administration					
Check	02/17/2017	119717	Governmental Accounting, Inc	Monthly Contract Billing	5,028.60
Total 1014530 · Financial Administration					5,028.60
1014531 · Community Affairs					
Check	02/17/2017	119719	Hoffman Estates Chamber of Commerce	Inv# 82356 Annual Mayors Breakfast Registration (3)	75.00
Total 1014531 · Community Affairs					75.00
1014591 · Health Insurance					
Check	02/17/2017	119732	United Healthcare	Cust# 530960 Policy Coverage	3,821.23
Total 1014591 · Health Insurance					3,821.23
Total 101TOE · Town Office Expense					10,148.79
104ASR · Assessor's Division					
1044405 · Office Supplies					
Check	02/17/2017	119729	Staples	Inv# 3329821914 Post Its/Liquid Paper/Labels/Hi Liters	83.08
Total 1044405 · Office Supplies					83.08
1044415 · Dues, Subs & Publications					
Check	02/14/2017	119588	Pete Feyerherd	Inv# 1746 Assessor Information Manager Annual Maintenance	550.00
Check	02/14/2017	119596	The Sidwell Company	Inv# 106147 Annual Cook County Atlas	915.00
Total 1044415 · Dues, Subs & Publications					1,465.00
1044491 · Health Insurance					
Check	02/17/2017	119732	United Healthcare	Cust# 530960 Policy Coverage	2,583.89
Total 1044491 · Health Insurance					2,583.89
Total 104ASR · Assessor's Division					4,131.97

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Type	Date	Num	Name	Memo	Amount
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094612 · Consulting Fees					
Check	02/17/2017	119741	Michael Kelly	Consultation Services	300.00
Total 1094612 · Consulting Fees					300.00
1094613 · Answering Service					
Check	02/14/2017	119567	Community Crisis Center	Annual After Hours Telephone Response Billing	1,200.00
Total 1094613 · Answering Service					1,200.00
1094617 · Equipment Maintenance					
Check	02/14/2017	119577	Interact Business Products, LLC (YFS)	Inv# 396794 Copy Charges	130.18
Total 1094617 · Equipment Maintenance					130.18
1094618 · Psychiatric Backup					
Check	02/14/2017	119556	Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Up Visits	695.00
Total 1094618 · Psychiatric Backup					695.00
1094619 · Office Supplies					
Check	02/14/2017	119590	Quill Corporation	Inv #4160916 Copy Paper	102.37
Total 1094619 · Office Supplies					102.37
1094623 · Travel					
Check	02/17/2017	119738	Low, Karen	Mileage Reimbursement	16.05
Check	02/17/2017	119739	Concepcion, Sara	Mileage Reimbursement	84.53
Total 1094623 · Travel					100.58
1094626 · Equipment & Furniture					
Check	02/14/2017	119590	Quill Corporation	Inv #2317647 Chair Credit	-199.99
Check	02/17/2017	119740	Kenneth Young Center	Inv# T005065 Customer Information Solution Software Balance Due	4,975.00
Total 1094626 · Equipment & Furniture					4,775.01
1094629 · Dues & Subscriptions					
Check	02/14/2017	119573	Harvard Business Review	Yearly Subscription	99.00
Total 1094629 · Dues & Subscriptions					99.00
1094691 · Health Insurance					
Check	02/17/2017	119732	United Healthcare	Cust# 530960 Policy Coverage	7,126.24
Total 1094691 · Health Insurance					7,126.24
Total 109ADM · Administration & Clinical					14,528.38

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Type	Date	Num	Name	Memo	Amount
109OUT · Outreach & Prevention					
1094644 · Travel					
Check	02/14/2017	119593	Dickinson, Ryan K	Mileage Reimbursement	92.02
Check	02/14/2017	119594	Baig, Sumara	Mileage Reimbursement	56.18
Total 1094644 · Travel					148.20
1094647 · Office Supplies					
Check	02/14/2017	119590	Quill Corporation	Inv #3742345 Name Badge Labels/Clorox Wipes (2)	40.96
Check	02/14/2017	119590	Quill Corporation	Inv #3856119 Ink Pad	6.88
Total 1094647 · Office Supplies					47.84
1094650 · Program Supplies					
Check	02/14/2017	119590	Quill Corporation	Inv# 3810183 Glue	13.99
Check	02/14/2017	119590	Quill Corporation	Inv #3806715 Paint Brush	4.29
Check	02/14/2017	119590	Quill Corporation	Inv #3742345 Pencils	10.38
Check	02/14/2017	119590	Quill Corporation	Inv #3902661 Metallic Paint Set	19.99
Total 1094650 · Program Supplies					48.65
1094651 · Cellphones					
Check	02/17/2017	119718	Sprint	Acct# 897162515 Monthly Charges	102.78
Total 1094651 · Cellphones					102.78
1094791 · Health Insurance					
Check	02/17/2017	119732	United Healthcare	Cust# 530960 Policy Coverage	3,869.39
Total 1094791 · Health Insurance					3,869.39
Total 109OUT · Outreach & Prevention					4,216.86
Total 109YFS · Youth & Family Services					18,745.24
Total 1014 · Town Fund - Expenditures					86,262.39
1104 · Senior Center - Expenditures					
1104ADM · Administration					
1104524 · Utilities					
Check	02/14/2017	119598	Village of Bartlett	Acct# 62447 Water/Sewer	123.29
Check	02/14/2017	119598	Village of Bartlett	Acct# 63818 Runzel Reserve Water Service	15.90
Check	02/17/2017	119704	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges	2,612.77
Total 1104524 · Utilities					2,751.96
1104525 · Telephone & High Speed Internet					
Check	02/17/2017	119718	Sprint	Acct# 897162515 Monthly Charges	196.68
Total 1104525 · Telephone & High Speed Internet					196.68

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Type	Date	Num	Name	Memo	Amount
1104527 · Equipment					
Check	02/07/2017	119548	Leaf (478-001)	Inv# 7142377 Lower Level Copier Lease	115.50
Total 1104527 · Equipment					115.50
1104528 · Office Supplies					
Check	02/07/2017	119553	Quill Corporation	Inv# 3877914 Ink/Copy Paper	581.85
Check	02/14/2017	119590	Quill Corporation	Inv #4147184 Lanyard	14.99
Check	02/14/2017	119590	Quill Corporation	Inv #4082681 Masking Tape/Copy Paper	97.33
Check	02/17/2017	119729	Staples	Inv# 3327933297 Binders/Color Copy Paper	39.96
Check	02/17/2017	119729	Staples	Inv# 3328905188 Magazine Holder	27.39
Total 1104528 · Office Supplies					761.52
1104533 · Printing					
Check	02/07/2017	119546	Interact Business Products, LLC (SS)	Inv# 394969 Copy Charges	175.53
Check	02/17/2017	119720	Interact Business Products, LLC (SS)	Inv# 397222 Copy Charges	38.43
Total 1104533 · Printing					213.96
1104535 · Travel					
Check	02/17/2017	119713	Conway, Megan A	TOI Mileage Reimbursement	222.03
Total 1104535 · Travel					222.03
1104591 · Health Insurance					
Check	02/17/2017	119732	United Healthcare	Cust# 530960 Policy Coverage	12,328.21
Total 1104591 · Health Insurance					12,328.21
Total 1104ADM · Administration					16,589.86
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	02/07/2017	119544	Get Fresh Produce, Inc	Inv# 2444226 Congregate Food	6.12
Check	02/07/2017	119544	Get Fresh Produce, Inc	Inv# 2445215 Congregate Food	134.27
Check	02/07/2017	119545	Gordon Food Service	Inv# 175413630 Congregate Food	191.74
Check	02/07/2017	119545	Gordon Food Service	Inv# 934054160 Congregate Food	160.93
Check	02/07/2017	119544	Get Fresh Produce, Inc	Inv# 2428052 Congregate Food	30.88
Check	02/07/2017	119544	Get Fresh Produce, Inc	Inv# 2446855 Congregate Food	47.54
Check	02/14/2017	119570	Get Fresh Produce, Inc	Inv# 2450805 Congregate Food	97.91
Check	02/14/2017	119570	Get Fresh Produce, Inc	Inv# 2451877 Congregate Food	164.02
Check	02/14/2017	119570	Get Fresh Produce, Inc	Inv# 2449145 Congregate Food	16.02
Check	02/14/2017	119571	Gordon Food Service	Inv# 934054244 Congregate Food	81.61
Check	02/14/2017	119571	Gordon Food Service	Inv# 175859398 Congregate Food	393.14
Check	02/17/2017	119716	Get Fresh Produce, Inc	Inv# 2453090 Congregate Food	29.80
Check	02/17/2017	119716	Get Fresh Produce, Inc	Inv# 2455118 Congregate Food	112.21
Total 1105551 · Congregate Food					1,466.19

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Type	Date	Num	Name	Memo	Amount
1105553 · Congregate Supplies					
Check	02/07/2017	119544	Get Fresh Produce, Inc	Inv# 2444226 Congregate Supplies	21.54
Check	02/07/2017	119545	Gordon Food Service	Inv# 175413630 Congregate Supplies	93.09
Check	02/07/2017	119551	Mickey's Linen	Inv# 137580 Congregate Supplies	22.93
Check	02/07/2017	119551	Mickey's Linen	Inv# 136355 Congregate Supplies	22.13
Check	02/07/2017	119551	Mickey's Linen	Inv# 135704 Congregate Supplies	23.90
Check	02/14/2017	119570	Get Fresh Produce, Inc	Inv# 2450805 Congregate Supplies	16.58
Check	02/14/2017	119570	Get Fresh Produce, Inc	Inv# 2449141 Congregate Supplies	78.61
Check	02/14/2017	119571	Gordon Food Service	Inv# 934054244 Congregate Supplies	4.11
Check	02/14/2017	119571	Gordon Food Service	Inv# 175859398 Congregate Supplies	107.82
Check	02/14/2017	119582	Mickey's Linen	Inv# 138200 Congregate Supplies	23.57
Total 1105553 · Congregate Supplies					414.28
1105558 · Home Delivered Meals Food					
Check	02/07/2017	119544	Get Fresh Produce, Inc	Inv# 2444226 HDM Food	6.13
Check	02/07/2017	119544	Get Fresh Produce, Inc	Inv# 2445215 HDM Food	134.26
Check	02/07/2017	119545	Gordon Food Service	Inv# 175413630 HDM Food	191.74
Check	02/07/2017	119545	Gordon Food Service	Inv# 934054160 HDM Food	147.94
Check	02/07/2017	119544	Get Fresh Produce, Inc	Inv# 2428052 HDM Food	30.87
Check	02/07/2017	119544	Get Fresh Produce, Inc	Inv# 2446855 HDM Food	47.53
Check	02/14/2017	119570	Get Fresh Produce, Inc	Inv# 2450805 HDM Food	97.91
Check	02/14/2017	119570	Get Fresh Produce, Inc	Inv# 2451877 HDM Food	164.02
Check	02/14/2017	119570	Get Fresh Produce, Inc	Inv# 2449145 HDM Food	16.01
Check	02/14/2017	119571	Gordon Food Service	Inv# 934054244 HDM Food	200.22
Check	02/14/2017	119571	Gordon Food Service	Inv# 175859398 HDM Food	393.14
Check	02/17/2017	119716	Get Fresh Produce, Inc	Inv# 2453090 HDM Food	29.80
Check	02/17/2017	119716	Get Fresh Produce, Inc	Inv# 2455118 HDM Food	112.21
Total 1105558 · Home Delivered Meals Food					1,571.78
1105560 · Home Delivered Meals Supplies					
Check	02/07/2017	119544	Get Fresh Produce, Inc	Inv# 2444226 HDM Supplies	34.50
Check	02/07/2017	119545	Gordon Food Service	Inv# 175413630 HDM Supplies	93.08
Check	02/07/2017	119551	Mickey's Linen	Inv# 137580 HDM Supplies	22.92
Check	02/07/2017	119551	Mickey's Linen	Inv# 136355 HDM Supplies	22.12
Check	02/07/2017	119551	Mickey's Linen	Inv# 135704 HDM Supplies	23.89
Check	02/14/2017	119570	Get Fresh Produce, Inc	Inv# 2450805 HDM Supplies	16.57
Check	02/14/2017	119570	Get Fresh Produce, Inc	Inv# 2449141 HDM Supplies	78.61
Check	02/14/2017	119571	Gordon Food Service	Inv# 175859398 HDM Food	107.82
Check	02/14/2017	119582	Mickey's Linen	Inv# 138200 HDM Supplies	23.56
Check	02/17/2017	119716	Get Fresh Produce, Inc	Inv# 2455118 HDM Supplies	23.00
Total 1105560 · Home Delivered Meals Supplies					446.07

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Type	Date	Num	Name	Memo	Amount
1105791 · Health Insurance					
Check	02/17/2017	119732	United Healthcare	Cust# 530960 Policy Coverage	1,105.55
Total 1105791 · Health Insurance					1,105.55
Total 1104NUT · Nutrition					5,003.87
1104SOC · Programs & Services					
1104515 · Programming					
Check	02/07/2017	119547	Dance Alternatives, Inc.	Inv# HP12017/22017 Line Dance Class Instruction	300.00
Check	02/17/2017	119707	Bob Kalal	Senior Program Music Workshop 3.6.17	175.00
Check	02/17/2017	119725	Quill Corporation	Inv# 4239460 Program Refreshments	52.65
Total 1104515 · Programming					527.65
1104520 · Volunteer Services					
Check	02/14/2017	119565	Clinton & Jeanine Baker	Home Delivered Meals Mileage Reimbursement	58.85
Check	02/14/2017	119597	Verify (XHTSSE)	Inv# 1119661 Background Checks (7)	122.00
Check	02/14/2017	119600	William Riccio	Home Delivered Meals Mileage Reimbursement	49.49
Check	02/17/2017	119706	Carla Fruhauf	Home Delivered Meals Mileage Reimbursement	46.55
Check	02/17/2017	119708	Lynne Schiller	Home Delivered Meals Mileage Reimbursement	31.57
Check	02/17/2017	119709	Anita Kopinski	Home Delivered Meals Mileage Reimbursement	145.52
Check	02/17/2017	119710	Phil Roth	Home Delivered Meals Mileage Reimbursement	38.52
Check	02/17/2017	119711	Joanne Watson	Home Delivered Meals Mileage Reimbursement	111.82
Check	02/17/2017	119712	Alan Lenoci	Home Delivered Meals Mileage Reimbursement	81.32
Total 1104520 · Volunteer Services					685.64
1104532 · Visual Arts					
Check	02/14/2017	119580	Krall, Marianne	Art Class Supplies	66.32
Total 1104532 · Visual Arts					66.32
1104560 · Psychiatric Services					
Check	02/14/2017	119555	Alexian Brothers Center for Mental Health	Inv# 34 C-Hope Psychiatry Service	1,131.24
Total 1104560 · Psychiatric Services					1,131.24
Total 1104SOC · Programs & Services					2,410.85
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	02/07/2017	119549	Complete Fleet Services Inc.	Inv# 13761 Truck 120 Oil Filter Hydrobooster/Power Steering Repairs/Tires	1,953.42
Check	02/14/2017	119566	Complete Fleet Services Inc.	Inv# 13762 Truck 126 Oil Filter/Brake Repairs/Tires (4)	2,231.58
Check	02/17/2017	119715	Complete Fleet Services Inc.	Inv# 13852 Bus 130 Oil Change/Safety Inspection	332.54
Check	02/17/2017	119728	Suburban Tire Auto Care Centers	Inv# 187045 Bus 127 Flat Tire Repair	34.99
Total 1104518 · Vehicle Maintenance					4,552.53

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Type	Date	Num	Name	Memo	Amount
1104547 · Dispatch Software					
Check	02/14/2017	119569	Ecolane USA Inc.	Inv# 101050 Dispatch Software Maintenance Jan-Mar 17	2,982.00
Check	02/17/2017	119733	Unified Dispatch	Inv# 20170102 Call System Support/Maintenance Jan-Mar 2017	1,100.00
Check	02/17/2017	119733	Unified Dispatch	Inv# 238376 Call System Support/Maintenance May-July 2016	1,650.00
Check	02/17/2017	119733	Unified Dispatch	Inv# 251465 Call System Support/Maintenance Aug-Oct 2016	1,650.00
Check	02/17/2017	119733	Unified Dispatch	Inv# 258291 Call System Support/Maintenance Nov-Dec 2016	1,000.00
Total 1104547 · Dispatch Software					8,382.00
1104549 · Recruitment					
Check	02/17/2017	119714	Alexian Bros Corporate Health Services	Inv# 618354 Employee Physical/Drug Screen	92.00
Check	02/17/2017	119714	Alexian Bros Corporate Health Services	Inv# 618199 Employee Drug Screen	48.00
Total 1104549 · Recruitment					140.00
1104552 · Fuel					
Check	02/14/2017	119599	Village of Hanover Park	Inv# 2016-0452 December 2016 Fuel	2,597.39
Check	02/17/2017	119734	Village of Hanover Park (Fuel)	Inv# 2017-454 January 2017 Fuel	3,032.14
Total 1104552 · Fuel					5,629.53
1104691 · Health Insurance					
Check	02/17/2017	119732	United Healthcare	Cust# 530960 Policy Coverage	4,782.10
Total 1104691 · Health Insurance					4,782.10
Total 1104TRN · Transportation					23,486.16
Total 1104 · Senior Center - Expenditures					47,490.74
2024 · Welfare Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	02/17/2017	119729	Staples	Inv# 3327933296 Toner/Copy Paper/Correction Roller	159.91
Total 2024202 · Office Supplies					159.91
2024204 · Equipment					
Check	02/17/2017	119705	Comcast (WS)	Acct 8771 10 085 0097898 Monthly Charges	10.14
Total 2024204 · Equipment					10.14
2024205 · Travel & Training					
Check	02/14/2017	119579	Imperato, Mary Jo	Mileage Reimbursement	142.63
Total 2024205 · Travel & Training					142.63
2024210 · Printing					
Check	02/14/2017	119578	Interact Business Products, LLC (YFS)	Inv# 394970 Copy Charges	34.27
Total 2024210 · Printing					34.27

Hanover Township Board Audit Report

February 7 - 21, 2017

Type	Date	Num	Name	Memo	Amount
2024507 · Professional Services					
Check	02/17/2017	119736	Verify (XHANGA)	Inv# 1119649 Background Check	25.00
Total 2024507 · Professional Services					25.00
2024591 · Health Insurance					
Check	02/17/2017	119732	United Healthcare	Cust# 530960 Policy Coverage	642.75
Total 2024591 · Health Insurance					642.75
Total 2024ADM · Administration					1,014.70
Total 2024 · Welfare Services - Expenditures					1,014.70
3034 · Road & Bridge - Expenditures					
3034ADM · Administration					
3034705 · Dues, Subs & Publications					
Check	02/17/2017	119730	Township Hwy Commissioners of Illinois	Highway Commissioner Dues - C.Ochoa	60.00
Total 3034705 · Dues, Subs & Publications					60.00
3034711 · Utilities					
Check	02/14/2017	119563	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges	213.20
Total 3034711 · Utilities					213.20
3034791 · Health Insurance					
Check	02/17/2017	119732	United Healthcare	Cust# 530960 Policy Coverage	1,310.25
Total 3034791 · Health Insurance					1,310.25
Total 3034ADM · Administration					1,583.45
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	02/07/2017	119550	Martin Implement Sales, Inc	Inv# A54448 Machine Repair Parts	227.40
Check	02/14/2017	119581	Menard's	Inv# 50320 Contractor Bags	2.59
Check	02/17/2017	119731	The Home Depot	Ergonomic Reach Grasper/Siding Brush/Epoxy Putty/Blacktop Patch/Screwdriver	210.35
Total 3034602 · Operating Supplies & Materials					440.34
3034603 · Gasoline					
Check	02/14/2017	119599	Village of Hanover Park	Inv# 2016-0452 December 2016 Fuel	1,442.00
Check	02/17/2017	119734	Village of Hanover Park (Fuel)	Inv# 2017-454 January 2017 Fuel	934.98
Total 3034603 · Gasoline					2,376.98

Hanover Township Board Audit Report

February 7 - 21, 2017

Type	Date	Num	Name	Memo	Amount
3034610 · Street Lighting					
Check	02/14/2017	119561	Com Ed 051	Acct# 5619024051 Monthly Charges	30.04
Check	02/17/2017	119703	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges	21.44
Check	02/17/2017	119737	Wood Dale Electrical Const., Inc.	Inv# 1124 Street Light LED Replacement	327.77
Total 3034610 · Street Lighting					379.25
Total 3034ROD · Road Maintenance					3,196.57
303EQM · Equipment					
3034608 · Equipment Purchase					
Check	02/14/2017	119572	Georgia PC, LLC	Inv #207 - Snow & Ice Sensor	732.00
Total 3034608 · Equipment Purchase					732.00
3034609 · Maintenance Vehicles & Equip					
Check	02/14/2017	119583	O'Reilly Auto Parts	Inv# 3421119476 Battery Charger	449.99
Check	02/14/2017	119583	O'Reilly Auto Parts	Inv# 3421118615 Wiper Fluid	16.14
Check	02/14/2017	119589	Preventative Maintenance Systems, Inc	Inv# 13008 Vehicle Engine Inspection	197.50
Check	02/14/2017	119589	Preventative Maintenance Systems, Inc	Inv# 13001 Air Leak Repair	1,612.10
Total 3034609 · Maintenance Vehicles & Equip					2,275.73
Total 303EQM · Equipment					3,007.73
Total 3034 · Road & Bridge - Expenditures					7,787.75
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054006 · Travel					
Check	02/17/2017	119698	Vana, Kristin N	Mileage Reimbursement	67.30
Total 5054006 · Travel					67.30
5054539 · Dues					
Check	02/17/2017	119691	Grantmakers for Effective Organizations	2017 Membership - K. Vana	490.00
Total 5054539 · Dues					490.00
Total 5054ADM · Administration					557.30
5054COM · Community Resource Center					
5054210 · Utilities					
Check	02/17/2017	119688	Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-01 Monthly Charges	29.89
Check	02/17/2017	119693	Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges	61.03
Total 5054210 · Utilities					90.92

Hanover Township Board Audit Report

February 7 - 21, 2017

Type	Date	Num	Name	Memo	Amount
5054213 - Janitorial					
Check	02/17/2017	119687	JaniKing	Inv# 02170516 Monthly Cleaning	414.00
Total 5054213 - Janitorial					414.00
5054250 - Building Maintenance					
Check	02/17/2017	119692	Orkin Pest Control (MHB)	Inv# 152938191 Pest Control	54.60
Total 5054250 - Building Maintenance					54.60
5054286 - Agency Support Services					
Check	02/17/2017	119685	PAETEC	Acct# 639097797001 Monthly Charges	843.82
Check	02/17/2017	119686	Hinckley Springs (MHB)	Acct 16681552567400 Monthly Charges	55.64
Check	02/17/2017	119689	Comcast (MHB)	Acct 8771 10 084 0485823 Monthly Charges	37.42
Total 5054286 - Agency Support Services					936.88
Total 5054COM - Community Resource Center					1,496.40
5054SVC - Service Contracts					
5054130 - Northwest Casa					
Check	02/17/2017	119695	Northwest CASA	Counseling	721.00
Total 5054130 - Northwest Casa					721.00
5054162 - Tide Transportation					
Check	02/17/2017	119696	A#1 Cab Dispatch Inc	Tide Transportation Services	814.75
Total 5054162 - Tide Transportation					814.75
5054177 - Staff Development Grant Fund					
Check	02/17/2017	119690	DayOne PACT	Staff Development Grant - Autism Conference	1,935.00
Total 5054177 - Staff Development Grant Fund					1,935.00
5054179 - Challenge Grant Fund					
Check	02/17/2017	119694	Easter Seals DuPage & Fox Valley Region	Nutrition Services	1,406.25
Total 5054179 - Challenge Grant Fund					1,406.25
Total 5054SVC - Service Contracts					4,877.00
Total 5054 - Mental Health - Expenditures					6,930.70
8084 - Capital Projects - Expenditures					
8084420 - Izaak Walton Ctr Improvements					
Check	02/17/2017	119702	Cowan Electric Inc	Storm Damaged IWC Electric Pole Installation (Filed for Partial Insurance Claim)	2,600.00
Total 8084420 - Izaak Walton Ctr Improvements					2,600.00

Hanover Township Board Audit Report

February 7 - 21, 2017

Type	Date	Num	Name	Memo	Amount
8084425 · Building & Perm Improvements					
Check	02/17/2017	119731	The Home Depot	YFS Kitchen Remodel	404.13
Total 8084425 · Building & Perm Improvements					404.13
Total 8084 · Capital Projects - Expenditures					3,004.13
TOTAL					152,490.41

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, Essick and Moinuddin, and Supervisor McGuire. Absent: Trustee Caramelli.

Others present included Administrator James Barr, Welfare Services Director Mary Jo Imperato, Assistant Administrator Suzanne Powers, Management Analyst Sam Hughes, Attorney Jack Lonquist, Telleborg representative Mr. Carl Ollerer and his wife Joanne, and Mrs. Barbara Peterson of the Lord of Life Lutheran Church Endowment Committee.

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: The Supervisor asked that the record reflect that LCPL Robert Eleno Cobarrubias of Streamwood is placed on the Veterans Honor Roll this evening. He served from 1977 to 1980 in the U.S. Marine Corps. His name will be listed on the Veterans Honor Roll plaque, in the Clerk's office in the Veterans Honor Roll ledger, and will be invited to the bi-annual Honor Roll Dinners.

B. The Supervisor invited forward for recognition and thanks Mrs. Barbara Peterson of the Lord of Life Lutheran Church, Endowment Committee for their gracious contributions to our Holiday programs.

C. Representative Mr. Carl Ollerer from Telleborg was called forward by the Board to be thanked for the company's contributions to the community through our Township holiday programs.

D. Bartlett Jewel-Osco store #3348 was also recognized for their contributions to the holiday programming at Hanover Township and the plaque will be presented by Director Imperato at a later date.

V. Reports

A. Supervisor McGuire reported that the host committee of the Hanover Township Foundation has been filled and has begun preparations for the Spring Gala to be held on March 18. He asked that the Board consider donations, ads and attendance at the Gala.

B. Clerk Dolan Baumer reported that agenda items for the Annual Town Meeting are being collected now and that the deadline for submission of items is March 1. The Breakfast with the Board workshop is scheduled for March 4. Statements of Economic Interest are available on the County website for filing now. The Streamwood Chamber of Commerce would be holding a multi-chamber Business After Hours, hosted by the Township, on Tuesday, February 21, from 5 to 7 p.m. at the Senior Center. She also reported that in checking with the County, discovered that there are no write in candidates for Hanover Township for the April election. Finally, she noted that six new Deputy Registrars are available to register voters at Astor, Senior Center and Township offices.

- C. Highway Commissioner Ochoa was not present.
- D. Assessor Smogolski was not present.
- E. Treasurer: A motion was made by Trustee Essick and seconded by Trustee Moinuddin to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Roll call: Ayes: Trustees Benoit, Moinuddin and Essick, and Supervisor McGuire. Nays: None. Motion carried and the Treasurer's report was adopted subject to final audit.
- F. Trustee Liaison Committee Reports: Trustee Benoit reported that the Mental Health Board, during their recent grant allocations meeting, approved \$830,000 to various agencies and while there were no new agencies represented, there were some new programs.

VI. Bill Paying: Mr. Barr presented the bills from Alexian Bros., \$1,033.00 from the Town Fund, and \$245.13 from the Senior Center fund, from January 18 through February 6, 2017, for review and approval by the Board. A motion was made by Trustee Essick and seconded by Trustee Moinuddin to pay the \$1,278.13 bill to Alexian Brothers; roll call: Ayes: Trustees Essick and Moinuddin, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: None. Motion carried.

Mr. Barr asked that the Board recognize that \$1116.53, a print cost bill from Emergency Services, was withdrawn from the bill payment schedule, as it would be paid for through the Hanover Township Foundation. The revised balance of bills, from January 18 through February 6, 2017, as is follows for review and approval by the Board:

a.	Town	\$72,956.46
b.	Senior Center	37,884.26
c.	Welfare Services	9,512.18
d.	Road and Bridge	3,919.14
e.	Mental Health Board	11,969.49
f.	Retirement	0.00
g.	Vehicle	200.00
h.	Capital	<u>5,371.52</u>
	Total All Funds	<u>\$141,813.05</u>

A motion was made by Trustee Moinuddin to approve the bills from January 18 through February 6, 2017, as presented; Trustee Benoit seconded the motion. Roll call vote: Trustees Benoit, Moinuddin, and Essick, and Supervisor McGuire. Nays: None. Motion carried.

VII. Unfinished Business: No unfinished business was brought forward.

VIII. New Business

- A. Meeting Minutes of January 17, 2017: Clerk Dolan Baumer presented the meeting minutes of January 17, 2017 for review and approval. A motion was made by Trustee Essick to approve the meeting minutes of January 17, 2017 as presented, with a second by Trustee Moinuddin. Roll call: Ayes: Trustees Moinuddin and Essick, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: None. Motion carried.
- B. Fiscal Year 2017-18 Hanover Township Tentative Budget Ordinance: Trustee Moinuddin made a motion to approve the FY18 Hanover Township Tentative Budget

as recommended by the Finance Committee; a second by Trustee Benoit followed to approve the FY18 Tentative Budget ordinance #020617-1. Roll call: Ayes: Trustees Benoit, Moinuddin, and Essick, and Supervisor McGuire. Nays: None. Motion carried.

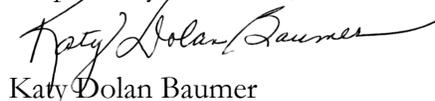
- C. Fiscal Year 2017-18 Hanover Township Road District Tentative Budget Ordinance: Trustee Benoit presented the FY2017-18 Hanover Township Road District Tentative Budget as recommended by the Finance Committee and made a motion to approve it as presented. A second by Trustee Moinuddin followed to approve the FY2017-18 Hanover Township Road District Tentative Budget ordinance #020617-2. Roll call: Ayes: Trustees Benoit, Moinuddin, and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- D. Resolution approving Contract for Architectural Services for the Astor Avenue Community Center Roof Replacement Project: A motion was made by Trustee Essick to approve the contract for architectural services by Corporate Design + Development Group LLC in the amount of \$9,500; a second was made by Trustee Moinuddin to approve resolution #020617 as presented. Administrator Barr discussed the need for the roof replacement at Astor Avenue, citing that this project is within our 5-Year Capital Plan for the Township as discussed and agreed upon during the Finance Committee meeting in January. Roll call: Ayes: Trustees Benoit, Moinuddin, and Essick, and Supervisor McGuire. Nays: None. Motion carried.

IX. Executive Session: No motion to go into closed session was made.

X. Other Business: Administrator Barr noted that he will be out from Wednesday to Friday at conference; in his absence, Assistant Administrator Powers will cover his duties. Supervisor McGuire noted that with the recent FOIA changes and those coming in the future, it seems that personal computers and electronics used for Township business would be able to be confiscated in the event of a FOIA request. Therefore, he has discussed with Administration the purchase of tablets for Board members to use and be able to take home or where ever they go and still be in contact with the Township and may be able to freely conduct Township business through them; they would replace the current computers some Board members use during meetings. In response to the Supervisor's question on the status of the IWL easements, Attorney Lonquist reported that re-surveying has been conducted for the easement for the City of Elgin; currently updating of the documents is occurring and will be forwarded to the City by week's end. Finally, Mr. McGuire noted that he would not be in attendance at the March 7 meeting, and Trustee Benoit reported she would not be at the February 21 meeting.

X. Adjournment: There being no further business to come before this Board, a motion to adjourn at 7:20 p.m. was made by Trustee Benoit and seconded by Trustee Essick followed by a roll call vote. Ayes: Trustees Benoit, Essick, and Moinuddin, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer

Clerk

Copy: Supervisor Administrator Attorney Gail Borden Library (4) Trustees
Senior Services Auditor Poplar Creek Library Assessor Welfare Services
Y&F Services Vlg Streamwood Bartlett Library Highway Comm. Streamwood PD



Memorandum

Date: February 17, 2017
To: Hanover Township Board
From: James C. Barr, Township Administrator
Re: Employment Support Services Agreement

In the depths of high unemployment following the great recession Hanover Township implemented a pilot Employment Services Division within the Welfare Services Department to assist residents in achieving gainful employment utilizing resources from a combination of fund reserves and dollars from a financial settlement. At the conclusion of the two-year pilot program local unemployment had decreased significantly, the pilot funds had been exhausted, and the Education and Work Center in Hanover Park had just opened. The Education and Work Center located on Barrington Road in Hanover Park is a joint venture of Elgin Community College and Harper Community College providing GED, ESL, and other basic training classes and Work Net of Northern Cook County providing job placement assistance and Workforce Investment Act (WIA) funded training. The Welfare Services Department has continued to host the annual Township Job Fair and periodic hiring events at the Astor Avenue Community Center.

Since the Township concluded providing Employment Services the level of local unemployment has held steady around 6.8%, well above the national average and slightly higher than the state average. Efforts at partnering with the Work Net site at the Education and Work Center have been unsuccessful and residents referred to the site have reported low satisfaction. Underemployment and residents working multiple part time jobs are also continuing issues. Consequently, for the last several months Township staff have been exploring alternative employment services options that are financially feasible. Few low cost options that would provide reliable and consistent service have been identified, however one good option has come to the attention of staff. Robert Podgorski and his team have been operating Employment Support Services part time at Schaumburg Township for the last few years and last year opened a similar service at Elk Grove Township. Mr. Podgorski's background is in corporate human resources and following the great recession worked with St. Hubert's to create a job club that quickly expanded and moved to the Schaumburg Township office. Employment Support Services was created as an outgrowth of the job club.

Staff is recommending a one-year agreement for Fiscal Year 2018 with R.P.P. Enterprises to provide career assistance to Township residents at the Astor Avenue Community Center as outlined in the attached contact two half days per week at a cost of \$18,000. This would be paid for from the Welfare Services fund and is included in the tentative FY18 budget passed at the last board meeting. After one year the program would be evaluated and funding reviewed for possible renewal and brought to the board for consideration.

RESOLUTION _____

**A RESOLUTION APPROVING AN AGREEMENT WITH ROBERT P. PODGORSKI
D/B/A R.P.P. ENTERPRISES, LLC FOR EMPLOYMENT SUPPORT 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 Agreement with Robert Podgorski d/b/a R.P.P. Enterprises, LLC for employment support services at Township property, 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 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 21, 2017

APPROVED: February 21, 2017

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 21, 2017, and approved on February 21, 2017, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

AGREEMENT BETWEEN HANOVER TOWNSHIP AND ROBERT P. PODGORSKI
D/B/A R.P.P. ENTERPRISES, LLC

This Agreement entered into this _____ day of February, 2017 (the “Effective Date”), between Hanover Township (the “Township”) and Robert P. Podgorski, doing business as R.P.P. Enterprises, LLC (“Podgorski ”) (the “Agreement”) provides the following:

A. The Township is an Illinois unit of local government established and governed pursuant to the Illinois Township Code, 60 ILCS 1/1-1, *et seq*; and

B. Podgorski is an assumed name under which Robert P. Podgorski is doing business within Illinois; and

C. The Township is the owner of property commonly known as 7431 Astor, Hanover Park, Illinois, 60133 (“Property”); and

D. The Agreement is an agreement for Podgorski to provide employment support services and shall not be deemed in any way to be or construed as a lease; and

E. The parties enter into this Agreement in order that Podgorski will provide employment support services to the Township community, as well as to provide a centralized location from which Podgorski may serve the Township community; and

F. The Township has the authority to enter into this Agreement pursuant to Section 85-10 and 85-13 of the Illinois Township Code, 60 ILCS 1/85-10 and 85-13; and

PROMISES AND COVENANTS

NOW, THEREFORE, in consideration of the mutual covenants, conditions and promises contained herein, the receipt and sufficiency of which as consideration are expressly acknowledged, Township and Podgorski agree as follows:

Article 1. Premises

1.01. Employment Support Center. Podgorski shall use office space, as determined by the Township, at 7431 Astor Avenue, Hanover Park, Illinois (hereinafter “Township Support Center”) to perform “Employment Support Services”. Podgorski may also provide Employment Support Services at other Hanover Township locations, provided Podgorski has obtained the Township’s written authorization, and has scheduled the use of any other area of the Township’s property in advance with the Township Administrator.

1.02. Township’s Use of Employment Support Center. The Township reserves the right to the use of any and all of the Township’s Property, including the space for the Employment Support Center, or to permit its use by any civic, charitable, or community group, so long as such use does not interfere with the rights of Podgorski to the use of the Property. Operating materials and supplies owned by Podgorski shall be for the exclusive use of Podgorski and/or his agents or employees.

1.03. Designated Hours of Operation. The Township and Podgorski have designated the hours of operation as; Monday and Thursday, weekly, 9:00 a.m. to 1:00 p.m., April through March, with a closure between Christmas and New Year Holidays. The hours of operation will also adhere to, and coincide with the Township's published Holiday Schedule.

1.04. Access to the Property. Podgorski's employees, agents, program participants, and visitors shall have access to the Property's common area lobby, bathrooms, parking lots, and to such areas as are generally accessible to users of the Property during the time the Property is open to the public. No parking is permitted in the driveways or fire lanes.

1.05. Return of Township Property. Podgorski acknowledges and agrees that all Township property used in conjunction with the provision of Employment Support Services shall be promptly returned to the Township upon the termination of this Agreement, or at any time upon written request of the Township. In the event Podgorski does not return any Township property provided to him/it pursuant to this Agreement, the Township reserves the right to seek all applicable legal or other relief against Podgorski.

1.06. Reallocation of the Employment Support Center. The Township reserves the right to amend this Agreement and/or to reallocate the Employment Support Center within the Property at any time within its sole discretion; provided, however, that prior to final decision of reallocation of space, the Township shall notify Podgorski of the specific reallocation of space that is proposed, and shall set a time and place for a joint meeting of the parties to discuss and comment upon the proposed Township action.

Article 2. Use of the Premises

2.01. Primary Focus. The primary focus of Podgorski at the Center will be career assistance services to residents of Hanover Township. Podgorski will perform those services when Podgorski, or his representatives, are present at the Astor Avenue Community Center.

2.02. Employment Support Services. For and in consideration of the payments to be made by the Township to Podgorski, and according to the terms of this Agreement, Podgorski shall, at its own cost and expense, provide the services described in Exhibit A to this Agreement.

Article 3. Rent

3.01. Cost. Podgorski will not have to pay rent for the use of Township's premise in connection with the performance of its obligations under this Agreement.

Article 4. R.P.P.'s Obligations

In addition to the Employment Support Services outline in Exhibit A, Podgorski must also fulfill the obligations outlined in this article.

4.01. Supervision. Provide supervision of the Township space and equipment allocated to this engagement during the hours of operation - Monday and Thursday weekly, 9:00 a.m. to 1:00 p.m. 51 weeks annually (closure between Christmas Holiday and New Year Holiday).

4.02. Reporting. Report periodically to the Township monthly utilization data and the progress of the Employment Support Services provided under this Agreement.

4.03. Condition of Township Property. The Employment Support Center, and any other Property Podgorski is authorized to use pursuant to this Agreement, and shall be maintained by Podgorski in clean and orderly condition.

4.04. Standard of Care. Podgorski shall provide the Employment Support Services on behalf of the Township in a professional, competent, and lawful fashion.

4.05. Damage of Property. In the event of any damage within the Township Property assigned to Podgorski (e.g., the Employment Support Center), other than routine and anticipated usage and normal wear and tear, Podgorski shall be responsible for all repairs and restoration.

4.06. Meetings. A designated representative of Podgorski and the Township shall meet on a periodic basis, as agreed by the designated representatives of the Parties, as set forth in Section 12.01, to discuss current issues and needs and shall act in the best interests of both parties.

4.07. Services to Township Residents. The payments made by the Township to Podgorski shall be used by Podgorski solely to provide the Employment Support Services intended by this Agreement to residents of the Township, unless otherwise approved in advance by the Township. The Township reserves the right to request documentation from Podgorski that payments hereunder have been used to benefit the Township residents.

Article 5. Township's Obligations

5.01. Furnishing Space. Township will provide Podgorski space to function as the Employment Support Center in a shared office at the 7431 Astor Avenue Property, in which to conduct business.

5.02. Desk. Township will provide Podgorski access to a desk in order to conduct business.

5.03. Wifi. Township will provide Podgorski Wifi and internet access.

5.04. Computer and Support. Township will provide Podgorski access to a computer, copier, and IT support as needed.

5.05. Storage Materials. Township will provide Podgorski a lockable storage cabinet, as well as wall mounted bulletin board.

5.06. Seminar Space. Township will coordinate with Podgorski to provide Seminar Space as needed.

5.07. Email Address. Township will provide Podgorski a Hanover Township account email address to assist with the provision of Employment Support Services.

5.06. Maintenance and Repair of Building. Maintenance and repair of the structural components of all buildings (including heating, cooling systems, parking lot, exterior landscaping, walkways, interior corridors and any area designated for exclusive use of the Township) shall at all times be the sole responsibility of the Township. Existing Township Office Maintenance Contract is to include services to the Employment Center Office (including dusting, vacuuming, general cleaning, trash removal, recycling etc.).

5.07. Theft Provision. The Township will take every precaution and security measure necessary to ensure the equipment and materials assigned to and in support of the Employment Support Center are safe guarded from theft or damage during Center non-working hours. It is the sole responsibility of the Township that when assigned equipment is not under the control of Podgorski, the Township will maintain reasonable security measures. Breach of security is not the responsibility of Podgorski, and the Township will be responsible for cost to replace or cost to repair.

5.08. Operating Expenses. All operating expenses, such as utilities, janitorial services for all common area shall be the responsibility of the Township.

Article 6. Term and Termination

6.01. Term. The term of this Agreement shall be for a period of one year, commencing April 1, 2017, and ending March 31, 2018, unless otherwise renewed, terminated or revoked as provided herein.

6.02. Termination. The Township shall have the right to terminate the Agreement by providing written notification thirty (30) calendar days prior to termination. Notwithstanding, the Township shall have the right to terminate the Agreement immediately for cause, at which time no further amounts beyond the effective termination date shall be owed Podgorski by the Township. Podgorski shall have the right to terminate upon thirty (30) days written notice to the Township. Upon termination for any reason, Podgorski shall immediately surrender the use and occupancy Employment Support Center in good condition, normal wear and tear excepted. Podgorski shall have the right to remove its personal property so long as such removal does not damage the Property.

6.03. Reimbursement of Funds. There are no anticipated expenditures of funds during the operation of the Employment Support Center except for those associated with general use office supplies. These supplies and those expenses are the sole responsibility of Podgorski in the event Podgorski is requested by the Township to provide additional services, attend non-usual business hour meetings, or off site meetings, or provide for services during non-published

hours, reimbursement will be at actual, reasonable and expected costs associated with the request. Both Podgorski and the Township will make every effort to address these expenses in advance of such requests.

6.04. Termination of Funding. This Agreement shall become effective only after an appropriation therefore has been made. The Township's obligations hereunder shall cease upon the expiration of appropriations of funds, with further payment of one additional thirty day period to cover closure appropriations for Podgorski unless notice of thirty (30) days is given of such termination of appropriation.

Article 7. Payment

7.01. Funding. Podgorski and/or his employees will be present at the township on Tuesdays and Thursdays. The Township will fund Podgorski's activities with \$750.00, per month, per day of operation. Total contributions by the Township when Podgorski operates on only Tuesdays and Thursdays monthly will be \$1500.00 monthly and \$18,000.00 yearly.

7.02. Payment for Services. Podgorski shall submit invoices to the Township for Employment Support Services performed monthly by Podgorski and/or his agents or employees in the preceding month. The invoices shall describe the invoice period, the Employment Support Services rendered, and other appropriate information as determined by the Township.

7.03. Withholding Payments. The Township may withhold payments, in whole or in part, for a material breach of this Agreement, including, but not limited to, Podgorski's failure to competently perform Employment Support Services, or failure to adhere to terms in this Agreement. Renewal of this Agreement, if any, is subject to fees, charges and terms mutually agreed to by and between the Township and Podgorski.

7.04. Ordinary and Necessary Maintenance and Operating Expenses. Podgorski shall use the payments made by the Township to Podgorski for ordinary and necessary operating and operational maintenance expenses of Podgorski. The payments made by the Township to Podgorski shall not be used for capital expenditures of Podgorski with the exception of necessary labor, supplies and office/desktop equipment necessary to provide the Employment Support Services hereunder.

Article 8. Reporting, Records and Record Retention

8.01. Reporting Requirements. Podgorski shall provide the following to the Township:

A. Monthly activity report, to be provided to the Township by Podgorski, to accompany each required monthly invoice to the Township.

B. Open Request Reporting, quarterly, semi-annual, or as otherwise required at the direction of the Township, setting forth the Employment Support Services rendered and programs provided for Township residents.

C. At such time and in such forms as the Township may require, any other statement, record, report, data, or information pertaining to matters covered by this Agreement. Information related to personal, medical, and financial data will be treated as confidential, except that confidential client-related documents may only be examined by the Township as provided by federal and state law.

D. An Annual Report, prepared by and signed by its Executive Director, or whomever else is deemed to be in charge of Podgorski's activities, programs, and services, which includes the following:

- i. A description of each program, service, or activity as provided offered by Podgorski.
- ii. A statement that all such programs, services, and activities are accessible to the disabled persons, while subject to the physical space allocated to Podgorski programs, services, activities within the meaning of the Americans with Disabilities Act or related state or local laws, as well as their respective rules and regulations.
- iii. An identification of those programs, services, or activities which are not accessible to disabled persons.
- iv. With respect to those programs, services, or activities identified in response to Paragraph D. ii. above, a detailed statement setting forth the specific steps (including timetable) to be taken to achieve accessibility to disabled persons within the scope of physical space (Township Property) utilized by Podgorski.
- v. If structural modification will be required to achieve accessibility, a detailed statement setting forth the modification required and a recommended time table for completion shall be submitted to the Township.
- vi. The Township may prescribe the form of report required hereunder and may also conduct an on-site review of at any time to determine Podgorski's compliance with all disability requirements within the space allocation of the Township.

This Annual Report should be submitted to the Township no later than April 1, 2018, or any other time designated by the Township.

8.02. Examination of Records. Podgorski shall, at any reasonable time during normal business hours, and so often as may be deemed necessary by the Township, make available to the Township for examination all of the records, lists, documents, written data and forms related to the provision of Employment Support Services under this Agreement, and shall permit the Township or its designated representatives to audit and inspect all such documents, except that confidential client related documents may only be examined by the Township as provided by federal and state law. Podgorski's proprietary and competitive information associated with the operational processes of Podgorski services are exempt from examination by any outside source other than Township staff.

8.03. Records Retention. Podgorski will maintain records related to the performance of the Employment Support Services in compliance with the requirements of the local records act (50 ILCS 205/1 et seq.) and the Freedom of Information Act (5 ILCS 14011 et seq.) for a period of no less than 5 years beyond the termination of the Agreement. All books and records required to be maintained by Podgorski shall be available to the Township for review and audit for this 5-year period.

Article 9. Relationship of the Parties

9.01. Independent Contractor Relationship. Podgorski is solely engaged under this Agreement as an independent contractor. The parties do not intend to create, and nothing contained in this Agreement shall be construed as creating, a partnership, agency, joint venture, co-ownership, lease, or employment relationship. The Township shall not be responsible for any taxes with respect to Podgorski's compensation hereunder. The Township shall issue an IRS Form 1099 to Podgorski (not an IRS Form W-2). Podgorski will be solely responsible for any social security obligations, unemployment coverage, insurance tax deductions and payments, workers' compensation, fringe benefits, if any, state and local payroll deductions and any and all tax-related paperwork and other administrative obligations or expenses, relating to or arising from Podgorski's services to be performed pursuant to this Agreement. Podgorski shall have no right or claim against the Township hereunder or otherwise for retirement benefits, social security, workers' compensation, health or disability benefits, unemployment insurance benefits, or employee benefits or rights of any kind. It is agreed that Podgorski will indemnify and hold the Township and its officers, employees, and agents harmless for any assessments, claims or charges against the Township because of any lack of payment or failure to pay any tax or other administrative or service-related obligations, if any, on behalf of Podgorski.

Article 10: Insurance

10.01. Commercial General Liability (CGL) Insurance. Podgorski shall provide CGL coverage for the Township for operations of Podgorski, specifically including, but not limited to, the provision of Employment Support Services. The coverage shall be provided by an endorsement in the appropriate manner and form and provide that the Township, its officials, agents and representatives shall be named as additional insureds with respect to and for occurrences arising in whole or in part out of the Agreement and the Employment Support Services performed thereunder. CGL insurance shall cover the Township for liability for bodily

injury and property damage, with a combined single limit of at least Two Millions Dollars (\$2,000,000) per occurrence.

10.02. Contractual Liability on behalf of the Township in the same amounts as in 10.01. above.

10.03. Workers' Compensation and Employer's Liability Insurance. Workers' compensation insurance covering Robert P. Podgorski and any employees of Podgorski for all compensation and other benefits required of Podgorski by the Workers' Compensation or other statutory insurance laws of Illinois, and over the location where the Employment Support Services under this Agreement are being performed. Employer's Liability Insurance shall have limits of at least One Million Dollars (\$1,000,000) per occurrence.

10.04. Errors and Omissions (Directors and Officers Liability) - Podgorski shall maintain E&O/D&O liability insurance in the amount of at least Three Million Dollars (\$3,000,000).

10.05. The insurance companies providing the foregoing coverage shall be rated in the Best's Key Rating Guide and shall have a policy rating no less than an A-, and the best financial rating no less than VII, using the most recent edition of A.M. Best Key rating Guide.

10.06. Termination or refusal to renew shall not be made within 30 days' prior written notice to the Township by the insurer, and the policies shall be endorsed so as to remove any language restricting or limiting liability concerning this obligation.

10.07. All costs for insurance as specified herein will be considered as included in the cost of the Agreement. Podgorski shall, at its own expense and risk of delay, cease performing the Employment Support Services under the Agreement if any required insurance hereunder is terminated or reduced below the required amounts of coverage. Coverage in the minimum amounts set forth herein shall not be construed to relieve Podgorski from its obligations to indemnity in excess of coverage according to the Agreement.

10.08. The policy limits specified above are minimum requirements and not limits of liability and shall not be construed in any way as the Township's acceptance of responsibility for financial liabilities in excess of such limits. All deductibles and self-insured retentions, including defense costs, applicable to the insurance shall be paid by Podgorski.

Article 11. Indemnity

11.01. Podgorski agrees to protect, indemnify, hold harmless, and defend the Township, and its Trustees, officers, directors, employees, agents, and invitees of the Township (hereinafter "Indemnitees"), from and against all losses, damages (including punitive damages), demands, claims, suits, and other liabilities, including attorney's fees and other expenses of litigation or defense (hereinafter referred to as "Claims"), because of:

- A. Bodily or other injury, including but not limited to death, mental anguish, or emotional damages at any time resulting therefrom; and
- B. Damages to all property, including loss of use thereof and downtime, but excluding loss of use and downtime of the Township and property damage which occur, either directly or indirectly, in connection with performance of the Employment Support Services contemplated in this Agreement, which is attributable to and caused by the sole and exclusive negligent of the Township, or the extent as limited by applicable law.

11.02. Podgorski also agrees to protect, indemnify, hold harmless, and defend Indemnities from and against all claims arising from:

- A. Violation of or failure to comply with any applicable law; and/or
- B. A breach by Podgorski, its employees, agents, subcontractors, or vendors, of any term , provision, or warranty contained herein; and/or
- C. Infringement of a patent or misappropriation of trade secret or propriety rights of any third-party by any device, process, or material not specified by the Township; and/or
- D. Podgorski's negligence in providing the Employment Support Services which occur, either directly or indirectly, in connection with performance of the Employment Support Services under this Agreement, or by reason of Podgorski and its employees, agents, subcontractors, and vendors being present on Township property.

11.03. In the event a third-party asserts a claim against Township, which Township believes is within the purview of Podgorski's promise to indemnify Township, Township shall promptly (no more than 30 business days after first becoming aware of the third-party's claim or threat to assert a claim against Township) notify Podgorski of the existence of any claim, demand, or other matter involving potential liabilities to third Persons to which Podgorski's indemnification obligations would apply and shall give Podgorski a reasonable opportunity to defend the same at its expense, and with counsel of its selection (who shall be approved by Township, which approval shall not be unreasonably withheld); provided that Township shall at all times also have the right to fully participate in the defense at its own expense. If Podgorski shall, within a reasonable time after said notice, fail to defend, Township shall have the right, but not the obligation, to undertake the defense of, and to compromise, or settle (exercising reasonable business judgment) the claim or other matter on behalf, for the account, and at the risk and expense of Podgorski Except as provided in the preceding sentence, Township shall not compromise or settle the claim or other matter without the written consent of Podgorski and, if necessary, approval of a court of competent jurisdiction. If the claim is one that cannot by its nature be defended solely by Podgorski, Township shall make available all information and

assistance that Podgorski may reasonably request. Township's failure to comply with these indemnification procedures shall nullify any obligation of Podgorski to indemnify any third-party claim against the Township.

Article 12. General Provisions.

12.01. Notices. Any notice or communication required or permitted pursuant to this Agreement shall be deemed to have been given upon actual delivery by personal delivery, including, without limitation, delivery by overnight messenger service, or facsimile, or email or similar means of electronic communication, to an email address provided by the party receiving the communication. In the absence of other specific direction communications shall be between the following representative persons:

THE TOWNSHIP:
Township Administrator
James Barr
Hanover Township
250 S IL Route 59
Bartlett, IL 60103

R.P.P. ENTERPRISES, LLC:
Robert P. Podgorski
835 Rosedale Lane
Hoffman Estates, Illinois 60169

12.02. Signs. The Township shall have the right to regulate and control the size, design and location of any signs posed or displayed by any of Podgorski's agents or employees on the Property.

12.03. Default. If either Podgorski or the Township is found to be in default of any of the material provisions of this Agreement, either party may request third-party arbitration where resolution is not possible between Podgorski and the Township. Such third-party may be chosen from a neutral legal counsel as a shared expense, equally divided between Podgorski and the Township.

12.04. Waiver. Failure to delay on the part of either party to exercise any right, power, privilege, or remedy under this Agreement shall not constitute a waiver thereof. No modification or waiver by either party of any provision shall be deemed to have been made unless in writing. Waivers of a specific failure or delay shall not be construed as a general waiver.

12.05. Severability. The provisions of this Agreement shall be severable, and the invalidity or any provision, or portion thereof, shall not affect the enforceability of the remaining provisions.

12.06. Third Parties. There are no third-parties associated with, nor third-persons with any individual or commercial interest in this Agreement.

12.07. Assignment. Because this Agreement is being entered into due to the special, unique skills and services being provided by Podgorski, this Agreement may not be assigned, transferred or pledged by Podgorski without the prior written consent of the Township. The Township may assign all or any portion of its rights and obligations hereunder to a third-party.

12.08. Controlling Law and Venue. This Agreement shall be governed by Illinois Law, and jurisdiction and venue for any legal action of cause of legal action shall lie in the Circuit Court of Cook County, Illinois.

12.09. Construction. No provision shall be construed against a party by virtue of the rule of construction pursuant to which an agreement is constructed against the drafter of such agreement. It is hereby acknowledged that this Agreement is drafted for the mutual benefit of all parties.

12.10. Authority to Execute. Both parties executing this Agreement hereby warrant that they have the legal authority to execute this Agreement on behalf of the governing body or corporate authority of their respective entities, and that their respective governing bodies or corporate authorities have taken all action necessary to legally delegate to them the power to execute this Agreement.

12.11. Effective Date. The Agreement shall be effective as of the date first above written and shall be binding on the successors, transferee and assigns of the parties hereto.

12.12. Laws to be Observed. Podgorski shall at all times observe and comply with all federal and state laws, local laws, ordinances, and regulations which in any manner affect the performance of the Employment Support Services to be provided by Podgorski including, but not limited to, all such enactments as exist at the present and which may be enacted later of legislative bodies or tribunals having legal jurisdiction or which may have effect over the performance of the services to be provided by Podgorski.

12.13. Equal Employment Opportunity. Podgorski will adhere to and abide by all provisions of Title VII of the Equal Employment Opportunity Act in the performance of Podgorski's business, to include hiring, promotion, assignment, pay and termination. Podgorski will permit access to all relevant books, records, documents and company files to the Township and the Illinois Department of Human Rights, which governs adherence and compliance in the event of any complaint or action filed against Podgorski.

12.14. Sexual Harassment Policy. Podgorski has and will have in place and will enforce a written sexual harassment policy in compliance with federal, state and local law.

12.15. Certification. Podgorski shall submit to the Township the Certification attached hereto as Exhibit B, which certification is incorporated into the terms of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth above.

Robert P. Podgorski

Hanover Township

Date

Date

Exhibit: A

1. Careering Assistance. Careering assistance (during the designated hours of operation), will consist of the following techniques:

- A. Coaching, with a scheduled appointment;
- B. Ongoing guidance and advising;
- C. Motivation to achieve goals;
- D. By appointment, assistance with drafting resumes, conducting job campaigns, assistance with mock interviews, and strategy evaluation;
- E. Ongoing teaching, including the use of research tools to identify employers and job opportunities;
- F. Basic computer skills necessary for job search;
- G. Providing references; and
- H. Collaboration with the Hanover Township General Assistance Staff.

2. Staff Created Resume. Ten copies of one of Podgorski's staff created resume will be made available.

3. Reference Materials. Podgorski will provide reference materials for review and on-premises use, including:

- A. Resume and cover letter guides;
- B. Careering help guides;
- C. Military Job Transition Help Book;
- D. Directory of Occupations; and
- E. Company, networking, and contact lists.

4. Job Binders. Job Binders, regularly updated with current listed jobs.

5. Local Accountability Group. Local Accountability Group participation is available upon request.

6. Seminars. Podgorski will provide periodic special seminars on various topics for career advancement, at no cost to participants. Seminars will be scheduled at the convenience of Podgorski, and held during regular Employment Support Center business hours. These seminars will incur no additional cost to the Township. Topics will include the following:

- A. Budgeting and handling personal finances during a job search;
- B. Communicating your job search on the home front;
- C. Career Networking;
- D. Resume Writing;
- E. Improving Interview to Interview;
- F. Programs for seniors; and
- G. Programs for Recent College Graduates.

7. Youth Summer Jobs. Programs for youth summer job searches will also be provided.

8. Resources. Resources for out of area job groups, job fairs, and meetings will be made available.

9. Job Fairs. Assistance and coordination with job fairs and hiring expositions sponsored by Hanover Township.

10. Families in Crisis. Referral sources will be made available for families in crisis.

11. Podgorski expects to complete its obligations to Hanover Township through collaboration and outreach to the following entities:

- A. Hanover Township Welfare Services Department and other operating Departments;
- B. Hanover Township, Hanover Park, Bartlett, Streamwood, Elgin, and other Townships and adjacent communities, as well as health and human services departments.
- C. Local Chambers of Commerce;
- D. Illinois Department of Employment Security;
- E. Local Libraries in the vicinity of Hanover Township;
- F. Harper College/Elgin Community College

- a. Community Career Services;
- b. Student Career Services
- G. School Districts 46
- H. Local job support organizations
- I. Temporary services and recruitment agencies
- J. Regional job and networking groups
- K. Companies targeted for job listings

12. Library. Podgorski will provide a library of career research volumes and books.

13. Handout Materials. Handout materials will be made available for interviewing, networking, job research, career planning, cover letters, resume format, job campaigning, and all other necessary handouts required to fulfill Podgorski obligations pursuant to this Agreement.

14. Forms. Podgorski will also create and use the following forms:

- A. One-time registration and visitor rights disclaimer;
- B. Daily sign in;
- C. Seminar sign in;
- C. Office signage-usage guidelines for visitors.

15. Counseling. Employment counseling by appointment, telephone, email and correspondence is available.

16. Staff. On Tuesdays and Thursdays during hours of operation, as set forth in Article 1, one staff person during hours of operation to assist with coaching, guiding, and administration of services.

Exhibit B

[To be provided by Podgorski]