

117th Annual Educational Conference Schedule at a Glance

This is a tentative schedule. Changes may occur prior to Monday, November 11, 2024

MONDAY, NOVEMBER 11

2:00 – 6:00 pm	Attendee Registration	Convention Registration Desk
3:00 – 7:00 pm	Trade Show and Silent Auction	Plaza C–J
4:00 pm	Hotel Check In	
8:00 – 10:00 pm	PAC Reception	

TUESDAY, NOVEMBER 12

7:30 – 9:00 am	Breakfast in the Trade Show	Plaza C–J
7:30 am – 1:00 pm	Trade Show Open	Plaza C–J
7:30 am – 4:45 pm	Registration	Convention Registration Desk
9:00 am	Opening Session Doors Open	
9:30 – 11:30 am	General Session	Emerald/Diamond/ Sapphire
11:30 am – 1:00 pm	Complimentary Lunch in Exhibit Hall	Plaza C–J
1:15 – 2:15 pm	Concurrent Educational Sessions	
	Ask The Attorney <i>Representative of the Attorney's Division</i>	Diamond The Illinois Township Attorney's Association is happy to sponsor this panel presentation on hot legal topics for townships. If you have a nagging legal question you have not been able to get an answer to, come to this session. The panel includes all of your favorite township attorneys.
	Screening and Referring Arriving Immigrants Seeking Asylum - Requirements and Available Resources <i>Lisa Gutierrez, Partners For Our Communities</i>	Emerald This session focuses on the essential procedures for screening and referring immigrants seeking asylum. Participants will learn about the requirements for proper referral and how to connect individuals with available resources. The session will also highlight the work of POC in serving marginalized communities and demonstrate how partnerships help expedite access to critical services for asylum seekers in the most efficient and cost-effective manner.

TUESDAY, NOVEMBER 12

1:15 – 2:15 pm Concurrent Educational Sessions

Township Record Retention
Cheri Cameron, Illinois State Archives

Sapphire

This course is an overview of a defensible records management program as defined within the context of the Illinois Local Records Act (50 ILCS 205) and the 44 ILL Admin Code 4000 for down-state governments, and Illinois Local Records Act (50 ILCS 205/60) and 44 ILL Admin Code 4500 for Cook County governments. The emphasis is on establishing an on-going records management process that supports the operational needs, the statutory, FOIA, and MOA compliance. It will also touch on electronic records, email, and social media management.

Launching and Motivating A Senior Committee
Hanover Township, Oak Park/River Forest Townships, Rich Township

Ruby

Having a Senior Committee be an advisory group for the Board of Trustees and Senior Services staff has many benefits including creating new programming, fundraising, providing program support, educating community members about your Township and available services, and more! But how do you get started? Once the committee is formed, how do you create and maintain an environment that is motivating for Committee members? Join representatives from Hanover, Oak Park/River Forest, and Rich Townships to gain insight and ideas based on lived experiences.

Dotting Your "I's" and Crossing Your "T's"
Township Clerks Division Panel

Governor

This session provides an overview of Clerk duties and offers tips on how Clerks can build and run their township office with success. Some responsibilities occur throughout the year (taking/keeping minutes, etc.) while other duties come around once a year (preparing/filing budget ordinances and a levy, etc.) Discussion will also include Agendas, the AMT and the Statement of Economic Interest (SEI).

Understanding TIFs in Illinois
Jim Donelan, TOIRMA

Illinois

If there is a Tax Increment Financing (TIF) district in your township, one is being proposed, or you just want to learn about how TIFs impact township/road districts, this session is for you. This session provides the tools for better understanding the impacts of TIFs and ways to potentially work with municipalities. If your township is not presently impacted, chances are you will be in the future. Learn the questions to ask, what to look for, and how to make sure your township/road district is protected. There will be ample time for questions and answers during this interactive session.

2:15 – 2:45 pm Break

Pre Function

TUESDAY, NOVEMBER 12

2:45 – 3:45 pm

Concurrent Educational Sessions

Secrets of Smooth Transitions Between Administrations <i>Keri-Lyn Krafthefer, Ancel Glink</i>	Diamond	Election time may mean changeover on your board. This session will discuss things Township officials need to consider when officers are winding down their service and new officials are coming in. Join us to learn the secrets of smooth transitions between outgoing and incoming administrations.
TOI Legislative Update <i>Taylor Anderson, TOI Legislative Consultant</i>	Emerald	TOI's legislative consultant provides a review of recent legislative issues related to the Township and Road Districts in Illinois. There is an opportunity for questions and answers.
Teen Health and Substance Use in 2024: Trends and Prevention Opportunities <i>Daryl Pass, New Beginnings Recovery Mission</i>	Sapphire	This session explores the current trends in teen substance use and its impact on health in 2024. We will examine statistical differences between rural and urban areas, reasons teens use substances, and the connection between substance use and mental health. Participants will also gain insights into the substances commonly used by teens and learn about prevention strategies that can be applied across various communities.
TRIAD Information Session <i>Paul Rubinski</i>	Ruby	Join Deputy Paul Kubinski, CIT-ESO, from the Kendall County Sheriff's Office to learn about the TRIAD program. TRIAD is a collaborative initiative between older adults, law enforcement, and service providers to reduce victimization about older adults. Attendees will learn best practices for launching, conducting, and promoting a TRIAD program on the local level. TRIAD is a low-cost, high-impact program that provides valuable support to our community's older adults.
Blinded By The Light: Township Responsibilities Under FOIA and OMA <i>Greg Moredock, City of Springfield</i>	Illinois	From diligently responding to lengthy FOIA requests, to posting an agenda and allowing for public comment at meetings, Townships must navigate a lengthy list of responsibilities under the Illinois Freedom of Information Act and Illinois Open Meetings. This presentation will address the most frequent issues arising from these laws and suggest best practices for complying with them.
Conquering Change: Find the Humor <i>Jeremy Nunes, Best Selling Author and Stand Up Comedian</i>	Governor	Funny, motivational and down to earth—the Clerks Division is proud to welcome Jeremy Nunes to Springfield. Jeremy Nunes has been providing motivation and humor to audiences for over 22 years. Nunes served as Trustee of the Village of Dawson, Illinois, before later being elected Mayor. When his political career stalled after a congressional run, Nunes decided to share the humor of his small-town political experiences. He wrote a best-selling book about his time as mayor titled <i>You Can't Write City Hall</i> . His comedy is featured on Amazon Prime and Dry Bar Comedy.

TUESDAY, NOVEMBER 12

4:00 – 5:00 pm

Concurrent Educational Sessions

2025 Township Elections—Preparing for the Good, the Bad, and the Ugly
Ross Secler, Odelson, Murphey, Frazier, & McGrath Ltd.

Diamond

This session will highlight the roles, duties, requirements, issues, and potential pitfalls of serving as a township official and, often, as a participant in the political process. The presentation will discuss issues related to ballot access, the role of the local election official (clerks), electoral boards and objections, and some ethical and other issues faced by candidates for township office, elected township officers, and their attorneys.

Township Budgeting 101
Bryan Smith, TOI Senior Consultant

Emerald

Whether you are brand new or veteran township official, this session is for you to get a better grasp on a better, simpler, and more productive understanding of your role in the budgeting process. Not only increase your knowledge of the budgeting process but learn helpful tips to make your budget process better for your township or road district.

Narcan Training and Harm Reduction
Daryl Pass, New Beginnings Recovery Mission

Sapphire

This session will cover essential information about Narcan (Naloxone) and its role in reversing opioid overdoses. Participants will learn about opioids, withdrawal symptoms, and substances commonly used to lace drugs. We will discuss risk factors for opioid overdose, how to distinguish between someone who is high and someone overdosing, and the steps to take in responding to an overdose. Additionally, participants will receive hands-on training on how to administer Narcan and find out where it is available.

Crafting to Connections
Becky Cordes, ITSSA President and Schaumburg Township Director of Disability & Senior Services; Jessica Kettel, Schaumburg Township Program Specialist

Ruby

Learn some simple crafts that are easy to replicate in your Township. Attendees have time to network and share program ideas. Craft instructions will be provided for you to take back home. Space is limited. Sign up in the Exhibitor Hall on Monday.

The Role and Duties of the Assessor
Josh Barnett (moderator), Debra Lane, Chesney Leafblad, Vicki Sheets, and Sherry Tite

Illinois

This breakout session is designed to help supervisors, clerks, and trustees better understand and learn about the duties and role of the township assessor. The assessor plays a critical role in the property tax cycle, which funds the main functions of township government.

Accommodation of Migrant Populations
Keri-Lyn Krafthefer, Ancel Glink

Governor

Asylum seekers are coming to Illinois in droves. What is the cause behind this? Are they all illegal immigrants? What can townships do to regulate or accommodate these populations lawfully? This session will discuss the factors that created the current influx of migrants into Illinois, facts about the asylum seekers, and lawful steps townships can take to address the accommodation of these populations. We will also review steps attorneys can take to eliminate bias against these populations. This session qualifies for DEI CLE credit for Illinois attorneys.

7:00 – 8:00 pm

President's Reception

Pre-Function
Ballroom

8:00 – 10:00 pm

Glow Bingo

Emerald/Diamond

WEDNESDAY, NOVEMBER 13

7:30 am – 12:00 pm	Registration Open		
7:45 – 9:15 am	Awards Breakfast (Ticket Required)	Diamond/Sapphire	
7:45 – 8:45 am	Early Risers Education Township Levy and Ordinance Process <i>Bob Porter, Ancel Glink</i>	Ruby	The Township Levy Ordinance is perhaps the most important annual document to do correctly as mistakes can be very costly to the township. The ordinance is the primary vehicle for funding to pay expenses. It is the one document that opponents try to cause issues as it can have negative results to income. It doesn't matter whether tax capped or not—it must be done right based on calculations. Come to the session whether you are new or a veteran in township procedures. If you want the money then get it correctly.
9:00 – 9:55 am	Concurrent Educational Sessions		
	Illinois Municipal Retirement Fund (IMRF) <i>Randy Stevens, IMRF</i>	Emerald	Since 1941, the Illinois Municipal Retirement Fund (IMRF) provides employees of local governments with a defined pension plan. This is a retirement plan with a sound and efficient system for the payment of retirement, disability, and death benefits. Attend this session to learn more about this organization and the retirement options available to officials. This session is for both employers and recipients of the program.
	USDA Rural Development—Your Partner in Community Development <i>USDA Rural Development IL State Director Pam Monetti, Business Programs Specialist Matt Harris, Single Family Housing Specialist Sacha Pruett, Community Programs Director Julie Hatfield</i>	Ruby	Learn about the different programs, grants, and opportunities available from USDA's Rural Development. Topics will include Business Programs, Housing, and Community Programs.
	Township Posting Requirements: Websites and Social Media <i>John Redlingshafer, Merscher, Rinehart & Redlingshafer</i>	Illinois	Every township and road district official (whether it is their job or not) should know what notices you are required to post, both annually and in unique situations. This session will discuss many of the instances on when and what you need to post and also how your website and social media impacts your posting obligations as well as your interaction with the public in general.
	IDOT Update: A Discussion and Current Topics <i>Tim Peters, Illinois Department of Transportation</i>	Governor	In this presentation, we will cover current topics related to transportation policy changes and funding opportunities. We will also discuss training opportunities and topics of interest to road commissioners and townships.
	Township Cemeteries <i>Anthony D. Schuering, Brown, Hay + Stevens</i>	Capital I	This session covers the basics of maintaining township cemeteries, including the authority of townships to establish and maintain cemeteries, the authority of townships to take control of existing cemeteries, the revenue sources available to support township cemeteries, the statutory systems of township cemetery governance, and the requirements imposed on township cemeteries under the Cemetery Oversight Act.

WEDNESDAY, NOVEMBER 13

Maximizing Cybersecurity On A Limited Budget: Essential Strategies of Township Leaders
Jeff Reiter, RWK IT Services

Capital II

Discover how to protect your township's technology and data against common cybersecurity myths, assess risks effectively, and establish a robust security baseline—all tailored to fit the financial constraints typical of township governance.

Inclusive Leadership Roundtable
Keri-Lyn Krafthefer, Ancel Glink

Plaza D

There is much clamor about DEI, but what does diversity, equity and inclusion mean for Townships? Join our roundtable discussion which will discuss the fundamentals of DEI. We will also present an overview of issues faced by the LGBTQ+ community to promote a better understanding of how Townships can develop thoughtful policies related to employment, facilities, recruitment, marketing, and programming. Join us to learn how to cultivate an inclusive environment within your Township.

10:00 – 11:20 am

Division Meetings

Township Clerks Division Meeting
Honorable Katy Dolan Baumer

Plaza G

ITSSA Division Meeting
Becky Cordes

Plaza B

Assessors Division Meeting
John Dabrowski

Plaza A

Supervisors Division Meeting
Honorable Chuck Layer

Plaza F

Trustees Division
Mary Rob Clarke

Plaza E

Tax Collectors Division
Honorable Carroll Carroll

Plaza C

Highway Commissioners Division Meeting
Craig Smith

Ruby

11:30 am – 12:30 pm

Annual Meeting

Plaza H

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Lunch with Exhibitors Sponsor



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