



from your Associate Director

By Jerry B. Crabtree

TOI Associate Director / Education Coordinator

First of the Year Checklist 2019

TOI RECOMMENDS that you provide discussions with your respective boards on the many activities scheduled by the Township Government Education Network (TGEN) in 2019. Discuss attending early in your budget year so that approval and registration can be made as soon as possible. Please help us achieve a record breaking attendance year.

2019 TO DO LIST

- Promote the 2019 Scholarship Program with your local high school
- Promote Local Government Week March 4-8, 2019
- Register for an Educational District or Regional meeting in your area
- Register for TOPICS DAY in Springfield (April 3, 2019)
- Promote Township Government in your community!

2019 Education District Program Agenda Highlights

Following previous attempts to return to the basics regarding what elected officials are required to do, TOI President Danny Hanning is endorsing a program to assist township officials across Illinois in learning important aspects of their job to their constituents and communities. We have put a great innovative program together for you assisting in your job as an elected township official.

Please note that there are two types of programs being offered this year. The Education District Programs are being held in March and have a slightly different agenda than the Regional meetings where afternoon and evening programs are offered to accommodate part time elected township officials in those respective areas of the state. The Regional meetings are being held in **Macomb, Danville** and **Mt. Vernon**.

Dr. Glenn Poshard is returning to the program this year and is the opening keynote speaker for both the educational district and regional meetings. His program on **Understanding Leadership and Applying it to Personal and Professional Traits in Public Service** is something every elected as well as township official should attend. This program will help you understand

the type of leader you are and will allow you an opportunity to discover the difference between Being and Consciousness in your leadership traits. Dr. Poshard is a long-time friend of TOI and we are happy to have him return to be a part of our program in 2019.

We have two components to a program on Record Keeping in Township Government. Attorneys from **Sorling Northrop (Jeff Jurgens and Greg Mordock)** have a program that offers best practices in recordkeeping, agendas and procedures for accepting public comment for townships. Practices such as proper meetings minutes, notes and what is required by township clerks. Additionally, the later portion of this program has a representative from the Index Department of the Secretary of States office that will address the statutory provisions related to record retention for townships. Are you organizing and retaining all the records you need to be and in the correct format? This session will answer all these questions and more.

Returning to the program again in 2019 are attorneys from **Brown Hay and Stephens** in Springfield. We have had several inquiries about **Road Use Agreements** over the past few years. Township roads are being used more and more by overweight vehicles, sometimes in high volume, for large scale construction and utility projects. Townships have the authority to maintain, control, and provide reasonable rules and regulations for the use of their roads. Understanding the advantages and necessary elements of well-drafted road use agreements is critical for township officials. **Charles Davis** and others from **Brown Hay and Stephens** provide this program that great for everyone.

Keri-Lyn Krafthefer from **Ancel Glink** returns this year with an outstanding program on **Building Relationships Among Township Boards**. All the elected officials that serve on the township board are responsible to the statutory functions provided for by the Illinois General Assembly. Personalities are not part of the law. Understanding the different philosophies and problem resolving tactics important to having a successful board. This program talks about many aspects related to this and is a great addition to the program this year.

At the regional meetings held in **Macomb, Danville** and **Mt. Vernon** we have added a panel of representatives from each TOI's participating primary divisions

to answer questions from the attending guests on a practice relative to the township board practices. This is an interactive program that is efficient and provides an opportunity to general questions by you the elected officials. We encourage everyone attending these programs to bring their questions with them. ... Remember the only odd questions are those that are NEVER asked!

District Meetings

| Date | Location |
|-------------------------|-----------------|
| March 8, 2019 (Friday) | Bloomington |
| March 15, 2019 (Friday) | Rockford |
| March 22, 2019 (Friday) | O'Fallon |

Regional Meetings

| | |
|------------------------|----------------------|
| May 4, 2019 (Saturday) | Danville (afternoon) |
| June 14, 2019 (Friday) | Mt. Vernon (evening) |
| July 26, 2019 (Friday) | Macomb (afternoon) |

Remaining Professional Development Days for 2019

| | |
|------------------|---|
| April 12, 2019 | Employee Personnel Manuals / Employment Law |
| June 27, 2019 | Grant Process Outlined |
| July 25, 2019 | True Colors Program |
| October 18, 2019 | Township Policies and Procedures |

Education District Program Agenda

(Bloomington / Rockford / O'Fallon)

Note: A clerk's program will be offered opposite the lunch program for the afternoon. Information on this program will be provided at each event.

| | |
|--------------------|---|
| 8:00AM – | Registration |
| 8:30AM – 8:45AM | Opening Comments |
| 8:45AM – 9:00AM | Overview of TOIRMA Program |
| 9:00 AM – 10:00AM | Dr. Glenn Poshard: Understanding Leadership |
| 10:00 AM – 10:15AM | Break with Sponsoring Vendors |
| 10:15AM – 11:15AM | Recordkeeping, Public Comment, and Agendas in Township Government |
| 11:15AM – 12:15PM | Road Use Agreements and Township Government |
| 12:15PM -1:15PM | LUNCH |
| 1:15PM – 2:15PM | Building Relationships Among Township Boards |

Regional Meeting Agenda

(Mt. Vernon)

Evening Meeting

| | |
|-----------------|---|
| 3:00 PM | Registration |
| 4:30PM – 4:45PM | Opening Comments |
| 4:45PM – 5:30PM | Dinner |
| 5:30PM – 6:30PM | Dr. Glenn Poshard: Understanding Leadership |
| 6:30PM – 7:30PM | Recordkeeping, Public Comment, and Agendas in Township Government |
| 7:30PM – 8:30PM | Open Program on Township Government (Q/A) |

(Danville/Macomb)

Afternoon Meetings

| | |
|-----------------|---|
| 1:00PM | Registration |
| 1:30PM – 1:45PM | Opening Comments |
| 1:45PM – 2:45PM | Dr. Glenn Poshard: Understanding Leadership |
| 2:45PM – 3:45PM | Recordkeeping, Public Comment, and Agendas in Township Government |
| 3:45PM – 4:30PM | Open Program on Township Government (Q/A) |

2019 Education District Registration

(Please note meeting times vary.)



- ___ March 8 DoubleTree by Hilton/ Bloomington (Morning)
- ___ March 15 Giovanni's/Rockford (Morning)
- ___ March 22 Regency Conference Center/O'Fallon (Morning)
- ___ May 4 Danville Community College/Danville (Afternoon)
- ___ June 14 Drury Inn/Mt. Vernon (Evening)
- ___ July 26 Spoon River College/Macomb (Afternoon)

County _____ Township _____

Address _____

City _____ State _____ Zip _____

Contact person name, email, and phone number:

Names/Email of those who will attend (please print clearly):

Supervisor: _____

Township Clerk: _____

Highway Comm.: _____

Assessor: _____

Trustee: _____

Trustee: _____

Trustee: _____

Trustee: _____

Collector: _____

Other/title: _____

Registration is \$50 per location, per person or \$400/township for up to nine attendees. On-site registration is \$75 per person. Please note that an onsite fee may be required if you do not register at least one week prior to the event. No refunds will be given once TOI has confirmed attendance members with venue.

*Please make checks payable to the Township Officials of Illinois; mail to 3217 Northfield Drive., Springfield, IL 62702. Forms may also be emailed to kayla@toi.org. If you are paying by credit card, only Visa and MasterCard are accepted:

Name, as it appears on card: _____

Credit Card Number _____ Exp.: _____

Take Advantage of This Great Educational Tool Webinars Provide

Scheduled Webinars for 2019

Registration for Webinars can be found under the TGEN Network Tab on the TOI website

| | |
|--------------------|--|
| February 13, 2019 | Tax Increment Financing Districts |
| March 20, 2019 | Annual Town Meeting Discussion |
| April 17, 2019 | TBD |
| May 15, 2019 | TBD |
| June 19, 2019 | TBD |
| July 10, 2019 | Township Drug Program Overview with Midwest Truckers |
| August 14, 2019 | Ask a Township Official |
| September 18, 2019 | TBD |
| October 16, 2019 | TBD |

In the past, adult learners had three primary avenues for getting education: face-to-face classes/workshops, online correspondence courses, and self-study. This has all changed thanks to the Internet, which has provided great opportunities for distance learning. One such opportunity is the web-based seminar or Webinar.

Webinars allow trainers to share real-time audio, video, documents and other tools with attendees in various locations. A unique benefit of webinars is that they allow attendees to pose questions directly to the trainers. For TOI, webinars have expanded the organization's ability to provide its members with critical training and professional development relating to township government.

1. TOI Webinars Are Inexpensive

The cost to TOI members to participate in a monthly webinar is \$25. How many high-caliber trainings can you find at this price for your township staff? And, the webinars are available in an On-Demand Catalog for viewing at any time!

2. No Fancy Equipment

Participating in the TOI webinars requires no fancy equipment for attendees. All that is needed is a computer with an Internet connection (high speed service such as DSL or cable works best). You can also access the webinars through your mobile device if you have the data and bandwidth. Audio speakers are helpful, but you may use a headset. And, you can simply listen to the audio portion only by calling the phone number you receive in your registration conformation.

3. Ask Questions in Real-Time

Webinar attendees have the opportunity to ask trainers questions as the webinar is going on. This allows attendees to have a personalized experience with each webinar. Trainers also provide contact information at the end of their session for attendees to make contact following the webinar with any further questions.

4. CE Hours

Webinars count toward TOI Certification Hours. If you are looking for a quick way to earn professional development certification hours, look no further than TOI's webinars! Each webinar counts for 1 CE hour.

5. On-Demand and Convenient

Each of the live webinars put on by TOI, as well as other professional development webinars from the American Society of Association Executives (ASAE) re-available in an On-Demand Catalog. This allows attendees to access education when it is most convenient for them. All slides and handouts available to attendees during the live events are available to those utilizing the On-Demand sessions. The link for the On-Demand Catalog is: <https://tgen.toi.org/index.cfm?pg=semwebCatalog>

Join us for Lunch & Learn!

Understanding TIFs in Illinois

Wednesday, February 13, 2019

**12PM CENTRAL
Duration: 60 minutes
\$25 for Members**

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 townships/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.

Presented by: Jim Donelan, TOIRMA Executive Director



Mr. Donelan is presently serving as Executive Director of the Township Officials of Illinois Risk Management Association (TOIRMA). He has been with TOIRMA since 2011. Prior to this Jim served as Executive Assistant to Office of the Mayor City of Springfield. He has over 20 years of experience working with local governments and has enjoyed assisting elected officials and staffs from cities, counties, townships, school districts, and other local governments throughout the State of Illinois. Jim also served as Associate Director of the Township Officials of Illinois.

Mr. Donelan graduated from Illinois State University with majors in Finance and Business Administration, and has completed graduate work at the University of Illinois-Springfield. Jim has participated in numerous organizations. He is past president of Crime Stoppers of Sangamon & Menard Counties, Secretary of the Citizens Club of Springfield, board member of Sacred Heart-Griffin High School, a member of the Springfield City Council, and a past member of the Sangamon County Citizens Efficiency Commission. He is co-author of *Illinois Statehouse*, an Images of America book and is co-founder of a website dedicated to our present capitol building, www.ilstatehouse.com. Mr. Donelan is married and has two children.

Webinars are convenient, affordable, and interactive.

Visit toi.org for more information and to register!

LEGAL DISCLAIMER: The information to be provided at this webinar is provided by the Township Officials of Illinois for informational purposes only and not for the purpose of providing legal advice. It is intended to provide timely general information of interest, but should not be considered a substitution for legal advice. You should contact your attorney to obtain advice with respect to any particular issue or problem. Participation in the webinar does not create an attorney-client relationship with any attorneys participating in the webinar and participants.

Join us for Lunch & Learn!

Preparing for the Annual Town Meeting

Wednesday, March 20, 2019

12PM

Duration: 60 minutes

\$25 for Members

Sponsored by The Township Clerks Division

As April 9, 2019 is upon us the time is NOW to prepare for the statutorily required Annual Town Meeting. This is an annual event that sets provides an opportunity for all electors in the township to participate in the working agenda for the townships. This webinar will explore the list of what to expect in organizing and executing the annual event in all townships. Additionally, discussing a review of what powers the electors have at the annual township event. The agenda must be adopted by March 1, 2019 – what happens after the agenda is adopted.

Presented by: Jerry Crabtree, Associate Director/Education Coordinator



Associate Director/Education Coordinator Jerry B. Crabtree provides best practice interpretations to members on township procedures. Crabtree coordinates all education programs provided by the association, statewide and online. He speaks across the state to county township associations, as well as other groups, on the importance of township government to the local government landscape in Illinois. Crabtree manages the association's web services and online activities. He also assists with all legislative work to promote township government in Illinois and at the federal level. Crabtree, a southern Illinois native, began his TOI career in 2005. Prior to working for TOI, he worked for the Illinois General Assembly, the Executive Branch, and the office of the Illinois Attorney General. He resides in Springfield, Illinois.

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2019 Professional Development Course 2



Employee Personnel Manuals/Employment Law

The TOI Education Program is pleased to offer several Professional Development Courses in 2019 for township officials and staff. The second program of the year is **Friday, April 12, 2019**, at the TOI Office in Springfield. The session is limited to 25 attendees. The cost is \$75 and includes lunch. The seminar is scheduled from 10am – 3pm to accommodate travel time. Six hours of education credit will be given for workshop completion.

Rhonda Stuebe, Vice President of Human Resources for Cannon Cochran Management Services, Inc, will present on the following topics: Personnel Manuals/Employee Handbooks, Employee Personnel Files, Job Descriptions, Hiring Practices, Fitness for Duty/ADA/Leaves of Absence, Documenting Performance Issues & Managing Performance Issues, and the HR Help Line.

The lawyers of Brown, Hay & Stephens, LLP will present the following: Social Media: The Fit That Keeps on Giving, What's Love Got to Do with it: Anti-Harassment Policy Update, and 2018 Case Law Updates related to township government.

Deadline to register is Friday, April 5, 2019
Please fill in all information below and print clearly.

Name: _____

Township Position: _____

County/Township: _____

Address: _____

City, State, Zip: _____

Phone/Email: _____

Registration is \$75/person. Refunds cannot be given for any cancellations received after the deadline to register.

Payment method: Check or Credit Card. Please make checks payable to Township Officials of Illinois.

Credit Card (Visa / MasterCard only) Card Number: _____

Exp: _____

Signature: _____

Return to the TOI office by fax at 217.744.7419, email to kayla@toi.org, or mail to 3217 Northfield Dr., Springfield, IL 62702.