



from your Associate Director

By Jerry B. Crabtree

TOI Associate Director / Education Coordinator



**Township Government:
Lighting the Way in Local Government**

HAPPY NEW YEAR TO EVERYONE! I wish you success in each endeavor you entertain in 2020—Make IT THE BEST YEAR EVER! The association is looking forward to a new calendar of events in 2020 and improving our services and programs for our members YOU! It is our commitment to you as a valued member to provide educational outreach programs, answer questions providing best practice interpretation/application of state law as it relates to your duties as an elected official and advocate /lobby for township government with the Illinois General Assembly. For over 100 years we have worked with these common principles as part of our day to day operations. The issues remain with consolidation and efficiency in government just as our commitment to ensuring that our component of local government is delivering the best services available to Illinoisans in the rural and urban townships across the state.

The **Township Officials of Illinois** is pleased to announce the Township Government Education Network's (TGEN) calendar of education programs for 2020. The Board of Directors, Education Committee members and staff are looking forward to a great program year providing township officials, guests and their staffs from the 1427 townships among 85 Illinois counties with educational opportunities. One common goal exists: To aid in performing YOUR duties and responsibilities as elected officials in township government. The association is confident that our programs in 2020 provide something for everyone.

The program theme for 2020—**Township Govern-**

ment: Lighting the Way in Local Government is a consensus of thought on providing insight to not only the simplicity of **Township Government**, but the fact that we are budget balanced, most efficient and closest to the people in our communities. Other units of government could learn from the bright light we shine in our effort to provide services and programs to citizens in rural and urban areas of Illinois.

The Board of Directors collectively hope that you take a moment and review the outline of education programs scheduled for the entire 2020 calendar year. Second, meet with your township board and discuss what opportunities would benefit your board as a group. Lastly, register and plan to participate in the many educational opportunities scheduled throughout the entire 2020 year. Information to register for all of our programs is listed below and available on the association's website at www.toi.org.

2020 Education Events Program

8:30	REGISTRATION
9:00	Opening Remarks
9:15	TOI Executive Director Bryan Smith
9:30	TOIRMA Executive Director Jim Donelan
9:45–10:45	Ryan McLaughlin – Mac Strategies: Media and Township Government
10:45–11:00	BREAK
11:00–12:00	CENSUS PROGRAM 2020: How Townships Can Get Involved
12:00–12:30	LUNCH
12:30–2:30	Preparing for the next TOWNSHIP ELECTION – Greg Moredock / Jeff Jurgens
2:30–3:00	Questions and Answers
3:00	Adjourn

PROFESSIONAL DEVELOPMENT PROGRAM

The fifth year of the Professional Development Program provides access to a quarterly program or a deep dive into details on the subject matter that exceeds a normal 60-minute program. The class size is limited to 25 and the courses are held here at the TOI/TOIRMA offices. We have three scheduled at this time. The cost to attend a Professional Development Course is \$75.00.

Jan. 24 Friday Budget Planning in Township Government
– Bryan Smith, TOI Executive Director

Are you wondering what is involved in the township budget preparation and executing process? Wondering what happens when you have a budget approved and a change is needed? Our TOI Executive Director, Bryan Smith explores the budget process from initial starting to completion. This is a course for all officials and or their staff wanting to learn new innovative and older strategies to the Budget Process.

June 26 Friday Understanding QuickBooks for Township Government – Katie Redman, CPA

Are you looking for an introductory course to QuickBooks and applying what it can do to Township budgeting? This course is an introductory offering to using Quick Books in your day to day Township budgeting and recordkeeping operations. Ms. Redman is a licensed CPA and Quick-Books Certified Pro Advisor who has developed a course to township needs.

July 24 Friday Have you Checked all the boxes for Compliance with Township Government?
– John Redlingshafer, Attorney

Are you wondering if you are checking all the policy and procedure boxes in Township Government? John Redlingshafer has developed, from a legal perspective, what policies and procedures all townships should consider having in their day to day operations. John offers a legal insight into what is required and what is optional.

To register for a Professional Development Program date visit the TOI website at www.toi.org or complete and return the printable registration form in this edition of *Perspective*.

WEBINAR PROGRAM

The Lunch and Learn Webinar series is continuing in 2020. We have several webinars scheduled for the calendar year that cover important issues related to your job as an elected official. The webinar program provides an opportunity for participants to sit at their desk over the lunch hour and attend a great program. The webinars are available on the date specified and considered (live) for a fee of \$25. All are recorded and become part of the on-demand library where they are available for the next year and viewable at any time for a reduced fee. Here are a few notes on the value of webinars.

Some important facts about webinar offerings include, but are not limited to, the following:

- 1. TOI Webinars are Inexpensive:** The cost to TOI members is \$25. There are very few training events that you can find for this fee with an on-demand opportunity. No travel expense is required.
- 2. No Fancy Equipment Needed:** Participation is available with a computer, and internet connection and a phone line. It is very easy and available through an emailed line to participate.
- 3. Ask Question in Real-Time:** Webinar attendees have the opportunity to ask the webinar moderators during the actual webinar. Participants can type their questions on a message board without name recognition. The moderator reads through the questions at the end of the webinar.
- 4. CE hours are available if needed:** All participants receive a certificate of attendance via email after completing the webinar.

Does your township have a truck or other piece of equipment for sale?

Advertise your township equipment in *Township Perspective* for \$25, or \$75 with photo. Deadline is one month prior to publication. For more information, call Kayla at the TOI Office at (217) 744-2212, or e-mail at kayla@toi.org.

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2020 Webinar Schedule

January 22	Wednesday	Township Planning for the 2020 Census – <i>Ellisa Johnson</i>
February 13	Wednesday	Preparing for the Township Levy Step by Step – <i>Sheryl Churney</i>
March 19	Thursday	Preparing for the Annual Township Meeting – <i>Jerry B. Crabtree / Bryan Smith</i>
April 15	Thursday	Trustees and Their Role on the Township Board – <i>J. Redlingshafer</i>
April 16	Thursday	Filing the Annual Financial Report (AFR) with the Comptroller, an overview – <i>June Canelo</i>
May 14	Thursday	Asphalt Maintenance / Prevention – <i>Patrick Myers (Sponsored by THCOI)</i>
May 21	Thursday	Succession Planning in Township Government – <i>J. Redlingshafer</i>
June 18	Thursday	Parliamentary Procedure in Township Government – <i>Jim Donelan</i>
June 24	Wednesday	Motor Fuel Tax and Township Government – <i>Amy Whitecotton, IDOT MFT Program Manager</i>
July 9	Thursday	Township Roadway and Signage Liabilities – <i>Jim Donelan and Greg Ray</i>
July 29	Thursday	A Close Look at the Township Election Process – <i>Greg Moredock</i>
August 13	Thursday	E-Cigs: What You Need to Know – <i>Aaron Weiner, PhD, ABPP</i>
August 26	Wednesday	GATI Question and Answer – <i>GATI Speakers</i>
September 9	Wednesday	Overview of the Clerks Responsibilities – <i>Clerks Division Representatives</i>
September 17	Thursday	Medical Marijuana: What You Need to Know – <i>Aaron Weiner, PhD, ABPP</i>
October 15	Thursday	Overweight Enforcement / Legal Issues in Road Districts – <i>Trooper Lance Bonney</i>

To register for a WEBINAR, visit the TOI website at www.toi.org and click on the registration link provided. Please note that we utilize the third-party vendor services of Seminar Web. All registration information is obtained through their link and surveys, evaluations and completion certificates are provided via email from Seminar Web.

Overall 2020 Calendar of Events at a GLANCE

Wednesday, January 22	Webinar	The Lynch Pin Role Township Officials Play in the 2020 Census
Friday, January 24	Professional Development Day	Budget Planning in Township Government
Thursday, February 13	Webinar	Preparing for the Township Levy Step by Step
Thursday, March 5 & Friday, March 6	GATI Training	General Assistance training Sponsored by TSI
Saturday, March 7	Education District Program	District Program Agenda
Thursday, March 19	Webinar	Preparing for the Annual Township Meeting
Saturday, March 21	Education District Program	District Program Agenda
Monday, March 23	IPAI Convention (Assessors)	IPAI Convention Program
Tuesday, March 24	ECHCA Event	ECHCA Event
Thursday, March 26 & Friday, March 27	GATI Training	General Assistance training Sponsored by TSI
Saturday, March 28	Education District Program	District Program Agenda
Wednesday, April 1	TOPICS DAY	TOI Annual Lobby Day
Wednesday, April 15	Webinar	Trustees and their role on the Township Board
Thursday, April 16	Webinar	Filing the AFR with the Comptroller's Office, an overview
Thursday, April 23 & Friday, April 24	GATI Training	General Assistance Training Sponsored by TSI
Thursday, May 14	Webinar	Asphalt Maintenance / Prevention
Thursday, May 21	Webinar	Succession Planning in Township Government
Friday, May 22	TSI Zone Meeting	TSI ZONE Meeting
Thursday, June 18	Webinar	Parliamentary Procedure in Township Government
Friday, June 19	TSI Zone Meeting	TSI Zone Meeting

Wednesday, June 24	Webinar	Motor Fuel Tax and Township Government
Friday, June 26	Professional Development Day	Understanding QuickBooks in Township Government
Thursday, July 9	Webinar	Township Roadway and Signage Liabilities
Friday, July 17	TSI Zone Meeting	TSI Zone Meeting
Thursday, July 23	Township Election Seminar	See Agenda in June <i>Township Perspective</i>
Friday, July 24	Professional Development Day	Have you checked all the boxes for Township Policies and Procedures
Wednesday, July 29	Webinar	A close look at the Township Election Process
Monday, August 3 – Wednesday, August 5	THCOI Summer Seminar	Summer Seminar Program
Thursday, August 13	Webinar	E-Cigs: What you need to know
Friday, August 21	TSI Zone Meeting	TSI Zone Meeting
Wednesday, August 26	Webinar	GATI Introductory Questions and Answers
Thursday, September 17	Webinar	Medical Marijuana – What You Need to Know
Thursday, October 15	Webinar	Overweight Enforcement / Legal Issues in Township Road Districts
Sunday, November 15	TOI CONFERENCE	TOI Annual Educational Conference

LEGISLATIVE UPDATE: New Sexual Harassment Requirement for all Townships in Illinois

Please note that effective January 1, 2020 Public Act 101-0221 provides an annual training requirement for all state officials and employees. Townships are required to have every employee working in Illinois to use a model sexual harassment prevention training program created by the Illinois Department of Human Rights or individually that would exceed the general requirements. A program created by an individual township that determines not to use the state agency program shall include the following:

Last year in 2018 there was the ordinance/policy requirement, which was imposed via amendment to the State Officials and Employees Ethics Act. This year (2019) the General Assembly imposed the annual training requirement via SB 75 (Public Act 101-0221), which is **effective January 1, 2020**. In this new legislation, an amendment was made to the Illinois Human Rights Act, that applies to townships, to require “every employer with employees working in this State shall use the model sexual harassment prevention training program created by the [Illinois Department of Human Rights] or establish its own sexual harassment prevention training program that equals or exceeds the minimum standards.” The model program must include the following: (1) an explanation of sexual harassment consistent with this Act; (2) examples of conduct that constitutes unlawful sexual harassment; (3) a summary of relevant federal and State statutory provisions concerning sexual harassment, including remedies available to victims of sexual harassment; and (4) a summary of responsibilities of employers in the SB0075 Enrolled LRB101 04852 TAE 49861 b Public Act 101-0221 prevention, investigation, and corrective measures of sexual harassment.

As the training becomes available, we will be updating TOI members via the website and future editions of *Township Perspective*.

SPEAKERS NEEDED

If you have a program you would like to offer to the Education Committee for consideration to become part of the fall conference program please forward all course information to me at Jerry@toi.org. We are looking for innovative and informative township topics to present at the fall conference in November 2020.



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