

# DAILY SCHEDULE

*Township Government: Efficient, Empowering, Innovative*

## SUNDAY, NOVEMBER 10

2:00 – 6:00 p.m.

### REGISTRATION

#### **First Floor Lobby**

Registration for the 2019 Annual Educational Conference will take place on the first-floor lobby of the Crowne Plaza Hotel. See the Advance Registration form for registration fee information or visit [www.toi.org](http://www.toi.org) to register on-line.

**Attendees who register for Monday or Tuesday Only will NOT be allowed to pick up their registration materials on Sunday or attend the exhibit hall hours on Sunday.**

The Credentials Committee will be validating all credentials to access the exhibit floor.

Download the Conference app to your smart phone or portable device prior to the Conference. Visit iTunes or Play Store and download the **Chameleon** app. After installing the Chameleon app, use the search function of the app for **Township Officials of Illinois** to use the TOI conference app on your mobile device.

2:00 – 6:00 p.m.

### EXHIBIT HALL

#### **Plazas E-J**

Conference attendees are encouraged to check-in Sunday afternoon and take advantage of this time to visit the many vendors that provide townships with products and services. Beverages and lite snacks are available.

This year, TOI is asking each attendee to bring a non-perishable food item or make a monetary donation to help Kumler Food Pantry and the Central Illinois Foodbank. Donations can be made at the Food Booth in between TOI and TOIRMA.

2:00 – 6:00 p.m.

### SILENT AUCTION

#### **Exhibit Hall – Plazas E-J**

Silent Auction items are on display near the TOI Booth (booths 26–28). Complete a Silent Auction bid form at the Registration Desk (hotel lobby) to obtain a bid number and bid during Exhibit Hall hours on Sunday and Monday as well as during the Monday night activity, bidding closes at 9:30 p.m. on Monday. Bid winners will be posted on Tuesday morning at the Registration Desk.

## MONDAY, NOVEMBER 11

7:30 a.m. – 4:45 p.m.

### REGISTRATION

#### **First Floor Lobby**

If you are not able to check-in on Sunday afternoon, please do so on Monday morning in order to enjoy coffee and rolls provided by the Township Officials of Cook County in the Exhibit Hall while visiting with the many vendors. Please check-in before 9:15 a.m. in order to enjoy the patriotic music provided by the Springfield Municipal Band prior to the start of the Opening Session at 9:45 a.m.

7:30 a.m. – 1:00 p.m.

### **EXHIBIT HALL**

#### **Plazas E – J**

Vendors that provide products and services to townships are available from 7:30 to 9:30 a.m. (closed during the Opening Session) and 11:30 a.m. to 1:00 p.m. **Please note the Exhibit Hall is not open on Tuesday.**

Coffee and rolls sponsored by the Township Officials of Cook County is provided from 7:30 – 9:00 a.m. We encourage all Conference attendees to participate in the Opening Session. The Exhibit Hall closes at 9:30 a.m. and reopen at 11:30 a.m.

7:30 a.m. – 9:30 p.m.

### **SILENT AUCTION**

Silent Auction items are located near the TOI Booth (booths 26 – 28) in the Exhibit Hall from 7:30 a.m. to 1:00 p.m. and in the Diamond Ballroom during the Banquet & entertainment from 8:30 p.m. to 9:30 p.m. Bidding for all Silent Auction items may take place during these times. Bidding stops promptly at 9:30 p.m. Bid winners are posted at the TOI Registration Desk at 7:45 a.m. on Tuesday. Bid winners may pay for and pick-up their items at the TOI Registration Desk from 7:45 a.m. to 4:00 p.m. on Tuesday. Complete a Silent Auction bid form at the Registration Desk (hotel lobby) in order to bid on items.

8:30 – 9:45 a.m.



**MARY JO IMPERATO**  
PRESIDENT, ITAGAC

### **ILLINOIS TOWNSHIP ASSOCIATION OF GENERAL ASSISTANCE CASEWORKERS**

#### **Capital I**

- I. Call to Order
- II. Division Updates
- III. Treasurers Report
- IV. Old Business
- V. New Business
  - A. Approval of Meeting Minutes of November 12, 2018
  - B. Change Number of Terms in Bylaws
  - C. Educational Workshops
  - D. Committees
    - a. Perspective Articles/Topics
    - b. Educational Workshops
  - E. TOI Scholarship Fund Donation \$500.00
- VI. Adjournment

9:00 a.m. – Noon

### **ATTORNEYS DIVISION BOARD MEETING**

**Lincoln Board Room – third floor**

Agenda available at meeting.

9:15 a.m.

### **CASH PRIZE DRAWING**

#### **Exhibit Hall**

A drawing for \$100 will be held at the TOI Booth at 9:15 a.m. prior to the closing of exhibit hall for the Opening Session. Be certain to visit the TOI Booth (26 – 28) to get your name in the drawing. **Must be present to win!**

9:15 a.m.

### **OPENING SESSION DOORS OPEN**

#### **Diamond Ballroom (second floor)**

Enjoy patriotic music by the Springfield Municipal Band while waiting for the Opening Session to begin. If you are a veteran, please stand to be recognized when you hear the theme song for your branch of service.

9:45 – 11:30 a.m.



**DANNY HANNING**  
TOI PRESIDENT



**SHERRILL KNORR**  
TOI CONFERENCE COMMITTEE CHAIR



**JARRETT PAYTON**  
KEYNOTE SPEAKER

11:30 a.m. – 1:00 p.m.

**OPENING SESSION featuring Jarrett Payton**

**Diamond Ballroom (second floor)**

Call to Order

*Danny Hanning, TOI President*  
*Huntsville Township Highway Commissioner*

Presentation of Township Flags

*Danny Hanning, TOI President*

Presentation of Colors

*Sangamon County Sheriff's Honor Guard*

Pledge of Allegiance

*Judy Herrman, TOI 1st Vice President*

*Spring Lake Township Clerk*

Invocation

*Rev. Percy L. Johnson, TOI Official Chaplain*

*Waukegan Township Trustee/TOI Director*

Welcome

*Sherrill Knorr, TOI Conference Committee Chair*

*Reed Township Supervisor/TOI Director*

Keynote Speaker

***Jarrett Payton***

Jarrett Payton, son of the late NFL Hall of Famer Walter Payton is a radio and television host locally with WGN, businessman, philanthropist, motivational speaker, former NFL and CFL running back and devoted husband and father. Currently he is the host of CLTV's Sports Feed program and sports anchor for the 4pm WGN TV News broadcast.

Payton has several business ventures outside his media profession that also keep him busy. These include the Payton Premium Coffee line made with PapaNicholas Coffee among other projects. Payton also engages with many audiences through his motivational speaking engagements.

Along with honoring his father's legacy of making a difference in the community, Payton is now focusing on connecting with children, serving as a role model and stressing the importance of sports, education and character through numerous public speaking events. He and his wife Trisha are the cofounders of The Jarrett Payton Foundation (JPF). Payton also dedicates time to his family's foundation, The Walter & Connie Payton Foundation.

Legislative/TOIPAC Report

*Taylor Anderson, TOI Legislative Consultant*

Report – State of the Association

*Bryan E. Smith, TOI Executive Director*

Adjournment of Opening Session

**EXHIBIT HALL & LUNCH**

**Plazas E – J**

The Exhibit Hall reopens following the Opening Session and a complimentary lunch is provided to all paid delegates. **Your Conference badge serves as your admission ticket to the Exhibit Hall for lunch.** In addition to enjoying lunch and networking, Conference attendees are encouraged to use this last opportunity to visit the many vendors that help to underwrite the cost of the Conference. **The Exhibit Hall will close at 1:00 p.m.**

## **EDUCATIONAL SESSIONS**

### **A Discussion and Overview of the Township Levy Basics**

**Featuring Robert Porter, Ancel Glink**

*Sponsored by the Township Officials of Illinois*

This session is for the ABCs of getting your levy ordinance prepared and reaching your funding goals within state law. Getting your levy right is the first fiscal task in ensuring your township meets its financial goals.

### **Highway Commissioners Voluntary Certification A**

**Featuring Bryan Smith, Jerry Crabtree, Jim Donelan and Lori Anderson**

*Sponsored by Highway Commissioners Division*

The goal of the Township Highway Commissioner Certification Program provides the opportunity for officials and interested parties to demonstrate knowledge of the Township Highway Commissioner position. This program is open to anyone wishing to certify their knowledge, gained both through experience and study, of the statutory and regulatory responsibilities of the office of Township Highway Commissioner. Course **C** and **D** were provided to attendees of the 2018 TOI Conference and the 2019 Summer Seminar.

#### **Course A**

- Organization and History of Township Government
- Working with other Township Officials
- Basic Duties and Responsibilities of Illinois Highway Commissioners
- Personnel Issues for Illinois Highway Commissioners

### **Illinois Municipal Retirement Fund Discussion**

**Featuring Jon Renner, IMRF**

*Sponsored by the Township Officials of Illinois*

Retirement, refunds, disability, death, and funding.

### **TOI Legislative Update**

**Featuring Taylor Anderson, Anderson Legislative Consulting, Ltd.**

*Sponsored by the Township Officials of Illinois*

TOI Legislative Consultant Taylor Anderson reviews recent legislation that has become law. Learn more about recent laws passed by the Illinois General Assembly that impact your township and road district.

### **Best Practices for Meetings and Procedures in Township Government**

**Featuring Keri-Lyn Krafthefer, Ancel Glink**

*Sponsored by Supervisors Division*

So many different laws apply to township meetings and township procedures. Do you know the correct rules about approval of bills, awarding contracts, handling employee issues and conducting meetings? This session will review the best practices and procedures for your township. Bring all your questions! Whether your board meetings resemble open warfare or you simply need to make sure you are following all of the correct protocols for your township operations, this is the session for you!

### **Secretary of State Organ/Tissue Donor Program**

**Featuring Elizabeth Hager, Secretary of State Office**

*Sponsored by Trustees Division*

## **Dementia Friends Illinois: Helping the Movement to Grow**

**Featuring Susan Frick, Rush Alzheimer's Disease Center**

*Sponsored by ITASCSC*

This session discusses the grassroots initiative Dementia Friends. This program from the United Kingdom has moved across the globe and encourages each of us to consider how we can support those living with dementia in our communities. Participants will consider what can make dementia a lonely experience and how they can help create dementia friendly spaces in Illinois.

## **E-Cigs and Vaping: What You Need to Know**

**Featuring Aaron Weiner, Linden Oaks Behavioral Health**

*Sponsored by AITCOY*

Workshop Learning Objectives:

Learn all about these devices; what they are, how they are used and what they look like. Learn why they are appealing to adolescents, youth trends, their background and prevalence. Learn what we know about vaping and health. Learn what the concerns are for youth.

## **Managing the Social Media Minefield**

**Featuring Sheryl Churney, Klein, Thorpe & Jenkins, Ltd.**

*Sponsored by the Township Officials of Illinois*

Social media brings up many grey areas when it comes to handling public opinions. It also brings up questions on the protocol to follow when there is negative feedback from the public. Sheryl Churney discusses the legal considerations relating to social media and the Open Meetings Act, the Freedom of Information Act, record retention, and users' First Amendment rights, as well as offering guidelines for using social media.

2:30 – 3:30 p.m.

## **EDUCATIONAL SESSIONS**

### **Budgeting Basics in Township Government**

**Featuring Bryan Smith, Township Officials of Illinois**

*Sponsored by the Township Officials of Illinois*

Are you wondering what is involved in the township budget preparation and execution process? Wondering what happens when you have a budget approved and a change is needed? TOI Executive Director Bryan Smith explores the budget process from start to finish. This is a session for any township officials or staff wanting to learn new innovative strategies to the Township Budget Process.

### **Human Resources and Personnel Manuals in Township Government**

**Featuring Lori Anderson, TOIRMA HR Help Line**

*Sponsored by TOIRMA*

Participants learn the required elements for maintaining personnel manuals, employee handbooks, and personnel files. A review of legal requirements for labor law posters, tools for developing job descriptions, legal hiring practices, and how to manage and document performance issues with employees. An overview of the Americans with Disabilities Act is provided, as well as resources available to TOIRMA members including templates for forms, manuals, and when to contact the HR Help Line for guidance.

### **Ask a Township Attorney Panel Discussion**

**Featuring Members of the Attorneys Division**

*Sponsored by Attorneys Division*

This annual session provides an opportunity for attendees to ask general questions relating to the day to day operations of township government.

## **Who Let the (Watch)dogs Out? What to Do If the Dogs Show Up in Your Township**

**Featuring Keri-Lyn Krafthefer, Ancel Glink**

*Sponsored by the Township Officials of Illinois*

Watchdog groups are popping up all over! This session will teach you how to effectively work with watchdog groups or to keep them in line when they are overstepping their boundaries or when your township and the watchdogs disagree about an issue. Come to this session to learn the best procedures to employ if the dogs show up at your doorstep.

## **Hear Our Voices**

**Featuring Rep. Monica Bristow (D-Dist. 111) and Sen. Rachele Crowe (D-Dist. 56)**

*Sponsored by Clerks Division*

How to use our voice as individuals or groups of township officials to encourage a bill's passage or failure, from a Legislator's perspective. Learn to effectively provide support of or oppose new/proposed legislation. (Note: no specific legislation will be discussed; examples may be used of past legislation; this session is non-partisan in its presentation and is open to all township officials.)

## **Crafts to Connections**

**Featuring Tracey Colagrossi, Hanover Township**

*Sponsored by ITASCSC*

Creating art in a group setting is a wonderful way to engage with people in your township. In this session, you will learn how to create a photo/note card holder with embellishments and how to instruct them in your own township. Even if you do not have a program for people 55+ currently, this is a great way to begin hosting small groups in your township. Back by popular demand... Space is limited, please sign up at the ITASCSC booth inside the exhibitor hall.

## **Facts and Myths about Marijuana and Medical Marijuana**

**Featuring Aaron Weiner, Linden Oaks Behavioral Health**

*Sponsored by AITCOY*

Workshop Learning Objectives:

Learn the facts and myths of marijuana.

Learn the therapeutic uses of marijuana.

## **Tips for Effectively Managing and Protecting Township Funds**

**Featuring John Redlingshafer, Mescher, Rinehart & Redlingshafer, P.C., and Virginia Love, Wolf Tesar**

*Sponsored by Supervisors Division*

Being stewards of taxpayer dollars is one of, if not the most important duties you have as an elected official. Join an attorney and an accountant as we explore ways to manage and protect township funds.

## **EDUCATIONAL SESSIONS**

### **Township Government and Media Relations: Navigating a Crisis Situation**

**Featuring Ryan McLaughlin, Mac Strategies Group**

*Sponsored by the Township Officials of Illinois*

Working with the media can play an integral part of being a township official. Having already learned the tools for establishing a proactive media relations strategy in part one of this series via webinar participation, now learn how using these tools can serve you in preparing and distributing reactive communications—often times, the only interaction with media professionals one may have. Join Ryan for part two of this series in which he will share valuable insight into how to manage your communications during a crisis situation while effectively working with the media to deliver your key messages.

3:45 – 4:45 p.m.

## **Township Cemeteries and How to Handle Them**

**Featuring Kurt Asprooth, Ancel Glink**

*Sponsored by the Township Officials of Illinois*

This session will cover the basics of township cemeteries, including the authority of townships to establish and maintain cemeteries, the authority of townships to take over 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.

## **Change**

*Sponsored by Clerks Division*

As Alan Watts said, “The only way to make sense out of change is to plunge into it, move with it, and join the dance.” Change will occur on the township level, be it new legislation, new rules, new staff, new ways of serving, less money, fewer staff, or changes in elected officials. We must become change agents and embrace what is sure to come in order to best survive and provide best services for our communities. This session will give you an outlook on change that may open avenues for you to welcome that change. Session is open to all conference attendees, and is directed to those on the front lines, primarily, the township Clerk.

## **Rental Assistance, Section 8 and Illinois’ Hardest Hit Programs**

**Featuring Sam Mordka, Illinois Housing Development Authority**

*Sponsored by ITAGAC*

Learn about affordable housing financing and rental assistance programs available through the Illinois Housing Development Authority.

## **Impact of Marijuana on Your Township Community and Youth**

**Featuring Aaron Weiner, Linden Oaks Behavioral Health**

*Sponsored by AITCOY*

Workshop Learning Objectives:

Learn the impact of marijuana use on youth.

Learn about the recreational implications for youth.

## **Pavement Management in Township Road Districts**

**Featuring John Redlingshafer, Mescher, Rinehart & Redlingshafer, P.C., & Patrick Meyer, Meyer & Associates**

*Sponsored by Highway Commissioners Division*

Highway Commissioners are often-times the “face” of not just the Road District but the entire Township, as it is their roads that are used and judged by the traveling public. Join a professional engineer and a lawyer to talk about both the technical and legal side of managing pavement, and the related expectations of the taxpayer.

## **Senior Center Starter Kit**

**Featuring Tracey Colagrossi, Hanover Township & Susan Dillon, Ela Township**

*Sponsored by ITASCSC*

Adults aged 55 and older are the fastest growing population and should be an important focus for townships. Townships can provide much-needed information, resources, support, and social engagement. The Illinois Association of Senior Citizens’ Services Committees is group townships that provide programs, information and referral to adults aged 55 and over in Illinois. Many have stopped by the ITASCSC booth and asked, “How can I start my own program”. The members of ITASCSC have put together a “Senior Center Starter Kit” or tool kit for any township of any size to start doing their own programs. Come to the session to acquire your free Starter Kit!

5:00 p.m.

### **CASH PRIZE DRAWING**

#### **Registration Area – First Floor Lobby**

A drawing for \$100 will be held near the registration desk in the lobby at 5:00 p.m. at the end of educational sessions. Be certain to visit the TOI Booth (26 – 28) to get your name included the drawing. **Must be present to win!**

5:00 – 7:00 p.m.



**TINA HOUDEK**  
AITCOY PRESIDENT

### **AITCOY Annual Business Meeting**

- I. Call to Order
  - A. Roll Call
  - B. Approval of minutes of Business Meeting held on August 24, 2019
  - C. Additions to the agenda
- II. Officers Reports
  - A. President
  - B. Vice President
  - C. Secretary
  - D. Treasurer
- III. Committee Chairperson Reports:
  - A. Membership
  - B. Program
  - C. Awards
  - D. Audit
  - E. CEUs
  - F. Website
  - G. Perspectives
  - H. Summer Olympics
- IV. Unfinished Business
- V. New Business:
  - A. Election of 2020 Officers
  - B. FY 20 Budget
  - C. Planning for 2020
- VI. Agency Announcements
- VII. Adjournment

6:00 – 7:00 p.m.

### **RECEPTION (Cash Bar)**

**Ballroom Pre-function Area – second floor**

7:00 – 8:30 p.m.

### **ANNUAL BANQUET**

**Diamond Ballroom – second floor**

Ticket Required – \$55

8:30 – 10:30 p.m.

### **BANQUET ENTERTAINMENT**

**Diamond Ballroom (Cash Bar)**

Following the Banquet, all conference attendees are invited to enjoy the musical fun of Dynamic Entertainment Solutions with dancing and karaoke.

8:30 – 9:30 p.m.

### **SILENT AUCTION**

**Diamond Ballroom**

Silent Auction items will be available for a last chance to bid in the Diamond Ballroom from 8:30 to 9:30 p.m. Bidding for all Silent Auction items will cease at 9:30 p.m. Bid winners will be posted at the TOI Registration Desk at 7:45 a.m. on Tuesday. Bid winners may pay for and pick-up their items at the TOI Registration Desk from 7:45 a.m. to 4:00 p.m. on Tuesday.



## TUESDAY, NOVEMBER 12

7:30 a.m. – 4:00 p.m.

### **REGISTRATION**

**First Floor Lobby**

7:45 – 9:30 a.m.

### **AWARDS BREAKFAST**

**Diamond Ballroom – second floor**

Ticket Required – \$25

Join your fellow TOI officials and enjoy breakfast during which Voluntary Education awards are presented, as well as Division awards, and winners of the 23rd Annual TOI Mighty Message Contest.

8:30 – 9:30 a.m.

### **EDUCATIONAL SESSIONS**

#### **Township Levy Process**

**Featuring Robert Porter, Ancel Glink**

*Sponsored by Supervisors Division*

This session is for the ABCs of getting your levy ordinance prepared and reaching your funding goals within state law. Getting your levy right is the first fiscal task in ensuring your township will meet its financial goals.

#### **FOIA/OMA in Township Government**

**Featuring Jason Brokaw, Giffin Winning Cohen & Bodewes, P.C.**

*Sponsored by Trustees Division*

This presentation provides a nuts-and-bolts style refresher for township officials on the requirements of both the Open Meetings Act and the Freedom of Information Act, including the requirements placed on the public bodies, methods for addressing those requirements, and the consequences of failing to comply with the requirements.

#### **Solar Valuation**

**Featuring Mark Armstrong, Kane County**

*Sponsored by Assessors Division*

As solar energy systems become more and more commonplace, Assessors need to have a better understanding of the valuation implications of such systems and local governments need to understand how they can impact property tax revenue. Join Kane County Supervisor of Assessments Mark Armstrong as he examines the valuation of solar energy systems for property taxes in Illinois.

9:45 – 10:45 a.m.

### **EDUCATIONAL SESSIONS**

#### **Road Use Agreements in Township Government**

**Featuring Brown Hay and Stephens**

*Sponsored by Highway Commissioners Division*

Effective contracting for efficient government and risk management.

#### **FOIA/OMA in Township Government (repeat)**

**Featuring Jason Brokaw, Giffin Winning Cohen & Bodewes, P.C.**

*Sponsored by Trustees Division*

This presentation provides a nuts-and-bolts style refresher for township officials on the requirements of both the Open Meetings Act and the Freedom of Information Act, including the requirements placed on the public bodies, methods for addressing those requirements, and the consequences of failing to comply with the requirements.

## **Cyber Liability and How It Impacts Township Government**

**Featuring Andrew Keyt, Heyl Royster**

*Sponsored by the Township Officials of Illinois*

This session will focus on raising awareness for cyber liability issues, how to build a solid defense to cyber liability and what to do if an attack has occurred. It's an emerging area of crime and poses not just a risk to the township data but also raises the possibility of liability to third parties. The takeaways will be preventing a cyber-attack and what to do if and when data or systems have been compromised.

## **Overview of Township Government: A Deep Dive into Duties & Responsibilities**

**Featuring Jeff Jurgens, Sorling Northrup**

*Sponsored by the Township Officials of Illinois*

This session addresses both the statutory and practical issues facing township government. This is an interactive session where multiple issues are explored, including the roles and responsibilities of the various township officials, running effective and efficient meetings, handling employee matters, buying and selling township property, and much more!

## **Budgeting Basics in Township Government (repeat)**

**Featuring Bryan Smith, Township Officials of Illinois**

*Sponsored by the Township Officials of Illinois*

Are you wondering what is involved in the township budget preparation and execution process? Wondering what happens when you have a budget approved and a change is needed? TOI Executive Director Bryan Smith explores the budget process from start to finish. This is a session for any township officials or staff wanting to learn new innovative strategies to the Township Budget Process.

## **Township Cemeteries and How to Handle Them**

**Featuring Greg Moredock, Sorling Northrup**

*Sponsored by the Township Officials of Illinois*

This session covers the nuts and bolts of township cemeteries, including the authority of townships to build and maintain cemeteries, the income sources accessible to bolster township cemeteries, the authority of townships to assume control over existing cemeteries, the statutory frameworks of township cemetery governance, and the necessities required for township cemeteries under the Cemetery Oversight Act.

## **Procurement in Township Government – Overview & Best Practices**

**Featuring Megan Molé, Heyl Royster**

*Sponsored by the Township Officials of Illinois & TOIRMA*

This session focuses on an overview of township procurement requirements and best practices. The session focuses on the major issues you face in dealing with procuring services, equipment or goods.

## **Understanding Emergency Assistance (An Overview)**

**Featuring Susan Curtiss, Amy Victor, Deb Skillrud**

*Sponsored by Supervisors Division*

Participants learn how to adopt an Emergency Assistance program for their Townships, the eligibility factors for qualifying for Emergency Assistance and budgeting of an applicant's assets and income to determine eligibility.

## **EDUCATIONAL SESSIONS**

### **Intergovernmental Agreements in Township Government**

**Featuring Brown Hay and Stephens**

*Sponsored by Highway Commissioners Division*

Effective contracting for efficient government and risk management.

### **Highway Commissioner Voluntary Certification B**

**Featuring Bryan Smith, Township Officials of Illinois, & Amy Whitecotton, IDOT**

*Sponsored by Highway Commissioners Division*

The goal of the Township Highway Commissioner Certification Program provides the opportunity for officials and interested parties to demonstrate knowledge of the Township Highway Commissioner position. This program is open to anyone wishing to certify their knowledge, gained both through experience and study, of the statutory and regulatory responsibilities of the office of Township Highway Commissioner.

#### **Course B**

Financial Information for Illinois Highway Commissioners

Understanding the Budget and Levy Process

Motor Fuel Tax & other funding options for Illinois Highway Commissioners

### **Cyber Liability and How It Impacts Township Government (repeat)**

**Featuring Andrew Keyt, Heyl Royster**

*Sponsored by the Township Officials of Illinois*

This session focuses on raising awareness for cyber liability issues, how to build a solid defense to cyber liability and what to do if an attack has occurred. It's an emerging area of crime and poses not just a risk to the township data but also raises the possibility of liability to third parties. The takeaways include preventing a cyber-attack and what to do if and when data or systems have been compromised.

### **Public Comment in Township Government and How to Handle It**

**Featuring Jeff Jurgens, Sorling Northrup**

*Sponsored by Trustees Division*

This interactive session focuses on public comment, including the types of rules and regulations that can be implemented in your township. Common pitfalls to avoid are detailed and examples are shared of how public bodies throughout the State conduct public comment and promote effective citizen engagement.

### **Clerk Attesting a Signature – What is This All About?**

**Featuring John Redlinshafer, Mescher, Rinehart & Redlingshafer, P.C.**

*Sponsored by Clerks Division*

With 2019 winding down, it is time to review the “attestation” law and discuss how townships around the state have adopted their best practices in complying with the law’s requirements. Some unique “lessons learned” will be discussed based on real-life questions received during the year.

### **Procurement in Township Government – Overview & Best Practices (repeat)**

**Featuring Megan Molé, Heyl Royster**

*Sponsored by the Township Officials of Illinois & TOIRMA*

This session focuses on an overview of township procurement requirements and best practices. The session focuses on the major issues you face in dealing with procuring services, equipment or goods.

12:00 – 2:45 p.m.



**MEGAN CONWAY**  
PRESIDENT, ITASCSC DIVISION



**CHARLIE MONTGOMERY**  
PRESIDENT, HIGHWAY  
COMMISSIONERS DIVISION

**DIVISION MEETINGS/LUNCH – boxed lunches will be served**

*Please attend your division meeting.*

**ITASCSC Annual Business Meeting**

- I. Call to Order and Introductions
- II. Changes to Agenda
- III. Approval of June Meeting Minutes
- IV. Approval of August Meeting Minutes
- V. Financial Report
- VI. Committee Reports
  - a. Executive
  - b. Education
  - c. Awards
  - d. Legislative
  - e. Membership
  - f. Transportation
  - g. Rebranding
  - h. Nominating Committee
- VII. Election of 2020 Officers
- VIII. Old Business
  - a. Publicity items
- IX. New Business
  - a. Approval of amendment to By-laws
  - b. Approval of By-laws as amended
  - c. Approval of 2020 meeting schedule and conference call dates
  - d. Approval of 2020 committees
  - e. 2020 Perspective Assignments and Responsibilities
- X. Adjournment

\*\* Please bring brochures, newsletters, or other information to share\*\*

**HIGHWAY COMMISSIONERS DIVISION**

- I. Call to Order – *Charlie Montgomery, President*
- II. Pledge of Allegiance / Moment of Silence – *Donald Goad, Vice President*
- III. Roll Call / Previous Minutes – *Arnold Vegter, Secretary*
- IV. Treasurers Report – *Greg Menold, Treasurer*
- V. Old Business:
  - a. 2019 Summer Seminar Wrap Up Report – *Charlie Montgomery*
    - i. *(2019 Summer Seminar Evaluation Summary)*
  - b. 2019 Summer Seminar Financial Report – *Greg Menold*
  - c. 2020 Summer Seminar Plans – *Donald Goad*
  - d. HC Certification (A & B) – *Charlie Montgomery*
  - e. Legislative Update – *Danny Hanning/Arnold Vegter*
- VI. New Business:
  - a. 2019 THCOI “Roadie Warrior” Award(s) – *Charlie Montgomery*
  - b. 2019/2020 THCOI Division Donations – *Charlie Montgomery*
    - i. 2019 Scholarship Fund Donation
    - ii. 2019 TOIPAC Donation
    - iii. 2018 TOI Conference Rebate Donation of \$840.00 to TOIPAC
    - iv. 2019 TOI Conference Rebate Donation to TOIPAC in January
    - v. 2020 TOI Education Fund Donation of \$5,000.00 in January
- VII. Any New Business for the Good of the Order?
  - a. Presentations – *New 2019 Illinois State Police Enforced Laws*  
– *Lance Booney, Sergeant Illinois State Police*  
*Coalition Against Bigger Trucks 2019 Activity*  
– *Brad Roseberry, V.P. Coalition Against Bigger Trucks*
- VIII. Adjournment and Depart for 2019 TOI Closing Session



**JOHN DABROWSKI**  
PRESIDENT, ILLINOIS ASSESSORS  
ASSOCIATION



**KAREN MEGAN**  
PRESIDENT, TAX COLLECTORS  
DIVISION



**SHERRY TITE**  
PRESIDENT, CLERKS DIVISION

## **ILLINOIS ASSESSORS ASSOCIATION**

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Invited Guest
- V. President's Report – *John T. Dabrowski*
- VI. Secretary's Report – *Sandy Shaw*
- VII. Treasurer's Report – *Chris Kain*
- VIII. Committee Reports –
  - a. Legislative – *John Barrington*
  - b. TOI Conference – *Steve Daly*
  - c. Audit Committee – *John Barrington*
  - d. Nominating – *Chris Kain*
- IX. Old Business
- X. New Business
- XI. Program – *TBA*
- XII. Speaker – *TBA*
- XIII. Open Forum / Door Prizes
- XIV. Adjourn

## **TAX COLLECTORS DIVISION**

- I. Call to Order and Welcome – *Karen Megan, President*
- II. Pledge of Allegiance
- III. Minutes of 2018 Meeting
- IV. Financial Report
- V. Election of Officers
- VI. Old Business – *Discussion*
- VII. New Business – *Discussion*
- VIII. Set Time for 2020 Meeting
- IX. Adjournment

## **TOWNSHIP CLERKS DIVISION**

- I. Call to Order / Welcome – *President Tite*
- II. Words of Inspiration – *Director Moss*
- III. Pledge – *Director McWhorter*
- IV. Roll Call (of Board) / Introductions – *Secretary Dolan Baumer*
- V. Secretary's Report: Approval of Minutes from November 2018 – *Secretary Dolan Baumer*
- VI. Treasurer's Report: Approval of 2019 Final Financial Report – *Treasurer Dolan Baumer*
- VII. T.O.I. Association Report – *Executive Director Bryan Smith / Education Coordinator Jerry Crabtree*
- VIII. State of the Division / Special Recognitions – *President Tite*
- IX. Program: Handbook Revisions and Updates – *2019 Board*
- X. Committee Reports
  - A. Legislative – *Director Paulek*
  - B. Education – *President Tite*
  - C. Audit & Finance – *Vice President Hodge*
  - D. Public Relations – *Vice President Hodge*
  - E. William Z. Ahrends Award – *Director Schelm*
- Special Committees
  - F. Membership – *Director McWhorter*
  - G. VTCC Program Recognition – *Clerk and Past President Beth Ann May*
  - H. Bylaws – *Director Kroenlein*
  - I. Nominating – *Secretary and Immediate Past President Dolan Baumer*
- XI. New Business
  - A. Elections – *President Tite*
  - B. Acceptances – *Newly Elected Directors and Officers*
  - C. Presentation – *Vice President Hodge*
- XII. Old Business
- XIII. Door Prizes / "The Pig" Drawing – *Director Moss*
- XIV. Adjournment – *President Elect*



**SHERRILL KNORR**  
PRESIDENT, SUPERVISORS DIVISION



**JOHN THEOBALD**  
PRESIDENT, TRUSTEES DIVISION

2:45 p.m.

3:00 – 4:00 p.m.

## **TOWNSHIP SUPERVISORS DIVISION**

- I. Call to Order – *President, Sherrill Knorr*
- II. Pledge of Allegiance – *1st Vice President, Chuck Layer*
- III. Roll Call & Correspondence – *Secretary, Amy Victor*
- IV. Approval of Minutes – *Secretary, Amy Victor*
- V. Treasurer's Report – *Treasurer, Tina Davis*
- VI. President's Report – *President, Sherrill Knorr*
- VII. Committee Reports:
  - a. Executive Committee – *President, Sherrill Knorr*
  - b. Legislative Committee – *Chair, David Dobbels*
  - c. Nominating Committee – *Chair, Chuck Layer*
  - d. Membership Committee – *Chair, Amanda Bean*
  - e. Program Committee – *Chair, John Gardner*
  - f. GATI/Education Committee – *Chair, Susan Curtiss*
- VIII. Unfinished Business/Old Business
- IX. New Business
- X. Ask the Supervisors – *Questions & Answers*
- XI. Door Prizes
- XII. Adjournment

## **TRUSTEES DIVISION**

- I. Call to Order – *President John Theobald*
- II. Pledge of Allegiance
- III. Invocation
- IV. Presidential Address
- V. Approval of Minutes for November 15, 2018 Treasurer's Report  
– *Nancy Lawless*
- VI. Election of Trustee's Division Board and Directors
- VII. Program: "A Township Meeting Gone Bad" – *John Redlingshafer*
- VIII. Adjournment

## **CASH PRIZE DRAWING**

### **First Floor Level Outside Plaza H**

A drawing for \$200 will be held outside Plaza H at 2:45 p.m. following the Division Meetings. Be certain to visit the TOI Booth (26 – 28) on Sunday or Monday to get your name included the drawing. **Must be present to win!**

## **CLOSING SESSION AND BUSINESS MEETING**

### **Call to Order**

*Danny Hanning, TOI President/  
Huntsville Township Highway Commissioner*

### **Invocation**

*Rev. Percy L. Johnson, TOI Official Chaplain  
Waukegan Township Trustee*

### **Pledge of Allegiance**

*Danny Hanning, TOI President/  
Huntsville Township Highway Commissioner*

### **Introduction of Division Presidents and Division Meeting Reports**

#### **Association Report**

*Bryan E. Smith, TOI Executive Director*

#### **Nominating Committee Report**

*M. Carroll Carroll, Vice Chair, TOI Nominating Committee*

### **Election of Directors**

*All members must show 2019-2020 Paid Dues Card to vote*

### **Presentation of New Directors**

### **Swearing In of New Directors**

### **Adjournment of 2019 Conference**