

Daily Schedule

Step up to the Plate for Township Government

This is a tentative schedule. Changes may occur prior to Sunday, November 13, 2022 if needed.

We ask that you be patient with hotel staff as they return to hosting large conferences. You may experience delays, but your patience is appreciated!

SUNDAY, NOVEMBER 13

2:00 – 6:00 p.m.

Registration

First Floor Lobby

Registration for the 2022 Annual Educational Conference is on the first-floor lobby of the Crowne Plaza Hotel. Visit www.toi.org to register online.

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.

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

3:00 – 7:00 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.

This year, TOI is asking each attendee to bring a physical or monetary donation for the nonprofit Soldiers and Dogs. Physical donations should be of dog supplies (crates, vests, leashes, dog food, etc). Donations can be dropped off at the Soldiers and Dogs booth.

3:00 – 7:00 p.m.

TOIPAC Silent Auction

Exhibit Hall - Plazas E-J

TOIPAC Silent Auction items are on display near the TOI Booth.

Complete a Silent Auction bid form at the Registration Desk 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 during Cocktails & Dueling Pianos. Bid winners will be posted on Tuesday morning at the Registration Desk.

4:00 p.m.



Hotel Check In Starts

Don't cause a traffic jam! Hotel Check In doesn't start until 4 p.m.! We have accommodations for you to store your luggage if your check in is delayed. This allows you to attend the opening reception in the exhibit hall and begin to network with vendors and conference attendees.

5:30 – 7:00 p.m.

Welcome Back Reception

Exhibit Hall – Plazas E-J

The TOI Board of Directors welcomes everyone back by opening the conference with a reception in our action-packed exhibit hall! Enjoy a beverage, appetizers and meeting up live and in person with colleagues. Meet old friends and make new ones at this new fun event! Visit the many vendors that make the conference possible. The Exhibit Hall closes at 7:00 p.m.

MONDAY, NOVEMBER 14

7:30 a.m. – 4:45 p.m.

Registration

First Floor Lobby

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 are available from 7:30 a.m. to 1:00 p.m.

Coffee and rolls are provided from 7:30–9:00 a.m.

7:30 a.m. – 9:30 p.m.

TOIPAC Silent Auction

TOIPAC Silent Auction items are located near the TOI Booth in the Exhibit Hall from 7:30 a.m. to 1:00 p.m. and in the Diamond Ballroom 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.

9:15 a.m.

Cash Prize Drawing

Exhibit Hall

A cash drawing for \$100 will be held at the TOI Booth at 9:15 a.m. prior to doors opening for the Opening Session. Be certain to visit the TOI Booth to get your name in the drawing. **You 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.

9:45 – 11:30 a.m.

Opening Session featuring Steve Ford

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

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

Lisa Hodge, TOI Conference Committee Chair
Blackberry Township Clerk/TOI Director

Keynote Speaker

Featuring **Steve Ford**



STEVE FORD

Steve has enjoyed a successful acting career for over 30 years appearing in over 800 hours of film and television productions. He has worked on over 25 films and many guest leads in television. Most recently you would have seen Steve appearing in the hit movie *Transformers* and *Black Hawk Down*. Steve's other film credits would include films such as *Contact* with Jodie Foster, *Armageddon* with Bruce Willis, *Starship Troopers*, *Eraser* with Schwarzenegger, *Heat* with Al Pacino, *Carrie II*, *Young Doctors in Love*, and *When Harry Met Sally* as Meg Ryan's boyfriend. He has also done numerous guest leads in television shows such as suddenly *Susan*, *J.A.G.*, *Dark Skies*, *Flipper*, *Walker Texas Ranger*, *Dr. Quinn*, *Baywatch*, *Mr. And Mrs. Smith*, *The Cape*, *Pensicola*, *The Sentinel*, *Columbo*, *Murder She Wrote* and *Happy Days*. Steve also hosted a full season, 22 episodes of the prime time series *Secret Service* for NBC. Early in Steve's career he spent six years playing the character Andy Richards on the Emmy award-winning daytime show *The Young And The Restless*.

Before becoming an actor in 1980, Steve worked on the professional rodeo circuit as a team roper and still ropes today in his spare time. He owns a ranch in California. Steve served three years on the Board Of Directors Of The National Cowboy Hall Of Fame in Oklahoma City and currently serves on the Gerald R. Ford presidential foundation.

He is also highly sought after nationally as a motivational speaker for corporate events relating his inspiring experiences during his family's stay in the White House and his years in Hollywood. Steve also speaks about his own successful battle overcoming alcoholism over twenty-five years ago. He shares with audiences inspiring stories of character and leadership that lead to the Ford family's success which will help audiences rethink their own lives. He is the third son of President and Mrs. Gerald R. Ford.

Legislative/TOIPAC Report

Taylor Anderson, TOI Legislative Consultant

Report - State of the Association

Jerry B. Crabtree, TOI Executive Director

Adjournment of Opening Session

11: 30 a.m. – 1:00 p.m.

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. The Exhibit Hall will close at 1:00 p.m.**

1:15 – 2:15 p.m.

Educational Sessions

Record Retention in Township Government

Bob Boots, Secretary of State

Not sure what to keep when cleaning out records in the Township Office? Robert Boots from the Illinois Archives reviews the rules and regulations of record retention in local government.

Township Levy and Ordinance Process

Sheryl H. Churney, Klein, Thorpe & Jenkins, Ltd.

This presentation reviews tax levies available to townships and road districts and explain how and when to calculate the tax levies, including how a taxing body's EAV affects tax levy amounts. The procedures to be followed for adopting the township and road district tax levies, including complying with Truth in Taxation Law requirements, will also be discussed.

Township Cemeteries

Kurt Asprooth, Ancel Glink

This session covers the basics of managing township cemeteries, including the authority of township to establish and maintain cemeteries, the authority of township 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.

Running an Efficient Township Board Meeting

Jim Donelan, TOIRMA

In order to run an efficient township board meeting you must be aware of the applicable rules. If you're interested in being better equipped to run meetings, this session is for you. Participants will be provided an overview of the Illinois Open Meetings Act, Township and Highway Codes, Robert's Rules of Order, and basic parliamentary procedures and rules. Making sure your township is following recommended procedures, and guidelines in running an effective meeting will be stressed.

Intergovernmental Agreements

Andrew Keyt, Heyl Royster

Intergovernmental Agreements are a great way for townships to save costs and increase efficiency. But there are best practices to avoid costly mistakes and potential disputes. This session provides a detailed analysis of how to best manage intergovernmental agreements.

Food Banks and How They Operate

Mary Jo Imperato, Hanover Township (Cook Co.)

Scott Jewitt, Northern IL Food Banks

This program explores the design, implementation and management of a township food bank. Have you ever wanted to start one? Have you wanted to learn how others are managing these types of programs? This session provides details on Township Food Banks!

2:45 – 3:45 p.m.

Educational Sessions

Township Budgeting 101

Bob Porter, Ancel Glink

If you are a first term or a long-term township official, then this session is for you to grasp a better, simpler and more productive understanding and usage of your township budget for processing, application and successful results.

IMRF Discussion

Randy Stevens, IMRF

We are providing a room and brief overview for officials interested in learning more about IMRF and retirement benefits. Plan to stop by this session and introduce yourself to the new IMRF representative Randy Stevens.

Consolidation Issues in Township Government

Keri-Lyn Krafthefer, Ancel Glink

When the state looks to eliminate local governments, townships are always the first target. This session talks about efforts to consolidate local governments, new laws about consolidation, studies on township consolidation and how townships can fight consolidation efforts. We will also talk about the new law regarding Decennial Committees on Local Government Efficiency and how townships can comply.

Available Programs and Updates through DHS

Mary Jo Imperato, Hanover Township (Cook Co.)

This program provides a discussion of General Assistance client protections relating to providing services.

Putting Energy Efficiency Programs to Work For Your Township

Carol Kulek, Public Sector Outreach Coordinator, Leidos, An Ameren Illinois Contractor

Learn how to save your township energy and financial resources with incentives from Ameren Illinois Energy Efficiency Programs. Hear about success stories and simple initiatives to help you get started in your township.

Youth in a Pandemic

Laura Donavon, Aurora University

What We Know About the Impact to Substance Use and Mental Health. This presentation provides participants a current understanding of the correlation between the pandemic, substance use and mental health as it pertains to adolescents. Specific focus on the dynamics present in Illinois will be discussed. Gaining insight into the scope and interrelatedness of these issues will best prepare those who work with this population to adequately and competently intervene.

4:00 – 5:00 p.m.

Housing for All Ages: Aging In Our Communities Creatively

*Presented by Betsy Burton Kelly, Senior Outreach Coordinator, River Forest Township
Ruth Reko, Arbor West Neighbor*

Evan Giffin and Tony Roeder, Marion Street Services

Offering safe and appropriate housing options for people of all ages becomes a challenge in traditional home models. This informative panel discussion features representatives from a variety of housing options. Betsy Burton Kelly from River Forest will present the concept of the Missing Middle Housing and discuss the Homesharing Pilot in River Forest. Ruth Reko introduces the idea of Naturally Occurring Retirement Communities (NORCs) and the Village Movement. Tony Roeder and Evan Giffin talk about ways to modify the inside of your home by adding rooms, renovating a space, or creating an Accessory Dwelling Unit (ADU) to a home or property.

Educational Sessions

“A Year in the Life of a Clerk” Skit

Clerk’s Division Board of Directors

The Clerk’s Board of Directors presents a fun and award-worthy skit! We breakdown the Duties and Responsibilities, month by month, to showcase what a typical year looks like for Township Clerks.

GATI Program Overview

Amy Victor, Manlius Township (LaSalle Co.)

Deb Skillrud, City of Bloomington Township (McLean Co.)

I need a CHEAT SHEET to getting through my infrequent General Assistance cases! Township GATI instructors are here to provide you with a step-by-step guide to going through the intake process and the application process. You will receive a CHEAT SHEET template of the basics to determining eligibility for your first or infrequent applicants.

How to Accurately Respond to FOIA Requests

Chuck Davis, Brown, Hay + Stephens

From an attorney’s perspective this session reviews the process of responding to Freedom of Information requests. Additionally, what townships can do to develop an efficient process to respond to FOIA requests.

Legal Do’s and Don’ts for Highway Commissioners

John Redlingshafer, Mescher, Rinehart & Redlingshafer, P.C.

What are the legal “Do’s” and “Don’ts” for a Highway Commissioner? John Redlingshafer walks you through some of the bigger legal considerations for your job and will do his best to answer your questions.

Improving the Trajectory

Laura Donavon, Aurora University

Best Practices in Supporting and Improving Outcomes for Youth. We know that the COVID-19 pandemic has had a significant impact on the functioning of youth in our communities. This presentation provides opportunities to explore best practices in addressing the mental health and substance use related needs of youth. The focus of “what do we do now” provides participants additional approaches to improve the trajectory.

Dementia Live

*Presented by Lisa Phillipson and Deborah Reynolds Hogg
Hospice of Southern Illinois*

Dementia Live is an innovative program designed by a team of dementia, sensitivity awareness, and professional development experts from the nationally recognized AGE-u-cate Training Institute. Using specialized gear within a safe, experiential setting, Dementia Live participants experience a real-life simulation of what it is like to live with dementia, gaining greater awareness and understanding. Dementia Live is the newest tool in the arena of sensitivity awareness training used to help direct care staff, professionals, and caregivers.

5:00 p.m.

Cash Prize Drawing

Registration Area - First Floor Lobby

A cash drawing for \$100 will be held near the registration desk in the lobby at the end of the educational sessions. Be certain to visit the TOI Booth to get your name in the drawing. **You must be present to win!**

5:00 – 7:00 p.m.

AITCOY Division Meeting

- I. Call to Order
Roll Call
Approval of minutes of Business Meeting held on August 25, 2022
Additions to the agenda
- II. Officers Reports:
President
Vice President
Secretary
Treasurer
- III. Committee Chairperson Reports:
Membership
Program
Awards
Audit
CEUs
Website
Perspectives
Summer Olympics
- IV. Unfinished Business
- V. New Business:
Election of 2023 Officers
FY 23 Budget
Planning for 2023
- VI. Agency Announcements
- VII. Adjournment

7:00 – 8:00 p.m.

President's Reception

Pre-Function Ballroom

TOI President Danny Hanning is inviting you to attend his welcome back reception! This event will feature light hors d'oeuvres and a cash bar.

8:00 – 10:00 p.m.

Cocktails & Dueling Pianos

Diamond Ballroom

Don't miss out! All conference attendees are invited to enjoy the musical fun of dueling pianos performed by Fun Pianos!.

TUESDAY, NOVEMBER 15

7:30 a.m. – 12:00 p.m.

Registration First Floor Lobby

7:45 – 9:15 a.m.

Awards Breakfast Diamond Ballroom

Ticket Required – \$35 (deadline to purchase **October 28**)
Join your fellow TOI officials and enjoy breakfast during which Division awards are presented.

8:00 – 9:00 a.m.

Early Risers Education

Township Budgeting 101 (Repeat)

Bob Porter, Ancel Glink

This session is a repeat from Monday. If you are a first term or a long-term township official, then this session is for you to grasp a better, simpler and more productive understanding and usage of your township budget for processing, application and successful results.

9:15 – 9:55 a.m.

Educational Sessions

TOI Legislative Agenda Review

Taylor Anderson, TOI Legislative Consultant

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.

CIVICS 101

Hon. Mike Chmiel, Circuit Judge, Twenty-Second Judicial Circuit

This session explores the continuing need for civics education in Illinois (and elsewhere) for students and adults alike, with focus on the operation of the Courts in Illinois. Through the courts, the rule of law is maintained to help the community, including those who govern, address issues properly and help keep things in order. Judge Michael Chmiel covers offerings of the Illinois State Bar Association, the Illinois Judges Association, and other groups who typically provide speakers and educate. *No particular case will be discussed, and no legal advice or advisory opinion will be provided.*

Navigating the IDOR Website

Adrienne Suits Bailey, Illinois Department of Revenue

The Department's representative provides an opportunity to see what information is available from the IDOR website. Navigating to find what you need can save time.

Social Media / Electronic Communication for Townships

Mark Kimsey, Airdo Werwas, LLC

This program reviews the responsibilities of townships and road districts should they participate in social media. It can be a very effective tool to communicate with your township residents.

10:00 – 11:20 a.m.



SUPERVISORS DIVISION
SHERRILL KNORR
Reed Township, Will County



CLERKS DIVISION
LISA HODGE
Blackberry Township, Kane County

Employee Handbook Basics for Townships

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

This session helps Township Officials review the status of their personnel policies and revise (or prepare) an employee handbook for their Township. The presenters will discuss various employment related laws and how they relate to the implementation and use of employee handbooks. Additionally, attendees learn about various handbook provisions, their purpose, and how they are used for the protection of a township as an employer.

Division Meetings

Conference attendees are encouraged to attend your position's division meeting.

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, John Gardner
- VI. President's Report - President, Sherrill Knorr
- VII. Committee Reports:
 - Executive Committee - President, Sherrill Knorr
 - Legislative Committee - Chair, Deb Skillrud
 - Nominating Committee - Chair, Chuck Layer
 - Membership Committee - Chair, Amanda Bean
 - Program Committee - Chair, Sue Brokow
 - GATI/Education Committee - Chair, Amy Victor
- VIII. Unfinished Business/Old Business
- IX. New Business
- X. Ask the Supervisors - Questions & Answers
- XI. Door Prizes
- XII. Adjournment

Clerks Division

- I. Call to Order/Welcome - President Hodge
- II. Words of Inspiration - Director Johnston
- III. Pledge - Director Parker
- IV. Roll Call of Board - Secretary Bruner
- V. Secretary's Report: Approval of 2019 Business Meeting - Secretary Bruner
- VI. Treasurer's Report: Approval of 2020, 2021, 2022 Financial Reports - Treasurer Dolan Baumer
- VII. TOI Association Report - Executive Director Jerry Crabtree
- VIII. State of the Division - President Hodge
- IX. Program: Outreach/Game
- X. Committee Reports
 - Legislative - Director Paulek
 - Education - President Hodge
 - Audit & Finance - Treasurer Dolan Baumer
 - Public Relations - President Hodge
 - William Z. Ahrends Award - Director Fisher
- XI. Special Committees
 - Membership - Secretary Bruner
 - VTCC - President Hodge
 - Bylaws - President Hodge
 - Present Amendment/Revision to Bylaws
 - Nominating - Past President Tite



HIGHWAY COMMISSIONERS DIVISION
ARNOLD VEGTER
Union Township, Whiteside County



ASSESSORS DIVISION
JOHN DABROWSKI
Bloomington Township, DuPage County



TRUSTEES DIVISION
MIKE REYNOLDS
Long Creek Township, Macon County



TAX COLLECTORS DIVISION
M. CARROL CARROLL
Brimfield Township, Peoria County

- XII. New Business
 Bylaws Amendment/Revision Approval – President Hodge
 Elections – Past President Tite
 Acceptance of Newly Elected Directors and Officers –
 Past President Tite
 Presentation – VP Dolan Baumer
- XIII. Old Business
- XIV. Door Prizes and “The Pig” Drawing
- XV. Adjournment

Highway Commissioners Division

- I. Call to Order – President Arnold Vegter
- II. Pledge of Allegiance/Moment of Silence – Scott Seebach
- III. Treasurers Report – Treasurer Craig Smith
- IV. Old Business
 A. Legislative Update – Danny Hanning
- V. New Business
 A. Changes to the Bylaws – Arnold Vegter
 B. Ideas for Speakers at 2023 Summer Seminar – Arnold Vegter
 C. Any New Business for the Good of the Order?
- VI. Speaker Matt Wells – Mid-West Truckers Association
- VII. Adjournment

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 – Chris Kain
 b. TOI Conference – James Weisiger
 c. Audit Committee – James Weisiger
 d. Nominating – Chris Kain
- IX. Old Business
- X. New Business
- XI. Program – TBA
- XII. Open Forum/Door Prizes
- XIII. Adjourn

Trustees Division

TBD

Tax Collector Division

TBD



ITASCSC
MEGAN CONWAY
Hanover Township, Cook County

ITASCSC Division

- I. Call to Order
- II. Introductions
- III. Changes to Agenda
- IV. Financial Report
- V. Committee Reports
 - a. Executive
 - b. Education
 - c. Awards
 - d. Legislative
 - e. Membership
 - f. Transportation
 - g. Rebranding
 - i. Discussion of Mission Statement
 - ii. Discussion of Association Name
 - h. Nominating Committee
 - i. Election of 2023 Officers
- VI. Old Business
 - a. Wrap Up Discussion of TOI Conference 2022
- VII. New Business
 - a. Approval of Regular Meeting Minutes of August 12, 2022
 - b. Approval of By-laws
 - c. Approval of 2023 meeting schedule
 - d. Approval of 2023 subcommittees
 - e. Assignments for 2023 *Perspective* articles
- VIII. Adjournment



ITAGAC
MARY JO IMPERATO
Hanover Township, Cook County

ITAGAC

- I. Call to Order
- II. Division Updates
- III. Treasurers Report
- IV. Old Business
- V. New Business
 - A. Approval of 2021-2022 Meeting Minutes
 - B. Educational Workshops
 - C. Increase in 2023 Membership Dues
- VI. Election of Officers
- VII. Adjournment



ATTORNEYS DIVISION
CHARLES DAVIS
Brown, Hay + Stephens

11:30 a.m.

11:30 – 12:30 p.m.

Attorneys Division

- I. Call to Order
- II. Welcome and Introductions
- III. President’s Report
- IV. Committee Reports:
 - Newsletter
 - Website
 - Spina Award
 - Planning
- V. Next Meeting Planning
- VI. ITAA Educational Seminar
- VII. Report of Nominating Committee – for November meeting
 - Election of Officers
 - President
 - Vice President
 - Secretary
 - Treasurer
- VIII. Law Update
- IX. Other Matters coming before the Association
- X. Adjourn

Cash Drawing

A cash drawing for \$100 will be held before the Annual Meeting/
 Closing Session. Be certain to visit the TOI Booth to get your name in
 the drawing. **You must be present to win!**

Annual Meeting of the Association/Closing Session

- Call to Order
 - Danny Hanning, TOI President
Huntsville Township Highway Commissioner
- Invocation
 - Rev. Percy Johnson, TOI Official Chaplain
Waukegan Township Trustee
- Pledge of Allegiance
 - Danny Hanning, TOI President
- Introduction of Division Presidents and Division Meeting Reports
- Association Report
 - Jerry B. Crabtree, TOI Executive Director
- ByLaws Committee Report approved by TOI Bylaws Committee
 - Darrell Maxheimer
Rochester Township Highway Commissioner
- Nominating Committee Report
 - M. Carroll Carroll, Vice Chair TOI Nominating Committee
Brimfield Township Tax Collector
- Election of Officers & Directors
- Oath of Office
 - Justice Doherty
- Keynote Speaker
 - Illinois State Treasurer Michael Frerichs
- Adjournment