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CAPITAL TOWNSHIP CLERK

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MINUTES

CAPITAL TOWNSHIP BOARD OF TRUSTEES

AUGUST 9, 2021

CALL TO ORDER/ROLL CALL

The Capital Township Board of Trustees met in the County Board Chambers. Supervisor Aiello led everyone in the Pledge of Allegiance.

The following members answered to roll call: Joe Aiello, Richard Berning, Brad Carlson, Lakeisha Purchase and Tammie Rockford. Mark Crawford, Bruce Stratton and Joe Roesch were also present.

A motion was made by Trustee Carlson, seconded by Trustee Berning, to approve the minutes of the July 12, 2021 meeting. A voice vote was unanimous.

A motion was made by Trustee Carlson, seconded by Trustee Rockford, to approve payment of the Supervisor/Collector/General Assistance Administration Expenditures in the amount of \$750.00. A voice vote was unanimous.

A motion was made by Trustee Berning, seconded by Trustee Carlson, to approve payment of the Township Clerk/Township Assessor's Administration Expenditures in the amount of \$332.64. A voice vote was unanimous.

ACTION TO PLACE FY 2022 BUDGET ON FILE

A motion was made by Trustee Carlson, seconded by Trustee Rich Berning to place fiscal year Budget 2022 on file.

Trustee Purchase had a few questions. She first wanted clarification on the line item titled "Grant" and what it actually was. Mark Crawford explained that it was the money that is reimbursed to the township from the intergovernmental agreements with other townships and also from the grant with the probation department here at the County for the workfare program. Mark explained that the court services department reimburse us for those costs. Trustee Purchase also inquired about how do we know how many people get assigned to the Workfare program through the Probation Department. Joe responded that that department sends them to us and then they are put in the Workfare program. The workfare placement is nine months, minimum wage and 70 hours a month.

Trustee Purchase also had a question about funds that have not been exhausted using the Homeless Initiative as an example. \$250,000 was allocated and only \$95,000 had been used. What happens to the remaining funds? Supervisor Aiello stated that it goes into the reserve fund balance. She also questioned on what the \$95,000 was spent. Aiello stated that initially it was spent on breakfasts and lunches then they provided food boxes to a variety of people. They also sent lunches over to a few hotels where people were having to isolate. Meals were bought from Café Moxo, Jungle Jim's and Boyds. Cleaning supplies and paper goods were also bought from Humphrey's. All of that money came from the Homeless Initiative line item. Purchase also wondered since the same amount is allocated for 2022 is the line item that would be used for Josh Sabo and his work? Aiello responded that yes, and that's something they need to think about. Nobody is sure what the next six or twelve months is going to bring with regard to the coronavirus and the delta variant. Part of the rationale in putting \$250,000 in that line item was to help Josh with his work and others that are involved whether it's Mercy or Helping Hands or it's another group. Josh is working with a variety of agencies along with federal and state government. Part of it could be for his salary to keep him in that position because he believes there are a number of groups assisting in paying his salary. The Salvation Army needs a lot of help as well. Trustee Purchase added that she hopes the board will also be assisting with Mental Health as well and not just supplying food. Focus also needs to be on those services to help get those people off the streets. Aiello added that the wrap-around services that Josh mentioned included mental health assistance as well. Trustee Purchase asked Aiello if he knew when Josh may be coming back to the board to ask for a dollar amount. Aiello responded that he'd reach out to him. He could probably get him back next month or the month after. Trustee Purchase stated that she knew Josh had gone to the City as well so she wanted to make sure they weren't "crossing wires" with funds. Want to make sure the board doesn't exhaust their funds in just one area. Aiello added that he also thinks it's important for the County to be involved as well.

Trustee Berning inquired about adding more description or sub-titles under some of the line items. His reasoning was that some things are trending up and some are trending down so it's a good way to really know where that money is coming from. Mark Crawford responded that he could add that detail. Trustee Purchase added that she'd like it added to the Workfare Program and other places to see in more detail how that money is being spent. Aiello was happy to provide that as well.

Trustee Purchase had a question about the GA Bus Token Program. Out of the \$10,000 they had for 2019 and 2020 they spent \$1750. Was curious if they could move some of that over for advertisement to show the community about the programs. It would be taken out of the same \$10,000 line item. Aiello thought it would be best under Contractual Services.

Berning questioned whether Trustee Purchase was talking about advertising specifically for the Bus Token Program or all advertising. Purchase stated she would like all advertising to come from there. Purchase wanted to know what the board thought of using that money to just generally advertise suggesting at least \$1,000 every year to advertise their services. Aiello stated that was the board's decision to make. Berning thought there should be a plan put in place first and needed to know how they would judge that plan. They would need to have some accountability of what they're spending money on. Purchase was in agreement with having a plan moving forward. Would they want to have a line item for that under Contractual Services? Do they just come back next month to make sure that gets added in? Aiello thought they could probably make an amendment prior to approval next month. Crawford added that any time after the budget is passed you can amend it. Purchase then questioned if next month she could then make a motion to make an amendment? Crawford said or they could do it now and place it on file. Berning added that throughout the year and typically at the end of a budget

year they've made amendments to basically balance all the different line items. Adding that an amendment can be done any month so he doesn't see that as being an issue. Crawford reiterated that yes it can be done any time after the budget has been passed. Berning suggested that Trustee Purchase let Aiello know what she was thinking so he could work that into his plan. Purchase also inquired about whether the board had done any advertising before. Berning stated they've had brochures, banners and an advertisement in the SJR at one time.

Purchase also inquired about seeing a breakdown of employers and employees under the Workfare line item. Would like a breakdown of where they are and how they're spending it. Aiello stated that some of that is in the monthly report but he will take a look at that.

Purchase stated that recently there have been more community groups and organizations approaching the board so she was wanting to propose some type of program or service that residents or organizations could apply for and wasn't sure what line item that would come out of. Aiello responded that they would talk about that under Old Business.

Purchase added that she knows they've been talking about being more transparent and thinks it would be good to have some sort of process or application in place. She would like for there to be a form for them to fill out so they can hear a little more about the organization and how much of the funds they are looking or asking for and it's on paper and in black and white. Aiello reiterated they would talk about in Old Business and will refer to Trustee Purchases' email she sent him.

Purchase wanted to know how much do they typically have on reserve? Crawford responded they try to have about 1.5 of their expenditures. Purchase has been hearing from residents that the township is sitting on 3 million dollars and she wanted to make sure they were being transparent and put that out there because they are using funds for their programs but not exhausting those funds. Aiello clarified it depends on where you're at in the tax cycle. They also have to look at their financial obligations adding that if they were to liquidate today they would not have 3 million dollars. There was a bill passed this last session capping reserves for townships and when they looked at that he thinks they were like 1.9 million dollars short of that cap. They are well below that. Purchase wanted to know what that cap is and Crawford explained that it is 2.5 percent of the last 3 years average expenditures. Aiello stated that they do have a reserve but they are really not sitting on 3 million dollars. They have financial obligations that have to be met including IMRF and other things. If you look at how they've been trending the last few years they have been asking less of the taxpayers. The tax rate has gone but yet services have increased. The Homeless Initiative has been put in there. They have an intergovernmental agreement with Community Resources allowing them to work more efficiently, provide more services for their clients, creating a one-stop shopping system. While the reserve sounds like a lot of money it's not. Dan Hynes said years ago the State of Illinois needs to think about a rainy day fund – he thinks they probably wish they still had Dan Hynes in that office and would have done what he suggested. The township has a rainy day fund while other governments don't. The City has a billion dollar deficit for the pensions – the township doesn't. We should be proud of the fact that they are continuing to provide services, in fact expanding services and working more efficiently but also taking care of the taxpayer who underwrites this for us.

Trustee Purchase suggested a solution to the board members and Supervisor Aiello to dispel some of the conversations about the excess money. She reminded everyone that back in 2017 or 2018 she held a town hall meeting over at the Sangamon County Public Health Department and they invited the community and it was very helpful and informative. She believes they should try that again. There

would be a lot of transparency by being able to go over the budget now that it's been passed and could break it down so people could see what was going on and would stop some of the talk that they're just sitting on money. Supervisor Aiello stated he would get with Clerk Gray, Mark and Julie and they would get something figured out. Aiello agreed it would be helpful and would straighten out some misinformation. A hybrid model of the meeting using Zoom was also discussed due to concerns with the virus and the variant.

The budget was then voted on with a roll call vote. All voted "Yes".

ACTION TO RENEW IGA WITH COMMUNITY RESOURCES

Supervisor Aiello stated that it's the same IGA that was originally presented and this would be an extension through 2026. In that IGA, item number 23 is an out clause with a 90 day advance notification. The rationale behind August 31, 2026 is when they did this last time Aiello spent several months over at the office in the morning, at noon and late in the afternoon making sure that their clients knew that they were no longer there. There was signage and he was handing out bus tokens to people who had taken the bus to get there. The new board would be seated in 2025 and if the new board wanted to get out of the IGA they could get out with a 90 day notice at any time.

Trustee Purchase inquired about whether or not Capital Township shares any funds with Community Resources. Aiello stated they did not but they work with Community Resources to help individuals out when they are able.

A motion was made by Rich Berning and seconded by Lakeisha Purchase to renew the IGA. A voice vote was unanimous.

ACTION ON ONE IN A MILLION REQUEST

Supervisor Aiello stated he met with Frank McNeil at Community Resources. One in a Million has a program coming up and Mr. McNeil was looking for some help with the backpack program. This board helped out the Boys and Girls club in a similar effort several years ago. Aiello felt like this was a program that supports the boards mission. They gave about \$1000 before and the event was held out at the Sangamon County Public Health Department. Trustee Purchase let the board know she would have to recuse herself from the vote since she is a member of the organization.

A motion was made by Rich Berning to provide \$1,200 for backpacks and or school supplies, seconded by Brad Carlson. A voice vote was unanimous. Aiello added that he would call Mr. McNeill to see where he was with the supplies. Aiello may be able to get a better rate on some of the items and may be able to get some matching funds. Trustee Carlson voiced that maybe they could receive a report after the event letting them know how many children were helped and what the money specifically went towards. Aiello will also speak with Dave MacDonna and Justine Macklin and have them take part in the event.

REPORT FROM LEGAL COUNSEL

Nothing to report from legal counsel.

SUPERVISOR UPDATE AND OLD BUSINESS

Supervisor Aiello stated he'd have the July statistics report going out to everyone with their paystubs this week.

He spoke with Lakeisha last week about the current Capital Township website and the need for some updates. Options were discussed about what's available to them at a lower cost that developing a new website. Township Officials of Illinois has a website template that can be used for a nominal cost that includes sections for downloads, links and other resources. Also a feature that would include minutes and agendas. It's \$275 to get started and then an annual fee of \$175.

Trustee Purchase thanked Joe for remaining steadfast on this since their conversation on Friday. She wanted to know if that template would include the application that could be printed off for organizations to use. Aiello stated they would discuss that a little later in the meeting. He also said that what is statutorily required to be on the website would be researched to make sure those requirements are met and some bells and whistles would be added to create more transparency. There was brief discussion about costs to have a new website designed as opposed to going with the template.

Trustee Purchase made a motion to move forward with the authority to go into agreement with the Township Officials of Illinois for a webpage. There was a second by Brad Carlson. Trustee Berning also added that he's trusting that other avenues have been looked at as well. Aiello added that he's studied the TOI site and is comfortable with it has spoken with others who have used it and is impressed with the flexibility and options it has as well as the ease of managing it. Voice vote was unanimous.

Supervisor Aiello stated last month there was an email concerning applications from Trustee Purchase. Aiello opened the floor for discussion

Trustee Purchase stressed that she'd like there to be a process in place to let organizations know how to go about requesting funding. Specifics on the procedure should be included like what the limits are, what are the requirements etc.. Right now nothing for them to fill out other than sending us an email requesting to come in front of the board. Purchase spoke about having a specific line item for these requests. She suggested a Community Fund. This would send the same message across the board to anyone who was wanting funding so they weren't denying one group over another.

Trustee Berning thought it was a good idea. In the past, people have come forward and made a presentation. He wondered if the application would be to make a presentation. Believes that in the past, the presentation convinced the board one way or the other.

Purchase would like something more concrete. Saying yes to a presentation is different than having a set of requirements stated in writing. Aiello added that in years past they have been taken one at a time. Aiello wondered if some of the items in Trustee Purchases' email were taking a more strict and rigid approach such as scoring. The question is what do they want to give money to, what do they want to support. Currently they have a mission with regard to homeless, rental and utility assistance, buses and workfare. That's been their core mission for years. Do they want to expand outside of that? What kind of line item are they talking about - \$10,000?

Trustee Purchase would like a line item with a certain amount of money in it because they'll continue to get organizations coming in for funding so a line item would make sense. Also helps the board have some boundaries.

Mark Crawford thought there was a separate line item in the past but haven't had it lately. Since it's not budgeted it's not presented. He stated that is money that could be moved after a decision has been made through a budget amendment.

Trustee Carlson wondered if there has been any problems over the years when money has been granted to groups. Aiello thought not. Carlson thought there could be some sort of generic form as to what their request is and then would need to come to a board meeting and expand on that process. Trustee Purchase thinks having a process in place is good for transparency issues. It could be justified why one group was granted funds and another wasn't. Doesn't see why they can't have a process put in black and white.

Aiello suggested that he could look at what others are doing and how they're handling it. Trustee Berning said there are many organizations including the Community Foundation that are going through the process to give grants to different people and different organizations. He knows they all have a process and also have a committee that makes the final decision. He doesn't worry so much about someone coming in saying well somebody got more than we did because that's just human behavior. He thinks having some type of understanding of how they do things is probably not a bad idea.

Aiello didn't think a motion needed to be made to direct him to do some research on the topic. He thought Trustee Berning brought up a good point about the Community Foundation who does a lot of research and work. Purchase added that this is why it's a good idea to have an in-person or Zoom community meeting so they could explain what we do and people can be on the same page.

Aiello suggested that they continue to take them in as they have and to give him a few months to do some research. Trustee Purchase said she'd be willing to work with Aiello on that and address some of the bullet points from her email.

Carlson suggested that if there is some concern about communication that Supervisor Aiello could get out and do a media blitz. He could get on some radio stations and do some interviews. Trustee purchased disagreed with that approach claiming not everyone listens to the local radio stations. She thinks some people would miss out on the message. Thinks doing both town hall/zoom and the press would be a good idea.

Aiello stated he would do the research on it. He added that 70-75% of Capital Township's applicants are told no. People are told No – people are fishing for money every day. There is a screening process that they go through. Some questions are who is going to process these, does the town board want to be the screening committee; do we want our employees to be the screening committee – these are things that have to be worked out. Aiello will look into it. Don't expect something next month. It will probably be a couple months before he reports back.

Purchase reiterated that she'd like to do the town hall meeting and would like the full board to participate and it not be a "Lakeisha" meeting. Would like all entities to come to the table. In the past, Rich Berning was there, the Supervisor, the Clerk, Byron from the SA's office. It was very unified and was a great way to get the message out.

PUBLIC COMMENT

Shatriya Smith, 2040 Gregory Court, Springfield addressed the Board. She is the Executive Director of the Garvey Tubman Cultural Arts and Research Center in Springfield. The overview is the conjunction of African American Citizens in Springfield, Illinois, Garvey Tubman Cultural Arts and Research Center, community volunteers and local donors hope to share the overall wellness of the 19.9% of the population of the community with togetherness and awareness of the stigma of historical institutional biases while supporting Springfield Township council that provides services to the Eastside community. Their goal is to implement policies and regulations pertaining to and support around civic engagement, volunteerism in the Springfield area. In addition to advocating possibilities, of new programs to assist eastside communities and businesses that had in the past least investment support. The community recognizes that Capital Township has funding and would like to inquire about how it's being implemented in community investment. The community recognizes that Capital Township has an obligation to the community with funding that can assist non-profits to grow in low income communities. The community also recognizes that while services for the homeless supports their derivative of the Capital Township the main focus should be for those supports for lasting and long care. Ms. Smith thanked Supervisor Aiello for allowing them to have space for public comments and open forums for non-profits like themselves. She also thanked Trustee Purchase for allowing the dialogue to be brought to the floor and also thanked the Assessor and the Board. The mission of the center is to provide services in the interest of the African American community sharing viable support system that speaks to the community's educational, emotional and cultural needs by providing high quality, child friendly and relevant subject matter. They provide educational programs for youth ages 5-17 to help build future success. They provide facilitated instruction with professional artists supporting emerging artists' minds. This is the only program of its kind in the Springfield and surrounding area. They need programs to help incentivize in the midst of hardships. The Center has been incorporated as a 501C3 since 2016. She knows Capital Township has the capacity to rectify any discrepancies in the reinvestment in the community volunteer investment and she hopes that they can be helpful in trying to get those ideas to the floor. They do several programs in the community. The music program is ongoing. They also do swag bag drop-offs where they go to the beneficiary's home, do the activity at the home, and leave them with supplies that will last them the entire summer. They have worked with other organizations like Better Life for Better Living to provide services for the youth free of charge through donations, grant writings, sponsorships and other supports. They are asking for an allocated funding community fund line item support per year of \$3000. If that would be approved, it would be greatly appreciated. They will be asking others for funding as well. Ms. Smith then thanked the board for their time.

Sheila Stocks-Smith, 2235 Greenbriar Drive, Springfield then addressed the board. Ms. Stocks-Smith would like the board to consider placing public comment before the meeting if it was on an agenda items so the board could hear feedback from people before they voted on an item.

Ms. Stock-Smith wanted to know if it was correct to say that the Town Fund is the administrative arm of the budget. She wanted clarification on the Town Fund versus the General Assistance Fund. Supervisor Aiello clarified that General Assistance administers General Assistance programs and the Town Fund is the administrative side of things as well as the assessment side. Ms. Stocks-Smith stated that it seemed as if the cost to administer the General Assistance was as much as was being given out. Mr. Crawford denied that saying the GA Admin is budgeting roughly \$150,000 and the client services is about 1.3 million. Mr. Crawford clarified that the assessing side of the budget is not part of the General Assistance. It is a different government function outside of General Assistance. She also wondered if

there was a different budget item for that in the Assessor's office as well. Crawford stated that the funding for the Assessor's office is all within the Town Fund. Ms. Stocks-Smith then inquired about where in the budget it is to run the Community Resources program? Superintendent Aiello stated it was \$150,000 per year to administer the General Assistance funds.

Ms. Stocks-Smith also echoed what Trustee Purchase had stated about having funding for advertising but she would like to suggest it be called "Outreach" because that's more what that is. She thinks broader outreach is more that's needed with these programs for the people she has spoken with about the township – the vast majority have no idea what the Township board does. She thinks it's important to get the information out to let people know what they do.

Ms. Stocks-Smith added that given what they do and as a taxpayer, she would like to see the money go to people in need rather than 50 cents come back to her. That's what they do and she thinks people out there know the level of need that people in our community are in before COVID and now with COVID it is staggering. As a taxpayer, she wants you to give away that money she doesn't want it back and she thinks most people would agree.

Ms. Stocks-Smith also commented on the web update. She would like the website to be up fairly soon and hopes it up to modern standards of what they would expect of any other public entities websites to find information. She thinks the county has a very good website and is glad to hear that they're trying to model it after that.

Ms. Stock-Smith also spoke about the application. She thinks for monies to outside agencies or 501C3's that come into request funds that there should be a written process, not just an application form but a written application process to protect the board as much as to be transparent to the community. It would outline what the process is, what are the eligibility requirements. If they're giving away money to 501C3 groups as a taxpayer she would want to know that they've been vetted and they have an application and a process in place. She supports that that gets done and appreciated the board listening to her concerns.

Trustee Purchase had a question that she had forgotten to ask earlier about washing vouchers that were given out. Aiello stated those were given out after the tornado impacted the community about 15 years ago. She was wondering what type of fund or line item was used for that. Mark Crawford stated that it came from emergency assistance. It's called Seasonal now. She stated that in 2019 and 2020 there was \$1000 allocated was wondering if more could be allocated since we are coming out of a pandemic and the delta variant is now around in case an emergency comes up. Mark Crawford stated that reflecting back he thinks the Seasonal was where they paid for the fan program and there was an emergency assistance line item but they don't budget for it so it's not listed but one can be created. Trustee Purchase would like to see that in there.

Supervisor Aiello then asked Mark Crawford in the past, how many groups or organizations have been in to ask for funding or backpacks, school supplies, etc. Mark thought at the most maybe ten and of those maybe only four or five received funding. Trustee Purchase asked if she could see a report showing what had been given out during the washing gift card program implemented after the tornado. Mark said he could do that and also show monies given out to different organizations over time. Trustee Purchase thinks there may be a trend of more people and groups coming in to ask for funds as the word gets out and that's another reason why she thinks it would be good to get a process in place.

Supervisor Aiello thinks this board has stepped up big when the pandemic started. When others were scratching their heads trying to figure out what to do they put money into the Homeless Initiative and started feeding people and that didn't take long at all. He says the board has done a great job and he has faith that they will continue to do a good job. They have had their core values for years that they've focused on. If they want to expand now, that's fine, it's up to the board to make that decision but with their core values they've done a nice job over the years. Does that mean they don't look at themselves and take their own inventory? He thinks every once in a while you have to do that and he thinks that's where they are but they aren't going to lose sight of their core values. They've paired well with Community Resources – it made sense to work closely with them. When 75% of the taxpayers said we should consolidate, they did it and are providing more services for people and they're getting people more money and that's important.

Trustee Purchase wanted them to think about when they do the Town Hall to bring in Community Resources to talk about their services. Supervisor Aiello said he had no problem doing that and an Open House had been planned but then the pandemic hit. Aiello said they'd be keeping an eye on things and would keep moving forward.

ADJOURNMENT

A motion was made by Trustee Purchase, seconded by Trustee Carlson, to adjourn the meeting to September 13, 2021 at 12:00 p.m. A voice vote was unanimous.

Don Gray
Town Clerk