

111th Annual Educational Conference of the Township Officials of Illinois

Navigating Through



Township Government

November 11-13, 2018

Crowne Plaza Hotel, Springfield, Illinois

www.toi.org



Your Officers and Directors Welcome You to Our 111th Annual Educational Conference

President



Danny Hanning

Huntsville Township, Schuyler County

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Trustee

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Darrell Maxheimer

Highway Commissioner

Rochester Twp., Sangamon Co.

Karen Megan

Tax Collector

Millbrook Twp., Peoria Co.

Greg Menold

Highway Commissioner

Morton Twp., Tazewell Co.

Charlie Montgomery

Highway Commissioner

Monticello Twp., Piatt Co.

Sandy Shaw

Assessor

Wood River Twp., Madison Co.

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Clerk

DuPage Twp., Will Co.

Ruth Stanley

Trustee

Sterling Twp., Whiteside Co.

Kay Starostovic

Supervisor

Grant Twp., Lake Co.

Sherry Tite

Clerk

Wood River Twp., Madison Co.

John Theobald

Trustee

Troy Twp., Will Co.

Arnold Vegter

Highway Commissioner

Union Grove Twp., Whiteside Co.

James Weisiger

Assessor

Champaign Twp., Champaign Co.

Michael J. Young

Supervisor

Centralia Twp., Marion Co.

Schedule At A Glance

Sunday, November 11

- 2:00 – 6:00 P.M. Registration Desk Open
- 2:00 – 6:00 P.M. Exhibit Hall Open – Be sure to stop by the A Million Thanks table to write to an active duty soldier! Get your photo taken with Abe & Mary Lincoln at the TOI booth.

Monday, November 12

- 7:30 A.M. – 9:45 A.M. Exhibit Hall Open
Coffee & Rolls (7:30 – 9:00)
- 7:30 A.M. – 4:45 P.M. Registration Desk Open
- 8:30 – 10:00 A.M. II Township Assn. of General Assistance Caseworkers
Division Meeting
- 9:00 A.M. – NOON Attorneys Division Business Meeting
- 9:30 A.M. Opening Session Doors Open
Municipal Band
- 10:00 – 11:45 A.M. Opening Session featuring leadership speaker, Rory Rowland
- 11:45 A.M. – 1:00 P.M. Complimentary Lunch in Exhibit Hall
- 1:15 – 2:15 P.M. Concurrent Educational Sessions
- 2:30 – 3:30 P.M. Concurrent Educational Sessions
- 3:45 – 4:45 P.M. Concurrent Educational Sessions
- 5:00 – 7:00 P.M. AITCOY Annual Business Meeting
- 6:00 – 7:00 P.M. Reception (cash bar)
- 7:00 – 8:30 P.M. Banquet
- 8:30 – 10:30 P.M. Music & karaoke by Sevenser Sound – open to all attendees

Tuesday, November 13

- 7:30 A.M. – 4:00 P.M. Registration Desk Open
- 7:45 – 9:30 A.M. Awards Breakfast
- 8:30 – 9:30 A.M. Concurrent Education Sessions
- 9:45 – 10:45 A.M. Concurrent Education Sessions
- 11:00 A.M. – 12:00 P.M. Concurrent Education Sessions
- 12:00 – 2:45 P.M. Division Meetings (includes box lunches)
- 3:00 – 4:00 P.M. Closing Session

General Conference Information

Registration for the 111th Annual Educational Conference and Exhibit Hall is in the First Floor Lobby of the Crowne Plaza Hotel from 2:00 to 6:00 p.m. on Sunday, November 11, 2018.

Conference attendees are encouraged to take advantage of this time to visit the many vendors in the Exhibit Hall that provide townships with products and services. Lite snacks and beverages will be provided.

All individuals attending the Conference **MUST BE REGISTERED**, and **IDENTIFICATION BADGES MUST BE WORN** at all times. Conference Committee members will be checking for proper identification to verify all participants are paid attendees.

Shuttle To Other Hotels

The Crowne Plaza Hotel provides shuttle service to and from participating Conference hotels. Contact the Front Desk (217-529-7777) at least 30 minutes prior to desired pick-up time.

Wi-Fi Access

There is free Wi-Fi access for TOI conference attendees at the Crowne Plaza. The Wi-Fi network is **Crowne Plaza Conference**. When prompted for a password, enter **turkey**.

Spouses/Guests

Guest Registration allows spouses/guests to enter the exhibit hall, have continental breakfast on Monday, and lunch on Monday and Tuesday. Guests are encouraged to congregate in the area outside the Lone 9 restaurant on the second floor of the Crowne Plaza to visit and make plans. The Crowne Plaza shuttle will also transport guests to sites within Springfield.

Elevator Schedule

Two of the hotel elevators will be running only between floors 1-3 during various times throughout the conference to help expedite the transfer of attendees to sessions. A schedule of the times is posted outside of the elevators. Please only use these elevators at the stated times to access floors 1-3. Attendees needing to access their room floors, please use the designated elevator for floors 4 and up. Once education sessions have started, all elevators are open to access any hotel floor.

Conference Surveys

TOI values your thoughts and ideas regarding its 111th Annual Educational Conference! To help us with planning for future education sessions and the overall conference, TOI is asking all attendees to complete surveys during each education session they attend, as well as the overall conference survey. Paper surveys are available in each session and in your conference packet received at registration. Online surveys can be accessed through the TOI Conference App on your mobile devices.

For the session surveys, click on the specific session you are attending, scroll to the bottom of the page to Surveys. Click on **Session Survey**. There are 5 questions to answer, as well as an area to leave comments. The overall conference survey can be accessed through the main page of the app. Click on **Conference Evaluation**.

How To Use The Conference App

Download the App by accessing the iTunes App Store for iOS devices and the Play Store for Android devices and Blackberry. *If you're using a Windows phone, you'll need to use the web version of the app found here: <http://meaur1.com/chameleon>*

Search for **Chameleon Event App**. Once you've found the app, tap either **Download** or **Install**.

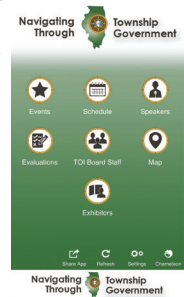
After installing, a new icon will appear on the home screen.

Once downloaded, open the **Chameleon Event App** app and enter **Township Officials of Illinois**. Tap the name of the TOI event to open it.

Then, the Conference Home Page will appear. From the Home Page, you have access to a large variety of information with just one click on an icon!

A schedule of the Conference activities, by day or at a glance, all speakers and their contact information, TOI Board Members & Divisions, Silent Auction items, Exhibitors & an interactive exhibit hall map, and map of the hotel are all available with just one click on any of the icons on the app's home page.

If you are having trouble downloading, updating, or navigating the Conference app, stop by the Mobile App booth inside of the Exhibit Hall or the TOI booth inside the Exhibit Hall for help.



Hosted by TOI Conference Committee



Sherrill Knorr, *Chair*

Greg Menold, *Vice Chair*

Percy Johnson

Ruth Stanley

Kay Starostovic

Sherry Tite

Sunday, Nov 11

Registration

2:00 – 6:00 P.M.

First Floor Lobby

Registration for the 2018 Annual Educational Conference is on the first floor lobby of the Crowne Plaza Hotel

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 app, search the app for **Township Officials of Illinois** within the app to use the TOI conference app on your mobile device.

Exhibit Hall

2:00 – 6:00 P.M.

Plazas E-J

Please visit the many vendors in the exhibit hall that provide townships with products and services. Beverages and lite snacks will be provided.

Also, stop by the TOI booth and have your picture taken with Abe & Mary Lincoln and, in honor of Veteran's Day, stop by the A Million Thanks table to write a letter of encouragement to a soldier serving overseas, stationed stateside, or recovering in a military facility. To date, A Million Thanks has distributed over 7 million letters to servicemen and women stationed around the world. All letters will be mailed to the organization who will then distribute our TOI letters to those serving in our military.

Silent Auction

2:00 – 6:00 P.M.

Exhibit Hall - Plazas E-J

Silent Auction items will be on display near the TOI Booth (booths 26 – 28). Complete a Silent Auction bid form at the Registration Desk (hotel lobby) and bid during Exhibit Hall hours on Sunday and Monday as well as during the Monday night activity. Bid winners will be posted on Tuesday morning at the Registration Desk.

Monday, November 12

Registration

7:30 A.M. – 4:45 P.M.

First Floor Lobby

Exhibit Hall

7:30 A.M. – 1:00 P.M.

Plazas E-J

Vendors that provide products and services to townships will be available in the exhibit hall from 7:30 to 9:45 a.m. (closed for the Opening Session) and 11:45 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 will be provided from 7:30 – 9:00 a.m. in the exhibit hall. We encourage all Conference attendees to participate in the Opening Session. The Exhibit Hall will close at 9:45 and reopen at 11:45 a.m.

Silent Auction

7:30 A.M. – 9:30 P.M.

Silent Auction items will be 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 to 9:30 p.m. Bidding for all Silent Auction items may take place during these times. Bidding 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. Complete a Silent Auction bid form at the Registration Desk (hotel lobby) in order to bid on items.

Illinois Township Association Of General Assistance Caseworkers

8:30 – 10:00 A.M.

Capital I Room

- I. Call to Order
- II. Division Updates
- III. Treasurers Report
- IV. Old Business
- V. New Business
 - a. Educational Workshops
 - b. Committees
- VI. Election of Officers
- VII. Adjournment



MARY JO IMPERATO
PRESIDENT,
ILLINOIS TOWNSHIP
ASSOCIATION OF
GENERAL ASSISTANCE
CASEWORKERS

Attorneys Division Board Meeting

9:00 A.M. – Noon

Lincoln Board Room – third floor



JOHN M. NELSON,
PRESIDENT,
ATTORNEYS DIVISION

Cash Prize Drawing

9:30 A.M.

Exhibit Hall

A cash drawing for \$100 will be held at the TOI Booth at 9:30 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. **You must be present to win!**

Opening Session Doors Open

9:30 A.M.

Diamond Ballroom (second floor)

Enjoy patriotic music by the Springfield Municipal Band while waiting for the Opening Session to begin. Enjoy the 5th annual Township Parade of Flags: townships from all over the state present their flags opening the 111th Conference Event.

Opening Session Featuring Rory Rowland

10:00 – 11:45 A.M.

Diamond Ballroom (second floor)

Call to Order

*Danny Hanning, TOI President
Huntsville Township Highway Commissioner*

Presentation of Township Flags

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*

Remarks

Legislative/TOIPAC Report

Taylor Anderson, TOI Legislative Consultant

Report – State of the Association

Bryan E. Smith, TOI Executive Director

Keynote Speaker

*“17 to 1 Underdog – How to Lead from Behind Like
Harry Truman”*

Featuring Rory Rowland

Rory Rowland is the president and founder of Rowland Consulting in Independence, MO dedicated primarily to helping organizations and leaders to reach their full potential. Rory is one of the most popular speakers at state and national conferences and he has spoken before thousands during his 25-year career.

Rory conducts and facilitates sales training and sales coaching for organizations all over the country as well as strategic planning sessions. He has spoken in all 50 States as well as Canada, Mexico and Guam. Rory has an MBA and a BS Degree in Economics. He is also a state representative in the Missouri General Assembly.

Adjournment of Opening Session



DANNY HANNING,
TOI PRESIDENT



SHERRILL KNORR,
CONFERENCE CHAIR



RORY ROWLAND
KEYNOTE SPEAKER

Exhibit Hall & Lunch

11:45 A.M. – 1:00 P.M.

Plazas E – J

The Exhibit Hall will reopen following the Opening Session and complimentary lunches will be 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. and is not available on Tuesday.**

EDUCATIONAL SESSIONS

1:15 – 2:15 P.M.

FIRST FLOOR – LOBBY LEVEL

Grant Writing 101

PLAZA A/B ROOM

Featuring Kristen Olson, Grants Galore

Sponsored by Township Officials of Illinois

Don't know where to look to find information about grant funding? Kristin Olson provides you a one-hour tour of several grants databases that list private- and public-sector grants. She will also demonstrate her process for quickly narrowing the list of prospects and finding the grants that are the best fit for your funding needs.

Top 10 Things You Should Know About Employment Laws in Township Government

PLAZA C/D ROOM

Featuring Keri-Lyn Krafthefer, Ancel Glink

Sponsored by Supervisors Division

Labor and employment laws change frequently! Can you keep track of the alphabet soup of laws related to employees? ADA, FMLA, FLSA, HIPPA, etc.? This session will review the fundamentals you need to know to keep your township on top of employment laws.

SECOND FLOOR – BALLROOM LEVEL

TOI Legislative Update

DIAMOND ROOM

Featuring Taylor Anderson, Anderson Legislative Consulting, Ltd.

Sponsored by Township Officials of Illinois

TOI Legislative Consultant Taylor Anderson reviews recent legislation impacting Illinois Townships. This session also provides an opportunity for questions on the TOI legislative agenda.

Intergovernmental Agreements in Township Government

EMERALD ROOM

Featuring Charles Davis & Daniel Hamilton, Brown, Hay and Stephens

Sponsored by Trustees Division

This session will address the requirements for, and uses of, intergovernmental agreements to achieve the best outcomes for constituents and Townships. Learn about the positive impact such agreements can have on your township.

How to Lead When You Have to SURVIVE

SAPPHIRE ROOM

Featuring Rory Rowland

Sponsored by Township Officials of Illinois

Explore real life and death leadership moments. Develop your leadership skills that make a difference. Master the keys to leading when the chips are down. Challenge yourself to be an exceptional leader with this check list. Identify leadership moments that make a difference. How to leave a legacy – Don't miss this powerful idea of leadership.

THIRD FLOOR

Adult Protective Services

CAPITAL II ROOM

Featuring Natalie Saffell, Senior Services of Central Illinois

Sponsored by ITASCSC

Adult Protective Services (APS), administered through the Illinois Department on Aging (IDOA), is designed to respond to adults with disabilities and older adults, who are in a domestic living situation, who are victims of abuse, neglect, self-neglect and financial exploitation (ANE) by building on the existing legal, medical, and social service system to assure that it is more responsive to the needs of ANE victims and their families. Senior Services of Central Illinois is the provider agency for Sangamon, Logan, Mason, and Menard Counties. This presentation provides an overview of the Adult Protective Services program at Senior Services of Central Illinois.

Board Development – Building Efficiency, Cohesion And Effective Decision-Making Through Team Building

GOVERNOR ROOM

Featuring Ron Jakubisin, Illinois Association for Behavioral Health & Ryan Dickinson, Hanover Township Youth & Family Services

Sponsored by AITCOY

Come prepared to learn and experience some effective techniques to enhance your Board's functioning... you will likely laugh in the process too! Learning objectives include: What is effective communication, really? Presenters will create and demonstrate effective communication skills for you to use in advancing your township's work; interpersonal conflict – who's to blame? Presenters will teach and demonstrate a model of interpersonal conflict that makes sense - shifting from blame to resolution and personal growth.

Monday, Nov 12 1:15–2:15 p.m., 2:30–3:30 p.m.

Township Cemeteries and How to Administer Them

ILLINOIS ROOM

Featuring Kurt Asprooth, Ancel Glink

Sponsored by Trustees Division

This is a must session for those officials who want to be better informed and understand how Township Cemeteries should be administered. Learn how to comply with state regulations governing the administration of township cemeteries.

EDUCATIONAL SESSIONS

2:30 – 3:30 P.M.

FIRST FLOOR – LOBBY LEVEL

My Township Does NOT Do It That Way!

PLAZA A/B ROOM

Featuring the Clerks Board of Directors

Sponsored by Clerks Division

This session examines the different ways townships carry out the duties, noting that as long as we are within the law, it can be different for each township. Items include who is responsible for creating the agenda? Do you send it electronically or deliver? Who signs checks? Who is bonded? Many other items will be discussed, as well as a presentation of two different styles of board information packets. Focuses on smaller townships needs' versus larger ones.

General Township Board Procedures (An Overview)

PLAZA C/D ROOM

Featuring Keri-Lyn Kraftbefer, Ancel Glink

Sponsored by Supervisors Division

Is your township following the procedural rules related to board meetings? Are you following the best practices about expending township funds? This session will review good governance tips related to township board meetings and procedures as well best practices and policies regarding expending township funds.

SECOND FLOOR – BALLROOM LEVEL

Ask An Attorney

DIAMOND ROOM

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.

FOIA/OMA in Township Government

EMERALD ROOM

Featuring Lorilea Buerkett & Roland Cross, Brown, Hay and Stephens

Sponsored by Clerks Division

This program is designed as an overview of the Freedom of Information Act (FOIA) and the Open Meetings Act (OMA). The presentation features the latest statute amendments, cases, and determinations by the Public Access Counselor in the Office of the Attorney General on FOIA and OMA, as well as discussion of best practices.

Understanding TIFs in Illinois

RUBY ROOM

Featuring Jim Donelan, TOIRMA Executive Director

Sponsored by Township Officials of Illinois

If there is a Tax Increment Financing (TIF) district in your township, one is being proposed, or you just want to learn about how TIFs impact townships/road districts, this session is for you. This session provides the tools for better understanding the impacts of TIFs, and ways to potentially work with municipalities. If your township is not presently impacted, chances are you will be in the future. Learn the questions to ask, what to look for, and how to make sure your township/road district is protected. There will be ample time for questions and answers during this interactive session.

THIRD FLOOR

All About ITASCSC

CAPITAL II ROOM

Featuring Megan Conway, Susan Dillon, & Pete Hawkins

Sponsored by ITASCSC

The Illinois Township Association of Senior Citizens Service Committees members present an information packed session on serving older adults in your townships. Our panel presenters, Megan Conway, of Schaumburg Township; Susan Dillon of Ela Township and Pete Hawkins of Thornton Township will discuss the variety of programs that any township can implement and reach the growing older adult populations. ITASCSC members mission is having people maintain an independent lifestyle, which benefits everyone!

Improving the Quality of Life Within Your Township

GOVERNOR ROOM

Featuring Ron Jakubisin, Illinois Association of Behavioral Health & Ryan Dickinson, Hanover Township Youth & Family Services

Sponsored by AITCOY

This workshop will offer you practical guidelines for engaging youth through service to your township. Learning objectives include: learn various ways to engage youth in service to your township; learn the due diligence and other requirements for engaging township youth in service; Operation Snowball will be showcased as an example of engaging youth, promoting youth leadership and preventing substance abuse and use amongst youth in your township.

Monday, Nov 12 2:30–3:30 p.m., 3:45–4:45 p.m.

Sexual Harassment Policies and Information All Townships Should Have

ILLINOIS ROOM

Featuring Andrew Keyt, Heyl Royster

Sponsored by Trustees Division

This presentation will focus on identifying sexual harassment and the common cases. There will be discussion of how to handle problem employees or even visitors to your Townships that may be causing harassment or employees allowing it to occur. Also addressed will be policies and procedures for handling sexual harassment within the workplace as well practical tips for limiting or avoiding liability. Attendees will take away a greater understanding of the broad spectrum of sexual harassment seen in the workplace, as well as a few procedural pointers for handling difficult sexual harassment situations.

EDUCATIONAL SESSIONS

3:45 – 4:45 P.M.

FIRST FLOOR – LOBBY LEVEL

I Did Not Know I Had to do That!

PLAZA A/B ROOM

Featuring the Clerks Board of Directors

Sponsored by Clerks Division

This session, also known as “By the Book/Buy the Book” is an in-depth review of the Laws & Duties Handbook and the Clerks Handbook to remind Clerks of all tenures the responsibilities of the position, noting that often times Clerks only do somethings once in a year or in a term and where to get assistance and direction with less considered tasks that are nevertheless important to doing the job of Clerk well.

Understanding the Functions of Township Government and the Consolidation Issue

PLAZA C/D ROOM

Featuring Keri-Lyn Krafthefer, Ancel Glink

Sponsored by Township Officials of Illinois

Townships and road districts continue to be targeted and scrutinized for consolidation and dissolution. This session discusses the latest developments regarding consolidation legislation and intergovernmental cooperation

SECOND FLOOR – BALLROOM LEVEL

Understanding the Township Budget Process

RUBY ROOM

Featuring Bryan E Smith, TOI Executive Director

Sponsored by 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? In this session, TOI Executive Director Bryan Smith explores the budget process from start to finish.

Understanding IMRF

TOPAZ ROOM

Featuring Jon Renner, Illinois Municipal Retirement Fund

Sponsored by Township Officials of Illinois

Stop by and meet an IMRF representative. Additionally, listen to an update on IMRF benefits, workshops, and valuable general information.

THIRD FLOOR

Crafts to Connections

CAPITAL I ROOM

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 one of two craft options 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. Space is limited, please sign up at the ITASCSC booth inside the exhibitor hall.

SNAP, CASH and Medical through DHS from Application to Receiving Benefits

CAPITAL II ROOM

Featuring Kasey Reagan, Illinois Department of Human Services

Sponsored by ITAGAC

This session will give a general program overview of available benefits available from the Department of Human Services. Additionally, provides information from the time of application through delivery of benefits. Available programs to be covered include cash assistance, medical and SNAP (Supplemental Nutrition Assistance Program) as well as any upcoming changes to benefits.

“Cannibust” – The Truth Behind Commercialized Marijuana in the US”

GOVERNOR ROOM

Featuring Ron Jakubisin, Illinois Association of Behavioral Health & Ryan Dickinson, Hanover Township Youth & Family Services, and students of Adlai Stevenson H.S.

Catalyst Club

Sponsored by AITCOY

Learning objective include: learn the public health data and impact from states that have commercialized marijuana; learn the costs associated with commercializing marijuana in the state of Illinois; be able to recognize the products being sold in today’s recreational and medical marijuana dispensaries and better understand the industry’s marketing strategy and the impact on your township youth.

Prevailing Wage and Contracts in Township Government

ILLINOIS ROOM

Featuring Andrew Keyt, Heyl Royster

Sponsored by Highway Commissioners

This presentation will focus on four aspects (1) when does the Prevailing Wage Act apply, (2) the yearly obligations of Townships, (3) the obligations for Townships for each job, and (4) general contracting principles. This presentation breaks down contracts getting away from the legal ease of the act and focusing on the practical aspect of compliance for Townships. There will also be a discussion of handling non-compliant contractors. Takeaways from this presentation will include an understanding when the Prevailing Wage Act will apply, and general contracting principles.

Cash Prize Drawing

5:00 P.M.

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!**



AITCOY Annual Business Meeting

5:00 – 7:00 P.M.

Lincoln Boardroom – third floor

I. Call to Order

- a. Roll Call
- b. Approval of minutes of Business Meeting held on August 23, 2018

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
- i. MTA/TOCC Summer Symposium

IV. Unfinished Business

V. New Business

- a. Election of 2019 Officers
- b. FY 19 Budget
- c. Planning for 2019

VI. Agency Announcements

VII. Adjournment



JOHN PARQUETTE
PRESIDENT, AITCOY

Reception (Cash Bar)

6:00 – 7:00 P.M.

Ballroom Pre-function Area – second floor

Annual Banquet

7:00 – 8:30 P.M.

Diamond Ballroom – second floor

Ticket Required - \$55

Banquet Entertainment

8:30 – 10:30 P.M.

Diamond Ballroom (Cash Bar)

Following the Banquet, all conference attendees are invited to enjoy the musical fun of **SEVENER SOUND** DJ with dancing and karaoke, sponsored by TOIRMA and the Crowne Plaza Hotel.

Silent Auction

8:30 – 9:30 P.M.

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 concludes 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.

Registration

7:30 A.M. – 4:00 P.M.

First Floor Lobby

Awards Breakfast

7:45 – 9:30 A.M.

Diamond Ballroom – second floor

Ticket Required

Join your fellow TOI officials and enjoy breakfast during which Voluntary Education awards will be presented, as well as Division awards, and winners of the 22nd Annual TOI Mighty Message Contest.

EDUCATIONAL SESSIONS

8:30 – 9:30 A.M.

FIRST FLOOR – LOBBY LEVEL

An Up Close and Personal Conversation with the Township Budget Process

PLAZA A/B ROOM

Featuring Robert Porter, Director of Special Projects, Ancel Glink

Sponsored by Supervisors Division

This is a must session for those officials who want to be better informed and understand how all the puzzle pieces fall into place for a successful Township budget process.

Township Cemeteries and Regulating Them

PLAZA C/D ROOM

Featuring David Evans, Illinois Department of Financial and Professional Regulation Department

Sponsored by Trustees Division

The presentation reviews the requirements of the Illinois Cemetery Oversight Act. It will cover the Act's history and explain the different licensing requirements as applied to township operated cemeteries. Additionally, reviewing the varied operating regulations of the Act and discuss in detail cemetery inspections the Department does throughout the State. A copy of the inspection list will be provided.

EDUCATIONAL SESSIONS

9:45 – 10:45 A.M.

FIRST FLOOR – LOBBY LEVEL

An Up Close and Personal Conversation with the Township Budget Process

PLAZA A/B ROOM

Featuring Robert Porter, Director of Special Projects, Ancel Glink

Sponsored by Supervisors Division

This is a must session for those officials who want to be better informed and understand how all the puzzle pieces fall into place for a successful Township budget process.

Grant Writing 102

PLAZA C/D ROOM

Featuring Kristen Olson, Grants Galore

Sponsored by Township Officials of Illinois

This session is designed for Illinois township officials and employees who have little or no experience writing a grant proposal. Kristin Olson will walk you through the process of writing a grant narrative. She will also share some tips of the trade to increase your success rate in the grant world.

Highway Commissioner Voluntary Certification Session C

PLAZA E ROOM

Representatives from TOI, TOIRMA, IDOT, Midwest Truckers

Sponsored by Highway Commissioner Division

The Highway Commissioners Division is promoting the recently improved Highway Commissioner Certification Program launched at the 2018 Summer Seminar in Peoria. Although voluntary, this program provides important review and discussion of topics related to the position of highway commissioner. The program is divided into two sections. The first provided at the 2018 Summer Session (Course A and B) and then the second (Course C and D) is scheduled as an education program sponsored by the Township Highway Commissioners of Illinois at the TOI fall conference. The division plans to alternate the offerings during the 2019 calendar year so that everyone has an opportunity to learn from this valuable certification program.

Course C

Successful communication strategies for Illinois Highway Commissioners

The requirements for proper signage for Illinois Highway Commissioners

What is required with a Drug Program for Illinois Highway Commissioners

Serving the People: A Deep Dive Into How Township Government Works

PLAZA F ROOM

Featuring Jeff Jurgens, Sorling Northrup

Sponsored by Township Officials of Illinois

This session will address both the statutory and practical issues facing township government. This will be 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!

Township Ethics & Conflicts of Interest

PLAZA G ROOM

Featuring Lorilea Buerkett & Chuck Davis, Brown, Hay and Stephens

Sponsored by Township Officials of Illinois

The session will cover the state of the law on ethics and conflicts of interest and provide best practices recommendations.

THIRD FLOOR

Multiple Perspectives on Ad Valorem Taxation

CAPITAL I ROOM

Featuring Mark Armstrong, Kane County

Sponsored by Assessors Division

Throughout the state, assessing officials at both the Township and County levels have faced a variety of challenges during the past decade. Various ideas have been proposed; but what some see as solutions, others see as creating new problems. Join Kane County Supervisor of Assessments Mark Armstrong as he examines Multiple Perspectives on Ad Valorem Taxation.

TOI/TOIRMA Questions & Answers

GOVERNOR ROOM

Featuring Bryan E. Smith, TOI Executive Director & Jim Donelan, TOIRMA Executive Director

Sponsored by Township Officials of Illinois & TOIRMA

If you have a question, this is your opportunity to ask. Whether it's a question about township government, TOIRMA coverages, or anything related to local government in Illinois, TOI and TOIRMA will have staff present to assist you in finding your answer. This interactive program will include a brief overview of TOI and TOIRMA, as well as provide a majority of the session time for delegates to ask questions.

Township Government: Tips for Effective Media Relations

ILLINOIS ROOM

Featuring Ryan McLaughlin, Mac Strategies

Sponsored by Township Officials of Illinois

Working with the media can play an integral part of being a township official. Establishing and fostering an effective working relationship with media professionals (television, radio, print, blogs, etc.) can enhance the day-to-day work of a township official and help in crisis situations.

EDUCATIONAL SESSIONS 11:00 A.M. - NOON

FIRST FLOOR – LOBBY LEVEL

Compliance with Local Records Act

PLAZA C/D ROOM

Featuring Bob Boots, Office of the Secretary of State

Sponsored by Clerks Division

This course is a review of the records management processes as defined within the context of the Illinois Local Records Act (50 ILCS 205) and 44 ILL Admin Code 4000 for down-state municipalities, and Illinois Local Records Act (50 ILCS 205/60) and 44 ILL Admin Code 4500 for Cook County municipalities. The emphasis is on records management process compliance and continuity for local government.

Highway Commissioner Voluntary Certification Session D

PLAZA E ROOM

Representatives from TOI, TOIRMA, IDOT, Midwest Truckers

Sponsored by Highway Commissioners Division

The Highway Commissioners Division is promoting the recently improved Highway Commissioner Certification Program launched at the 2018 Summer Seminar in Peoria. Although voluntary, this program provides important review and discussion of topics related to the position of highway commissioner. The program is divided into two sections. The first provided at the 2018 Summer Session (Course A and B) and then the second (Course C and D) is scheduled as an education program sponsored by the Township Highway Commissioners of Illinois at the TOI fall conference. The division plans to alternate the offerings during the 2019 calendar year so that everyone has an opportunity to learn from this valuable certification program.

Course D

Risk management for Illinois Highway Commissioners

Safety and Loss Control for Illinois Highway Commissioners

Claim Prevention for Illinois Highway Commissioners

Post claim /accident reporting for Illinois Highway Commissioners

What Makes You Angry

PLAZA F ROOM

Featuring Mark Stricklin, Waukegan Township Assessor

Sponsored by Township Officials of Illinois

This session provides an introduction to the concept that there is nothing wrong with being angry, but through managing our expectations, we can embrace anger as an emotion that can benefit and enrich our lives. This class will help identify which personality type evoke certain anger responses and how to deal with angry people.

Township Personnel Policies – What Do You Have in Your Files?

PLAZA G ROOM

Featuring Dennis Weedman, Robbins Schwartz

Sponsored by Township Officials of Illinois

Illinois Townships greatly benefit from having well defined personnel policies. This program will explore the types of employment policies a Township should consider adopting, including what provisions should be contained in these policies to reduce a Township's exposure to litigation.

Trustees and Township Government (What's My Job?)

PLAZA H ROOM

Featuring John Redlingshafer, Mescher Law Offices

Sponsored by Trustees Division

Township Trustees are a vital member of the Township (and Road District) families. Too often, Trustees believe they are just the "rubber stamp" for bills presented to them at a monthly meeting. This session will dispel that belief and focus on some of their major obligations and duties to the Township, Road District, AND taxpayers. Trustees, Supervisors, Highway Commissioners, and Assessors are all invited to this session for open discussion and dialogue.

THIRD FLOOR

Township Cemeteries and Regulating Them (repeat)

GOVERNOR ROOM

Featuring David Evans, Illinois Department of Financial and Professional Regulation
Sponsored by Trustees Division

Presentation reviews the requirements of the Illinois Cemetery Oversight Act. It will cover its history and explain the different licensing requirements as applied to township operated cemeteries. We will review the varied operating regulations of the Act and discuss in detail cemetery inspections the Department does throughout the State. A copy of the inspection list will be provided.

Township Government: Tips for Effective Media Relations (repeat)

ILLINOIS ROOM

Featuring Ryan McLaughlin, Mac Strategies
Sponsored by Township Officials of Illinois

Working with the media can play an integral part of being a township official. Establishing and fostering an effective working relationship with media professionals (television, radio, print, blogs, etc.) can enhance the day-to-day work of a township official and help in crisis situations.

DIVISION MEETINGS/LUNCH

boxed lunches available on Lobby Level

12:00 – 2:45 P.M.

All officials should make a special effort to attend their Division meeting and educational session.



ITASCSC Annual Business Meeting

Capital II Room – Third Floor

- I. Call to Order and Introductions**
- II. Changes to Agenda**
- III. Approval of Minutes**
- IV. Financial Report**
- V. Committee Reports**
 - a. Executive
 - b. Education
 - c. Awards
 - d. Legislative
 - e. Membership
 - f. Transportation
 - g. Rebranding
 - h. Nominating Committee
 - i. Election of 2019 Officers
- VI. Old Business**
- VII. New Business**
 - a. Approval of By-laws
 - b. Approval of 2019 meeting schedule and conference call dates
 - c. Approval of 2019 committees
 - d. 2019 Perspective Assignments and Responsibilities
- VIII. Program: Reframing Aging - Presented by Tracey Colagrossi, Hanover Township**
- IX. Adjournment**

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



MEGAN CONWAY,
ITASCSC DIVISION
PRESIDENT

Highway Commissioners Division

Plaza E Room – First Floor

- I. Call to Order, President Charlie Montgomery**
- II. Pledge of Allegiance/ Moment of Silence, Vice President Don Goad**
- III. Roll Call/ Previous Minutes, Secretary Arnold Vegter**
- IV. Treasurers Report, Treasurer Greg Menold**
- V. Old Business:**
 - a. Legislative Update, Danny Hanning/Arnie Vegter
- VI. New Business:**
 - a. 2018 Summer Seminar Evaluation Results
 - b. 2019 Summer Seminar Plans / Educational Programs
- VII. Any New Business for the Good of the Order?**
- VIII. Our Featured Speaker:**
 - a. Illinois State Trooper Tracy Lillard, Former Safety Education Officer, Recently Promoted to Statewide Illinois State Police Social Media Coordinator
- IX. Adjournment**



CHARLIE
MONTGOMERY
HIGHWAY
COMMISSIONERS
DIVISION PRESIDENT

Illinois Assessors Association

Plaza A/B Room – First Floor

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Invited Guest:
- V. President’s Report – James Weisiger
- VI. Secretary’s Report – Sandy Shaw
- VII. Treasurer’s Report – Chris Kain
- VIII. Committee Report –
 - a. Legislative – John Barrington
 - b. Public Relations – John Dabrowski
 - c. TOI Conference – Steve Daly
 - d. Audit Committee – John Barrington
 - e. Nominating – Chris Kain
- IX. Old Business:
- X. New Business:
- XI. Program - TBA
- XII. Speaker – TBA
- XIII. Open Forum/ Door Prizes
- XIV. Adjourn



JAMES WEISIGER,
ASSESSOR DIVISION
PRESIDENT

Tax Collectors Division

Capital I Room – Third Floor

- I. Call to Order and Welcome
Karen Megan, President
- II. Pledge of Allegiance
- III. Minutes of 2017 Meeting
- IV. Financial Report
- V. Old Business - Discussion
- VI. New Business - Discussion
- VII. Set Time for 2019 Meeting
- VIII. Adjournment



KAREN MEGAN,
TAX COLLECTOR
DIVISION PRESIDENT

Navigating Through



Township Government

Township Clerks Division

Plaza C/D Room – First Floor

- I. Call to Order/Welcoming President Sherry Tite
- II. Words of Invocation Director McWhorter
- III. Pledge of Allegiance Director Hoynes
- IV. Roll Call and Introductions of Board Members
Secretary Katy Dolan Baumer
- V. Secretary’s Report - Approval of Minutes from Annual Division Meeting November 2017 Secretary Katy Dolan Baumer
- VI. Treasurer’s Report - Review and Approval of Final 2018 Report Treasurer Katy Dolan Baumer
- VII. TOI Association Report Executive Director Bryan Smith or Ed Coordinator Jerry Crabtree
- VIII. Division Report and Special Recognitions President Sherry Tite
- IX. Program: Minutes: “I Got This!”
- X. Committee Reports
 - A. Legislative Chairman Craig Paulek
 - B. Education Chairman Mary Moss
 - C. Audit & Finance Treasurer Katy Dolan Baumer
 - D. Public Relations Vice President Lisa Hodge
 - E. William Z. Abrends Award Chairman Jerome Hoynes
 - F. Special Committees
 - i. Membership Clerk Delores Schelm
 - ii. Volunteer Township Clerk Certification Program VP Hodge/Director Moss
 - G. Bylaws Chairmen Trish Stach/Linda Kroenlein
 - H. Nominating Chairman Immediate Past President Katy Dolan Baumer
- XI. New Business
- XII. Old Business
- XIII. Door Prizes and “the Pig” Drawing
- XIV. Adjournment



SHERRY TITE
CLERKS DIVISION
PRESIDENT



Township Supervisors Division

Plaza F Room – First Floor

- I. Call to Order – President, Susan Curtiss**
- II. Pledge of Allegiance – 1st Vice President, Sherrill Knorr**
- III. Roll Call & Correspondence – Secretary, Amy Victor**
- IV. Approval of Minutes – Secretary, Amy Victor**
- V. Treasurer’s Report – Treasurer, Tina Davis**
- VI. Bylaws Report – President, Susan Curtiss**
- VII. President’s Report – President, Susan Curtiss**
- VIII. Committee Reports:**
 - A. Executive Committee – President, Susan Curtiss*
 - B. Legislative Committee – Chair, Michael Young*
 - C. Nominating Committee – Chair, David Dobbels*
 - D. Membership Committee – Chair, Sherrill Knorr*
 - E. Program Committee – Chair, John Gardner*
 - F. GATY/Education Committee – President, Susan Curtiss*
- IX. Unfinished Business/Old Business**
- X. New Business**
- XI. Ask the Supervisors – Questions & Answers**
- XII. Door Prizes**
- XIII. Adjournment**



**SUSAN CURTISS,
SUPERVISOR DIVISION
PRESIDENT**

Trustees Division

Plaza H Room – First Floor

- I. Registration**
- II. Call to Order and Welcome**
John Theobald – Troy Township, Will County
- III. Pledge of Allegiance**
- IV. Invocation**
Rev. Percy L. Johnson, Waukegan Township Trustee
- V. Business Meeting**
 - A. President’s Report*
 - B. Approval of Minutes of November 14, 2017 Meeting*
 - C. Treasurer’s Report*
 - D. Election of Officers and Directors*
- VI. Program: Question & Answer with attorney Jeff Jurgens, Sorling Northrup**
- VII. Door Prizes**
- VIII. Adjourn**



**JOHN THEOBALD,
TRUSTEE DIVISION
PRESIDENT**

Cash Prize Drawing

2:45 P.M.

First Floor Level Outside Plaza G

A drawing for \$200 will be held outside Plaza G 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

3:00 – 4:00 P.M.

Plaza G Room – First Floor

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

*Karen Reese, Newell Township Assessor/
TOI Immediate Past President*

Election of Officers & Directors

All members must show 2018 – 2019 Paid Dues Card to vote

Presentation of Officers & Directors

Swearing In of New Officers & Directors

Adjournment of 2018 Conference

NOMINATING COMMITTEE

*Karen Reese, Chair (AS)
M. Carroll Carroll, Vice Chair (COL)
John Gardner, Jr. (SU)
Bonnie Hanna (TT)
Judy Herrman (CL)
Chris Kain (AS)
Darrell Maxheimer (AS)*

CREDENTIALS COMMITTEE

*Karen Megan, Chair (COL)
Bonnie Hanna (TT)
Lisa Hodge (CL)
Arnold Vegter, (HC)
Sandy Shaw (AS)*

PARLIAMENTARIAN

Jason Brokaw, Attorney of Giffin, Winning, Cohen & Bodewes, P.C., Springfield, Illinois.

TOI Staff



Bryan E. Smith, Executive Director

bryan@toi.org

Jerry B. Crabtree, Associate Director/
Educational Coordinator

jerry@toi.org



Taylor Anderson, Legislative Consultant

lobbyillinois@gmail.com

Pam Butler, Office Manager/
Drug & Alcohol Program

pam@toi.org



Kayla Jeffers, Associate Magazine Editor

Township Perspective

kayla@toi.org

Kim McDonald, Bookkeeper

kim@toi.org



Barbara Hale, Meeting Consultant

bhaleeventmgtpro@att.net

Kristen Ball, Meeting Consultant

kristen@toi.org



Join Us At Next Year's Conference

Nov. 10-12, 2019 Crowne Plaza Springfield

2018 Annual Educational Conference Sponsors

TOIRMA – Elite

Township Officials of Cook County – Gold Sponsor

Martin Equipment – Gold Sponsor

Allied Benefit Systems – MACI – Gold Sponsor

Altorfer CAT – Gold Sponsor

Enbridge – Gold Sponsor

Local Government Health Plan – Silver Sponsor

Heyl Royster - Gold Sponsor

Ancel Glink – Silver Sponsor

Crowne Plaza Hotel – Silver Sponsor

2018 TOI Educational Conference Exhibitors

As of this publication, these companies and organizations plan to exhibit:

ORGANIZATION
Alcohol Policy Resource Center
Allied Benefit Systems, Inc.
Altorfer CAT
Ameren Illinois
Association of Illinois Township Committees on Youth (AITCOY)
Bonnell Industries
Clarke
Complete Asphalt Service Company
Feel Good, Inc.
German-Bliss Equipment Inc
Greenfield Contractors
IDOT Technology Transfer Center
Illinois Assessors Association
Illinois Municipal Retirement Fund
Illinois Property Assessment Institute
Illinois Office of the Comptroller
Illinois State Agency for Surplus Product
Illinois Township Association of General Assistance Caseworkers
Illinois Township Association of Senior Citizens' Service Committees/ITASCSC
Illinois Township Trustees Association
Imprintable Memories, Inc.
Local Government Health Plan
Martin Equipment of Illinois, Inc.
Mid-West Truckers Association, Inc.
Ramaker
Stonehugger Cemetery Restoration
The Railroad Yard, Inc.
TOIRMA
Total Home and Farm Video Solutions, Inc.
Township Highway Commissioners of Illinois
Township Officials of Illinois
TOI Clerks Division
Township Supervisors of Illinois
VisualGA.net
Visual PAMSPRO
Waukegan Township
Wisdom Bridge Marketing

Shading indicates Associate Company Members

Associate Company Members Of TOI

Alcohol Policy Resource Center
(APRC)

Allied Benefit Systems, Inc.

Ancel Glink

Bank of Springfield

Binary Tech Services of Chicago

Birkey's Construction Equipment

Bonnell Industries

Byers Printing Company

Call One

Candos Agency

Cannon Cochran Management
Services Inc.

Cherry Valley Landscape
Center

Cirone Computer Consulting,
Inc.

Clark Tank Cars LLC

Cloudpoint Geographics

Complete Asphalt Service
Company

Corrective Asphalt Materials,
LLC

Crossroads Truck Equipment

Dean Cass, Inc.

DP Consulting, LLC

Enbridge Energy

Gallagher Asphalt

German Bliss Equipment, Inc.

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

Greenfield Contractors LLC

Hampton Equipment

Higgs Welding

Illinois Office Supply

Illinois Property Assessment
Institute

Imprintable Memories

John Day Company

K.K. Stevens Publishing Co.

Koenig Body And Equipment,
Inc.

Louis Marsch, Inc.

M&M Pump Co., Inc.

Matuszewich & Kelly, LLP

Monroe Truck Equipment, Inc.

Mr. David's Flooring

International, LLC

NJS Enterprises, Inc.

Odelson & Sterk, Ltd.

Ottosen, Britz, Kelly, Cooper,
Gilbert & DiNolfo, Ltd.

Oxcart Permit Systems, LLC

ProTack, LLC

Pure Asphalt Company

Quincy Mack Sales & Service

Ramaker & Associates

R. J. Telcom LLC

R.N.O.W., Inc.

Robbins, Schwartz, Nicholas,
Lifton & Taylor, Ltd.

Rush Truck Center

Sorling Northrup

Stonehugger Cemetery
Restoration

The Railroad Yard, Inc.

Total Home & Farm Video

Tri-State Asphalt, LLC

Unique Paving Materials

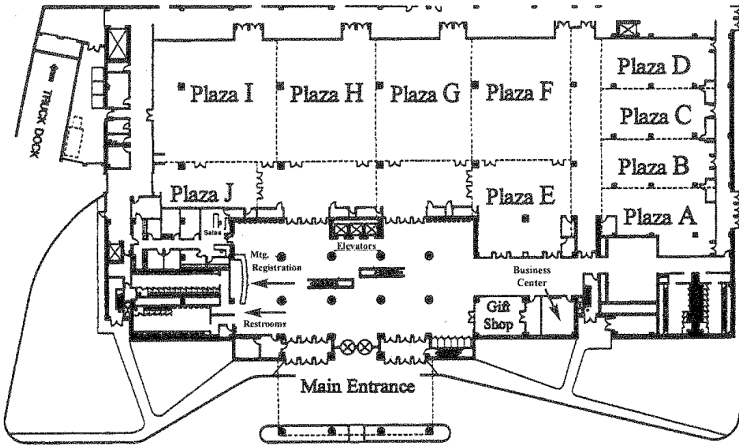
Vanguard Appraisals, Inc.

Wisdom Bridge Marketing

Wm. Nobbe Co.

Woody's Municipal Supply Co.

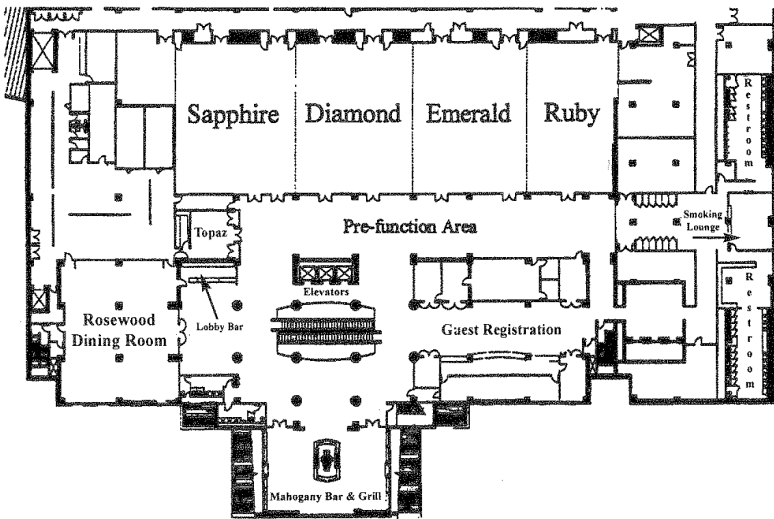
Crown Plaza Hotel



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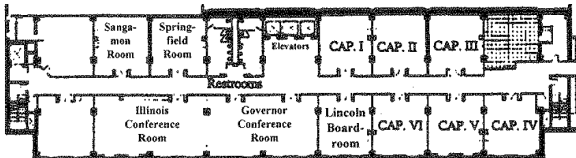
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Notes

Notes



DROP ANCHOR AT THE LONG 9 LOUNGE, AND
HOIST UP ONE OF OUR STERN \$6 DRINK SPECIALS!

THE COMPASS

Absolute Lime, Splash of Blue Curacao, and Pineapple Juice

NORTH STAR

Cruzan Spiced Rum, Sweet and Sour, and Sprite

GPS

Grey Goose Melon, Club Soda, and a Splash of Cranberry Juice



SPRINGFIELD