

NEW TRIER TOWNSHIP

Cook County

739 Elm Street
Winnetka, IL 60093
ncapretta@newtriertownship.com

Board Minutes of New Trier Township Board Meeting

Tuesday, May 10, 2022

The March meeting of the Board of Trustees took place in person at the township office. The public could participate by attending in-person. Recordings of the full meeting are available on the township's YouTube Channel, NewTrierTwp.

PRESENT: Gail Schnitzer Eisenberg, Supervisor
Nicole Capretta, Clerk
Kate Casale MacNally, Trustee
Stefan Mozer, Trustee
Elliott Robbins, Trustee
Danielle Ruben, Trustee
Jan Churchwell, Assessor

ALSO PRESENT:

Julie Koenigsberger, Communications & Social Services Support
Lorrecia Pearson, Administrator
Mary Lawlor, LWW (via zoom)
Laurie Lebowitz (via zoom)
Chris R. (via zoom)

CALL TO ORDER / ROLL CALL Following a roll call of attendees, Clerk Capretta announced that a quorum for conducting official business had been established. Supervisor Schnitzer Eisenberg called the Meeting to order at 7:30 p.m. and then led in the reciting of the *Pledge of Allegiance to the Flag of the United States of America*.

SUPERVISOR'S REPORT

Supervisor Schnitzer Eisenberg referenced Ms. Pearson's Administrator's report and reported the below items:

- The law got signed regarding contracts only needing RFPs if above \$30,000.
- TOI asked the supervisors to remind the boards that their November conference will be held. Also, additional, OMA education is available on Thursday through the Attorney General's office.
- She explained that the board was sitting in the "atrium" for this month's board meeting because the township is seeking quotes for work on the back stairs. They do not believe it is currently a safety, but they were told by one contractor that the vibrations from using the upstairs conference room could exacerbate the problem. The problem is that there are beams in the wall are loose. So, no one is permitted to go up and down the back

steps. She reported on the estimates and that the insurance will look as wear and tear versus an incurrence causing the issue. More discussion ensued regarding the building's repair issue.

FINANCIAL REPORT (7:37 p.m.)

The board's attention was pointed towards the Administrator Report. Supervisor Schnitzer Eisenberg explained since the township doesn't have an approved budget in place, they couldn't run the typical monthly reports. Ms. Pearson reported on some outstanding financial items including getting credit cards, catching up on past due invoices, and updating contracts and vendor relationships.

CLERK'S REPORT Nicole Capretta (7:42 p.m.)

Clerk Capretta reported that passport appointments continue to be suspended as we address the new staffing.

ASSESSOR'S REPORT Jan Churchwell (7:42 p.m.)

Assessor Churchwell provided a brief report with the update that the Board of Review sent out results for 2021 with the information that appeals must submit new evidence and there are just 3 days to appeal with the appeal period closings promptly at 5:00 p.m. on Friday, May 13.

ADJOURN TO PUBLIC HEARING (7:43)

Trustee Casale MacNally moved, and Trustee Robbins seconded a motion to adjourn to a public hearing; approved unanimously on a voice vote

Public Hearing

Supervisor Schnitzer Eisenberg brought the board's attention to the public noticed Budget & Appropriation Ordinance No. 2022-01. She proposed edits to the "Noticed Budget" and referred the board to view the document in their board packet with "May 10, 2022 – Revised Version" marked in the footer which has been posted for the public in the "Board Packet" available on the township's website. See, Attachment 1.

She advised the board that the revised version added more detail and aligns more closely with the form of the line-item budget. One difference in the "May 10" version is that Supervisor Schnitzer Eisenberg reverted the building maintenance repair line to \$90k, but all the previous discussion and changes have been integrated into this version.

A very short discussion ensued. Supervisor Schnitzer Eisenberg asked a second time if there were any more questions or comments from the board or public. There were none.

Trustee Casale MacNally moved, and Trustee Robbins seconded a motion to reconvene to the regular meeting; approved unanimously on a voice vote.

RECONVENE TO REGULAR MEETING (7:51 p.m.)

A. Approve Budget & Appropriate Ordinance 2022-01

Trustee Casale MacNally moved, and Trustee Ruben seconded a motion to approve the Budget & Appropriation Ordinance No. 2022-01, May 10, 2022 – Revised Edition; approved unanimously on a roll call vote.

COMMITTEE TRUSTEE LIASON REPORTS

Trustee Casale MacNally – Mental Health (7:52 p.m.)

Trustee Kate Casale MacNally reported the committee met last Monday and then there is another meeting in June before they are off for the summer. She thanked the members of the Mental Health Committee for their work.

Trustee Ruben - Agency Oversight (7:53 p.m.)

Trustee Ruben informed the board that she had no report at this time.

Trustee Mozer - Money Follows the Person (7:53 p.m.)

Trustee Mozer reported that the March committee meeting was the last committee meeting.

Elliott Robbins - Peer Jury (7:53 p.m.)

Trustee Robbins reported that there was one new case and that peer jury training will be on 5/25.

Supervisor Schnitzer Eisenberg reported that the funding letters went out and that there would be a luncheon in July for agencies.

OTHER PUBLIC COMMENTS (7:55 p.m.)

Supervisor Schnitzer Eisenberg asked for any other public comments. There were none.

STAFF REPORTS

Township Administrator – Lorrecia Pearson

- Supervisor Schnitzer Eisenberg acknowledged the staff report of Ms. Pearson See, Attachment 2.

Community Services Administrator – Brian Leverenz

- Supervisor Schnitzer Eisenberg acknowledged the staff report of Mr. Leverenz. See, Attachment 3.

Social Services Administrator – Jeanne Rosser

- Supervisor Schnitzer Eisenberg acknowledged the staff report of Ms. Rosser. See, Attachment 4.

Communications and Support Services Associate – Julie Koenigsberger

- Supervisor Schnitzer Eisenberg acknowledged the staff report of Ms. Koenigsberger. See, Attachment 5.

Discussion ensued including a verbal update by Ms. Pearson on her report.

NEW BUSINESS

A. Summer Intern Stipend (8:05 p.m.)

Supervisor Schnitzer Eisenberg brought a new order of business to the board's attention regarding offering the summer intern who is a high school student a paid stipend.

Trustee Casale MacNally moved, and Trustee Robbins seconded a motion to approve to offer the summer intern a stipend of \$13/hour for 10 hours per week for 6 weeks; approved unanimously on a voice vote.

CONTINUING BUSINESS

A. Public Comment Policy (8:10 p.m.)

Trustee Casale MacNally moved, and Trustee Ruben seconded a motion to approve the New Trier Township Rule of Order which adopts a public comment policy with the following edit: changing "old business" to "continuing business;" approved unanimously on a voice vote.

B. Township Lawyer Certified Letter to Ms. Tye

Trustee Casale MacNally asked if the letter sent last month from the township lawyer to Ms. Tye had a response. Supervisor Schnitzer Eisenberg responded that she had not responded. She also updated the board that the township had filed a police report for this missing files.

C. Anonymous Letter to Trustees

Trustee Casale MacNally addressed the anonymous letter received by some or all of the trustees which asked for the township to add food pantry items like bakery, dairy, and eggs. Discussion ensued.

APPROVAL OF CLAIMS (8:18 p.m.)

Trustee Mozer moved, and Trustee Robbins seconded a motion to approve Payroll dated April 2022, including Checks #8019 - #8036 in the amount of \$25,917.00; approved unanimously on a roll call vote.

Trustee Mozer moved, and Trustee Robbins seconded a motion to approve Town Fund dated April 1 to April 30, 2022, including Checks #1588 - #1623 with voids #1602V, 1603V, 1604V, and 1601V in the amount of \$41,663.50; approved unanimously on a roll call vote.

MOTION TO ADJOURN Trustee Robbins moved, and Trustee Casale MacNally seconded a motion to adjourn the meeting; approved unanimously on a voice vote.

Meeting was adjourned at 8:30 p.m.



NEW TRIER TOWNSHIP
Cook County

739 Elm Street
Winnetka, IL 60093
ncapretta@newtriertownship.com

Board Minutes of New Trier Township Board Meeting

Tuesday, May 10, 2022

The March meeting of the Board of Trustees took place in person at the township office. The public could participate by attending in-person. Recordings of the full meeting are available on the township's YouTube Channel, NewTrierTwp.

PRESENT: Gail Schnitzer Eisenberg, Supervisor
Nicole Capretta, Clerk
Kate Casale MacNally, Trustee
Stefan Mozer, Trustee
Elliott Robbins, Trustee
Danielle Ruben, Trustee
Jan Churchwell, Assessor

ALSO PRESENT:

Julie Koenigsberger, Communications & Social Services Support
Lorrecia Pearson, Administrator
Mary Lawlor, LWVW (via zoom)
Laurie Lebowitz (via zoom)
Chris R. (via zoom)

CALL TO ORDER / ROLL CALL Following a roll call of attendees, Clerk Capretta announced that a quorum for conducting official business had been established. Supervisor Schnitzer Eisenberg called the Meeting to order at 7:30 p.m. and then led in the reciting of the *Pledge of Allegiance to the Flag of the United States of America*.

SUPERVISOR'S REPORT

Supervisor Schnitzer Eisenberg referenced Ms. Pearson's Administrator's report and reported the below items:

- The law got signed regarding contracts only needing RFPs if above \$30,000.
- TOI asked the supervisors to remind the boards that their November conference will be held. Also, additional, OMA education is available on Thursday through the Attorney General's office.
- She explained that the board was sitting in the "atrium" for this month's board meeting because the township is seeking quotes for work on the back stairs. They do not believe it is currently a safety, but they were told by one contractor that the vibrations from using the upstairs conference room could exacerbate the problem. The problem is that there are beams in the wall are loose. So, no one is permitted to go up and down the back

steps. She reported on the estimates and that the insurance will look as wear and tear versus an incurrence causing the issue. More discussion ensued regarding the building's repair issue.

FINANCIAL REPORT (7:37 p.m.)

The board's attention was pointed towards the Administrator Report. Supervisor Schnitzer Eisenberg explained since the township doesn't have an approved budget in place, they couldn't run the typical monthly reports. Ms. Pearson reported on some outstanding financial items including getting credit cards, catching up on past due invoices, and updating contracts and vendor relationships.

CLERK'S REPORT Nicole Capretta (7:42 p.m.)

Clerk Capretta reported that passport appointments continue to be suspended as we address the new staffing.

ASSESSOR'S REPORT Jan Churchwell (7:42 p.m.)

Assessor Churchwell provided a brief report with the update that the Board of Review sent out results for 2021 with the information that appeals must submit new evidence and there are just 3 days to appeal with the appeal period closings promptly at 5:00 p.m. on Friday, May 13.

ADJOURN TO PUBLIC HEARING (7:43)

Trustee Casale MacNally moved, and Trustee Robbins seconded a motion to adjourn to a public hearing; approved unanimously on a voice vote

Public Hearing

Supervisor Schnitzer Eisenberg brought the board's attention to the public noticed Budget & Appropriation Ordinance No. 2022-01. She proposed edits to the "Noticed Budget" and referred the board to view the document in their board packet with "May 10, 2022 – Revised Version" marked in the footer which has been posted for the public in the "Board Packet" available on the township's website. See, Attachment 1.

She advised the board that the revised version added more detail and aligns more closely with the form of the line-item budget. One difference in the "May 10" version is that Supervisor Schnitzer Eisenberg reverted the building maintenance repair line to \$90k, but all the previous discussion and changes have been integrated into this version.

A very short discussion ensued. Supervisor Schnitzer Eisenberg asked a second time if there were any more questions or comments from the board or public. There were none.

Trustee Casale MacNally moved, and Trustee Robbins seconded a motion to reconvene to the regular meeting; approved unanimously on a voice vote.

RECONVENE TO REGULAR MEETING (7:51 p.m.)

A. Approve Budget & Appropriate Ordinance 2022-01

Trustee Casale MacNally moved, and Trustee Ruben seconded a motion to approve the Budget & Appropriation Ordinance No. 2022-01, May 10, 2022 – Revised Edition; approved unanimously on a roll call vote.

COMMITTEE TRUSTEE LIASON REPORTS

Trustee Casale MacNally – Mental Health (7:52 p.m.)

Trustee Kate Casale MacNally reported the committee met last Monday and then there is another meeting in June before they are off for the summer. She thanked the members of the Mental Health Committee for their work.

Trustee Ruben - Agency Oversight (7:53 p.m.)

Trustee Ruben informed the board that she had no report at this time.

Trustee Mozer - Money Follows the Person (7:53 p.m.)

Trustee Mozer reported that the March committee meeting was the last committee meeting.

Elliott Robbins - Peer Jury (7:53 p.m.)

Trustee Robbins reported that there was one new case and that peer jury training will be on 5/25.

Supervisor Schnitzer Eisenberg reported that the funding letters went out and that there would be a luncheon in July for agencies.

OTHER PUBLIC COMMENTS (7:55 p.m.)

Supervisor Schnitzer Eisenberg asked for any other public comments. There were none.

STAFF REPORTS

Township Administrator – Lorrecia Pearson

- Supervisor Schnitzer Eisenberg acknowledged the staff report of Ms. Pearson
See, Attachment 2.

Community Services Administrator – Brian Leverenz

- Supervisor Schnitzer Eisenberg acknowledged the staff report of Mr. Leverenz.
See, Attachment 3.

Social Services Administrator – Jeanne Rosser

- Supervisor Schnitzer Eisenberg acknowledged the staff report of Ms. Rosser.
See, Attachment 4.

Communications and Support Services Associate – Julie Koenigsberger

- Supervisor Schnitzer Eisenberg acknowledged the staff report of Ms. Koenigsberger.
See, Attachment 5.

Discussion ensued including a verbal update by Ms. Pearson on her report.

NEW BUSINESS

A. Summer Intern Stipend (8:05 p.m.)

Supervisor Schnitzer Eisenberg brought a new order of business to the board's attention regarding offering the summer intern who is a high school student a paid stipend.

Trustee Casale MacNally moved, and Trustee Robbins seconded a motion to approve to offer the summer intern a stipend of \$13/hour for 10 hours per week for 6 weeks; approved unanimously on a voice vote.

CONTINUING BUSINESS

A. Public Comment Policy (8:10 p.m.)

Trustee Casale MacNally moved, and Trustee Ruben seconded a motion to approve the New Trier Township Rule of Order which adopts a public comment policy with the following edit: changing "old business" to "continuing business;" approved unanimously on a voice vote.

B. Township Lawyer Certified Letter to Ms. Tye

Trustee Casale MacNally asked if the letter sent last month from the township lawyer to Ms. Tye had a response. Supervisor Schnitzer Eisenberg responded that she had not responded. She also updated the board that the township had filed a police report for this missing files.

C. Anonymous Letter to Trustees

Trustee Casale MacNally addressed the anonymous letter received by some or all of the trustees which asked for the township to add food pantry items like bakery, dairy, and eggs. Discussion ensued.

APPROVAL OF CLAIMS (8:18 p.m.)

Trustee Mozer moved, and Trustee Robbins seconded a motion to approve Payroll dated April 2022, including Checks #8019 - #8036 in the amount of \$25,917.00; approved unanimously on a roll call vote.

Trustee Mozer moved, and Trustee Robbins seconded a motion to approve Town Fund dated April 1 to April 30, 2022, including Checks #1588 - #1623 with voids #1602V, 1603V, 1604V, and 1601V in the amount of \$41,663.50; approved unanimously on a roll call vote.

MOTION TO ADJOURN Trustee Robbins moved, and Trustee Casale MacNally seconded a motion to adjourn the meeting; approved unanimously on a voice vote.

Meeting was adjourned at 8:30 p.m.

Administrator Report for 5/10/2022 Meeting

General

I will be attending the IATA Administrator meeting at Schaumburg Township on 5/18. It will be a great opportunity to get to know some other administrators.

Building Maintenance

Building maintenance has been performed by Colley Elevator (elevator inspection), Tyco Security (Security system upgrade) and GetDwell (ceiling/floor damage issue)

GB Electric has come out to address some electrical issues in office 4 which is Julie's office.

Vendors

I am going through all contracts with vendors that I am aware of and obtaining copies of all contracts if possible.

Currently we only have a verbal contract with Pitney Bowes. I have been in contact with Divinder from Pitney bowes. She tried to reach the former administrator from September 2020 and she did not hear back from her after several attempts. I am switching over to new equipment on a lease which is more cost efficient for the Township. The lease includes maintenance as well. Our current machine is obsolete. The new lease is \$216.48 per quarter. We are currently paying \$97 per quarter for a rental that has no benefits attached.

Accounts Payable/Receivable & Banking

Have been working with HTML global in order to get the Governmental Accounting firm remote access

Quickbooks will be installed to replace Sage

Gail and I have been working with BMO Harris to obtain new Township credit cards.

Personnel

Everyone should have access to Howard Simon (Payroll/HR Functions)

Submitted by: Lorrecia Pearsson

New Trier Township

FY 2023

Line Item Budget
Working Document

Town Fund:

FY 2023 Budget

Estimated Revenues:

(May 10, 2022, Board Meeting)

Tax Levy Ordinance # 2021-01	\$	2,792,688
Personal Property Replacement Tax	\$	45,000
Interest Income (BMO Harris Bank)	\$	5,000
Passport Fees	\$	8,000
IMET Fund Recovery	\$	-
Other Income	\$	2,899
Total Town Fund Revenues:	\$	2,853,584

Budgeted Expenses:

A. Agency-Contracted Social Services

Agency Oversight Committee:

North Shore Senior Center (NSSC)	\$	145,000
Volunteer Center of New Trier Township	\$	15,000
Meals on Wheels (Meals at Home)	\$	25,000
Glencoe Jr. High Project/ Youth Services	\$	10,000
Glencoe Youth Services/Youth Services	\$	38,000
Winnetka Youth Organization	\$	47,000
Warming House Youth Center	\$	47,000
Career Resource Center	\$	18,000
Rebuilding Together	\$	40,000
Alliance for Early Childhood	\$	7,500
North Suburban Legal Aid Clinic	\$	12,000
Agency Oversight Sub-Total:	\$	404,500

Money Follows The Person Committee

Center for Enriched Living	\$	25,000
Lambs Farm	\$	18,000
Arts of Life/Artist Support	\$	20,000
Glencoe Youth Svcs.-Young Adult (SNAP)	\$	10,000
Glenkirk	\$	80,000
Clearbrook	\$	42,000
Special Gifts Theater	\$	30,000
Our Place of New Trier Township	\$	135,000
Josselyn Center	\$	197,600
Thresholds	\$	50,000
Nat'l. Assoc. of Mental Illness (NAMI)	\$	20,000
JJ'S List/Search	\$	5,000
Our House	\$	30,000
Total Link 2 Community	\$	14,000
Money Follows The Person Sub-Total:	\$	676,600

Mental Health Committee:

Haven	\$	118,000
Peer Services	\$	105,000
Cancer Wellness Center	\$	15,000
Children's Advocacy Center/ CASI	\$	9,000
Erika's Lighthouse	\$	16,000
Family Counseling/Glencoe	\$	45,000
Family Counseling/ Wilmette	\$	75,600
Family Counsel Winnetka/North Shore Counsel	\$	42,000
Youth Services (ANGLES-Glenview/Northbrook)	\$	48,000
YWCA/Shelter & Legal Advocacy	\$	25,000
Zacharias Center on Sexual Abuse	\$	5,000
Samaracare	\$	20,000
Mental Health Sub-Total:	\$	523,600

Total Agency Programs: 1,604,700

New Trier Township

FY 2023

Line Item Budget
Working Document

FY 2023 Budget

(May 10, 2022, Board Meeting)

Town Fund:

B. Direct Service Projects

Child Care Services

Summer Camp Scholarships	\$	75,000	<-proposing a modest increase b/c almost maxed out and want to increase income threshold
Day Care Scholarships	\$	35,000	
Before/After School Daycare	\$	50,000	
Total Child Care Services:	\$	160,000	

Transportation Services

Dial-a-Ride (303 Cab & ETS Services)	\$	35,000	<- keeping steady despite underutilization but proposing to open eligibility to pantry clients
Mobility Access (Medicar Contract)	\$	1,000	<- we didn't use this at all
Total Transportation Services:	\$	36,000	

Total Programs and Services:	196,000	
Other Projects		
Senior Jury Scholarship	\$ 1,500	
Retirement Funds	\$ 50,000	<- proposing decrease from \$150k. Did not use any of this.
Community Support Grants	\$ 340,000	<- proposing \$50k increase
Wakarusa Scholarship One-Time Endowment	\$ 20,000	<- approved
Senior Program Funds	\$ 50,000	<- proposing to increase this line for flexibility sake
Thank You School Supplies	\$ 35,000	
Total Project Funds:	\$ 496,500	
Total Direct Service Project Funds:	\$ 692,500	
Operations Support		
Meetings Expenses:		
Sponsored Meetings	\$ 1,000	<- we used none of this. Would use towards Wellness Fair rental?
Committee Meetings	\$ 400	<- decreasing
Senior Jury Program Meetings	\$ 200	<- decreasing
Annual Town Meeting	\$ 3,000	<- proposing to decrease this to be closer to real life expenditures
Total Meetings Expenses:	\$ 4,600	
Contractual Services:		
Printing & Publishing	\$ 40,000	<- proposing to decrease given our decreased expenses
Postage	\$ 20,000	<- proposing to decrease given our decreased expenses
Legal	\$ 10,000	
Auditing	\$ 13,000	
IT Support	\$ 25,000	
Contract Hire	\$ 30,000	<- proposing to increase this for potential virtual assistant and for help wile Jeanne is OOO
Outreach Events	\$ 10,000	<- this includes Shred
Virtual Webmaster	\$ 5,700	
Website Maintenance	\$ 15,000	<- proposing to decrease given actual usage
Office Equipment and Contracts	\$ 15,000	<- proposing to decrease given actual usage
IT Services	\$ 5,000	<- this would include payroll and app; HowardSimon
Office Technology Audit	\$ 10,000	
Digitization	\$ 26,000	
Accountant	\$ 32,000	<- Government Accounting
Books/Subscriptions	\$ 7,500	<- proposing to decrease given actual usage
Total Contractual Services:	\$ 264,200	
Commodities:		
Office Supplies	\$ 14,000	
Total Commodities:	\$ 14,000	
Other Expenses:		
Officials/Staff Expenses	\$ 5,000	<- proposing to decrease given our decreased expenses
Miscellaneous	\$ 2,000	<- proposing to increase for flexibility
Total Other Expenses:	\$ 7,000	
Assessor's Office & Operation*	\$ 100,000	
Total Operations Support:	\$ 389,800	
* See Assessor's Budget		

**New Trier Township
FY 2023
Line Item Budget
Working Document**

FY 2023 Budget
(May 10, 2022, Board Meeting)

Town Fund:		
D. Building/Town Hall Expenses		
Building Maintenance, Repair & Improvements	\$ 90,000	went back to 2022 numbers due to recently discovered issue, which has been submitted to TOIRMA
Insurance & Bonds	\$ 30,000	
Utilities	\$ 15,000	
Telephone	\$ 25,000	<- proposing to decrease given actual usage
Total Building/Town Hall Expenses	\$ 160,000	

E. Administration		
Personnel		
Staff Salaries (other than GA, Pantry Dir, Dep. Assessor)	\$ 200,000	<- I calculate \$198,492.56 but want to give us some wiggle room
Social Security Cont. (all)	\$ 15,000	<- 6.2% of salary = \$12,400
MRF Contributions (all)	\$ 20,000	7.95% of salaries = \$15,900
Employee Health Insurance	\$ 69,200	<- did not recalculate
Total Staff Salary and Benefits:	\$ 304,200	
Elected Officials Compensation		
Supervisor	\$ 15,000	
Clerk	\$ 12,000	
Assessor	\$ 12,000	
Trustees	\$ 4,000	

Total Elected Officials Compensation:	\$ 43,000
Total Administration Expenses:	\$ 347,200
Total Town Fund Expenses:	\$ 3,194,200
Town Fund Net Variance:	(\$340,616)
Projected Fund Balance end of FY:	\$499,893

**New Trier Township
FY 2023
Line Item Budget
Working Document**

General Assistance Account:

		FY 2023 Budget
		<small>(May 10, 2022, Board Meeting)</small>
Estimated Revenues:		
Tax Levy Ordinance # 2021-01	\$ 416,741	
Interest Income (BMO Harris Bank)	\$ 5,000	
Total General Assistance Revenues:	\$ 421,741	

Budgeted Expenses:

A. Financial Assistance	
Home Relief	\$ 60,000
Access to Care	\$ 1,500
Outpatient Services	\$ 10,000
Emergency Assistance (EA)	\$ 195,000
Town Fund Support Projects	\$ 5,000
Total Financial Assistance:	\$ 271,500
B. Hospitalization & Insurance	
Hospitalization	\$ 25,000
Hospitalization Insurance	\$ 3,500
Total Hospitalization & Insurance:	\$ 28,500
C. Pantry	
Food/Pantry Items:	\$ 100,000
Total Pantry:	\$ 100,000
D. Administration	
Salaries	\$ 110,000
Social Security Cont. (all)	\$ 8,000
IMRF Contributions (all)	\$ 10,000
Health Insurance	\$ 20,000
Office Expenses	\$ 2,500
Total Administration:	\$ 150,500
Total General Assistance Expenses:	\$ 550,500
General Assistance Net Variance:	(\$128,759)

We anticipate savings from joining GCFD and using Costco

I calculate at \$106,364.80 (\$64k for GA Director and \$41,364 for Food Pantry Manager)
6.2% of salary = \$6820
7.95% of salaries = \$8,745

Grand Total Revenues: \$ 3,275,325
Grand Total Expenses: \$ 3,744,700
Grand Total Net Variance: (\$469,375)
Projected Fund Balance at end of FY \$604,771

TO: NEW TRIER TOWNSHIP BOARD OF TRUSTEES
FROM: BRIAN LEVERENZ, COMMUNITY SERVICES ADMINISTRATOR
DATE: MAY 2, 2022
RE: ADMINISTRATOR REPORT

Committees are back on a regular schedule and will meet in May and June before taking their summer break. I'm updating the funding forms for this year, which will be my last funding cycle. As soon as Gail approves the funding letters they will go out along with the new funding guidelines. Committees have the following numbers:

Agency Oversight – 9 plus trustee
Mental Health – 8 plus Trustee
MFP – 10 plus Trustee

This will be my final time through the funding process and I will share some observations at a later date. I am in the process of revising the funding forms for the next year. N major changes; just updating the timelines, dates on the pages and budget forms and including the new funding guidelines.

Food Pantry

The shelves are in good shape with a recent weekend food drive that ran concurrently on a Saturday at both the Jewel and Grand Foods. We have another one in May and several local businesses are doing ones in house for us, including Coldwell Banker and a local bike shop. When Diane left she cancelled our Costco card so we are having to get new ones so I can purchase paper goods when need be. They have the best prices when buying in bulk, though for some items, the large sizes do not work for us.

Peer Jury

Caseloads have picked up a little; we've had two to three cases the past few months. I've also been getting calls from the administrative court of several villages asking me to place kids in community service, which I am happy to do. These cases are usually traffic violations, which we would not take in Peer Jury anyway. With the temporary closing of our upstairs due to the structural issue, I may have to find an alternative site for Peer Jury.



Report to the Supervisor and the Board of Trustees

Jeanne Winsted Rosser, LCSW

MAY 10, 2022

ANGEL FUND (AF):

For the period 3/1/2022 to 4/30/2022: \$5,169.96 in Angel Fund assistance requests were submitted to the Township Supervisor for approval and disbursement, representing 4 cases assisting 8 persons. Of those Angel Fund disbursements, 98% were for housing assistance, and 2% were for children's clothing from the Winnetka Thrift Shop. Additional Angel Fund applications are pending.

From March 1, 2021 through February 28, 2022: \$48,702.59 in Angel Fund assistance application requests were submitted to the Township Supervisor for approval and assistance disbursement, representing 13 cases assisting 37 persons. Of the total Angel Fund disbursements for FY2021-2022, 90% were for housing assistance, 5% for utilities, and 5% were for medical care.

CHILDCARE SCHOLARSHIPS: SUMMER CAMP:

26 Township families submitted Summer Camp Scholarship applications on behalf of 29 children. A scholarship recommendation will be made to the Township Supervisor in advance of the May 10th Board meeting.

Subsequently, camp administrators and families will be notified of the per-child scholarship award. Scholarship disbursements will be made directly to camp administrators by May 31, 2022.

EMERGENCY ASSISTANCE (EA):

For the period 3/1/2022 to 4/30/2022: \$16,535.01 in Emergency Assistance requests were submitted to the Township Supervisor for approval and disbursement, representing 6 cases assisting 10 persons. Of those Emergency Assistance disbursements, 72% represented housing assistance, 16% represented help with utilities, and 12% represented medical/therapeutic assistance. Additional Emergency Assistance applications are pending.

From March 1, 2021 through February 28, 2022: 52 cases representing 132 persons were submitted for approval and assistance disbursement to the Township Supervisor; these requests represent Emergency Assistance disbursements totaling \$156,336.62. Of those total Emergency Assistance disbursements, housing assistance accounted for 91%; utility assistance: 4%; medical assistance: 4%, and work-related expenses: 1%.

FOOD PANTRY:

The Township building reopened to the public on February 28, 2022. Township residents continue to apply for Pantry services.

The Pantry has not opened for individual shopping appointments. Prepacked bags of staples, bags of produce from Grand Foods, a bag of paper products, and a bottle of laundry detergent (the latter while supplies are available) are provided to clients Monday through Friday between the hours of 10am and 4pm.

Pantry donations are welcomed and are also accepted during those same days and times.

GENERAL ASSISTANCE:

As of 4/30/2022, there are 2 active General Assistance cases. An additional General Assistance application has been requested.

In FY2021-2022, there were a total of 7 General Assistance cases.

NOTE: Persons remain eligible for General Assistance until: (1) they are deemed eligible for SSI/SSDI benefits, (2) they secure full or part-time employment generating more than the maximum monthly benefit for an assistance unit of their size and demonstrated need, or (3) no longer reside in the Township.

HOARDING TASK FORCE:

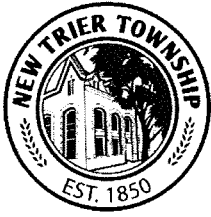
A meeting for the New Trier/Northfield Township Hoarding Task Force will be scheduled for Tuesday, May 24th, at the Glencoe Village Hall. Social services providers and first responders from New Trier and Northfield Townships, as well as the City of Evanston, are invited to attend. A local contractor, who has worked with Rebuilding Together, on several challenging cases involving hoarding disorder, has been asked to speak.

MEDICAL LEAVE:

This worker will be taking an approved medical leave from June 13th, 2022, through July 18, 2022, to recover from knee replacement surgery. Julia Klumak, who will receive her MSW from DePaul University on June 12, 2022, will be at the Township three days per week to provide continuity in providing Township social services. Julia has interned at the Township for the past two years, and she is very well versed with our Township assistance programs.

Respectfully Submitted: Jeanne Winsted Rosser
Jeanne Winsted Rosser, LCSW, Social Services Administrator

5/3/2022
Date



Area: OUTREACH & COMMUNICATIONS

Continuity of services amidst the reorganization in process has been the chief priority.

OUTREACH/ COMMUNITY ENGAGEMENT

- Worked with New Trier Educational Foundation and Scout Troop #5 to publicize two food drives at Wilmette Jewel and Winnetka Grand Foods. According to Community Services Administrator, Brian Leverenz, 4 - 5 carloads yielded a month's supply of pantry items.
- Secured our place in **Wilmette's Unity Walk on Memorial Day**. Clerk Capretta and Supervisor Schnitzer Eisenberg are confirmed and will don green and blue colors and their Township badges. 10:30 AM – 1 PM / start is 1740 Lake Ave. Trustee Casale MacNally will represent the township in the **Winnetka Memorial Day Commemorative Event**. 10am short parade from the corner of Glendale and Elm Street east to the Village Green Park. All Township officials and staff interested in participating are welcome! Reach out to me for additional details.
- Collaborating on Memorial Day 5K for Sts. Joe and Francis Xavier parish. Proceeds will go to the Township Food Pantry.
- Coordinated our first **Spring** season **Shredding Event**, cosponsored by Regina Dominican High School, Wilmette and The Volunteer Center - Saturday May 7 8:30AM - 11:30 AM.
- Partnering on a Healthcare Power of Attorney Two Part Educational Offering for graduating high school seniors with North Suburban Legal Aid Clinic. The clinic portion will occur in August.

COMMUNICATIONS

- Recent message topics encompassed local site promotion of DEA's National Drug Take Back weekend, the 5/7 paper shredding, new Assessor's Message on property exemption, and alternative local passport agent locations while our service is on temporary pause.
- Highlighting Mental Health during the month of May in collaboration with our partner agencies to help prevent, treat, promote recovery, and increase awareness on mental health issues.
- Press Releases for April and May events (listed above)
- The latest Dispatch eNews of April 29th open rate was a strong 63%. *33.89% is the average open rate in the nonprofit category. (Constant Contact, 3/31/22)*
- Addressing an influx of FOIA requests with Clerk Capretta.
- Reinforcing the mask policy at the township for our immunosuppressed, higher risk client populations is ongoing.

TOWNSHIP SERVICES & REORGANIZATION

- Fifty clients visited the Food Pantry over the past two weeks.
- New Trier student Sarah Lin is confirmed to begin her summer internship June 14th. She will be working with us on the fall Wellness Fair, youth outreach initiatives (including Township Youth Ambassador), social media content development, event planning, and website editing.

Submitted by: Julie Koenigsberger



Rules of Order

The following shall be the rules of order for the conduct of the meetings of the Board of Trustees:

- (1) Rule 1. The order of business of all regular meetings of the Board or its standing Committees shall be set forth in the publicly posted agenda. The Supervisor or Committee Chairperson ("Chair") may advance any item of business because of the presence of interested members of the public, the relative importance of the item or other similar considerations provided that a majority of the Trustees present may require that the matter remain in the order stated on the agenda.
- (2) Rule 2. The Chair shall decide all questions of order, and in all cases where these rules are not applicable, the Board and its Committees shall be governed by parliamentary law as set forth in Robert's Rules of Order, as revised.
- (3) Rule 3. Members of the public body discussing a question shall address the Chair, and no member of the public body has the floor until recognized by the Chair.
 - a. At any time a person desires to address the Board during a public meeting shall comply with the following Rules of Order as they relate to Public Comment.
 - b. The Township Board and its Committees shall allow for an agenda item titled "Public Comment" on its meeting agendas for every public meeting. During the Public Comment portion of a meeting, any persons who wish to address the public body on any matter of public business that is not a specific agenda item, on that meeting's agenda, may request recognition prior to the meeting or during the portion of the public meeting dedicated to Public Comment. Any persons who wish to address a public body on any matter of public business that is a specific agenda item may do so during the discussion of that agenda item.
 - c. During Public Comment or during the specific agenda item being discussed, each person who wishes to address the public body shall have no more than three minutes to do so after they have been recognized by the Chair. No person shall be entitled to speak more than one time during a meeting. The Chair or a majority of the public body members present may extend the limitation of time or grant additional time to individual speakers. The Chair's denial of or limitation on any request for an extension of time may be overruled by a majority of those public body members present. The Chair may also recognize and extend the time limit to speak during a specific agenda item to any directly interested party (or agent of) of that specific agenda item.
 - d. Public Comment portion of the meeting shall last no more than 30 minutes at each meeting. The Chair or a majority of the public body members present may extend Public Comment beyond 30 minutes and may allow any such additional time to be heard during New Business.
 - e. These Rules of Order do not apply to those persons wishing to address a Board or Committee as part of a required public hearing.
 - f. Any failure to adhere to the provisions of this section, and any such restriction or limitation upon any speaker, shall not impair or affect any ordinance, resolution, motion, or other action of the Township Board.

-
- (4) Rule 4. Matters not appearing on the published agenda shall not be acted upon by the Board. A matter of New Business or Old Business shall not be considered to be on the agenda unless it is specifically listed under the appropriate caption.
- (5) Rule 5. A roll call vote shall be taken upon the passage of all ordinances, and upon all propositions to create any financial liability against the Township, or for the expenditure or appropriation of its money, and in all other cases at the request of any Trustee, which shall be entered on the journal of proceedings.
- (6) Rule 6. All resolutions and amendments shall be reduced to writing upon request of the Supervisor or any Trustee, and shall be read by the Clerk.
- (7) Rule 7. Standing and special committees, to whom references are made, shall in all cases report in writing the state of facts with their opinion thereon.
- (8) Rule 8. These rules, with the exception of Rule No. 5 and Rule No. 14, may be suspended when no objection is made or when a majority of the Board to suspend them.
- (9) Rule 9. Bills and payroll shall be approved after a roll call vote.
- (10) Rule 10. Any vote of the Board may be reconsidered at the next regular meeting on motion of any Trustee not present at the time the order was adopted due to an excused absence or on motion of any Trustee voting in favor of the order, but no order shall be rescinded by any less than the number of votes which was required to pass the order sought to be reconsidered.
- (11) Rule 11. Every Trustee who is present when a question is stated by the Supervisor shall vote thereon, unless excused by the Board, or unless there is a Conflict of Interest as defined in the Township Conflict of Interest Policy.
- (12) Rule 12. When a question is before the Board, no motion shall be in order but the following:
- a. To adjourn;
 - b. To lay on the table;
 - c. The previous question;
 - d. To postpone indefinitely;
 - e. To postpone to a certain time;
 - f. To amend;
 - g. A motion to continue the debate as provided in Rule 16; and
 - h. A motion to continue the meeting as provided in Rule 17.
- These motions are privileged and have precedence in the order set forth in this rule. Motions to adjourn, to lay on the table, for the previous question, to continue the debate and to continue the meeting shall be decided without debate.
- (13) Rule 13. A motion to adjourn is always in order except:
- a. When the Supervisor or a Trustee is in possession of the floor for some other purpose;
 - b. When a roll call vote is being taken;
 - c. When the Board is voting;
 - d. When adjournment was the prior motion and the new motion to adjourn is made by a Trustee who voted in favor of the prior motion to adjourn;
 - e. When a motion for the previous question has passed and the previous question is still pending.

-
- (14) Rule 14. No vote of the Board shall be reconsidered or rescinded at a special meeting unless at that special meeting there is present as large a number of Trustees as were present when the vote was taken.
 - (15) Rule 15. The Supervisor may designate matters on the regular published agenda which, in the Supervisor's opinion, are routine to be taken up for approval without discussion in a single motion following the presentation of petitions and communications. If any Trustee requests that a matter not be considered in this manner, it will be taken up for discussion and action in the ordinary course of business.
 - (16) Rule 16. The President may designate the maximum amount of time that may be devoted to the debate on any matter of business appearing on the published agenda. Before discussion may continue beyond the designated time a majority of the Trustees present must first agree to continue the debate for a specific additional amount of time. A motion to continue the debate shall be non-debatable.
 - (17) Rule 17. All regular meetings of the Board shall adjourn by 11:00 p.m. unless a majority of the Trustees present first agree to continue the meeting for a specific additional amount of time. A motion to continue the meeting shall be non-debatable except as to the amount of time. Any matter not disposed of shall be placed on the agenda for the next regular meeting.



Rules of Order

The following shall be the rules of order for the conduct of the meetings of the Board of Trustees:

- (1) Rule 1. The order of business of all regular meetings of the Board or its standing Committees shall be set forth in the publicly posted agenda. The Supervisor or Committee Chairperson ("Chair") may advance any item of business because of the presence of interested members of the public, the relative importance of the item or other similar considerations provided that a majority of the Trustees present may require that the matter remain in the order stated on the agenda.
- (2) Rule 2. The Chair shall decide all questions of order, and in all cases where these rules are not applicable, the Board and its Committees shall be governed by parliamentary law as set forth in Robert's Rules of Order, as revised.
- (3) Rule 3. Members of the public body discussing a question shall address the Chair, and no member of the public body has the floor until recognized by the Chair.
 - a. At any time a person desires to address the Board during a public meeting shall comply with the following Rules of Order as they relate to Public Comment.
 - b. The Township Board and its Committees shall allow for an agenda item titled "Public Comment" on its meeting agendas for every public meeting. During the Public Comment portion of a meeting, any persons who wish to address the public body on any matter of public business that is not a specific agenda item, on that meeting's agenda, may request recognition prior to the meeting or during the portion of the public meeting dedicated to Public Comment. Any persons who wish to address a public body on any matter of public business that is a specific agenda item may do so during the discussion of that agenda item.
 - c. During Public Comment or during the specific agenda item being discussed, each person who wishes to address the public body shall have no more than three minutes to do so after they have been recognized by the Chair. No person shall be entitled to speak more than one time during a meeting. The Chair or a majority of the public body members present may extend the limitation of time or grant additional time to individual speakers. The Chair's denial of or limitation on any request for an extension of time may be overruled by a majority of those public body members present. The Chair may also recognize and extend the time limit to speak during a specific agenda item to any directly interested party (or agent of) of that specific agenda item.
 - d. Public Comment portion of the meeting shall last no more than 30 minutes at each meeting. The Chair or a majority of the public body members present may extend Public Comment beyond 30 minutes and may allow any such additional time to be heard during New Business.
 - e. These Rules of Order do not apply to those persons wishing to address a Board or Committee as part of a required public hearing.
 - f. Any failure to adhere to the provisions of this section, and any such restriction or limitation upon any speaker, shall not impair or affect any ordinance, resolution, motion, or other action of the Township Board.

-
- (4) Rule 4. Matters not appearing on the published agenda shall not be acted upon by the Board. A matter of New Business or Old Business shall not be considered to be on the agenda unless it is specifically listed under the appropriate caption.
- (5) Rule 5. A roll call vote shall be taken upon the passage of all ordinances, and upon all propositions to create any financial liability against the Township, or for the expenditure or appropriation of its money, and in all other cases at the request of any Trustee, which shall be entered on the journal of proceedings.
- (6) Rule 6. All resolutions and amendments shall be reduced to writing upon request of the Supervisor or any Trustee, and shall be read by the Clerk.
- (7) Rule 7. Standing and special committees, to whom references are made, shall in all cases report in writing the state of facts with their opinion thereon.
- (8) Rule 8. These rules, with the exception of Rule No. 5 and Rule No. 14, may be suspended when no objection is made or when a majority of the Board to suspend them.
- (9) Rule 9. Bills and payroll shall be approved after a roll call vote.
- (10) Rule 10. Any vote of the Board may be reconsidered at the next regular meeting on motion of any Trustee not present at the time the order was adopted due to an excused absence or on motion of any Trustee voting in favor of the order, but no order shall be rescinded by any less than the number of votes which was required to pass the order sought to be reconsidered.
- (11) Rule 11. Every Trustee who is present when a question is stated by the Supervisor shall vote thereon, unless excused by the Board, or unless there is a Conflict of Interest as defined in the Township Conflict of Interest Policy.
- (12) Rule 12. When a question is before the Board, no motion shall be in order but the following:
- a. To adjourn;
 - b. To lay on the table;
 - c. The previous question;
 - d. To postpone indefinitely;
 - e. To postpone to a certain time;
 - f. To amend;
 - g. A motion to continue the debate as provided in Rule 16; and
 - h. A motion to continue the meeting as provided in Rule 17.
- These motions are privileged and have precedence in the order set forth in this rule. Motions to adjourn, to lay on the table, for the previous question, to continue the debate and to continue the meeting shall be decided without debate.
- (13) Rule 13. A motion to adjourn is always in order except:
- a. When the Supervisor or a Trustee is in possession of the floor for some other purpose;
 - b. When a roll call vote is being taken;
 - c. When the Board is voting;
 - d. When adjournment was the prior motion and the new motion to adjourn is made by a Trustee who voted in favor of the prior motion to adjourn;
 - e. When a motion for the previous question has passed and the previous question is still pending.

-
- (14) Rule 14. No vote of the Board shall be reconsidered or rescinded at a special meeting unless at that special meeting there is present as large a number of Trustees as were present when the vote was taken.
 - (15) Rule 15. The Supervisor may designate matters on the regular published agenda which, in the Supervisor's opinion, are routine to be taken up for approval without discussion in a single motion following the presentation of petitions and communications. If any Trustee requests that a matter not be considered in this manner, it will be taken up for discussion and action in the ordinary course of business.
 - (16) Rule 16. The President may designate the maximum amount of time that may be devoted to the debate on any matter of business appearing on the published agenda. Before discussion may continue beyond the designated time a majority of the Trustees present must first agree to continue the debate for a specific additional amount of time. A motion to continue the debate shall be non-debatable.
 - (17) Rule 17. All regular meetings of the Board shall adjourn by 11:00 p.m. unless a majority of the Trustees present first agree to continue the meeting for a specific additional amount of time. A motion to continue the meeting shall be non-debatable except as to the amount of time. Any matter not disposed of shall be placed on the agenda for the next regular meeting.

