



NEW TRIER TOWNSHIP
Cook County

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

Board Minutes of New Trier Township Board Meeting

Tuesday, June 14, 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
James Howard (via zoom)
Mary Lawlor, LWWW (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 7:31 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:

- She provided updates on the food pantry. The township will be starting a new volunteer group, Pantry Pals, to assist with the food pantry. She shared that there has been a huge uptick in usage in recent weeks. The new volunteers will provide some of the hand holding and guidance. The increased social interactions help to assess if additional services are needed. Additionally, volunteers can help with restocking which is essential with the increase in visitors. Recent improvements include the virtual GA system, allowing users to choose their own groceries, and the additions of milk, bread, cheese, and yogurt (additions added in response to the anonymous letter by the board). Supervisor Schnitzer Eisenberg explained the virtual system supports efficiency and provides dignity. When a new client shows up, they fill out an application, we confirm

their residency or work, and we can provide a new card immediately. Pantry Pals will launch with 2 hours shifts during the weekday.

- She informed board that the township had originally anticipated hiring at the end of August, but they've moved up that time frame to July as there is an immediate need for more assistance including training on passport applications
- She reported that the Wilmette Kenilworth Chamber of Commerce has a new Executive Director and they'd had breakfast together.
- The Wilmette Summer Sizzle remains a priority and the township has a table at the Plaza Del Lago with hopes to move it closer to Jewel (to get food donations).
- The HR Functions are open and running with the new third party provider which includes support with pay stubs, check balances, and compliance township HR and administration policies. If there were gaps in record keeping concerning time-off, they've decided on erroring on the generous side.
- She provided an updated a reminder about the township's email migration.
- She reported that this year, for the first time in a long time, that the audit is happening timely. The process has also been useful in helping us organize and find gaps in our document management and information systems.
- She informed the board that JJ's List returned their money. They had promised to conduct certain trainings in their grant application and were unable to fulfill that obligation.
- There will be an agency lunch in July that acts similarly to speed-networking.
- Trustee Casale MacNally participated in the TOCC online conference.
- Supervisor Schnitzer Eisenberg participated in TOI's advanced OMA training.

FINANCIAL REPORT (7:48 p.m.)

James Howard, Governmental Accounting, Inc. provided a report to the board in which he referenced the handout in the board packet. See Attachment 1: Interim Financial Statements

Mr. Howard informed the board that the migration to Quickbooks is almost complete. He is still in the process of gathering all of the bank statements to be up-to-date through May 31.

He provided a high-level summary of the financials. He pointed out that the township in good shape even with the taxes coming from Cook County really late this year.

He asked for questions and comments. Trustee Mozer commented that everything is at BMO Harris and he strongly believes, as he has stated in the past, that the township needs to diversify its funds by having them at multiple banking institutions.

Supervisor Schnitzer Eisenberg commented that the Angel Fund is at Northern Trust, not a part of the government. She appreciates the concern and a later discussing what needs to be done including if we need to diversify via institutions. However, more of a priority is that right now there are 7 different accounts at BMO Harris.

Trustee Casale MacNally wanted to discuss the check register discrepancies including voided checks and missing checks. Mr. Howard said they may have been spoiled, not used, or possibly in the old system. He will look for them in the old system.

The auditors had made suggestion that the township have these reconciliations and hadn't ever implemented that suggestion.

Trustee Mozer pointed out that the Assessor's Office is a single line-item. Assessor Churchwell commented as well. Mr. Howard said there would just be some additional work to straighten things out.

CLERK'S REPORT Nicole Capretta (8:07p.m.)

Clerk Capretta reported that passport appointments will be opening and that she electronically filed the Budget & Appropriations ordinance.

Trustee Casale MacNally moved, and Trustee Robbins seconded a motion to approve the minutes from April 26, 2022 with the below minor edits

- Page 4: after Northfield replace with the following, "which is why we have a nice pipeline of cases from Northfield, the Village of Wilmette has started its own administrative program that might put referrals to us in conflict;"

approved on a unanimous voice vote.

Trustee Robbins moved, and Trustee Casale MacNally seconded a motion to approve the minutes from May 10, 2022 with one minor edits to add the word "days" after the number 3 in Assessor Churchwell's report; approved on a unanimous voice.

ASSESSOR'S REPORT Jan Churchwell (8:13 p.m.)

Assessor Churchwell provided a brief report

At a very late hour, I asked Jan to review draft report – will update as received.

NEW COMMITTEE MEMBERS (8:24 p.m.)

Review

The board packet included Patricia Alexandra Guerra's application for the Mental Health Advisory Committee.

Approval

Trustee Casale MacNally moved, and Trustee Robbins seconded a motion to approve the application of Ms. Guerra; approved unanimously with a voice vote.

COMMITTEE TRUSTEE LIASON REPORTS

Trustee Casale MacNally – Mental Health (8:25 p.m.)

Trustee Kate Casale MacNally reported the committee had their last meeting recently. She was unfortunately unable to attend. She thanked the retiring members and looking forward to the new members.

Trustee Ruben - Agency Oversight (8:27 p.m.)

Trustee Ruben informed the board that they met on May 25 and have another meeting scheduled for June which they will elect a new leader. The Volunteer Center spoke as a liaison at this past meeting.

Trustee Mozer - Money Follows the Person (8:28 p.m.)

Trustee Mozer reported that they met on May 26 and have another meeting later in June. There was a liaison report. The most significant part of the meeting was the overlap of the committee and there was a long discussion concerning the area's youth. The committee asked for the township to define the term "youth" and devise a plan of how the township works with and supports its youth.

Supervisor Schnitzer Eisenberg offered to set up an intergovernmental meeting. She reminded the board that the fall meeting concerns youth and how this population can best be served. Trustee Mozer said the board used to have youth committee members. Trustee Robbins commented that there needs to be a reorganization of the committees and suggested four committees: youth, seniors, mental health, and disabilities. Supervisor Schnitzer Eisenberg proposed that the chair of each committee meet in July and discuss if the Committee of Committees want to re-organize. Trustee Robbins pointed out with Brian's retirement, it might be streamlined. Trustee Ruben commented that it was likely the new staff person would want input as well.

Elliott Robbins - Peer Jury (8:33 p.m.)

Trustee Robbins reported on a recent peer jury training which included two two-hour training sessions. He believes that the new crop of jurors is great and well-trained. Brian and him believe it is time to meet with an administrator at the Village of Wilmette to discuss why the most populous village isn't sending cases to the township.

STAFF REPORTS (8:34 p.m.)

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.

OTHER PUBLIC COMMENTS (8:3? p.m.)

Supervisor Schnitzer Eisenberg asked for any other public comments. There were no comments.

NEW BUSINESS

A. BMO Harris Resolution

This resolution is for the bank account for the Courier Fund. It has its own EIN Number. Discussion ensued including a return to the discussion about diversifying banking institutions and the need for diversification versus office efficiency.

Trustee Casale MacNally moved, and Trustee Mozer seconded the motion; approved on a unanimous voice vote.

CONTINUING BUSINESS (8:45 p.m.)

Trustee Casale MacNally asked if there had been any updates regarding the police report and items removed from the office. There were none.

APPROVAL OF CLAIMS (8:47 p.m.)

As a point of order, Trustee Mozer asked if the payroll was no longer going to be under Approval of Claims. He further queried its relevance referring to earlier discussion about ratifying versus approving, and recognizing that it was just a small portion of the township's expenditures. In response, Supervisor Schnitzer Eisenberg referenced the Township Officials' handbook which explains that payroll, as a regular expenditure, does not need to be included in the monthly approval process. Ms. Pearson also added to the discussion.

Trustee Mozer moved, and Trustee Casale MacNally seconded a motion to approve Town Fund dated May 1 to May 31, 2022, including Checks #1624 - #1665 without 1626, 1657, 1658, 1659, and with voids #1624V and 1639V, in the amount of \$148,343.68; approved unanimously on a roll call vote.

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

Meeting was adjourned at 8:53 p.m.

TO: NEW TRIER TOWNSHIP BOARD OF TRUSTEES

FROM: BRIAN LEVERENZ, COMMUNITY SERVICES ADMINISTRATOR

DATE: JUNE 8, 2022

RE: COMMUNITY SERVICES ADMINISTRATOR REPORT

During the month of June the funding committees will meet for the final time until September. WE have one new member, Patricia Guerra for Mental Health. WE could use 1 or two more members on each committee but are still in pretty good shape wit the following numbers”

Mental Health – 9 members plus Trustee.

Agency Oversight – 9 members plus Trustee

MFP – 9 members plus Trustee

Proposals are due on September 9th and we are planning an agency luncheon on July 13th to present new guidelines and pass out proposals and Gail will have a chance to speak to the agencies. We had a meeting with the board president of the Warming House and are getting reports from the youth centers about attendance. The Warming House is seeing increases, but the numbers are still low. The WYO board was a bit upset by the funding letter because we pointed out a lack of board oversight.

Food Pantry

We began the new scan-in process for pantry recipients on Monday, June 6th, and users can now shop for themselves. Staff are quickly getting used to it. We’ve seen a dramatic uptick in visits this first week, over 40 visits just thru mid-day Thursday. If this continues, this will mean a substantial increase in pantry costs. We are trying to move more of our purchases away from Grand and to Jewel and Costco, but continue having trouble getting a Costco card, though that should be resolved soon. Clients appear grateful to be able to shop for themselves, though some take far too long in the back and we’ve had a few jam ups. We have a food drive in front of Grand on June 24 and will do one a month thru October. We are planning a community wide food drive for late July. With the increase in visits, shelves are going to need to be restocked more often, necessitating more volunteer efforts.

Peer Jury

Caseloads continue to be slow. We’ve still had no Wilmette cases since first starting up again, and no Kenilworth cases. I just trained about 18 new jurors, who are eager to be put to work! Elliott was there for the trainings.



Report to the Supervisor and the Board of Trustees

Jeanne Winsted Rosser, LCSW

June 14, 2022

ANGEL FUND (AF):

For the period 3/1/2022 to 5/31/2022, \$7,639.89 in Angel Fund assistance requests were submitted to the Township Supervisor for approval and disbursement, representing 6 cases assisting 10 persons. Of those Angel Fund disbursements, 90% were for housing assistance, 8% were for utilities, 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. \$58,726.00 in scholarship assistance was approved for disbursement to six licensed summer camp programs. Program eligibility requirements require that parents must be working full or part-time and/or attending school.

Of the 26 families who submitted applications for summer camp scholarships:

- 1) 17 out of 26 families are single-parent families (65%)
- 2) 22 out of 26 families have annual incomes less than \$50,000 (85%)
- 3) 17 out of 26 families have annual incomes less than \$30,000 (65%)
- 4) Out of 26 families, 8% are Glencoe residents, 8% reside in Glenview, 3% reside in Northfield, 73% reside in Wilmette, and 8% reside in Winnetka.
- 5) The average age of the children approved for a summer camp scholarship is 9 years of age.

EMERGENCY ASSISTANCE (EA):

For the period 3/1/2022 to 5/31/2022: \$30,054.54 in Emergency Assistance requests were submitted to the Township Supervisor for approval and disbursement, representing 10 cases assisting 16 persons. Of those Emergency Assistance disbursements, 73% represented housing assistance, 15% 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 Food Pantry reopened for individual shopping appointments. We continue to see an increase in Township residents applying for Pantry services, particularly among our low-income senior population.

The Pantry is open Monday through Friday from 10am to 4pm, and community donations are welcomed.

GENERAL ASSISTANCE:

As of 5/31/2022, there was one active General Assistance case. An additional General Assistance application has been requested, but not submitted, and one General Assistance application has been submitted and is in the process of review.

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:

The meeting of the New Trier/Northfield Township Hoarding Task Force, originally planned for Tuesday, May 24th, at the Glencoe Village Hall, was rescheduled. A new date has not yet been set.

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 receives 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, has integrated seamlessly with the Township staff, and she is very well versed with our Township assistance programs.

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

6/7/2022
Date



Report on Township Outreach & Communications 6/14/2022

The Health Care Power of Attorney Information Session collaboration with partners *North Suburban Legal Aid Clinic* and *Winnetka Youth Organization* is a highlight event. The evening information session will be available on our *YouTube channel*. **Part II: Healthcare POA legal clinics are scheduled for August 3rd**. **The Food Pantry** program began implementing the **Virtual General Assistance** ("Virtual GA") card system and restarted *in-person pantry shopping* for clients, effective June 6th. While time-intensive, the benefits are significant for Township operations: more personal choice and streamlined pantry check-in for clients; digitized data collection; improved planning capability; and eligibility for food donor organizations who rely on *Virtual GA* data (e.g. Greater Chicago Food Depository). The township was represented at two village **Memorial Day Observances**, thanks to the enthusiasm of the Board and Staff. Projecting ahead to the summer, our calendar is filling and Trustee involvement around availability is most welcome!

Calendar Highlights:

- June 29** Passport appointments at the township resume
- July 4** Winnetka (10AM) and Glencoe (1 PM) parades
- July 13** Agency Luncheon (for funded agencies)
- July 15/16** Township Table at Wilmette-Kenilworth Chamber of Commerce community event (Plaza del Lago)
- July 29** Food Drive (Grand Foods, Winnetka)

OUTREACH/ COMMUNITY ENGAGEMENT

- Increased use of the Food Pantry coupled with historical summer uptick in usage will mean additional food drives and "pantry priority need" communications over the next few months. The May Food Drive and collection from the Memorial Day 5k helped bolster dwindling supplies.
- Approved for spots in the **Winnetka and Glencoe 4th of July parades**. * *Volunteers needed*
- **Part Two** of the June 9th **Healthcare Power of Attorney Educational** Offering for graduating high school seniors will be held at the Township on August 3rd.
- Joined partner youth services agency at the **Pride Kick-Off Celebration** event and flag raising at (Glenview Public Library) earlier this month.

COMMUNICATIONS

- Topics featured on social media included: Township congratulations to township high school graduates (Loyola Academy 5/21; Regina Dominican 5/28; New Trier H.S. 5/29; North Shore Country Day 6/10); Domestic Violence Cooking Demonstration-Chat Program; Mental Health "everyday living" service announcements; Passage of Senate Bill 3707 (condition-specific improvements for loved ones with Alzheimer's and dementia in Illinois.)
- Pride Month is an ideal opportunity to communicate the Board's **Welcoming Resolution** (attached).
- Reinforcing the mask policy at the township for our immunosuppressed, higher risk client populations is ongoing.
- New Trier student Sarah Lin starts her internship on June 15th. Her project list is ambitious, including increasing outreach to and communication with township youth and social media content. I look forward to adding her contributions to the Board Reports this summer.

Submitted by: Julie Koenigsberger



Welcoming Resolution

Whereas, the mission of New Trier Township is to provide leadership, advocacy and resources to benefit the physical, mental, and social well-being of Township residents;

Be it resolved that the policy of the Township shall be to welcome and treat all persons living in our Township with the same respect, fairness, and dignity, and to continue providing services on an equal basis to all people, regardless of their race, color, ethnicity, religion, nation of origin or descent, or federal immigration status, sex, sexual orientation, gender identity, disability, or any other protected status under the Illinois Human Rights Act.

Be it further resolved that Township employees will not collect, store, create or maintain data on Township residents about their ancestry, national origin, or religion, unless required by law.

Be it further resolved that the Township government and its agents and agencies shall not make citizenship or immigration status a condition of providing services or benefits.

Approved by the New Trier Township Board of Trustees, Winnetka, Illinois, revised, Tuesday, July 14, 2020.

Administrator Report for 6/14/2022 Meeting

General

I attended the IATA meeting on May 18th. It was a great experience and I received a lot of good feedback from other administrators regarding personnel manuals, strategic planning and record digitization.

Food pantry digitization is complete and we are now using Visual GA for pantry check ins.

Building Maintenance

Elevator Inspection has been completed. We are now compliant and the certificate is in the elevator. The boiler room certificate is downstairs as well.

GB Electric has come out to more electrical issues with lights in the building. Due to the type of lighting that we have, they go out at random times. GB Electric is always very responsive.

AJS Construction was hired to complete the ceiling project.

Vendors / Contractors

I have wrapped up contacting the vendors that we use most and changing contact information.

We are entitled to a website upgrade through our contract and that changeover will begin the week of July 17th.

Accounts Payable/Receivable & Banking

We have a new BMO Harris credit card and I have gotten current with our bills that were being paid with the credit card.

Comcast has been moved over to invoicing and we are current with them now.

Quickbooks has been purchased and the accounting firm has made the changeover from Sage

We have started our audit uploads and as of 6/13 the audit is underway.

Personnel

Everyone should be registered on the Howard Simon portal to access your checkstubs

Submitted by: Lorrecia Pearson

