



NEW TRIER TOWNSHIP

Cook County

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Board Minutes of New Trier Township Board Meeting

Tuesday, July 12 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
Elliott Robbins, Trustee
Danielle Ruben, Trustee (Via Zoom)
Jan Churchwell, Assessor (Via zoom)

ALSO PRESENT:

Julie Koenigsberger, Communications & Social Services Support
Lorrecia Pearson, Administrator
James Howard (via zoom)
Mary Lawlor, LWWW
Anne Treadway, LWWW

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 referenced the board's policy and reminded everyone that three of the five-member board need to be in-person. She then called the Meeting to order at 7:31 p.m. and led in the reciting of the *Pledge of Allegiance to the Flag of the United States of America*.

SUPERVISOR'S REPORT

Supervisor Schnitzer Eisenberg reported the below items:

- New Trier Township stands with Highland Park, the Moraine Township, and anyone that is recovering. The Dispatch last week referenced the support systems available for township residents. There has been strong coordination between governments, nonprofit, and for-profit organizations. She mentioned that blood donations are still in high need and can be done at any Red Cross or hospital. The township has a list of reputable links for donations.
- The last couple of weeks have been spent on the hiring process for the Community Partnership Coordinator. There were 12 applicants and we advertised primarily on LinkedIn. It is a part-time role. We invited 7 applicants to interview with 4 interviews. Steve Anderson was the candidate that impressed Supervisor Schnitzer Eisenberg and

she is recommending he be hired. She has shared his resume for any discussion and the key points are his poly sci background and prior experience in building coalitions and customer service which can translate to constituent services. There was some limited board discussion.

FINANCIAL REPORT (7:43 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 explained that this report reviews the last 4 months ending June 30, 2022. He noted revenue highlights and reminded the board that the concern remains about the timing of property tax revenues. He continued with a detailed overview of both revenue and expenditures.

He will be recommending closing a few of the accounts that are dormant. He opened the floor for questions. Trustee Robbins asked how other townships balance efficiency vs fiscal responsibility. Mr. Howard responded that for now he'd recommend staying with BMO Harris. Later, he might give a different recommendation. He said there is also a cost-benefit relationship to consider of bringing on, but can also consider investing in some CDs at other financial institutions either local or not. He advised not investing since the township might need to use reserves with the delay in tax revenue. Trustee Robbins asked if we are exceeding the FDIC limits and is it fiscally prudent to keep the money "all in one basket." Mr. Howard said the most important beyond the FDIC insurance is having collateral. He said there is no need to get another bank involved due to balances right now. However, working with a money manager might be the next step. Assessor Churchwell asked for a copy. Trustee Casale MacNally asked if there was any follow-up with the missing checks. Mr. Howard responded that those were spoiled checks that went into the printer the incorrect way.

CLERK'S REPORT Nicole Capretta (7:59 p.m.)

Clerk Capretta reported that passport appointments can now be scheduled online. She also referenced Mr. Howard's financials showing that passport revenue is up 75%, but still totals only 1% of the township's revenue. There was discussion about passports being as a value-added service to residents. The new hire's role is for constituent services and other duties as needed which can include processing passport applications. Administrator Pearson explained further details regarding the passport program. Discussion ensued.

Trustee Casale MacNally moved, and Trustee Robbins seconded a motion to approve the minutes from June 14, 2022 with the below minor edits:

- Page 4: "two one-hour training" changed to "two two-hour trainings."

Approved unanimous voice vote.

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

Assessor Churchwell said that Quarterly Statistics will be reported at the next meeting.

Seven townships in Cook County have opened for appeals, but none of them are in the set being reassessed. Consensus is that none of those townships will open till after the primaries. New Trier Township is next on the posted list. There is no guarantee that the Assessor will not shift the dates; if he does not, we will open in the next few weeks.

She had checked with the Board of Review, which has not committed to a final date for all 2021 appeals. The best case scenario is completion in August or September, which would allow the Second 2021 Tax Bills to be issued in time to be paid in calendar year 2022.

She worked with Julie Koenigsberger to post information about the late Tax Bill issue on social media because the FIRST 2022 Tax Bills will be issued as usual in late January, 2023, and she wants residents to know that they may be paying two Tax Bills much closer together than normal.

COMMITTEE TRUSTEE LIASON REPORTS

Trustee Casale MacNally – Mental Health (8:20 p.m.)

Trustee Kate Casale MacNally reported they are on summer recess.

Trustee Ruben - Agency Oversight (8:20 p.m.)

Trustee Ruben informed the board that Ed Ohlinger was appointed as the new chair at the June meeting. She had updates on the youth organizations including that the Warming House had increased numbers and the Winnetka Youth Organization had several successful activities. There was further board discussion regarding participation and attendance at the youth organizations.

Trustee Mozer - Money Follows the Person (8:21 p.m.)

Trustee Mozer was absent.

Elliott Robbins - Peer Jury (8:21 p.m.)

Trustee Robbins reported that there is a session tomorrow night with two new cases and a couple of returns. They are considering how to approach Wilmette regarding the reductions of case referrals.

Supervisor Schnitzer Eisenberg brought the board's attention to Mr. Leverenz's report which contained the potential renaming of the committees.

STAFF REPORTS (8:22 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.

General Assistance Administrator – Jeanne Rosser

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

Outreach and Communications Director – Julie Koenigsberger

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

Discussion ensued regarding the building repairs and naming of the committees. The discussion was focused mostly on the change to use the term "other," with alternative being suggested such as "youth, seniors, and other" or "life-stages."

The board was reminded that the township's table at Sidewalk Sizzle would be located at 1130 Central and the township is sharing space with Illinois' Unclaimed Property.

OTHER PUBLIC COMMENTS (8:31 p.m.)

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

NEW BUSINESS (8:31 p.m.)

A. Intergovernmental Cooperation Committee – Sustainability Coordinator

See, Attachment 6.

GSE provided a quick overview of the three different options to hire and share a Sustainability Coordinator. Then she opened it up for discussion. Discussion ensued.

Trustee Casale MacNally moved, and Trustee Robbins seconded a motion to inform the Village of Wilmette that the township is interest in option 3 (which would be an hourly rate for special projects), the trustees are interested in a one-year term and then will reassess; approved on a unanimous voice vote.

CONTINUING BUSINESS (8:44 p.m.)

Trustee Robbins asked if the township should do more regarding the Highland Park tragedy. Discussion ensued. There was discussion if and what kind of statement would be appropriate.

APPROVAL OF CLAIMS (8:55 p.m.)

Trustee Robbins moved, and Trustee Casale MacNally seconded a motion to approve Town Fund dated June 1 to June 30, 2022, including Pages 1-5 of the Transaction Detail by Account, included in the Interim Financial Statements in the amount of \$98,457.19; 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 8:59 p.m. Next meeting is August 9, 2022.

TO: NEW TRIER TOWNSHIP BOARD
FROM: BRIAN LEVERENZ, COMMUNITY SERVICES ADMINISTRATOR
DATE: JULY 5, 2022
RE: ADMINISTRATOR REPORT

The Committees are done meeting until September. The proposals have been e-mailed to all of our agencies and are due on Friday, September 9 by 3 pm. There is an agency luncheon on July 13 at noon. We will go over the proposals, Supervisor Eisenberg will have a chance to meet and greet all the agencies for the first time and I will go over the new funding guidelines. We have been getting reports from the youth agencies and while attendance is up its still a little disappointing, especially at the Warming House. If you remove the jr. high kids its low at all three centers.

Our committee numbers are as follows:

MFP – 9 members plus Trustee
Oversight – 9 plus Trustee
Mental Health – 8 plus Trustee

We could use additional members. The committees have discussed name changes and we suggest the following:

Mental Health Funding Oversight Committee
Disability Support Funding and Oversight Committee
Other Community Resources Funding and Oversight Committee

Since all three committees do oversight, it was suggested that it be in the name of all three committees. We are also working on committee missions and more detailed descriptions of their roles and the areas they oversee.

Food Pantry

Since we opened up the pantry to self-shopping, our numbers have approximately doubled for June compared to May. Lorrecia can give you the exact numbers but usage is way, way up. We are now stocking some dairy items such as milk, eggs, cheese and yogurt and this is popular as well. We are also doing bread again. There is a limit of two dairy items and one bread item. While we have now shifted most of our shopping (except for produce bags) to Jewel and Costco, expect a large increase in pantry expenditures if this rate of usage keeps up. Many pantry users have cited inflation and the cost of food for their return to the pantry, as well as the ability to shop for themselves. We had a food drive in front of the Grand on June 24th, and are doing one in front of Jewel on Green bay Road on July 9th. The July 9th event is being done by Sears School.

Peer Jury

Its still a little slow but we have two new cases for July and have recruited and trained a new group of jurors. We have yet to get a Wilmette or Kenilworth case but have received cases from Glencoe, Winnetka and Northfield.



Date: June 23, 2022
To: Members of the Intergovernmental Cooperation Committee
From: Village Trustee Kate Gjaja
Subject: Sustainability Coordinator Shared Resource

Thank you all for your interest in pursuing a shared sustainability coordinator across our government entities. Based on our conversations, there is a lot we can learn from each other and potential synergies in our current and future sustainability efforts. As we have discussed at our past two intergovernmental cooperation committee meetings, all of our organizations have taken steps to advance our sustainability efforts in recent years. However, none of our organizations have a dedicated sustainability expert on staff.

The goals of a shared sustainability coordinator would be to:

- Share knowledge and best practices across our organizations;
- Advance research into additional sustainability practices that might be applicable to our organizations;
- Coordinate education on sustainability across our community;
- Move all of our sustainability efforts forward more quickly and effectively.

Consensus at our last meeting was that sustainability presents us a very rich opportunity to work together. However, there was not consensus on how a sustainability coordinator might be shared and funded. As Village Manager Mike Braiman discussed, there is some history of sharing a resource like this as the Village used to share health department personnel with other communities via an intergovernmental agreement. In that instance, the Village hired the personnel and then essentially billed the other entities sharing the resource who reimbursed the Village. Each participating community set their own priorities for this shared resource and had the freedom to manage the work in a manner that best served their organization. Something like that structure could work in this instance.

For your consideration, we are providing three potential scenarios for funding the role of a sustainability coordinator. In all three scenarios, you will see that the Village and the Park District shoulder the burden of the expense as it is generally expected that these two entities will utilize more of the coordinator's time.

In Scenario 1, the Village and Park District each receive 50% of the sustainability coordinator's time and split the costs. Under this scenario, the coordinator would not work with any of the other four entities to further their sustainability goals and plans.

	% Share	Annual Hour Allocation	Annual Cost Allocation	
Village	50%	1,040	\$	48,408
Park District	50%	1,040	\$	48,408
Library	0%	-	\$	-
District #39	0%	-	\$	-
District #37	0%	-	\$	-
Township	0%	-	\$	-
Total	100%	2,080	\$	96,815

In Scenario 2, the Village and Park District each receive 40% of the sustainability coordinator's time and the remaining 20% is divided between the other four entities somewhat unequally. Exact percentages born by each government entity would be open to discussion – this is just a draft for discussion purposes – and the amount of time the coordinator would devote to each organization would be commensurate with the percentage of funding each provides.

	% Share	Annual Hour Allocation	Annual Cost Allocation	
Village	40%	832	\$	38,726
Park District	40%	832	\$	38,726
Library	7.5%	156	\$	7,261
District #39	7.5%	156	\$	7,261
District #37	2.5%	52	\$	2,420
Township	2.5%	52	\$	2,420
Total	100%	2,080	\$	96,815

In Scenario 3, there is a bit of a hybrid between Scenarios 1 and 2. The Village and the Park District would fund most (92%) of the sustainability coordinator position. The remaining 8% would be split evenly between the other four government entities for a nominal yearly cost. As with Scenario 2, each entity would get dedicated hours of the coordinator's time based on their funding, and the coordinator would also leverage ideas, research, and opportunities across all of the organizations by coordinating an intergovernmental sustainability committee at the staff level. Under this scenario, entities could also leverage the sustainability coordinator at an hourly rate for special projects they would like to advance above and beyond their allotted annual hours (subject to approval of the Village and Park District).

	% Share	Annual Hour Allocation	Annual Cost Allocation	
Village	46%	950	\$	44,218
Park District	46%	950	\$	44,218
Library	2%	45	\$	2,095
District #39	2%	45	\$	2,095
District #37	2%	45	\$	2,095
Township	2%	45	\$	2,095
Total	100%	2,080	\$	96,815

The advantage to Scenario 3 is that each entity truly partners in the investment in this resource for our community. In addition, the sustainability coordinator would allocate time specifically to the goals and technologies specifically of interest to each entity, in addition to sharing information and opportunities across all of our organizations. Scenario 3 seems to most clearly signal our mutual intentions with this position and our commitment to driving sustainability efforts fast and more effectively across our entire community while mitigating cost impacts to the greatest extent possible.

In order to advance this process, we hope you will bring this information forward to your boards for consideration at your next meeting. We are hoping to reach agreement on funding for the sustainability coordinator position this summer so that hiring can begin in the fall. Please let the committee know the results of your board discussion as soon as possible. It is really exciting to see such a concrete opportunity emerge from the intergovernmental cooperation committee so early in its work!



Report to the Supervisor and the Board of Trustees

Jeanne Winsted Rosser, LCSW

July 12, 2022

ANGEL FUND (AF):

For the period 3/1/2022 to 6/30/2022, \$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.

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:

Applications for Before/After School Scholarships for the 2022-2023 school year are now available and the submission deadline is Friday August 12, 2022.

EMERGENCY ASSISTANCE (EA):

For the period 3/1/2022 to 6/30/2022: \$42,683.03 in Emergency Assistance requests were submitted to the Township Supervisor for approval and disbursement, representing 14 cases assisting 23 persons. Of those Emergency Assistance disbursements, 75% represented housing assistance, 16% represented help with utilities, and 9% 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 6/30/2022, there were 2 active General Assistance cases.

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.

MEDICAL LEAVE:

This worker was on an approved medical leave from June 13th, 2022, through July 1, 2022, to recover from knee replacement surgery and will be working from home from July 5, 2022, through July 15, 2022, in conjunction with Julia Klumak, MSW who will be providing a physical presence in the office three days per week to meet with clients as needed. This worker will return to the office full-time on July 18, 2022.

Respectfully Submitted: Jeanne Winsted Rosser
Jeanne Winsted Rosser, LCSW, Social Services Administrator
Julia Klumak, MSW

07-12-2022
Date

Julia Klumak

07-12-2022

Administrator Report for 7/12/2022 Meeting

General

I completed a 5 hour training course for Quickbooks on 6/23/2022. I will be attending another IATA admin meeting on July 20th.

Building Maintenance

R.H. Witt replaced the bathroom thermostat for our guest bathroom.

GetDwell completed the ceiling repair and it is now safe to use the back hallway as well as the board room.

I am continuing to work on maintenance that needs to be done around the building including the large bush/tree in the alley that needs to be cut down. I have some emails out and awaiting response.

Vendors / Contractors

Any suggestions for the website redesign from the board or elected officials?

Accounts Payable/Receivable & Banking

Bills are now on time and the accounting process is getting into a smoother routine.

The audit for last fiscal year is still underway. I have started a filing system to ensure that it runs smoother next year.

Personnel

I have worked with Howard Simon to ensure that employee accruals are correct.

Submitted by: Lorrecia Pearson

