



899 Jay Street, Elgin, Illinois 60120

Regular Meeting of the Township Board

August 2nd, 2022

7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Reports
 - A. Supervisor's Report
 - B. Clerk's Report
 - C. Assessor's Report
 - D. Trustees' Committee Reports
 - E. Department Reports
- V. Bill Paying
- VI. Unfinished Business
- VII. New Business
 - A. Regular Meeting Minutes of July 19, 2022
 - B. Executive Session Minutes of July 19, 2022
 - C. Appointment to the Mental Health Board
 - D. Removal of Member from the Committee on Youth
 - E. Consideration of Youth and Family Services Programming
- VIII. Executive Session
- IX. Other Business
- X. Adjournment

Hanover Township

Board Audit Report

From 7/19/22 - 8/1/22

	<u>Total</u>
Total Town Fund	64,107.18
Total Senior Services Fund	34,590.25
Total General Assistance Fund	14,511.00
Total Road Maintenance Fund	10,574.83
Total Committee for Senior Citizens Services	
Total Mental Health Board Fund	22,924.90
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	
Total Capital Fund	31,688.76
Total All Funds	<u><u>178,396.92</u></u>

Supervisor

Town Clerk

Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

July 19 through August 1, 2022

Type	Date	Num	Name	Memo	Amount
1013 · Town Fund - Revenue					
1013350 · Rental Income					
Check	07/19/2022	147583	Candice Clark	Izaak Walton Youth Center Key Rental Reimbursement	20.00
Total 1013350 · Rental Income					20.00
Total 1013 · Town Fund - Revenue					20.00
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	07/26/2022	147615	ProxiT Technology Solutions	Inv# 23138 Computer/Installation - J. Barr	1,779.00
Check	07/29/2022	147756	ProxiT Technology Solutions	Inv# 23131 Network Labor/Election Day Support - July	10,088.00
Check	07/29/2022	147756	ProxiT Technology Solutions	Inv# 23074 Network Labor - June	9,213.00
Total 1014430 · Computer Equipment & Software					21,080.00
Total 101CAP · Capital Expenditures					21,080.00
101CHN · Community Health					
1014453 · Printing					
Check	07/26/2022	147628	COTG	Inv# 3743455 Overage Copy Charges Main 6/25-7/24	7.03
Total 1014453 · Printing					7.03
1014459 · Professional Services					
Check	07/29/2022	147735	Quest Diagnostics	Inv# 9199543716 Blood Draw Lab Fees	283.20
Total 1014459 · Professional Services					283.20
1014465 · Medical Supplies					
Check	07/26/2022	147609	McKesson Medical Surgical	Inv# 44636748 Medical Waste Collection Set	118.79
Check	07/26/2022	147609	McKesson Medical Surgical	Inv# 44686530 Gloves, Masks	219.33
Total 1014465 · Medical Supplies					338.12
1014491 · Health Insurance					
Check	07/27/2022	147732	United Healthcare	Monthly Medical Premiums	1,143.28
Total 1014491 · Health Insurance					1,143.28
1014492 · Dental, Vision & Life Insurance					
Check	07/29/2022	147731	NCPERS	Billing# 5785042022 Monthly Premium July 2022	16.00
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	201.20
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	15.90
Total 1014492 · Dental, Vision & Life Insurance					233.10
Total 101CHN · Community Health					2,004.73
101CVA · Community Affairs					
101CMA · Community Relations					

Hanover Township Board Audit Report

July 19 through August 1, 2022

Type	Date	Num	Name	Memo	Amount
1014617 · Equipment & Furniture					
Check	07/29/2022	147753	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	36.01
			Total 1014617 · Equipment & Furniture		36.01
1014631 · Community Festivals					
Check	07/26/2022	147624	Bartlett Area Chamber of Commerce	Inv# 5778 Oktoberfest Sponsorship	5,000.00
			Total 1014631 · Community Festivals		5,000.00
1014632 · Miscellaneous					
Check	07/19/2022	147582	Verify (XHANOV)	Inv# 1473902 Background Checks June 2022	18.00
			Total 1014632 · Miscellaneous		18.00
1014691 · Health Insurance					
Check	07/27/2022	147732	United Healthcare	Monthly Medical Premiums	571.64
			Total 1014691 · Health Insurance		571.64
1014692 · Dental, Vision & Life Insurance					
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	189.64
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
			Total 1014692 · Dental, Vision & Life Insurance		200.24
			Total 101CMA · Community Relations		5,825.89
			Total 101CVA · Community Affairs		5,825.89
101ES · ES - Expenditures					
1014802 · Equipment					
Check	07/29/2022	147746	Air One Equipment, Inc.	Inv# 183237 O Ring	7.71
Check	07/29/2022	147746	Air One Equipment, Inc.	Inv# 177644 Hanger Set	150.00
			Total 1014802 · Equipment		157.71
1014803 · Uniforms					
Check	07/26/2022	147588	Bartlett Sports	Inv# 6160 ES Shirts (30)	1,013.00
Check	07/26/2022	147616	Ray O'herron Co., Inc.	Inv# 2207880 Patches (100)	276.00
Check	07/26/2022	147616	Ray O'herron Co., Inc.	Inv# 2208160 Uniform Shirts (6)	409.94
Check	07/26/2022	147616	Ray O'herron Co., Inc.	Inv# 2208341 Uniform Pant/Shirt/Accessories	252.92
Check	07/26/2022	147616	Ray O'herron Co., Inc.	Inv# 2208383 Uniform Badges (6)	879.36
Check	07/26/2022	147616	Ray O'herron Co., Inc.	Inv# 2208389 Uniform Stars	14.99
Check	07/29/2022	147751	Ray O'herron Co., Inc.	Inv# 2208599 Uniform Accessories	186.22
			Total 1014803 · Uniforms		3,032.43
1014808 · Education & Training					
Check	07/29/2022	147748	College of DuPage	Bill 14205 Emergency Services Training	275.00

Hanover Township Board Audit Report

July 19 through August 1, 2022

Type	Date	Num	Name	Memo	Amount
Total 1014808 · Education & Training					275.00
1014813 · Vehicle Fuel & Maintenance					
Check	07/26/2022	147599	Friendly Ford, Inc	Inv# C83109 Front Brakes/Pads/Rotors/Drums	1,310.41
Check	07/26/2022	147599	Friendly Ford, Inc	Inv# C84738 Inspect and Replace Brake Lines	825.64
Check	07/26/2022	147604	Illinois Tollway	Inv# G121000005400 Tolls Apr-Jun 2022	111.20
Check	07/26/2022	147626	Village of Hanover Park (Fuel)	Inv# 2022-976 June 2022 Fuel	1,586.83
Total 1014813 · Vehicle Fuel & Maintenance					3,834.08
1014814 · Communications					
Check	07/29/2022	147753	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	50.17
Total 1014814 · Communications					50.17
1014891 · Health Insurance					
Check	07/27/2022	147732	United Healthcare	Monthly Medical Premiums	983.23
Total 1014891 · Health Insurance					983.23
1014892 · Dental, Vision & Life Insurance					
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	259.82
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	8.48
Total 1014892 · Dental, Vision & Life Insurance					268.30
Total 101ES · ES - Expenditures					8,600.92
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Check	07/19/2022	147569	Bade Supply	Inv# 59782 Can Liners/Soaps/Towels/Toilet paper	1,085.31
Total 1014205 · Janitorial Supplies					1,085.31
1014210 · Building Maintenance - Town					
Check	07/19/2022	147580	Reinke Interior Supply	Inv# 60048570 Ceiling Tile for Town Hall	216.70
Total 1014210 · Building Maintenance - Town					216.70
1014219 · Vehicle Fuel - Town					
Check	07/26/2022	147626	Village of Hanover Park (Fuel)	Inv# 2022-976 June 2022 Fuel	1,897.42
Total 1014219 · Vehicle Fuel - Town					1,897.42
1014221 · Cell Phone/Communications					
Check	07/29/2022	147753	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	252.07
Total 1014221 · Cell Phone/Communications					252.07
1014225 · Grounds/Reserve Maintenance					
Check	07/19/2022	147579	Midwest Trading	Inv# I505588 Lenoci Playground Reserve Mulch	116.00

Hanover Township Board Audit Report

July 19 through August 1, 2022

Type	Date	Num	Name	Memo	Amount
			Total 1014225 · Grounds/Reserve Maintenance		116.00
			1014229 · Equipment Maintenance - Izaac		
Check	07/19/2022	147568	Alarm Specialties and Protection	Inv# 7532 Security Fire Monitoring July-Sept	165.00
			Total 1014229 · Equipment Maintenance - Izaac		165.00
			1014230 · Trash Removal - Izaac		
Check	07/19/2022	147576	Groot, Inc.	Acct 3107-54379 Inv# 9124850T107 Monthly Charges July	207.00
			Total 1014230 · Trash Removal - Izaac		207.00
			1014291 · Health Insurance		
Check	07/27/2022	147732	United Healthcare	Monthly Medical Premiums	1,979.93
			Total 1014291 · Health Insurance		1,979.93
			1014292 · Dental, Vision & Life Insurance		
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	751.76
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	26.50
			Total 1014292 · Dental, Vision & Life Insurance		778.26
			Total 101MAIN · Facilities Maintenance		6,697.69
			101THE · Town Hall Expense		
			1014402 · Telephone - Town		
Check	07/26/2022	147586	AT&T 803	Acct# 630 Z99-0161 803 Monthly Charge 7/16-8/15	43.88
Check	07/26/2022	147587	Barr, James C	Quarterly Phone Reimbursement Apr-Jun 2022	150.00
			Total 1014402 · Telephone - Town		193.88
			1014403 · Utilities - Town		
Check	07/26/2022	147621	Village of Bartlett	Acct# 51470 Bill# 328189 Water/Sewer 6/15/22	368.40
			Total 1014403 · Utilities - Town		368.40
			1014416 · Equipment Rental - Town		
Check	07/26/2022	147593	Canteen Refreshment Services	inv# 160387 Water Machine Rental 6/20-7/17	48.10
Check	07/26/2022	147614	Pitney Bowes Global Financial Services	Inv# 3105571333 Postage Machine Quarterly Lease 4/30-7/29	486.99
Check	07/29/2022	147750	Leaf (618-010)	Inv# 13440872 Copier Lease (2 Months)	460.86
Check	07/29/2022	147753	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges ES HQ Jet Pack	36.01
			Total 1014416 · Equipment Rental - Town		1,031.96
			Total 101THE · Town Hall Expense		1,594.24
			101TOE · Town Office Expense		
			1014404 · Office Supplies		
Check	07/26/2022	147619	Staples	Inv# 3511150047 Batteries	102.73
Check	07/26/2022	147619	Staples	Inv# 3511150048 HR/Personnel File Supplies	73.80

Hanover Township Board Audit Report

July 19 through August 1, 2022

Type	Date	Num	Name	Memo	Amount
Check	07/26/2022	147619	Staples	Inv# 3512035805 Printer Ink & Pens	167.75
Total 1014404 · Office Supplies					344.28
1014412 · Travel Expenses					
Check	07/29/2022	147736	Imperato, Alexandra M	Mileage Reimbursement July	27.50
Check	07/29/2022	147745	Matich, Hailey	Mileage Reimbursement July	47.81
Total 1014412 · Travel Expenses					75.31
1014429 · Miscellaneous					
Check	07/26/2022	147606	Kwik Print	Inv# 71415 Display Signs (8)	415.60
Check	07/26/2022	147606	Kwik Print	Inv# 71416 Display Signs (2)	103.90
Total 1014429 · Miscellaneous					519.50
1014591 · Health Insurance					
Check	07/27/2022	147732	United Healthcare	Monthly Medical Premiums	3,852.87
Total 1014591 · Health Insurance					3,852.87
1014592 · Dental, Vision & Life Insurance					
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	469.18
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	70.28
Total 1014592 · Dental, Vision & Life Insurance					539.46
Total 101TOE · Town Office Expense					5,331.42
104ASR · Assessor's Division					
1044415 · Dues, Subs & Publications					
Check	07/26/2022	147597	Cook County Township Assessors' Assoc	CCTAA Dues	300.00
Total 1044415 · Dues, Subs & Publications					300.00
1044491 · Health Insurance					
Check	07/27/2022	147732	United Healthcare	Monthly Medical Premiums	2,869.64
Total 1044491 · Health Insurance					2,869.64
1044492 · Dental, Vision & Life Insurance					
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	345.08
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	19.08
Total 1044492 · Dental, Vision & Life Insurance					364.16
Total 104ASR · Assessor's Division					3,533.80
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094611 · Education & Training					

Hanover Township Board Audit Report

July 19 through August 1, 2022

Type	Date	Num	Name	Memo	Amount
Check	07/19/2022	147575	Gomez, Karla L	NCE/LPC Test Prep Reimbursement	289.00
			Total 1094611 · Education & Training		289.00
			1094612 · Consulting Fees		
Check	07/26/2022	147622	Vince Walsh-Rock	Inv# 07 YFS Consulting Services 7/14/22	300.00
			Total 1094612 · Consulting Fees		300.00
			1094617 · Equipment Maintenance		
Check	07/29/2022	147750	Leaf (618-010)	Inv# 13440872 Copier Lease (2 Months)	328.04
			Total 1094617 · Equipment Maintenance		328.04
			1094621 · Recruitment and Pre Employment		
Check	07/26/2022	147613	Physicians Immediate Care	Stmnt# 4272000 Pre-Employment Physical/Drug Screen	448.00
			Total 1094621 · Recruitment and Pre Employment		448.00
			1094623 · Travel		
Check	07/29/2022	147744	Herrera, Marina	Mileage Reimbursement July	17.50
			Total 1094623 · Travel		17.50
			1094691 · Health Insurance		
Check	07/27/2022	147732	United Healthcare	Monthly Medical Premiums	3,920.42
			Total 1094691 · Health Insurance		3,920.42
			1094692 · Dental, Vision & Life Insurance		
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	992.70
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	22.46
			Total 1094692 · Dental, Vision & Life Insurance		1,015.16
			Total 109ADM · Administration & Clinical		6,318.12
			109OUT · Outreach & Prevention		
			1094644 · Travel		
Check	07/26/2022	147610	McSheffrey, Ryan K	Mileage Reimbursement June	34.52
			Total 1094644 · Travel		34.52
			1094651 · Cellphones		
Check	07/29/2022	147753	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	197.12
			Total 1094651 · Cellphones		197.12
			1094791 · Health Insurance		
Check	07/27/2022	147732	United Healthcare	Monthly Medical Premiums	2,298.00
			Total 1094791 · Health Insurance		2,298.00

Hanover Township Board Audit Report

July 19 through August 1, 2022

Type	Date	Num	Name	Memo	Amount
1094792 · Dental, Vision & Life Insurance					
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	540.88
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	29.85
Total 1094792 · Dental, Vision & Life Insurance					570.73
Total 109OUT · Outreach & Prevention					3,100.37
Total 109YFS · Youth & Family Services					9,418.49
Total 1014 · Town Fund - Expenditures					64,087.18
1104 · Aging Services - Expenditures					
1104ADM · Administration					
1104523 · Recruitment					
Check	07/19/2022	147582	Verify (XHANOV)	Inv# 1473902 Background Checks June 2022	18.00
Total 1104523 · Recruitment					18.00
1104525 · Telephone & High Speed Internet					
Check	07/29/2022	147753	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	60.99
Total 1104525 · Telephone & High Speed Internet					60.99
1104527 · Equipment					
Check	07/26/2022	147623	Wells Fargo Financial Leasing Inc	Inv# 5020926440 Main Copier Lease 7/2-8/1	289.85
Total 1104527 · Equipment					289.85
1104528 · Office Supplies					
Check	07/26/2022	147627	Accurate Office Supply Co	Inv# 573825 Office Supplies	28.17
Total 1104528 · Office Supplies					28.17
1104533 · Printing					
Check	07/26/2022	147628	COTG	Inv# 3743455 Overage Copy Charges Main 6/25-7/24	170.44
Check	07/29/2022	147747	COTG	Inv# 3761623 Copy Charges Main	59.42
Total 1104533 · Printing					229.86
1104542 · Senior Home Care Pilot Program					
Check	07/29/2022	147734	Watson-Goddard, Karen	Home Care Visit Mileage Reimbursement July	34.44
Total 1104542 · Senior Home Care Pilot Program					34.44
1104591 · Health Insurance					
Check	07/27/2022	147732	United Healthcare	Monthly Medical Premiums	2,183.67
Total 1104591 · Health Insurance					2,183.67
1104592 · Dental, Vision & Life Insurance					
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	488.50

Hanover Township Board Audit Report

July 19 through August 1, 2022

Type	Date	Num	Name	Memo	Amount
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	33.20
Total 1104592 · Dental, Vision & Life Insurance					521.70
Total 1104ADM · Administration					3,366.68
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	07/19/2022	147574	Get Fresh Produce, Inc	Congregate Food	738.10
Check	07/26/2022	147600	Get Fresh Produce, Inc	Congregate Food	77.00
Check	07/26/2022	147602	Gordon Food Service	Congregate Food	1,660.57
Check	07/26/2022	147629	Get Fresh Produce, Inc	Congregate Food	527.26
Check	07/26/2022	147630	Gordon Food Service	Congregate Food	1,413.24
Check	07/29/2022	147749	Gordon Food Service	Congregate Food	199.82
Total 1105551 · Congregate Food					4,615.99
1105553 · Congregate Supplies					
Check	07/19/2022	147574	Get Fresh Produce, Inc	Congregate Supplies	51.35
Check	07/26/2022	147600	Get Fresh Produce, Inc	Congregate Supplies	76.78
Check	07/26/2022	147602	Gordon Food Service	Congregate Supplies	262.55
Check	07/26/2022	147629	Get Fresh Produce, Inc	Congregate Supplies	125.63
Total 1105553 · Congregate Supplies					516.31
1105558 · Home Delivered Meals Food					
Check	07/19/2022	147574	Get Fresh Produce, Inc	HDM Food	738.06
Check	07/26/2022	147600	Get Fresh Produce, Inc	HDM Food	77.00
Check	07/26/2022	147602	Gordon Food Service	HDM Food	1,660.57
Check	07/26/2022	147629	Get Fresh Produce, Inc	HDM Food	527.24
Check	07/26/2022	147630	Gordon Food Service	HDM Food	1,413.23
Check	07/29/2022	147749	Gordon Food Service	HDM Food	199.81
Total 1105558 · Home Delivered Meals Food					4,615.91
1105560 · Home Delivered Meals Supplies					
Check	07/19/2022	147574	Get Fresh Produce, Inc	HDM Supplies	51.35
Check	07/26/2022	147600	Get Fresh Produce, Inc	HDM Supplies	76.77
Check	07/26/2022	147602	Gordon Food Service	HDM Supplies	262.54
Check	07/26/2022	147629	Get Fresh Produce, Inc	HDM Supplies	125.62
Total 1105560 · Home Delivered Meals Supplies					516.28
1105792 · Dental, Vision & Life Insurance					
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	89.04
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	5.30
Total 1105792 · Dental, Vision & Life Insurance					94.34
Total 1104NUT · Nutrition					10,358.83

Hanover Township Board Audit Report

July 19 through August 1, 2022

Type	Date	Num	Name	Memo	Amount
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	07/19/2022	147578	Illinois Department of Revenue	Acct# CNXXXX75515572X7 Bingo License Renewal	200.00
Check	07/26/2022	147589	Bestway Charter Transportation Inc	Reservation# 67395 Motorcoach to Lake Geneva WI 8/23/22	1,067.00
Check	07/26/2022	147592	Cambra, Tommasina J	Program Refreshments	19.41
Check	07/26/2022	147601	Giuseppa Crisopulli	In the Kitchen Program Supplies 7/20/22	106.86
Check	07/26/2022	147601	Giuseppa Crisopulli	In the Kitchen Program Supplies 7/22/22	81.30
Check	07/26/2022	147627	Accurate Office Supply Co	Inv# 573825 Coffee Supplies	174.78
Check	07/26/2022	147627	Accurate Office Supply Co	Inv# 574082 Creamer	27.04
Check	07/29/2022	147737	Giuseppa Crisopulli	In the Kitchen Program Supplies	72.62
Total 1104515 · Programming					1,749.01
1104520 · Volunteer Services					
Check	07/26/2022	147591	Brian Doyle	Home Delivered Meals Mileage Reimbursement Mar-July	112.78
Check	07/26/2022	147594	Charles Valerio	Home Delivered Meals Mileage Reimbursement 6/30-7/21 2022	31.98
Check	07/26/2022	147607	Linda Knobloch	Home Delivered Meals Mileage Reimbursement Apr-Jun	206.39
Check	07/26/2022	147608	Mary Wojtczak	Home Delivered Meals Mileage Reimbursement 7/5-7/19	34.13
Check	07/26/2022	147617	Robert Martin	Home Delivered Meals Mileage Reimbursement 6/6-7/15	80.71
Check	07/29/2022	147738	Lynn Marinelli	Home Delivered Meals Mileage Reimbursement July 2022	32.50
Check	07/29/2022	147739	Edward Baus	Home Delivered Meals Mileage Reimbursement July 2022	26.25
Check	07/29/2022	147740	James Lemonides	Home Delivered Meals Mileage Reimbursement July	29.56
Check	07/29/2022	147741	Pat Zickler	Home Delivered Meals Mileage Reimbursement May-July	108.14
Check	07/29/2022	147742	Edward Biesiadecki	Home Delivered Meals Mileage Reimbursement May-July	31.49
Check	07/29/2022	147743	Harvey, Lana R	Home Delivered Meals Mileage Reimbursement July 2022	9.38
Total 1104520 · Volunteer Services					703.31
1104532 · Visual Arts					
Check	07/26/2022	147603	Hobby Lobby	Inv# 113011807 Arts/Crafts Supplies	24.95
Total 1104532 · Visual Arts					24.95
1104891 · Health Insurance					
Check	07/27/2022	147732	United Healthcare	Monthly Medical Premiums	5,338.07
Total 1104891 · Health Insurance					5,338.07
1104892 · Dental, Vision & Life Insurance					
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	647.26
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	15.90
Total 1104892 · Dental, Vision & Life Insurance					663.16
Total 1104PRO · Enrichment Programs					8,478.50
1104SOC · Social Services					
1104991 · Health Insurance					
Check	07/27/2022	147732	United Healthcare	Monthly Medical Premiums	1,245.15

Hanover Township Board Audit Report

July 19 through August 1, 2022

Type	Date	Num	Name	Memo	Amount
Total 1104991 · Health Insurance					1,245.15
1104992 · Dental, Vision & Life Insurance					
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	247.10
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 1104992 · Dental, Vision & Life Insurance					257.70
Total 1104SOC · Social Services					1,502.85
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	07/26/2022	147620	Valvoline	Inv# 44971 Headlight Replacement	29.74
Total 1104518 · Vehicle Maintenance					29.74
1104549 · Employee Screenings					
Check	07/26/2022	147613	Physicians Immediate Care	Stmnt# 4272000 Pre-Employment Physical/Drug Screen	396.00
Total 1104549 · Employee Screenings					396.00
1104550 · Telephone					
Check	07/29/2022	147752	Verizon Wireless	Inv# 9911448398 Monthly Charges	446.59
Total 1104550 · Telephone					446.59
1104552 · Fuel					
Check	07/26/2022	147626	Village of Hanover Park (Fuel)	Inv# 2022-976 June 2022 Fuel	5,479.29
Total 1104552 · Fuel					5,479.29
1104691 · Health Insurance					
Check	07/27/2022	147732	United Healthcare	Monthly Medical Premiums	3,487.00
Total 1104691 · Health Insurance					3,487.00
1104692 · Dental, Vision & Life Insurance					
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	1,022.86
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	21.91
Total 1104692 · Dental, Vision & Life Insurance					1,044.77
Total 1104TRN · Transportation					10,883.39
Total 1104 · Aging Services - Expenditures					34,590.25
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024204 · Equipment					
Check	07/29/2022	147750	Leaf (618-010)	Inv# 13440872 Copier Lease (2 Months)	329.02

Hanover Township Board Audit Report

July 19 through August 1, 2022

Type	Date	Num	Name	Memo	Amount
			Total 2024204 · Equipment		329.02
			2024507 · Professional Services		
Check	07/19/2022	147582	Verify (XHANOV)	Inv# 1473902 Background Checks June 2022	18.00
			Total 2024507 · Professional Services		18.00
			2024591 · Health Insurance		
Check	07/27/2022	147732	United Healthcare	Monthly Medical Premiums	1,245.15
			Total 2024591 · Health Insurance		1,245.15
			2024592 · Dental, Vision & Life Insurance		
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	260.08
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
			Total 2024592 · Dental, Vision & Life Insurance		270.68
			Total 2024ADM · Administration		1,862.85
			2024HOM · Home Relief		
			2024102 · Rent		
Check	08/01/2022	6115	Elizabeth Bos	Rent August 2022	975.00
Check	08/01/2022	6122	Spring Lakes Estates	August 2022 Rent	660.00
Check	08/01/2022	6124	Larry Bennett	August 2022 Rent	500.00
Check	08/01/2022	6127	Evergreen PM, LLC	August 2022 Rent	811.49
Check	08/01/2022	6129	Michelle Breen	August 2022 Rent	650.00
			Total 2024102 · Rent		3,596.49
			2024103 · Utilities		
Check	08/01/2022	6116	Com Ed GA Home Relief	Utilities Assistance	157.26
Check	08/01/2022	6121	Com Ed GA Home Relief	Utilities Assistance	80.47
Check	08/01/2022	6125	Com Ed GA Home Relief	Utilities Assistance	84.24
Check	08/01/2022	6126	NICOR GA Home Relief	Utilities Assistance	79.27
Check	08/01/2022	6128	Com Ed GA Home Relief	Utilities Assistance	80.82
			Total 2024103 · Utilities		482.06
			2024105 · Personal Essentials		
Check	08/01/2022	6131	Walmart	Personal Essentials August 2022	600.00
			Total 2024105 · Personal Essentials		600.00
			2024106 · Travel Expenses		
Check	08/01/2022	6123	State Farm Salah, Neal	Transportation Assistance	24.98
Check	08/01/2022	6130	BP Gas Station	Fuel Assistance Cards	125.00
			Total 2024106 · Travel Expenses		149.98
			2024119 · Emergency Assistance		
Check	08/01/2022	6117	Midland Mortgage	Emergency Assistance	2,250.00

Hanover Township Board Audit Report

July 19 through August 1, 2022

Type	Date	Num	Name	Memo	Amount
Check	08/01/2022	6118	Gurmeet Gill	Emergency Assistance	972.00
Check	08/01/2022	6119	NICOR GA Home Relief	Emergency Assistance	899.65
Check	08/01/2022	6120	Rocket Mortgage, LLC	Emergency Assistance	2,250.00
Total 2024119 · Emergency Assistance					6,371.65
Total 2024HOM · Home Relief					11,200.18
202PAN · Pantry					
1014191 · Health Insurance					
Check	07/27/2022	147732	United Healthcare	Monthly Medical Premiums	1,200.44
Total 1014191 · Health Insurance					1,200.44
1014192 · Dental, Vision & Life Insurance					
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	233.58
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	13.95
Total 1014192 · Dental, Vision & Life Insurance					247.53
Total 202PAN · Pantry					1,447.97
Total 2024 · Human Services - Expenditures					14,511.00
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034711 · Utilities					
Check	07/19/2022	147573	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges 6/8-7/8	18.95
Check	07/26/2022	147611	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges 6/16-7/17	81.24
Total 3034711 · Utilities					100.19
3034713 · Recruitment					
Check	07/26/2022	147613	Physicians Immediate Care	Stmnt# 4272000 Pre-Employment Physical/Drug Screen	367.00
Total 3034713 · Recruitment					367.00
3034791 · Health Insurance					
Check	07/27/2022	147732	United Healthcare	Monthly Medical Premiums	1,143.28
Total 3034791 · Health Insurance					1,143.28
3034792 · Dental, Vision & Life Insurance					
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	189.64
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 3034792 · Dental, Vision & Life Insurance					200.24
Total 3034ADM · Administration					1,810.71
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					

Hanover Township Board Audit Report

July 19 through August 1, 2022

Type	Date	Num	Name	Memo	Amount
Check	07/19/2022	147570	Beverly Materials, L.L.C.	Inv# 279051 Stone for North Side Dale Dr Drainage Restoration	150.62
Check	07/19/2022	147577	HOLCIM - MAMR Inc	Inv# 716403449 Stone for W Dale Drainage Repair	352.79
Check	07/19/2022	147577	HOLCIM - MAMR Inc	Inv# 716403450 Stone for W Dale Drainage Repair	347.13
Check	07/26/2022	147618	SiteOne Landscape Supply, LLC	Inv# 121054457-001 Herbicide for Weed Treatment on Right of Ways	217.11
Total 3034602 · Operating Supplies & Materials					1,067.65
3034603 · Fuel					
Check	07/26/2022	147626	Village of Hanover Park (Fuel)	Inv# 2022-976 June 2022 Fuel	1,956.47
Total 3034603 · Fuel					1,956.47
3034606 · Engineering					
Check	07/29/2022	147730	Thomas Engineering Group LLC	Professional Engineering Service - Berner Road Project	3,408.13
Total 3034606 · Engineering					3,408.13
3034610 · Street Lighting					
Check	07/26/2022	147595	Com Ed 152	Acct# 0045120152 Monthly Charges 6/6-7/6	216.62
Total 3034610 · Street Lighting					216.62
Total 3034ROD · Road Maintenance					6,648.87
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Check	07/19/2022	147581	Suburban Tire Auto Care Centers	Inv# 526011 Brake Replacement & Repair Truck# 500	2,115.25
Total 3034609 · Maintenance Vehicles & Equip					2,115.25
Total 303EQM · Equipment					2,115.25
Total 3034 · Road Maintenance - Expenditures					10,574.83
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054002 · Legal					
Check	07/26/2022	147585	Airdo Werwas LLC	Inv# 237-0001-36365 Legal Fees May 22	4,439.37
Total 5054002 · Legal					4,439.37
5054014 · Equip / Database					
Check	07/26/2022	147598	DreamCo Design	Inv# 24427 Annual Website Hosting	1,999.92
Total 5054014 · Equip / Database					1,999.92
5054591 · Health Insurance					
Check	07/27/2022	147732	United Healthcare	Monthly Medical Premiums	1,726.36
Total 5054591 · Health Insurance					1,726.36
5054592 · Dental, Vision & Life Insurance					

Hanover Township Board Audit Report

July 19 through August 1, 2022

Type	Date	Num	Name	Memo	Amount
Check	07/29/2022	147733	Euclid Managers	Acct 5641581 Monthly Premium (2 months)	351.24
Check	07/29/2022	147754	Vision Service Plan	Acct# 30070457 Monthly Premium	13.95
Total 5054592 · Dental, Vision & Life Insurance					365.19
Total 5054ADM · Administration					8,530.84
5054COM · HT Community Resource Center					
5054210 · Utilities					
Check	07/19/2022	147572	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges 6/7-7/4	292.60
Check	07/26/2022	147612	Nicor 84 (MHB)	Acct# 84-67-77-1000 0 Monthly Charges 6/14-7/13	54.12
Total 5054210 · Utilities					346.72
5054250 · Building Maintenance					
Check	07/26/2022	147605	Johnson Controls Security Solutions	Inv# 37618389 Security Monitoring MHB Aug-Oct	219.00
Total 5054250 · Building Maintenance					219.00
Total 5054COM · HT Community Resource Center					565.72
5054SVC · Service Contracts					
5054102 · CAC Family Support					
Check	07/19/2022	147571	Childrens Advocacy Ctr of Nwst Co County	Family Support Services	2,622.34
Total 5054102 · CAC Family Support					2,622.34
5054123 · Easter Seals					
Check	07/19/2022	147566	Easter Seals DuPage & Fox Valley Region	Medical Rehabilitative Support June 2022	8,134.50
Total 5054123 · Easter Seals					8,134.50
5054162 · Tide Transportation					
Check	07/19/2022	147567	A#1 Cab Dispatch Inc	Tide Transportation Services April/May 2022	3,071.50
Total 5054162 · Tide Transportation					3,071.50
Total 5054SVC · Service Contracts					13,828.34
Total 5054 · Mental Health - Expenditures					22,924.90
8084 · Capital Projects - Expenditures					
8084414 · Emergency Services Station					
Check	07/19/2022	147584	Village of Bartlett - Building Dept	Permit #: B-22-112 - Emergency Services Station Plan Review Fees	2,184.00
Check	07/29/2022	147755	Thomas Engineering Group LLC	Contract Change Order 1 - Tinkis Campus Expansion	15,609.76
Total 8084414 · Emergency Services Station					17,793.76
8084425 · Building & Perm Improvements					
Check	07/26/2022	147590	Black Pearl Sealcoating Inc	Inv# 22-2977 Astor Ave Parking Lot Sealing and Striping	950.00
Check	07/26/2022	147625	Black Pearl Sealcoating Inc	Inv# 22-2975 Main Campus Parking Lot Sealing & Striping	12,945.00

**Hanover Township
Board Audit Report**
July 19 through August 1, 2022

Type	Date	Num	Name	Memo	Amount
			Total 8084425 · Building & Perm Improvements		13,895.00
			Total 8084 · Capital Projects - Expenditures		31,688.76
TOTAL					178,396.92

- I. Call to Order/Roll Call: Supervisor McGuire called the Board meeting to order at 7:00 p.m.

Clerk Dolan Baumer called the roll; present were Clerk Dolan Baumer, and Trustees Beattie, Essick, Camacho, and Martinez, and Supervisor McGuire.

Others present were Assessor Khaja Moinuddin, Aging Services Director Megan Conway, Emergency Services Director Mike Crews, Youth and Family Services Manager Ryan Dickinson, Community Health Director Kristen Smith, Facilities and Road Maintenance Director Caleb Hanson, Director of Aging Services Megan Conway, Director of Community & Government Relations Tom Kuttentberg, Mental Health Board Manager Amanda Teachout, Assistant Administrator Kristin Vana, Administrator James Barr, Administrative Assistant Hailey Match, and Attorney Michael Airdo. Also present were Village of Streamwood Trustee Mike Baumer and Ms Tori Beattie. Mr. Sam Patel Vagmani of 1310 Timberline Drive, Bartlett arrived later to address the Board.
- II. Pledge of Allegiance: Supervisor McGuire invited everyone to stand and join him in the Pledge of Allegiance to the Flag.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. There were no responses. Mr. McGuire closed the Town Hall. Note that Mr. Patel Vagmani arrived late and asked to present to the Board just as the Board broke for Executive Session. After recessing to Executive Session, Mr. McGuire asked the Board to reconvene back into regular session to hear Mr. Patel Vagmani's concerns.
- IV. Presentation: The Board welcomed William J. Mashek into the Hanover Township Veterans Honor Roll. Mr. Mashek of Schaumburg served in the U.S. Naval Air Force from 1960 and was discharged at rank PO3; he earned his air crew wings. His name will be added to the plaque honoring the veterans and his name will be recorded in the Clerks office. The Board thanked Mr. Mashek for his service.
- V. Reports:
 - A. Supervisor's Report: The Supervisor reminded the Board that the dedication of the Walters-Lenoci Reserve storyboard would be unveiled at 9:00 a.m. on August 27.
 - B. Clerk's Report: Clerk Dolan Baumer offered no report at this meeting.
 - C. Assessor's Report: Assessor Moinuddin reported that the Township is open for appeals. A tax seminar would be held on July 25 at the Senior Center.
 - D. Department Reports: Department reports were provided for the Board's review and consideration; highlights included Director Kuttentberg reported that the groundbreaking of Hanover Landing would be on September 1. Full occupancy is projected to be in 2024. The Governor's Hometown Award application has been submitted. Email collections kiosks have been set up in the Senior Center and at the Town Hall building. He has been working with the printer on savings on the newsletter, which will be realized with the upcoming issue in the fall. He would share the Local Government Efficiency Act training with the Board as it becomes available. Assistant Administrator Vana reported that the Township would be hosting slips/trips/falls prevention training for staff as recommended by IPHG the risk management company for the Township. Annual sexual harassment training would be available to our staff and Board. Our cyber liability policy is up for renewal and a search for a provider is ongoing. Implicit bias training would also become available for our staff this summer. The next veteran's event would be held on August 3. 354 requests for 811 backpacks have been received. 1000 visits to the food pantry in June. Manager Teachout reported that the Mental Health Board approved a resolution to work with Upholdings for Hanover Landing rentals. DreamCo Design is the new website host. Director Conway reported that "Got Art" starts on August 1 with a reception from 1-4 p.m. on August 4. Volunteer recruitment for the In-Home Care program is ongoing.

Minutes of a Meeting of the Hanover Township Board

Tuesday, July 19, 2022

Page 2

Surveys regarding the In-Home Care program are returning with very favorable results. July 25 is the Senior Citizens Services Committee cheesecake sales pick up at the Senior Center. Memory Café held its first offsite event, with favorable results. AgeOptions Title 32 for congregate meals and home delivered meals would be granting the Township \$21,000 over this year's award in late October. Florie Esposito has been promoted to a bigger role with the Center. Manager Dickinson reported has filled one of the two openings for youth programming. Park district collaboration with between the Township and Streamwood Park District's programs are filled and successful. August 2 is the National Night Out; August 4 is the YFS Family Fun Night at the Izaak Walton Youth Center. Director Smith reported that CPR/Heart Saver training was held for Township bus driver's certification. She noted that Hanover Township staff has experienced a jump in COVID cases. Director Hanson reported that Township lots have been resurfaced and striped. Summer seasonal help positions are still open. With the assistance of Assistant Administrator Vana, he is working on the new A/V system for Veterans Hall. He is working with the Illinois Department of Transportation to use Rebuild Illinois funds to rebuild the Rohrssen Road bridge. Supervisor McGuire asked about the recent resident request regarding removal of a split tree on unincorporated Streamwood, Hanover Township. Director Hanson reported that he is working with Cook County Commissioner Morrison working toward removal of the tree with the State's Attorney. Administrator Barr reported that there would be a ribbon cutting for the Izaak Walton Youth Center on August 6.

VI. Bill Paying: Mr. Barr presented the bills for payment from July 5, 2022 through July 18, 2022, as follows:

a.	Town	\$97,057.30
b.	Senior Services	41,847.68
c.	General Assistance	7,130.20
d.	Road Maintenance	437,708.20
e.	Senior Citizens Services Comm.	357.00
f.	Mental Health Board	19,538.77
g.	Vehicle	200.00
g.	Capital	<u>279,226.82</u>
	Total	<u>\$883,065.97</u>

A motion was made by Trustee Martinez and seconded by Trustee Beattie to approve payment of the bills as presented from July 5, 2022 through July 18, 2022. Roll call: Ayes: Trustees Beattie, Martinez, Camacho, and Essick, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

VII. Unfinished Business: Consideration of Township Camera System Replacement: Director Hanson presented the Hanover Township physical security program for the Board's review. At a prior meeting, after the initial presentation to the Board, Board members asked several questions of the Director to clarify many points. Those points were addressed in this presentation of the five- and ten-year programs between All Information Services, Inc. (AIS) and Verkada and Hanover Township, most important was the life of the proposed service company should the Township enter into a five- or ten-year agreement. Documents were provided to assure the Township that the interests of the Township in this agreement would be looked after, should the company dissolve. Aido Werwas has reviewed the documents and is confident that they are in order. Upon recommendation of staff for the ten-year agreement (project down payment \$132,365.30, completion payment \$15,737.50 equal total cost of \$148,102.80), Trustee Beattie moved that the Board approve the ten-year agreement with AIS/Verkada, subject to final legal approval; motion seconded by Trustee Camacho. Roll call: Ayes: Trustees Beattie, Martinez, Camacho, and Essick, and Supervisor McGuire. Nays: None.

VIII. New Business:

A. Regular Meeting Minutes of July 5, 2022: Clerk Dolan Baumer presented the Board meeting minutes of July 5, 2022 for review and approval. Trustee Essick moved to approve the Board meeting minutes of July 5, 2022 as presented; motion seconded by Trustee Martinez. Roll call:

Minutes of a Meeting of the Hanover Township Board

Tuesday, July 19, 2022

Page 3

Ayes: Trustees Beattie, Camacho, Martinez, and Essick, and Supervisor McGuire. Nays: None. Motion carried.

- B. Executive Session Minutes of June 21, 2022: Clerk Dolan Baumer presented the Executive Session minutes of June 21, 2022 for review and approval. Trustee Martinez moved to approve the Executive Session minutes of June 21, 2022 as presented; motion seconded by Trustee Camacho. Roll call: Ayes: Trustees Beattie, Camacho, Martinez, and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- C. Consideration of Holding the August 2, 2022 Township Board Meeting at the Izaak Walton Youth Center: Trustee Beattie that the Board hold the August 2, 2022 Board meeting at the Izaak Walton Youth Center during National Night Out; motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Camacho, Martinez, and Essick, and Supervisor McGuire. Nays: None. Motion carried.

IX. Executive Session: No motion to go into Executive Session was made by the Board.

Trustee Essick moved that the Board go into Executive Session pursuant to §2c1 (The appointment, employment, compensation, discipline, performance, or dismissal of specific employees (or volunteers) of the public body or legal counsel for the public body...), of the Illinois Open Meetings Act. Trustee Beattie seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez, Camacho, and Essick, and Supervisor McGuire. Nays: None. Motion carried. The Board members went into Executive Session at 7:35 p.m. Supervisor McGuire asked Director Crew to join the Board for the closed session.

The Board returned from Executive Session at 7:43 p.m. as a resident, who arrived after Public Comment, approached the Supervisor and asked for a few minutes to address the Board, and after sounding the gavel, Supervisor McGuire asked for a roll call. Present were Trustees Beattie, Camacho, Essick, and Martinez, and Supervisor McGuire.

Town Hall: Supervisor McGuire invited Bartlett resident, Mr. Sam Patel Vagmani forward to address the Board. Mr. Patel Vagmani asked the Board to consider LEED Certification for new buildings. (LEED, or *Leadership in Energy and Environmental Design*, is a loose set of guidelines for sustainable construction. LEED buildings are designed to consume less power and water, minimize temperature loss, and use materials that have less environmental impact. The certification is optional, and maintained by the US Green Building Council.) The Board thanked Mr. Patel Vagmani and Director Hanson later introduced himself to Mr. Patel Vagmani.

Trustee Beattie moved that the Board go into Executive Session pursuant to §2c1 (The appointment, employment, compensation, discipline, performance, or dismissal of specific employees (or volunteers) of the public body or legal counsel for the public body...), of the Illinois Open Meetings Act. Trustee Camacho seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez, Camacho, and Essick, and Supervisor McGuire. Nays: None. Motion carried. The Board members went into Executive Session at 7:48 p.m. Supervisor McGuire asked Director Crew to join the Board for the closed session.

The Board returned from Executive Session at 8:10 p.m., and after sounding the gavel, Supervisor McGuire asked for a roll call. Present were Trustees Beattie, Camacho, Essick, and Martinez, and Supervisor McGuire.

- X. Other Business: Director Crews joined the meeting at 8:10 p.m. and Supervisor McGuire asked him to give his department report. The Director reported that he was late for this meeting today because he was representing the Emergency Service unit at the Village of Bartlett's Board meeting, where he accepted a Community Spirit award on behalf of the Hanover Township unit. He reported that live fire training would be held this month for the unit members. There was a fire in Elgin, recently, where the unit participated in a live fire situation. Training for the unit would be ongoing through November. He would be working with the Hoffman Estates Fire and Police units to strengthen relations. Director Crews met with the new Elgin Community College director to discuss training opportunities. The unit has been asked to showcase its skills and abilities to the Barrington Fire department.

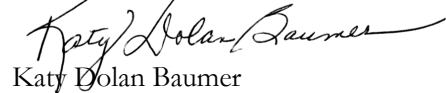
Minutes of a Meeting of the Hanover Township Board

Tuesday, July 19, 2022

Page 4

- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:20 p.m. was made by Trustee Martinez and seconded by Trustee Camacho, followed by a roll call vote. Roll call: Ayes: Trustees Beattie, Camacho, Martinez, and Essick, and Supervisor McGuire. Nays: None. Motion carried and the meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Katy Dolan Baumer", written over a horizontal line.

Katy Dolan Baumer

Clerk

Copy: Supervisor, Administrator, Attorney, (4) Trustees, and Assessor, Aging Services, Human Services, Y&F Services, Community Affairs

Michelle Zajac Esquivel, MPH

630-841-8619 • michelle.esquivel424@gmail.com • www.linkedin.com/in/michelleesquivel/

SUMMARY

Extensive career in non-profit leadership, grants management and administration, and health care policy. Broad experience with strategic oversight, management and implementation of public health programs and cultivation of strategic partnerships utilizing a solution-oriented, results-driven style grounded in equity and integrity.

Nationally respected leader sought after for experience aligning health care, public health, and social service systems and ensuring that public and private policy reflect the voices of people served in a coordinated, comprehensive system.

LEADERSHIP CORE COMPETENCIES

Systems-focused analytical thinking; decision-making	Interpersonal skills; strategic partnerships
(Learning) Agility	Social and emotional intelligence
Organizational citizenship behavior, trustworthy	Conflict management
Industry Expertise	Sharing a compelling vision
People management, mentor, coach	Inclusiveness

SENIOR LEADERSHIP EXPERIENCE**Executive Director****Well Child Center—Elgin, IL, July 2021 – Present**

- Provide leadership, direction, and support to the Board of Directors in developing organizational goals, attaining/allocating resources, and establishing agency policies.
- Provide leadership and direction to staff in carrying out key roles assigned to them.
- Assure development and implementation of long-range organizational strategy focused on its mission, and toward which it makes consistent and timely progress.
- Identify, recruit, and develop effective board members.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Oversee recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Work with staff and board in preparing, implementing, and monitoring annual organization budget. Ensure adequate cash flow.
- Prepare documents and work with auditors on all aspects of annual audit.
- Establish and maintain collaborative partnerships with other community and other organizations.
- Ensure development, implementation and monitoring of plans for updating existing technology and resources.
- Conduct official correspondence of the organization and execute legal documents.
- Develop and track grant proposals and reports to corporate, foundation and government funders.
- Develop and implement marketing and fundraising plans.

Assistant Project Director, Contracted Assistant Project Director**Illinois Maternal, Infant and Early Childhood Home Visiting Program, Illinois Department of Human Services (formerly, Governor's Office of Early Childhood Development)—Chicago, IL, October 2019 – Present**

- Design, implement and evaluate the program and prepare federal reports and grants.
- Oversee development and implementation of policies and procedures to ensure grant goals are achieved.
- Lead, organize, plan, execute and evaluate the operations of the program; plan for the effective and efficient utilization of program resources in alignment with program goals and objectives.
- Initiate, oversee and integrate program functions and activities and improve program and fiscal operations.

- Oversee budgeting, contracting, procurement, fiscal and program compliance, and quality assurance.
- Maintain efficient and effective communications with the federal Health Resources and Services Administration, national and state early childhood/home visiting organizations and projects, public and private organizations and other key stakeholders.
- Supervise managers of budgets/contracts and quality assurance/compliance, respectively.

Executive Director**Educare West DuPage (EWD)—West Chicago, IL, 2018 – 2019**

- Led all aspects of state-of-the-art early childhood school serving 200 families, including strategic direction, supervision of key management and administrative staff, and formation of annual operating and program budgets.
- Served as Principal Investigator for Head Start and Early Head Start grant programs, as well as the following state and federal programs: Prevention Initiative, Child Care Assistance Program, Preschool for All (and Preschool for All Expansion), Child and Adult Care Food Program, Acceleration Grants.
- Facilitated Board of Directors creation and enactment of a vision and strategy for the organization and school and to further enhance the Educare West DuPage public image.
- Led development and implementation of organizational operating plan with metrics in the following: vision and leadership, community and relationships, revenue development, board development and engagement, and administration and management.
- Advocated for appropriate policies and practices in support of early childhood education in the city, county and state.

Director, Division of Children with Special Needs (DOCSN)**American Academy of Pediatrics (AAP)—Itasca, IL, 2009 – 2018**

- Oversaw activities of the DOCSN and its grants, staff and programming ensuring adherence to the AAP mission, vision, and values and timely achievement of division priorities.
- Served in additional official roles related to national initiatives funded by Maternal and Child Health Bureau [MCHB], including: Director, National Center for Medical Home Implementation; Principal Investigator, Program to Enhance the Health and Development of Infants and Children; and Project Director, Think Genetics! (HRSA/MCHB cooperative agreement).
- Oversaw screening initiatives, medical home transformation and implementation in practice, technical assistance, planning/implementation of public health programs, and Council on Children with Disabilities and Autism Subcommittee.
- Led quality improvement initiatives based on the Model for Improvement, utilizing collaborative learning approaches, virtual and in-person experiences, and practice-based programming.
- Provided technical assistance to physicians, families, and administrators based on needs assessments, literature reviews, and current healthcare climate.
- Presented, moderated and/or facilitated at national, state, and local conferences, including the Association of Maternal and Child Health Programs conference and MCHB grantee meetings.
- Served on advisory committees for MCHB medical home grantees and related projects that promoted medical homes for children.
- Fostered partnerships with organizations working in areas of primary responsibility including disability, child development, autism and more.
- Oversaw planning, preparation, organization, and implementation of conferences, workshops, and community meetings that promote medical home and other DOCSN priorities.
- Developed funding proposals to support, sustain, and expand child development and disability initiatives.
- Planned, wrote and/or edited policy statements, manuals, newsletters, conference proceedings, and quarterly management reports.
- Conducted membership recruitment/retention programs for committees, councils, special interest groups.

- Developed and monitored annual operating budget of over \$3 million as well as grant/cooperative agreement budgets, secured disbursements of federal and other grant monies, and prepared and submitted federally-required financial reports.
- Supervised a staff of 10-12 and managed numerous external consultants.

Associate Executive Director | Director, Immunization Education Programs**Illinois Chapter, American Academy of Pediatrics (ICAAP)—Chicago, IL, 2002 – 2009**

- Oversaw organizational growth, increasing budget and staff by more than 50% over five years.
- Developed, enhanced, and maintained relationships with current and potential funders.
- Represented organization to partners in pediatrics, public health, health policy, social services, and more.
- Developed and executed orientation and onboarding program for Executive Committee and Board of Directors.
- Strategized with Board of Directors on identification and implementation of programs and areas for organizational improvement.
- Assisted in development and execution of strategic plan.
- Assisted in preparation of organization annual report and other financial information.
- Prepared and reviewed materials for organizational publications including quarterly newsletter, Web site, and membership recruitment and engagement materials.
- Oversaw and managed all aspects of major annual continuing medical education conference, doubling sponsorship funding in one year.
- Supervised project managers, consultants and administrative staff, and oversaw human resources duties such as policy development, performance review process development, and creation of staff appreciation program.
- Tripled grant and contract support for immunization, asthma, and perinatal HIV programs in three years.

Division Director | Project Manager | Media Coordinator**American Academy of Pediatrics (AAP)—Elk Grove Village, IL, 1989 – 2000**

- Oversaw activities of the Division of Child and Adolescent Health, the Child and Adolescent Health Action Group and 10+ committees and task forces.
- Spearheaded and participated in fundraising efforts and grant proposals.
- Supervised and participated in the development of policy statements, manuals, newsletters, conference proceedings, and quarterly management reports.
- Developed and implemented projects, educational initiatives, and national health care programs.
- Planned and oversaw section/special interest group membership recruitment and retention programs.
- Coordinated national and local media and public relations activities including planning, research and production.
- Researched, wrote, and coordinated production, approval process, and distribution of fact kits for media and spokespersons.
- Planned and implemented annual operating budget of more than \$3 million.

OTHER LEADERSHIP EXPERIENCE**Health Care Program, Policy and Strategy Consultant—Elgin, IL, 2001 – 2009**

Managed aspects of national AAP programs on universal newborn and infant hearing screening, ADHD, health supervision and anticipatory guidance, emergency medical services, pediatric overweight and obesity, mental health, and other topics.

MEDEM, INC.—San Francisco, CA and Chicago, IL, 2000 – 2001

As Partner Manager and Associate Editor, enlisted and managed partner relationships and produced newsletter and web site content for medical web site company.

The HELP Network, Children's Memorial Medical Center—Chicago, IL, 2000 – 2001

As Director, Education and Membership, oversaw conference and other educational initiatives, newsletter and membership for non-profit gun violence prevention advocacy organization.

EDUCATION

University of Illinois—Chicago, IL – Master of Public Health (Area of Concentration: Health Policy)

University of Iowa—Iowa City, IA – Bachelor of Arts (Areas of Concentration: Communications Studies and Business Administration)

FELLOWSHIP

Mid-America Regional Public Health Leadership Institute



Memorandum

Date: July 29, 2022
To: Hanover Township Board
From: James C. Barr, Township Administrator
Re: Youth and Family Services Programming

As part of the Township's multi-year strategic plan a key strategic goal identified was to "evaluate and prioritize Youth and Family Services programming." In March of this year, Youth and Family Services Director Tina Houdek presented to the Township Board on the department's mission, partnership with the Streamwood Park District, programming plans for the recently redesignated Izaak Walton Youth Center, Clinical and Prevention Services, program budgets, statistical data, and new programming.

Over the past two years, based on feedback from the Township's Strategic Planning Retreat, the department has developed a partnership with the Streamwood Park District to provide free programming to teens in the community including monthly teen nights and quarterly six-week intermural sports activities. Last June the Township Board approved the repurposing of the Izaak Walton Center as a designated youth center allowing the department to expand on-site youth programming while continuing to host community groups including the Izaak Walton League, Boy Scouts and Girls Scouts, Elgin Gamers Club, and Fox Valley Young Marines among others. Izaak Walton Youth Center activities have included Open Gym style programming three days a week through the end of the school year, teens nights two evenings a week, summer camps, and family friendly seasonal events.

These new initiatives have been accomplished by utilizing staff time while the Open Gym Program has been on hold at school locations due to U-46 COVID policy. Staff is working on an intergovernmental agreement with the school district to relaunch school based Open Gym this Fall.

Moving forward, Director Houdek and I are recommending continuing with the mix of Clinical and Prevention Services outlined in the director's presentation while continuing the newer community partnerships including those with the Streamwood Park District and increased activities at the Izaak Walton Youth Center. To provide this wider array of programming, it is recommended to continue to redirect approximately twenty percent of Prevention Services staff time from school-based activities to youth center and community-based programming along with redesignating part-time Open Gym Program Assistants to part-time Youth Program Assistants that can be utilized at Open Gym, Youth Center, and community-based programming. The department will remain flexible to new opportunities and needs that arise such as potential recommendations from the board directed Summit on Violence later this year.

Please provide feedback and direction in order to complete the evaluation and prioritization of Youth and Family Services programming. Let me know if I can provide any additional information in order to facilitate the evaluation at your convenience. Thank you for your consideration.



Tina Houdek, Director
Department of Youth and Family Services
March 1, 2022

Hanover Township Strategic Plan

As part of Hanover Township's Strategic Plan, the Board made a goal to evaluate and prioritize Youth and Family Services Programming.

- ▶ At the strategic planning retreat, direction was given to begin providing more dedicated youth and teen programming and forming partnerships with the local park districts.

The Mission...

Our mission is the prevention of juvenile delinquency and the promotion of positive development in young people.

We strengthen families, provide outreach to youth at risk of school failure and contribute to the building of a healthier township community.

Partnership with Streamwood Park District

- ▶ Provide free programming to teens in the community
- ▶ Opportunity to socialize in a safe place
- ▶ Provides them with various activities to do
- ▶ Began April 2021
- ▶ Providing free teen nights throughout the year
- ▶ Tournament style sports programming quarterly offered in six weeks sessions
- ▶ Free to all teen participants

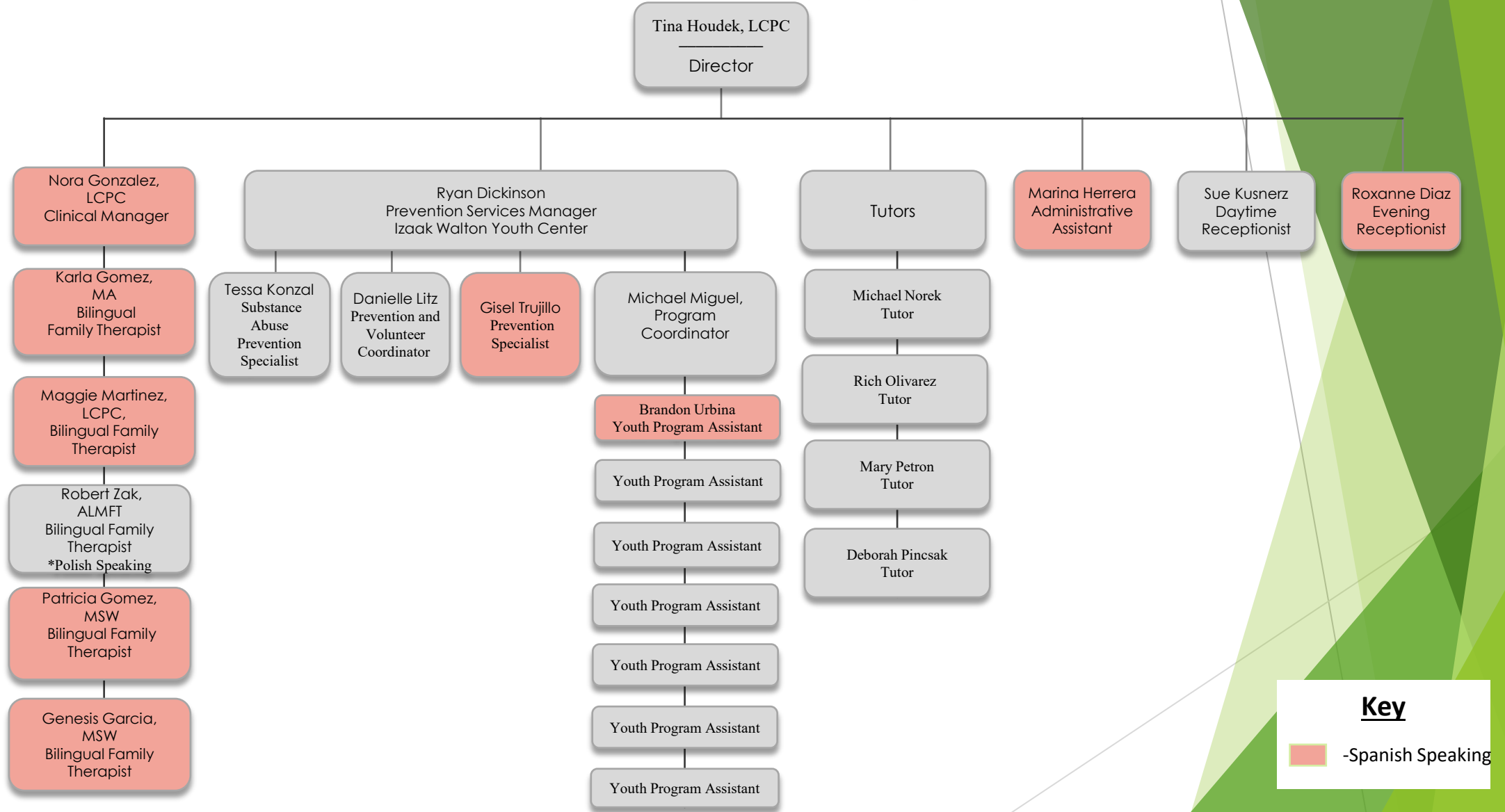
Repurposing the Izaak Walton Center as a Designated Youth Center

- ▶ June 2021, the Township Board approved the repurposing of the Izaak Walton Center as a designated youth center allowing YFS to expand youth programming.
- ▶ Transition occurred in August of 2021.
- ▶ Free drop in teen hours on Wednesday and Friday.
- ▶ Continue to serve as a location for community meetings.
 - ▶ Boys and Girls Scouts
 - ▶ The Izaak Walton League
 - ▶ Fox Valley Young Marines
 - ▶ Elgin Gamers Club
 - ▶ Venture Crew
- ▶ Other plans in the near future include:
 - ▶ Open Gym style program 3 days a week through the end of the school year
 - ▶ Free drop in teen hours two times a month on Saturday afternoons
 - ▶ Challenges in hiring Youth Program Assistants

Programming Plans for the IWYC

- ▶ Five day a week summer camp to include lunch program through the Northern Illinois Food Bank.
- ▶ Outdoor Movie Nights
- ▶ Family Friendly Events
 - ▶ Hoppin' for Hanover
 - ▶ Cookies and Cocoa with Santa
 - ▶ Family Fun Night
 - ▶ National Night Out
 - ▶ Plan for a Fall Themed event at the IWYC
 - ▶ Teen Dances
 - ▶ Utilize the youth center for more Snowball activities
 - ▶ Continue with Wednesday, Friday and Saturday Free Drop In Teen Hours
 - ▶ Continue Open Gym





YFS Department Services

- ▶ Clinical Services
 - ▶ Family Therapy
 - ▶ School based therapy groups
 - ▶ Parenting Groups
 - ▶ Psychiatric Services
- ▶ Prevention Services
 - ▶ Alternative Support Program
 - ▶ Substance Abuse Prevention Services
 - ▶ Open Gym
 - ▶ Teen programming
 - ▶ Youth Center
- ▶ Tutoring Services



Outpatient Family Therapy

- ▶ For families with children ages 0-19.
- ▶ Six full time bilingual therapists 5 of which are bilingual in English and Spanish and one bilingual in Polish.
- ▶ Presenting problems include acting out behavior, poor school performance, depression, anxiety, anger management, post-divorce adjustment, grief/loss and truancy behaviors.
- ▶ Services are offered on a sliding scale and no one is refused services for inability to pay.
- ▶ Therapist also provide parenting psychoeducation groups, the Parent Map.

School Based Programming

- ▶ Therapists and Prevention staff provide group intervention services in the schools.
- ▶ Therapists and Prevention staff have been trained in Positive Behavior Interventions and Supports (PBIS) and the (MTSS) Multi-tiered Systems of Support programming that the school district utilizes.
- ▶ Staff facilitate various SAIG (Social, Academic, Instructional Groups) groups within the school district at the elementary, middle and high school levels.
- ▶ All school based group programming is provided free of charge to the participants and schools.
- ▶ 72 different weekly groups are being conducted in the local schools.

Clinical and Administrative Budget

► Salaries	\$ 432,024
► Benefits	\$ 82,273
► Equipment & Supplies*	\$ 19,300
► <u>Training, psyche service etc.**</u>	<u>\$ 25,200</u>
TOTAL	\$488,014

Mental Health Board Funding:

- The department receive funding from the Mental Health Board to fund psychiatric evaluation and medication monitoring services.
- One of the bilingual therapist is partially funded by the Mental Health Board.

*Includes equipment, software, events, printing and office supplies

** Includes travel, training, dues, consultation, answering service, psychiatric services

Clinical Services Outcome Measures

	FY18	FY19	FY20	FY21
Average Length of Treatment	12.1 months	11.3 months	11.5 months	12.2 months
Average Change in CGAS/GAF Score	+8.8	+5.8	+8.0	+7.5
Average Change in GARF Score	+7.8	+5.9	+6.3	+7.5
Client Satisfaction Surveys	89.13%	92.38%	90.8%	88.9%

- * CGAS-Children's Global Assessment Scale
- * GAF-Global Assessment of Functioning Scale
- * GARF-Global Assessment of Relational Functioning Scale

Prevention Services

- ▶ Alternative Support Program (ASP)
- ▶ Substance Abuse Prevention Services
- ▶ Open Gym Program
- ▶ Teen Programming
- ▶ Youth Center



Alternative Support Program (ASP)

- ▶ Offered within School District U-46 Schools, including: Streamwood High School, Bartlett High School, Canton Middle School, Tefft Middle School, Sunnydale Elementary School, Parkwood Elementary School, Ontarioville Elementary School and Oakhill Elementary School.
- ▶ School based program includes weekly small groups.
- ▶ Offered during lunch time, or on a rotating schedule to decrease the amount of instruction time missed.
- ▶ Participants are identified by the home school, MTSS staff, principals or social workers
- ▶ Using 2/5 data (2 or more failing classes and 5 or more absences).
- ▶ Provide social, academic and behavioral support
- ▶ Develop coping skills and accountability

Alternative Support Program (ASP)

- ▶ Provides service learning field trips
- ▶ Develop leadership and team building skills
- ▶ Connection to the school
- ▶ Work with students from starting point through high school graduation
- ▶ Goal High School Graduation
- ▶ 100% graduation rate for most recent participants
- ▶ Free to all participants and schools
- ▶ Partially funded through the Hanover Township Mental Health Board
- ▶ This year, 20% of ASP staff time has been redirected to new youth programming, such as the teen drop-in hours and teen nights.

Alternative Support Program Budget

- ▶ Salaries \$ 119,134
- ▶ Benefits \$ 29,099
- ▶ Program Expenses* \$ 11,500

Total \$159,737

*This includes education & training, program supplies and travel.

ASP Outcome Data

	School Year 17/18	School Year 18/19	School Year 19/20*	School Year 20/21*
Average of Customer Satisfaction of participants, parents and school administrators:	88%	94%	Unable to attain end of year information	94%
Reduced discipline referrals by:	2.8	1.47	Unable to attain end of year information	Schools not reporting due to virtual learning
Improved GPA by:	.05	.15	Unable to attain end of year information	.11
Improved attendance by:	5.92%	5.01%	Unable to attain end of year information	Unable to attain end of year information
Graduation Rate:	90%	100%	100%	100%
Students showed improvement on SDQ** by:	2.87 points	4.72 points	Unable to attain end of year information	5.9 points

*Pandemic School Year-Virtual Learning

**SDQ: Strengths and Difficulty Questionnaire

Substance Abuse Prevention Services

- ▶ Offered throughout Hanover Township at various Elementary, Middle, High school and community presentations.
- ▶ Programming includes classroom curriculum based instruction, weekly small groups with identified students.
- ▶ Emphasis is on interventions to help students develop substance abuse refusal skills and develop leadership skills.
- ▶ Substance abuse prevention services are offered at no charge.
- ▶ Primarily funded by the Hanover Township Mental Health Board.

Substance Abuse Prevention Services Budget

▶ Salaries	\$ 69,241
▶ Benefits	\$ 14,983
▶ <u>Program Expenses*</u>	<u>\$ 5,700</u>
Total	\$91,124

*Includes education, training, office supplies, program supplies, professional services and equipment

Substance Abuse Prevention Outcome Data

	School Year 17/18	School Year 18/19	School Year 19/20*	School Year 20/21**
Correct Pre-Test Questions	44%	48%	No data collected June 2019-January 2020	30%
Correct Post-Test Questions	76%	72%		52.5%
Total Increase	32	24		22.5

*No data collected this school year due to vacancy of the Substance Abuse Prevention Specialist from June 2019 - January 2020. The pandemic began March 2020.

**School year and health classes were conducted virtually.

Open Gym After School Program

- ▶ Offered in 9 different local School District U-46 Elementary Schools throughout the school year.
- ▶ Offers social, recreational, academic and leadership development opportunities for youth ages 5-14.
- ▶ Free to all participants.
- ▶ Each Open Gym site had approximately 55 children participating.
- ▶ The Open Gym Program is also offered during school breaks, including Summer, Winter, and Spring.
- ▶ During the summer the program is offered at two or three elementary or middle schools.
- ▶ Summer at the Izaak Walton Center and Reserve for 2 to 3 days.
- ▶ Open Gym has been on pause since 4/1/21.
- ▶ Since the Open Gym program has been on pause, Coordinator Miguel has been conducting an average of 8 Boys Groups a week at several local elementary schools, doing the sports tournament sessions and the drop-in teen hours.

Open Gym Program Budget

- ▶ Salaries \$ 158,497
- ▶ Benefits \$ 24,415
- ▶ Program Expenses* \$ 10,500

Total \$193,412

*Includes staff education, training, travel, equipment and program supplies

Open Gym Program Outcome Data

	School Year 17/18	School Year 18/19	School Year 19/20*	School Year 20/21**
Attendance increase:	3%	1.8%	Unable to attain due to the pandemic	School District U-46 did not allow after school programming due to the pandemic
GPA Improved by:	No change	.26%		
Number of Referrals Improved by:	8%	6.8%		
School Principal Program Satisfaction:	91%	88%		

* End of year satisfaction surveys were not distributed due to the pandemic. Only baseline information gathered for this school year.

** Offered some virtual Open Gym options, occasionally in-person. No data collected.

Tutoring Program

- ▶ Offered for students in grades 2-12.
- ▶ The tutoring program provides weekly small group tutoring conducted by Illinois State Board of Education certified teachers.
- ▶ Grades 2 through 8, tutoring is offered in all subjects
- ▶ 9 through 12 in math skills only.
- ▶ The application process often includes written recommendations for improvement from the referring teacher.
- ▶ The Tutoring Program is offered on a semester basis, Fall, Winter/Spring and Summer for 10 weeks.
- ▶ There is a 45.00 fee for this program per semester- no one is refused services based on the inability to pay.
- ▶ The Tutoring Program is offered at Town Hall.

Tutoring Budget

▶ Salaries*	\$ 39,155
▶ <u>Benefits</u>	<u>\$ 5,975</u>
Total	\$ 45,130

* Includes administrative time

Tutoring Program Outcome Data

	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020*	Fiscal Year 2021**
Parent Satisfaction:	87%	91%	86%	93%
Parents reported overall program beneficial	85%	87%	81%	87%
Parents reported improvement in subject matter requiring help:	83%	91%	91%	89%
Parents reported they would recommend the program:	89%	89%	93%	91%

*Includes data from Summer and Fall of 2019

**Resumed in-person tutoring Fall of 2020

YFS New Programming

- ▶ Free Mental Health Drop-in screenings
- ▶ Community Conversations—conducted in 2021.
- ▶ Parent Map
- ▶ Partnership with Streamwood Park District
 - ▶ Monthly teen nights throughout the year
 - ▶ Sports tournaments, six week quarterly sessions
- ▶ Open gym style programming 3 days per week at the IWYC
- ▶ Drop in Teen hours 3 days per week
- ▶ Implementation of Family Friendly events
 - ▶ Cookies and Cocoa with Santa
 - ▶ Hoppin' for Hanover
 - ▶ Movie Nights



Overall Department Performance Metrics

SERVICE PROVIDED	FY18	FY19	FY20	FY21	FY22*
<i>Outreach & Prevention</i>					
Open Gym participants	14,553	14,031	12,297	700	N/A
Open Gym participants (unduplicated)	1,110	1,187	1,286	69	N/A
Alternative to Suspension referrals	102	90	161	172	312
Alternative to Suspension participants	2,297	2,089	1,741	859	1,394
Alternative to Suspension participants (unduplicated)	175	190	220	207	230
<i>Clinical</i>					
Therapy clients	4,614	5,238	4,161	4,226	3,910
Therapy clients (unduplicated)	1,792	2,120	1,530	1,494	990
New clients (unduplicated)	166	88	23	24	71
Clinical hours	2,862	3,336	2,888	3,036	3,362
Group session participants	2,080	2,819	1,198	1,204	485
<i>Tutoring Participants</i>					
Total	1,452	1,408	965	479	514
Unduplicated	236	218	354	228	228

*FY22 metrics as of January 31, 2022

Moving Forward...

- ▶ Vision
- ▶ Service Trends
 - ▶ Community based programming
- ▶ Expansion of services
- ▶ Refocusing of department mission
- ▶ Community needs
- ▶ Review of barriers
 - ▶ Transportation
 - ▶ Resource constraints
- ▶ Post pandemic programming

THANK YOU!

Questions?