

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD JANUARY 21, 2020 AT 6:15 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS

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1. Call to order
2. Roll call
3. Pledge of Allegiance to the Flag
4. Agenda Changes
5. Approval of Minutes of a Regular Meeting held on December 17, 2019 at 6:15 p.m.
6. Citizen Comments
7. Authorize bills for payment

Assessor’s Office	\$ 19,902.58	
Community Support	\$ 1,655.04	
Youth Services	\$ 3.62	
Senior Services	\$ 748.35	
Operating Expenses	\$ 87,983.85	
Township Fund Total Expenses		\$ 110,293.44
<u>General Assistance Fund</u>		
Public Support	\$ 11,430.99	
Community Support	\$ 0	
Operating Expenses	\$ 20,004.44	
General Assistance Fund Total Expenses		\$ 31,535.43
<u>FICA</u> Total Expenses		\$ 4,352.25
<u>IMRF</u> Total Expenses		\$ 3,809.83
TOTAL BILLS:		\$149,990.95

8. Consider approval of Nepotism Policy
9. Consider removing “short-term disability” language from Employee Handbook
10. Discussion regarding the impending retirement of Assessor Wicketts

11. Assessor's Report
12. Supervisor's Report/Announcements
13. Adjourn

**MINUTES OF A REGULAR MEETING OF THE TOWN BOARD HELD ON TUESDAY, JANUARY 21, 2020
AT 6:15 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, 2828 SHERIDAN ROAD, ZION,
ILLINOIS**

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Chairman Neal called the meeting to order at 6:15pm

On call of the roll the following answered present: Trustees Frierson, Holmes, Fischer, McDowell and Chairman Neal. A quorum was present.

Also present: Township Assessor Larry Wicketts.

Mr. William Bremner led the Pledge of Allegiance.

AGENDA CHANGES

It was moved by Trustee Holmes and seconded by Trustee Frierson to make the following changes:

Item 7. , General Assistance Fun Total Expenses, change \$31,535.43 to \$31,435.53

Item 7, Total Bills, change \$149,990.95 to \$149,890.95

The vote on the roll: Trustees Frierson, aye; Holmes, aye; Fischer, aye; McDowell, aye; Chairman Neal, aye. Motion passes.

MINUTES

It was moved by Trustee Fischer and seconded by Trustee McDowell to approve the meeting minutes as presented.

The vote on the roll: Trustees Frierson, aye; Holmes, abstain; Fischer, aye; McDowell, aye; Chairman Neal, aye. Motion passes.

CITIZENS COMMENTS

There were no comments.

BILLS

Trustee Frierson asked what the source of the miscellaneous income was. Chairman Neal stated it's possible it could be income from the magazine. Commissioner Frierson asked if legal services come late in the year. Chairman Neal stated that they are paid as we needed. Chairman Neal added that our legal fees have decreased substantially since working with Attorney Nemanich. After further discussion, it was moved by Trustee Fischer and seconded by Trustee McDowell that bills be authorized for payment as follows:

Assessor's Office	\$ 19,902.58	
Community Support	\$ 1,665.04	
Youth Services	\$ 3.62	
Senior Services	\$ 748.35	
Operating Expenses	\$ 87,983.85	
Township Fund Total Expenses		\$ 110,293.44
General Assistance Fund		
Public Support	\$ 11,430.99	
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Operating Expenses	\$ 20,004.44	
General Assistance Fund Total Expenses		\$ 31,435.43
FICA Total Expenses		\$ 4,352.25
IMRF Total Expenses		\$ 3,809.83
TOTAL BILLS:		\$ 149,890.95

The vote on the roll: Trustees McKinney, aye; Fischer, aye; McDowell, aye; DeTienne, aye; Chairman Neal, aye. Motion passes.

NEPOTISM POLICY

Chairman Neal stated that policy from last month that was discussed includes Trustee McDowell's comments and also added Assessor Wicketts to the policy. Trustee Holmes stated that the verbiage that she submitted was not included. Assessor Wicketts stated that it takes months or even years to train someone to work in the assessor's office. He stated that he has two employees currently working in his office that were the best qualified for the job and just happen to be related to him. He stated that one employee worked in the Warren Township Assessors office and has over 20 years of experience and the other employee has worked in the Assessor's office of Lake County, Ela Township and Benton Township. Trustee Frierson stated the policy should protect any conflict of interest and he is not sure if this does that. Trustee Holmes agreed.

Trustee McDowell suggested exploring a stricter policy with an exception clause stating that if there is a qualified candidate who happens to be related to the hiring manager, the employment decision would be made by the Board. It was motioned by Chairman Neal and seconded by Trustee McDowell to put this policy in place moving forward. The vote on the roll: Trustees Frierson, nay; Holmes, nay; Fischer, nay; McDowell, nay; Chairman Neal, nay. Motion failed.

SHORT TERM DISABILITY LANGUAGE/ EMPLOYEE HANDBOOK

It was motioned by Fischer and seconded by Trustee Holmes to remove Zion Township's contribution of sick days for short term disability language from the Employee handbook. The vote on the roll: Trustees Frierson, aye; Holmes, aye; Fischer, aye; McDowell, aye; Chairman Neal, aye. Motion passes.

ASSESSOR WICKETTS RETIREMENT

Chairman Neal stated that Assessor Wicketts plans to retire on September 23, 2020. She stated that she contacted Township Officials of Illinois (TOI) to find out the process for appointing a new assessor for the duration of the term. Bryant Smith of TOI stated via email that the Township Board has 60 days to fill the vacancy by appointing a qualified person to fill the position until the next township election. The person appointed must have the required educational qualifications BEFORE they can be appointed, be a one-year resident of the Township and a registered voter. He added that if the current assessor was elected on a party ticket (i.e. Republican or Democrat) then the replacement must be from the same party as well. Assessor Wicketts stated that after the April 2021 election the assessor will not take office until January 1 of the following year. It was agreed to determine the appointment by August so that the person can be brought in on staff to be trained under Assessor Wicketts. Assessor Wicketts will assist in helping to make the best appointment. The exact qualifications will be determined and a schedule recommended at next meeting for making the decision. No action was taken.

ASSESSORS REPORT

Assessor Wicketts provided the following information:

- Wrapping up appeals at the County. Books will be in by April.
- Suggested Trustees attend a property hearing.

SUPERVISORS REPORT/ANNOUNCEMENTS

Chairman Neal provided the following information:

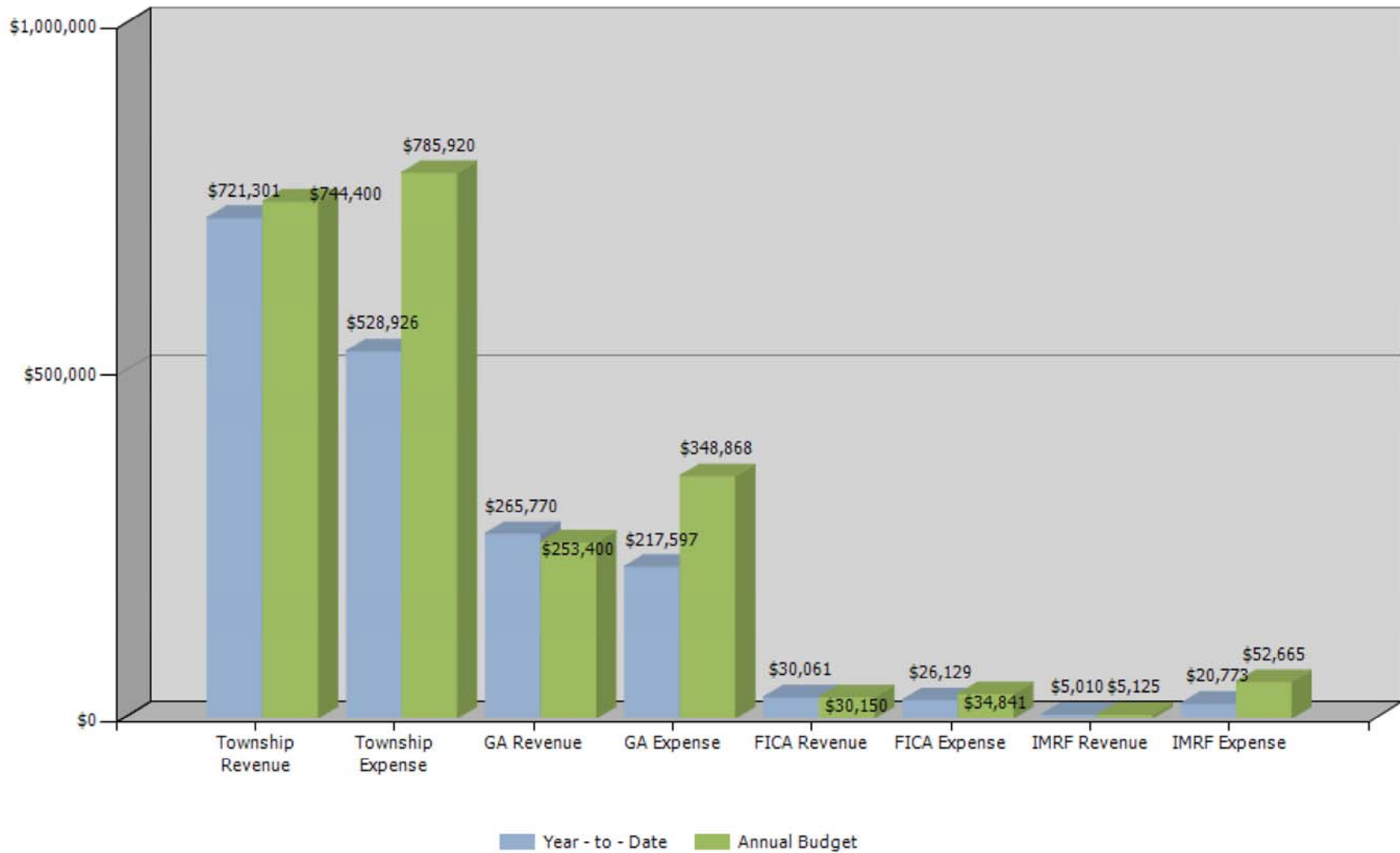
- Next ZB Quarterly will come out in March.
- Summer Work Program application will be available February 1st on the Job Center of Lake County Website.
- Zion Together neighborhood: North Shore Gas donated \$1000 for signs.

ADJOURN

There being no further business to come before the Board at this time, it was moved by Trustee Frierson, seconded by Trustee Holmes and unanimously approved the meeting be adjourned at 6:59 p.m. Motion carried.

Recording Secretary

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 8 Months Ended December 31, 2019**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of December 31, 2019**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Remaining Budget</u>
<u>Township Fund</u>					
Revenues	\$ 48,303.78	\$ 721,300.74	\$ 744,400.00	\$ 23,099.26	3.10%
<u>Operating Expenses</u>					
Personnel	33,429.88	202,892.71	301,798.00	98,905.29	32.77%
Contractual Services	8,784.83	54,533.76	100,419.00	45,885.24	45.69%
Other Operating Expenses	3,376.64	23,514.47	39,760.00	16,245.53	40.86%
Capital Outlay	42,392.50	49,785.00	52,708.00	2,923.00	5.55%
Total Operating Expenses	<u>87,983.85</u>	<u>330,725.94</u>	<u>494,685.00</u>	<u>163,959.06</u>	<u>33.14%</u>
Community Support	1,655.04	13,342.31	14,750.00	1,407.69	9.54%
<u>Youth Services:</u>					
Summer Work Program	3.62	47,289.72	53,330.00	6,040.28	11.33%
Total Youth Services	<u>3.62</u>	<u>47,289.72</u>	<u>53,330.00</u>	<u>6,040.28</u>	<u>11.33%</u>
<u>Senior Services:</u>					
Senior Meals	0.00	3,179.19	3,300.00	120.81	3.66%
Senior Transportation	362.50	9,741.00	16,000.00	6,259.00	39.12%
Senior Support	385.85	1,002.45	5,650.00	4,647.55	82.26%
Total Senior Services	<u>748.35</u>	<u>13,922.64</u>	<u>24,950.00</u>	<u>11,027.36</u>	<u>44.20%</u>
<u>Assessor's Office:</u>					
Personnel	18,741.73	112,499.16	166,860.00	54,360.84	32.58%
Contractual Services	440.35	3,988.20	15,060.00	11,071.80	73.52%
Other Operating Expenses	720.50	7,158.03	16,285.00	9,126.97	56.05%
Total Assessor's Office	<u>19,902.58</u>	<u>123,645.39</u>	<u>198,205.00</u>	<u>74,559.61</u>	<u>37.62%</u>
Total Expenses	<u>110,293.44</u>	<u>528,926.00</u>	<u>785,920.00</u>	<u>256,994.00</u>	<u>32.70%</u>
Excess Revenues less Expenses	<u>\$ (61,989.66)</u>	<u>\$ 192,374.74</u>	<u>\$ (41,520.00)</u>	<u>\$ (233,894.74)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 5,659.47	\$ 265,770.39	\$ 253,400.00	\$ (12,370.39)	-4.88%
<u>Expenses</u>					
Personnel	17,891.87	115,714.12	193,008.00	77,293.88	40.05%
Contractual Services	590.27	18,703.24	27,066.00	8,362.76	30.90%
Other Operating Expenses	1,522.30	9,649.04	17,514.00	7,864.96	44.91%
Public Support	11,430.99	73,531.05	111,280.00	37,748.95	33.92%
Total Expenses	<u>31,435.43</u>	<u>217,597.45</u>	<u>348,868.00</u>	<u>131,270.55</u>	<u>37.63%</u>
Excess Revenues less Expenses	<u>\$ (25,775.96)</u>	<u>\$ 48,172.94</u>	<u>\$ (95,468.00)</u>	<u>\$ (143,640.94)</u>	
<u>FICA Fund</u>					
Revenues	\$ 679.14	\$ 30,060.64	\$ 30,150.00	\$ 89.36	0.30%
Expenses	<u>4,352.25</u>	<u>26,129.02</u>	<u>34,841.00</u>	<u>8,711.98</u>	<u>25.00%</u>
Excess Revenues less Expenses	<u>\$ (3,673.11)</u>	<u>\$ 3,931.62</u>	<u>\$ (4,691.00)</u>	<u>\$ (8,622.62)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 113.18	\$ 5,010.10	\$ 5,125.00	\$ 114.90	2.24%
Expenses	<u>3,809.83</u>	<u>20,772.60</u>	<u>52,665.00</u>	<u>31,892.40</u>	<u>60.56%</u>
Excess Revenues less Expenses	<u>\$ (3,696.65)</u>	<u>\$ (15,762.50)</u>	<u>\$ (47,540.00)</u>	<u>\$ (31,777.50)</u>	

Zion Township Updates – 1/21/20

Mission: *We lead. We empower. We advocate. We connect residents to resources, services and solutions.*

Vision: *We make Zion better.*

Core Values: *Humility ~ Encouragement ~ Appreciation ~ Reverence ~ Tenacity*

UPDATES ON OFFICE OPERATIONS

- Monthly Report Attached.
- Congratulations to Case Manager Adriana Ortiz for the birth of her son, Hector Ortiz, Junior.
- The third collaborative taxing body magazine - *The ZB Quarterly* will be mailed out the first week of March. To have events listed in the calendar, email ZBQuarterly@gmail.com.
- LIHEAP (Low Income Home Energy Assistance Program) enrollment for all lower income residents (1 person \$1561 per month) each Tuesday from 1-3pm. Walk-ins encouraged!
- February 1st kicks off the Job Center of Lake County's Summer Work Program application intake at www.lakecountyjobcenter.com.
- Jr ZBLA will run the month of February, every Saturday from 9am til noon at the Zion Police Department.
- Let's make Zion the Zinnia Capital! Order flats of Zinnias through Anton's Greenhouse NOW thru ZionTownship!
- The Elf Network was another huge success serving 210 individuals, thanks to Christ Community Church, Santa's Helpers, Zion District 6, ZB Kiwanis and Comfort for a Cause.
- Become a Zion Together Love Thy Neighborhood! For info check out ZionTogether.com. Stop by Zion Township for a packet TODAY!
- Do you have a vision for 2020? 37 residents responded to the survey! The ZT Team has created a *Zion Resource Guide to Achieving Your 2020 Vision*. Information will be available at ZionTogether.com under Vision 2020! Plans are underway to bring:
 - Parenting Classes thanks to Family Resource Center of Zion and a collaborative team from area churches at Grace Missionary Church, Tuesdays, Feb 25- April 28 from 6:30- 8pm.
 - How to Start a Business will be presented at Zion Township on Thursday, April 23rd by the Illinois Small Business Development and International Trade Center from 7-8pm.
 - Spanish as a Second Language will be offered to 12 participants in an intense one-month program Mondays and Wednesdays in March from 6:30-8:30pm. Cost is \$225.

BOARD SPECIFIC ISSUES

- Discussion regarding nepotism policy.
- Removal of short-term disability credit in Employee Handbook.
- Zion Township will be closed for the holiday on Monday, February 17, 2020 for President's Day and Wednesday, April 15th until 12:30pm for Senior Resource Day.
- Assessor Wickett's retirement – begin discussing plan for transition.
- A draft of the budget will be distributed for discussion at the February board meeting.
- Received a Tax Objection from Karnes for 2018.
- Thanks to North Shore Gas for their contribution to Zion Together for \$1000 and RING Cameras for \$1000!

COMMUNITY – KEY RESOURCES

- ❖ SHIP – Senior Health Insurance Program is now at Zion Township every second Tuesday of the month from 1:00 – 4:00 pm. Call 847-740-6710 to schedule an appointment.
- ❖ Abiding Love Food Pantry: Each Wednesday from 10am til 1pm at Christian Assembly of God Church, 2929 Bethel Blvd, Zion (Closed 5th Wednesdays).
- ❖ Zion Township assists with the application process for Passports, provide Notary service, faxing, voter registration, as well as processing Benefit Access and RTA passes.
- ❖ FREE counseling services are now being provided at Zion Township thanks to Princesses and Ladies, Inc and Cynthia Lincke. Call Zion Township for more information.
- ❖ FREE ESL Classes each Tuesday and Thursday from 8:30-11:30am at Zion Township. Walk-ins welcome!
- ❖ Nicasa has NEW hours: Monday/Thursday 9am til 2pm.

Zion Township Monthly Report

December 2019

Programs & Services

■ Community

- Incoming Calls: 412
- Walk-In Clients: 169
- Notary: 2
- Medical Equipment Pantry: 1
- Passport: 1

■ Senior

- Senior Half-Fare Taxi Tickets: 14
- Senior Birthday Cards: 83

■ Youth

- Summer Work Program (June/July):
- Elf Network: 210 people served

Referrals & Other Agency Application Processing

■ RTA Free or Reduced Ride Program Processing: 2

■ Benefit Access Online Applications Processing: 3

■ Initial Screenings Total: 31

■ Resource Referrals

- Resource Appointments: 49
- Total People Referred: 69
- Total Referrals Made: 142

■ Zion Township Directly Assisted: 71

■ Referrals to Partner Agencies

- Affordable Housing of Lake County: 6
- Benton Township: 1
- Catholic Charities: 1
- Christ Community Church: 2
- Community Action of Lake County: 46
- IDES: 1
- Lake County Job Center: 3
- Lions Club: 1
- Love INC: 5
- Waukegan Township: 1

■ LIHEAP Application Processing (July & Sept. – May)

- Applicants: 45
- Applications Completed: 45
- Total Funds Accessed for Zion: Not yet available

Assistance Programs

■ Case Manager Appointments: 74

(Sum of Resource, GA, and EA)

■ General Assistance

- Appointments: 18
- Application Pick-ups: 4
- Submitted Applications: 3
- New Recipients: 3
- Denials: 0
- Flat Grant Approvals: 13/\$4,061.75
 - Transportation: 13
 - Prescriptions: 1
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Counseling: 0
 - Evaluations: 0
 - Record Expungement: 0
- Completions (terminations): 0
 - Employed: 0
 - SSI Approved: 0
 - Relocation: 0
- Suspended: 0

■ Emergency Assistance

- Appointments: 7
- Total People: 7
- Approved Applications: 6/\$1,661.64
 - Housing: 4
 - Utilities: 1
 - Work Related: 0
 - Substance Abuse Counseling: 0
- EA Denials: 0
- EA Incomplete Applications: 0

■ Financial Counseling Certificates: 7

■ Emergency Transportation Assistance

- Gas Vouchers: 2
- 1-Day Bus Pass: 4
- Train/Other: 0
- Total Funds Spent: \$65

Submitted by: ZT Staff

T. Supervisor

