

Zion Township

“Compassionately challenging Zion residents to overcome hardships and encourage positive life changes.”

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, JANUARY 15, 2019 AT 6:15P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS

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1. Call to order
2. Roll call
3. Agenda Changes

4. Approval of Minutes of a Regular Meeting held on December 18, 2018 at 6:15 p.m.
5. Citizen Comments

6. Authorize bills for payment

Assessor’s Office	\$ 12,213.59	
Community Support	\$ 80.00	
Youth Services	\$ 38.62	
Senior Services	\$ 1,402.81	
Operating Expenses	\$ 41,201.80	
Township Fund Total Expenses		\$ 54,936.82

General Assistance Fund

Public Support	\$ 6,527.95	
Community Support	\$ 0	
Operating Expenses	\$ 19,192.06	
General Assistance Fund Total Expenses		\$ 25,720.01

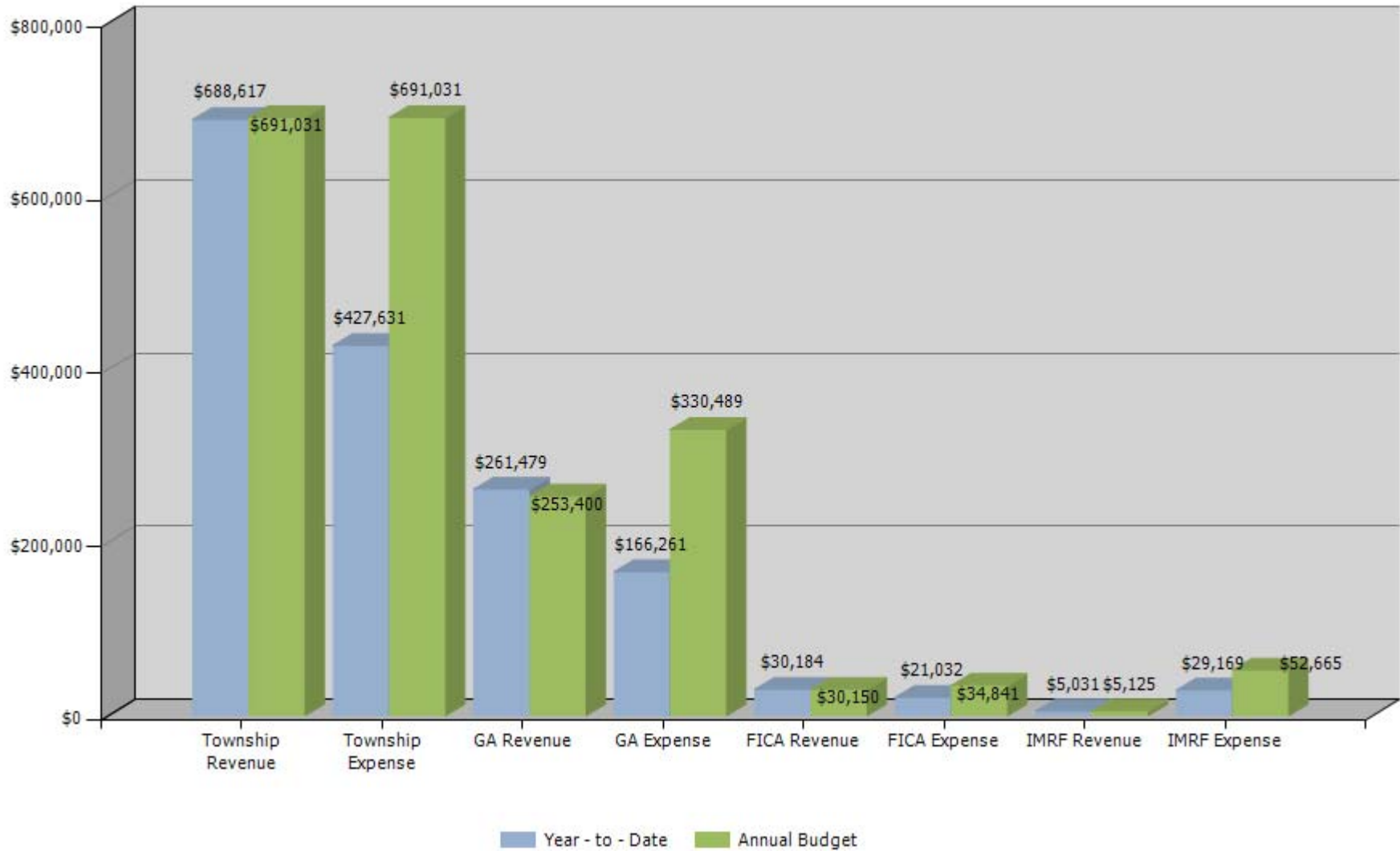
FICA Total Expenses \$ 2,392.68

IMRF Total Expenses \$ 3,447.39

TOTAL BILLS: \$ 86,496.90

7. Consider approval of new legal counsel – Scott Nemanich of Klein, Thorpe and Jenkins Ltd.
8. Receive and Place on File – General Assistance Manual
9. Discussion regarding Medical/Dental Insurance
10. Assessor’s Report
11. Supervisor’s Report/Announcements
12. Adjourn

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 8 Months Ended December 31, 2018**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of December 31, 2018**

	<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	\$ 877.65	\$ 688,617.28	\$ 691,031.00	\$ 2,413.72	0.35%
<u>Operating Expenses</u>					
Personnel	26,607.50	193,326.71	314,734.00	121,407.29	38.57%
Contractual Services	5,752.22	42,744.82	68,634.00	25,889.18	37.72%
Other Operating Expenses	1,449.58	21,169.64	37,270.00	16,100.36	43.20%
Capital Outlay	7,392.50	51,246.25	52,708.00	1,461.75	2.77%
Total Operating Expenses	<u>41,201.80</u>	<u>308,487.42</u>	<u>473,346.00</u>	<u>164,858.58</u>	<u>34.83%</u>
Community Support	80.00	9,234.62	14,750.00	5,515.38	37.39%
<u>Youth Services:</u>					
Summer Work Program	38.62	15,196.65	21,280.00	6,083.35	28.59%
Total Youth Services	<u>38.62</u>	<u>15,196.65</u>	<u>21,280.00</u>	<u>6,083.35</u>	<u>28.59%</u>
<u>Senior Services:</u>					
Senior Meals	83.09	3,207.89	6,300.00	3,092.11	49.08%
Senior Transportation	915.00	9,187.70	17,000.00	7,812.30	45.95%
Senior Support	404.72	815.72	2,650.00	1,834.28	69.22%
Total Senior Services	<u>1,402.81</u>	<u>13,211.31</u>	<u>25,950.00</u>	<u>12,738.69</u>	<u>49.09%</u>
<u>Assessor's Office:</u>					
Personnel	10,421.70	70,463.53	127,360.00	56,896.47	44.67%
Contractual Services	763.42	7,595.45	14,060.00	6,464.55	45.98%
Other Operating Expenses	1,028.47	3,441.73	14,285.00	10,843.27	75.91%
Total Assessor's Office	<u>12,213.59</u>	<u>81,500.71</u>	<u>155,705.00</u>	<u>74,204.29</u>	<u>47.66%</u>
Total Expenses	<u>54,936.82</u>	<u>427,630.71</u>	<u>691,031.00</u>	<u>263,400.29</u>	<u>38.12%</u>
Excess Revenues less Expenses	<u>\$ (54,059.17)</u>	<u>\$ 260,986.57</u>	<u>\$ 0.00</u>	<u>\$ (260,986.57)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 339.32	\$ 261,479.24	\$ 253,400.00	\$ (8,079.24)	-3.19%
<u>Expenses</u>					
Personnel	15,843.49	95,882.41	175,941.00	80,058.59	45.50%
Contractual Services	2,960.65	21,489.75	26,201.00	4,711.25	17.98%
Other Operating Expenses	387.92	8,361.25	17,067.00	8,705.75	51.01%
Public Support	6,527.95	40,528.01	111,280.00	70,751.99	63.58%
Total Expenses	<u>25,720.01</u>	<u>166,261.42</u>	<u>330,489.00</u>	<u>164,227.58</u>	<u>49.69%</u>
Excess Revenues less Expenses	<u>\$ (25,380.69)</u>	<u>\$ 95,217.82</u>	<u>\$ (77,089.00)</u>	<u>\$ (172,306.82)</u>	
<u>FICA Fund</u>					
Revenues	\$ 40.72	\$ 30,184.29	\$ 30,150.00	\$ (34.29)	-0.11%
Expenses	<u>2,392.68</u>	<u>21,032.29</u>	<u>34,841.00</u>	<u>13,808.71</u>	<u>39.63%</u>
Excess Revenues less Expenses	<u>\$ (2,351.96)</u>	<u>\$ 9,152.00</u>	<u>\$ (4,691.00)</u>	<u>\$ (13,843.00)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 6.79	\$ 5,030.71	\$ 5,125.00	\$ 94.29	1.84%
Expenses	<u>3,447.39</u>	<u>29,168.82</u>	<u>52,665.00</u>	<u>23,496.18</u>	<u>44.61%</u>
Excess Revenues less Expenses	<u>\$ (3,440.60)</u>	<u>\$ (24,138.11)</u>	<u>\$ (47,540.00)</u>	<u>\$ (23,401.89)</u>	

Zion Township Monthly Report

December 2018

Programs & Services

■ Community

- Incoming Calls: 361
- Walk-In Clients: 172
- Notary: 1
- Medical Equipment Pantry: 0

■ Senior

- Senior Half-Fare Taxi Tickets: 2
- Senior Birthday Cards: 67

■ Youth

- Summer Work Program (June/July):

Referrals & Other Agency Application Processing

■ RTA Free or Reduced Ride Program Processing: 6

■ Benefit Access Online Applications Processing: 10

■ Initial Screenings Total: 33

■ Resource Referrals

- Resource Appointments: 51
- Total People Referred: 86
- Total Referrals Made: 153

■ Zion Township Directly Assisted: 68

■ Referrals to Partner Agencies:

- Affordable Housing of Lake County: 5
- Catholic Charities: 1
- Community Action of Lake County: 53
- Lake County Job Center: 1
- Lions Club: 1
- Moose Lodge: 16
- PADS: 1
- Sleep in Heavenly Peace: 1
- Zion Benton Children Services: 1

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

- Applicants: 46
- Applications Completed: 46
- Total Funds Accessed for Zion: \$ Not received yet

Assistance Programs

■ Case Manager Appointments: 80

(Sum of Resource, GA, and EA)

■ General Assistance

- Appointments: 15
- Application Pick-ups: 2
- Submitted Applications: 2
- New Recipients: 3
- Denials: 0
- Flat Grant Approvals: 11/\$2,620.38
 - Transportation: 1
 - Prescriptions: 0
 - 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

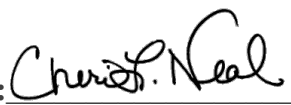
- Appointments: 14
- Total People: 10
- Approved Applications: 8/\$3,197.03
 - Housing: 2
 - Utilities: 6
 - Work Related: 0
 - Substance Abuse Counseling: 0
- EA Denials: 1
- EA Incomplete Applications: 2

■ Financial Counseling Certificates: 1

■ Emergency Transportation Assistance

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

Submitted by: ZT Staff

T. Supervisor: 

Mission: *At Zion Township, we empower residents through leadership, advocating, and connection to resources, services and solutions.*

Vision: *We work to maximize potential to help create amazing.*

UPDATES ON OFFICE OPERATIONS

- Monthly Report Attached
 - The Elf Network was a HUGE success! 50 families participated in the Elf Network this year. A group from Christ Community Church (CCC) went to Saint Mary of the Angel's Church in Chicago to assist Santa's Volunteers pack gifts. Santa's Volunteers dropped off bags of food and Jewel gift cards for the families at CCC. A dinner was held on Thursday, December 20th for families provided by the staff and membership of Christ Community Church (CCC) where they received gifts, supplemented by Zion-Benton Kiwanis, Bernie's Books, children's clothing from New Song Church's clothing closet in partnership with Love Inc, gift cards from Walmart thanks to a generous grant from North Shore Gas and support from CCC.
- Families were additionally gifted with access to substantial resources including financial management through Affordable Housing Corporation and Community Action Partnership, parenting classes at Family Resource Center, employment assistance at the Job Center of Lake County, the Affirming Potential program through Love INC, resource appointments through Nicasa and Zion Township, as well as encouragement to attend an event at their child's school or Zion-Benton Public Library.
- Thanks to the Lake County News Sun and the ZB Times for the articles they shared in regards to the program.
- One of the next steps from the Dialogues on Race this summer was to go see the movie *The Hate U Give* and host a community dialogue.
 - ZT is now home to Community ESL classes provided by a partnership with Mundelein High School and District 6. Classes are on Tuesdays and Thursdays for basic and advanced learners. For more information, call 847-949-2200 ext. 1399, 1403 or 1400.
 - LIHEAP applications will be processed at ZT each Tuesday from 1-3pm beginning again on Tuesday, January 15th and running through May, 2019. On average, Zion Township is able to process applications totaling \$125,000 on average each winter, assisting Zion residents access funds to help with their Com Ed and North Shore Gas bills.
 - Applications are being taken for Junior Zion-Benton Leadership Academy for youth 8th – 12th grade in the ZB Community at www.ZBLA.info.
 - Agencies/businesses who are interested in being a part of the Senior Resource Day on Wednesday, April 17th at the Zion Park District Sports Arena.
 - ZT will be hosting our 2nd Church Secretary Networking event at Zion Township on Friday, February 15th at 9am.

BOARD SPECIFIC ISSUES

- We began utilizing the Updated General Assistance Manual on January 1, 2019. It has minor updates, including specifying when drug testing can be utilized.
- We are in the process of creating a carbon copy Emergency Housing Referral form for City departments to utilize, as well as our General Referral form for anyone's use. They will be available beginning February 1, 2019.
- The ZT team will be expanding the hours in the office during the months of February, March and April from 8:30am -4:30pm to Monday-Thursday from 8am til 6pm and from 9 – 1pm on Fridays. During this time, calls and walk-ins will be tracked to see if it is of benefit to residents , as well as taking into consideration how it impacts the staff and a decision will be made whether to keep those hours in place beginning May 1.
- Township Supervisor Cheri Neal requests that the board support her decision to approve Attorney Scott Nemanich with Klien, Thorpe & Jenkins. Ltd. as new legal counsel.
- As the building is ten years old, Zion Township walls are being painted by our Maintenance Supervisor, Victor Agosto.
- Zion Township will be closed January 21st in honor of Martin Luther King, Jr.

COMMUNITY – KEY RESOURCES

- ❖ **Abiding Love Food Pantry**
 - Each Wednesday from 10am til 1pm at Christian Assembly of God Church, 2929 Bethel Blvd, Zion (Closed 5th Wednesdays)
- ❖ **PADS**
 - For those facing homelessness obtain a calendar of where shelter is being offered at www.PADSLakeCounty.org. While being sheltered, meals and case management are also provided. Thanks to Christian Assembly of God for being a site!
- ❖ **Grandparents Raising Grandkids**
 - Second Wednesday of the month at Zion Township from 9:30am til 11:30am.