

## HANOVER TOWNSHIP DIVERISTY AND ENGAGEMENT TASK FORCE

### MINUTES of the MEETING

June 20, 2019

The meeting was called to order by Chairman Eugene Martinez at 7:00 p.m.

**Roll Call:** David Torres, Syed Haq, Khurram Syed, Grecia Tures, Jeffrey Petro, Hi Nguyen, Ray Alvarez, Melissa Perez, Jagan Bukkaraju, Khaja Moinuddin and Eugene Martinez. Also present Kristin Vana, Assistant Township Administrator and Mackenzie Peshek, Graduate Management Intern.

**Approval of the Agenda:** Motion to approve the agenda was made by Mr. Alvarez, seconded by Mr. Torres. The motion was approved by unanimous vote.

**Public Comment:** None

**Unfinished Business:** None

**New Business:**

**Task Force Member Introductions:** Task Force Members shared information pertaining to their backgrounds and interest in the Diversity and Engagement Task Force.

**Discussion of Task Force Vision and Goals:** Trustee Martinez reviewed the Task Force Visions and Goals which included discussion in regards to developing and strengthening relationships within the community and reviewing and further developing inclusion of all cultures.

**Election of Vice Chair and Secretary:** Trustee Moinuddin made a motion to nominate Ray Alvarez as Task Force Vice Chair. The motion was seconded by Ms. Tures. Discussion ensued. Mr. Alvarez stated his interest in serving as Vice Chair. The motion was approved by unanimous vote.

Trustee Moinuddin made a motion to nominate Khurram Syed as Task Force Secretary. The motion was seconded by Mr. Torres. Discussion ensued. Mr. Syed stated his interest in serving as Secretary. The motion was approved by unanimous vote.

**Review of Hanover Township Demographics:** Trustee Martinez asked Assistant Administrator Vana to review the Hanover Township demographic information. A handout was provided to the Task Force that included demographics in the areas of income, religion, race/ethnicity, foreign language speakers, municipality, and foreign born citizens. The Task Force noted the information provided was accurate to what they see within the community and the affordability for families to continue to reside within Hanover Township was favorable.

**Discussion Regarding Township International Fair:** Trustee Moinuddin shared with the Task Force that Hanover Township and United for Peace will host an International Fair in September. Trustee Moinuddin facilitated discussion in regards to the International Fair and sought out suggestions from the Task Force to enhance the inaugural event. Suggestions from the Task Force included heavy social media presence with event page on Facebook, outreach to Chambers of Commerce for vendor participation, offer

activities for children and families and invite other local clubs, agencies, and organizations to ensure diverse participation.

**Establish Schedule of Task Force Meetings:** Trustee Martinez suggested the Task Force continue to meet on the third Thursday of each month through February 2020 at 7:00 p.m. Discussion ensued and all members agreed to the schedule moving forward.

**Other Business:** Trustee Martinez thanked everyone for being a part of the Task Force. Assistant Administrator Vana reminded the Task Force that the next meeting was scheduled for July 18, 2019 at 7:00 p.m. in the Senior Center.

**Adjournment:** There being no other business, Mr. Alvarez moved to adjourn the meeting. Mr. Bukkaraju seconded the motion. Motion was approved. Meeting adjourned at 7:56 p.m.

Respectfully Submitted,

Khurram Syed  
Secretary

## **Hanover Township Diversity And Engagement Task Force**

### **MINUTES of the MEETING**

**July 18, 2019**

The meeting was called to order by Chairman Khaja Moinuddin at 7:00 p.m.

**Roll Call:** David Torres, Syed Haq, Khurram Syed, Grecia Tures, Jeffrey Petro, Hi Nguyen, Ray Alvarez, Melissa Perez, Jagan Bukkaraju, Khaja Moinuddin and Eugene Martinez. Also present Kristin Vana, Assistant Township Administrator and Mackenzie Peshek, Graduate Management Intern.

**Approval of the Agenda:** Motion to approve the agenda was made by Mr. Alvarez, seconded by Mr. Torres. The motion was approved by unanimous vote.

**Public Comment:** None

**Unfinished Business:** None

**New Business:**

**Approval of Regular Meeting Minutes of June 20, 2019:** Mr. Alvarez moved to approve the meeting minutes from June 20, 2019. Mr. Torres seconded the motion. Motion was approved.

**Review of Hanover Township Services:** Trustee Moinuddin asked Assistant Administrative Vana to review each department of the Hanover Township and the services they offer. Discussion ensued throughout the presentation to clarify services and obtain further information.

**Discussion of Hanover Township Communication Methods:** Trustee Moinuddin prompted the Task Force for their opinions of Hanover Township's communication effectiveness. Discussion ensued and majority of participants agreed that the Township had versatile and effective outreach methods; however, further efforts to break down any potential language barriers should be researched and utilized.

**Discussion of Local Government Response to Cultural Needs:** Trustee Moinuddin prompted the Task Force for their experiences in regards to local governments' response to different cultures and their needs. Discussion ensued and Mr. Syed further emphasized the need for language accommodations for the growing Asian community in Hanover Township.

**Solicit Feedback Regarding Improvements for Local Government Communication and Engagement:** Trustee Moinuddin requested feedback for any improvements Hanover Township could make moving forward to enhance their outreach across multiple cultures. Mr. Alvarez suggested diversity, ally and cultural sensitivity training be conducted in each Hanover Township department. Assistant Administrator Vana and Graduate Intern Peshek will do further research regarding the training opportunities for staff and will report back to the Task Force at a future meeting.

**Other Business:** Trustee Martinez requested advisory on sharing Task Force member's contact information. All members agreed to share contact information. Assistant Administrator Vana reminded the Task Force that the next meeting was scheduled for Thursday, August 22, 2019 at 7:00 p.m. at Izaak Walton Reserve location.

**Adjournment:** There being no other business, Mr. Syed moved to adjourn the meeting. Mr. Alvarez seconded the motion. Motion was approved. Meeting adjourned at 8:16 p.m.

Respectfully Submitted,

Khurram Syed  
Secretary

## **Hanover Township Diversity and Engagement Task Force**

### **MINUTES of the MEETING**

**August 22, 2019**

The meeting was called to order by Chairman Eugene Martinez at 7:00 p.m.

**Roll Call:** David Torres, Syed Haq, Khurram Syed, Grecia Tures, Jeffrey Petro, Hi Nguyen, Ray Alvarez, Jagan Bukkaraju, Khaja Moinuddin and Eugene Martinez. Also present Kristin Vana, Assistant Township Administrator, Suzy Callahan, Administrative Services Coordinator, and Tom Kuttenberg, Director of Community and Government Relations.

**Approval of the Agenda:** Motion to approve the agenda was made by Mr. Alvarez, seconded by Mr. Syed. The motion was approved by unanimous vote.

**Public Comment:** None

**Presentation:** Tom Kuttenberg, Director of Community and Government Relations, presented on the Township's communications and outreach initiatives. Director Kuttenberg provided handouts that illustrated the avenues Hanover Township utilizes to communicate with Township residents and community partners. Forums included social media posts, newsletters, press releases, the Hanover Township webpage, and others. Director Kuttenberg also addressed questions from members of the Task Force.

**Unfinished Business:** None

**New Business:**

**Approval of Regular Meeting Minutes of July 18, 2019:** Mr. Syed moved to approve the meeting minutes from July 18, 2019. Mr. Bukkaraju seconded the motion. Motion was approved.

**Discussion and Assessment of Hanover Township Communications and Community Engagement:** Trustee Martinez prompted the Task Force for their opinions of Hanover Township's communication effectiveness. Discussion ensued about the variety of communication efforts and their varying levels of inclusion in regards to language and availability. Suggestions included religious institution involvement and overall more community connectedness through advertisement of upcoming local events or opportunities.

**Other Business:** Trustee Moinuddin reminded the Task Force of the upcoming International Expo on September 21 and distributed fliers for the event. Mr. Bukkaraju shared an opportunity to attend Music for Meditation and Healing Concert on September 7. Director Kuttenberg reviewed the history of the Izaak Walton property; acquired in 2013 in order to more readily serve the western side of the Township. Trustee Martinez requested Task Force members to survey two individuals about their knowledge of the Township. Assistant Administrator Vana reminded members of the next meeting of the Task Force to take place on September 19 at 7:00 PM at the Hanover Township Senior Center.

**Adjournment:** Mr. Alvarez moved to adjourn the meeting. Mr. Bukkaraju seconded the motion. Motion was approved. Meeting adjourned at 8:18 p.m.

Respectfully Submitted,

Khurram Syed  
Secretary

## **Hanover Township Diversity and Engagement Task Force**

### **MINUTES of the MEETING**

**September 19, 2019**

The meeting was called to order by Chairman Khaja Moinuddin at 7:00 p.m.

**Roll Call:** David Torres, Syed Haq, Grecia Tures (7:05 p.m.), Jeffrey Petro, Ray Alvarez, Melissa Perez, Khaja Moinuddin and Eugene Martinez (7:16 p.m.). Also present Kristin Vana, Assistant Township Administrator, Suzy Callahan, Administrative Services Coordinator, Director of Senior Services, Tracey Colagrossi, and Director of Welfare Services, Mary Jo Imperato.

**Approval of the Agenda:** Motion to approve the agenda was made by Mr. Alvarez, seconded by Mr. Torres. The motion was approved by unanimous vote.

**Public Comment:** None

**Presentations:** Tracey Colagrossi, Director of Senior Services, presented on Hanover Township's Senior Services department. Afterwards, Mary Jo Imperato, Director of Welfare Services, presented on the Township's Welfare Services department. Both presentations highlighted the demographics of their cliental and utilized visual aid to describe the departments' level of community engagement through a variety of programs. PowerPoint slides were provided.

**Unfinished Business:** None

**New Business:**

**Approval of Regular Meeting Minutes of August 22, 2019:** Mr. Torres moved to approve the meeting minutes from August 22, 2019. Mr. Alvarez seconded the motion. Motion was approved.

#### **Discussion and Assessment of Hanover Township Senior Services and Welfare Services**

**Programs and Services:** Trustee Moinuddin prompted the Task Force for their opinions of Hanover Township's Senior Services and Welfare Services departments. Discussion ensued and suggestions included online registration processes for residents seeking to utilize services from either department.

**Other Business:** Trustee Moinuddin reminded the Task Force of the upcoming International Expo on September 21. Task Force members reported to Trustee Martinez that majority of individuals asked knew of Hanover Township, but were unaware of services and programs offered. Assistant Administrator Vana reminded members of the next meeting of the Task Force to take place on October 17 at 7:00 PM at the Hanover Township Senior Center.

**Adjournment:** Mr. Torres moved to adjourn the meeting. Mr. Alvarez seconded the motion. Motion was approved. Meeting adjourned at 8:27 p.m.

Respectfully Submitted,

Kristin Vana  
Assistant Administrator  
Staff Liaison

## **Hanover Township Diversity And Engagement Task Force**

### **MINUTES of the MEETING**

**November 20, 2019**

The meeting was called to order by Chairman Eugene Martinez at 6:36 p.m.

**Roll Call:** David Torres, Syed Haq, Khurram Syed, Jeffrey Petro, Ray Alvarez, Jagan Bukkaraju, Khaja Moinuddin and Eugene Martinez. Also present Suzy Callahan, Administrative Services Coordinator, Caleb Hanson, Director of Facilities and Road Maintenance, Amanda Teachout, Mental Health Board Manager, and Kristen Smith Director of the Office of Community Health.

**Approval of the Agenda:** Motion to approve the agenda was made by Mr. Alvarez, seconded by Mr. Syed. The motion was approved by unanimous vote.

**Public Comment:** None

**Presentations:** Caleb Hanson, Director of Facilities and Road Maintenance, presented on his department and their services they provide to the Township. Amanda Teachout, Mental Health Board Manager, presented and provided handouts on the board and their role within the Township; emphasizing their funding of mental health agencies. Kristen Smith, Director of the Office of Community Health, presented on her department with provided handouts and expounded upon the services offered to residents. Discussion ensued and the three presenters answered questions from Task Force members.

**Unfinished Business:** None

**New Business:**

**Approval of Regular Meeting Minutes of September 19, 2019:** Mr. Syed moved to approve the meeting minutes from September 19, 2019. Mr. Torres seconded the motion. Motion was approved.

**Discussion and Assessment of Hanover Township promotion and acceptance of all culture within the community:** Trustee Martinez prompted the Task Force for their opinions of Hanover Township's cultural acceptance and promotion. Discussion ensued about the variety of communication efforts with the lack of success in reaching the majority of Township residents. Suggestions for improving resident participation and engagement include social media sharing and outreach.

**Review and Discussion Task Force Goals and Feedback for Improvements:** Trustee Martinez continued discussion for improvements by asking the Task Force their opinions on the Task Force Goals. Discussion reiterated the Township's success at identifying and filling gaps in service, but recognized the Township's struggle to promote those services effectively.

**Assessment of Hanover Township Community Events:** Trustee Martinez requested review of the Township's community events from Task Force members. Discussion ensued in commendation of the Township's event variety and multitude. Suggestions to increase participation at special events include hosting more child friendly events and suggestions for increasing resident engagement include organizing a volunteer committee for the whole of the Township.

**Other Business:** Trustee Martinez requested Task Force members create individual lists of recommendations and bring suggestion ideas for next month's meeting on December 19, 2019.

**Adjournment:** Mr. Torres moved to adjourn the meeting. Mr. Syed seconded the motion. Motion was approved. Meeting adjourned at 8:29 p.m.

Respectfully Submitted,

Khurram Syed  
Secretary



**Hanover Township Diversity And Engagement Task Force**  
**MINUTES of the MEETING**  
**December 19, 2019**

The meeting was called to order by Chairman Khaja Moinuddin at 7:05 p.m.

**Roll Call:** Syed Haq, Khurram Syed, Grecia Tures, Jeffrey Petro, Ray Alvarez, Jagan Bukkaraju, Khaja Moinuddin and Eugene Martinez. Also present Suzy Callahan, Administrative Services Coordinator, Tina Houdek, Director of Youth and Family Services, Michael Crews, Director of Emergency Services, and Mackenzie Peshek, Graduate Management Intern.

**Approval of the Agenda:** Motion to approve the agenda was made by Mr. Alvarez, seconded by Ms. Tures. The motion was approved by unanimous vote.

**Public Comment:** None

**Presentations:** Tina Houdek, Director of Youth and Family Services, presented on her department and their services they provide to the Township. Michael Crews, Director of Emergency Services, presented and provided handouts on Emergency Services and their role within the Township; emphasizing their volunteer staff. Discussion ensued and the two presenters answered questions from Task Force members.

**Unfinished Business:** None

**New Business:**

**Approval of Regular Meeting Minutes of November 20, 2019:** Due to a lack of attendance to this Task Force meeting and one member leaving early, the meeting minutes of November could not be approved.

**Discussion and Assessment of Hanover Township's cultural diversity:** Trustee Moinuddin prompted the Task Force for their opinions of Hanover Township's cultural diversity after Graduate Management Intern Peshek presented the breakdown of the Township's staff and volunteer demographics. Task Force members requested the handout be emailed.

**Discussion of local government's Holiday recognition:** Trustee Moinuddin asked the Task Force about their opinions regarding which Holidays deserve recognition compared to those that do receive recognition at the local government level. Discussion ensued and Task Force members felt the current Holiday recognition was sufficient.

**Discussion and development of recommendations:** Due to lack of attendance, Trustee Moinuddin postponed this discussion topic until January's meeting to more fully outline suggestions from Task Force members.

**Other Business:** None.

**Adjournment:** Without quorum, Trustee Moinuddin decided to adjourn at 8:15 p.m.

Respectfully Submitted,

Khurram Syed  
Secretary

**Hanover Township Diversity And Engagement Task Force**  
**MINUTES of the MEETING**  
**January 16, 2020**

The meeting was called to order by Chairman Khaja Moinuddin at 7:00 p.m.

**Roll Call:** David Torres, Syed Haq, Khurram Syed, Grecia Tures, Jeffrey Petro, Ray Alvarez, Melissa Perez, and Khaja Moinuddin. Also present Suzy Callahan, Administrative Services Coordinator.

**Approval of the Agenda:** Motion to approve the agenda was made by Mr. Alvarez, seconded by Mr. Syed. The motion was approved by unanimous vote.

**Public Comment:** None

**Unfinished Business:** Approval of Regular Meeting Minutes of November 20, 2019. Mr. Torres moved to approve the meeting minutes from November 20, 2019. Mr. Syed seconded the motion. Motion was approved.

**New Business:**

**Approval of Regular Meeting Minutes of December 19, 2019:** Mr. Syed moved to approve the meeting minutes from December 19, 2019. Ms. Perez seconded the motion. Motion was approved.

**Discussion of local civic groups in a culturally changing community:** Trustee Moinuddin prompted the Task Force for their opinions of the community's response to cultural changes, specifically in regards to local civic groups. Discussion ensued and suggestions such as increased transportation opportunities, showcasing wedding variations at the 2020 International Expo, and increasing Facebook sharing were made.

**Discussion and development of recommendations:** Trustee Moinuddin prompted opinions from the Task Force with outlined recommendations on a notepad. Discussion ensued and members of the Task Force elaborated on previously discussed ideas and further developed recommendations for Hanover Township to improve their cultural diversity engagement. Suggestions included increased religious institution engagement, updates to the website to reduce language barriers, and formulation of a volunteer committee.

**Other Business:** None.

**Adjournment:** Mr. Torres moved to adjourn the meeting. Mr. Syed seconded the motion. Motion was approved. Meeting adjourned at 8:22 p.m.

Respectfully Submitted,

Khurram Syed  
Secretary

**Hanover Township Diversity and Engagement Task Force**  
**MINUTES of the MEETING**  
**February 6, 2020**

The meeting was called to order by Chairman Eugene Martinez at 7:00 p.m.

**Roll Call:** David Torres, Syed Haq, Khurram Syed, Jeffrey Petro, Ray Alvarez, Melissa Perez, Trustee Moinuddin and Trustee Martinez. Also present Kristin Vana, Assistant Township Administrator.

**Approval of the Agenda:** Motion to approve the agenda was made by Mr. Haq, seconded by Mr. Alvarez. The motion was approved by unanimous vote.

**Public Comment:** None

**Unfinished Business:** None

**New Business:**

**Approval of Regular Meeting Minutes of January 16, 2020:** Mr. Syed moved to approve the meeting minutes from January 16, 2020. Mr. Torres seconded the motion. Motion was approved.

**Review of Diversity and Engagement Task Force Draft Report of Recommendations:** A draft recommendation report was presented to the Task Force for review. Discussion ensued and the Task Force made suggestions for additional information and clarifications regarding recommendations. Further outreach to culturally diverse agencies and institutions remains a top priority. A final draft of the report will be presented to the Task Force on March 19<sup>th</sup>.

**Other Business:** Trustee Martinez thanked members of the Task Force for their participation and reminded members the next and final meeting was scheduled for March 19<sup>th</sup> at 6:30 p.m. at the Senior Center.

**Adjournment:** Mr. Petro moved to adjourn the meeting. Mr. Syed seconded the motion. Motion was approved. Meeting adjourned at 8:05 p.m.

Respectfully Submitted,

Khurram Syed  
Secretary