



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Town Board
July 18th, 2017
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. Presentations
 - A. Veterans Honor Roll – Airman Charles F. Jones
- V. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Highway Commissioner’s Report
 - D. Assessor’s Report
 - E. Treasurer’s Report
 - F. Trustees’ Committee Reports
 - G. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Regular Meeting Minutes of June 20, 2017
 - B. Executive Session Minutes of June 20, 2017
 - C. Authorization to Engage the Northern Illinois University Center for Governmental Studies for Strategic Planning Services
 - D. Authorization for the Department of Senior Services to Purchase a Replacement Bus
- IX. Executive Session
- X. Other Business
- XI. Adjournment

Mission Statement

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.



HANOVER
TOWNSHIP

VETERANS HONOR ROLL

*WE ARE PROUD TO HONOR THOSE WHO
HAVE SERVED US SO VALIANTLY*

NAME: CHARLES F. JONES

ADDRESS: 8NG76 IL. RTE 59 (SUTTON ROAD)

CITY/ZIP CODE: ELGIN, IL. 60120 YES-TWP.

PHONE #: 630-837-1246

EMAIL ADDRESS: JONESCHARLESF@SBCGLOBAL.NET

DATE OF BIRTH: JAN 20, 1936

BRANCH OF SERVICE: NAVY RANK AT DISCHARGE: AIRMAN

YEARS OF SERVICE: FROM 3/1954 TO 11/1957

MEDALS AWARDED OR OTHER CITATIONS:

INJURIES: _____

Comments: Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed.

Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.

A historical file will be made regarding your time serving your country and will be available for future generations.

Thank you,

Brian P. McGuire
Supervisor

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for June 2017

SERVICE PROVIDED	JUNE 2017	JUNE 2016	FYTD 2018	FYTD 2017
<i>Passports</i>	521	382	1,683	1,288
Photo fees	\$2,910	\$1,290	\$9,800	\$4,220
Fee deposits	\$9,840	\$7,755	\$32,885	\$27,065
<i>Fishing/Hunting licenses</i>	15	19	50	60
<i>Handicap Placards</i>	16	21	46	56
<i>Cook County vehicle stickers</i>	184	198	187	212
<i>Human Resources Requests</i>	141	156	450	458
<i>New Employee Orientations</i>	0	2	5	3
<i>Technology work orders</i>	45	52	143	132
<i>Resident Contacts</i>	2,130	1,915	6,012	5,893
<i>Percent of Budget Expended</i> (25% of year)	4.4%	3.6%	15.7%	12.9%

Department Highlights

- Management Analyst Hughes completed the Fiscal Year 2018 Annual Operating and Capital Budget and submitted to the Government Finance Officers Association for the Distinguished Budget Award Program. This will be the sixth submission for the award for the Township.
- Assistant Administrator Powers met with Emergency Services Deputy Chief Caleb Hanson to discuss technology improvements for Station 1. A new computer and firewall will be purchased and installed which will also support Wi-Fi connectivity at the station. The firewall will allow for a permanent direct connection to the Township server, which will allow for better sharing and access of documents, improved email access, and a backup of data. The installation should be completed in early August.
- The Annual Workplace Evaluation survey was distributed to all Township staff. The survey allows staff to provide feedback on a variety of human resource topics. Following the close of the survey in July, Administrative Services will identify areas of improvement based on the provided feedback.
- Assistant Administrator Powers attended the Illinois City/County Management Association Summer Conference June 14 – 17.
- Administrative Services staff participated in first and second round interviews for the Communications Specialist.
- Management Analyst Hughes resigned his position after accepting a position with the Village of Bartlett. His last day with the Township was June 28. The Management Analyst position will be restructured to an Administrative Specialist position due to an increased volume of visitors for the passport acceptance program. Recruitment for the Administrative Specialist position began in June, anticipating the position will be filled in early August.
- Administrative Services staff participated in second round interviews for the Senior Services Line Cook and Youth and Family Services Family Therapist.
- Assistant Administrator Powers and Mental Health Board Manager Vana attended the grand opening of PhilHaven, a supportive housing development by UP Development, located in Wheeling.

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OFFICE OF THE ASSESSOR

Report for June 2017

SERVICE PROVIDED	JUNE 2017	JUNE 2016	FYTD 2018	FYTD 2017
<i>Administration</i>				
Office visits	171	165	530	465
Building permits processed	565	558	1,424	1,518
Change of Name*	3	8	14	19
Property tax appeals	0	0	0	0
Certificate of Errors	144	113	299	200
Property location updates	1	0	4	4
<i>Exemptions</i>				
Homeowner exemptions	9	11	91	27
Senior homeowner exemptions	68	78	148	133
Senior Freeze exemptions	18	34	63	58
Disabled person & Veteran exemptions	23	16	55	41
Miscellaneous exemptions	3	3	6	7

* Denotes notary requirement

Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. June had a total of 7 visitors after 4:30pm.
- We have a total of 2,239 e-mails on our contact list. We added 4 e-mails in June.
- In June, the office researched 3,186 seniors to see if they are receiving their exemptions for tax year 2016. 184 seniors needed additional research and phone calls to remind them to renew their exemptions so they could receive an adjusted tax bill in July.
- On June 9, Chief Deputy Assessor Glascott and Deputy Assessor Deyne attended the Cook County Township Assessor Association meeting. Tom Jaconetty, Cook County Deputy Assessor of Valuation and Appeals, presented at the meeting.
- On June 21 & 22, Chief Deputy Assessor Glascott and Deputy Assessor Deyne attended a continuing education class on Condos.
- Cook County 2016 2nd installment tax bills were mailed out June 30 with an August 1st due date.
- Certificate of Errors for tax year 2012 are no longer being accepted by Cook County Assessor's office.

Office of the Assessor Mission Statement:

The Hanover Township Assessor is your nearest liaison to the Cook County Assessor's Office. Our duty is to provide professional assistance with questions you may have regarding your real estate assessments and tax bills.

OFFICE OF COMMUNITY HEALTH

Report for June 2017

SERVICE PROVIDED	JUNE 2017	JUNE 2016	FYTD 2018	FYTD 2017
<i>Appointments</i>				
ProTimes	20	26	52	68
TB skin test	11	9	24	17
Cholesterol	1	0	6	10
Pharmaceutical Assistance Programs	0	0	1	1
Miscellaneous labs	14	9	34	26
Wellness Screening (BP, diabetes, anemia)	24	31	148	70
Other	39	37	107	106
<i>Clinic Clients</i>				
Senior Center/ home visits	80	94	250	242
Astor Avenue	7	9	17	32
Elgin, Izaak Walton Center	8	8	11	17
Offsite clinics	6	11	32	32
Total clients (unduplicated)	44	48	156	152
<i>Public Education & Health Promotion</i>				
Media coverage	4	4	8	9
Informational seminars/Program	3	6	21	22
Program Participants	73	159	730	770
<i>Primary Care Provider Support</i>	4	14	11	34

Department Highlights

- Provided 8 home visits for residents in the month of June.
- Director Smith participated in second round interviews for the Communications Specialist.
- Community Health Nurse performed memory screenings for residents during the month of June for Alzheimer's and Brain Awareness Month at the Izaak Walton Center and Astor Avenue Community Center.
- June 6, Hugh Brady from the Alliance to End Homelessness in Suburban Cook County presented to staff at the Wrap Working Group about updates on housing, the Cook County Call Center, and resources for homeless people.
- Director Smith completed CPR BLS Instructor renewal course to be able to instruct and certify residents in CPR on June 22.
- June 26, Director Smith met with representative from BridgeCare, Inc. to learn about home visiting services for residents.
- The Office of Community Health partnered with Heartland Blood Centers on June 29 to host a blood drive and had 20 participants donate blood.

Office of Community Health Mission Statement:

Our mission of the Office of Community Health is to provide education and health promotion, prevent the spread of disease and illness, and to assist residents in accessing quality health services.

OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for June 2017

SERVICE PROVIDED	JUNE 2017	JUNE 2016	FYTD 2018	FYTD 2017
<i>Website Visits(total)</i>	4,925	4,228	10,721	12,083
<i>Website Visits (unique)</i>	3,595	3,001	4,461	8,540
<i>New Facebook Likes</i>	34	27	83	76
<i>New Twitter Followers</i>	72	16	140	39
<i>YouTube Views</i>	213	196	859	618
<i>New Email address contacts</i>	445	88	523	102
<i>Media Releases</i>	5	6	11	12
<i>Veteran Contacts</i>	26	51	38	118
<i>Total Veterans served</i>	20	32	27	51
<i>Total Resident Contacts (Elgin office)</i>	1,480	942	2,124	1,408

Department Highlights

- The Northern Illinois Food Bank Summer Lunch program began at the IWC on June 5. The program is currently serving between 35-40 lunches per day of service.
- Director Kuttenberg & Veterans Specialist Wollack met with staff from Congressman Krishnamoorthi's office on June 6 to discuss veterans issues and collaboration.
- Community and Veterans Affairs & Senior Services offered a free veterans lunch and movie program on June 13 at the Izaak Walton Center for 25 veterans.
- Director Kuttenberg attended the monthly meeting of the Bartlett Community Network on June 14 hosted at the Township. The group is comprised of representatives from non-profit, government and community organizations in Bartlett.
- Director Kuttenberg joined Supervisor McGuire in attending the opening ceremony of Arts in Bartlett's Global Art Festival on June 24 in Bartlett Park. The Township was an event sponsor contributing tents, tables, chairs, marketing efforts and logistical support.
- Director Kuttenberg attended the monthly planning for Bartlett Heritage Days on June 27 at Banbury Fair. The festival runs September 8 – 10 in downtown Bartlett.
- Director Kuttenberg and members of the Communications Work Group of the Three-Year Strategic plan met on June 29 to review objectives and action steps.

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DEPARTMENT OF EMERGENCY SERVICES

Report for June 2017

SERVICE PROVIDED	JUNE 2017	JUNE 2016	FYTD 2018	FYTD 2017
<i>Volunteers</i>				
Total volunteers	30	28	30	28
New volunteers	2	2	4	2
<i>Hours</i>				
Volunteer Detail Hours	381.5	402	929.5	1,156.5
Volunteer Work Hours	201.75	300.75	577.75	849.75
Volunteer Training Hours	317	163	835	670
<i>Total Volunteer Hours</i>	900.25	865.75	2,442.25	2,676.25
<i>Details</i>				
Emergency Call Outs	8	2	17	8
Safety Patrols	4	5	10	16
Township Sponsored Events	1	2	9	9
Other Community Events	5	7	11	15
Miscellaneous	0	0	0	0
<i>Total Details</i>	18	16	47	48

Department Highlights:

- Emergency Call Outs
 - On June 8th HTES responded to a general alarm in Hanover Park on Walnut Avenue for a reported structure fire.
 - On June 12th HTES responded to an Illinois Search and Rescue call in Braidwood, IL.
 - On June 13th HTES responded to a general alarm in Hanover Park on Schooner Lane for an automobile that crashed into a building.
 - On June 14th HTES conducted severe weather spotting and damage assessment.
 - On June 17th HTES responded to assist the Fox River Fire Protection District for a structure fire at Dunham Road and Stearns Road.
 - On June 17th HTES conducted severe weather spotting and damage assessment.
 - On June 17th HTES responded to assist the Hanover Park Police Department with traffic control at County Farm Road and Army Trail Road for a tree down in the street.
 - On June 28th HTES conducted severe weather spotting and damage assessment.
- HTES assisted Department of Welfare Services with traffic control for a mobile food pantry event at St. Johns Catholic Church on June 27th.
- HTES participated in a touch-a-truck event in Hanover Park on June 3rd.
- HTES assisted the Lao Buddhist Temple of Elgin with traffic control for an anniversary celebration.
- HTES assisted Streamwood Police Department with traffic control for the annual Streamwood Stride 5k run.
- HTES assisted with UTV 9140 for emergency medical service assistance for the Fox River Fire Protection District 5k run on June 10th and for Hoffman Estates Fire Department at the Northwest Fourth Fest on June 30th.
- Safety Patrols were conducted on June 6th, 9th, 16th, and 30th.

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DEPARTMENT OF FACILITIES & MAINTENANCE

Report for June 2017

SERVICE PROVIDED	JUNE 2017	JUNE 2016	FYTD 2018	FYTD 2017
<i>Administration</i>				
Vehicle service calls	4	9	21	19
Work orders	71	62	196	205
Event set-ups/tear downs	175	176	567	540
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	5,075	5,239	13,431	13,658
Town Hall	5,512	7,680	18,652	20,520
Senior Center	33,298	29,761	89,438	80,074
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	30.06	16.39	497.56	364.27
Town Hall	63.26	6.14	946.44	985.15
Senior Center	808.08	1,070.01	3,414.96	3,123.09

Department Highlights

- The Astor Avenue Community Center roof bid documents are completed and available for contractors to pick up. The bid documents are available at Town Hall and the bid opening is scheduled for August 1, 2017.
- Facilities and Maintenance staff are replacing the tile and painting the men's bathroom in the lobby of Town Hall.
- Attended a meeting with Samuel Banks, the Assistant to the Commissioner of Cook County Building and Zoning department, to discuss procedures concerning code enforcement in the unincorporated area of Hanover Township.
- Received three quotes for a new Remote Terminal Unit (RTU) at the Community Resource Center located in Streamwood. The unit will be installed end of July 2017 by MG Mechanical.
- Facilities and Maintenance are updating both bathrooms at the Community Resource Center.
- In the process of receiving quotes for a new hot water tank for the Administration Building.
- Receiving quotes for installation of a new roof for the Facilities and Maintenance building and the Youth and Family Services shed.
- Davey Tree Service was called in to cut and remove a large tree at the Izaak Walton Reserve that fell into the creek following a storm.

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HIGHWAY DEPARTMENT

Report for June 2017

SERVICE PROVIDED	JUNE 2017	JUNE 2016	FYTD 2018	FYTD 2017
<i>Spring Season</i>				
Road striping complete				
Row/township trimming begun				
Wolsfeld patching to begin shortly				
<i>Spring Season</i>				
Brush Pickup	5	9	11	39

Department Highlights

- Road striping completed.
- Right of way/Township trimming has begun.
- Wolsfeld patching to begin soon.
- Continuing with monthly brush pickup along with grass cutting.

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OFFICE OF THE MENTAL HEALTH BOARD

Report for June 2017

SERVICE PROVIDED	MAY 2017	MAY 2016	FYTD 2018	FYTD 2017
<i>Grant Funding</i>				
New clients	156	225	1,099	1,112
Ongoing Clients	578	695	NC	NC
Closed Cases	148	53	197	210
Prevention Programming Presentations	45	41	95	103
Number in audience	1,143	1,002	3,611	2,246
<i>TIDE</i>				
Participants	17	14	17	14
Rides	*N/A	77	*N/A	172
<i>Resource Center</i>				
Organizations providing services	5	6	5	6
Clients served	76	91	160	194

*N/A: number of rides have not been reported by A1 Cabs

Department Highlights

- The Mental Health Board will meet next on August 22, 2017 at 6:00 PM in Downey Hall. The board does not meet in the months of June and July.
- FY 19 annual funding applications were posted to the Hanover Township website and correspondence was sent to all agencies informing them that the annual application is available online. All agencies should submit full applications electronically by Friday, September 15th.
- Manager Vana met with newly appointed MHB Member, Kristen Cruthers, for on-boarding on 6/27/17. Ms. Cruthers has previously served on the Mental Health Board and will begin attending meetings in August.
- Met with Hanover Township Youth and Family Services and The Bridge Youth and Family Services to discuss the process for referring Hanover residents to the Township following crisis interventions. The MHB will also conduct an audit of clients served to ensure residents of Hanover Township are being accurately reported to the MHB each month.
- Continue work on updates to the Mental Health Resource Guide. The second edition guide will be distributed to households by August 1st. The guide offers a variety of information regarding township departments, mental health, substance abuse and developmental disability services and more.
- Continue to work with agencies to navigate the MHB reporting website, as several agencies have had issues submitting reports.
- Attended the PhilHaven Open House in Wheeling on 6/26 with Assistant Administrator Powers. PhilHaven is one of UP Development's permanent supportive housing facilities in the northwest suburbs.
- The next Human Services Coordinating Council meeting will take place on August 30th at 10:00 AM at the Senior Center. Senator Castro will be joining the meeting for an update regarding the State budget update and a Q&A session.
- Continue to work with Facilities and Maintenance staff with capital improvement projects at the Community Resource Center. A new roof-top unit will be installed in July and the interior of the building will be painted throughout the next year.

Mental Health Board Mission Statement:

The Hanover Township Mental Health Board ensures that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township.

DEPARTMENT OF SENIOR SERVICES

Report for June 2017

SERVICE PROVIDED	JUNE 2017	JUNE 2016	FYTD 2018	FYTD 2017
<i>Programming Division</i>				
Planned programs	227	218	648	627
Participants	3,175	2,610	8,950	7,893
Participants (unduplicated)	683	633	1,102	1,091
Wait listed (unduplicated)	78	102	277	220
Art & Computer classes	45	56	142	168
Art & Computer class participants	340	341	1,039	1,161
New volunteers	4	1	13	10
Total volunteers (unduplicated)	139	126	188	183
Volunteer hours reported	2,599	2,556	7,851	7,894
Meals Served	1,070	840	3,121	2,637
Meals delivered by volunteers	1,218	999	3,261	3,095
<i>Social Services Division</i>				
Clients served (unduplicated)	177	150	392	369
Clients served (duplicated)	149	252	448	701
Energy Assistance	3	4	25	27
Prescription drugs & health insurance assistance	111	58	285	182
Social Service programs	9	10	29	31
Social Service program participants	58	75	267	226
Lending Closet transactions	93	136	308	343
<i>Transportation Division</i>				
One way rides given	1,736	1,590	5,315	4,849
Individuals served (unduplicated)	219	235	347	395
New riders	59	59	347	395
Unmet requests for rides	19	35	90	116

Department Highlights:

- Over 40 seniors attended the Chopped Cook Off, where 4 contestants cooked two dishes from a mystery basket and were judged by Clerk Dolan Baumer, Deputy Assessor Deyne, Veterans Specialist Wollack.
- One-way rides continue to increase as compared to FY17, and unmet rides are decreasing.
- The Transportation Division provided a shuttle for the Tour of the Township on Saturday, June 24.
- After receiving numerous reports of fraud phone calls related to the IRS, Senior Services completed a robo call to all residents warning them of the fraud. An update was also posted to Facebook. The department received positive feedback and the Facebook post was widely shared.
- Social Services Manager, Megan Conway, completed the National Institute of Senior Centers Accreditation Peer Reviewer Training on June 20. Senior Centers must have an on-site and off-site peer review before receiving accreditation.
- AgeOptions recognized Social Services Auxiliary Staff, Linda Budzyna, on June 15 during their annual Volunteer Luncheon. Mrs. Budzyna was recognized for her work as a volunteer Social Services Reception Aide and Program Registration Assistant.
- Social Services Specialist, Frances Domingo, successfully completed the State of Illinois Department on Aging Senior Health Insurance Program (SHIP) certification. Specialist Diana Mondragon attended Mental Health Crisis training led by Elderwerks.

DEPARTMENT OF WELFARE SERVICES

Report for June 2017

SERVICE PROVIDED	JUNE 2017	JUNE 2016	FYTD 2018	FYTD 2017
<i>General Assistance</i>				
General Assistance clients	10	14	33	46
General Assistance appointments	25	31	78	107
Emergency Assistance appointments	18	41	45	64
Emergency Assistance approved	3	1	4	2
Crisis intake clients	109	175	333	408
Access to Care	0	0	0	0
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	0*	0*	79	47
Circuit Breaker	0	1	0	2
<i>Social Services</i>				
ComEd Hardships	11	5	11	13
Weatherization	0*	1	0	1
<i>Food Pantry</i>				
Served (Households)	730	711	2078	2194
New applications	33	23	65	92
Food Donations	36	41	121	114
<i>Community Center Walk-Ins</i>	176	238	606	741

* Program Closed

Department Highlights:

- Salvation Army extension services continue to be a valuable available resource for residents facing financial hardship. Nine (9) Salvation Army applications have been approved to date.
- Salvation Army performed an audit of client files on June 21st in the Welfare Services offices with no findings. They stated this is the first time they have given a 100% on an audit.
- Northern Illinois Food Bank performed their annual inspection with no findings. They also stated that Astor Avenue Community Center is the only location to receive 100% on the Direct Connect program audit.
- Summer Lunch Program continues at Astor Avenue 596 lunches distributed in June.
- First Student held a hiring event at Astor Avenue Community Center on June 6th with 6 potential candidates interviewed.
- Cabela's held a hiring event on June 20 with 7 potential candidates interviewed.
- Director Imperato and Case Manager Carstensen attended the Illinois Township Association of General Assistance Case Workers educational workshop in Shorewood with 48 in attendance.
- The Director and Case Manager attended a CEDA Site Meeting at New Zion Church in Chicago.
- Mobile Pantry was held at St. John's Catholic Church in Streamwood with 103 families in attendance.
- RPP Enterprises continues to provide employment services to residents. In June, they saw 14 residents for support services. Employment Support Services is onsite every Monday and Thursday from 9am-1pm.
- CEDA staff resigned so currently we do not have a CEDA Associate onsite. Once this position is filled, they will resume regular hours held at Astor Avenue Community Center.
- Senator Cristina Castro's office continues keeping office hours at Astor Avenue Community Center every Tuesday from 1:30pm to 6:00pm.

Welfare Services Mission Statement:

HanoverTownship Welfare Services is committed to improving the welfare of Hanover Township residents experiencing hardships. Providing resources and support to empower residents in achieving self-sustainability; to serve promptly with dignity and respect.

DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for June 2017

SERVICE PROVIDED	JUNE 2018	JUNE 2017	FYTD 2018	FYTD 2017
<i>Outreach & Prevention</i>				
Open Gym participants	1,605	1,894	4,290	4,148
Open Gym participants (unduplicated)	489	608	729	866
Alternative to Suspension referrals	0	0	0	0
Alternative to Suspension participants	96	108	578	606
Alternative to Suspension participants (unduplicated)	25	30	108	107
<i>Clinical</i>				
Therapy clients	263	398	968	1,130
Therapy clients (unduplicated)	107	173	431	515
New clients (unduplicated)	8	7	37	59
Clinical hours	181	281	722	806
Group session participants	36	460	422	789
<i>Tutoring Participants</i>				
Total	76	111	405	380
Unduplicated	33	46	120	124

Department Highlights:

- Open Gym Program metrics are lower due to having smaller venues this summer. Last year, Tefft Middle School was used two days a week which expanded capacity greatly.
- Our Clinical metrics are lower due to having two therapist positions open. We have recently hired Georgia Hiotis for the part time Family Therapist position. Ms. Hiotis will start her new position on July 13, 2017. Georgia comes to the department with years of experience working with hard to reach youth and their families in an alternative education school setting.
- Our Tutoring Services metrics are lower due to having one less tutor for the summer.
- First round interviews for a full time Family Therapist have begun.
- Director Parquette attended the Village of Hanover Park's Accreditation meeting to be certified as a Safe Community on Thursday, June 8, 2017.
- Director Parquette met with Laurie Preece from Alignment USA and Cherie Murphy, Interim Director of U-46's Alignment Collaborative for Education (ACE) on Wednesday, June 14, 2017 to discuss future developments of ACE.
- Conducted group interviews for the part time Family Therapist position on Monday, June 19, 2017.
- Director Parquette, Family Therapists Tor Evans and Karen Low and Volunteer and Prevention Specialist Amanda Teachout, have been invited to present Youth and Family Services school based mental health programs and services at Loyola University, Chicago's Family School Partnership Program Summer Institute. The Institute will be held on July 14 and 15th, 2017.
- Director Parquette and Clinical Manager Houdek met with Gongmin Mou, Kenneth Young Center, on Wednesday, June 28, 2017, to discuss a plan to fully implement Youth and Family Services Custom Information Solutions system.
- Director Parquette and Mental Health Board Manager Kristin Vana met with Gregg Stockey and Heather Mlynek of the Bridge Youth and Family Services to review referral processes of Hanover Township residents for Youth and Family Services therapy services.

Youth and Family Services Mission Statement:

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.

Hanover Township
Board Audit Report
From 6/20/17 - 7/18/17

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	104,188.50	536.52	104,725.02
Total Senior Center	55,369.69	92.00	55,461.69
Total Welfare Services	11,146.41		11,146.41
Total Road and Bridge	2,209.07		2,209.07
Total Mental Health Board	165,220.47	2,418.45	167,638.92
Total Retirement	-		
Total Vehicle	200.00		200.00
Total Capital	2,000.00		2,000.00
Total All Funds	<u>340,334.14</u>	<u>3,046.97</u>	<u>343,381.11</u>

The above "Subtotal" column has been approved for payment this 18th day of July.

The above "Total" column has been approved for payment this 18th day of July.

Supervisor

Town Clerk

Supervisor

Town Clerk

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

June 20 through July 18, 2017

Type	Date	Num	Name	Memo	Amount
1014 - Town Fund - Expenditures					
101CAP - Capital Expenditures					
1014410 - Equipment Purchases					
Check	06/27/2017	121589	A1 Trophies & Awards	Inv# 11038 Entrance Board Signs	35.00
Check	06/27/2017	121622	Menard's- Hanover Park	Inv# 61836 Station 1 Bench Supplies	503.03
Check	06/27/2017	121622	Menard's- Hanover Park	Inv# 62425 Returns for Inv# 61836	-149.55
Check	07/11/2017	121767	Leaf (618-004)	Inv# 7510858 Copier Lease - Town Hall	328.00
Total 1014410 - Equipment Purchases					716.48
1014430 - Computer Equipment & Software					
Check	06/27/2017	121631	ProxiT Technology Solutions	Inv# 18598 Rack/Tower	718.55
Check	06/27/2017	121631	ProxiT Technology Solutions	Inv# 18610 Network Equipment	298.00
Check	07/11/2017	121775	ProxiT Technology Solutions	Inv# 18628 Network Labor	2,040.00
Check	07/14/2017	121906	ProxiT Technology Solutions	Inv# 18611 Computer Replacement (3)/Microsoft Software (3)	1,671.80
Check	07/14/2017	121906	ProxiT Technology Solutions	Inv# 18617 Computer Replacement/Microsoft Software	847.64
Check	07/14/2017	121906	ProxiT Technology Solutions	Inv# 18671 Station 1 Firewall/License	495.00
Total 1014430 - Computer Equipment & Software					6,070.99
Total 101CAP - Capital Expenditures					6,787.47
101CHN - Community Health					
1014453 - Printing					
Check	07/14/2017	121897	Kwik Print	Inv# 60150 OCH Brochures (500)	269.20
Total 1014453 - Printing					269.20
1014456 - Community Affairs					
Check	06/27/2017	121634	Tower Hill Stables	Health Expo Petting Zoo - Deposit	250.00
Total 1014456 - Community Affairs					250.00
1014457 - Furniture and Computer Equip					
Check	07/11/2017	121742	Aqua Chill of Chicago	Inv# 22244044 Water Machine Rental	16.00
Check	07/12/2017	121811	Leaf (478-001)	Inv# 7539157 Copier Lease	115.50
Total 1014457 - Furniture and Computer Equip					131.50
1014459 - Professional Services					
Check	07/12/2017	121805	Alexian Brothers Health System	Acct# G.9319 Patient Lab	141.52
Total 1014459 - Professional Services					141.52
1014465 - Medical Supplies					
Check	07/14/2017	121902	McKesson Medical Surgical	Inv# 5099289 Aplisol/Bandages/Lancets/Antibiotic Ointment/Hydrocortison	229.41
Check	07/14/2017	121902	McKesson Medical Surgical	Inv# 5106481 Wet Wipes	1.33
Check	07/14/2017	121902	McKesson Medical Surgical	Inv# 5284799 Burn Cream	5.69
Check	07/14/2017	121902	McKesson Medical Surgical	Inv# 5367289 Exam Gloves/Ice Packs	48.03
Check	07/14/2017	121902	McKesson Medical Surgical	Account Charges	3.57

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June 20 through July 18, 2017

Type	Date	Num	Name	Memo	Amount
Total 1014465 · Medical Supplies					288.03
1014466 · Communications					
Check	07/12/2017	121814	Verizon Wireless (00002)	Acct# 742025529-00002 Monthly Charges	20.22
Total 1014466 · Communications					20.22
1014491 · Health Insurance					
Check	07/11/2017	121788	United Healthcare	Cust# 530960 Policy Coverage	1,928.25
Total 1014491 · Health Insurance					1,928.25
1014492 · Dental, Vision & Life Insurance					
Check	07/11/2017	121794	Vision Service Plan	Vision Insurance Monthly Premium	10.18
Check	07/14/2017	121887	Euclid Managers	Cust# 5641581 Dental & Life Premium	85.62
Total 1014492 · Dental, Vision & Life Insurance					95.80
Total 101CHN · Community Health					3,124.52
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014608 · Salaries					
Check	06/27/2017	121614	Job Giraffe	Inv# H 00224187 Part Time Temp Help	595.00
Check	07/14/2017	121894	Job Giraffe	Inv# H 00224323 Part Time Temp Help	710.00
Check	07/14/2017	121894	Job Giraffe	Inv# H 00224253 Part Time Temp Help	750.00
Total 1014608 · Salaries					2,055.00
1014614 · Printing					
Check	07/14/2017	121895	Interact Business Products, LLC (Jay St))	Inv# 421707 Copy Charges	10.95
Check	07/14/2017	121895	Interact Business Products, LLC (Jay St))	Tax Exempt	-0.42
Total 1014614 · Printing					10.53
1014617 · Equipment & Furniture					
Check	07/11/2017	121784	Sprint	Acct# 897162515 Monthly Charges	35.00
Check	07/14/2017	121898	Leaf (618-005)	Inv# 7510859 Copier Lease - IWC	103.00
Check	07/14/2017	121906	ProxiT Technology Solutions	Inv# 18611 Computer Replacement/Microsoft Office Software	489.04
Check	07/14/2017	121906	ProxiT Technology Solutions	Inv# 18617 Computer Replacement/Micorsoft Software	423.84
Total 1014617 · Equipment & Furniture					1,050.88
1014620 · Satellite Office Programs					
Check	06/27/2017	121599	Canteen Refreshment Services	Inv# 052560000038926 IWC Coffee Supplies	205.41
Total 1014620 · Satellite Office Programs					205.41
1014621 · Satellite Office Utilities					
Check	06/27/2017	121605	Com Ed 010	Acct# 6997418010 Monthly Charges	426.83
Check	07/14/2017	121880	Comcast (IWC Internet)	Acct# 8771 20 032 0786276 Monthly Charges	199.35

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Type	Date	Num	Name	Memo	Amount
Check	07/14/2017	121881	City of Elgin	Acct# 413720-6423 Water Monthly Charges	56.34
	Total 1014621 · Satellite Office Utilities				682.52
1014623 · Satellite Office Phone & Intrnt					
Check	07/12/2017	121803	AT&T 697	Acct# 847 742-8953 697 4 Monthly Charges	108.52
	Total 1014623 · Satellite Office Phone & Intrnt				108.52
1014691 · Health Insurance					
Check	07/11/2017	121788	United Healthcare	Cust# 530960 Policy Coverage	1,394.71
	Total 1014691 · Health Insurance				1,394.71
1014692 · Dental, Vision & Life Insurance					
Check	07/11/2017	121794	Vision Service Plan	Vision Insurance Monthly Premium	8.15
Check	07/14/2017	121887	Euclid Managers	Cust# 5641581 Dental & Life Premium	126.68
	Total 1014692 · Dental, Vision & Life Insurance				134.83
	Total 101CMA · Community Relations				5,642.40
101VET · Veteran Affairs					
1014701 · Veterans Honor Roll					
Check	06/27/2017	121589	A1 Trophies & Awards	Inv# 10990 Engraved Brass Veteran Plate	4.00
	Total 1014701 · Veterans Honor Roll				4.00
1014704 · Supplies					
Check	07/14/2017	121867	A1 Trophies & Awards	Inv# 10939 Name Badge/Desk Plate	20.45
	Total 1014704 · Supplies				20.45
	Total 101VET · Veteran Affairs				24.45
	Total 101CVA · Community & Veteran Affairs				5,666.85
101ES · ES - Expenditures					
1014803 · Uniforms					
Check	07/11/2017	121747	Bartlett Sports	Inv# 4603 Staff Shirts (10)	150.00
Check	07/11/2017	121781	Ray O'herron Co., Inc.	Inv# 1736155 Uniform Shoes/Name Plate	386.68
Check	07/11/2017	121781	Ray O'herron Co., Inc.	Inv# 1736154 Service Bar	3.50
	Total 1014803 · Uniforms				540.18
1014804 · Printing					
Check	06/27/2017	121617	Kwik Print	Inv# 60042 Emergency Services Brochure	318.00
Check	07/14/2017	121867	A1 Trophies & Awards	Inv# 10851 Name Plate Engraving	120.00
	Total 1014804 · Printing				438.00
1014806 · Office Supplies					

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Type	Date	Num	Name	Memo	Amount
Check	06/27/2017	121633	Staples	Inv# 3342927511 Insertable Tab Divider	23.96
Check	06/27/2017	121633	Staples	Inv# 3342927512 Binders	19.96
Check	07/14/2017	121909	Staples	Inv# 3343528460 Certificate Covers (7)	55.93
Total 1014806 · Office Supplies					99.85
1014809 · Pre-Volunteer Screening					
Check	07/11/2017	121791	Firm Systems (XHANEM)	Inv# 1153848 Background Checks	95.00
Check	07/12/2017	121810	Firm Systems (XHANEM)	Inv# 1154171 Background Checks	35.00
Total 1014809 · Pre-Volunteer Screening					130.00
1014813 · Vehicle Fuel & Maintenance					
Check	07/11/2017	121761	Hopkins Ford	Inv# 617063 Electric Emergency Brake Controller/Alignment Inspection	419.00
Check	07/11/2017	121761	Hopkins Ford	Inv# 616719 Oil Change	29.46
Check	07/11/2017	121792	Village of Hanover Park (Fuel)	Inv# 2017-460 May 2017 Fuel	485.88
Total 1014813 · Vehicle Fuel & Maintenance					934.34
1014814 · Communications					
Check	06/20/2017	121491	Comcast (ES)	Acct# 8771 10 083 0226773 Internet Monthly Charges	275.75
Check	06/27/2017	121637	Volunteer Local	Inv# 1299 Discover Plan Unlimited Events Version	600.00
Check	07/12/2017	121814	Verizon Wireless (00002)	Acct# 742025529-00002 Monthly Charges	91.95
Check	07/14/2017	121893	Emergency Services Marketing Corp., Inc.	Inv# Emergency Responder Reply Yearly Subscription	305.00
Check	07/14/2017	121906	ProxIT Technology Solutions	Inv# 18611 Computer Replacement/Microsoft Software	1,079.49
Check	07/14/2017	121916	Dupage Public Safety Communications	Inv# 16102 Annual Contract Fee for Dispatch Services	4,509.00
Total 1014814 · Communications					6,861.19
1014891 · Health Insurance					
Check	07/11/2017	121788	United Healthcare	Cust# 530960 Policy Coverage	1,941.14
Total 1014891 · Health Insurance					1,941.14
1014892 · Dental, Vision & Life Insurance					
Check	07/11/2017	121794	Vision Service Plan	Vision Insurance Monthly Premium	13.41
Check	07/14/2017	121887	Euclid Managers	Cust# 5641581 Dental & Life Premium	157.99
Total 1014892 · Dental, Vision & Life Insurance					171.40
Total 101ES · ES - Expenditures					11,116.10
101ISE · Insurance & Employee Benefits					
1014411 · Employee Assistance Program					
Check	07/14/2017	121907	Renz Addiction Counseling Center	Inv# 241 Employee Assistance Program	362.81
Total 1014411 · Employee Assistance Program					362.81
Total 101ISE · Insurance & Employee Benefits					362.81
101LEA · Legal & Auditing					
1014502 · Legal Services					

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Type	Date	Num	Name	Memo	Amount
Check	07/14/2017	121896	Kopon Airdo, LLC	Inv# 190-0001-22442 Legal Fees	16,520.39
Total 1014502 · Legal Services					16,520.39
Total 101LEA · Legal & Auditing					16,520.39
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies - Town					
Check	06/27/2017	121595	Bade Supply	Inv# 205590 Toilet Tissue/Towels/Soap/Toilet Seat Cover	516.50
Check	06/27/2017	121595	Bade Supply	Inv# 205633 Roll Towels	53.00
Check	06/27/2017	121612	The Home Depot F&M	Inv# 574771 Bee Killer/Fabric Cleaner	25.62
Check	06/27/2017	121612	The Home Depot F&M	Inv# 5560133 Carpet Cleaner	70.73
Check	07/11/2017	121745	Bade Supply	Inv# 205387-01 Sanitizing & Antibacterial Soaps	117.00
Total 1014205 · Janitorial Supplies - Town					782.85
1014208 · Housekeeping Contract					
Check	06/27/2017	121629	Perfect Cleaning Service, Inc.	Inv# 44003 Monthly Cleaning - Senior	1,210.00
Check	07/11/2017	121755	Custodius Chicago	Inv# 170 Janitorial Service July - IWC	865.00
Check	07/11/2017	121783	Scrubco	Inv# 7788 Monthly Cleaning - Astor	800.00
Total 1014208 · Housekeeping Contract					2,875.00
1014209 · Building Contracts					
Check	06/27/2017	121600	Climatemp Service Group, LLC	Inv# 4310617 Preventative Maint Svc June - Aug 2017	783.00
Check	06/27/2017	121635	Tyco Integrated Security LLC	Inv# 28755069 Quarterly Billing - YFS	274.13
Check	06/27/2017	121635	Tyco Integrated Security LLC	Inv# 28754613 Semi Annual Billing - Township	338.93
Check	07/11/2017	121777	Orkin Pest Control (Senior)	Inv# 15743623 Pest Control	76.70
Check	07/11/2017	121778	Orkin Pest Control (Astor)	Inv# 156316814 Pest Control	54.87
Check	07/11/2017	121779	Orkin Pest Control (Town)	Inv# 157843647 Pest Control	69.14
Check	07/11/2017	121780	Orkin Pest Control (IWC)	Inv# 159303952 Pest Control	66.57
Check	07/14/2017	121869	Alarm Specialties and Protection	Inv# 30465 Security & Fire Monitoring	165.00
Check	07/14/2017	121904	Orkin Pest Control (Astor)	Inv# 157843634 Pest Control	57.06
Total 1014209 · Building Contracts					1,885.40
1014210 · Building Maintenance - Town					
Check	06/27/2017	121622	Menard's- Hanover Park	Inv# 61632 Faucet Kit/Drain Opener	25.96
Check	06/27/2017	121628	PPG Architectural Finishes	Inv# 7282965080 Paint Supplies	23.01
Check	06/27/2017	121628	PPG Architectural Finishes	Inv# 7283076422 Paint Supplies	28.55
Check	07/11/2017	121756	FlagsUSA	Inv# 67893 U.S Flags (3)	89.00
Check	07/14/2017	121901	Menard's- Hanover Park	Inv# 63735 Batteries	47.08
Total 1014210 · Building Maintenance - Town					213.60
1014211 · Building Maintenance - Senior					
Check	06/27/2017	121612	The Home Depot F&M	Inv# 593343 Senior Center Wind Chime	20.23
Check	07/11/2017	121762	Imperial Service Systems, Inc	Inv# 105603 Scrub Bathroom Floor - Senior	100.00
Total 1014211 · Building Maintenance - Senior					120.23

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Type	Date	Num	Name	Memo	Amount
1014212 · Building Maintenance - Astor					
Check	06/27/2017	121622	Menard's- Hanover Park	Inv# 61623 Astor Ave Kitchen Faucet/Pliers	117.98
Total 1014212 · Building Maintenance - Astor					117.98
1014214 · Equipment Maintenance - Senior					
Check	06/27/2017	121608	Elgin Key & Lock Co., Inc.	Inv# 098232 Senior Center Display Case Lock/Key	26.64
Check	06/27/2017	121612	The Home Depot F&M	Inv# 1564384 Flash Drive/Doorstops/Screen Kit	52.76
Check	07/11/2017	121787	Tee Jay Service Company, Inc.	Inv# 145252 Front Auto Swing Door Switch Replacement/Safety Decals	279.80
Total 1014214 · Equipment Maintenance - Senior					359.20
1014215 · Equipment Maintenance - Astor					
Check	06/27/2017	121612	The Home Depot F&M	Inv# 2564304 Astor Sink Spray Head	32.24
Check	07/14/2017	121891	Grainger	Inv# 9491183290 Pleated Air Filters (24)	145.32
Total 1014215 · Equipment Maintenance - Astor					177.56
1014218 · Vehicle Maintenance - Town					
Check	06/27/2017	121596	Bartlett Tire	Inv# 086791 Water Pump/Tires (4)	1,009.28
Check	07/11/2017	121792	Village of Hanover Park (Fuel)	Inv# 2017-460 May 2017 Fuel	604.30
Total 1014218 · Vehicle Maintenance - Town					1,613.58
1014221 · Cell Phone/Communications					
Check	07/11/2017	121784	Sprint	Acct# 897162515 Monthly Charges	59.37
Total 1014221 · Cell Phone/Communications					59.37
1014222 · Trash Removal - Town					
Check	07/12/2017	121812	Republic Services #933	Acct# 3-0551-6013270 Monthly Charges	338.55
Total 1014222 · Trash Removal - Town					338.55
1014223 · Trash Removal - Senior					
Check	07/12/2017	121812	Republic Services #933	Acct# 3-0551-6000579 Monthly Charges	352.61
Total 1014223 · Trash Removal - Senior					352.61
1014224 · Trash Removal - Astor					
Check	07/12/2017	121812	Republic Services #933	Acct# 3-0551-6013274 Monthly Charges	277.17
Total 1014224 · Trash Removal - Astor					277.17
1014225 · Grounds/Reserve Maintenance					
Check	06/27/2017	121612	The Home Depot F&M	Inv# 6182317 Landscaping	98.70
Check	06/27/2017	121612	The Home Depot F&M	Inv# 9042055 Yellow Caution Tape	8.97
Check	06/27/2017	121621	Martin Implement Sales, Inc	Inv# A56593 Belt/Cutter	87.00
Total 1014225 · Grounds/Reserve Maintenance					194.67
1014228 · Building Maintenance - Izaak					

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Type	Date	Num	Name	Memo	Amount
Check	06/27/2017	121612	The Home Depot F&M	Inv# 9060888 Tow Chain/Rope	112.88
Check	06/27/2017	121615	Joe Bero Plumbing, Inc	Inv# 13718 Plumbing Repair	245.00
Total 1014228 · Building Maintenance - Izaac					357.88
1014229 · Equipment Maintenance - Izaac					
Check	06/27/2017	121598	Callahan Plumbing	Inv# 16008 Elevator Maint 6/13/17	319.00
Check	07/14/2017	121882	City Of Elgin (Community Development)	Acct 0025213 IWC Elevator Inspection	130.00
Total 1014229 · Equipment Maintenance - Izaac					449.00
1014230 · Trash Removal - Izaac					
Check	07/12/2017	121812	Republic Services #933	Acct# 3-0551-0097167 Monthly Charges	148.01
Total 1014230 · Trash Removal - Izaac					148.01
1014291 · Health Insurance					
Check	07/11/2017	121788	United Healthcare	Cust# 530960 Policy Coverage	4,576.45
Total 1014291 · Health Insurance					4,576.45
1014292 · Dental, Vision & Life Insurance					
Check	07/11/2017	121794	Vision Service Plan	Vision Insurance Monthly Premium	28.51
Check	07/14/2017	121887	Euclid Managers	Cust# 5641581 Dental & Life Premium	354.87
Total 1014292 · Dental, Vision & Life Insurance					383.38
Total 101MAIN · Facilities Maintenance					15,282.49
101PAN · Pantry					
1014161 · Utilities					
Check	06/27/2017	121624	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges	67.85
Check	06/27/2017	121625	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges	70.38
Check	07/14/2017	121912	Village of Hanover Park	Acct# 3940-001 Water/Sewer	51.44
Total 1014161 · Utilities					189.67
1014191 · Health Insurance					
Check	07/11/2017	121788	United Healthcare	Cust# 530960 Policy Coverage	1,941.14
Total 1014191 · Health Insurance					1,941.14
1014192 · Dental, Vision & Life Insurance					
Check	07/11/2017	121794	Vision Service Plan	Vision Insurance Monthly Premium	13.41
Check	07/14/2017	121887	Euclid Managers	Cust# 5641581 Dental & Life Premium	173.32
Total 1014192 · Dental, Vision & Life Insurance					186.73
Total 101PAN · Pantry					2,317.54
101THE · Town Hall Expense					
1014402 · Telephone - Town					

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Type	Date	Num	Name	Memo	Amount
Check	06/27/2017	121591	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges	58.55
Check	06/27/2017	121592	AT&T 077	Acct# 630 540-9071 077 2 Monthly Charges	259.05
Check	06/27/2017	121593	AT&T 533	Acct# 630 837-1413 533 8 Monthly Charges	213.17
Check	07/14/2017	121855	Barr, James C	Quarterly Phone Reimbursement April-June	150.00
Check	07/14/2017	121878	Call One	Acct# 1211556-1130965 Monthly Charges	2,207.62
Total 1014402 · Telephone - Town					2,888.39
1014403 · Utilities - Town					
Check	06/27/2017	121626	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges - Town	208.54
Check	07/11/2017	121772	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges - Senior	719.36
Check	07/12/2017	121813	Village of Bartlett	Acct# 62447 Water/Sewer - Senior	219.31
Check	07/12/2017	121813	Village of Bartlett	Acct# 63818 Water - Runzel Reserve	200.55
Check	07/12/2017	121813	Village of Bartlett	Acct# 51470 Water/Sewer - Township	132.85
Check	07/14/2017	121872	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges	4,194.38
Check	07/14/2017	121874	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges	1,086.66
Total 1014403 · Utilities - Town					6,761.65
1014405 · Internet Access - Town					
Check	06/27/2017	121602	Comcast (626)	Acct 8771 10 083 0075626 Monthly Senior Internet Charges June	100.05
Check	06/27/2017	121603	Comcast (Town 207)	Acct# 8771 10 083 0234207 Monthly Cable Charges	16.82
Check	06/27/2017	121604	Comcast (607)	Acct# 8771 10 083 0128607 Monthly Internet Charges	259.35
Check	07/14/2017	121879	Comcast (626)	Acct 8771 10 083 0075626 Monthly Senior Internet Charges July	100.05
Total 1014405 · Internet Access - Town					476.27
1014416 · Equipment Rental - Town					
Check	07/14/2017	121876	Canteen Refreshment Services	Inv# 052560000041098 Water Machine Rental	29.95
Check	07/14/2017	121905	Pitney Bowes Global Financial Services	Inv# 3101403094 Quarterly Postage Machine Rental	495.00
Total 1014416 · Equipment Rental - Town					524.95
Total 101THE · Town Hall Expense					10,651.26
101TOE · Town Office Expense					
1014401 · Postage					
Check	06/27/2017	121630	Easy Permit Postage	Postage Refill	3,281.27
Total 1014401 · Postage					3,281.27
1014404 · Office Supplies					
Check	06/27/2017	121633	Staples	Inv# 3342927511 Rule Pads, Ink	42.98
Check	06/27/2017	121633	Staples	Inv# 3342363626 Wireless Keyboard	39.89
Check	07/14/2017	121909	Staples	Inv# 3344101071 Markers/Toner	49.11
Total 1014404 · Office Supplies					131.98
1014406 · Printing					
Check	06/27/2017	121617	Kwik Print	Inv# 59985 Brochures	1,181.80

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Type	Date	Num	Name	Memo	Amount
Check	07/14/2017	121897	Kwik Print	Inv# 60099 Appreciation Certificates (500)	191.10
Total 1014406 · Printing					1,372.90
1014412 · Travel Expenses					
Check	07/14/2017	121915	McVey, Suzanne E	Mileage Reimbursement ILCMA Conference	156.76
Check	07/14/2017	121854	Imperato, Alexandra M	Mileage Reimbursement	34.17
Total 1014412 · Travel Expenses					190.93
1014414 · Memberships, Subs & Publication					
Check	06/27/2017	121616	Township Officials of Cook Co-Trustee Div	Inv# 1494 Annual Dues	175.00
Check	07/11/2017	121786	Township Supervisors of Illinois	Membership Renewal	30.00
Check	07/14/2017	121884	Daily Herald	Acct 681793 Newspaper Service	65.80
Check	07/14/2017	121910	Township Officials of Illinois	Annual Membership Dues	1,357.59
Total 1014414 · Memberships, Subs & Publication					1,628.39
1014530 · Financial Administration					
Check	07/14/2017	121888	Governmental Accounting, Inc	Monthly Contract Billing	5,028.60
Total 1014530 · Financial Administration					5,028.60
1014534 · Passport Services					
Check	06/27/2017	121617	Kwik Print	Inv# 60021 Passport Services Brochure	219.40
Total 1014534 · Passport Services					219.40
1014591 · Health Insurance					
Check	07/11/2017	121788	United Healthcare	Cust# 530960 Policy Coverage	3,821.23
Total 1014591 · Health Insurance					3,821.23
1014592 · Dental, Vision & Life Insurance					
Check	07/11/2017	121794	Vision Service Plan	Vision Insurance Monthly Premium	31.57
Check	07/14/2017	121887	Euclid Managers	Cust# 5641581 Dental & Life Premium	294.28
Total 1014592 · Dental, Vision & Life Insurance					325.85
Total 101TOE · Town Office Expense					16,000.55
104ASR · Assessor's Division					
1044413 · Travel Expense					
Check	06/27/2017	121610	Glascott, Patricia A	Mileage/Tolls Reimbursement	121.31
Total 1044413 · Travel Expense					121.31
1044419 · Training					
Check	06/27/2017	121610	Glascott, Patricia A	Lunch Reimbursement (4)	57.47
Total 1044419 · Training					57.47

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Type	Date	Num	Name	Memo	Amount
1044491 - Health Insurance					
Check	07/11/2017	121788	United Healthcare	Cust# 530960 Policy Coverage	2,583.89
Total 1044491 - Health Insurance					2,583.89
1044492 - Dental, Vision & Life Insurance					
Check	07/11/2017	121794	Vision Service Plan	Vision Insurance Monthly Premium	18.33
Check	07/14/2017	121887	Euclid Managers	Cust# 5641581 Dental & Life Premium	359.08
Total 1044492 - Dental, Vision & Life Insurance					377.41
Total 104ASR - Assessor's Division					3,140.08
109YFS - Youth & Family Services					
109ADM - Administration & Clinical					
1094608 - Salaries					
Check	07/11/2017	121769	Erika Ledezma	Sign Language Tri Lingual Interpreter Services	200.00
Total 1094608 - Salaries					200.00
1094614 - Printing					
Check	07/11/2017	121776	Quill Corporation	Inv# 830611 Ink	99.53
Total 1094614 - Printing					99.53
1094618 - Psychiatric Backup					
Check	07/11/2017	121741	Alexian Bros. Behavioral Health Hospital	Alexian - June 2017 Psychiatric Backup	395.00
Total 1094618 - Psychiatric Backup					395.00
1094619 - Office Supplies					
Check	07/11/2017	121776	Quill Corporation	Inv# 8030668 Coffee Supplies/Ruled Pads	85.45
Check	07/11/2017	121776	Quill Corporation	Inv# 8030694 Coffee	124.79
Check	07/11/2017	121776	Quill Corporation	Inv# 7634505 Cups/Tea/Hot Chocolate	48.04
Check	07/11/2017	121776	Quill Corporation	Inv# 7742758 Cups	8.70
Check	07/11/2017	121776	Quill Corporation	Credit# 863123 Dixie Cups	-5.80
Check	07/11/2017	121776	Quill Corporation	Credit# 869499	-38.00
Total 1094619 - Office Supplies					223.18
1094620 - Community Affairs					
Check	07/11/2017	121749	Beahan, Mary J	Meeting Supplies	38.50
Check	07/11/2017	121776	Quill Corporation	Inv# 8018288 YFS Community Event Pencils	290.00
Check	07/12/2017	121804	A1 Trophies & Awards	Inv# 11115 AITCOY Victory Medals (111) (To be Reimbursed)	268.75
Total 1094620 - Community Affairs					597.25
1094623 - Travel					
Check	07/11/2017	121749	Beahan, Mary J	Mileage Reimbursement	5.89
Check	07/11/2017	121770	Low, Karen	Mileage Reimbursement April	51.36
Check	07/11/2017	121770	Low, Karen	Mileage Reimbursement May	10.70

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
	Total 1094623 · Travel				67.95
	1094691 · Health Insurance				
Check	07/11/2017	121788	United Healthcare	Cust# 530960 Policy Coverage	7,126.24
	Total 1094691 · Health Insurance				7,126.24
	1094692 · Dental, Vision & Life Insurance				
Check	07/11/2017	121794	Vision Service Plan	Vision Insurance Monthly Premium	47.18
Check	07/14/2017	121887	Euclid Managers	Cust# 5641581 Dental & Life Premium	414.85
Check	07/14/2017	121903	NCPERS	Billing# 57850217 June Monthly Premium	16.00
Check	07/14/2017	121903	NCPERS	Billing# 57850217 July Monthly Premium	16.00
	Total 1094692 · Dental, Vision & Life Insurance				494.03
	Total 109ADM · Administration & Clinical				9,203.18
	109OUT · Outreach & Prevention				
	1094644 · Travel				
Check	07/11/2017	121746	Baig, Sumara	Mileage Reimbursement	104.86
Check	07/11/2017	121751	Cohen, Michael J	Mileage Reimbursement	86.14
	Total 1094644 · Travel				191.00
	1094651 · Cellphones				
Check	07/12/2017	121814	Verizon Wireless (00002)	Acct# 742025529-00002 Monthly Charges	80.90
	Total 1094651 · Cellphones				80.90
	1094791 · Health Insurance				
Check	07/11/2017	121788	United Healthcare	Cust# 530960 Policy Coverage	3,869.39
	Total 1094791 · Health Insurance				3,869.39
	1094792 · Dental, Vision & Life Insurance				
Check	07/11/2017	121794	Vision Service Plan	Vision Insurance Monthly Premium	34.80
Check	07/14/2017	121887	Euclid Managers	Cust# 5641581 Dental & Life Premium	375.69
	Total 1094792 · Dental, Vision & Life Insurance				410.49
	Total 109OUT · Outreach & Prevention				4,551.78
	Total 109YFS · Youth & Family Services				13,754.96
	Total 1014 · Town Fund - Expenditures				104,725.02
	1104 · Senior Center - Expenditures				
	1104ADM · Administration				
	1104525 · Telephone & High Speed Internet				
Check	07/12/2017	121814	Verizon Wireless (00002)	Acct# 742025529-00002 Monthly Charges	51.57

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Type	Date	Num	Name	Memo	Amount
Total 1104525 · Telephone & High Speed Internet					51.57
1104527 · Equipment					
Check	06/27/2017	121618	Leaf (568-001)	Inv# 7496241 Reception Copier	38.00
Check	06/27/2017	121640	Xavus Solutions LLC	Inv# 10211 MySeniorCenter Hand Held Scanner	250.00
Check	07/11/2017	121742	Aqua Chill of Chicago	Inv# 22244044 Water Machine Rental	48.00
Check	07/11/2017	121765	Leaf (618-002)	Inv# 7510857 Library Copier Lease	35.32
Check	07/11/2017	121766	Leaf (618-003)	Inv# 7530347 Postage Machine Lease	87.00
Check	07/12/2017	121811	Leaf (478-001)	Inv# 7539157 Copier Lease	115.50
Total 1104527 · Equipment					573.82
1104528 · Office Supplies					
Check	07/11/2017	121740	Accurate Office Supply Co	Inv# 408509 PO Book (30)/Magnets/Binders/Scissors/Markers	286.71
Check	07/11/2017	121740	Accurate Office Supply Co	Inv# 408760 Scissors	6.17
Check	07/11/2017	121740	Accurate Office Supply Co	Inv# 409132 Copy Paper/Tape/Correction Tape/Index Cards/Receipt Book/Rubberba...	308.01
Total 1104528 · Office Supplies					600.89
1104535 · Travel					
Check	07/11/2017	121773	Petteys, Jamie A	Mileage Reimbursement	61.15
Check	07/14/2017	121856	Krall, Marianne	Mileage Reimbursement	35.15
Total 1104535 · Travel					96.30
1104536 · Education & Training					
Check	07/11/2017	121754	Conway, Megan A	Maine Township Agency Day Registration Fee	20.00
Total 1104536 · Education & Training					20.00
1104591 · Health Insurance					
Check	07/11/2017	121788	United Healthcare	Cust# 530960 Policy Coverage	9,628.59
Total 1104591 · Health Insurance					9,628.59
1104592 · Dental, Vision & Life Insurance					
Check	07/11/2017	121794	Vision Service Plan	Vision Insurance Monthly Premium	61.11
Check	07/14/2017	121887	Euclid Managers	Cust# 5641581 Dental & Life Premium	560.26
Total 1104592 · Dental, Vision & Life Insurance					621.37
Total 1104ADM · Administration					11,592.54
1104NUT · Nutrition					
1105550 · Congregate Salaries					
Check	06/27/2017	121590	All Team Staffing	Inv# 6-472178 Part Time Temp Help	1,083.39
Check	07/11/2017	121744	All Team Staffing	Inv# 60-472214 Part Time Temp Help 6/19 - 6/23	682.18
Check	07/11/2017	121744	All Team Staffing	Inv# 60-472257 Part Time Temp Help 6/26 - 6/30	763.86
Check	07/14/2017	121868	All Team Staffing	Inv# 60-472288 Part Time Temp Help	1,118.33
Total 1105550 · Congregate Salaries					3,647.76

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Type	Date	Num	Name	Memo	Amount
1105551 · Congregate Food					
Check	06/20/2017	121495	Get Fresh Produce, Inc	Inv# 02563098 Congregate Food	174.44
Check	06/20/2017	121496	Gordon Food Service	Inv# 178567486 Congregate Food	699.49
Check	06/27/2017	121609	Get Fresh Produce, Inc	Inv# 02569319 Congregate Food	27.52
Check	06/27/2017	121609	Get Fresh Produce, Inc	Inv# 02568344 Congregate Food	9.70
Check	06/27/2017	121609	Get Fresh Produce, Inc	Inv# 02567435 Congregate Food	123.68
Check	06/27/2017	121609	Get Fresh Produce, Inc	Inv# 02568361 Congregate Food	23.78
Check	06/27/2017	121611	Gordon Food Service	Inv# 178710438 Congregate Food	411.94
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02576314 Congregate Food	33.93
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02576914 Congregate Food	9.70
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02575989 Congregate Food	36.50
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02571180 Congregate Food	48.20
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02570322 Congregate Food	21.30
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02574533 Congregate Food	23.55
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02574540 Congregate Food	9.70
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02573576 Congregate Food	15.00
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02571360 Congregate Food	49.50
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02573695 Congregate Food	84.75
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02579281 Congregate Food	153.74
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02577389 Congregate Food	82.31
Check	07/11/2017	121759	Gordon Food Service	Inv# 178854758 Congregate Food	438.67
Check	07/11/2017	121760	Gordon Food Service	Inv# 178854758 Congregate Food	438.67
Check	07/11/2017	121760	Gordon Food Service	Inv# 178995761 Congregate Food	85.04
Check	07/11/2017	121760	Gordon Food Service	Credit# 10046694 for Inv# 178710438	-25.57
Check	07/11/2017	121760	Gordon Food Service	Credit# CK121387 for Inv# 178425163	-30.00
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02585727 Congregate Food	113.76
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02579058 Congregate Food	11.35
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02581614 Congregate Food	33.83
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02581653 Congregate Food	60.17
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02582419 Congregate Food	101.63
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02582420 Congregate Food	33.70
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02586512 Congregate Food	95.20
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02580655 Congregate Food	19.13
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02580674 Congregate Food	147.33
Check	07/14/2017	121889	Get Fresh Produce, Inc	Credit 354625	-37.60
Check	07/14/2017	121890	Gordon Food Service	Inv# 179134885 Congregate Food	1,082.94
Total 1105551 · Congregate Food					4,606.98
1105553 · Congregate Supplies					
Check	06/20/2017	121496	Gordon Food Service	Inv# 178567486 Congregate Supplies	133.80
Check	06/20/2017	121497	Mickey's Linen	Inv# 7016043 Congregate Supplies	25.98
Check	06/27/2017	121609	Get Fresh Produce, Inc	Inv# 02567435 Congregate Supplies	18.80
Check	06/27/2017	121609	Get Fresh Produce, Inc	Inv# 02569391 Congregate Supplies	100.18
Check	06/27/2017	121611	Gordon Food Service	Inv# 178710438 Congregate Supplies	253.78
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02573123 Congregate Supplies	14.50
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 025714595 Congregate Supplies	24.45
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02573695 Congregate Supplies	18.80
Check	07/11/2017	121759	Gordon Food Service	Inv# 178854758 Congregate Supplies	54.27

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Type	Date	Num	Name	Memo	Amount
Check	07/11/2017	121760	Gordon Food Service	Inv# 178854758 Congregate Supplies	54.27
Check	07/11/2017	121760	Gordon Food Service	Inv# 178995761 Congregate Supplies	122.55
Check	07/11/2017	121771	Mickey's Linen	Inv# 7017189 Congregate Supplies	26.30
Check	07/11/2017	121771	Mickey's Linen	Inv# 7018302 Congregate Supplies	25.98
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02581614 Congregate Supplies	28.20
Check	07/14/2017	121890	Gordon Food Service	Inv# 179134885 Congregate Supplies	62.15
Check	07/14/2017	121899	Mickey's Linen	Inv# 7019411 Congregate Supplies	25.98
Total 1105553 · Congregate Supplies					989.99
1105558 · Home Delivered Meals Food					
Check	06/20/2017	121495	Get Fresh Produce, Inc	Inv# 02563098 HDM Food	156.58
Check	06/20/2017	121495	Get Fresh Produce, Inc	Inv# 02563102 HDM Food	27.90
Check	06/20/2017	121496	Gordon Food Service	Inv# 178567486 HDM Food	660.12
Check	06/27/2017	121609	Get Fresh Produce, Inc	Inv# 02569319 HDM Food	27.53
Check	06/27/2017	121609	Get Fresh Produce, Inc	Inv# 02568344 HDM Food	9.70
Check	06/27/2017	121609	Get Fresh Produce, Inc	Inv# 02568359 HDM Food	13.95
Check	06/27/2017	121609	Get Fresh Produce, Inc	Inv# 02567435 HDM Food	123.68
Check	06/27/2017	121609	Get Fresh Produce, Inc	Inv# 02568361 HDM Food	23.78
Check	06/27/2017	121609	Get Fresh Produce, Inc	Inv# 02569391 HDM Food	100.17
Check	06/27/2017	121611	Gordon Food Service	Inv# 178710438 HDM Food	533.33
Check	06/27/2017	121611	Gordon Food Service	Credit# 10032530 Inv# 177980769 HDM Food	-38.22
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02576314 HDM Food	33.92
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02576914 HDM Food	9.70
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02575989 HDM Food	36.50
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02573123 HDM Food	14.50
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02571180 HDM Food	48.20
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02569768 HDM Food	41.85
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02570322 HDM Food	63.15
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02574533 HDM Food	23.55
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02574540 HDM Food	9.70
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02573576 HDM Food	38.05
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02571360 HDM Food	49.50
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02573695 HDM Food	84.75
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02579281 HDM Food	453.73
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02577389 HDM Food	83.31
Check	07/11/2017	121759	Gordon Food Service	Inv# 178854758 HDM Food	819.78
Check	07/11/2017	121760	Gordon Food Service	Inv# 178854758 HDM Food	819.78
Check	07/11/2017	121760	Gordon Food Service	Inv# 178995761 HDM Food	805.03
Check	07/11/2017	121760	Gordon Food Service	Credit# 10046694 for Inv# 178710438	-25.57
Check	07/11/2017	121760	Gordon Food Service	Credit# CK121387 for Inv# 178425163	-30.00
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02585727 HDM Food	113.75
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02579058 HDM Food	11.35
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02585728 HDM Food	38.25
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02585712 HDM Food	121.80
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02581614 HDM Food	33.82
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02582419 HDM Food	101.62
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02582420 HDM Food	33.70
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02586512 HDM Food	95.20

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Type	Date	Num	Name	Memo	Amount
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02580655 HDM Food	47.02
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02580674 HDM Food	147.33
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02482830 HDM Food	92.57
Check	07/14/2017	121889	Get Fresh Produce, Inc	Credit 354625	-37.60
Check	07/14/2017	121890	Gordon Food Service	Inv# 179134885 HDM Food	996.84
Total 1105558 · Home Delivered Meals Food					6,813.60
1105560 · Home Delivered Meals Supplies					
Check	06/20/2017	121496	Gordon Food Service	Inv# 178567486 HDM Supplies	190.09
Check	06/20/2017	121497	Mickey's Linen	Inv# 7016043 HDM Supplies	25.97
Check	06/27/2017	121609	Get Fresh Produce, Inc	Inv# 02567435 HDM Supplies	18.80
Check	06/27/2017	121611	Gordon Food Service	Inv# 178710438 HDM Supplies	54.87
Check	07/11/2017	121758	Get Fresh Produce, Inc	Inv# 02573695 HDM Supplies	18.80
Check	07/11/2017	121759	Gordon Food Service	Inv# 178854758 HDM Supplies	54.27
Check	07/11/2017	121760	Gordon Food Service	Inv# 178854758 HDM Supplies	54.27
Check	07/11/2017	121760	Gordon Food Service	Inv# 178995761 HDM Supplies	72.75
Check	07/11/2017	121771	Mickey's Linen	Inv# 7017189 HDM Supplies	26.29
Check	07/11/2017	121771	Mickey's Linen	Inv# 7018302 HDM Supplies	25.97
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 02581614 HDM Supplies	28.20
Check	07/14/2017	121890	Gordon Food Service	Inv# 179134885 HDM Supplies	3.62
Check	07/14/2017	121899	Mickey's Linen	Inv# 7019411 HDM Supplies	25.97
Total 1105560 · Home Delivered Meals Supplies					599.87
1105561 · Event Catering					
Check	07/14/2017	121889	Get Fresh Produce, Inc	Inv# 2482830 GALA Food	103.30
Total 1105561 · Event Catering					103.30
1105791 · Health Insurance					
Check	07/11/2017	121788	United Healthcare	Cust# 530960 Policy Coverage	1,105.55
Total 1105791 · Health Insurance					1,105.55
1105792 · Dental, Vision & Life Insurance					
Check	07/11/2017	121794	Vision Service Plan	Vision Insurance Monthly Premium	5.09
Check	07/14/2017	121887	Euclid Managers	Cust# 5641581 Dental & Life Premium	42.81
Total 1105792 · Dental, Vision & Life Insurance					47.90
Total 1104NUT · Nutrition					17,914.95
1104SOC · Programs & Services					
1104514 · Weekend Programming					
Check	07/14/2017	121858	Bill Helmuth	Inv# 71017 Senior Presentation - Enchanting Greece/Train Journeys	400.00
Total 1104514 · Weekend Programming					400.00
1104515 · Programming					
Check	06/20/2017	121493	Dance Alternatives, Inc.	Inv# HP052017 Line Dance Class Instruction	200.00

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Type	Date	Num	Name	Memo	Amount
Check	06/20/2017	121494	Dave Herzog's Marionettes	Inv Dated 5/24/17 Appearance at Got Art reception 8/10/17	150.00
Check	06/20/2017	121498	Wandering Tree Estate Ltd	Deposit for Estate Tour, 25 people, Oct 4 2017	250.00
Check	06/27/2017	121601	Coletta, Debra R	Meeting Supplies	9.65
Check	06/27/2017	121606	Crestline Entertainment, Inc.	Halloween Party Entertainment - Deposit	200.00
Check	06/27/2017	121607	Ralph Danielsen	Inv# 62017 Senior Presentation - Coast of Maine	125.00
Check	07/11/2017	121740	Accurate Office Supply Co	Inv# 409132 Programming Beverages	23.90
Check	07/11/2017	121759	Gordon Food Service	Inv# 178854758 Programming Food	109.27
Check	07/11/2017	121760	Gordon Food Service	Inv# 178854758 Programming Food	109.27
Check	07/11/2017	121760	Gordon Food Service	Inv# 178995761 Programming Food	207.56
Check	07/11/2017	121795	Xavus Solutions LLC	Inv# 10282 MySeniorCenter Annual Network Support	1,800.00
Check	07/12/2017	121799	The Barefoot Hawaiian, Inc.	Summer Luau Entertainment	187.50
Check	07/12/2017	121806	Roger Berisch	Senior Presentation - Dancing with Chaos	50.00
Check	07/14/2017	121857	Bob Kalal	Senior Presentation - Music Performance	175.00
Check	07/14/2017	121859	Grace DuMelle	Senior Presentation - Genealogy Discovery	175.00
Check	07/14/2017	121860	Michael Sapiro	Senior Presentation - Self-Care Summit	1,526.00
Check	07/14/2017	121861	Robert Lindsey	Inv# Hanover1 Senior Presentation - Abraham Lincoln	300.00
Check	07/14/2017	121863	Broadway in Chicago	Cont# 175301 Les Miserables Tickets (26)	2,197.00
Check	07/14/2017	121864	Ukranian Cultural Center	Senior Church Tour	460.20
Check	07/14/2017	121885	Dance Alternatives, Inc.	Inv# HP062017 Line Dance Class Instruction - June	200.00
Check	07/14/2017	121886	Cesar Grimaldo	Inv# 71317 French/Spanish Instruction July/August Balance Due	300.00
Check	07/14/2017	121908	Streamwood Park District	Senior Exercise Class Instruction May/June 2017	425.00
Check	07/14/2017	121911	Taoist Tai Chi Society	Inv# 71217 Tai Chi Classes April-June	325.00
Total 1104515 · Programming					9,505.35
1104520 · Volunteer Services					
Check	06/20/2017	121490	Charles Coleman	Home Delivered Meals Mileage Reimbursement	30.59
Check	06/27/2017	121620	Alan Lenoci	Home Delivered Meals Mileage Reimbursement	42.27
Check	06/27/2017	121638	Joanne Watson	Home Delivered Meals Mileage Reimbursement	132.15
Check	06/27/2017	121639	Stanley Winke	Home Delivered Meals Mileage Reimbursement	125.73
Check	07/11/2017	121757	Carla Fruhauf	Home Delivered Meals Mileage Reimbursement	18.19
Check	07/11/2017	121764	Susan Kazenas	Home Delivered Meals Mileage Reimbursement	34.24
Check	07/11/2017	121789	Charles Valerio	Mileage Reimbursement Home Delivered Meals	19.80
Check	07/12/2017	121796	Clinton & Jeanine Baker	Home Delivered Meals Mileage Reimbursement	33.76
Check	07/12/2017	121797	Alan Lenoci	Home Delivered Meals Mileage Reimbursement	69.02
Check	07/12/2017	121798	Joanne Watson	Home Delivered Meals Mileage Reimbursement	42.27
Check	07/12/2017	121801	William Riccio	Home Delivered Meals Mileage Reimbursement	44.94
Check	07/12/2017	121802	Carla Fruhauf	Home Delivered Meals Mileage Reimbursement	10.17
Check	07/14/2017	121862	Anita Kopinski	Home Delivered Meals Mileage Reimbursement	170.67
Total 1104520 · Volunteer Services					773.80
1104526 · Club 59					
Check	07/12/2017	121800	Eagle Printing and Graphics	Club 59 Newsletter Postage	2,293.89
Total 1104526 · Club 59					2,293.89
1104532 · Visual Arts					
Check	07/11/2017	121750	Blick Art Materials	Inv# 7850846 Art supplies	323.93
Check	07/12/2017	121807	Blick Art Materials	Inv# 7875204 Art supplies	38.35

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Type	Date	Num	Name	Memo	Amount
Check	07/14/2017	121856	Krall, Marianne	Art Project Installation Supplies	39.87
Check	07/14/2017	121865	Denise Laurin-Donatelle	Drawing Class Instruction July 2017	150.00
Check	07/14/2017	121866	Susan Kazenas	Bead Class Supplies	35.20
Check	07/14/2017	121892	Hobby Lobby	Arts/Crafts Supplies	14.97
Check	07/14/2017	121900	Midwest Ceramic Art Supply	Art Supplies	846.13
Total 1104532 · Visual Arts					1,448.45
Total 1104SOC · Programs & Services					14,421.49
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	06/20/2017	121492	Complete Fleet Services Inc.	Inv# 14363 Bus# 120 Safety Lane Inspection/Seat Repair/Blower Motor Connection	610.00
Check	07/11/2017	121753	Complete Fleet Services Inc.	Inv# 14413 Bus# 127 Lift Switch Repair/Brake Light/Lift Inspection/Cable Wiring	613.20
Check	07/12/2017	121809	Complete Fleet Services Inc.	Inv# 13792 Bus#137 Lift Repairs/Oil Change/Struts	896.11
Check	07/12/2017	121809	Complete Fleet Services Inc.	Inv# 13763 Bus#130 Charging System Pulley Belt	592.88
Total 1104518 · Vehicle Maintenance					2,712.19
1104549 · Recruitment					
Check	07/14/2017	121870	Alexian Bros Corporate Health Services	Inv# 631070 DOT Drug Screen	92.00
Total 1104549 · Recruitment					92.00
1104550 · Telephone					
Check	07/14/2017	121914	Verizon Wireless	Acct# 742025529-0001 Monthly Charges	410.44
Total 1104550 · Telephone					410.44
1104552 · Fuel					
Check	07/11/2017	121792	Village of Hanover Park (Fuel)	Inv# 2017-460 May 2017 Fuel	2,896.17
Total 1104552 · Fuel					2,896.17
1104553 · Uniforms					
Check	07/12/2017	121808	Cintas #22 (IWC)	Inv# 022489472 Driver Uniform Shirt	28.00
Check	07/14/2017	121883	Cintas #22 (IWC)	Inv# 022492422 Driver Uniform Shirts (2)	86.83
Total 1104553 · Uniforms					114.83
1104691 · Health Insurance					
Check	07/11/2017	121788	United Healthcare	Cust# 530960 Policy Coverage	4,782.10
Total 1104691 · Health Insurance					4,782.10
1104692 · Dental, Vision & Life Insurance					
Check	07/11/2017	121794	Vision Service Plan	Vision Insurance Monthly Premium	55.50
Check	07/14/2017	121887	Euclid Managers	Cust# 5641581 Dental & Life Premium	469.48
Total 1104692 · Dental, Vision & Life Insurance					524.98

Hanover Township Board Audit Report

June 20 through July 18, 2017

Type	Date	Num	Name	Memo	Amount
Total 1104TRN · Transportation					11,532.71
Total 1104 · Senior Center - Expenditures					55,461.69
2024 · Welfare Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	06/27/2017	121633	Staples	Inv# 3341575440 Labelwriter/Copy Paper	145.98
Check	06/27/2017	121633	Staples	Inv# 3342363629 Electric Pencil Sharpener/Pouch 100 Pack	62.27
Check	07/11/2017	121785	Staples	Inv# 3342927509 Flash Drive	23.94
Check	07/11/2017	121785	Staples	Inv# 3342927510 Wireless Mouse/Permanent Markers/Sharpies	54.47
Total 2024202 · Office Supplies					286.66
2024204 · Equipment					
Check	06/27/2017	121619	Leaf (618-006)	Acct# 100-2577618-006 Copier Lease - May	138.13
Check	07/11/2017	121752	Comcast (WS)	Acct 8771 10 085 0097898 Monthly Cable & Internet Charges	162.09
Check	07/11/2017	121763	Interact Business Products, LLC (WS)	Inv# 422202 Copy Charges	40.38
Check	07/11/2017	121768	Leaf (618-006)	Inv# 7430814 Copier Lease June/July	276.26
Check	07/14/2017	121876	Canteen Refreshment Services	Inv# 052560000041051 Water Machine Rental	29.95
Total 2024204 · Equipment					646.81
2024205 · Travel & Training					
Check	06/27/2017	121613	Illinois Township Assoc of GA Caseworkers	Educational Luncheon - Carstensen/Imperato	40.00
Total 2024205 · Travel & Training					40.00
2024212 · Dues & Publications					
Check	06/27/2017	121623	Kiwanis Club of Streamwood	Member Dues - MJ Imperato	90.00
Check	06/27/2017	121623	Kiwanis Club of Streamwood	Member Dues - L Orozco	90.00
Total 2024212 · Dues & Publications					180.00
2024507 · Professional Services					
Check	06/27/2017	121636	Firm Systems (XHANGA)	Inv# 11146375 Background Check	32.00
Check	07/14/2017	121913	Firm Systems (XHANGA)	Inv#1153849 Background Check	16.00
Total 2024507 · Professional Services					48.00
2024509 · Volunteer Appreciation					
Check	06/27/2017	121594	Bartlett Sports	Inv# 4522 Volunteer Shirts (4)	54.00
Check	07/11/2017	121747	Bartlett Sports	Inv# 4593 Volunteer Shirts (11)	148.50
Total 2024509 · Volunteer Appreciation					202.50
2024591 · Health Insurance					
Check	07/11/2017	121788	United Healthcare	Cust# 530960 Policy Coverage	642.75
Total 2024591 · Health Insurance					642.75
2024592 · Dental, Vision & Life Insurance					

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June 20 through July 18, 2017

Type	Date	Num	Name	Memo	Amount
Check	07/11/2017	121794	Vision Service Plan	Vision Insurance Monthly Premium	10.18
Check	07/14/2017	121887	Euclid Managers	Cust# 5641581 Dental & Life Premium	84.75
Total 2024592 · Dental, Vision & Life Insurance					94.93
Total 2024ADM · Administration					2,141.65
2024HOM · Home Relief					
2024102 · Rent					
Check	07/05/2017	4368	James Susman	July 2017 Rent	650.00
Check	07/05/2017	4369	Jason Ludwig	July 2017 Rent	700.00
Check	07/05/2017	4370	Angie Hoeltzer	July 2017 Rent	450.00
Check	07/05/2017	4371	Cynthia Wheelock	July 2017 Rent	500.00
Check	07/05/2017	4374	Chase Mortgage	July 2017 Rent	150.00
Check	07/05/2017	4375	Oak Ridge Townes	July 2017 Rent	450.00
Check	07/05/2017	4377	State Farm Insurance	Home Insurance	84.90
Check	07/05/2017	4379	Cook County Treasurer (Carol Stream)	Property Tax Assistance	282.92
Check	07/05/2017	4380	Bartlett Green 5	July 2017 Rent	150.21
Check	07/05/2017	4381	Cook County Treasurer (Carol Stream)	Property Tax Assistance	89.39
Check	07/05/2017	4383	Country Mutual Insurance Company	Home Insurance Assistance	31.98
Check	07/05/2017	4385	Southwicke on Sutton Condo Assn.	July 2017 Association Dues	298.66
Check	07/05/2017	4387	Allen Back	July 2017 Rent	450.00
Total 2024102 · Rent					4,288.06
2024103 · Utilities					
Check	07/05/2017	4373	Com Ed	Utilities Assistance	100.00
Check	07/05/2017	4376	Village of Bartlett	Utility Assistance	35.70
Check	07/05/2017	4378	Com Ed	Utilities Assistance	81.27
Check	07/05/2017	4382	Com Ed	Utilities Assistance	89.88
Check	07/05/2017	4384	Village of Streamwood	Utility Assistance	40.31
Total 2024103 · Utilities					347.16
2024105 · Personal Essentials					
Check	07/05/2017	4389	Walmart	Personal Essential Items (8)	742.87
Total 2024105 · Personal Essentials					742.87
2024106 · Travel Expenses					
Check	07/05/2017	4367	Allstate Fire & Casualty Insurance	Auto Insurance Assistance	50.00
Check	07/05/2017	4372	The Hartford AARP	Auto Insurance Assistance	76.89
Check	07/05/2017	4383	Country Mutual Insurance Company	Auto Insurance Assistance	49.78
Check	07/05/2017	4386	United Auto Insurance	Auto Insurance Assistance	44.86
Check	07/05/2017	4390	BP Gas Station	Fuel Assistance Cards (6)	250.00
Total 2024106 · Travel Expenses					471.53
2024119 · Emergency Assistance					
Check	06/23/2017	4366	Com Ed	Emergency Utilities Assistance	405.14
Check	07/05/2017	4388	Usha Thakkar	Emergency Assistance	1,500.00

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June 20 through July 18, 2017

Type	Date	Num	Name	Memo	Amount
Check	07/12/2017	4391	Jonita Tyme	Emergency Assistance	1,250.00
Total 2024119 · Emergency Assistance					3,155.14
Total 2024HOM · Home Relief					9,004.76
Total 2024 · Welfare Services - Expenditures					11,146.41
3034 · Road & Bridge - Expenditures					
3034ADM · Administration					
3034710 · Community Affairs					
Check	07/11/2017	121748	Battery Solutions	Inv# A158649 Battery Recycling	380.09
Total 3034710 · Community Affairs					380.09
3034711 · Utilities					
Check	06/27/2017	121627	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges	97.59
Check	07/14/2017	121873	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges	281.22
Check	07/14/2017	121875	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges	21.00
Total 3034711 · Utilities					399.81
3034791 · Health Insurance					
Check	07/11/2017	121788	United Healthcare	Cust# 530960 Policy Coverage	715.66
Total 3034791 · Health Insurance					715.66
3034792 · Dental, Vision & Life Insurance					
Check	07/11/2017	121794	Vision Service Plan	Vision Insurance Monthly Premium	10.18
Check	07/14/2017	121887	Euclid Managers	Cust# 5641581 Dental & Life Premium	48.21
Total 3034792 · Dental, Vision & Life Insurance					58.39
Total 3034ADM · Administration					1,553.95
3034ROD · Road Maintenance					
3034603 · Gasoline					
Check	07/11/2017	121792	Village of Hanover Park (Fuel)	Inv# 2017-460 May 2017 Fuel	655.12
Total 3034603 · Gasoline					655.12
Total 3034ROD · Road Maintenance					655.12
Total 3034 · Road & Bridge - Expenditures					2,209.07
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054002 · Legal					
Check	07/14/2017	121836	Kopon Airdo, LLC	Inv# 237-0001-22604 Legal Fees	2,791.89
Total 5054002 · Legal					2,791.89

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Type	Date	Num	Name	Memo	Amount
5054006 · Travel					
Check	07/11/2017	121790	Vana, Kristin N	Mileage Reimbursement	101.12
Check	07/11/2017	121790	Vana, Kristin N	GEO Conference Reimbursement	331.59
Total 5054006 · Travel					432.71
5054012 · Office Supplies					
Check	07/14/2017	121909	Staples	Inv# 3342363625 Wireless Keyboard	39.89
Check	07/14/2017	121909	Staples	Inv# 3344101071 Laser Labels	27.99
Total 5054012 · Office Supplies					67.88
5054014 · Equip / Database					
Check	07/14/2017	121846	Links Technology Solutions, Inc	Inv# 33707 Quarterly Website Support	125.00
Total 5054014 · Equip / Database					125.00
5054592 · Dental, Vision & Life Insurance					
Check	07/11/2017	121794	Vision Service Plan	Vision Insurance Monthly Premium	5.09
Check	07/14/2017	121887	Euclid Managers	Cust# 5641581 Dental & Life Premium	48.21
Total 5054592 · Dental, Vision & Life Insurance					53.30
Total 5054ADM · Administration					3,470.78
5054COM · Community Resource Center					
5054210 · Utilities					
Check	07/14/2017	121838	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges	319.23
Check	07/14/2017	121839	Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges	61.03
Check	07/14/2017	121843	Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-01 Monthly Charges	23.69
Total 5054210 · Utilities					403.95
5054213 · Janitorial					
Check	07/14/2017	121845	JaniKing	Inv# 07170281 Monthly Cleaning	414.00
Total 5054213 · Janitorial					414.00
5054216 · Telephone Systems Maintenance					
Check	07/14/2017	121841	ProxiT Technology Solutions	Inv# 1838 Phone Programming	127.50
Total 5054216 · Telephone Systems Maintenance					127.50
5054250 · Building Maintenance					
Check	07/14/2017	121835	Orkin Pest Control (MHB)	Inv# 157843882 Pest Control	55.42
Check	07/14/2017	121837	Fox Valley Fire & Safety	Inv# 94306 Quarterly Security Monitoring	75.00
Total 5054250 · Building Maintenance					130.42
5054286 · Agency Support Services					
Check	07/14/2017	121840	Windstream	Acct# 639097797001 Monthly Charges	730.90
Check	07/14/2017	121842	Comcast (MHB)	Acct 8771 10 084 0485823 Monthly Charges	153.51

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Type	Date	Num	Name	Memo	Amount
Check	07/14/2017	121844	Hinckley Springs (MHB)	Acct# 16681552567400 Monthly Charges	89.52
			Total 5054286 · Agency Support Services		973.93
			Total 5054COM · Community Resource Center		2,049.80
5054SVC · Service Contracts					
5054100 · Service Contracts					
Check	07/14/2017	121821	Childrens Advocacy Ctr of Nwst Co County	CASI July-Sept	4,900.00
			Total 5054100 · Service Contracts		4,900.00
5054102 · CAC Family Support					
Check	07/14/2017	121852	Childrens Advocacy Ctr of Nwst Co County	Family Support Services - May	335.39
			Total 5054102 · CAC Family Support		335.39
5054103 · CAC Safe from the Start					
Check	07/14/2017	121821	Childrens Advocacy Ctr of Nwst Co County	Sae From the Start July-Sept	4,850.00
			Total 5054103 · CAC Safe from the Start		4,850.00
5054104 · CCC Domestic Violence Shelter					
Check	07/14/2017	121823	Community Crisis Center	Domestic Violence Shelter July- Sept	7,500.00
			Total 5054104 · CCC Domestic Violence Shelter		7,500.00
5054105 · CCC Domestic Violence Counsel					
Check	07/14/2017	121823	Community Crisis Center	Domestic Violence Counseling July- Sept	6,625.00
			Total 5054105 · CCC Domestic Violence Counsel		6,625.00
5054107 · Open Door Clinic					
Check	07/14/2017	121831	Open Door Clinic	Hanover Township Outreach July-Sept	1,250.00
			Total 5054107 · Open Door Clinic		1,250.00
5054108 · Aid Supportive Employment					
Check	07/14/2017	121816	Association for Individual Development	Employment/Community Integration Services July-Sept	10,250.00
			Total 5054108 · Aid Supportive Employment		10,250.00
5054109 · Aid Case Management					
Check	07/14/2017	121816	Association for Individual Development	Home Based Support Services July-Sept	1,500.00
			Total 5054109 · Aid Case Management		1,500.00
5054112 · Clearbrook Children's Program					
Check	07/14/2017	121822	Clearbrook	Childrens Services July-Sept	2,000.00
			Total 5054112 · Clearbrook Children's Program		2,000.00
5054113 · Clearbrook Day Services					

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Type	Date	Num	Name	Memo	Amount
Check	07/14/2017	121822	Clearbrook	Day Services July- Sept	1,550.00
Total 5054113 · Clearbrook Day Services					1,550.00
5054123 · Easter Seals					
Check	07/14/2017	121853	Easter Seals DuPage & Fox Valley Region	Medical Rehabilitative Services - June 2017	10,659.00
Check	07/14/2017	121853	Easter Seals DuPage & Fox Valley Region	Medical Rehabilitative Services - May 2017	13,728.75
Total 5054123 · Easter Seals					24,387.75
5054128 · RENZ Outpatient					
Check	07/14/2017	121850	Renz Addiction Counseling Center	Outpatient Services - May 2017	8,321.45
Total 5054128 · RENZ Outpatient					8,321.45
5054129 · Day One Network					
Check	07/14/2017	121824	DayOne PACT	Community Access July-Sept	2,000.00
Total 5054129 · Day One Network					2,000.00
5054132 · Ecker Therapy Services					
Check	07/14/2017	121825	Ecker Center for Mental Health	Outpatient Therapy Services July-Sept	21,250.00
Total 5054132 · Ecker Therapy Services					21,250.00
5054135 · Ecker Center / PEP					
Check	07/14/2017	121825	Ecker Center for Mental Health	Pyschiatry Emergency Program July-Sept	2,300.00
Total 5054135 · Ecker Center / PEP					2,300.00
5054140 · Maryville Academy Casa Salama					
Check	07/14/2017	121830	Maryville Academy	Music Therapy Program July-Sept	5,000.00
Total 5054140 · Maryville Academy Casa Salama					5,000.00
5054141 · Shelter Inc Healthy Families					
Check	07/14/2017	121833	Shelter, Inc	Healthy Families Program July-Sept	2,500.00
Total 5054141 · Shelter Inc Healthy Families					2,500.00
5054142 · Centro De Informacion					
Check	07/14/2017	121820	Centro de Informacion	Family Centered Mental Health Services July-Sept	6,825.00
Total 5054142 · Centro De Informacion					6,825.00
5054146 · Bridge YFS Crisis Intervention					
Check	07/14/2017	121818	The Bridge Youth & Family Services	Crisis Intervention July-Sept	3,750.00
Total 5054146 · Bridge YFS Crisis Intervention					3,750.00
5054148 · FSA Youth					
Check	07/14/2017	121827	Family Svc Assoc of Greater Elgin	Youth Mental Health July-Sept	5,500.00

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Type	Date	Num	Name	Memo	Amount
			Total 5054148 · FSA Youth		5,500.00
			5054149 · FSA Adult		
Check	07/14/2017	121827	Family Svc Assoc of Greater Elgin	Adult Mental Health July-Sept	3,000.00
			Total 5054149 · FSA Adult		3,000.00
			5054156 · Epilepsy Foundation		
Check	07/14/2017	121826	Epilepsy Foundation	Outreach July-Sept	250.00
			Total 5054156 · Epilepsy Foundation		250.00
			5054158 · Summitt Center		
Check	07/14/2017	121834	Summit Center	Early Learning Center July-Sept	3,000.00
			Total 5054158 · Summitt Center		3,000.00
			5054165 · Alexian Bros - Outpatient Psych		
Check	07/14/2017	121848	Alexian Brothers Center for Mental Health	Outpatient Psychiatric Services - May 2017	1,285.65
Check	07/14/2017	121848	Alexian Brothers Center for Mental Health	Outpatient Psychiatric Services - June 2017	1,132.80
			Total 5054165 · Alexian Bros - Outpatient Psych		2,418.45
			5054166 · PADS of Elgin		
Check	07/14/2017	121832	PADS of Elgin	Emergency Shelter Program July-Sept	6,250.00
			Total 5054166 · PADS of Elgin		6,250.00
			5054179 · Challenge Grant Fund		
Check	07/14/2017	121853	Easter Seals DuPage & Fox Valley Region	Nutrition Services - May 2017	225.00
Check	07/14/2017	121853	Easter Seals DuPage & Fox Valley Region	Nutrition Services - June 2017	818.75
			Total 5054179 · Challenge Grant Fund		1,043.75
			5054183 · CCC SA Counseling		
Check	07/14/2017	121823	Community Crisis Center	Sexual Assault Counseling/Advocacy July- Sept	2,500.00
			Total 5054183 · CCC SA Counseling		2,500.00
			5054188 · Bartlett Learning Center		
Check	07/14/2017	121849	Clarewoods Academy	Counseling - May 2017	592.63
			Total 5054188 · Bartlett Learning Center		592.63
			5054192 · Leyden FS - Detox/Rehab		
Check	07/14/2017	121829	Leyden Family Service	Detox / Rehab July- Sept	12,500.00
			Total 5054192 · Leyden FS - Detox/Rehab		12,500.00
			5054193 · Boys and Girls Club		
Check	07/14/2017	121817	Boys & Girls Club of Elgin	SMART Moves July-Sept	1,250.00

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Type	Date	Num	Name	Memo	Amount
			Total 5054193 · Boys and Girls Club		1,250.00
			5054194 · CCC- Strategies for Safety		
Check	07/14/2017	121823	Community Crisis Center	Strategies for Safety July- Sept	1,500.00
			Total 5054194 · CCC- Strategies for Safety		1,500.00
			5054196 · Catholic Charities Caregivers		
Check	07/14/2017	121819	Catholic Charities	Northwest Senior Caregiver Support Program July-Sept	875.00
			Total 5054196 · Catholic Charities Caregivers		875.00
			5054200 · Kenneth Young Center - SASS		
Check	07/14/2017	121847	Kenneth Young Center	SASS May	2,994.42
			Total 5054200 · Kenneth Young Center - SASS		2,994.42
			5054201 · Journeys Hope Center		
Check	07/14/2017	121851	Journey from PADS to HOPE	Hope Counseling Center - June 2017	49.50
			Total 5054201 · Journeys Hope Center		49.50
			5054203 · Clearbrook - Residential		
Check	07/14/2017	121822	Clearbrook	Residential Services July-Sept	1,300.00
			Total 5054203 · Clearbrook - Residential		1,300.00
			Total 5054SVC · Service Contracts		162,118.34
			Total 5054 · Mental Health - Expenditures		167,638.92
			7004 · Vehicle Replcmnt - Expenditures		
			7004540 · Bus Purchase		
Check	07/11/2017	121782	Pace	Inv# 474654 Lease Bus# 128 & Bus# 130	200.00
			Total 7004540 · Bus Purchase		200.00
			Total 7004 · Vehicle Replcmnt - Expenditures		200.00
			8084 · Capital Projects - Expenditures		
			8084414 · Astor Ave Roof Replacement		
Check	07/14/2017	121877	Corporate Design & Development Group	Inv# D17033-3 Astor Roof Architecture Construction Documents	2,000.00
			Total 8084414 · Astor Ave Roof Replacement		2,000.00
			Total 8084 · Capital Projects - Expenditures		2,000.00
TOTAL					343,381.11

- I. Call to Order/Roll Call: Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Moinuddin, and Martinez, and Supervisor McGuire. Absent: Trustee Essick.

Other Elected Officials present were Assessor Smogolski and Commissioner Schneider.

Others present included Administrator James Barr, Facilities & Maintenance Director Steve Spejcher, Community Health Director Kristen Smith, Mental Health Board Manager Kristen Vana, Senior Services Director Tracey Colagrossi, Emergency Services Director Bill Burke, Community & Government Affairs Director Tom Kuttentberg, Food Pantry Manager Lori Orozco, Assistant Administrator Suzanne Powers, Attorney Mike Airdo, Management Analyst Sam Hughes, Mr. and Mrs. Best, Ms Lee Beaty, and members of the Boy Scouts.
- II. Supervisor McGuire invited everyone to stand and join in the Pledge of Allegiance.
- 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 was no response.
- IV. Presentations
 - A. The Board recognized PVT2 Paul Lazar of Bartlett, who served in the U.S. Army from 1951-1953, and welcomed him to the Veterans Honor Roll.
 - B. The Board recognized the past service of Mental Health Board retiring member Mrs. Linda Best who served from 2009 to 2017.
 - C. & D. Retiring Foundation board members Darrell Bice and Marv Kramer were not at this evening's meeting; their recognition will be presented at a later opportunity.
 - E. Mr. McGuire invited Township Foundation President Lee Beaty forward to make a presentation of a check for \$27,000 for the purchase of a food pantry van.
- V. Reports
 - A. Supervisor McGuire noted that the Izaak Walton Center has started the summer again serving a record number of free lunches, while staff works on bringing those numbers down. Director Imperato would be working on the Streamwood and Bartlett parade line-ups. He, Administrator Barr and Director Burke are planning a recognition event of the Emergency Services staff.
 - B. Clerk Dolan Baumer reported that TOCC President Elliott Johnson presented her with an Outstanding Service award; she attended the Streamwood Chamber of Commerce Golf Outing on behalf of the Township; and she invited the Board to the TOI Clerks Division Board meeting scheduled for June 24 at Downey Hall.
 - C. Highway Commissioner Schneider offered no report.
 - D. Assessor Smogolski noted that the second installation tax bills are going out and we should see an average \$500 increase. Mr. McGuire asked that the Assessor arrange another Outreach, as the issue of property taxes has been in the news lately.
 - E. Treasurer: A motion was made by Trustee Benoit and seconded by Trustee Moinuddin to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Roll call: Ayes: Trustees Benoit, Moinuddin, and Martinez, and

Supervisor McGuire. Nays: None. Motion carried and the Treasurer's report was adopted subject to final audit.

F. Trustee Liaison Committee Reports included Trustee Benoit reporting that the Board met in June and selected officers for the year and bid farewell to Mrs. Best who served from 2009 to 2017 on the Mental Health Board. Trustee Martinez reported that the Committee on Youth changed their meeting date to the fourth Monday; notices were sent out by the Clerk.

G. Department reports were offered for review and consideration by the Board; highlights included an introduction by Director Kuttentberg of Veteran Specialist Cyndi Wollack. Assistant Administrator Powers noted that the 2017-2018 Annual Operating and Capital Budget, prepared by Analyst Sam Hughes, is published and available.

VI. Bill Paying: Mr. Barr asked that the Bill for Martin Implements for \$370.57 be considered separately. A motion was made by Trustee Moinuddin and seconded by Trustee Martinez to pay the \$370.57 to Martin. Roll call: Ayes: Trustees Moinuddin, Martinez, and Trustee Benoit. Abstain: Supervisor McGuire. Nays: None. Motion carried.

Mr. Barr presented the bills from Alexian Brothers from May 16, 2017 through June 20, 2017, for review and approval by the Board, as follows:

a.	Town	\$411.35
b.	Senior Center	61.00
c.	Welfare Services	0.00
d.	Road and Bridge	0.00
e.	Mental Health Board	1,055.49
f.	Retirement	0.00
g.	Vehicle	0.00
h.	Capital	<u>0.00</u>
	Total All Funds	<u>\$1,527.84</u>

Trustee Martinez made a motion to approve the bills from Alexian Brothers from May 16, 2017 through June 20, 2017 as presented; the motion was seconded by Trustee Moinuddin. Roll call: Ayes: Trustees Moinuddin and Martinez, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: None. Motion carried.

Mr. Barr presented the balance of the bills from May 16, 2017 through June 20, 2017, as follows for review and approval by the Board:

a.	Town	\$132,639.74
b.	Senior Center	69,255.89
c.	Welfare Services	10,900.51
d.	Road and Bridge	6,142.21
e.	Mental Health Board	35,575.14
f.	Retirement	0.00
g.	Vehicle	200.00
h.	Capital	<u>11,069.81</u>
	Total All Funds	<u>\$65,783.30</u>

Trustee Benoit made a motion to approve the bills from May 16, 2017 through June 20,

2017 as presented; the motion was seconded by Trustee Martinez. Roll call: Ayes: Trustees Martinez, Moinuddin and Benoit, and Supervisor McGuire. Nays: None. Motion carried.

VII. Unfinished Business: None was discussed.

VIII. New Business

- A. Meeting Minutes of May 15, 2017: Clerk Dolan Baumer presented the meeting minutes of May 15, 2017 for review and approval. A motion was made by Trustee Benoit to approve the meeting minutes of May 15, 2017 as presented, with a second by Trustee Martinez. Roll call: Ayes: Trustees Benoit, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.
- B. Workshop Minutes of June 3, 2017: Clerk Dolan Baumer presented the workshop minutes of June 3, 2017 for review and approval. A motion was made by Trustee Moinuddin to approve the workshop minutes of June 3, 2017 as presented, with a second by Trustee Benoit. Roll call: Ayes: Trustees Benoit, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.
- C. Ordinance Ascertaining Prevailing Wages in Hanover Township: A motion was made by Trustee Martinez to ascertain prevailing wages in Hanover Township approving of ordinance #0620171. Trustee Moinuddin seconded the motion. Roll call: Ayes: Trustees Benoit, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.
- D. Ordinance Ascertaining Prevailing Wages in the Hanover Township Road District: A motion was made by Trustee Benoit to ascertain prevailing wages in the Hanover Township Road District approving of ordinance #0620172. Trustee Martinez seconded the motion. Roll call: Ayes: Trustees Benoit, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.
- E. Resolution authorizing a Memorandum of Understanding with UP Development LLC: Trustee Benoit moved that the Board authorize resolution #062017 a memorandum of understanding with UP Development LLC. The motion was seconded by Trustee Moinuddin. Roll call: Ayes: Trustees Benoit, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.
- F. Authorization to purchase a Replacement Food Pantry Van: A motion was made by Trustee Benoit to authorize the purchase of a replace food pantry van; the motion was seconded by Trustee Moinuddin. Administrator Barr reviewed the memo outlining the need to replace the current 2006 Ford E350 model (with over 64,000 miles), and that the Township Foundation has approved reimbursing the Township the full cost of the van (\$27,000), as the Foundation supports the operation of the pantry. The proposed 2017 Transit T-350 cargo van costs, including trade in, \$24,929 from Landmark Ford, and lettering will be about \$1,200. Roll call: Ayes: Trustees Benoit, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.

IX. Executive Session: Motion to go into Executive Session was made by Trustee Benoit and seconded by Trustee Martinez pursuant to §2c1 (The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body...), §2c5 (The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a

particular parcel should be acquired.), and §2c11 (Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.) pursuant to the Illinois Open Meetings Act. Roll call: Ayes: Trustees Benoit, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried and the Board went into closed session at 7:29 p.m. Mr. McGuire asked that Commissioner Schneider join the meeting for discussion of §2c1.

The Board returned from Executive Session at 8:59 p.m. and roll confirmed Trustees Benoit, Essick, Martinez, and Moinuddin, and Supervisor McGuire, a quorum present.

- X. Other Business: Mr. McGuire invited the Board to participate at the Bartlett Independence Day festivities by serving in the beer tent. Please contact Director Kuttentberg if you are interested.
- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 9:02 p.m. was made by Trustee Benoit and seconded by Trustee Martinez followed by a roll call vote. Ayes: Trustees Benoit, Martinez, and Moinuddin, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer

Clerk

Copy: Supervisor	Administrator	Attorney	Gail Borden Library
(4) Trustees	Senior Services	Auditor	Poplar Creek Public Library
Assessor	Welfare Services	Y&F Services	Village of Streamwood
Bartlett Library	Highway Commissioner		Streamwood Park District

Conceptual Framework:

Strategic Planning, Stakeholder Input & Goal Identification Initiative

for Hanover Township, IL



May 17, 2017

Prepared by: NIU Center for Governmental Studies

DeKalb, Illinois



NORTHERN ILLINOIS UNIVERSITY

Center for
Governmental Studies

Outreach, Engagement, and Regional Development



NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach, Engagement, and Regional Development

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through innovation and
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*CGS provides expertise
that helps decision-makers
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sustainable, and cost-
effective approaches to
economic, social, and
information management
issues.*

May 17, 2017

Mr. James Barr,
Township Administrator
Township of Hanover
250 S. IL Route 50
Bartlett, IL 60103

RE: Conceptual Proposal to provide strategic planning services

Dear James:

In response to our recent conversations and the Township's interest in a participative framework for a Multi-Year Strategic Plan update, the following framework and conceptual approach is offered for your consideration. The proposal addresses the needs identified in recent discussions with the Township's administrative officer.

- Enable the Township to identify a long-term vision, set organizational priorities and shape its strategic direction
- Provide an analysis of the governing and community environment
- Receive stakeholder input into the process
- Develop an updated consensus of priorities and measurable goals
- Assist with action planning of the consensus goals
- Provide a communicative summary for the Township to incorporate into its annual Strategic Planning process document for use by the Township and broader community

As our list of similar projects and references demonstrate, we have provided similar services to a variety of agencies and local governments in Illinois and the midwest.

Thank you for the opportunity to be considered to assist Hanover Township with this important expanded strategic planning endeavor. We would be pleased to meet with the Township's leadership to review our proposed approach, amplify the outline presented in the attached, and confirm your goals and expectations for the project.

Sincerely,

Greg Kuhn, PhD
Assistant Director
Public Management and Training
NIU Center for Governmental Studies

Hanover Township Illinois

2017 Strategic Planning Process

Conceptual Presentation

direct questions to

Greg Kuhn, Ph.D.
Assistant Director Public Management and Training
Center for Governmental Studies
Northern Illinois University

Strategic Planning

*"The art of progress is to preserve order amid change,
and change amid order..." A.N. Whitehead*

Strategic planning, at its core, is leadership's expression of the future. Whether it be a private or public organization, the world in which all organizations operate continues to rapidly change and grow more complicated, as witnessed by the changing dynamics of our region, our state, the nation, and the globe.

The following conceptual outline has been prepared as a follow-up to the Township's request to initiate a comprehensive strategic planning process for the Township Government. In response to the desires expressed in background discussions, the Center for Governmental Studies at NIU is recommending a multi-session participative format that will enable the Township Board of Trustees, Senior staff, and key stakeholders, to gain insights on community views, share perspectives and ideas, and undertake an exploration of goals and priorities all within the context of current and anticipated environmental dynamics. The end result will be a thorough discussion of leaders' and stakeholders' views resulting in the identification of the Township's most critical strategic goals, objectives, and organizational arrangements for both the near and long-term.

Lead Project Coordinator and Facilitators:

Greg Kuhn, Ph.D., is Assistant Director of Public Management and Training at Northern Illinois University's Center for Governmental Studies. Dr. Kuhn is a former Village Manager who now conducts research, teaches, and consults to governmental units in Illinois and across the midwest. Dr. Kuhn completed his doctoral studies mid-career with emphases in Public Administration at the Local Government Level, Organization Development, and Public Policy at Northern Illinois University. Greg served as Village Manager in Clarendon Hills, Illinois and Asst. to the Manager in Skokie, Illinois. Greg has also provided organizational and leadership services to governments on a consulting basis as Director of Local Government Management Services at Sikich, LLP., Managing Vice-President of the PAR Group, and Senior Associate in Governmental Services at Korn-Ferry International.

Greg has taught a variety of courses at both NIU and Northwestern including graduate courses in strategic planning, leadership, human resources, budgeting, and public policy. In total, Dr. Kuhn has over 34 years of public management experience as an administrator, consultant, and instructor. Greg is a specialist in strategic planning, organizational development and design, governance, and training. He has conducted over sixty strategic planning projects for public and non-profit organizations. He will be joined by other senior members of the Center for Governmental Studies and the University in the execution of the exercises and data gathering portions of the strategic planning initiative.

Dr. Kuhn would serve as lead facilitator for the engagement

Melissa Henriksen, MPP, Research Associate-Center for Governmental Studies

Mel has a diverse background including economic and community development, technical assistance, strategic and comprehensive planning, and grant writing. She has provided staff support for several projects including strategic planning facilitation, focus groups, wage and benefit studies and asset/needs assessments. Melissa has co-facilitated strategic planning for elected officials, school districts, boards of directors, municipalities, foundations, and institutes of higher education. For the past eight and half years, she has managed funded projects for the Illinois Critical Access Hospital Network (ICAHN), the National Association of Development Agencies (NADO), the U.S. Economic Development Administration (EDA), and the U.S. Department of Agriculture (USDA), as well as state and local organizations focused on economic and community development and health care. Most recently, she has worked on city and county-wide economic and community development planning. These projects included coordinating surveys, community focus groups, strategic planning to identify potential challenges and solutions, and distilling themes and findings from a variety of qualitative information to share with key stakeholders.

Melissa holds a Bachelor of Arts degree in Political Communication/Public Relations and a Master's degree in Public Policy from the University of Northern Iowa. Melissa is a board member for the Illinois Rural Health Association and is the chair of its Research and Education and Conference Committee. In addition, she is a Kettering Foundation Research Fellow and recently received the ICAHN Service Award for her research in rural health care and its economic impact on rural communities. She teaches Introduction to American Government at Kishwaukee Community College.

Ms. Henriksen will serve as a project facilitator, analyst, and collaborator.

Jeanna Ballard, MPA, Research Analyst-Center for Governmental Studies

Jeanna is a recent graduate of NIU's MPA Program and has joined the CGS team working with the Public Management and Training Group as a Research Analyst and has worked on a variety of strategic planning projects with Dr. Kuhn and others at CGS. Jeanna earned a dual MPA degree via her joint studies at both NIU and Renmin University in China. She's holds an undergraduate degree in Political Science from NIU. Jeanna served as a graduate assistant in NIU's MPA program last fall, an administrative intern in Algonquin in 2014-15, intern for Kane County Health Department in 2014, and a Congressional intern in the U.S. House in 2013. She was the recipient of the James M. Banovetz Fellowship Award and NIU Outstanding Women Student Award. Jeanna will assist with the project to coordinate surveys, strategic planning exercises, distill themes and findings from qualitative and quantitative information sources important to stakeholders.

Other Project Staff and Support - Dr. Kuhn, Ms. Henriksen and Ms. Ballard will also be joined and assisted by other staff members of the Center for Governmental Studies and the University for certain project elements or at critical junctures of the project.

PROJECT / PROCESS INTRODUCTION

Strategic planning initiatives are not a new phenomenon for progressive organizations. The value of such processes continue to be recognized by leaders at the policy and administrative levels in both private and public organizations. The world in which we all operate continues to rapidly change and grow more complicated. In turn, the challenges and choices that you face in establishing policies, providing vital services, and setting priorities are likewise more complex and challenging than ten years ago, five years ago--even two years ago.

As the Township's and community's population dynamics evolve and change, the various services it provides to meet its mission will continue to evolve as a more challenging electorate critiques critical public services that are needed or desired. Consider some of the trends within and beyond your borders: changing demographics, value shifts, growth, economic contraction, development and re-development, changing attitudes, tax limitations, demands for service, mandates, economies of scale, technology changes, etc. These are just a representative listing of the many factors that impact on the how, what, when, where, and why's of operating the Township.

The fact is this--the needs and demands on the Township, and you as its leaders and decision-makers, far outstrip the available resources to tackle all of them. The answer is not to throw up your hands and guide the Township's affairs issue by issue or crisis by crisis--but rather to set aside time to methodically---"strategically" determine where it is you want to go as a Township and put in place the priorities and actions that will allow you to get there.

According to noted writer *John Carver*, governing and leadership challenges are not so much a problem of people as it is a problem of *process*. What makes the difference between effective and ineffective leadership groups is the ability to get beyond narrow issues and focus on the long-term vision, trends, and critical functions of the

organization, and then **communicating** those consensus visions and priorities to the staff that execute goals and fulfill the mission.

As Carver states, the heart of governance is **setting priorities, making policy, articulating the mission of the organization, and sustaining its vision**. Leaders need to commit themselves to effectiveness by learning to govern not only the Township's affairs, but to govern themselves and lead by setting directions that are clear, concise, and focused on a defined future. Responsible stewardship and leadership is the essence of the considerable responsibility citizens place in their public safety agencies.

The Conceptual Outline presented below is a framework that will introduce the Township's leadership team to a variety of concepts and techniques that can be employed to undertake a holistic and futuristic examination of the Township's future. A sound strategic planning process helps to focus leadership, energize the organization, and engage stakeholders. It should be seen as an avenue to not only map out the future, but as a means to foster a sense of ownership, and boost overall effectiveness in setting the course for the Township and the community it serves.

OVERVIEW OF A COMPREHENSIVE STRATEGIC PLANNING PROCESS

Although the word "planning" appears in the description, it must be emphasized at the outset that the end result of this process is not to create a "plan" that sits on a bookshelf like a trophy, rather, the primary outcome is to foster strategic thinking and communications among the Township's Board of Trustees and senior staff. The end result of this process should be a viable listing of identified and prioritized goals that mesh with your overall vision of the Township's near and long-term future.

Proposed Phases & Process

The following outline presents a general description of the key components of the planning process. A variety of steps and options are presented for consideration. No matter the eventual combination of components chosen, the core of the process will be a series of discussion exercises that will include the Township's Board of Trustees and senior staff in a final workshop and leadership retreat.

The format for all the discussion sessions outlined below is highly participative and interactive. The process relies heavily on a group discussion approach called *Nominal Group Technique* where participants are assured equal opportunities to speak and share opinions by the facilitator. During sessions, individuals will have an opportunity to generate and share individual ideas, work together as a group and in small teams to develop ideas, weigh alternatives, and further refine their thinking. As these ideas are shared and debated, the group will be working steadily toward a consensus of future directions and priorities.

The project team envisions a tri-part initiative that includes the key elements of an effective and holistic strategic planning process: Environmental Scanning, Visioning, and Goal Setting.

Part I- Taking Stock: Listening and Learning from Stakeholders Inside and Outside of the Organization

- Township Senior Staff and Township Leadership
 - Administrators and key support (interviews)
 - Tier I-Organization Views
 - Township Supervisor & Twp. Administrator (2 interviews)
 - Department Heads/Management Team (2 hr. prep workshop)
 - Other Township Staff (1-2 focus groups)
- Community
 - Tier I-Community Views
 - Residents (2 resident geo-based focus groups)
 - Program Users (2 program user focus groups)
 - Tier II-Community Views
 - Civic Institutions (1 focus group)
 - Businesses (1 stratified focus group)
- Data Analysis and Thematic Summarization
 - Provide summary of themes and key issues/desires as expressed by stakeholder focus groups

Part II- Strategic Planning Retreat Workshops: Bringing Together Ideas and Data to Form Leadership's Expression of the Future

Board of Trustees and Senior Staff Retreat Sessions

- Stakeholder Input Summary Review-Environmental Scan Part I.
- Mission and Vision Exploration
 - What is our raison d'être or mission?
 - What is our vision of the future?
 - 10, 15, 20 years from now?
 - Group SWOT Analysis-Environmental Scan Part II.
 - Group Exercise-Surrender or Lead
 - Identification of Internal Strengths and Weaknesses
 - Identification of External Opportunities and Threats
 - Group Goal Identification
 - Short-term and Long-term goals
 - Group Goal Classification
 - Complex or Routine
 - Goal Consolidation
 - Board Goal Prioritization Process
 - Review of Results

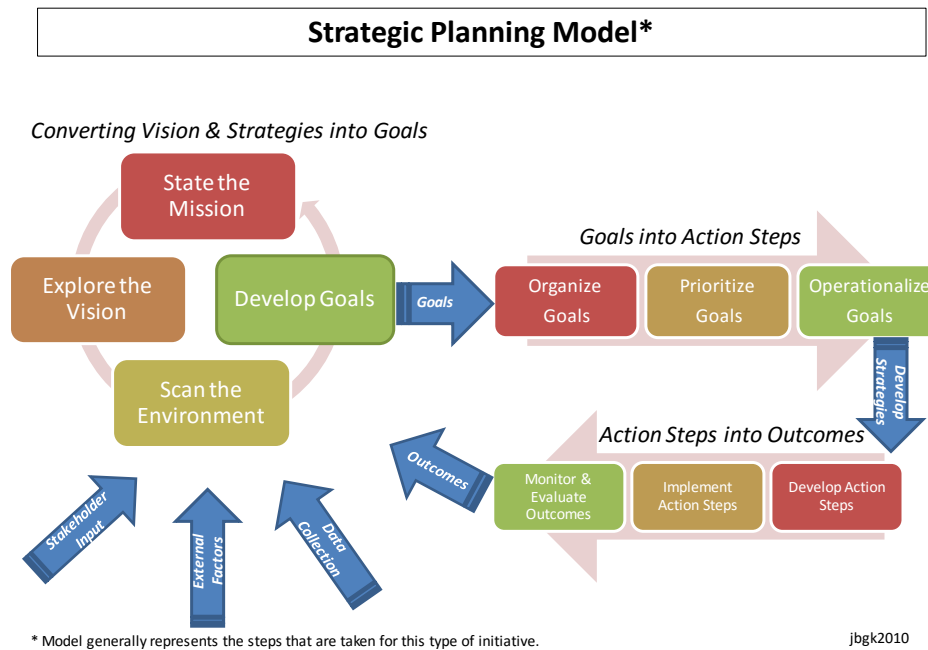
Part III- Organizational Implementation: Action Planning Launch

- Steps and the Climate for Effectiveness, Efficiency, Adaptability, and Innovation
 - Operationalizing the Goals
 - Structural Assignments & Scheduling
 - Action Steps/Work Plans
 - Management Team Refinement and Development of an Overall Implementation Strategy

Cycle of Planning, Action, and Scanning

Taken as a whole, the strategic planning process that is envisioned and described here, can be represented in a model of the various steps and elements in a cycle of input, scanning, goal setting, prioritization, action planning, and re-examination.

An illustration of the strategic planning cycle described is presented below:



DESCRIPTION OF PROPOSED PROJECT COMPONENTS

Part I- Taking Stock: Listening and Learning From Stakeholders Inside and Outside of the Organization

Environmental Scan Data Gathering Overview

These pre-session components are important pieces of the process. “Listening” is vital to planning. There are various options available for gathering data ranging from “desktop” review of documents, interviews, focus groups, and stakeholder surveys. These steps are an important part of “taking stock” by building stakeholders’ understanding and input, and gaining policy and operational perspectives, perceptions, and preferences. Through these listening components, understandings, misunderstandings, and pending or unresolved issues will be identified and categorized in preparation for the eventual workshop retreat with the Department’s senior management team.



Stakeholder Data Gathering

Three avenues are identified for collecting community data, and, involving stakeholders to gain the input and perspective of organization members as well as others beyond the Township government: interviews, focus groups, and demographic data. Our proposed work plan highlights the key stakeholder groups that should be considered for input for the Township as a whole. The extent to which the “listening” component will be utilized will translate into the depth of data gathered, the time it will take to gather it, and the cost associated with the collection method or technique employed. Each technique has its own strengths and outcomes.

Interviews are a highly interactive approach that generate detailed/personalized input at a 1-1, or 1-2 level with a professional interviewer. It results in highly personalized participation and the in-depth sharing of ideas. It is the most labor intensive approach to gathering stakeholder input. A list of 5-6 key questions will be developed to help guide discussions. The focus of the interviews and focus group sessions will be to gain a “balanced” and “informed” view of the Township from each stakeholder’s unique vantage point.

Focus groups are also a highly interactive approach that elicits participation and the sharing of ideas in a non-threatening group environment created by the facilitator. Participants are led through a structured but “informal” discussion that will focus on key areas of interest to Township leaders. The advantage of focus groups is the efficiency of gaining multiple insights at one time, the dynamic discussion that takes place among multiple participants, and the robust nature of the comments.

Demographic data gathering (**optional analysis** - cost can be provided if desired) Changing demographics play a crucial role in the service expectations of the community. Planning for facilities, programs, staff, and space are unavoidably linked to the socio-demographic character of a community.

Using The Center for Governmental Studies’ access to its US Census Bureau and “Illinois Data” interactive files, researchers will be able to develop a complete demographic and economic profile for the Township. The Center is able to capitalize on The Northern Illinois Business and Industry Databank and manages and responds to request for data from businesses and individuals in the Northern Illinois region including the Chicago, Kankakee, Rockford, and Quad Cities metro areas. CGS staff would summarize, analyze, and tabulate relevant demographic data as requested.

Part II. Strategic Planning Workshops: Township Board of Trustees and Senior Staff Retreat Meeting (s)

The identification of strategic issues and goals is the aim of any strategic planning process. The process is designed to create an effective environment where leaders can spend sufficient time to identify what is truly important for the organization to accomplish given the breadth of circumstances and information (at both the policy and operational levels) that confront the Township as a vital part of the community. Identifying strategic issues can be compared to pouring your assessment of all the issues and circumstances the Township faces into a



filtered funnel. What eventually emerges is a mix of “clarified” issues that will shape the future and demand the organization’s attention. The end result of the Township Leadership workshop sessions will be a viable listing of identified and prioritized goals that mesh with the overall vision of the Township’s near and long-term future.

Exploring the Organizational Mission

It is important that leadership and members of an organization identify with an overall “mission”. Priorities and goals don’t exist in a vacuum. They represent a continuum of thought, philosophy, and purpose. What many public organizations fail to do is define that purpose or re-explore the purpose they *think* they are supposed to fulfill.

A brief exercise will take place to facilitate the exploration of the Township’s organizational mission, purpose, and place within the context of the Township government, the greater community, and, the metropolitan area. A discussion of “mission” is important to help guide a future vision and frame the values of the organization to ensure that everyone knows what they’re striving towards as they fulfill their roles in the Township organization.

The primary question to be discussed and explored in this brief introductory session is this: What is our operating philosophy, and what are our core values? The importance of reflecting upon and clarifying the organization’s philosophy and core values is vital to strategy development. Only strategies that are consonant with the organization’s philosophy and core values are likely to succeed. The group will participate in a discussion to explore and develop a consensus view of core values and operational philosophy.

Environmental Scan/Review and Reflections on the Collected Listening-Stakeholder Data.

Township leaders will be presented with a synopsis of the data gathered via interviews, focus groups, or other means selected by the Township. During this session, results on what stakeholders shared about the preferred future state of the Township will be reviewed along with perceived challenges, strengths, opportunities, etc.

Visions of the Future

Exploration and identification of the Township’s desired future condition is the launching point once the framework of the organization mission has been explored.

Each participant will be asked to articulate what he or she perceives to be the preferred future state of the Township one, three, five, and ten years down the road. What services, programs, staffing levels, capital needs, and general facets would or should be present in the Township at these intervals? Participants will be asked to jot down their ideas ahead of time and then be ready to share them with the group. This is a brainstorming exercise—any and all ideas about the Township’s future are encouraged and shared.



Environmental Scan/SWOT Analysis

This exercise is a classic component of any strategic planning endeavor. It helps the group to focus on a realistic identification of the environmental factors within and beyond the Township organization that can inhibit or assist in the achievement of the future vision. Stakeholder input generated during the pre-workshop scanning phase will be presented and reviewed with the Township Board of Trustees and workshop participants.

What are the organization's strengths and weaknesses, in what areas do you regularly excel, and in what areas are there difficulties or shortcomings in terms of expertise, resources, training, etc.? What opportunities are on the horizon that can be used to your advantage? Conversely, what trends lay ahead that would be obstacles or hindrances? The group will be asked to discuss these issues in an open discussion format. Again, the group is not asked to focus on overcoming strengths or weaknesses, but only identify what they may be.

Given the futuristic and scanning statements of the preceding sessions, it is important for team members to identify and discuss what constraints and practical difficulties are likely to be encountered, or would make it difficult, to achieve the desired future state. These elements include both internal and external factors, conditions, trends, regulations, agencies, resources, etc.

Nominal Group Goal Identification

The collaborative establishment of strategic goals and objectives is the focus of the next phase of the strategic planning retreat/workshop activities.

Each participating member will be allotted time to highlight the most important policy/program goals that he or she thinks the Township should accomplish in the next two to ten years. Some should perhaps be accomplished immediately, others may be initiated but not completed for several years. For this reason, goals will be categorized as either short- or long-term. This process will continue as long as time permits which may include some refinement or consolidation of similar goals statements.

Identification of key issues of the future (as defined and anticipated by the Township Board of Trustees and senior administrative leaders) will also be part of this phase. This exercise takes advantage of the professional experience, perspective, and hands-on knowledge of the Township's key management staff. Management team members are called upon to identify and explain three to four key issues that the Township should be aware of and incorporate into their future goals and needs.

As part of this phase, the Township Administrator, as the appointed chief administrative officer, will be asked to identify additional constraints/opportunities in the administrative apparatus of the Township as well as react to those presented by management team members, and stakeholders.

Open Group Discussion, Classification, and Prioritization

This phase of the discussion will serve as the forum for workshop participants to discuss, evaluate, and debate the ideas and goals offered by each participant in

the previous sessions. Participants are asked to give their opinions, evaluations, and judgments of the worthiness and value of different policy objectives.

At the end of the open discussion, participants will be asked to classify each goal according to a matrix model of complexity and time. Agreed upon criteria will be used to classify a goal as either short- or long-term and as either complex or routine. The purpose is to group goals of roughly the same “type” together so that when prioritization occurs, the participants can avoid the problem of comparing “apples to oranges”.

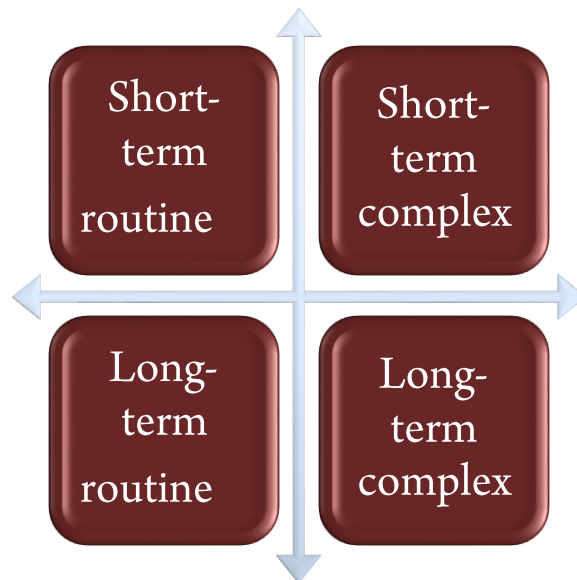
Classification and Prioritization Framework

Following the classification exercise, the group will be asked to delineate why certain goals should be given high priority, why some should not be considered, and why some goals, although worthy, should receive low priority or be re-defined. Point values will be assigned to each goal in each quadrant by the group. The resulting consensus ranking of short- and long-term goals to achieve the future vision will be the final outcome of this phase of the process.

The final prioritized rankings will be presented in a 2x2 time and complexity matrix as illustrated below, supplemented by a key issue areas diagram.

Goal Classification Grid

by G. Gabris



Part III. Implementation: Action Planning and Strategy Development Kick-off

Once an agreed upon grid of goals and priorities is developed, the focus must move to effective approaches for implementation. Action plans, scheduling, and structural assignments will produce the necessary levels of awareness and accountability that are necessary for success. The CGS project team will work with the group to help launch and frame the important element of implementation. The project team's efforts will be focused on 4-6 hours of group meetings to help launch the following strategies:

- Operationalizing the Goals: What does Goal X, X¹, etc., really mean from a day-to-day perspective?
- Structural Assignments: What person or work group will be responsible for working on a particular goal?
- Scheduling: What will be the key target dates, timelines, and follow-up schedules? How does this fit in with the overall schedule of needs and priorities in the Township?
- Action Steps/Work Plans: How will we accomplish the goals? What resources do we need or have? What outside help is required? What are the approximate costs or magnitude of expense involved?

Establishing these mechanisms will result in the emergence of an overall implementation strategy that will enhance the probability of success and follow-through in the months and years to come. At the conclusion of this process, a draft tracking and action plan document will be prepared, in collaboration with the Township's assigned senior staff, that includes initial objectives, timelines, assignments and action steps envisioned for addressing specific goals in the coming two years. Once the process is initiated and a draft document is prepared, the remainder of action planning activities will be turned over to the Township's leadership.

Estimated Range of Costs

Fees for the strategic planning initiative would result from the components selected and the number of estimated contact, preparation, analysis, and summation hours for the project.

An initial conceptual estimate would place the project within a range of \$13,900 and \$14,400. The estimated costs presented here would include professional/analytical fees and project expenses for identified interviews and focus group sessions, analyses, and leadership workshops.

The breadth of the estimated range reflects the possible variation in scope and approach to gain stakeholder input and participation. These figures are project estimates and the CGS team is open to further discussion and the development

of an eventual overall approach and scope that will define the budget for the project. (*excludes optional demographic data analysis noted in framework)

Proposed Timeline

The following is a projected timeline for the holistic process as outlined:

- Project startup (30-35 days) - Project Initiation Activities Including Advance Project Planning & Interviews
- Data gathering (40-45 days) - Environmental Scanning/Community Focus Group Outreach Sessions
- Data preparation (15-20 days) - Synthesis of Scanning and Outreach Data
- Strat plan workshops (15-20) - Strategic Planning Meetings
- Action Planning (15-20 days) - Implementation Start-up Sessions
- Final report (15-20 days) - Final Summary of Process/Highlight Preparation for Township Use

Approval/Acceptance:

An engagement letter between the Center for Governmental Studies and the Hanover Township, [with a final scope of services, proposed fees, expenses and terms], will be prepared upon Township approval and acceptance of the final project framework and approach.

Proposal and Scope Accepted by:

Hanover Township

_____ name

_____ title

_____ date

REFERENCES AND REPRESENTATIVE PROJECTS

Representative strategic planning projects in Illinois led by Greg Kuhn include:

1. Village of Bartlett, IL
2. Village of Libertyville, IL
3. City of Elmhurst, IL
4. Village of Tinley Park, IL
5. Village of Long Grove, IL
6. Village of North Aurora, IL
7. Village of LaGrange, IL
8. Village of Woodridge, IL
9. City of DesPlaines, IL
10. Village of Coal City, IL
11. McHenry County, IL

Contacts:

Kevin Bowens, former Village Administrator (retired), Village of Libertyville, kevinjbowens@gmail.com, 847-344-1229.

Jim Grabowski, City Manager, City of Elmhurst, james.grabowski@elmhurst, 630-530-3010

Dave Niemeyer, Village Manager in Tinley Park, dniemeyer@tinleypark.org, 708-444-5050 (also former City Manager, City of DesPlaines)

Dave Lothspeich, Village Manager, Village of Long Grove, dlothspeich@longgrove.net, 847-634-9440

Joe Gilmore, Interim City Manager, City of Park Ridge, jgilmore@parkridge.us, 847-318-5216

Steve Bosco, Village of North Aurora, sbosco@vil.north-aurora.il.us, 630-897-8228

Katy Rush, former Village Administrator, Village of Woodridge, IL (retired) krushconnect@sbcglobal.net, 630-964-0193 (and former Manager of Riverside)

Bob Pilipiszyn, Village Manager, Village of LaGrange, rpilipiszyn@villageoflagrange.com, 708-579-2318

Matt Fritz, Village Administrator, Village of Coal City, mfritz@coalcity-il.com, 815-634-8608

Peter Austin, County Administrator, McHenry County, pbaustin@co.mchenry.il.us, 815-334-4226

Additional strategic planning initiatives in Illinois and southern Wisconsin led by Dr. Kuhn include projects for Carol Stream, West Dundee, McHenry County, Riverside, Streator, Northfield, Charleston, Barrington, Glen Ellyn, Pingree Grove, Sugar Grove, Western Springs, Berkley, Lake in the Hills, DeKalb Park District, Dixon, St. Charles, Geneva, Lake County, Livingston County, the Carol Stream Fire Protection District, the Greater Livingston County Economic

Development Council, Burlington Wisconsin, Mequon Wisconsin, Catholic Central High School-Burlington Wisconsin, H.S. Dist. 99-Downers Grove, IRMA, ILCMA, IAMMA, and other non-profits and units of government.

QUALIFICATIONS & MISSION OF NIU AND CGS



ABOUT NIU OUTREACH AND NIU'S CENTER FOR GOVERNMENTAL STUDIES

NIU's Center for Governmental Studies, founded in 1969, is a public service, applied research, and public policy development organization. Its mission is to provide expertise that helps decision-makers implement efficient, sustainable, and cost effective approaches to economic, social, governance, public policy and information management issues.

CGS research and services includes work in community, workforce, economic development; public management and training; association management; informatics, survey research, and health and technology engagement. Clients include municipal, county, state, and federal agencies, as well as non-profit and for-profit organizations. For more information, please call 815-753-0914 or visit www.cgs.niu.edu.

NIU Outreach, Engagement and Regional Development was launched in 2002 to enhance connections between Northern Illinois University and the communities it serves. NIU Outreach is a center of excellence that emphasizes *engagement*, that is, partnerships that anticipate and support the *present and future* needs of the northern Illinois region. Working together with individuals, groups and organizations, NIU Outreach, including the Center for Governmental Studies, creates solutions by leveraging University and regional resources.

Memorandum

To: Hanover Township Board
From: Tracey Colagrossi, Director, Department of Senior Services
Re: Bus Replacement Proposal
Date: July 7, 2017

Background

Hanover Township's current bus fleet includes:

- One twenty-six passenger bus (seven wheelchair securements)
- Three ten-passenger buses (two wheelchair securements)
*Two of which are Pace Leased vehicles (one wheelchair securement)
- One twelve passenger bus (one wheelchair securement)
- Four fourteen passenger buses (five wheelchair securements)

In 2006, the township purchased two Ford turtle top ten passenger, two-wheelchair securement vehicle with wheelchair lift. The department retired one of the two last year. This year the department planned on the retirement of the second ten-passenger bus due to age, maintenance issues, and mileage over 160,000. The department has experienced an increased demand for vehicles with wheelchair securement due to growth in dialysis appointments and number of riders using wheelchairs.

Recommendation

The department is recommending the purchase of a fourteen passenger, five-wheelchair securement 2018 Ford StarCraft bus with a Ford E450 Chassis from the state bid list. The Illinois state bid for this vehicle was awarded to Midwest Transit, in Kankakee, Illinois. Transportation Manager, Linda Steiniger, has been working with their representative on bus procurement options, which include trade in for the new vehicle.

2018 Ford StarCraft E450 Chassis

14 Passenger, 5 Wheelchair lockdowns

Delivery, License, and Title.....\$59,929.00

Trade Value for Retired Vehicle.....\$ 2,200.00

Ford StarCraft E450 Vehicle less Trade Value..... \$57,729.00

Manager Steiniger received a quote for the same make and model from the National Joint Providers Alliance, for \$69,293. The vendor was unable to trade in the current vehicle.

Conclusion

The Department of Senior Services recommends the trade in of the 2006 Ford ten passenger vehicle for the procurement of the 2018 Ford StarCraft E450 with capacity for fourteen passengers or five wheelchairs. The vehicle enables the department to service a greater number of Hanover Township residents with assisted devices.