

**MINUTES OF THE  
TOWNSHIP OF SCHAUMBURG  
COMMITTEE OF THE WHOLE  
STATE OF ILLINOIS  
Cook County  
Town of Schaumburg**

**THE BOARD OF TOWN TRUSTEES** met at the office of the Town Clerk located at One Illinois Boulevard, Hoffman Estates, IL 60169-3314 on December 7, 2022.

<b>Officials Present:</b>	Timothy M. Heneghan	Supervisor
	W. Robert Vinnedge	Clerk
	Robert N. Fiorio	Trustee
	Demetrius J. Gibson	Trustee
	Lauren Saternus	Trustee
	Matthew J. Steward	Trustee

The following business was transacted.

Supervisor Heneghan called to order the Committee of the Whole Meeting of the Board of Trustees at 7:00 PM.

Clerk Vinnedge called the roll and the Pledge of Allegiance followed.

**PUBLIC COMMENT**

None

**PRESENTATION**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

A. Township Strategy

- Administrator Williams explained that the plan had been divided in teams to address needs and ideas under the headings of flexibility, adaptability, growth and outreach (through technology) combined with training and development opportunities to be accomplished. This would include not only changes in infrastructure but staffing needs over the next two years.
- Opening it up to a wish list were three items to be included, such as, building sustainability, food sustainability and mental health.
- Additional suggestions made were: the establishment of an infrastructure group to address and identify the ongoing maintenance and unanticipated concerns necessary to sustain the operation and use of the township building.

- Also, the plan should contain a general list of accomplishments and assign each a priority with a best estimate as to when those items can be completed. A key to assessing those accomplishments is a method by which they can be measured. In that regard, it might be clearly be indicated providing a Gantt chart to track the progress of the items being prioritized simply assess how far long the items are at a glance by including the chart.
- Questions and suggestions were discussed and addressed.

#### B. Mental Health Board

- The referendum was certified two days ago, so, the town board now has 58 days to appoint the members for the Mental Health Board. It appears there will be a significant number of candidates available to appoint.
- The key approach was to anticipate a reasonable number of applicants to submit their credentials on an application available on the website. Then the completed form could be emailed and circulated to the town board for review. The applications should be due for review by Thursday, January 12, to accommodate time for each member to review and discuss at the Committee of the Whole meeting on Wednesday, January 18, 2023.
- It is anticipated that when formed, the Mental Health Board would meet quarterly.
- Questions asked and answered.

#### C. Food Pantry Client Survey

- A primary goal for this survey was to determine the food items that are most needed, in short supply or simply not presently available.
- Also, to determine what the food pantry might offer that would be appropriate for the clients and their needs.
- This was the first attempt at a survey and it was circulated easily and responses were very positive with a greater number than anticipated returned with comment. It is anticipated that additional surveys will be initiated as needed.
- There were many questions asked of Director Nelson and she was very clear explaining all the intricacies of obtaining the food items. Some special situations occur relating to perishable items but overall, the Food Pantry is run extremely well and the clients are served without having to wait in long lines and with the consideration, as much as possible, to provide what the client wants and needs but also with the understanding that clearly all requests cannot be accomplished 100% of the time.
- It was also brought up about the funds that are available to the Food Pantry from the Schaumburg Township Foundation a 501(c)(3). Clerk Vinnedge addressed those questions emphasizing that available funds received by the Foundation may or may not be donated for use by the Food Pantry or may be received as an unrestricted donation for distribution as the Foundation establishes the need within the community. In that regard, it would be helpful if the Department Heads in the township prepared a list of needs for any unrestricted funds for the Foundation to

consider. Further, and extremely important is that when donations are received on behalf of the Foundation, the monies be clearly marked for the record as either restricted (and if so, what the restricted use is, e.g., the Food Pantry) or without restriction. This could easily be accomplished by flagging the donation when entering them on the accounting records for the Foundation. Then when checking the funds available from the Foundation the extent of available of funds is quite obvious. Something that also should take place is the ongoing communication between the Food Pantry and the Foundation to anticipate and address the financial needs. This will further help the Foundation in ramping up requests for additional funds as the balance on hand diminishes.

- Also, the Foundation will be looking at any number of residents or groups providing assistance to needy residents with the boundaries of the township.
- Questions asked and answered.

D. HVAC Units / Roof Update / Lights

- Consultant Kettel reported the newly installed overhead lighting system throughout the building, as well as the HVAC units are working and operating fine. The roof, after two days is 90% complete with the only thing left to do is apply the final seal around all the joints. Accordingly, he also informed the board that all the stained or damaged ceiling tiles have been removed and replaced with new ones.
- Questions asked and answered.

**ANOUNCEMENTS**

**December 14, 2022** – Regular Board of Trustees Meeting, 7PM Town Hall

**December 23 and 26, 2022** - Township Closed for Christmas Holiday

**January 2, 2022** - Township Closed for New Year's Holiday

**ADJOURNMENT**

There being no further business, Moved by Trustee Steward to adjourn the meeting at 8:25 p.m. and Trustee Saternus seconded the motion. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

<p><b>APPROVAL CERTIFICATION</b> I hereby certify the approval of the forgoing Minutes of the Township of Schamburg.</p> <p><i>W. Robert Steward</i></p> <p>Clerk</p> <p>Date <u>JANUARY 25, 2023</u></p>
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