

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

THE BOARD OF THE SCHAUMBURG TOWNSHIP FOUNDATION met in the Board Room at Town Hall located at One Illinois Boulevard, Hoffman Estates, IL 60169-3314 on June 27th, 2023.

Officials Present:	W. Robert Vinnedge	President
	John Caporale	Secretary
	Robert Bernas	Director
	Marilyn Karr	Director
	Julie Bosshart	Treasurer
Guest Present:	Becky Cordes	Disability & Senior Services Director
	Melissa Williams	Township Administrator

The following business was transacted.

President Vinnedge called to order the Board of Directors for the Foundation Meeting at 7:05 p.m. President Vinnedge called the roll and the Pledge of Allegiance followed.

Approval of Minutes

Robert Bernas made a motion to approve the minutes from the last meeting (5-31-23). Marilyn Karr seconded this motion. The motion was carried unanimously. Robert Vinnedge asked for approval of the agenda for the meeting. He had asked if there were any additions to the agenda.

Treasurer's Report

Julie Bosshart provided the treasurer's report for April and May of 2023.

April of 2023 Treasurer's Report

The April of 2023 Treasury report showed the balance in all the accounts with receipts and expenses for the month. Barrington Bank and Trust had \$287,056.05 ending balance. The receipts were for \$2,877.35. The BMO Harris Bank balance was \$17,287.01. PayPal had a balance of \$3,602.22. There was a \$50 Maintenance Fee that was charged. The total balance was \$307,945.28 for the month of April. The next summary page provided a year to date (January through April) of how much came in and what the fees were with the net amount shown.

Robert Bernas asked about the fees as to whether they were bank fees. Julie Bosshart wondered if anything could be done about the fees. She said she was going to inquire about them. She stated that she would be putting this on her list to follow-up. John Caporale wondered if the fees could be waived since the Foundation is a non-profit. Marilyn Karr noted that there is enough of a balance in the account that the bank should waive it.

Julie Bosshart explained that there was another report that showed all the transfers and deposit details for the year to date. There was \$12,865.68 that had come in for January through April of 2023. She noted that the fees were service charges/fees.

The different transactions were discussed such as the transfer to the Food Pantry from a Charles Schwab account of \$2,500. This transaction was transferred into the Food Pantry account. Some of the transactions did not get transferred like the \$5,00 that came in. Melissa Williams stated that everything that is listed in the report came into the Foundation account. Julie Bosshart noted that for the PayPal transactions there are no details. However, Julie Bosshart noted that going forward the details would be provided. Melissa Williams stated that the way the money comes into PayPal is a culmination of deposits in the account. For example,

there is one number for multiple deposits into the account. Becky Cordes noted that it is not specified for a certain Fund (General Funds). Melissa Williams noted that this was under the older system of reporting. All the new categories and classifications are not showing yet. Julie Bosshart stated that going forward there has been more information being asked for the reporting.

John Caporale asked about the American Online transaction and whether this was AOL. Melissa Williams stated that this was a donation that was made through American Online. Robert Vinnedge noted that we do not know, based on the details, who made the donation. Melissa Williams stated that this was all the different ways that money can come to the Foundation. Melissa noted that there are a lot of recurring donations. There are couples and families that give a set amount each month (donation pattern).

Julie Bosshart stated that this is something that we can tell people about in the future (IRA donation) as part of the marketing campaign. We can tell them that there can be an automatic amount that can be taken out of your IRA to a designated charity. Robert Bernas stated that this donation does not go against your AGI (Adjusted Gross Income). This can be part of your required minimum distribution or RMD.

May of 2023 Treasurer's Report

Julie Bosshart referenced the May of 2023 Treasurers Report. She noted that there was \$3,985.82 in deposits. The expenses were for checks of \$93.15. Julie Bosshart was questioning the BMO Harris Bank account which did not show anything. She was wondering if this had to do with the closing of this account with transferring into the Barrington Bank & Trust. But the question is that this money is not being shown in the Barrington Bank and Trust. Robert Vinnedge noted what had happened. Since there had been no other changes to the account in several days/months, this money was turned over to the State of Illinois. Julie Bosshart noted that this was on her list to follow-up on this. Melissa provided an update on this issue. She noted that James/Brad in the Accounting/Finance team is working on this. Brad had submitted with State of Illinois to get the funds to return to us. Melissa stated that she will check on the progress of that. Marilyn Karr had wondered why they had not notified the Township of this. Julie Bosshart stated that once the funds are given back that she assumes that the Foundation wants the money at the Barrington Bank and Trust.

Julie Bosshart provided an explanation on the Profit and Loss Statement for May of 2023 Treasurer Report (the report showed the month of May and the YTD (year to date)). Also, Julie Bosshart noted that it was showing the categories (showing how money came in). Contributions were for the Food Pantry and some that were not earmarked. In addition, there were Welfare Services donations. The Bank Fees are shown and the Operating Costs. Julie Bosshart wondered if another kind of account can be established for the Foundation can be to avoid the bank fees. Julie Bosshart stated that the May of 2023 provides details of the categories. Robert Bernas wanted to know whether the bus donations were for people who used the bus. Melissa Williams stated that this could be. The donor may have never used the bus, but their parents did, and the parent passed away. Robert Bernas asked if this was a fee for riding the bus and Melissa noted that they are not. Melissa Williams noted that the donations are typically cash. Julie Bosshart noted that there was a transfer to Food Pantry in the May of 2023 report. The earlier transactions were not given a category, but the May transactions were given a category and those going forward. There was a question whether some of the transactions were put in the right category since so many were shown as Food Pantry.

Robert Bernas asked if the account was a checking account and Julie Bosshart confirmed this. Robert Bernas stated that if it is a checking account then this must be a checking account fee. Melissa Williams stated that she was going to investigate the fees that are being charged. The question raised by Robert Vinnedge was whether the \$93.15 was for bank checks or bank deposit slips.

Melissa Williams stated that she was going to email Bradley with the questions on the Treasury Report and include Julie Bosshart in the email.

A motion was made to accept the Treasury Report and to understand the questions regarding the items. Marilyn Karr made the motion, and it was seconded by Robert Bernas. All members were in favor with no opposition. Motion carried.

Old Business – Report by Bernas with Meeting with Katy Trent and Patti Dionesotes

Robert Bernas mentioned that the Foundation is now on the Township's website. To access the Foundation on the Township website, a person needs to go to services and then there is a drop-down box. Then, go to donations. Robert Bernas stated that he met Katy, and she stated that this is the way it should be. Robert Bernas noted that this was not his vision. His vision is that the Foundation should have its own page. All donations should flow through the Foundation both technically and visually. But, Katy disagreed, since she felt it would be confusing to the donor population because this is what they are used to seeing.

Robert Bernas provided the Board Members what it would look like on the website. When a person on a website clicks on donations then they are taken to a page for them to donate. There are in-kind donations shown. There is a picture of the Food Pantry. Then one can scroll down to monetary donations. It states that all monetary donations are collected through the Foundation. It explains ways to donate and the definitions (definition of what that is). There is a defining of Food Pantry, Disability, etc. Donors would have a better idea of categories to donate.

Robert Bernas noted that at the bottom of the page there is the vision, mission and about the foundation. The Foundation Directors are listed. Robert Bernas stated that he had Katy put it up there to bring it to the Foundation Board to discuss it. He noted that the Vision and Mission statement had been changed. Robert Bernas stated that he did not agree with this change.

Robert Vinnedge stated that the Mission statement had not followed what was discussed. Robert Bernas didn't feel that the Vision statement wasn't really a Vision statement. Robert Vinnedge noted that there is no general category for a person to donate. Melissa Williams stated that General is listed. There is seasonal programming and then there is the General Fund. General Fund is for cases in which a person is unsure as to where to donate or don't have an idea where to donate. Robert Bernas felt that the Foundation should be front/center. The Foundation is the place for charitable giving. Robert Bernas felt the Foundation should be upfront. Marilyn Karr thought that the Foundation is buried or more of an afterthought.

Julie Bosshart wanted to know if a separate page would be pricier. Robert Bernas stated that it would not be. Robert Bernas stated that Katy's position is that it would confuse the donor/donors. Robert Bernas stated that whenever there is change there will always be confusion. Robert Bernas felt that the Foundation is the brand for charitable giving. He felt that it needs to be advertised for why it is there and how to use.

Melissa Williams felt that this was the first step. Melissa Williams stated that we keep people comfortable about what they know. New content is added. The donations on the donation page can be tracked (traffic can be tracked). Melissa noted that as the Foundation progresses (setup process) with a more forward-facing relationship with the community. Then, it becomes phase two with a shift in the page. The community will know about the Foundation and what they are doing because they will have seen the content of the Foundation. There will be an adjustment to the placement of the Foundation. Melissa felt that this was more of a gradual progression. Melissa stated that she did not disagree with Katy as to what the community is comfortable with. As the Foundation grows, then there can be talk about a separate page that talks about the Foundation which is separate from the donation page. There is a link at the bottom that ties it all together.

Robert Bernas said that his vision is that when you click on donation you go to the Foundation page. Melissa Williams felt that would be confusing for people. She felt that there needed to be an in-between step. Robert Bernas stated that it should be put out there and see what it looks like (see how it works). Robert Bernas stated that he is looking into the future as to how to market the Foundation (promote the Foundation).

Marilyn Karr wondered about what a reasonable time is to make the shift. Melissa Williams felt that this would depend on the strategy that the Foundation has for the next steps. By providing the Mission/Vision of Foundation to the public, the Foundation would be more public facing. Melissa Williams stated that when the Foundation has done a couple of things such as newsletter, flyer, etc. The Foundation Board feels like there is interest in the Foundation as people are asking about it. Melissa Williams stated that once this interest is seen this would be the natural tell of next steps.

Robert Vinnedge stated that the Foundation could be introduced by an article in the Town Crier. Becky Cordes stated that the Access newsletter could be used which goes to seniors and those with disabilities. You can let them know about estate planning to keep the Township Foundation in mind. Becky noted that the Access newsletter goes out to 3,000 seniors and individuals with disabilities. Robert Bernas stated that people need to know that money needs to come through the Foundation.

Robert Bernas stated that he would like to change the Vision/Mission statement to what it was before. Robert Bernas stated that this wording is what the Foundation Board voted on and agreed to. Marilyn Karr wanted to know why it changed. Melissa Williams stated that she did not change them because they had not been officially voted on and approved. This was the question at the last meeting. Melissa Williams stated that Katy can not put anything on there until it is official. Robert Bernas was under the impression that it was voted on. Robert Bernas stated that there may not have been an official vote. Robert Vinnedge stated that there was a consensus on the Vision/Mission. Becky noted that there was supposed to be a vote on the Vision/Mission statement as a current agenda item. Melissa stated that once Vision/Mission is voted with the stamp of approval then it could be put up on the website.

Robert Vinnedge noted that the way it looks on the website is that is all setup for how you want to donate (donation to Welfare services, donation to Food Pantry, donation to Disabled Services or General) and that is it. There is no purpose for the Foundation because it is already taken care of. But this is not the full picture because a lot of times there is a budget for Seniors and Disabled for the year. There is knowledge as to what the money is needed for with use of tax dollars. But there could be something unusual or emergency basis that comes up that had not been budgeted for or they don't know if would be appropriate to take from budgeted dollars. They could use what had been given by a bank or an insurance company had given to the Foundation for use in a general nature. Melissa Williams noted that as you scroll through the website content. There are callout examples of what Robert Vinnedge was describing. For each category, there is a breakout for Welfare Services (what it includes). Melissa felt that there was a shout out as to how the funds are to be used. Robert Bernas stated that there is a department shown with a description of what it is all about.

Julie Bosshart that in looking at it online under Donations and the first item shown was Pack the Bus. Julie Bosshart noted that this is not something that is listed. The one that is missing off the list is seasonal programming. Melissa Williams stated that by going to the actual site the categories are Food Pantry, Disability Services, Transportation Services, Welfare Services and General Township donation. The drop down gives a general category. Becky Cordes noted that Pack the Bus would be a seasonal program that is going on right now at the Township. Welfare Services and Food Pantry have seasonal programs such as Pack the Bus, Coats for Kids, etc. This is the donation time now (changes by the season). Robert Bernas stated that you will see the same thing on your cell phone as to what you will see on your computer. Melissa stated that the webpage describes all the categories which do not agree to PayPal drop down.

Robert Vinnedge noted that Food Pantry was a donation program that tax dollars could not be used for. This is when the money had dribbled off. It became difficult to stock the Food Pantry and this is why it became a 501 (c) 3. This is one of the few programs in which tax dollars were not to be used. There has been an expansion of its use.

Julie Bosshart stated that the Foundation wants to use the current funds to be accountable. This would be a reason to delay public advertising. Robert Bernas if people look down on the page for donations. Melissa Williams stated that people do scroll down the page. Robert Bernas can say Donation/Foundation on the page. Julie stated that maybe there can be a sentence that all donations go through the Foundation. Robert Bernas stated that this verbiage is shown. This is specified that everything goes through the Foundation.

Robert Vinnedge stated that it shows that the donation is used at 100%. Robert Bernas stated that this language is shown at the very end. Robert Vinnedge wondered if this should not be the last thing. But maybe one of the first things. Robert Vinnedge stated that there are very few places that you can give and 100% is being used. It reads that "all donations large and small make a difference in the lives of people and gratefully

accepted.”

John Caporale asked whether the 100% language should be moved up. Robert Bernas stated that the Foundation was going to go first on the page. Robert Bernas stated that it could move, or it can be left where it is on the page. This change could occur in phase two of the Foundation. Julie stated that Katy had done a great job and that pictures provided a great benefit.

Melissa Williams stated that Katy must be the voice of the Township. The sole focus is that people are not confused to draw people in. Melissa Williams that Robert Bernas should share with Katy about bringing some of the language to the top of the page. Katy would be responsible for the articles such as articles regarding the Foundation. She is the PR person for the Township.

Old Business- Vote on Vision and Mission Statement

Robert Vinnedge wanted to know about voting on the Vision/Mission and whether this should be held off for a vote (hold off temporarily). Robert Bernas stated that he was not prepared to put all this together. Robert Vinnedge stated that there should be a comparison with a side-by-side analysis. Robert Vinnedge stated that should be held off until the next meeting. Robert Bernas stated that he would take this as an action item with two sheets of paper. One that there was agreement and the one that Katy put together for a formal vote at the next meeting.

Old Business-Use of the Form for Requesting Use of Foundation Funds

Robert Vinnedge stated that one of the last things talked about at the last meeting was the greenlighting of the use of the Form requesting use of Foundation funds. Melissa Williams stated that in today's meeting that there will be the first conversation about the first request. Melissa Williams stated that she did follow up with the Department Heads at the Department Head meeting. The Department Heads are super-happy about the Form. She gave a nudge for requests. There is one for an emergency and an actual one for today's discussion. They are separate.

New Business- New Request from Senior/Disability Department

Becky Cordes noted that she had a conversation with retired police officer with the Cook County Sheriff's Office. He was referred to as Becky by the Habitat for Humanities. He is suffering from long COVID, and he has been in and out of the hospital over the past two years. He has a problem with slipping and falling in his tub. He needs a complete shower remodel. Habitat for Humanity had met with him. Habitat for Humanity has a plan and it's going to do it. Habitat Humanity's policy is that the resident is responsible for 25% of the overall cost. The overall cost is over \$8,000. His portion due is \$2,175.

Becky stated that she had spoken with the retired police officer. She had never met him. He had just gotten out of the hospital. She had asked him about his health issues. He also has CHF and AFB. He uses a walker and a cane and sometimes a wheelchair. He has fallen recently.

Becky stated that he spoke to the retired police officer about his finances. Becky asked him if he could contribute anything towards the cost of this shower remodel. His monthly income is \$4,400 in retirement funds. He has three people living in the household (including himself). He has a partner with no income because of health conditions and he has a 20 something year old grandchild (who does not contribute anything). Between his mortgage, utility, medical insurance, medication, car insurance and food (not counting his medical bills), his expenses are \$4,200 which does not include all medical bills.

Becky was asking if the Foundation would be willing to cover the entire cost (his portion) of the shower remodel. This would be \$2,175. This would be paid directly to Habitat for Humanity. It would not go to the resident.

Robert Vinnedge felt that was a perfect example of a request. Julie Bosshart wanted to know if the retired police officer was a township resident because this is one of the criteria. Melissa Williams stated that he is. Becky stated that in her budget there is a client assistance fund. There is an application that she utilizes. It asks for monthly income, and it asks for addresses for verification of a township resident. Becky also asks about expenses. She stated that she normally meets face to face with the person and asks for documentation to be brought in. She does not scrutinize it a lot but just looks at for whether it matches from what she is seeing. She had not done this with the retired police officer. She stated that Habitat for Humanity is already talking with him in determining that he is a good candidate for services. She felt that this request was something that could be moved forward with.

Becky noted that Habitat Humanity will do a complete rehab of his tub/shower combination to a walk-in shower. Habitat Humanity does these specific projects. Habitat for Humanity can do the projects at low cost and residents pay 25%. If Habitat for Humanity feels that the person will have some trouble in meeting that need, and they are in the township. Habitat for Humanity will reach out in those instances.

Julie Bosshart stated she had looked at the minutes for the last meeting and it stated that our Vision had organization in it. She stated that this is why the organization was in it because the donation is not going to a department of the township or individual. It is going to Habitat for Humanity. Melissa noted that this is at the request of the individual. All that the Township is doing is providing the money. We are not giving it to the residents but to the business that is helping them out. It is better because the Township has control. Becky felt that the differentiation that needs to be made is the assistance isn't for the organization. The assistance is for the resident. Where the money is sent is inconsequential. It is what the money is assisting for and what the purpose of the money is for. John Caporale stated that Habitat for Humanity is a pass-through for the resident.

John Caporale asked if Habitat for Humanity has a screening process. Becky stated that she assumed that they did. Becky stated that she asked this resident to provide details about his situation. He stated that he just got out of a four week stay in the hospital. Last year, he was in the hospital for eight weeks due to COVID-19. He gave Becky details regarding his work history. He has other health conditions. With COVID-19, he has increased medical expenses. She stated that she asks for income, expenses and whether there is any room for anything to be provided towards the shower rehab project. Becky felt that there should be some discretionary funds for what the person wants to do with them. His expenses appear to be about \$4,150 and income is \$4,400. He is barely making it every month. He is not able to contribute even \$25. Marilyn Karr asked if questions are asked whether the young adult is not contributing, and Becky stated she does not. Becky stated that her focus is on the client and not his surroundings.

Robert Vinnedge asked if the retired police officer is required to come into the Township. Becky stated that she did not. Becky stated that she could go to him. Becky stated that she had a late afternoon conversation with the retired police officer. She tried to ask as many questions as she could to get the Foundation Board as much information as possible.

Robert Vinnedge if this would be a shower/tub combination and Becky stated that it would just be a shower. Marilyn Karr stated that she had this work done and that she understood the cost. She noted that it cost her more to do this work.

Becky stated that if a request comes from a non-township resident or if the "ask" is too great. Becky will look outside of the township. She stated that she will partner with the Lions Club for help. She stated that if needed she could reach out to other organizations. Robert Bernas asked if Becky strongly recommend this request and Becky stated that she did. COVID-19 has affected a lot of people. Becky noted that he is working with Habitat for Humanity and there has already been some vetting there. Marilyn Karr provided that with Becky's interview with the resident and interview with Habitat that this is justified, and she felt that the Foundation should go ahead with it. She noted that what they are charging is justifiable. From her personal experience, Marilyn Karr felt the cost was reasonable.

Robert Bernas wanted to make a motion. Marilyn Karr made a motion to approve the request and Robert Bernas seconded it. Robert Vinnedge asked if there were any questions before the vote. There were no questions. All the members were in favor of the motion. Robert Vinnedge felt that this was a great first start for a request. Becky stated that she would be reaching out to the resident tomorrow. She provided his name. She stated that she did have a request that Habitat for Humanity's address for where the check should be sent. Becky stated that she had told the retired police officer that the Foundation was meeting tonight and that she was attending the meeting. She said that she would be reaching out to this resident tomorrow. Also, Becky stated that she would be reaching out to Jim at Habitat for Humanity to let him know that the money is coming to him. Melissa Williams wanted to know if there was a due date for the money. Becky was not aware of the due date. She felt that a check could be cut next week.

Once the Foundation approves a request, Robert Bernas wanted to know who cuts the check. Melissa Williams stated that the Accounting/Finance team is in the building on Monday and Tuesday. So, all financial accounting business occurs on those two days. This will be checked with them tomorrow if it is not time sensitive. If not, a check will be issued out.

John Caporale asked if we wanted pictures of this project as PR. This would show what the Foundation is doing. Becky stated that if he is excited about how it goes then sure this would be great. Melissa stated that Jim at Habitat for Humanity will take pictures. Becky stated that she could talk to Jim about whether this can be sent.

Melissa Williams stated that the paper copies can be given to Robert Vinnedge and there is an electronic version. There will be an electronic copy for Michelle. The box needs to be checked that it was motioned and approved at tonight's meeting for Michelle since Michelle may ask for the minutes.

Robert Bernas asked how this resident was able to find out about this out. Becky stated that Habitat for Humanity referred them to the Township. Habitat for Humanity took his address and did a search to find out which township he belonged to. Becky stated that there is good partnership with Habitat for Humanity. Habitat for Humanity (Jim) is very well known and liked. Jim partners with all the local townships.

Specific Request for Disabled and Their Families

Becky stated that she had made a general quarterly request. It was very specific. The Disability and Senior Services held a Summer Picnic. This occurs every Summer for clients with disabilities and their families. It is called the Summer Celebration Picnic. There was a donation received from the Lions Club for this specific event. The amount was \$250. The deposit was just done during the week. The event is not until July. The check is not needed immediately. The ask was for the money to be transferred to them.

Julie Bosshart made a motion to approve the \$250 to be directed to the Disability Summer Celebration. All members were in favor. There was no opposition. The motion was carried unanimously.

Senior/Disability Department Explained by Department Head

Becky provided the Foundation Board Members with the newsletter, and it is called Access Point. She stated that it comes out every two months. She explained that what was provided was the July/August edition. Disability and Senior services provide a lot of different support for residents of the township. The front half of the newsletter provides a description of the programs during the two months. The back half of the newsletter provides benefit and township disability focus information that may be helpful to residents. There is information about the transportation department. There is information on special events that are happening. There is information on Pack the Bus and Food Pantry for donations (produce donation from a resident's garden). Information is shared about Medicare. This month was over the Medicare savings program (assistance to low-income residents). There is information on SNAP and medical redeterminations. Everyone on Medicaid and Food Stamps for the three years of COVID didn't have to go through the redetermination process (deemed eligible). This is going backwards and how this redetermination is starting (look for letters from DHS).

The Access Point newsletter is very popular. Melissa Williams noted how this newsletter is a hot commodity. Becky noted that some of the areas that assists disabled and seniors is application to benefit programs for low-income residents. The Illinois Department of Aging has a program called Benefit Access which is a partnership with the Secretary of State. Qualified seniors and residents with permanent disabilities can qualify for a discount on their license plate sticker (pay \$10 versus \$150). All the Benefit staff are Counselors certified to provide unbiased counseling for Medicare and Medicaid (all DHS programs). All benefit staff counsel clients in determining if they should or shouldn't change their Part D program every year. October 15th through December 7th they are doing Medicare appointments. She noted how her department helps with Medicaid programs, SNAP, and financial assistance, CEDA utility programs, LIHEAP, etc. There is a distribution of disability placards for doctor determination of a temporary disability (provided on a walk-in basis). For a permanent disability, a temporary placard can be provided for when they wait for their permanent placard.

Two lawyers come in once a month. They provide low-cost wills and power of attorney, trust and promissory notes, estate planning, etc. These services are all for seniors at a low cost. There has been a partnering for Americans for Better Hearing Foundation. They provide auditory hearing tests as well as hearing aids and cleanings. They do an aural rehabilitation program. There is a fair pricing program for hearing aids with their primary client base being people with Medicaid. They accept people with all insurance. They are here at the Township once a month. As the need has grown, there have been more appointments. This service has expanded.

Notary republic services are provided. There is a Holiday adoption program for seniors. This program is for individuals with disabilities or families with kids with disabilities. Last there were over 140 clients that were supported and 15 families of the 140. The biggest program is AARP tax program in which volunteers come in and free tax prep. There was a total of 793 returns that were made with the average adjusted gross income of \$33,000 per client and an average of \$850. There has been free vision/hearing screening with Lions club. The Secretary of State does a rule of the road class for seniors who need to take the written test (free of charge). There are exercise classes offered. Also, there are day trips provided.

Becky sees the Foundation funds going towards individual client needs where there are no programs that can fully assist or assist at all like with the shower remodel. There is a need for assistance from the Foundation around the holiday time (Holiday adoption). She felt that gift cards to Jewel or Target would be helpful. This would be for funds that they may not have to buy throughout the year or those things that they can't cover with food stamps.

Most of the programs have been budgeted for or there is a nominal fee that is charged. Fees are at cost or below. Becky noted that there are referrals that are provided to clients to other organizations like Kenneth Young.

Unless she gets directed notation, Becky felt that she would not be reaching out. Becky stated that unless there is a specific client ask. She noted that she has some discretionary funds for client assistance. Moving forward, she stated that this will be removed as a line item in her budget. She stated she will come to the Foundation Board for some assistance throughout the year. Robert Bernas asked about what could be brought to the Foundation and it gets rejected Becky stated that she may bring something to the Foundation that the Foundation may decide not to fully fund. Like the gentleman that needed an electric wheelchair who didn't live within our township. She stated she did not know what that would cost. This is something that the Foundation may not have felt paying for the full bill. So, Becky would ask what the Foundation is comfortable with. There would be no distribution of funds until Becky could guarantee the cost could be covered by other organizations. If she has an ask that the Foundation cannot fully meet, then she won't ask for any funds unless she can meet the other portion.

Julie Bosshart asked Becky asked if she anticipates coming to the Foundation for the Holiday program or food stamps. Becky stated that this won't happen this year because she has this line item in her budget. Next year, she stated that this line item will be removed. Before now, Becky didn't feel like there was a process to get funds from the Foundation. This will be utilized more frequently.

Julie Bosshart asked about donations that were for welfare. She wondered if those were transferred or are they held. Melissa Williams stated that if it is earmarked for welfare then this is for the Welfare Department (Food Pantry). So, Melissa stated that this would go to General Assistance/Food Pantry. Welfare is inter-used for General Assistance. One is another language than the newer one. If Welfare or GA or Pantry, this is all the Department that is supervised by Diana.

Melissa Williams wanted to know how the board felt about how the process worked for the story that was provided and the justification. Robert Vinnedge felt it was good that Becky was here at the meeting to explain. It was a perfect example.

Becky wanted the Foundation Board to consider the policy regarding repeat requests such as how often clients can come back for assistance again (within a period). Becky stated that this was something for the Foundation Board to think about. Once clients know that they can get some assistance they will keep coming back. Becky felt that having some policy around for the frequency assistance that is willing to provide. Becky asked whether a maximum dollar needs to be set. This is something to think about in the future. Becky felt that it would be helpful to let clients know what the guidelines are. John Caporale asked if there is a tracking process now. Becky felt that this is something that they could work on within the Department. Becky felt that there needed to be guidelines. She felt that those guidelines are completely up to the Foundation Board.

The guidelines would be given to individuals. Becky stated that she would recommend it if someone had asked for help for a year or two. The between ask are fair. Robert Bernas stated that it would depend on the ask. Becky stated that boundaries can be set. If the ask is less than "X" amount, then you can ask for assistance every year. If ask for assistance is more than that, then once or two. John Caporale stated that it could be a combination of things. Robert Vinnedge that it could be dependent on the individual and circumstances surrounding it. Robert Vinnedge stated that you don't want to rubber stamp but to give it constant scrutiny such as judgment. Becky stated that the Foundation can put caveat language in there that it can be on a case-by-case basis. They are general guidelines. As a Department Head, Becky felt that she could tell her staff about the general guidelines that the Foundation has outlined. Marilyn Karr felt that it takes the responsibility off their shoulders. John Caporale felt it would eliminate abuse. Becky stated that they want to be good stewards and helpful. Guidelines would be helpful.

Next Meeting Date – Appointment

Julie Bosshart asked if the Foundation Board was going to hold monthly meetings. Robert Vinnedge stated that for now it would be monthly, such as for July. The next meeting was determined to be Wednesday, July 27th of 2023 at 7PM.

ADJOURNMENT

There being no further business, Director Karr moved to adjourn the meeting at 8:30 p.m. and Julie Bosshart seconded the motion. Roll Call: Ayes-5, Nays-0, **Motion carried.**

APPROVAL CERTIFICATION

I hereby certify the approval of the forgoing
Minutes.
of the Schaumburg Township Foundation.



Secretary

Date

8/30/23