

**APPROVAL CERTIFICATION**

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

*W. Robert Jimfe*

Clerk

Date

3.4.2024

language. One noted improvement was regarding the reports from our funded service agencies; this upcoming fiscal year the reporting requirements move from monthly to quarterly, as well as having the application available online. Administrator Williams further explained that the staff are continuing efforts toward universal record keeping, transitioning to e-records, and township standard operating procedures (SOP). The SOPs are a main focus toward consistent processes, quicker training of new staff, and assuring limited loss of institutional knowledge as more veteran staff retire. There were no questions from the committee members with this discussion point.

The focus deepened with a review of the policy manual, how now we have a two-step review with both legal and our liability insurance company (Arachas Group) toward assuring our policies are appropriate. All policies are now reviewed annually by Human Resources with any necessary revisions or additions presented to the Board for approval. HR has also worked on a review of all job descriptions to ensure matches of actual duties. Administrator Williams explained that while most all records are electronically available on the township shared drive, she and the Director of Administrative Services are working to create an archived drive for anything older than 5 years. This will allow staff quicker ability to find what they need while also allowing for a new and better organized filing of data going forward. Lastly with policy/procedures, it was noted that the staff are continuing to work toward a universal client database to best maintain communication tracking of clients across departments- to avoid missed service opportunities or duplication of resources/referrals.

The final discussion topic focused on the noted trend of other surrounding townships putting their Road District Commissioner positions on the ballot for dissolution. Resident member Husnick noted potential cost savings, as the township has about 12 miles of unincorporated roads. Supervisor Heneghan noted it would require a referendum, at the earliest for November's election if the Township Board approved it. Questions arose regarding what would need to happen regarding the unincorporated roads, annexation, or another solution. Recommendation from the committee was to check with the township attorney for suggested language, and/or investigating the process via TOI's ask the attorney.

Finally, in terms of consideration of the consistent efforts to end townships, it was questioned whether a cost savings analysis between township services and private/non-profit providers may be useful. Supervisor Heneghan noted this was addressed via TOCC over a decade ago but wasn't sure of anything more updated.

### **NEXT MEETING DATE**

Supervisor Heneghan asked for possible dates for the next meeting, which Administrator Willams offered if the meeting was pushed out a bit, a draft of the report would be able to be prepared. The committee agreed and the meeting was determined for 2.21.24 at 6pm in the Township Board Room.

### **ADJOURNMENT**

There being no further business, moved by Trustee Gibson to adjourn the meeting at 6:29 p.m. and Trustee Saternus seconded the motion. Roll Call: Trustee Fiorio-Absent, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward- Aye, Supervisor Heneghan-Aye, Clerk Vinnedge-Aye, Administrator Williams-Aye, resident member Caporale-Aye, resident member Husnick-Aye and resident member Ogilvie-Aye. Ayes-9, Absent-1, Nays-0. **Motion carried.**

**MINUTES OF THE  
TOWNSHIP OF SCHAUMBURG  
DECENNIAL COMMITTEE  
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 **October 18, 2023**.

<b>Members Present:</b>	Timothy M. Heneghan	Supervisor
	W. Robert Vinnedge	Clerk
	Robert N. Fiorio	Trustee (Absent- ill)
	Demetrius J. Gibson	Trustee
	Lauren Saternus	Trustee
	Matthew J. Steward	Trustee (Arrived at 6:25 p.m.)
	Melissa Williams	Township Administrator
	John Caporale	Resident Member
	John Husnick	Resident Member
	Robert Ogilvie	Resident Member

The following business was transacted.

Supervisor Heneghan called to order the third meeting of the Decennial Committee for the Township of Schaumburg at 6:01 p.m.

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

**PUBLIC COMMENT**

N/A

**MINUTES**

Moved by Trustee Saternus and seconded by Trustee Gibson to approve the Minutes from the Decennial Meeting of June 28, 2023, commencing at 6:00 p.m. Roll Call: Trustee Fiorio-Absent, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Absent, Supervisor Heneghan-Aye, Clerk Vinnedge-Aye, Administrator Williams-Aye, resident member Caporale-Aye, resident member Husnick-Aye and resident member Ogilvie-Aye. Ayes-8, Absent-2, Nays-0. **Motion carried.**

**STRATEGY**

Supervisor Heneghan opened the discussion highlighting the Hanover Township final report, that was provided by Hanover's Administrator. This committee noted it mirrors a similar format of the Annual Town Hall meeting materials, which everyone thought was a preferred template to follow.

The discussion then shifted to the review of documents provided by Administrator Williams and whatever questions or observations the committee members noted. The Schaumburg Township staff have been working to have a standardization of forms, reviewing all for clarity and inclusive