

**MINUTES OF THE  
TOWNSHIP OF SCHAUMBURG – BOARD OF TRUSTEES  
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 May 22, 2024.

<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 (7:05)
	Scott Kegarise	Highway Commissioner

The following business was transacted.

Supervisor Heneghan called to order the Regular Board of Trustees Meeting at 7:00 p.m.

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

**PUBLIC COMMENT**

Bob Ogilvie, MHB, noted that he wants included in the IGA for the mental health board, office space of 200 Square feet in the new 2<sup>nd</sup> level over gym.

**PRESENTATION**

VETERANS HONOR ROLL

*Specialist Charles E. Poremba ~ U.S. Army 1989-1991*

Brian McPherson, Arachas Group – Health Benefits Renewal.

- Mr. McPherson notes that the recent renewal came back with a 16.4% increase in rates which was a result of claims experience and medical trends. He negotiated it down to 12.6% and then continued to work with “what ifs.” An email went to staff to see if their medical providers were part of a select group. If 20% of staff choose this group, as they did, rates came down to a 5% increase. They will be at the Township on 6/4 to assist staff in their renewal and choosing which plan works best for them.
- Supervisor Heneghan noted that “Employee Navigator” is a new program for staff use on benefits. Administrator Williams presented this information at the last “all staff” meeting.
- Trustee Saternus questioned if there would be any impact on the day to day and was assured that there would not.
- Trustee Gibson asked for clarification on the process for staff renewals.

**MINUTES**

- A. Moved by Trustee Gibson and seconded by Trustee Fiorio from the April 17, 2024 Regular Board Meeting. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Absent, Supervisor Heneghan-Aye. Ayes-4, Absent-1, Nays-0. **Motion carried.**

## **DEPARTMENT AND COMMITTEE REPORTS**

### **Kenneth Young Center:**

- Linda Springer stated that June is Mental Health month, the Kenneth Young Center is hosting many events which include Zumba sessions, Pop up Pride on 6/15 and their main event is at Busse Woods, a walk on 6/22.
- It was questioned if they should present a report now to the Mental Health Board or continue to come to the Township board.
- The Board all felt it would be best if they present at both meetings.
- Trustee Saturnus pointed out that presenting at the Board Meetings is an opportunity for staff and the public to hear what is happening with the Center.
- Written report on file. No action items.

### **DEI Committee:**

- Ayaan Abdul noted the Committee is working on recruiting members, meeting procedures and summer operations.
- The Committee is writing with the Township for the Juneteenth event which will be held at Harper College on June 22.
- No Written report on file.

### **Mental Health Board:**

- Written report on file. No action items.

### **Disability and Senior Services Department:**

- In April Assistant Director Borja and Director Cordes began weekly implementation meetings with staff from Mon Ami. The entire team has now participated in a demonstration of the software and is contributing time, effort, and knowledge towards the implementation process. Our progress has been so good that we are a month ahead of schedule! We are on track to begin training in June, with a tentative go-live date of July 1. I have been working with Director Trent to coordinate the transition of our current website calendar to Mon Ami's and will be coordinating training for other Township staff who will need to access the calendar.
- Next week DSS staff will begin a 6-week Disability Education and Sensitivity Training course with Dr. Bailey from Harper College and Tracey Crawford, Executive Director of Northwest Special Recreation Association. We are excited to learn so we can ensure we are providing the most inclusive services and supports possible to our community.
- Finally, a quick note about the DSS budget. You may have noticed the DSS account for Program Expenses is over 50% utilized and we're only 2 months into the fiscal year. This is due to a large payment we had to make for our upcoming week-long trip to Mackinac Island. We will most certainly go over the budgeted amount for Program Expenses this year, however, that overage will be supported by Event Program Fees which you may have noticed is at 73% for the year. Rest assured, the difference between expenses and revenue for programming will not exceed our budgeted expense amount.
- Written report on file. No action items.

### **Disability and Senior Services Committee:**

- The board elected Kathy Ray as Chairperson and Judi Murray as Vice Chair.
- The Committee does not meet in the summer, they will reconvene in September.
- No Written report on file

**Transportation Department:**

- Manager Maldonado reported on the trips that the Transportation Department provided for the many Senior activities.
- Infrastructure for the new EV buses is still on hold waiting for permits to be approved.
- Now that winter is over, it is allowing the department to do more maintenance on the vehicles.
- Bus #41 and #51 had their condensers replaced and A/C recharged along with other maintenance as needed.
- Bus #71 needed its rear heater box replaced and wiring work done.
- Bus #72 had its front brakes done and 4 new tires installed.
- Written report on file. No action items.

**Welfare Services Department:**

- The WS casework staff attended the IL Township Association for General Assistance Caseworkers in Peoria last month. A wealth of information and ideas were gathered at this annual educational conference. With General Assistance (GA) legislation updates, the influx of immigrants to our community, the need for additional resources and casework burnout at a high, the sessions were informative and valuable. As included in the Board Report, there were 57 Emergency Assistance inquiries tracked in April. This is a 103% increase over last year, which unfortunately indicates many of our residents are facing evictions, foreclosures and/or utility disconnections. The need for support remains high.
- Volunteer appreciation was also part of April for WS. Our 60 weekly volunteers were showered with gratitude and appreciation the week of April 22<sup>nd</sup>. Specialist Treni always goes above and beyond with themed decorations. This year's theme was **Volunteers Help with Their Hands and Heart**. The staff works diligently to meet the needs of our residents, but without our volunteers we could not accomplish this feat. The food pantry saw a 21½% increase over last April's numbers, this was possible thanks to our amazing volunteers.
- Another example of how volunteers support our food insecure neighbors was seen during the Annual Letter Carrier Food Drive Saturday, May 11<sup>th</sup>. Thirty-nine volunteers worked the event, with a total of 107.25 hours tracked. The total pounds received was less than in previous years, but the event was a huge success with many department tasks completed. Supervisor Rogenski organized the day perfectly and the whole WS team participated in this accomplishment.
- Written report on file. No action items.

**Community Relations Department**

- In April, Coordinator Koeppen went to the 2024 Government Social Media Conference. This conference proves its value year over year as it is specifically targeted to opportunities and challenges for government communications. This year she attended presentations on AI, audience attention tactics, branding, reels for Instagram and Facebook, content planning and organization and more.
- Community relations staff are set for a busy summer with several presentations and community events. On June 13 Coordinator Koeppen will be on the TOCC Spring Conference Panel titled "Design with Canva for YOUR Township." She will also present at the July 11<sup>th</sup> TCOI meeting on reels and videos for social media. I will be on a panel for a virtual MTA communications training on July 24<sup>th</sup> regarding beyond your basic communications. Also, thus far, the Township is set to attend Juneteenth, the Hoffman

Estates 4<sup>th</sup> of July parade, Hanover Park Police Cops Day Picnic, Schaumburg Farmer's Market and more.

- Written report on file. No action items.

#### **Assessors Department:**

- The Exemption Filing Period has ended and we will be starting with the Certificate of Error application process beginning in June. Any application submitted after the deadline automatically becomes a Certificate of Error application whereby the resident will be receiving a property tax without their exemption(s), will pay more, but then get refunded. This is as the Assessor must adhere to the deadline to allow the Treasurer enough time to begin processing the tax bills in order to be mailed on time.
- During this year's Property Exemption Filing period, we were very busy working with our new homeowners, seniors, our veterans and with our residents with the disability exemption. We filed for approximately 790 residents.
- Lastly, the Cook County Board of Review Commissioner for our district, Mr. George Cardenas, is planning an outreach event with Assessor Lawson to introduce our new homeowners on the property appeal process and property tax structure.
- Written report on file. No action items.

#### **Administrative Services / Clerk's Report:**

- Passport services continue to be very heavy. Several local agencies refer residents to our office.
- Construction is on track, the support beam for the second level is in place and we are now waiting for the concrete to cure, which will take 28 days.
- The Kenneth Young Offices and the 2 Township offices are scheduled to be completed on time, available for use by June 1<sup>st</sup>.
- Trustee Saturnus stated that she did not want the office by Kenneth Young for the Mental Health Board, but wanted an office in the new addition, 2<sup>nd</sup> floor, 200 Square Feet. Discussion followed and office space will be outlined in the IGA.
- Clerk Vinnedge suggested the board needs to check their schedules for a date that they would be available 11/13 being a possibility, but all will be returning that afternoon from a TOI conference.
- Written report on file. No action items.

#### **Highway Commissioner:**

- Commissioner Kegaris stated that their Decennial report is completed and has been filed.
- The team has been working at Plum Grove Estates 3 times on Mr. Blockers drainage issue.
- The team is addressing other drainage issues and picking up branches and debris since the recent storms.
- Things are normal, and the team is working their regular day to day responsibilities.
- No written report on file.

#### **Supervisors Report**

- Supervisor Heneghan thanked Case Manager Fillmore and Assistant Director Borja for attending the Hanover Park event.
- Along with Administrator Williams, the Supervisor attended a Lawyer forum last Friday.

**Financial Report:**

- James Howard, Governmental Accounting reviewed the month's financial reports.
- We are 2 months into our new fiscal year and the numbers are aligned with where we should be. Everything is trending nicely.
- Worked out procedures to transfer funds to the Mental Health Board as needed.
- Trustee Saternus questioned 3 agencies are paid over 100% and it was explained there was an issue with billing that was done in the previous year, but paid out in this fiscal year.
- Written report on file. No action items.

**Township Administrative Services Report**

- Administrator Williams provided the Board news of a piloted staff appreciation option with Relish lunch delivery being a success. The plan is once a quarter and provides staff 2 restaurant options to order from, with a subsidy that if they go over, they cover the difference. The pilot run totaled just over \$300 and was well received by staff.
- Juneteenth Block party is coming to its final planning weeks before the June 22<sup>nd</sup> event at Harper. Plans and agenda is coming together well- this will be the biggest yet, with WGN personalities emceeding the show.
- With the Admin office reno completed, working on review of old files for scanning and archiving. Updated location of mailboxes to behind security.
- Harper and Hoffman transit study groups (two separate) are both surveying residents to better address public transportation in the NW suburbs. We've added links to both in social media.
- ITAA legal seminar materials coming tomorrow, will send to the board and department heads.
- After attending a Wintrust check fraud discussion that highlighted the use of ACH for better protections, Administrator will work with Wintrust to have a presentation to the Board in the next few months.
- SOP work and Board onboarding materials in process.

**OLD BUSINESS**

- A. Decision on cadence of Proclamations.
- The Board discussed how often Proclamations need to be done on items that come up yearly and decided to continue as we have and do the Proclamations yearly.

**NEW BUSINESS**

- A. Moved by Trustee Saternus and seconded by Trustee Steward to approve Mobile Dental Clinic Agreement effective June 1, 2024 and amend the renewal date to May 19<sup>th</sup>. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- B. Moved by Trustee Steward and seconded by Trustee Saternus to approve the Community Nurse Agreement effective June 24, 2024 and amend the renewal date to May 19<sup>th</sup>. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- C. Moved by Trustee Saternus and seconded by Trustee Steward to move the July Board Meeting from July 24<sup>th</sup> to July 31<sup>st</sup>. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

D. After discussion, the Board chose November 13<sup>th</sup> or November 14<sup>th</sup> as the date for this years Veterans dinner.

**APPROVAL OF BILLS**

Moved by Trustee Gibson and seconded by Trustee Fiorio to approve Town Fund Warrant 2024-2025 #3 in the amount of \$401,771.56. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Saternus and seconded by Trustee Gibson to approve Road & Bridge Warrant 2024-2025 #3 in the amount of \$67,660.34. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Fiorio and seconded by Trustee Gibson to approve Welfare Services Warrant 2024-2025 #3 in the amount of \$65,041.98. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

**ANNOUNCEMENTS**

**June 26, 2024** - Regular Board of Trustees Meeting, 7PM Town Hall

**July 4, 2024** – Township Closed for Independence Day.

**July 17, 2024** – Committee of the Whole, 7PM Town hall

**July 31, 2024** - Regular Board of Trustees Meeting, 7PM Town Hall

**SUPERVISOR AND TRUSTEE COMMENTS**

Trustee Saternus suggested the Board should approve all new hires. It is standard policy. Both Trustee Steward and Fiorio agreed.

Trustee Gibson noted that May is AAPI advancing leaders through innovation month.

**EXECUTIVE SESSION**

Moved by Trustee Gibson and seconded by Trustee Saternus to go into Executive Session at 8:30pm, Pursuant to the Open Meetings Act 120/2(c)(3) to consider the appointment of a person to fill a public office or vacancy in a public office. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0.

**Motion carried.**

Moved to return to open session at 900 p.m., by Trustee Gibson and seconded by Trustee Saternus. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Ayes, Nays-0. **Motion carried.**

**ADJOURNMENT**

There being no further business, Trustee Fiorio moved to adjourn the meeting at 9:01 p.m. and Trustee Steward 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.**

**APPROVAL CERTIFICATION**

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

*W. Robert Single*  
Clerk

Date *June 26, 2024*