

# Zion Township

**“We lead. We empower. We advocate. We connect residents to resources, services and solutions.”**

## *Agenda*

**REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD FEBRUARY 18, 2020 AT 6:15 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS**

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1. Call to order
2. Roll call
3. Pledge of Allegiance to the Flag
4. Agenda Changes
5. Approval of Minutes of a Regular Meeting held on January 21, 2020 at 6:15 p.m.
6. SPECIAL PRESENTATION: Winthrop Harbor Lions Club
7. Citizen Comments
8. Authorize bills for payment

Assessor’s Office	\$ 21,730.64	
Community Support	\$ 177.00	
Youth Services	\$ 0.00	
Senior Services	\$ 1,353.00	
Operating Expenses	\$ 33,477.64	
Township Fund Total Expenses		\$ 56,738.28
<u>General Assistance Fund</u>		
Public Support	\$ 4,950.48	
Operating Expenses	\$ 22,872.30	
General Assistance Fund Total Expenses		\$ 27,822.78

FICA Total Expenses \$ 2,731.97

IMRF Total Expenses \$ 3,573.04

**TOTAL BILLS: \$ 90,866.07**

9. Consider approval of Nepotism Policy
10. Consider approval of Hiring Policy and Procedures

11. Consider approval of Tax Objection Amount
12. Consider approval of Art Mural Contest
13. Discussion regarding transition plan for Assessor's position
14. Discussion regarding Community Resource Fair
15. Discussion regarding Budget for 2020/2021
16. Assessor's Report
17. Supervisor's Report/Announcements
18. Adjourn

**MINUTES OF A REGULAR MEETING OF THE TOWN BOARD HELD ON TUESDAY, FEBRUARY 18, 2020  
AT 6:15 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, 2828 SHERIDAN ROAD, ZION,  
ILLINOIS**

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Chairman Neal called the meeting to order at 6:15 pm

On call of the roll the following answered present: Trustees Frierson, Fischer, McDowell, Holmes, and Chairman Neal. A quorum was present.

Also present: Township Assessor Larry Wicketts.

Mr. William Bremner led the Pledge of Allegiance.

**MINUTES**

It was moved by Trustee Fischer and seconded by Trustee Holmes to approve the meeting minutes as presented. The vote on the roll: Trustees Frierson, aye; Fischer, aye; McDowell, aye; Holmes, aye; Chairman Neal, aye. Motion passes.

**SPECIAL PRESENTATION/WINTHROP HARBOR LIONS CLUB**

Chairman Neal welcomed Diane Uhl, President and Terry Scherman from the Winthrop Harbor Lions Club. Mr. Scherman stated the Lions Club is the largest community service organization in the world. There are 1.5 million members in over 200 countries with 47,000 clubs. Mr. Scherman began his service to the organization over 40 years ago. He stated the Lions Club was founded in Chicago in 1917 by a group of businessmen. He stated there was a need to help out in the community and the men joined together to get things started. In 1925 the International Convention was held in Cedar Point Ohio and the key note speaker was Helen Keller. She challenged the Lions to become the "Knights of the Blind" in the crusade against darkness. Shortly after that the Lions adopted the Flight to the visually impaired and the blind as one of their two major focuses along with community service. In the 1940s a third focus point was added to help the hearing impaired. In 2017 diabetes awareness was adopted as a fourth focus. He stated they have worked with the Township in providing eye care and hearing for those who cannot afford it. The Lions Club Board currently uses the Township Board Room to meet. Chairman Neal stated they have formed a great partnership with the Lions Club and are lucky to have them as a resource. Mr. Scherman reminded citizens they collect used eyeglasses and hearing aids. They have several collection sites within in Winthrop Harbor and Zion.

**CITIZENS COMMENTS**

Kathy Champine, Zion, asked for an explanation of the proposed Nepotism Policy. Chairman Neal stated she would read the policy under agenda item #9. Ms. Champine stated after listening to the reasons at the last meeting she believes unless the Township or any Body is willing to advertise and due their due diligence showing that they tried to find someone to fill the position and keep the ads and resumes on file to prove the person hired was the best person for the job it is nothing more than nepotism without the due diligence.

Clyde McLemore, Zion, invited citizens to the Reparations Town Hall meeting on February 22, 2020 from 1:30 pm - 4:00 pm at the Waukegan Public Library.

**BILLS**

It was moved by Trustee Fischer, seconded by Trustee Frierson that bills be authorized for payment as follows:

Assessor's Office	\$ 21,730.64	
Community Support	\$ 177.00	
Youth Services	\$ 0.00	
Senior Services	\$ 1,353.00	
Operating Expenses	\$ 33,477.64	
Township Fund Total Expenses		\$ 56,738.28

<u>General Assistance Fund</u>		
Public Support	\$	4,950.48
Operating Expenses	\$	22,872.30
General Assistance Fund Total Expenses		\$ 27,822.78
<u>FICA</u> Total Expenses		\$ 2,731.97
<u>IMRF</u> Total Expenses		\$ 3,573.04
<b>TOTAL BILLS:</b>		<b>\$ 90,866.07</b>

Chairman Neal stated at the last meeting Trustee Frierson questioned what the miscellaneous funds went to. She spoke with Business Manager, Sandra Usher and stated moving forward they will show where in budget the miscellaneous funds pertain to. She shared the following miscellaneous items from the last meeting: \$7,600 was for the ZB Quarterly magazine, North Shore Gas sent a check for \$1,000 for “Shop with a Cop”, the Illinois Treasurer was \$21,500, Nicasa rent was \$500, Met Life was \$16, a donation for Zion Together was \$500, and the Zion Park District paid \$2,700 for their part in the Summer Work Program. She stated this month’s miscellaneous income was: \$6,500 was for Nicasa rent, passport fees and North Shore Gas sent a donation of \$1,000 towards the Ring Cameras and \$1,000 donation for Zion Together. The magazine was \$4,000. Trustee Frierson asked if the income was expected income. Chairman Neal stated the magazine and passport fees are line items. Trustee Frierson asked if flat grants were paid directly to the landlords because utilities are included with rent. Chairman Neal stated they work with the General Assistance clients to either get back into the workforce or if they are truly disabled they work with them to get them on disability. They receive \$350 in vouchers to help them get through the month. There are other requirements they must do in order to maintain them. They get to determine what they want to use the \$350 in vouchers for. If they chose to use it for rent the voucher gets paid directly to the landlord. They may also choose to pay utilities.

The vote on the roll: Trustees Frierson, aye; Fischer, aye; McDowell, aye; Holmes, aye; Chairman Neal, aye. Motion passes.

**NEPOTISM POLICY**

Chairman Neal presented the Nepotism Policy for Zion Township. She noted the following change:

In any case where related employees are employed in circumstances noted above which were in effect prior to implementation of this policy, it will be ~~my responsibility~~ **the responsibility of the Supervisor/Assessor** review circumstances and determine the necessity for change or the granting of an exception. Trustee Frierson asked that the last sentence be stricken from the policy and replaced with “they will be not be affected by the policy”, meaning anyone that is currently there today will be grandfathered in.

Additionally, he stated that it was unclear what the execution to the Board was. He questioned what they could do to make it more explicit on what will prompt a review to the Board, which he does not believe is covered in the policy. He suggested language stating “Any relatives expected to be hired in the Township or Assessor’s office must be brought before the Board prior to any offer of employment”. Trustee McDowell suggested changing the last sentence to read: “The decision must be ratified by the Town Board prior to hiring”. Chairman Neal stated final language will include: “All employees hired prior to this policy will be grandfathered in”.

It was moved by Trustee McDowell and seconded by Trustee Frierson to approve the Zion Township Nepotism Policy as amended. The vote on the roll: Trustees Frierson, aye; Fischer, aye; McDowell, aye; Holmes, nay; Chairman Neal, aye. Motion passes.

**HIRING POLICY AND PROCEDURES**

Chairman Neal stated after discussions at the last meeting regarding hiring, she reached out to Laura Gerkley from the Job Center of Lake County and asked her help put together a hiring policy to officially go by when hiring someone. She presented the Hiring Policy and Procedures for Zion Township. She asked if the policy covered all questions and concerns. Resident, Kathy Champine stated she did not hear any content mentioning providing adequate advertising in

competition for the job. Chairman Neal stated they will be putting the information on the website, social media channels, with the Job Center of Lake County and GovHR. Ms. Champine asked if they advertise in the newspaper. Chairman Neal stated they do not advertise in the newspaper as it is too costly and people are more likely to go on LinkedIn, the Job Center of Lake County and word of mouth. Assessor Wicketts suggested posting the Assessor position in the Townships of Illinois (TOIA) magazine. Ms. Champine stated being located between Chicago and Milwaukee that have a great opportunity for a highly qualified candidate in both the Chicago area and Milwaukee area. Trustee Holmes suggested Milwaukeejobs.com.

It was motioned by Frierson and seconded by Trustee McDowell to approve the Zion Township Hiring Policy and Procedures as presented. The vote on the roll: Trustees Frierson, aye; Fischer, aye; McDowell, aye; Holmes, aye; Chairman Neal, aye. Motion passes.

### **TAX OBJECTION**

Chairman Neal stated they have received another tax objection from the same attorney, Karnes Law. The law requires a Township can only have 1.01% of what was actually spent the previous year in reserves. She stated they have always been told they must have 1-2 years in reserve. She found this out about two years ago but never understood what was going on or what they needed to do to make sure whatever they were doing wrong they would not continue to do. She stated she and the Township attorney had gone through all the years and everything is ok except for the last year and they were over \$5,799 last years. The attorney was able to negotiate the fees down to half and now they will pay \$2,600.

It was moved by McDowell and seconded by Trustee Frierson to approve the payment of \$2,600 for the Tax Rate Objection. The vote on the roll: Trustees Frierson, aye; Fischer, aye; McDowell, aye; Holmes, aye; Chairman Neal, aye. Motion passes.

### **ART MURAL CONTEST**

Chairman Neal stated they have a fence in the back of their parking lot. Someone had sent her some pictures of art murals that have gone up on people's fences. She approached the new neighbor that just purchased the house next door to them asked him if he would mind if they painted the fence and he said no. She would like to have a contest and put out to local artists to paint the fence with zinnias, monarch butterflies and bees. She would have them send in a picture of what they would paint. The chosen winner would be provided a prize of \$200 and the Township would pay for all the paint from a local business and have the artist paint the mural. She hopes this would be a first of many after seeing how great it looks.

It was moved by McDowell and seconded by Trustee Frierson to approve the Township Art Mural Contest for the fence on the south side of the Township parking lot. The vote on the roll: Trustees Frierson, aye; Fischer, aye; McDowell, aye; Holmes, aye; Chairman Neal, aye. Motion passes.

### **ASSESSORS RETIREMENT**

Assessor Wicketts recently shared that he will be retiring on September 23<sup>rd</sup>. Recently Chairman Neal provided the Board with information from TOIA regarding the appointment of the Assessor's position. The information stated the individual appointed must have a certain number of education classes to obtain a certificate as well as being a resident of Zion for one year. The individual appointed will remain in office until the January 2021. A timeline has been created for the Assessor appointment. Chairman Neal stated ideally the appointment would be made by July 21<sup>st</sup> so the individual may work part-time to be trained under Assessor Wicketts in order to provide a smooth transition. They will advertise for the position in the months of April, May and June using the procedure shared earlier. A job description will be put together in the next few weeks and interviews will be scheduled in the beginning of July. Trustee McDowell asked about the possibility of a special election in November. Chairman Neal stated an election is not part of the Township Code due to the general election being in 2021.

Trustee Fischer stated the timeline was put together well in order to recruit for the position. Assessor Wicketts suggested advertising in the IAAO magazine which is a publication that is seen nationally. Chairman Neal stated once the Assessor resigns the Board has 60 days to fill the vacancy by appointing a qualified person who is also a resident of Zion to fill the position until the next Township election.

**OPEN HOUSE**

Chairman Neal stated every year the Township holds an Open House. This year they would like to hold an Open House/Community Resource Fair. They will be reaching out to several resources to invite them to participate in the fair. Chairman Neal asked that the Trustees come out to do the grilling at the event called “Donuts and Dogs” on Saturday, June 13<sup>th</sup> from 10:00 am to 2:00 pm.

**BUDGET**

Chairman Neal stated she previously emailed copies of the 2020/2021 budget to the Trustees and asked that they review the information for discussion at the next meeting.

**ASSESSORS REPORT**

Assessor Wicketts stated of the 500 appeals the ratio of winning to losing is 50%. The Assessor's office is starting with the 2020 field work while still working on the clean-up from the conversion. The Chief County Assessor's Office has indicated this year's values have gone up about 9%.

**SUPERVISORS REPORT/ANNOUNCEMENTS**

Chairman Neal provided the following information:

- January 2020 Monthly Report Attached.
- The third collaborative taxing body magazine - The ZB Quarterly will be mailed out next week! Watch your mailbox! To have events listed in the calendar, email ZBQuarterly@gmail.com.
- LIHEAP (Low Income Home Energy Assistance Program) enrollment for all lower income residents (1-person \$1561 per month) each Tuesday from 1-3pm. Walk-ins encouraged!
- The Job Center of Lake County's Summer Work Program application intake has begun. Visit [www.lakecountyjobcenter.com](http://www.lakecountyjobcenter.com) to apply.
- Jr ZBLA is in full swing every Saturday this month from 9am til noon at the Zion Police Department.
- Let's make Zion the Zinnia Capital! Visit [ZinniasforZion.com](http://ZinniasforZion.com) for opportunities to get involved!!! Thank you True Leaf Market, Joyful Butterfly, American Meadows, Pan American Seed Co and Ball Horticulture for donating seeds! Mark your calendar for May 30<sup>th</sup> for a Community Planting Day!
- Do you have a vision for 2020? 55 residents responded to the survey! The ZT Team has created a Zion Resource Guide to Achieving Your 2020 Vision. Information is available at [ZionTogether.com](http://ZionTogether.com) under Vision 2020! Plans are underway to bring:
  - Parenting Classes thanks to Family resource center of Zion and a collaborative team from area churches at Grace Missionary Church, Tuesdays, Feb 25- April 28 from 6 - 8pm.
  - How to Start a Business will be presented at Zion Township on Thursday, April 23<sup>rd</sup> by the Illinois Small Business Development and International Trade Center from 7-8pm.
  - Spanish as a Second Language will be offered to 12 participants in an intense one-month program Mondays and Wednesdays in March from 6:30- 8:30pm. Cost is \$225. TWO open spots left!
- FREE counseling services are now being provided at Zion Township thanks to Princesses and Ladies, Inc and Cynthia Lincke. Contact Cynthia at 224-639-3295 or [info@princessesandladies.org](mailto:info@princessesandladies.org) for more information.
- Nicasa has NEW hours: Monday/Thursday 9am til 2pm.

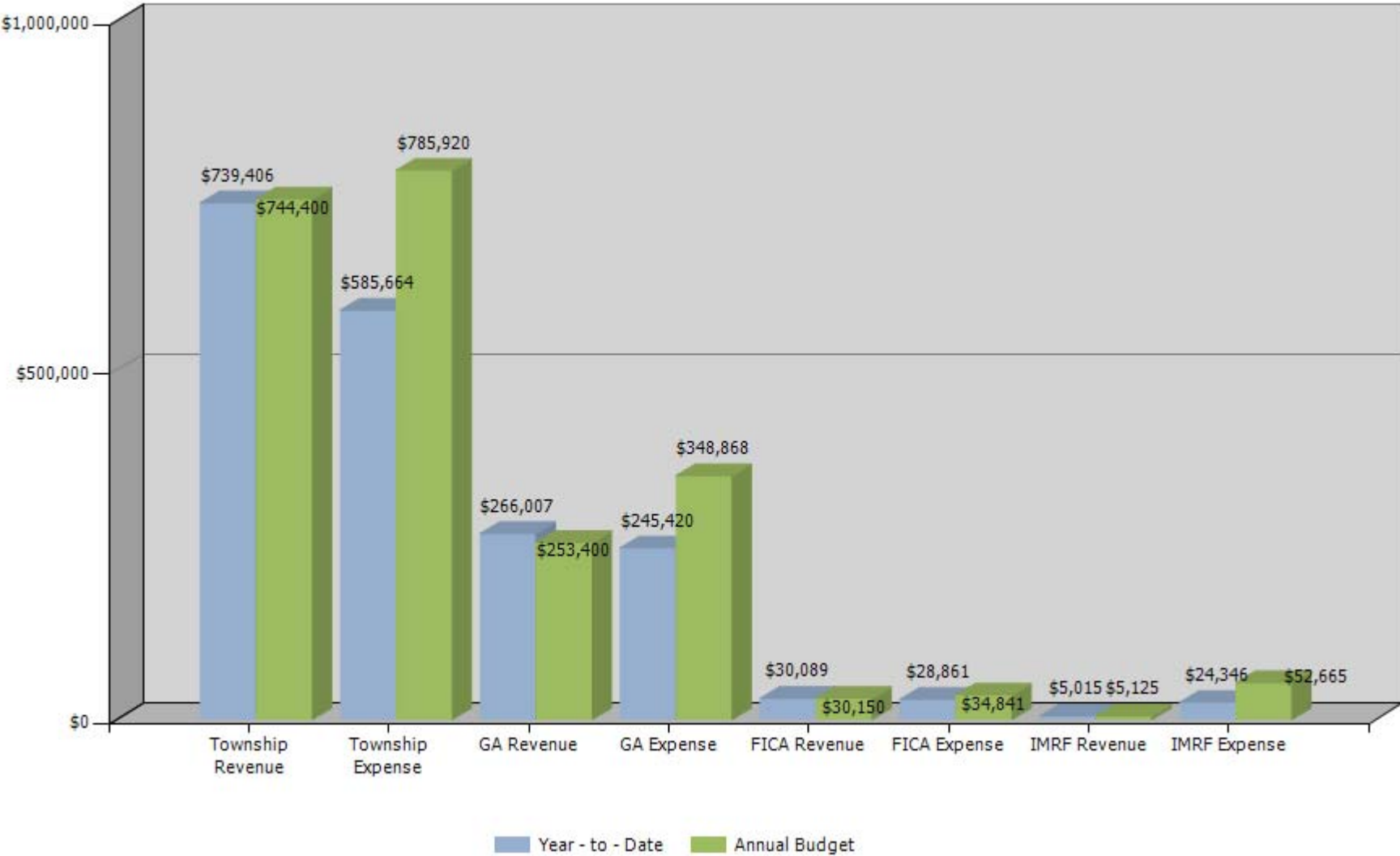
**ADJOURN**

There being no further business to come before the Board at this time, it was moved by Trustee Frierson, seconded by Trustee Holmes and unanimously approved the meeting be adjourned at 6:59 p.m. Motion carried.

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Recording Secretary

**Zion Township  
Revenue & Expense  
Actual vs. Budget  
For the 9 Months Ended January 31, 2020**



**Zion Township  
Income Statement  
Summary Actual vs. Budget  
As of January 31, 2020**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Remaining Budget</u>
<b><u>Township Fund</u></b>					
<b>Revenues</b>	\$ 18,105.11	\$ 739,405.85	\$ 744,400.00	\$ 4,994.15	0.67%
<b><u>Operating Expenses</u></b>					
Personnel	24,590.00	227,482.71	301,798.00	74,315.29	24.62%
Contractual Services	4,955.80	59,489.56	100,419.00	40,929.44	40.76%
Other Operating Expenses	3,931.84	27,446.31	39,760.00	12,313.69	30.97%
Capital Outlay	0.00	49,785.00	52,708.00	2,923.00	5.55%
<b>Total Operating Expenses</b>	<u>33,477.64</u>	<u>364,203.58</u>	<u>494,685.00</u>	<u>130,481.42</u>	<u>26.38%</u>
<b>Community Support</b>	177.00	13,519.31	14,750.00	1,230.69	8.34%
<b>Youth Services:</b>					
Summer Work Program	0.00	47,289.72	53,330.00	6,040.28	11.33%
<b>Total Youth Services</b>	<u>0.00</u>	<u>47,289.72</u>	<u>53,330.00</u>	<u>6,040.28</u>	<u>11.33%</u>
<b>Senior Services:</b>					
Senior Meals	0.00	3,179.19	3,300.00	120.81	3.66%
Senior Transportation	1,353.00	11,094.00	16,000.00	4,906.00	30.66%
Senior Support	0.00	1,002.45	5,650.00	4,647.55	82.26%
<b>Total Senior Services</b>	<u>1,353.00</u>	<u>15,275.64</u>	<u>24,950.00</u>	<u>9,674.36</u>	<u>38.77%</u>
<b>Assessor's Office:</b>					
Personnel	15,853.13	128,352.29	166,860.00	38,507.71	23.08%
Contractual Services	4,374.60	8,362.80	15,060.00	6,697.20	44.47%
Other Operating Expenses	1,502.91	8,660.94	16,285.00	7,624.06	46.82%
<b>Total Assessor's Office</b>	<u>21,730.64</u>	<u>145,376.03</u>	<u>198,205.00</u>	<u>52,828.97</u>	<u>26.65%</u>
<b>Total Expenses</b>	<u>56,738.28</u>	<u>585,664.28</u>	<u>785,920.00</u>	<u>200,255.72</u>	<u>25.48%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (38,633.17)</u>	<u>\$ 153,741.57</u>	<u>\$ (41,520.00)</u>	<u>\$ (195,261.57)</u>	
<b><u>General Assistance Fund</u></b>					
<b>Revenues</b>	\$ 236.79	\$ 266,007.18	\$ 253,400.00	\$ (12,607.18)	-4.98%
<b><u>Expenses</u></b>					
Personnel	18,889.03	134,603.15	193,008.00	58,404.85	30.26%
Contractual Services	2,387.84	21,091.08	27,066.00	5,974.92	22.08%
Other Operating Expenses	1,595.43	11,244.47	17,514.00	6,269.53	35.80%
Public Support	4,950.48	78,481.53	111,280.00	32,798.47	29.47%
<b>Total Expenses</b>	<u>27,822.78</u>	<u>245,420.23</u>	<u>348,868.00</u>	<u>103,447.77</u>	<u>29.65%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (27,585.99)</u>	<u>\$ 20,586.95</u>	<u>\$ (95,468.00)</u>	<u>\$ (116,054.95)</u>	
<b><u>FICA Fund</u></b>					
<b>Revenues</b>	\$ 28.42	\$ 30,089.06	\$ 30,150.00	\$ 60.94	0.20%
<b>Expenses</b>	<u>2,731.97</u>	<u>28,860.99</u>	<u>34,841.00</u>	<u>5,980.01</u>	<u>17.16%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (2,703.55)</u>	<u>\$ 1,228.07</u>	<u>\$ (4,691.00)</u>	<u>\$ (5,919.07)</u>	
<b><u>IMRF Fund</u></b>					
<b>Revenues</b>	\$ 4.74	\$ 5,014.84	\$ 5,125.00	\$ 110.16	2.15%
<b>Expenses</b>	<u>3,573.04</u>	<u>24,345.64</u>	<u>52,665.00</u>	<u>28,319.36</u>	<u>53.77%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (3,568.30)</u>	<u>\$ (19,330.80)</u>	<u>\$ (47,540.00)</u>	<u>\$ (28,209.20)</u>	



# Zion Township Updates – 2/18/20

**Mission:** *We lead. We empower. We advocate. We connect residents to resources, services and solutions.*

**Vision:** *We make Zion better.*

**Core Values:** *Humility ~ Encouragement ~ Appreciation ~ Reverence ~ Tenacity*

## UPDATES ON OFFICE OPERATIONS

- Monthly Report Attached.
- The third collaborative taxing body magazine - *The ZB Quarterly* will be mailed out next week! Watch your mailbox! To have events listed in the calendar, email [ZBQuarterly@gmail.com](mailto:ZBQuarterly@gmail.com).
- LIHEAP (*Low Income Home Energy Assistance Program*) enrollment for all lower income residents (1-person \$1561 per month) each Tuesday from 1-3pm. Walk-ins encouraged!
- The Job Center of Lake County's Summer Work Program application intake has begun. Visit [www.lakecountyjobcenter.com](http://www.lakecountyjobcenter.com) to apply.
- Jr ZBLA is in full swing every Saturday this month from 9am til noon at the Zion Police Department.
- Let's make Zion the Zinnia Capital! Visit [ZinniasforZion.com](http://ZinniasforZion.com) for opportunities to get involved!!! Thank you True Leaf Market, Joyful Butterfly, American Meadows, Pan American Seed Co and Ball Horticulture for donating seeds! Mark your calendar for May 30<sup>th</sup> for a Community Planting Day!
- Do you have a vision for 2020? 55 residents responded to the survey! The ZT Team has created a *Zion Resource Guide to Achieving Your 2020 Vision*. Information is available at [ZionTogether.com](http://ZionTogether.com) under Vision 2020! Plans are underway to bring:
  - Parenting Classes thanks to Family Resource Center of Zion and a collaborative team from area churches at Grace Missionary Church, Tuesdays, Feb 25- April 28 from 6 - 8pm.
  - How to Start a Business will be presented at Zion Township on Thursday, April 23<sup>rd</sup> by the Illinois Small Business Development and International Trade Center from 7-8pm.
  - Spanish as a Second Language will be offered to 12 participants in an intense one-month program Mondays and Wednesdays in March from 6:30-8:30pm. Cost is \$225. TWO open spots left!
- Become a Zion Together Love Thy Neighborhood! For info check out [ZionTogether.com](http://ZionTogether.com) or stop by Zion Township for information and a packet TODAY!

## BOARD SPECIFIC ISSUES

- Discussion regarding nepotism policy and hiring policy.
- Zion Township will be closed Wednesday, April 15<sup>th</sup> until 12:30pm for Senior Resource Day. ALL board members are encouraged to attend.
- Assessor Wicketts' retirement – Discussion of plan for transition.
- A draft of the budget is ready for review.
- Received a Tax Objection from Karnes for 2018. Scott Nemanich got it reduced to \$2,600 from \$5,799.54.
- Zion Township Mural Contest recommendation shared.
- ZT Team is working on hosting a Community Resource Fair on Saturday, June 13<sup>th</sup> from 9am til 2pm.
- LIHEAP numbers are in. The ZT Team assisted residents with accessing funds for utility bills in the amount of:
  - 2019: \$172,883
  - 2018: \$150,726
  - 2017: \$125,343

## COMMUNITY – KEY RESOURCES

- ❖ SHIP – Senior Health Insurance Program is now at Zion Township every second Tuesday of the month from 1:00 – 4:00 pm. Call 847-740-6710 to schedule an appointment.
- ❖ Abiding Love Food Pantry: Each Wednesday from 10am til 1pm at Christian Assembly of God Church, 2929 Bethel Blvd, Zion (Closed 5<sup>th</sup> Wednesdays).
- ❖ Zion Township assists with the application process for Passports, provide Notary service, faxing, voter registration, as well as processing Benefit Access and RTA passes.
- ❖ FREE counseling services are now being provided at Zion Township thanks to Princesses and Ladies, Inc and Cynthia Lincke. Contact Cynthia at 224-639-3295 or [info@princessesandladies.org](mailto:info@princessesandladies.org) for more information.
- ❖ FREE ESL Classes each Tuesday and Thursday from 8:30-11:30am at Zion Township. Registration is now closed. Classes will open up again in the fall.
- ❖ Nicasa has NEW hours: Monday/Thursday 9am til 2pm.

# Monthly Report

January 2020

## Programs & Services

- **Community**
  - Incoming Calls: 429
  - Walk-In Clients: 181
  - Notary: 1
  - Medical Equipment Pantry: 1
  - Passports: 5
- **Senior**
  - Senior Half-Fare Taxi Tickets: 15
  - Senior Birthday Cards: 59
- **Youth**
  - Summer Work Program (June/July):

## Referrals & Other Agency Application Processing

- **RTA Free or Reduced Ride Program Processing: 10**
- **Benefit Access Online Applications Processing: 17**
- **Initial Screenings Total: 38**
- **Resource Referrals**
  - Resource Appointments: 46
  - Total People Referred: 70
  - Total Referrals Made: 129
- **Zion Township Directly Assisted: 67**
- **Referrals to Partner Agencies**
  - A Safe Place: 1
  - Affordable Housing of Lake County: 2
  - Bottom Line Innovators: 1
  - Catholic Charities: 1
  - Christ Community Church: 1
  - Community Action of Lake County: 38
  - DHS: 1
  - IDES: 1
  - Lake County Job Center: 3
  - Love INC: 3
  - PADS: 3
- **LIHEAP Application Processing (July & Sept. – May)**
  - Applicants: 36
  - Applications Completed: 36
  - Total Funds Accessed for Zion:
    - October: \$42,439
    - November: \$18,881
    - December: \$26,729
  - January numbers are not yet available.

## Assistance Programs

- **Case Manager Appointments: 78**  
(Sum of Resource, GA, and EA)
- **General Assistance**
  - Appointments: 27
  - Application Pick-ups: 7
  - Submitted Applications: 7
  - New Recipients: 6
  - Denials: 0
  - Flat Grant Approvals: 19/\$5,247.94
    - Transportation: 14
    - Prescriptions: 1
    - GED: 0
    - Substance Abuse: 0
      - Drug Testing: 0
      - Counseling: 0
      - Evaluations: 0
    - Record Expungement: 0
  - Completions (terminations): 2
    - Employed: 1
    - SSI Approved: 0
    - Relocation: 1
    - Other: 1
  - Suspended: 0
- **Emergency Assistance**
  - Appointments: 5
  - Total People: 5
  - Approved Applications: 3/\$1,050
    - Housing: 2
    - Utilities: 1
    - Work Related: 0
    - Substance Abuse Counseling: 0
  - EA Denials: 1
  - EA Incomplete Applications: 1
- **Financial Counseling Certificates: 3**
- **Emergency Transportation Assistance**
  - Gas Vouchers: 0
  - 1-Day Bus Pass: 1
  - Train/Other: 0
  - Total Funds Spent: \$ 4.00

Submitted by: ZT Staff

Township Supervisor: 