

Zion Township

“Compassionately challenging Zion residents to overcome hardships and encourage positive life changes.”

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, FEBRUARY 19, 2019 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 15, 2019 at 6:15 p.m.
6. Citizen Comments
7. Special Presentation – New Tech Interns
8. Authorize bills for payment

Assessor’s Office	\$ 11,461.33	
Community Support	\$ 1,400.00	
Youth Services	\$ 293.46	
Senior Services	\$ 1,066.50	
Operating Expenses	\$ 37,670.37	
Township Fund Total Expenses		\$ 51,891.66

<u>General Assistance Fund</u>		
Public Support	\$ 8,446.18	
Community Support	\$ 0	
Operating Expenses	\$ 11,963.95	
General Assistance Fund Total Expenses		\$ 20,410.13

FICA Total Expenses \$ 3,696.60

IMRF Total Expenses \$ 2766.71

TOTAL BILLS: \$ 78,765.10

9. Assessor’s Report
10. Supervisor’s Report/Announcements
11. Adjourn

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, FERUARY 19, 2019 AT 6:15 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS

Chairman Neal called the meeting to order.

On call of the roll the following answered present: Trustees McDowell, Fischer, DeTienne, McKinney, and Chairman Neal. Assessor Wicketts was present.

Mr. Bremner led in the Pledge of Allegiance to the Flag.

Chairman Neal acknowledged Laura Murrie for her work on the recent Candidate’s Forum.

AGENDA CHANGES

It was moved by Trustee McDowell seconded by Trustee McKinney to accept the Township Board meeting agenda with the following changes:

- Delete item 7: Special Presentation - New Tech Interns

The vote on roll call was: Trustees McDowell, aye; Fischer aye; DeTienne, aye; McKinney, aye; and Chairman Neal, aye. Motion carried.

MINUTES

It was moved by Trustee McDowell seconded by Trustee McKinney that the minutes of a Regular Meeting held on January 15, 2019 at 6:15 p.m. be approved, with all members having received printed copies prior to the meeting. The vote on roll call was: Trustees McDowell, aye; Fischer aye; DeTienne, aye; McKinney, aye; and Chairman Neal, aye. Motion carried.

BILLS

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

Assessor’s Office	\$ 11,461.33	
Community Support	\$ 1,400.00	
Youth Services	\$ 293.46	
Senior Services	\$ 1,066.50	
Operating Expenses	\$ 37,670.37	
Township Fund Total Expenses		\$ 51,891.66
 <u>General Assistance Fund</u>		
Public Support	\$ 8,446.18	
Community Support	\$ 0	
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General Assistance Fund Total Expenses		\$ 20,410.13
 <u>FICA</u> Total Expenses		 \$ 3,696.60
 <u>IMRF</u> Total Expenses		 \$ 2766.71
 TOTAL BILLS:		 \$ 78,765.10

The vote on roll call was: Trustees McDowell, aye; Fischer, aye; DeTienne, aye McKinney, aye; and Chairman Neal, aye. Motion carried.

ASSESSOR'S REPORT

Assessor Wicketts stated he is still working on the re-assessments for 2019 and already has quite a few valued. He will turn in his books on July 15th. He will be meeting with the Township attorney on how to re-value the Nuclear Plant. It is 230 acres of prime real estate on the lakefront with 82 spent fuel rods right in the middle.

SUPERVISOR'S REPORT

Chairman Neal stated the Township has created a 3-part carbon referral document. The form will be distributed to the church secretaries and the taxing bodies. The form will be a great tool for those who are in need of assistance. Once the signed form is returned to the Township they can begin to have a dialogue to resolve the situation and assist the resident.

Chairman Neal stated the Township will welcome Amy Onan on February 22nd to serve as a part-time case manager and back up to the Administrative Assistant. Amy was a strong partner from the Job Center of Lake County with the Summer Work Program and most recently worked at the College of Lake County.

Recently the Township office hours have expanded to Monday-Thursday from 8:00 a.m. to 6:00 p.m. and Fridays from 9:00 a.m. to 1:00p.m. A decision will be made in May on whether to keep these hours in place after tracking calls and walk-in to measure the benefits to residents.

Chairman Neal is in the process of trying to create a community wide newsletter with the taxing bodies from Zion, Wadsworth, Winthrop Harbor and Beach Park. She will be bringing a proposal to the next meeting to assess much it would cost to bring everyone on board.

Chairman Neal has been working with two groups of Interns from the High School working on the Zion Together project. She has welcomed the involvement of Steven Angelos on the project. He is a videographer from Beach Park Middle School. He took the testimonials from the Zion Together teams last summer and put together some promotional videos for a website. A group of girls from New Tech have proposed putting together a website for every taxing body in Zion, Winthrop Harbor and Beach Park that will include information from all Boards. They will be doing a presentation to all the taxing bodies.

Chairman Neal also provided the following information:

- Zion Township Monthly Report – January 2019
- On February 14th, Zion Township hosted its second Church Secretary Networking Coffee. Benefits included visiting the office and getting a better understanding of how we can support each other, networking with each other and solidifying the group for communicating events and information. The next event is scheduled for May.
- Zion Township will be hosting their 3rd annual Open House with CJ's donuts and an Ice Cream Social on Saturday, March 16th from 10am - 2pm. ALL residents are encouraged to stop by.

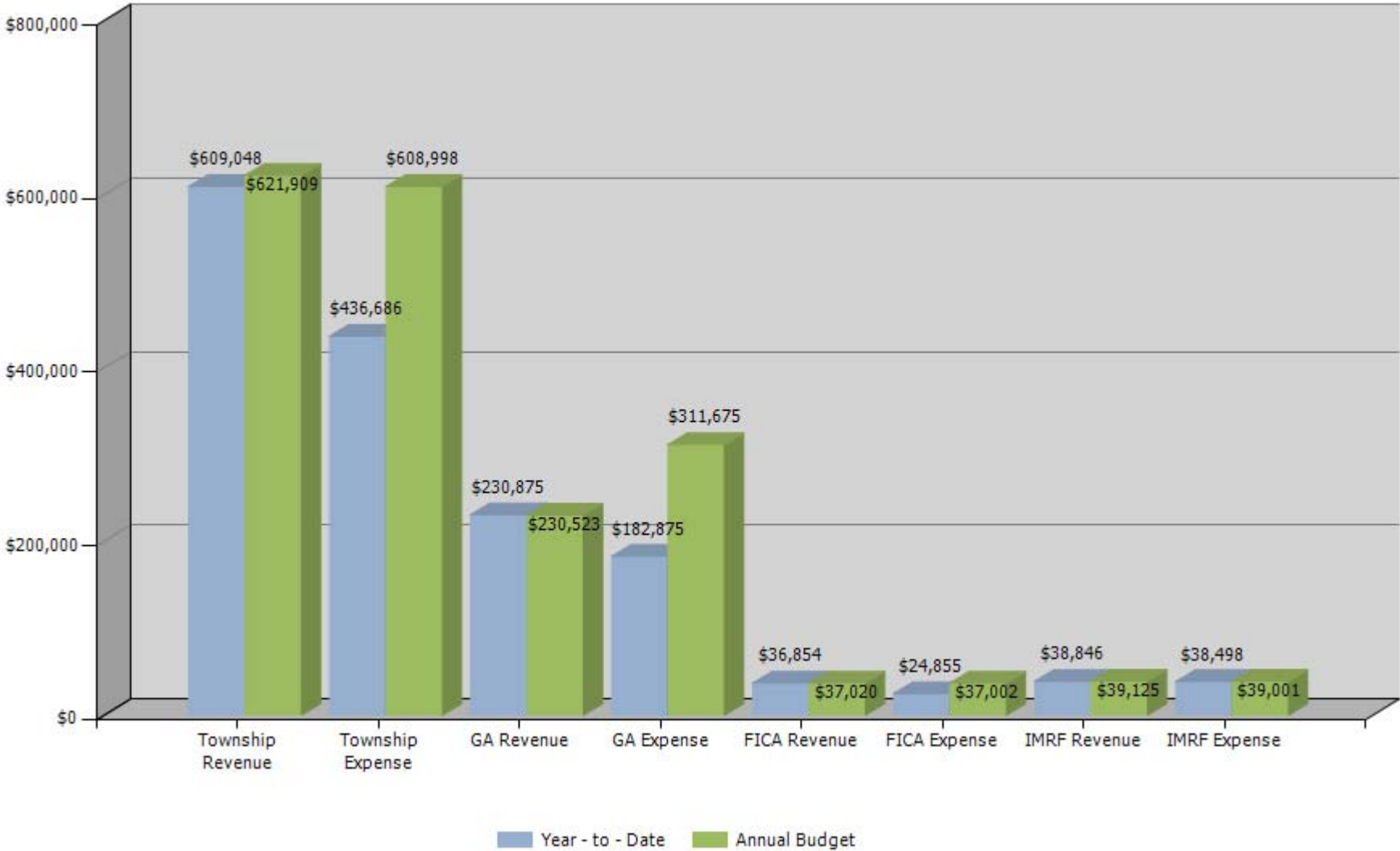
- ZT is now home to Community ESL classes provided by a partnership with Mundelein High School and District 6. Classes are on Tuesdays and Thursdays for basic and advanced learners. For more information, call 847-949-2200 ext. 1399, 1403 or 1400.
- LIHEAP applications are accepted at ZT each Tuesday from 1-3pm through May, 2019. In 2018, Zion Township was able to process applications totaling \$150,726, assisting Zion residents in accessing funds to help with their Com Ed and North Shore Gas bills.
- Those interested in the Summer Work Program for their 14 or 15 year old, apply during months of February and March at www.lakecountyjobcenter.com or stop in at Zion Township to pick up an application.
- The Senior Resource Day is fast approaching! Agencies & businesses who are interested in being a part of the event on Wednesday, April 17th at the Zion Park District Sports Arena, contact Sandra Usher at Sandra@ZionTownship.org.
- Chairman Neal will be on vacation from February 25th through March 7th.

ADJOURN

There being no further business to come before the Board at this time, it was moved by Trustee McDowell, seconded by Trustee McKinney, and unanimously approved the meeting be adjourned at 6:32 p.m. Motion carried.

Town Clerk

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 9 Months Ended January 31, 2018**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of January 31, 2018**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Remaining Budget</u>
<u>Township Fund</u>					
Revenues	\$ 496.62	\$ 609,047.68	\$ 621,909.00	\$ 12,861.32	2.07%
<u>Operating Expenses</u>					
Personnel	30,122.56	206,421.22	285,708.00	79,286.78	27.75%
Contractual Services	4,776.65	35,895.16	43,837.00	7,941.84	18.12%
Other Operating Expenses	1,377.17	16,326.03	30,780.00	14,453.97	46.96%
Capital Outlay	0.00	52,707.50	47,708.00	(4,999.50)	-10.48%
Community Support	58.90	1,193.47	3,250.00	2,056.53	63.28%
Youth Services:					
Summer Work Program	0.00	12,481.83	18,060.00	5,578.17	30.89%
Total Youth Services	<u>0.00</u>	<u>12,481.83</u>	<u>18,060.00</u>	<u>5,578.17</u>	<u>30.89%</u>
Senior Services:					
Senior Meals	0.00	3,283.70	3,300.00	16.30	0.49%
Senior Transportation	175.00	10,948.70	17,000.00	6,051.30	35.60%
Senior Support	75.00	493.50	2,650.00	2,156.50	81.38%
Total Senior Services	<u>250.00</u>	<u>14,725.90</u>	<u>22,950.00</u>	<u>8,224.10</u>	<u>35.83%</u>
Assessor's Office:					
Personnel	8,316.10	86,362.32	128,360.00	41,997.68	32.72%
Contractual Services	1,492.29	7,898.67	14,060.00	6,161.33	43.82%
Other Operating Expenses	306.39	2,673.81	14,285.00	11,611.19	81.28%
Total Assessor's Office	<u>10,114.78</u>	<u>96,934.80</u>	<u>156,705.00</u>	<u>59,770.20</u>	<u>38.14%</u>
Total Expenses	<u>46,700.06</u>	<u>436,685.91</u>	<u>608,998.00</u>	<u>172,312.09</u>	<u>28.29%</u>
Excess Revenues less Expenses	<u>\$ (46,203.44)</u>	<u>\$ 172,361.77</u>	<u>\$ 12,911.00</u>	<u>\$ (159,450.77)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 198.65	\$ 230,874.57	\$ 230,523.00	\$ (351.57)	-0.15%
<u>Expenses</u>					
Personnel	11,641.04	103,874.74	150,100.00	46,225.26	30.80%
Contractual Services	1,438.06	19,571.15	25,445.00	5,873.85	23.08%
Other Operating Expenses	808.99	8,290.37	16,850.00	8,559.63	50.80%
Public Support	3,257.22	40,138.96	108,280.00	68,141.04	62.93%
Community Support	0.00	11,000.00	11,000.00	0.00	0.00%
Total Expenses	<u>17,145.31</u>	<u>182,875.22</u>	<u>311,675.00</u>	<u>128,799.78</u>	<u>41.33%</u>
Excess Revenues less Expenses	<u>\$ (16,946.66)</u>	<u>\$ 47,999.35</u>	<u>\$ (81,152.00)</u>	<u>\$ (129,151.35)</u>	
<u>FICA Fund</u>					
Revenues	\$ 31.71	\$ 36,854.03	\$ 37,020.00	\$ 165.97	0.45%
Expenses	<u>3,328.42</u>	<u>24,855.25</u>	<u>37,002.03</u>	<u>12,146.78</u>	<u>32.83%</u>
Excess Revenues less Expenses	<u>\$ (3,296.71)</u>	<u>\$ 11,998.78</u>	<u>\$ 17.97</u>	<u>\$ (11,980.81)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 33.43	\$ 38,846.15	\$ 39,125.00	\$ 278.85	0.71%
Expenses	<u>4,722.41</u>	<u>38,497.82</u>	<u>39,001.38</u>	<u>503.56</u>	<u>1.29%</u>
Excess Revenues less Expenses	<u>\$ (4,688.98)</u>	<u>\$ 348.33</u>	<u>\$ 123.62</u>	<u>\$ (224.71)</u>	

Zion Township Updates – 2/19/19

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
- On February 14th, Zion Township hosted its second Church Secretary Networking Coffee. Benefits included visiting the office and getting a better understanding of how we can support each other, networking with each other and solidifying the group for communicating events and information. The next event is scheduled for May.
- Zion Township will be hosting their 3rd annual Open House with CJ's donuts and an Ice Cream Social on Saturday, March 16th from 10am til 2pm. ALL residents are encouraged to stop by!
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- Those interested in the Summer Work Program for their 14 or 15 year old, apply during the months of February and March at www.lakecountyjobcenter.com or stop in at Zion Township to pick up an application.
- The Senior Resource Day is fast approaching! Agencies & businesses who are interested in being a part of the event on Wednesday, April 17th at the Zion Park District Sports Arena, contact Sandra Usher at Sandra@ZionTownship.org.

Other Agencies at Zion Township

- Mano a Mano - Thursday 9:00 am - 5:00 pm
- ESL Classes - Tuesday & Thursday 8:30 am - 11:30 am
- Nicasa Behavioral Health Services - Monday & Tuesday
- Grandparents/Kins Raising Children Support Group –
2nd Wednesday of the month from 9:30 am - 11:30 am
- Community Action Partnership of Lake County:
Financial Workshop - Monday 9am - 11am,
Wednesday & Thursday 2:30 - 4:30

BOARD SPECIFIC ISSUES

- We are now utilizing carbon referral forms. Anyone can refer someone for assistance and, if the person approves, staff can work with the referrer to resolve the situation and assist the resident. Forms are available at Zion Township.
- The ZT team has expanded office hours to Monday-Thursday from 8am til 6pm and from 9 – 1pm on Fridays. Calls and walk-ins will be tracked to measure the benefit to residents, as well as taking into consideration how it impacts the staff. A decision will be made whether to keep these hours in place beginning May 1.
- Supervisor Neal will be on vacation from 2/25 – 3/7/19.
- February 22nd, the ZT Team will welcome Amy Onan to the team, serving as a part-time case manager and back up for the Administrative Assistant. Amy was a strong partner from the Job Center of Lake County with our Summer Work Program and most recently worked at the College of Lake County.
- Supervisor Neal is working on coordinating a community-wide quarterly magazine with the taxing bodies from Zion, Winthrop Harbor and Beach Park.
- Zion Together Update during City Council Mtg.

COMMUNITY – KEY RESOURCES

- ❖ **Abiding Love Food Pantry**
 - Each Wednesday from 10am til 1pm at Christian Assembly of God Church, 2929 Bethel Blvd, Zion (Closed 5th Wednesdays)
- ❖ **PADS**
 - For those facing homelessness obtain a calendar of where shelter is being offered at www.PADSLakeCounty.org. While being sheltered, meals and case management are also provided. Thanks to Christian Assembly of God for being a site!

Zion Township Monthly Report

January 2019

Programs & Services

- **Community**
 - Incoming Calls: 433
 - Walk-In Clients: 173
 - Notary: 0
 - Medical Equipment Pantry: 0
- **Senior**
 - Senior Half-Fare Taxi Tickets: 14
 - Senior Birthday Cards: 48
- **Youth**
 - Summer Work Program (June/July):

Referrals & Other Agency Application Processing

- **RTA Free or Reduced Ride Program Processing: 10**
- **Benefit Access Online Applications Processing: 20**
- **Initial Screenings Total: 21**
- **Resource Referrals**
 - Resource Appointments: 39
 - Total People Referred: 59
 - Total Referrals Made: 112
- **Zion Township Directly Assisted: 53**
- **Referrals to Partner Agencies**
 - Affordable Housing of Lake County: 1
 - Catholic Charities: 1
 - Community Action of Lake County: 45
 - DHS: 1
 - IDES: 2
 - Lake County Job Center: 2
 - Love INC: 1
 - Mano A Mano: 1
 - PADS: 2
- **LIHEAP Application Processing (July & Sept. – May)**
 - Applicants: 30
 - Applications Completed: 30
 - Total Funds Accessed for Zion:

Assistance Programs

- **Case Manager Appointments: 67**
(Sum of Resource, GA, and EA)
- **General Assistance**
 - Appointments: 15
 - Application Pick-ups: 2
 - Submitted Applications: 1
 - New Recipients: 2
 - Denials: 0
 - Flat Grant Approvals: 10/\$2,480.29
 - Transportation: 8
 - Prescriptions: 0
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Counseling: 0
 - Evaluations: 0
 - Record Expungement: 0
 - Completions (terminations): 0
 - Employed: 0
 - SSI Approved: 0
 - Relocation: 0
 - Suspended: 0
- **Emergency Assistance**
 - Appointments: 13
 - Total People: 9
 - Approved Applications: 6/\$2,400
 - Housing: 6
 - Utilities: 0
 - Work Related: 0
 - Substance Abuse Counseling: 0
 - EA Denials: 1
 - EA Incomplete Applications: 2
- **Financial Counseling Certificates: 7**
- **Emergency Transportation Assistance**
 - Gas Vouchers: 0
 - 1-Day Bus Pass: 2
 - Train/Other: 0
 - Total Funds Spent: \$12

Submitted by: ZT Staff

T. Supervisor:

