

# *Agenda*

**REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, MAY 18, 2021 AT 6:15 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS**

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**ADMINISTRATION OF OATH OF OFFICE**

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 September 15, 2020 at 6:00 p.m.
6. Citizen Comments
7. Authorize bills for payment

**Township Fund**

Assessor's Office	\$18,756.79	
Community Support	\$918.28	
Youth Services	\$0	
Senior Services	\$737.84	
Operating Expenses	\$32,264.94	
<b>Township Fund Total Expenses</b>		<b>\$52,677.85</b>

**General Assistance Fund**

Public Support	\$4,066.82	
Operating Expenses	\$22,694.93	\$26,761.75
<b>General Assistance Fund Total Expenses</b>		

**FICA Total Expenses** \$2,678.25

**IMRF Total Expenses** \$3,547.51

**TOTAL Bills:** \$85,665.36

8. Consider approval of 2021/2022 Zion Township Budget (May 1, 2021 through April 30, 2022) per Chairman Neal
9. Consider approval of updated Employee Handbook
10. Discussion regarding co-sponsoring Black Lives Matter Event
11. Assessor's Report
12. Supervisor's Report/Announcements
13. Adjourn

**MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, April 20, 2021 AT 6:00 P.M. (VIA ZOOM) IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS**

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Chairman Neal called the meeting to order.

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

Chairman Neal led in the Pledge of Allegiance to the Flag.

**AGENDA CHANGES**

It was moved by Trustee McDowell seconded by Trustee Holmes to accept the Township meeting agenda as presented.

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

**MINUTES**

It was moved by Trustee McDowell, seconded by Trustee Holmes that the minutes of a Regular Meeting via Zoom held on March 16, 2021 at 6:00 p.m. be approved as presented with all members having received printed copies prior to the meeting. The vote on roll call was: Trustees Holmes, aye; Frierson, aye; McDowell, aye; Fischer, aye; and Chairman Neal, aye. Motion carried.

**CITIZEN COMMENTS**

There were no Citizen Comments.

**BILLS**

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

**Township Fund**

Assessor’s Office	\$16,054.88	
Community Support	\$800.00	
Youth Services	\$0	
Senior Services	\$1019.10	
Operating Expenses	\$30,198.04	
<b>Township Fund Total Expenses</b>		<b>\$48,072.02</b>

**General Assistance Fund**

Public Support	\$3,655.98	
Operating Expenses	\$15,411.93	\$19,067.91
<b>General Assistance Fund Total Expenses</b>		

**FICA Total Expenses** \$2,623.17

**IMRF Total Expenses** \$3,497.87

**TOTAL Bills:** \$73,260.97

Trustee Holmes questioned the amount of \$1,349.00 that was paid out to CLC for an Education Benefits. Chairman Neal stated it was for Sandra Usher to take the Project Management Training program. There are a lot of projects that are managed in the Township office and they do not have anyone trained in that area.

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

### **BUDGET FOR FISCAL YEAR 2021/2022 (MAY 1, 2021-APRIL 30, 2022)**

Chairman Neal stated the Board will be voting on the budget at the May meeting. She wanted to address any questions or concerns prior to the that meeting. She offered the Trustees a budget workshop if necessary. Trustee Fischer stated at his first look of the budget, he does not see a need for a budget workshop. He does not believe that there are any negative issues on the budget that need to be resolved. If the Trustees are comfortable with it, he suggests any questions that they have can be answered on a one on one basis. Trustee Frierson stated he has yet to review it but is comfortable with asking Chairman Neal questions if needed. Trustee Holmes stated Emergency Assistance was budgeted at \$50,000 and went up \$15,000. She asked Chairman Neal if she anticipates beyond budget year 2021/22 to be at \$50,000 for Emergency Assistance. Chairman Neal stated she is guessing yes. They did not max out the Emergency Assistance this year because they had other funds. There is no way to know what the amount will be. In budgeting that amount, it will allow them to help out as many people as possible that are in dire situations.

### **FERA GRANT**

Chairman Neal stated she previously emailed the Trustees regarding her concerns with the FERA grant and appreciated the feedback. The office compiled a long list of pros and cons of items that need to be addressed before they would move forward with the grant. They realized early on that they could not manage it themselves. Within a one week period, they received 36 applications. She reached out to Jacqueline Franclemont, who previously worked for Love Inc. She has agreed to contract with the Township to help process the applications. She will come in 3 days a week to process the applications and the grant will pay for her services. Adriana and Amy will also be working on the applications along with the General Assistance and Emergency Assistance. She shared a list of needs with Brenda from Lake County Development that included: 1) Hire and train Jackie Franclemont 2) Lake County Housing Authority process their own applications for their clients 3) In reports that they send the County they can note when they have concerns or if there is suspicion of fraud or something going on. They cannot challenge anything if a person has a letter saying that they have been impacted by COVID. They have to take their word for it, but they would like to be able to put a red flag out. Additionally, they asked to have control of the flow of the applications. Individuals go to a website, fill out the application and then they get to choose which organization they want to go through. They are asking when they get an overflow of applications that Zion Township is able to be turned off as one of the recipients until they get caught up. Applicants do not have to be behind in their rent to get assistance and can make up to \$4100.00 a month to receive funds. They realized that this could help set up some people in another way. They would like to be able to put together a road map for buying a house and share that information with individuals that may come in. They found in doing their research that homeownership can solve major problems that happen in the community. She feels if the County will agree to assist with their needs, they will be able to manage the grant. Trustee Frierson thanked Chairman Neal for putting it all together. He stated in looking at the document there seems to be some eligibility requirements. He asked if the 36 applications received by the Township are automatically approved. Chairman Neal stated they were not yet approved but will be processed for May 1<sup>st</sup> as the money will not be in the budget until then. Trustee Frierson asked how long they would employ the extra staff to help with the grant. Chairman Neal stated until December 31<sup>st</sup> or until the money runs out. Trustee Frierson wanted to confirm that the information that needed to be communicated to the residents would come through contracted staff. Chairman Neal stated it would come through Ms. Franclemont. Trustee Frierson asked if applicants needed to live in Zion in order to submit their applications through Zion Township. Chairman

Neal stated they did have to live in Zion. She would like to see the funds eventually extend to homeowners. These funds will also be able to help people with water bills. Trustee Frierson asked if they will be tracking the stats. Chairman Neal stated she would like to find ways to track different things with the Township. She and Trustee Holmes talked about creating a map with pins of where people live and the general areas that are receiving help.

**EMPLOYEE BENEFITS DISCUSSION**

Assessor Davis and Supervisor Neal have recently reviewed the employee handbook. There are three items they wish to discuss to help them come to a final decision.

**Vacation days:** The current manual provides employees who have worked at Zion Township for more than 15 years with 5 weeks of vacation. Both Assessor Davis and Supervisor Neal would like to reduce that to a maximum of 4 weeks.

**OLD CHART**

Calendar Years of Credited Service	Vacation Hours Awarded	In Terms of 8-hour workdays
1 – 5	80	10
5 – 10	120	15
10 – 15	160	20
15+	200	25

**NEW CHART**

Calendar Years of Credited Service	Vacation Hours Awarded	In Terms of 8-hour workdays
1 – 5	80	10
6 – 14	120	15
15+	160	20

There are currently two employees who will be negatively impacted by this change. The Township Attorney, Scott Nemanich stated it is fully in their purview to do whatever they would like in this case. They would like to honor the current benefit this year but move on to the new vacation guidelines beginning next year. Trustee Frierson stated in looking at the larger benefits available in terms of time off it seems reasonable. Trustee Holmes feels that 5 weeks of vacation is a lot of time and understands the rational in trying to change it. Chairman Neal stated she has not really looked at this item until recently. This does not include holidays and sick days only vacation.

**Personal days:** Employees currently receive 1 personal day each month to be used as necessary. For any unused days at the end of the year, they are allowed to turn them in for ½ the pay. Supervisor Neal believes this is a win-win for all and would like it to remain the policy. Assessor Davis would prefer to move to 4 personal days and 8 sick days with no reimbursement for unused sick days and no roll-over for personal days. It would basically be a “use it or lose it” policy. Trustee Fischer asked what the criteria would be to designate time off as a sick day. Would it be a doctor’s note or appointment? Would there be documentation required? He asked how a sick day and a personal day were defined. Assessor Davis stated if the employee is out for a long period of time a note specifying an illness may be required. Trustee Fischer stated from his experience they eliminated the term “sick days” over a decade ago. There is so much personal time off available. If an employee will be out for an extended period of time, they would go into a short term leave status. He stated an option would be to have 12 personal days a year and make it a “use it or lose it” policy. Assessor Davis stated currently they do not have any criteria for sick days. Trustee Fischer stated for simplicity sake they can have a bank of personal time that they accrue throughout the year to use however they choose. Trustee McDowell stated he agrees with Trustee Fischer, to have a bank of paid time off (PTO) as opposed to sick days. He also agrees with the no roll over of personal days and no reimbursement at ½ pay. Trustee Frierson stated he agrees with the PTO bank idea and agrees with no payout of unused days. He may be in favor of an option of either a roll-over (of 40 hours) or a “use it or lose it” policy. Chairman Neal stated the reason she appreciated the payout at 50% is because if they chose to roll-over the days, it may cause the employees to be gone even more over the next year which may, in turn, put a burden on the staff.

in doing this it would keep them in the office more for half the price. Trustee Frierson asked if the amount is paid out at regular time or at time and a half. Chairman Neal stated it is paid out at regular time.

Township Meeting April 20, 2021

Trustee Fischer suggested a possible roll over of two days but limit the accrual to 12 per year. In the end, it would only be 12 PTO days for the year. Chairman Neal stated if they are allowed to cash out at 50% they will still be in the office for half the price and allows the employee to have a little bit of extra money which can help out during the holidays. Trustee Holmes stated she is on the fence with the 12 days idea. She does like the idea of paying out the time at half pay. Trustee Frierson asked what the goal was. He asked if all days would have to be approved in advance by a Supervisor with the workload taken into consideration. Chairman Neal stated it would be required that there would be others to cover them when they are out. She likes the idea of having to use the personal days in the current year, as a “use it or lose it” policy mirroring the vacation policy. Trustee McDowell asked if they would be making a decision today or if they are just giving their ideas. Chairman Neal stated she wanted to have discussion and feedback at this meeting and make a recommendation at the next meeting. Trustee McDowell’s opinion was to stay with the 12 days of PTO and a payout at 50% for unused time with no roll-over days. Trustee Frierson asked if the Township had a work from home policy. Chairman Neal stated only during COVID, beginning May 1<sup>st</sup>, everyone will be back in the office.

**Employee birthdays:** Currently, employees get their birthday off, which Supervisor Neal approves of. Assessor Davis does not and would like to eliminate this benefit. Trustee Frierson stated this benefit would be part of PTO. Trustee Fischer stated he has never run across this benefit in his career in Human Resources. He questioned what would happen if the birthday falls on a weekend. Assessor Davis stated they could use it anytime during their birthday month. This is essentially a 13<sup>th</sup> PTO day. Trustee McDowell recommended staying with the PTO days and no additional day for the birthday. Trustee Fischer stated he agreed with the Assessors suggestions. Trustee Holmes and Frierson also agreed to eliminate a separate day off for birthdays.

Chairman Neal thanked the Trustees for their input and will bring the changes back to the next meeting for approval based on feedback and conversation.

### **ASSESSOR’S REPORT**

- We are continuing to complete our regular off-peak work such as record maintenance and field inspections.
- We are in the final month of data updates before the tax bills are calculated and mailed out by the county.
- We are working on PTAB responses for 2019/2020 tax years
- Town Hall meeting – received permission to dispose/donate old equipment, vehicle, and furniture.
- We are continuing to assist taxpayers with filing their exemptions. Just a reminder, the deadline for filing the Senior Freeze exemption is July 31<sup>st</sup>.

Trustee Holmes asked if the Assessor’s office will be purchasing new furniture. Assessor Davis stated they would not be as they had an overabundance of furniture. However, she is considering creating a meeting space with a table. Currently they do not have a space for meetings or training. File cabinets would need to be moved to the Township basement to make room.

### **SUPERVISOR’S REPORT/ANNOUNCEMENTS**

Chairman Neal provided the following information:

- March 2021 Monthly Report Attached.
- We had 52 screenings completed w/ residents, referring them to the appropriate programs. Services provided to residents included, Mother Trust Foundation 2 applications were submitted and approved, 1 Salvation Army application was submitted and approved. 3 families were approved for Emergency Assistance and we have 16 current General Assistance participants.

- Thank you to the Zion City Council for passing the resolution to make Zion Monarch City USA! The

#### Township Meeting April 20, 2021

Zion Park District will be unveiling the signs during their Earth Day event on Thursday, April 22nd at 10am at 23rd and Galilee on the Robert McClory Bike Path.

- Zinnia and Milkweed seeds have been packaged for distribution by our Queen Bees of Zion Red Hat Society. FREE Milkweed and Zinnia seeds can be picked up at many Zion restaurants, thanks to the Zinnias for Zion Committee. Zinnia seed donations are coming in from PanAmerican Seed Company, Joyful Butterfly and Applewood Seed Company. Planting will begin the last weekend in May for the 3rd Annual 'Color Zion with Zinnias' Initiative.
- Applications are now being taken at [www.lakecountyjobcenter.com](http://www.lakecountyjobcenter.com) to fill 20 positions in the Zion Township Summer Work Program for 14 and 15 year-olds.
- The Senior Resource Day will be a little different this year, as we will instead host a drive-by event. Agencies will contribute information to a Senior Resource Guide along with other items that will be given out to seniors on Wednesday, April 21st from 11am til 2pm at the Zion Park District, 2400 Dowie Memorial Dr., Zion.
- The summer issue of the Zion Quarterly will be mailed 6/1.
- Zion Township is open to walk-ins! Staff will be back in the office full time beginning May 1, 2021.
- The 2020 Annual Report is available in print and on our website.
- The Zion Township Supervisor's Office was honored by the Mother's Trust Foundation with the Service Partner of the Year Award for partnering with them to serve so many families during Covid-19 and for assisting them in receiving a United Way grant to help all townships across Lake County.

#### **ADJOURN**

There being no further business to come before the Board at this time, it was moved by Trustee Frierson, seconded by Trustee McDowell and unanimously approved the meeting be adjourned at 6:52 p.m. Motion carried.

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Township Clerk



**ZION TOWNSHIP**

LEADERSHIP • ADVOCACY • RESOURCES

*Cheri L. Neal - Supervisor*

# *Agenda*

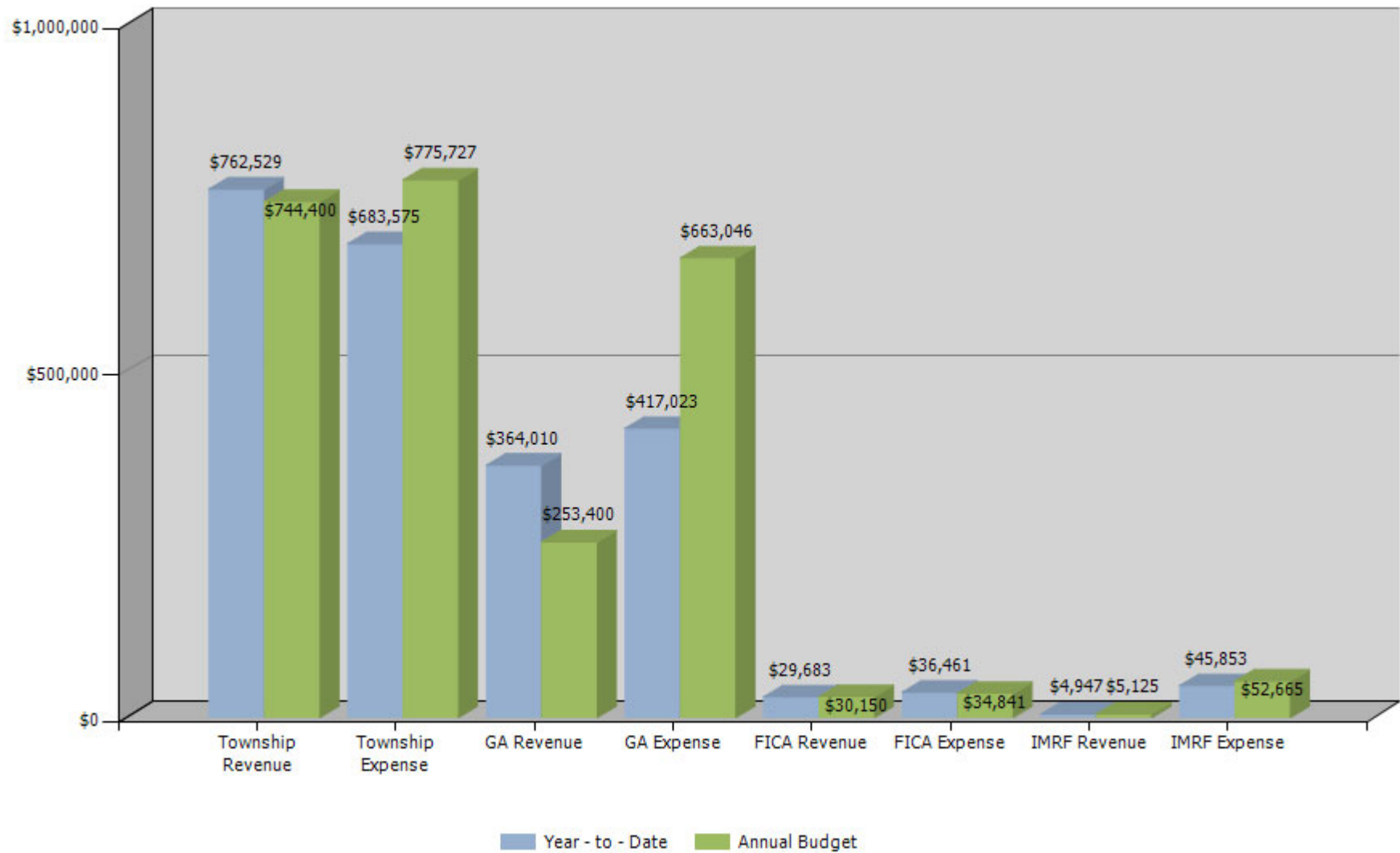
***PUBLIC HEARING OF THE TOWN BOARD TO BE HELD TUESDAY, MAY 18, 2021 AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS***

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1. Meeting called to order by the Town Clerk
2. Town Clerk declares nominations in order for Moderator
3. Town Clerk swears in the Moderator
4. Supervisor to present Budget for Fiscal Year 2021/22 (May 1, 2021 – April 30, 2022)
5. Assessor to present Budget for Fiscal Year 2021/22 (May 1, 2021 – April 30, 2022)
6. Refer Budget to Town Board for final action at the regular meeting to be held Tuesday, May 18, 2021 at 6:15 p.m.
7. Public Comments
8. Adjourn



**Zion Township  
Revenue & Expense  
Actual vs. Budget  
For the 12 Months Ended April 30, 2021**



**Zion Township  
Income Statement  
Summary Actual vs. Budget  
As of April 30, 2021**

	<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>	\$ 44,437.36	\$ 762,528.54	\$ 744,400.00	\$ (18,128.54)	-2.44%
<b><u>Operating Expenses</u></b>					
Personnel	26,984.43	300,821.46	310,973.00	10,151.54	3.26%
Contractual Services	3,266.78	72,121.85	100,017.00	27,895.15	27.89%
Other Operating Expenses	2,013.73	28,029.46	45,974.00	17,944.54	39.03%
Capital Outlay	0.00	53,297.50	57,708.00	4,410.50	7.64%
<b>Total Operating Expenses</b>	<u>32,264.94</u>	<u>454,270.27</u>	<u>514,672.00</u>	<u>60,401.73</u>	<u>11.74%</u>
<b>Community Support</b>	918.28	23,575.39	23,000.00	(575.39)	-2.50%
<b>Youth Services:</b>					
<b>Total Youth Services</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
<b>Senior Services:</b>					
Senior Meals	0.00	48.59	3,300.00	3,251.41	98.53%
Senior Transportation	625.34	7,695.88	17,500.00	9,804.12	56.02%
Senior Support	112.50	546.50	5,750.00	5,203.50	90.50%
<b>Total Senior Services</b>	<u>737.84</u>	<u>8,290.97</u>	<u>26,550.00</u>	<u>18,259.03</u>	<u>68.77%</u>
<b>Assessor's Office:</b>					
Personnel	14,591.76	159,894.74	180,160.00	20,265.26	11.25%
Contractual Services	1,483.96	21,227.10	15,060.00	(6,167.10)	-40.95%
Other Operating Expenses	2,681.07	16,316.47	16,285.00	(31.47)	-0.19%
<b>Total Assessor's Office</b>	<u>18,756.79</u>	<u>197,438.31</u>	<u>211,505.00</u>	<u>14,066.69</u>	<u>6.65%</u>
<b>Total Expenses</b>	<u>52,677.85</u>	<u>683,574.94</u>	<u>775,727.00</u>	<u>92,152.06</u>	<u>11.88%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (8,240.49)</u>	<u>\$ 78,953.60</u>	<u>\$ (31,327.00)</u>	<u>\$ (110,280.60)</u>	
<b><u>General Assistance Fund</u></b>					
<b>Revenues</b>	\$ 8,393.91	\$ 364,010.28	\$ 253,400.00	\$ (110,610.28)	-43.65%
<b><u>Expenses</u></b>					
Personnel	20,037.69	186,833.69	203,970.00	17,136.31	8.40%
Contractual Services	1,760.16	22,936.03	29,071.00	6,134.97	21.10%
Other Operating Expenses	897.08	16,587.85	22,055.00	5,467.15	24.79%
Public Support	4,066.82	190,665.45	407,950.00	217,284.55	53.26%
<b>Total Expenses</b>	<u>26,761.75</u>	<u>417,023.02</u>	<u>663,046.00</u>	<u>246,022.98</u>	<u>37.10%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (18,367.84)</u>	<u>\$ (53,012.74)</u>	<u>\$ (409,646.00)</u>	<u>\$ (356,633.26)</u>	
<b><u>FICA Fund</u></b>					
<b>Revenues</b>	\$ 1,007.27	\$ 29,683.19	\$ 30,150.00	\$ 466.81	1.55%
<b>Expenses</b>	<u>2,678.25</u>	<u>36,460.90</u>	<u>34,841.00</u>	<u>(1,619.90)</u>	<u>-4.65%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (1,670.98)</u>	<u>\$ (6,777.71)</u>	<u>\$ (4,691.00)</u>	<u>\$ 2,086.71</u>	
<b><u>IMRF Fund</u></b>					
<b>Revenues</b>	\$ 167.87	\$ 4,947.18	\$ 5,125.00	\$ 177.82	3.47%
<b>Expenses</b>	<u>3,547.51</u>	<u>45,852.95</u>	<u>52,665.00</u>	<u>6,812.05</u>	<u>12.93%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (3,379.64)</u>	<u>\$ (40,905.77)</u>	<u>\$ (47,540.00)</u>	<u>\$ (6,634.23)</u>	

# Zion Township Updates – 5/18/21

*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*

## ZION TOWNSHIP UPDATES

- Monthly Report Attached.
- We had 50 screenings completed w/ residents, referring them to the appropriate programs. Services provided to residents included, Mother Trust Foundation 3 applications were submitted and approved, 4 families were approved for Emergency Assistance and we have 17 current General Assistance participants. We are currently processing 20 FERA grant applications.
- Zion Township will be accepting FERA grant applications moving forward. Local resident Jacqui Franclemont joined the team as a contracted employee with all costs covered by the grant on April 30, 2021.
- Zinnia and Milkweed seeds have been packaged for distribution by our Queen Bees of Zion Red Hat Society. FREE Milkweed and Zinnia seeds can be picked up at Zion restaurants, thanks to the Zinnias for Zion Committee. Zinnia seed donations are from PanAmerican Seed Company, Joyful Butterfly, True Leaf Market and Applewood Seed Company. Planting will begin the last weekend in May for the 3<sup>rd</sup> Annual 'Color Zion with Zinnias' Initiative.
- The Summer Work Program will kick off July 6, 2021 in cooperation with the Job Center of Lake County and the Zion Park District.
- The Senior Resource Day was a huge success with over 250 resource goodie bags distributed to area seniors.
- The summer issue of the Zion Quarterly will be mailed 6/1.
- The Queen Bees of Zion Red Hat Society has officially re-launched with a Red Hat Birthday Lunch on April 26. Trips will begin in June.
- Special thanks to Zion Teachers for Teacher Appreciation Week!

## BOARD SPECIFIC ISSUES

- Supervisor and Trustees have been officially sworn in.
- Zion Township is open to walk-ins! Our team is back in FULL swing with everyone back full-time.
- Budget approval.
- Approval of the updated Employee Handbook.
- Discussion regarding co-sponsoring Black Lives Matter Event.

## COVID 19 – KEY RESOURCES

- ❖ Covid-19 Vaccines for those over 65 at CTCA – call 847-746-4013.
- ❖ FREE Covid-19 Testing – Daily from 8am – 5pm at the corner of 27<sup>th</sup> St and Emmaus Ave.
- ❖ Anyone needing financial assistance due to Covid-19, sign up for the Financial Capabilities Class through Community Partners for Affordable Housing at: <http://www.cpahousing.org/class-registration/> as it is a prerequisite for receiving assistance.
- ❖ Abiding Love Food Pantry: Each Wednesday from 10am til 1pm at Christian Assembly of God Church, 2929 Bethel Blvd, Zion.
- ❖ North Point Church Food Pantry: Each Monday from 1:30-6pm at 900 N Lewis Ave., Winthrop Harbor.
- ❖ Lake County Complaint Line for Landlord and Business Issues: 847-377-8130.
- ❖ Mental Health Help:
  - ❖ Lake County Crisis Line Open 24/7: 847-377-8088
  - ❖ Nicasa – substance abuse, mental health or gambling problem: 847-546-6450 or <https://nicasa.org>
  - ❖ Text “TALK” to 552020



# ZION TOWNSHIP

LEADERSHIP • ADVOCACY • RESOURCES

## Monthly Report

April 2021

### Programs & Services

#### ■ Community

- Incoming Calls: 420
- Notary: 3
- Medical Equipment Pantry: 1
- Passports: 13
- Voter Registration: 0

#### ■ Senior

- Senior Half-Fare Taxi Tickets: 5
- Senior Birthday Cards: 80

### Referrals & Other Agency Application Processing

#### ■ RTA Free or Reduced Ride Program Processing: 2

#### ■ Benefit Access Online Applications Processing: 6

#### ■ Initial Screenings Total: 50

#### ■ Resource Referrals

- Resource Appointments: 25
- Total People Referred: 36
- Total Referrals Made: 75

#### ■ Zion Township Directly Assisted: 29

#### ■ Referrals to Partner Agencies

- Benton Township: 1
- Catholic Charities: 1
- ComEd: 2
- Community Action Partnership of Lake County: 5
- Community Partners for Affordable Housing: 6
- FERA: 5
- Keeping Families Covered: 1
- Lake County Health Department: 1
- Love INC: 2
- Mano A Mano: 1
- Mother's Trust: 6
  - Applications submitted: 5
  - Applications approved: 3/\$1,718.15
- North Shore Gas: 1
- Salvation Army: 12
  - Applications submitted: 2
  - Applications approved: 2/\$1,200

#### ■ Case Manager Appointments: 52

(Sum of Resource, GA, and EA)

#### ■ Disaster Relief Approvals:

- Applications submitted: 2
- Applications approved: 2/\$800

### Assistance Programs

#### General Assistance

- Appointments: 20
- Application issued: 5
- Submitted Applications: 3
- New Recipients: 1
- Denials: 0
- Flat Grant Approvals: 14/\$4,830.79
  - Transportation: 4
  - 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
  - Other: 0
- Suspended: 0

#### ■ Emergency Assistance

- Appointments: 7
- Total People: 6
- Approved Applications: 4/\$1,453.94
  - Housing: 2
  - Utilities: 2
  - Work Related: 0
  - Substance Abuse Counseling: 0
  - Transportation: 0
  - Other: 0
- EA Denials: 0
- EA Incomplete Applications: 2

#### ■ Financial Counseling Certificates: 5

#### ■ Emergency Transportation Assistance

- Gas Vouchers: 0
- 1-Day Bus Pass: 0
- Train/Other: 0
- Total Funds Spent: \$0

Submitted by: ZT Staff

Township Supervisor: