

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for October 23, 2018 was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. Supervisor Penner called the meeting to order at 8:05 p.m.

ROLL CALL

Clerk Gauza called the roll and the following members were present: Supervisor Penner, Trustee Brian Medley, Trustee JoAnne Schultz, Trustee Ruth O'Connell, Trustee Patricia Kozicki and Clerk Joanna Gauza.

Also in attendance: Wheeling Township Assessor Jerry Sadler, Wheeling Township Attorney Kenneth Florey, and Wheeling Township Director of Finance and Administration Regina Stapleton.

Absent: None

PLEDGE OF ALLEGIANCE

Supervisor Penner led those assembled in the Pledge of Allegiance.

APPROVAL OF MINUTES

MOTION #1: APPROVAL OF REGULAR MEETING MINUTES – September 25, 2018

Motion by Trustee Schultz, seconded by Trustee Medley, to approve the minutes of September 25, 2018.

ROLL CALL VOTE: AYES: Schultz, Medley, Kozicki, O'Connell, Penner
NAYS: None....Motion #1 Carried.

AUDIT

MOTION #2: AUDIT FOR CEMETERY FUND

Motion by Trustee Medley, seconded by Trustee Kozicki, to approve batch #102318 against the Cemetery Fund, in the amount of \$1,062.93 to be paid.

ROLL CALL VOTE: AYES: Medley, Kozicki, Schultz, O'Connell, Penner
NAYS: None....Motion #2 Carried.

MOTION #3: AUDIT FOR ROAD MANAGEMENT FUND

Motion by Trustee Medley, seconded by Trustee Kozicki, to approve batch #453, #454 and #455 against the Road Management Fund, in the amount of \$79,621.90 to be paid.

ROLL CALL VOTE: AYES: Medley, Kozicki, Schultz, O'Connell, Penner
NAYS: None....Motion #3 Carried.

MOTION #4: AUDIT FOR TOWN FUND

Motion by Trustee Medley, seconded by Trustee Kozicki, to approve batch #680, #681, #682 and #683 against the Town Fund in the amount of \$200,579.76 to be paid.

ROLL CALL VOTE: AYES: Medley, Kozicki, Schultz, O'Connell, Penner
NAYS: None....Motion #4 Carried.

CITIZENS TO BE HEARD

Melissa Cayer requested having a Property Tax Bill on the website.

OFFICIALS' REPORTS

ASSESSOR: Assessor Sadler reported:

- The results from the Cook County Assessor Appeal have been sent to taxpayers; it appears as if not a large number of taxpayers received reductions in Assessed Value, possibly because it is the 3rd year of the triennial. Wheeling has now been certified so Assessor's Office expects to open for Board of Review in November. Assessor's Office has already received emails in Taxpayer Assistance mailbox requesting comparables for an appeal.
- Cook County Software Conversion- This change has been delayed a year; however new procedures for access to the current system is being initiated in November.
- Training is ongoing with the Linda Calvey, who started in April.
- Permits are up to date.
- Office Visitors: 255
- Phone Calls: 324
- Exemptions: 69

CLERK: Clerk Gauza reported:

- Clerk's Office has been busy with 2018 Elections. We are answering many questions regarding voting and registration.

ADMINISTRATOR'S REPORT: Administrator Stapleton reported:

- Met with Mr. Raymond Kenzie, a resident who lives at 1621 N. Evergreen, behind the Township. He asked if there was anything we can do about the parking lot lighting. He states that the light shines into his house and is very

bright. Administrator Stapleton is looking into what options we have to make it better for Mr. Kenzie.

- Food Pantry Construction is underway, the new wall is up and dry walled. We have passed the first inspection; the next inspection will be when the flooring and painting are complete. Giant Painting will begin painting on Thursday. Administrator Stapleton is still waiting to hear from Resource Flooring on when they can start.
- 3216 Salk Rd No update.
- Tom Neitzke and Administrator Stapleton traveled to Downtown Chicago to meet with the Metropolitan Water Reclamation District, the Land Bank and Cook County Planning and Development. The meeting was regarding Flood Prone Area Buy-outs. As it is known, 101 E. Gregory (Gulo) has been bought and 103 E. Gregory (Rodriguez) and 263 Woodland (Simon) are in the process of being bought out. This meeting was for the remaining houses (107 and 115 E. Gregory and 202 and 206 Graylynn) to begin the process of buying them out. They wanted the Township agree that the Township will maintain the land and not build on the land. If all goes well, the homes could be bought out by this time next year.
- Morrison and Lee St Drainage Project is complete. The final cost was \$75,223, \$12,715 under the projected budget.
- TTI, the company that supported our telephone system, filed for bankruptcy and closed without notice. NJS is currently helping us out on a temporary basis with the telephone system. We will need to look for a permanent solution in the coming weeks.
- Gland Paving repaired the dip in the parking lot by the garbage enclosure. The dip was caused by the weight of the garbage trucks.
- LIHEAP began October 1st and General Assistance has been very busy.
- We will be hosting CEDA for LIHEAP training on October 25th and 26th. Craig Wleklinski and Rosario Encarnacion will be attending the 2 day training.
- Make a Difference Day is Saturday, October 27th at 1pm.
- Statistics for the month of September 2018:
 - 1832 rides – 794 dial-a-ride, 1038 medical van rides
 - 870 meals delivered
 - 64 office visits to the Nurse
 - 13 home visit by the Nurse
 - 383 visits to the Food Pantry – 796 people feed

NEW BUSINESS

Administrator Stapleton reported that a new General Assistance Case Worker, was hired. Her name is Rosario Encarnacion and she will start working on October 31.

MOTION #5: APPROVAL OF A NEW NEW GENERAL ASSISSTANCE HIRE, ROSARIO ENCARNACION

WHEELING TOWNSHIP MINUTES OF REGULAR MEETING OCTOBER 23, 2018

Motion by Supervisor Penner, seconded by Trustee O'Connell, to approve a new General Assistance hire, Rosario Encarnacion.

ROLL CALL VOTE: AYES: Penner, O'Connell, Medley, Schultz, Kozicki
NAYS: None....Motion #5 Carried.

Auto Insurance:

Administrator Stapleton reported that on November 1st we have an Auto Insurance renewal date and there will be a 4% increase for the next year.

MOTION #6: WHEELING TOWNSHIP AUTO INSURANCE APPROVAL

Motion by Supervisor Penner, seconded by Trustee Medley, to approve Wheeling Township Auto Insurance renewal.

ROLL CALL VOTE: AYES: Penner, Medley, Schultz, O'Connell, Kozicki
NAYS: None....Motion #6 Carried.

MOTION #7: APPROVAL OF THE 2019 TRIP TRANSIT GRANT AND SERVICE AGREEMENT

Motion by Trustee Medley, seconded by Trustee Kozicki, to approve the 2019 Trip Transit Grant and Service Agreement.

ROLL CALL VOTE: AYES: Medley, Kozicki, Schultz, O'Connell, Penner
NAYS: None....Motion #7 Carried.

MOTION #8: APPROVAL OF RTA REGIONAL FARE PROGRAM AFFILIATE AGREEMENT

Motion by Supervisor Penner, seconded by Trustee Medley, to approve RTA Regional Fare Program Affiliate Agreement.

ROLL CALL VOTE: AYES: Penner, Medley, Schultz, Kozicki, O'Connell,
NAYS: None....Motion #8 Carried.

MOTION #9: APPROVAL OF FOREST RIVER SUBDIVISION PATCHING PROJECT

Motion by Supervisor Penner, seconded by Trustee Medley, to approve Forest River Subdivision Patching Project not to exceed \$70,000.

ROLL CALL VOTE: AYES: Penner, Medley, Schultz, O'Connell, Kozicki
NAYS: None....Motion #9 Carried.

OLD BUSINESS

Tentative levy approval needs to pass.

MOTION #10: 2018 TENTATIVE ROAD MANAGEMENT LEVY APPROVAL

Motion by Supervisor Penner, seconded by Trustee O'Connell, to approve 2018 Tentative Road Management Levy in the amount of \$719,380.

ROLL CALL VOTE: AYES: Penner, O'Connell, Medley, Schultz, Kozicki
NAYS: None....Motion #10 Carried.

MOTION #11: 2018 TENTATIVE TOWN LEVY APPROVAL

Motion by Supervisor Penner, seconded by Trustee Schultz, to approve 2018 Tentative Town Levy in the amount of \$2,048,560.

ROLL CALL VOTE: AYES: Penner, Schultz, Medley, Kozicki, O'Connell
NAYS: None....Motion #11 Carried.

MOTION #12: 2018 TENTATIVE GENERAL ASSISTANCE LEVY APPROVAL

Motion by Supervisor Penner, seconded by Trustee Schultz, to approve 2018 Tentative General Assistance Levy in the amount of \$399,718.

ROLL CALL VOTE: AYES: Penner, Schultz, Medley, Kozicki, O'Connell
NAYS: None....Motion #12 Carried.

MOTION #13: ADJOURNMENT

Motion by Supervisor Penner, seconded by Trustee O'Connell to adjourn.

VOICE CALL VOTE: All Ayes....Motion #13 Carried.

The meeting for Tuesday, October 23, 2018, was declared adjourned at 8:30 p.m. The next regular scheduled board meeting is set for Tuesday, November 27, 2018, at 8:00 p.m., after Human Services Agency Presentations, at 6:30 p.m.

Joanna M. Gauza
Wheeling Township Clerk

WHEELING TOWNSHIP SPECIAL MEETING
HUMAN SERVICES AGENCY PRESENTATIONS

CALL TO ORDER

The special meeting of the Supervisor and Board of Trustees of Wheeling Township, for October 23, 2018 was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. Supervisor Penner called the meeting to order at 6:10 p.m.

ROLL CALL

Clerk Gauza called the roll and the following members were present: Supervisor Penner, Trustee Brian Medley, Trustee JoAnne Schultz, Trustee Ruth O'Connell, Trustee Patricia Kozicki and Clerk Joanna Gauza.

Also in attendance: Director of Finance and Administration Regina Stapleton and Administrative Assistant Linda Hallett.

Supervisor Penner introduced the Human Service Committee members and thanked them for their participation. The Committee included: Jeanne Hamilton, Ken Jochum, David Solak, and Richard Townsend.

Absent: None

PLEDGE OF ALLEGIANCE

Supervisor Penner led those assembled in the Pledge of Allegiance.

Human Service agency presentations are now on a three year funding cycle. This year, Human Service agencies were asked to appear before the Supervisor, Board of Trustees and the Human Services Advisory Committee at a specified time. Agencies were each allotted ten minutes for a presentation, with questions and answers following. All agencies submitted an application prior to the presentations, which was used as a guideline during the question and answer period. Each application for funding provided detailed program and budgetary information.

Presentations were made as follows:

The representative of **Catholic Charities of the Archdiocese of Chicago Senior Services ("CCNW")**, Cynthia Gunderson, appeared and requested \$5000. The CCNW program provides in-home supportive services to assist with transitional and permanent housing for individuals. CCNW is located in the Arlington Heights Senior Center. CCNW also assists in finding alternative housing such as nursing homes or other such appropriate housing. The goal is keep individuals in their home as long as possible. In

addition, CCNW serves as an adult intake service to assess seniors or disabled individuals for potential abuse. CCNW works with law enforcement on such cases. The program serves about 11,000 persons of whom some 4000 persons reside in Wheeling Township. The program receives Federal and State funding. To receive federal funding, the agency needs to receive local matching funds and the Township funding would count toward the local matching funds.

News/Questions and Answers – CCNW is a department within Catholic Charities and the agency receives monies from Catholic Charities. The agency offices are inside the Arlington Heights Community Center and CCNW pays rent for its offices. CCNW's programs are divided by Township.

Tes Kefle, Program Director, spoke on behalf of **Catholic Charities New Hope Program** ("CCNH") requesting \$10,000 for their program. The program is a separate department inside Catholic Charities. The program provides transitional and permanent housing support for families in Northwest Cook County. The case manager works with a family for 9-12 months to help the family achieve self-sufficiency. CCNH provides rent and skills training to assist in obtaining employment or with escaping under employment. Through rapid re-housing, CCNH tries to establish shelter while working toward long-term self-sufficiency. Every three months, the case manager evaluates whether the family still needs to be in the program. Through Catholic Charities other departments, CCNH can also provide other counseling services. The agency works with 40 families and 9 families are in Wheeling Township. The success rate is about 80%.

News/Questions and Answers – CCNH does not own any apartments and rents from the private sector. CCNH serves Maine Township, but has no plans to request funding from Maine Township. The 9 families currently living in Wheeling Township came both from the Township and from outside the Township. Renting is difficult because the name on the lease is the renter's even though CCAC is paying the rent. The program expects each family to pay some of the rent to the landlord and CCNH pays the remainder.

Dallas Tomlin, the Executive Director of **Escorted Transportation Service Northwest (ETS/NW)**, spoke on behalf of ETS/NW and requested \$15,000. ETS/NW provides volunteer-based transportation for frail, elderly adults to travel to their medical or dental appointments. The volunteer stays with the senior until the appointment is completed and also may assist in picking up a prescription. A \$6 one way donation is requested for each trip, but ETS/NW will never turn down a customer whether the customer makes a donation or not. About 85% of customers do donate. The program has been around 12 years and has provided some 29,000 rides over the years. The average age of customers is 85 years-old. The drivers pick up and walk in the patients and wait and then take them back to the car and drive them home. The service supplements Wheeling Township's senior transportation service because Wheeling typically serves a more mobile population. Half of the 4800 rides ETS/NW gave last year were for Wheeling Township residents. Some 400 Wheeling residents registered for the

program and received an average of 6 round-trip rides. However, the drivers do not assist those who are post-surgery because those seniors may require special care.

News/Questions and Answers – ETS/NW drivers are required to have their own car insurance and ETS/NW provides \$1 million in liability coverage. In 12 years, the agency has had only one accident and it was not the agency's driver's fault. Because of demographics, the 85 year-old population is expected to triple in Cook County and probably faster in Wheeling Township. ETS/NW does not have an income test for customers to use the service. Volunteer drivers have been with ETS/NW for an average of 5 years. The drivers vary on how many trips they can do. ETS/NW does a criminal background check and driving record check of all the drivers.

Chuck Warner, Director of **Faith Community Homes ("FCH")** and requested \$15,000 in funding. FCH was formed by churches in Arlington Heights. FCH assists low income employed families with children at danger of not being able to pay rent obtain rental housing. The family contributes up to 30% of their income to pay rent. FCH also mentors the families for up to two years on budgeting and life skills. The goals are to decrease debt, improve skills training thus leading to better jobs and increased income. To be accepted into the program, the parents need to be employed (one must be full-time employed) with children, and to live in Arlington Heights. FCH also cannot help those that are not here legally. FCH works closely with the families and insists on the families making strong efforts. Mentors meet with families to budget effectively. In the last year, FCH served 8 families that reside in Wheeling Township. Over the years, about 85% successfully leave the program and are able to independently cope in the future. Typically, families in the program increase their income from 10-50%. About 80% of families leave the program debt free. FCH only receives monies from Townships and fundraising. FCH does not receive federal or State funding. The past 3 years have seen a sharp increase in rental costs. A typical \$900 rent has gone to \$1200. This is a common problem in the northwest suburban area and not only in Wheeling Township.

News/Questions and Answers – FCH has not been successful 15% of the time because those families refused to meet with mentors or make changes or simply were untruthful. About 35% of families that FCH serves were from Wheeling Township. Most of the time, FCH helps a family that already has found a place to stay, but FCH also helps locate apartments.

The Special Projects Manager and President Bob Tanner, **Greater Elgin Family Care Center ("GEFC")**, requested \$5000 in funding. GEFC seeks funding for its Creekside Health Center that serves low income residents of Wheeling and surrounding Townships by providing primary care. GEFC has 9 locations with some 300 healthcare professionals and serves about 50,000 people annually. The Creekside location was opened in 2015. In 2018, Creekside served some 4505 patients, including 3071 patients that reside in Wheeling Township. GEFC collaborates with local healthcare providers, including Northwest Community Hospital. Some 54% of Creekside patients are uninsured with about 100% at or below the poverty line.

News/Questions and Answers – GEFC will apply any funding for paying nurse practitioners as opposed to insurance costs. GEFC is a 501(c) non-for-profit corporation. GEFC will send to The township the top three salaries for Creekside executives.

Jordan Friedman, the Executive Director for **Hands On Suburban Chicago (“HOSC”)**, requested \$8000 in funding. HOSC works to engage individuals in volunteer service and to help agencies maximize the skills of volunteers. HOSC helps build agency capacity through volunteers. Last year in Wheeling Township, HOSC connected Wheeling Township residents to services and volunteers to opportunities for service. Many of the agencies funded by the Wheeling Township have received training from HOSC. HOSC coordinates an after school program in District 211 at Cooper, London and Holmes schools. That program is two days a week at the schools and also offers math tutoring. The program has operated for 7 years. HOSC also has a subcontract with Omni for social counseling. Some 138 students received tutoring and 623 students engaged in service learning. Service learning is offered to 6-8th grades. The goal of the program is to prepare students to succeed and graduate from high school. The program had 133 volunteers donating over thousand hours. HOSC also assists in painting low income homes and painted 8 homes last year.

News/Questions and Answers – HOSC received in-kind donations from consultants and the landlord. Administrative costs are 18.5% because split among various programs. All students for tutoring are referred by their teachers. Last year, HOSC tutored 799 students across all schools. In recognition of its efforts, the School District gave an award to HOSC for its tutoring. Some students needing help are English second language speakers.

Suzanne Ploger, Director of Development, **Journeys/The Road home (“Journeys”)**, requested \$20,000. Journeys provides shelter and social services to the homeless in 37 Northwest Cook County communities. Shelter is available from October 1 to April 30 at 18 locations and year round services are available at the Hope Center. Services include meals, a clothing closet, showers, mental health counseling, laundry, and case management. The reason for being homeless is irrelevant. Journeys only requires that the client’s last address be in the Journeys service area. In the last year, Wheeling Township residents made up about 21% of the clients. Journeys has expanded from 3 to 5 nights a week for housing. About 19% of its clients are families with young children. Some locations cannot handle children and this stresses the availability of the housing.. About 14% of Wheeling residents being served are senior citizens.

News/Questions and Answers – Journeys received \$15,000 last year. Journeys also receives money from Barrington, Elk Grove, Palatine, and Schaumburg Townships. Journeys owns its building and takes depreciation for the building. For homeless individuals, Journeys like most agencies, uses the last place of residence before homelessness to determine residency. The increased homelessness is due to past State funding issues and probably multiple other reasons. Journeys has 15 employees and 6 of those are case managers.

Mona Boelens, Executive Director, **Kindred Life Ministries (“KLM”)** requested \$8000 in funding. Wheeling Township was identified as having the highest rate per capita of teen mothers. KLM was approached by Omni to help meet the needs of these teen mothers. KLM’s mission is to provide support to teenage mothers and their families. KLM is not involved until after the child is born. KLM teaches young mothers life skills including budgeting, parenting, and how to cope with their various roles from teen, to student, to employee, and parent. Social workers and counselors provide the counseling and mentorship to build successful lives. Teen mothers are finishing school, obtaining jobs, and becoming successful parents. The teenage mother’s parents and grandparents are integrated into the process. Parents and grandparents are often between 35-55 years of age with their own challenges. As part of the mission, KLM is also developing a program for mentoring the teenage fathers. KLM has three locations, including one location in Wheeling, and can serve a total of 21 families at a time. In the last year, KLM served 80 clients, including 22 clients that reside in Wheeling Township. KLM has 13 part-time staff and 400 volunteers.

News/Questions and Answers – Currently KLM has 6 teen mothers in Wheeling and has 3 mothers waiting to begin the program. In Wheeling Township, KLM is meeting with the teen mothers at Our Saviors Evangelical Preachers. Most teen mothers have some family support from parents or grandparents. Omni is more focused on pregnancy prevention and KLM is the only agency providing assistance after the child is born.

Laura, the Senior Counselor at **Life Span** requested \$20,000 in funding. Life Span’s mission is to empower survivors of domestic violence and that the victims receive appropriate treatment. Life Span tries to change social attitudes toward domestic violence. Life Span provides counseling, legal representation, advocacy, education, and crisis intervention. Criminal law advocacy is provided in the Rolling Meadows court house, including using a Polish speaking advocate. Legal services extend to protective orders, custody and family law issues. Life Span also seeks to assist women with immigration status under the Violence Against Women Act. Life Span has Polish, Spanish, and other bilingual speakers. Life Span also does group sessions on healthy relationships at Buffalo Grove and Wheeling High Schools, among other high schools. Life Span also collaborates with pediatricians. Life Span is located in Des Plaines and served 159 Wheeling Township residents in 2018. Recently, Life Span received a federal grant and expanded services.

News/Questions and Answers – Denise Wolf-Markham is the Executive Director. Life Span has 17% administrative overhead. Life Span has tried to pay market rate to staff and all counselors have a Masters degree. The result is staff stability. Most staff have been with Life Span more than 5 years. The rent costs reflect being in downtown Des Plaines and downtown Chicago.

Karen Baker, Director Community Services, for **Northwest Community Hospital Foundation (“NCHF”)** thanked Wheeling Township for its past support and requested

\$35,000 in funding. NCHF Oral Health Program provides necessary dental care to persons that lack financial resources for dental care. Wheeling Township has been part of mobile dental clinic with NCHF from the start. The mobile clinic serves four Townships. The NCHF board replaced the mobile dental clinic vehicle this year after the old vehicle reached 12 years of age. NCHF has also begun to provide dentures because more seniors need them. NCHF worked a deal with the lab so that it can provide dentures at cost to seniors for about \$400. In the last year, NCHF was able to provide dentures to about 50 patients. NCHF faced a challenge this year because the program using 4th year dental students ended. However, NCHF has found volunteer dentists and was able to maintain the same amount of patient visits. The mobile clinic is at the Township and open for viewing.

News/Questions and Answers – NCHF is open 4 days a week and is at full capacity. The dental clinic is not trying to grow at his time. All appointment times are booked and patients have about a 6 week wait for an appointment. The Township General assistance staff qualifies all patients. Patient numbers vary depending on the type of services needed because some patients need return visits and others do not.

The Human Services presentations adjourned at 8:00 p.m.

Joanna M. Gauza
Township Clerk