

WHEELING TOWNSHIP
1616 North Arlington Heights Road
Arlington Heights, IL 60004

DECENNIAL COMMITTEE MEETING

PAULA ULREICH MEETING ROOM
TUESDAY, OCTOBER 22, 2024
8:30 PM

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF MINUTES OF REGULAR BOARD MEETING AUGUST 27, 2024
- V. CITIZENS TO BE HEARD
- VI. APPROVAL – Decennial Report
- VII. PUBLIC SURVEY
- VIII. ADJOURNMENT

WHEELING TOWNSHIP MINUTES OF DECENNIAL COMMITTEE MEETING
AUGUST 27, 2024

CALL TO ORDER

The Decennial Committee Meeting of the Supervisor and Board of Trustees of Wheeling Township, for August 27, 2024 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 8:45 p.m.

ROLL CALL

Clerk Gauza called the roll and the following members were present, Supervisor Kathy Penner, Trustee Jeanne Hamilton, Trustee Patricia Kozicki, Trustee Joseph Murglin, Trustee Darrel Talken and Clerk Joanna Gauza.

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

Absent: Committee Member John Picchiotti

PLEDGE OF ALLEGIANCE

Supervisor Penner led those assembled in the Pledge of Allegiance.

MOTION #1: APPROVAL OF THE MINUTES OF THE DECENNIAL COMMITTEE BOARD MEETING ON MAY 28, 2024

Motion by Trustee Kozicki, seconded by Trustee Murglin, to approve the minutes of May 28, 2024 Decennial Committee Board Meeting.

ROLL CALL VOTE: AYES: Kozicki, Murglin, Talken, Penner, Hamilton,
NAYS: None.... Motion #1 Carried.

CITIZENS TO BE HEARD

Dan Patlak: He was surprised people were asking to raise property taxes when Illinois already has more taxing bodies than any other State in the country.

SUPERVISOR PENNER: DISCUSSION- DRAFT DECENNIAL REPORT

***Please see attached 'Wheeling Township Decennial Committee on Efficiency Report'.

NEXT DECENNIAL COMMITTEE MEETING DATE- OCTOBER 22,2024

WHEELING TOWNSHIP MINUTES OF DECENNIAL COMMITTEE MEETING
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MOTION #2: ADJOURNMENT

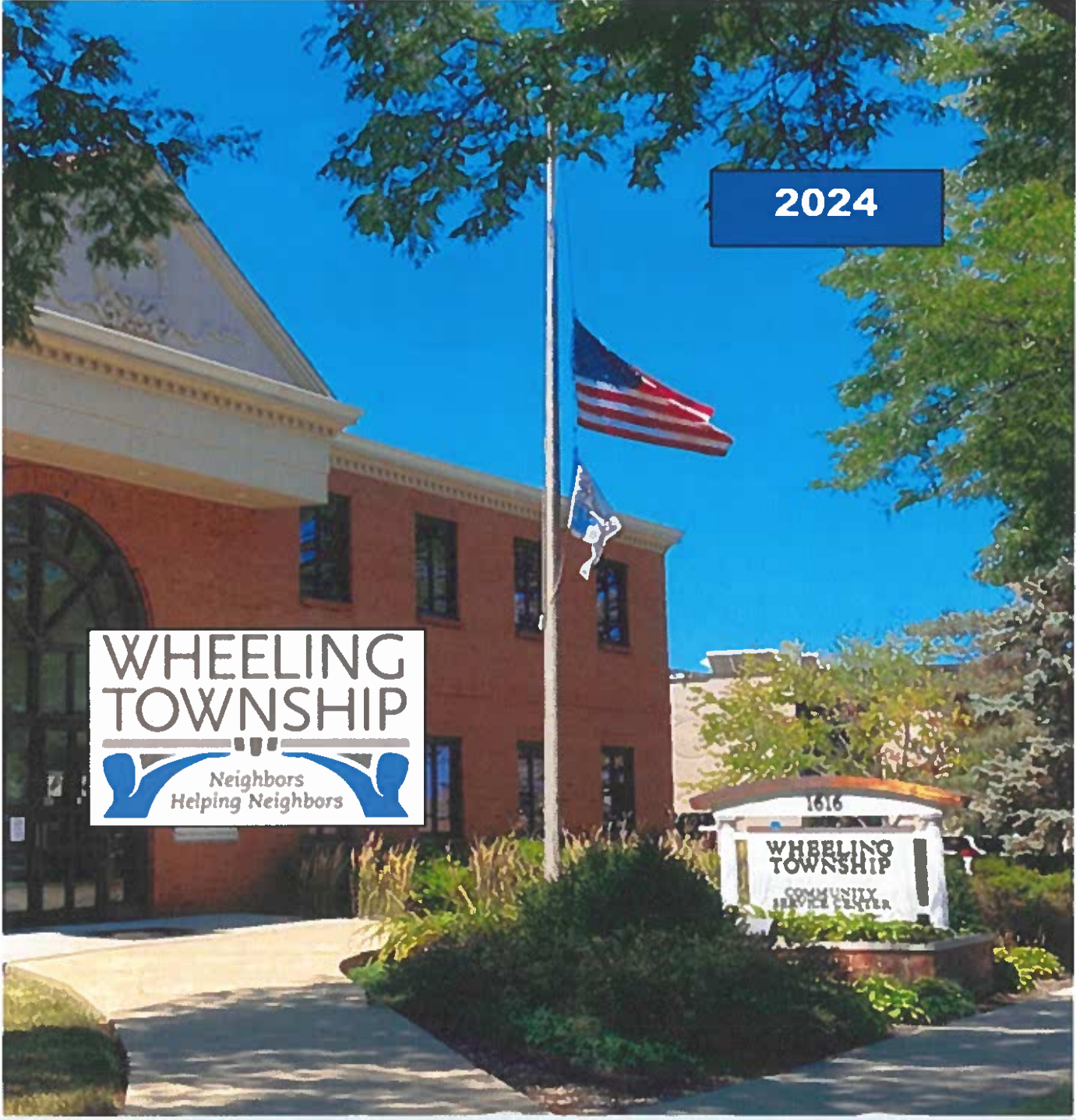
Motion by Supervisor Penner seconded by Trustee Kozicki to adjourn.

VOICE CALL VOTE: All Ayes.... Motion #2 Carried.

The decennial committee meeting for Tuesday, August 27, 2024, was declared adjourned at 9:00 p.m. The next scheduled regular board meeting is set for Tuesday, October 22, 2024, at 8:30 p.m.

Joanna M. Gauza
Wheeling Township Clerk

8/26/24



2024

**WHEELING
TOWNSHIP**
Neighbors
Helping Neighbors

WHEELING TOWNSHIP
DECENNIAL COMMITTEE ON
EFFICIENCY REPORT



2023-2024 STATS



Wheeling Township Report

for compliance with Decennial Committees on

Local Government Efficiency Act

Introduction

On June 10, 2022, the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 et seq., was signed into law. This law required Illinois Townships, Road Districts, and Township multi-assessment districts to convene a committee to study and report on local government efficiency. This committee was tasked to meet a minimum of three (3) times and produce a final report to be submitted to the County in which the taxing district resides.

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Wheeling Township
Decennial Committee

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BY WHEELING TOWNSHIP

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EMERGENCY ASSISTANCE

Emergency Assistance is available to qualified individuals and families facing life-threatening emergencies (once every 18 months). Applicants must be residents of Wheeling Township and meet financial and non-financial eligibility requirements.

MOBILE DENTAL CLINIC

The Mobile Dental Clinic is the award-winning partnership program between the Endeavor/Northwest Community Healthcare Foundation and these Townships: Elk Grove, Palatine, Schaumburg and Wheeling. The clinic provides basic dental care to qualified individuals, and is staffed by a paid dentist and manager, as well as volunteer dentists and hygienists. The General Assistance staff of each Township qualifies their residents for service.

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SNAP

Supplemental Nutrition Assistance Program, or SNAP, formerly known as Food Stamps, can be completed by General Assistance department staff using the Illinois Department of Human Services (IDHS) online application portal. Training was provided by the Greater Chicago Food Depository in order to assist residents in obtaining the needed food benefit, which is especially important for residents unable to go to the IDHS office in person. GA staff complete the application with residents, including the uploading of required documents. Following the online application completion, residents are scheduled for a telephone interview with IDHS staff to complete the process.

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The Wheeling Township General Assistance Office serves as a Service Extension Unit of the Salvation Army for residents of Wheeling, Prospect Heights and Buffalo Grove. Salvation Army funds are earmarked for emergencies such as eviction or utility disconnection. The funds are available no more than once in a 12-month period to qualifying residents. Individuals or families facing life-threatening circumstances are evaluated using Salvation Army guidelines, including the ability to return to self-sufficiency once the emergency situation has been resolved.

HOME DELIVERED MEAL PROGRAM

Freshly prepared meals are delivered to homebound Wheeling Township senior citizens and permanently disabled residents (over the age of 18). Residents who qualify, pay a nominal fee for the meals, which are prepared by the Lutheran Home in Arlington Heights and delivered to residents by volunteers. The Home Delivered Meal Program works with 25 churches and approximately 350 total volunteers throughout the year to assist with delivering the food. While the key focus of this program is ensuring that residents receive nutritious meals, it also provides isolated residents with some interpersonal contact through the volunteers who deliver the meals

TRANSPORTATION

Wheeling Township considers transportation for our senior citizens and disabled residents to be a premier program, and staff members are always seeking ways to strengthen and improve the service. To meet the continually growing need for transportation, especially to and from medical appointments and grocery stores, Wheeling Township employs a Transportation Coordinator, 11 drivers, and maintains a fleet of 9 buses – three of which are Township-owned and six of which are leased from PACE. We provide approximately 20,000 rides annually.

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TRIP is a transportation collaboration between PACE and five (5) Townships – Elk Grove, Hanover, Palatine, Schaumburg, and Wheeling. These Townships all provide transportation within their boundaries but there is a great need for medical transportation outside those boundaries, and across Township lines. The state of Illinois provides funds for this purpose and TRIP is a line item in the PACE budget. Townships qualify riders, take applications, and make reservations for rides. PACE contracts with a third party to provide the rides. The Township Supervisors make up the voting TRIP Board and attend triannual meetings to establish guidelines and policy.

SHIP (Senior Health Insurance Program)

Highly trained, skilled SHIP volunteers assist residents with Medicare, Medicare Part D, Advantage Plans (Part C), Medicare advocacy, and Benefit Access. Trained initially by the Illinois Department on Aging, SHIP volunteers cannot be affiliated with any insurance company, nor do they sell or solicit any type of insurance. Our five SHIP Counselors provide services throughout the year, but are especially busy during the annual Open Enrollment period of October 15 – December 7.

ALZHEIMER'S CAREGIVER SUPPORT GROUP

We collaborate with many organizations and other service providers to offer informative and interesting monthly programming to support and assist those dealing with the complicated process of handling loved ones dealing with Alzheimer's disease. Affiliated with the Alzheimer's Association, the group has a core membership of 12, with an average of 6 - 10 attending every meeting. During the pandemic, the group shifted to meeting online via Zoom, and continues to meet in that fashion. The support group was started in 2014.

VIP - LOW VISION SUPPORT GROUP

This inspiring support group has over 40 active members who participate in planned programs and share personal experiences, concerns and knowledge regarding vision loss. Many also participate in an audio-based book club for VIP members. This support group has been going strong since 2000, and continues to meet successfully on Zoom. Average monthly attendance remains about 25.

OPERATION SUPPORT OUR TROOPS

Wheeling Township continues to sponsor its annual donation drive for Operation Support Our Troops America, Inc., a local non-profit organization which provides 'Comfort & Care Packages' for active military personnel stationed around the globe.

SENIOR ADVISORY BOARD

An active group of community residents serves as Senior Advisory Board members. Their role is to advise the Director of Senior & Disability Services about issues that are pertinent to senior citizens in Wheeling Township. They are responsible for suggesting the educational and outreach programs the Township offers such as Senior Scenes monthly presentations and the Generation2Generation inter-

generational communication program between Wheeling Township, Wheeling High School and the residents of Bella Terra nursing home.

AARP Tax Preparation

The AARP Tax-Aide Foundation program and its dedicated, highly trained and strictly regulated volunteers provide tax filing assistance to Wheeling Township residents every spring. The 18+ volunteers help over 350 residents every year with the filing of their federal and state taxes for free.

HANDICAPPED PLACARDS AND REDUCED RATE RTA PASSES

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CURRENT FUNDED AGENCIES

- *Ascension Center for Mental Health
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- *Children's Advocacy Center
- *Connections To Care
- *FamilyForward
- *Hopeful Beginnings of St. Mary's
- *KAN-WIN
- *Life Span
- *Northwest Compass
- *Resources for Community Living
- *Suburban Primary Healthcare-Access to Care
- *The Josselyn Center
- * Avenues to Independence
- * Center for Enriched Living
- * Clearbrook
- * Endeavor/NCH Foundation-Mobile Dental Clinic
- * HandsOn Suburban Chicago
- * Journeys/The Road Home
- * Kindred Life Ministries
- * Little City Foundation
- * Omni Youth Services
- * Shelter, Inc.
- * The Harbour
- * WINGS

WHEELING TOWNSHIP **ARLINGTON HEIGHTS CEMETERY**

The Wheeling Township Arlington Heights Cemetery is located on the north side of Euclid, west of Rand Road in Arlington Heights. It was the original burial site for the Kennicott family and a number of tombstones date back to the early 1800's. Names like Kennicott, Sigwalt, Noyes, Landmeier, Klehm, Best and Miner are all there. These early settlers' names also can be found on streets throughout northwest suburban Villages, a tribute to the early and influential role they played in the area's history. About 20 members of the Dunton family - the name by which the town of Arlington Heights was known until 1887 - are also buried in the Township Cemetery.

The three (3) appointed Township Cemetery Trustees are responsible for sales and contracted maintenance of the four-acre cemetery.

- John Glueckert, Jr.
- Jon Kolssak
- Philip Flores, Jr.

ROAD MANAGEMENT **DEPARTMENT**

Since January 1, 2017, the maintenance of the approximately five (5) miles of unincorporated roads within Wheeling Township is the responsibility of the Township Board of Trustees. Township staff, under the direction of the Board, contracts for all needed services.

WHEELING TOWNSHIP **COMMUNITY MENTAL HEALTH BOARD**

In November, 2022, voters passed a referendum for establishing a 708 Mental Health Board. In January, 2023, the Wheeling Township Community Mental Health Board was created and Wheeling Township Supervisor Kathleen Penner appointed the following Board Members:

- President – Susan Hayes
- Vice President – James Ruffatto
- Secretary – William Dixon
- Trustee – Jeanne Hamilton
- Trustee – John Lubbe
- Trustee – JoAnne Schultz
- Trustee – Jack Vrett

Wheeling Township Emergency Fund Inc.,
a 501(c)(3) not-for-profit organization

For residents in need who do not qualify for other programs, Wheeling Township's Emergency Fund may be able to assist. All funds are donated – NO TAX DOLLARS ARE USED FOR THIS PROGRAM. We gratefully accept donations of food, gift cards, school supplies, and monetary gifts from hundreds of donors, many of whom make donations on a regular basis. Several programs are also funded through the Wheeling Township Emergency Fund, Inc., including:

WHEELING TOWNSHIP FOOD PANTRY

The Emergency Fund runs the Food Pantry. Utilizing the highly successful "Client Choice" model, this respectful and dignified method of shopping provides clients with the opportunity to choose products they will enjoy and eat. Donations are received from generous individuals, organizations, religious organizations, churches, and corporations; all food is donated or purchased with donated funds. The other important component of this very successful operation is the amazing team of volunteers.

SCHOOL SUPPLIES

Brand new backpacks, overflowing with crayons, paper, pens, and all the great educational tools kids need to start their school year off right, are donated by generous residents for our lower income residents under 18.

THANKSGIVING BASKET PROGRAM.

A holiday meal is provided to lower income families who qualify. We are very grateful to all the residents, businesses, religious organizations and community groups who donate everything from rolls and stuffing to potatoes and dessert. Hundreds of donated gift cards and frozen turkeys are also distributed.

ADOPT-A-FAMILY PROGRAM.

This annual holiday gift program is a wonderful reminder of how important it is to give back, and countless residents, businesses, religious organizations and community groups help to make it special for the lower income residents of our community. We remain grateful for the hundreds of gifts, toys, clothes and gift cards which are donated for qualifying families. Numerous donated new hats, gloves and scarves are distributed, and all children were offered new books, which are donated by caring staff members at two local libraries.

WHEELING TOWNSHIP

INTERGOVERNMENTAL AGREEMENTS

1. **Maine Township, Palatine Township, Schaumburg Township and Elk Grove Township Assessor's Offices.** During the respective reassessment periods the above townships may utilize each other's staff members to assist residents in their specific Assessor's Offices.
2. **Northfield Township Road District.** Responsible for snow removal and distribution of salt to all the unincorporated road areas in Wheeling Township - except for Northbrook, IL.
3. **Village of Northbrook.** Responsible for snow removal and distribution of salt to the unincorporated area of Northbrook, IL.

WHEELING TOWNSHIP RECOMMENDATIONS

1. In reviewing the Wheeling Township Personnel Policy, it was decided that the Township Attorney should review it in its entirety.
2. Wheeling Township follows *Robert's Rules of Order* for Small Boards. While historically the Township follows these rules without a written policy, going forward, we recommend we put these policies in a written format.
3. Study best practices for excellence to hire and retain staff.
4. The Township's last major renovation was in 2007. The Township needs to create a formal Capital Plan to start replacing and updating the Township.
5. The website needs to be updated: the current website does not allow fillable PDFs, receiving donations online, and there is no accessibility or translation available.
6. The Food Pantry serves over 500 families monthly. Look into expanding service to include evening hours, possibly two evenings a month, for the Food Pantry.
7. As the community ages, the need for transportation services increases. The Township leases six (6) buses from PACE, and owns three. Most buses are high in mileage. We will be looking into getting more buses from PACE if they are available, and look to having the Township purchase one or two buses. Look into updating the way the township schedules rides and keeps rider information.
8. Update the Meeting Room. Replace flooring, tables, and paint walls, which will be part of the Capital Plan. Also, the A/V equipment should be updated for a better microphone system and projector with streaming capabilities for programs and meetings.
9. Once the Mental Health Needs Assessment is available, we are sure there will be additional recommendations.

Submitted by: Kathleen Penner

Chair, Decennial Efficiency Committee of Wheeling Township

Date: XXX

10/22



2024

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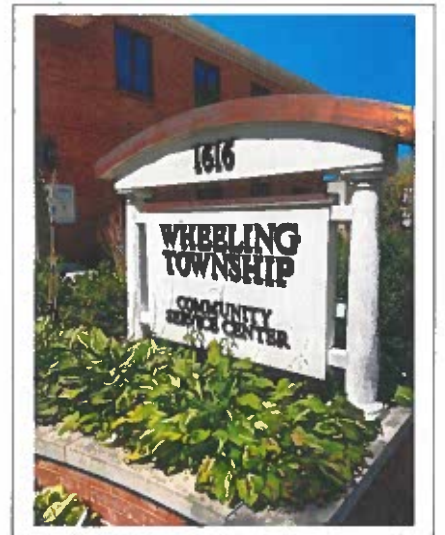
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WHEELING TOWNSHIP

RECOMMENDATIONS

1. In reviewing the Wheeling Township Personnel Policy, it was decided that the Township Attorney should review it in its entirety.
2. Wheeling Township follows *Robert's Rules of Order* for Small Boards. While historically the Township follows these rules, going forward, we recommend having written policies.
3. Study best practices for excellence to hire and retain staff.
4. The Township's last major renovation was in 2007. The Township needs to create a formal Capital Plan to start replacing and updating the Township.
5. The website needs to be updated: the current website does not allow fillable PDFs, receiving donations online, and there is no accessibility or translation available.
6. The Food Pantry serves over 500 families monthly. Look into expanding service to include evening hours, possibly two evenings a month, for the Food Pantry.
7. As the community ages, the need for transportation services increases. The Township leases six (6) buses from PACE, and owns three. Most buses are high in mileage. We will be looking into getting more buses from PACE if they are available, and look to having the Township purchase one or two buses. Look into updating the way the township schedules rides and keeps rider information.
8. Update the Meeting Room. Replace flooring, tables, and paint walls, which will be part of the Capital Plan. Also, the A/V equipment should be updated for a better microphone system and projector with streaming capabilities for programs and meetings.

Submitted by: Kathleen Penner

Chair, Decennial Efficiency Committee of Wheeling Township

Date: October 22, 2024

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