

**TOWNSHIP OFFICIALS OF COOK COUNTY**  
**Annual Meeting**  
**Schaumburg Township**

**Wednesday, June 8, 2022 – 7:00 P.M.**

**Minutes**

**I. Call to order**

**II. Pledge of Allegiance**

The meeting was called to order followed by the recitation of the Pledge of Allegiance. Austin reported that he will submit to the Secretary the people who have registered. The following townships were represented via Zoom at the meeting: Berwyn, Bloom, Bremen, Hanover, Leyden, Maine, New Trier, Niles, Northfield, Orland Park, Palatine, Palos, River Forest, Riverside, Schaumburg, Stickney, Thornton, Wheeling. Thirty-one officials and staff attended from these townships.

**President Heneghan** called the meeting to order at 7:03 P.M.

The meeting was held via internet conference call pursuant to the Executive Order of the Governor. It was held via video audio conference on [WWW.Zoom.US](http://WWW.Zoom.US) at 7:03 P.M.

Three TOCC Executive Board Members and two TOCC Directors were also present in person at Schaumburg Township along with three other people.

All persons interested in attending will be able to do so by visiting our website at [WWW.tocc.il.com](http://WWW.tocc.il.com) and selecting the link to JOIN THE MEETING.

Austin Hopkins, Administrative Assistant, announced the townships that were represented.

### **III. Roll Call**

We had 19 townships out of 29 townships represented. The meeting was a mix between in person and ZOOM.

Berwyn Township  
Bloom Township  
Bremen Township  
Calumet Township  
Hanover Township  
Leyden Township  
Maine Township  
New Trier Township  
Niles Township  
Northfield Township  
Orland Park Township  
Palatine Township  
Palos Township  
River Forest Township  
Riverside Township  
Schaumburg Township  
Stickney Township  
Thornton Township  
Wheeling Township

#### **Roll Call of Directors Present:**

President Timothy Heneghan Schaumburg/Supervisor  
Secretary Jane Nolan Palos/Clerk  
Treasurer Fran Sitkiewicz Riverside/Assessor  
Director D. Robert Alberding Barrington/Supervisor  
Director Demetrius Gibson Schaumburg/Trustee  
Administrative Assistant Austin Hopkins

**Roll Call of Directors – Virtual:**

Director Carla Sloan Supervisor/River Forest  
Director Brian McGuire Supervisor/Hanover  
Director Margaret Paul Clerk/Berwyn  
Director Ali ElSaffar Assessor/Oak Park  
Director Richard Kelly Assessor/Orland Park  
Director Gene Adams Highway Commissioner/Palos  
Director Joe Stanfa Highway Commissioner/Bloom

**Guests Present were:**

Joan Davis Assistant to Clerk/Palos Township  
Heidi Hopkins Bartlett Public Library Trustee  
Ken Nolan Treasurer City of Palos Hills

**President Tim Heneghan** welcomed the Board Members, Directors and Township Officials

**IV. Secretary’s Report**

**Bob Alberding, Barrington**, moved to accept the minutes from the June 17, 2021 Annual Meeting as presented by **Secretary Nolan. Demetrius Gibson** seconded the motion. The motion passed by unanimous voice vote.

**V. Treasurer’s Report**

Fran reported the following:

Treasurer’s Repot from May 1, 2012, through June 7, 2022

Checking Balance	\$ 4,887.91
Money Market	\$ 75,058.88
Total Bank Accounts	\$ 79,946.76
Overall Total	\$ 79,946.76

Total Income (Inc. interest)	\$ 38,508.74
Total Expenses	\$ 27,700.71
Total	\$ 10,808.03

The dues notices have already gone out. Fran also submitted debit card total and other miscellaneous totals. The zoom bill was included. Dues were not collected during COVID.

**Karen Diamond**/Maine moved to accept the Treasurer's Report subject to audit as presented. **Carla Sloan**/River Forest seconded the motion. The motion was carried by unanimous voice vote.

**Bob Alberding** (Barrington) moved to approve the dinner bill from Ricardo's in the amount of \$151.85. **Fran Sitkiewicz** seconded the motion. The motion was carried by a unanimous voice vote.

**VI. Guest Speaker – Craig A. Haigh – To Know and to Be Known**

Craig had 39 years in the fire service and is the retired Fire Chief/Director of Emergency Management and Interim Village Manager.

The topic of this presentation is To Know and be Known. Some of his comments are as follows:

**Two critical points for organizational success are:**

1. Your greater strength in serving your constituents comes through the quality of people you employ.
2. It is imperative that you and your team build and maintain relationships (with those you serve) so you can become the "trusted voice" focused on meeting their needs.

We are in the people business. Our job is to provide assistance and be the "trusted voice" for them. We should emphasize that they are

important We want to understand their needs. You should have quality employees who have quality customer relations because they have to serve as us (officials) when we are not there.

The people you impact and the lives you touch, they are what really matter, and they are your true legacy as a leader.

**The key truths for serving those who rely on us:**

1. Quality employees.
2. Quality customer relations.

Some places don't have clear expectations. What is important is what is in the best interest of the township. Remember, we set the expectations. Good employees leave bad bosses.

**Government officials need to have self-discipline and an attitude of service because leadership is an act of service:**

The best way you can serve others is by doing your job, and never lose the ability to have self-doubt.

Be quiet and listen and ask hard questions.

Seek out hard issues and try things to see if they work. A high part of successful leadership is knowing what battles to fight and when.

Whether leading a Township or answering a 9-1-1 call it is always about the people because they want to know and be known.

**VII. President's Annual Report**

Tim discussed the Public Aid Committee of TOCC which was formed and is now a working committee. The members will be Calvin Jordan, Brian McGuire, Tim Heneghan and Niles Township. There will be a township symposium on September 24, 2022 at Hanover Township. All officials and staff are invited. In the past, a funding letter was sent to Cook County concerning the CARES Act and township funding. Tim had many other

supervisors sent in letters and many townships received funds. Tim again stressed that townships should show things they have done and their accomplishments on the new TOCC Website.

### **VIII. Administrative Report**

**Austin** thanks everyone for being part of the 3<sup>rd</sup> Annual Virtual TOCC Meeting. Over the past year we focused on educational sessions held via zoom.

One of the best educational sessions was the DE & I Training. There were 70 people registered for this training and about 50 attended. We will have a Part II for DE & I in the fall. There also was a new website training. Our previous website was static. One of the features is that each division has its own forum. There is also a legislation forum, and a general forum for all members. Please post things going on in your township on the website. There is now an on-line directory on the website, but you have to be a member to use this. All our past educational sessions are also on the website. You can contact Austin if you have a problem getting on the website.

### **IX. Division Reports**

#### **A. Supervisors – Bob Alberding**

Bob Alberding reported that the Supervisors Division had an in-person meeting on April 21, 2022. There were eleven supervisors in attendance. The host was Lyons Township. The future meetings will be in Maine, Elk Grove, Orland and Lemont. These are quarterly meetings. The Supervisors want to build their education process. The meetings will draw better input with regards to the educational programs. The supervisor's dues will be \$100.00. The focus of the April meeting was General Assistance. The administrator of General Assistance from Barrington was the speaker concerning this topic She explained how to work through a basic case study. They looked at a different type of software which will help with general assistance. The July meeting will be hosted by Palos Township. It will be an in-person meeting. The meetings coming up will be a little different.

Two meetings will be in the afternoon and two in the evening. It will be one afternoon in the South and one afternoon in the North and the same with the evening meetings. This will hopefully bring a larger attendance.

## **B. Clerks – Bob Vinnedge**

Clerk Jane Nolan, Vice President, reported for the Clerks. At the last meeting a person from the Local Records Commission discussed things that should be done for Local Records and he answered questions. Clerk Nolan was able to take notes from her phone as she did not attend the meeting. The Clerks have been able to have all their meetings in person this year, and the first two meetings for next year are already set with Lemont and Rich Township hosting the first two meetings. The Local Records person was supposed to speak at the meeting before this one but a family emergency kept him from attending. The Clerk's division is interested in more educational sessions. Two of our best ones were presented by Katy Dolan Baumer who spoke on things the Clerks need to know in two separate sessions labeled # 1 and # 2. There were many good points provided.

## **C. Assessors – Ali ElSaffar**

Fran, the Vice President of the Assessor's Association, presented an update. Tax bills will be late again this year They are still waiting for the kick-off of the 2022 reassessment cycle. When the assessor does start the assessor's cycle, they will be doing the northern townships as far as going through the reassessment process. Ali would like to put the educational sessions on hold as he would like to do a session on errors. Their next meeting is Friday, June 17, 2022 at Riverside Country Club they are still working on exemptions. The assessors always have a representative from Cook County at their meetings. There are constant changes going on in the assessor's office. She is always so impressed with their group, and they are very knowledgeable, and provide an immense amount of service to the residents of the townships. The different guests from Cook County have finally started to realize what a fantastic group of assessors they

have within their division. Thank you to the assessors for all the service they provide.

#### **D. Highway Commissioners – Joe Stanfa**

Joe reported that there have been high gas prices all summer. There has also been an increase in price of concrete and asphalt. This will cause problems for the highway commissioners' projects. Many townships are trying to do chemical recycling. Any township can start a recycling program. Most residents seem to be interested in recycling electronics and paint. The butterfly project is still happening. Joe is in the process of getting more seeds and then he wants to deliver them to the various Clerks in their townships. He reported that he is getting more people involved in the Highway Commissioner's Division. They will be scheduling meetings as Joe had throat surgery and was not able to attend.

#### **E. Trustees – Nick Bobis**

There was no report from this division. Any interested Trustees should reach out to Nick Bobis.

### **X. Committee Reports**

#### **A. Legislative – Carla Sloan**

Carla reported that the last legislative session was very short and there was not much anti-township legislation, as the legislators were more focused on budgets and crime. Next time, when there is a longer legislative session, they will be back with their anti-township bills. So, township officials can't really rest. We need to keep talking to our local legislators and also our county officials. **Chris Welch** was the speaker at Topics Day in April. He verbally pledged his commitment to townships, saying that as long as he is the Speaker, townships will not be consolidated or eliminated. Many of our new legislators do not know much about townships. If you have some new legislators, please reach



out to them and invite them into your township. Tim interjected that Supervisors still need to send letters to the county and state in support of townships receiving money.

XI. **Adjournment**

**Tim** thanked Melissa Williams and Katie Trent for getting the room ready and Austin and Heidi Hopkins for getting the zoom going. Tim stated that this is his last year and said he is proud to be the President of TOCC and thanked all of us for the honor.

With no further business to come before the Board, **President Heneghan** asked for a motion to adjourn the meeting. A motion to adjourn was made by **Bob Alberding** at 8:33 P.M. and seconded by Fran Sitkiewicz. The meeting was adjourned by a unanimous vote.

**Respectfully submitted,**

**Jane A Nolan**  
**Secretary, TOCC**