

**MINUTES  
BOARD MEETING OF NEW TRIER TOWNSHIP**

**State of Illinois**

**County of Cook**

**Township of New Trier**

**The Board of New Trier met at the Township Hall on January 12, 2010 at 7:30 p.m.**

**Present:** Patricia Cantor, Supervisor  
Jerome Hoynes, Clerk  
JoAnn Shrier Gordon, Assessor  
Paddie Brennen, Trustee  
Gerri Kahnweiler, Trustee  
Alan Goldberg, Trustee  
Joe Fell, Collector  
DianeTye, Director of Administration and Finance  
Sandra Forrester, Deputy Clerk

**Absent:** Stefan Mozer, Trustee

**Also Present:** Brian Leverenz, Community Services Administrator  
Glenn Ferencz, New Trier Citizens League  
Robert Gordon, Citizen

**Supervisor Patricia Cantor, acting as Chair, and Jerome Hoynes, acting as Clerk, transacted the following business:**

**CALL TO ORDER:**

Supervisor Cantor called the meeting to order at 7:35 p.m. with a roll call vote of the Board.

**PLEDGE OF ALLEGIANCE:**

Supervisor Cantor led the Pledge of Allegiance to the Flag of the United States of America.

Trustee Mozer joined the meeting at 7:40 p.m.

**INSTALLATION OF ELECTED OFFICIALS:**

Clerk Hoynes administered the oath of the office of Assessor to JoAnn Shrier Gordon. Clerk Hoynes next administered the oath of the office of Collector to Joe Fell.

Supervisor Cantor thanked Trustee Brennen for chairing the December 2009 Board meeting on short notice. She then stated review and approval of the minutes of that meeting would be deferred to later in this meeting in order to continue discussion of the agency allocations for FY 2010-2011. She asked Community Services Administrator Brian Leverenz to report on his extensive work with the agencies funded by the Township.

**DISCUSSION OF AGENCY ALLOCATIONS FOR FY 2010-2011:**

Administrator Leverenz reviewed the new committee structure and activity. He noted the program funding process is now managed by two committees serving specific needs: *Agency Oversight* and *Money Follows the Person (MFP)*. *Agency Oversight* serves Youth Drop-In Centers, Senior Services, Crisis Intervention/Prevention, and Individual and Family Counseling/Emotional Well-Being. *MFP* serves Mental Illness and Developmental Disabilities. The *Special Projects/Strategic Planning* committee now reviews all new agencies and their program requests. He detailed comparisons of all agency program allocations for the current FY with the agencies' requests for FY 2010-2011. New funding request forms are in use. Agency proposals were returned to the committees one month earlier this year, after which committees met to review all proposals. The committees were then able to develop questions, which were forwarded to the agencies, and agency responses to those questions were distributed to all committee members prior to the funding hearings. This resulted in multiple pages of responses for *Agency Oversight* and *MFP* committee members to review. Grouping the 30+ agencies

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allowed for more efficient use of the committees' hearing time than previous years' individual hearings had allowed, and agencies were aware of what other agencies are doing in their communities. The *Oversight* and *MFP* decision meetings are at the end of January. *Special Projects* has cleared its process and now awaits a new assignment. Potential areas of review are transportation and isolated seniors.

Administrator Leverenz highlighted important features committee members should be aware of during the funding process. As a taxing body, revenues are meant to service members of this Township, and the level of that service should be the foremost concern. He remarked that as a small funder, the Township is not able to fund the full level of service its residents need. Because of this, funding allocations to a number of small agencies has been cut substantially – not because their level of service was poor but because the Township was over-funding them in relation to the level of service they were giving Township residents. He stated the Township now funds agencies with budgets of up to \$26 million as well as agencies with budgets of \$100,000 or less, and the Township funds up to 30%-40% of some agency program budgets, as well as 1/10 of 1% or less of the other agency program budgets. He emphasized the importance of being aware of the impact and effectiveness the Township funding has for Township residents. He noted that although committee members are aware of the priorities set by the Township last year (*Aging in Place* and *Services for Persons with Disabilities*), they are not aware of how those priorities should manifest themselves in terms of the level of dollars sent to each agency and program. Although this is an award-winning citizen review process, and committees make the decisions, possibly more guidance from the Board would be welcome. He continued that, as a staff member, he provides input but does not vote and, with the exception of the Trustee on the *Disabilities* committee, Trustees are liaisons to the Board and do not vote on committee decisions. He added that the number of agencies has increased over the years. He noted his concern about adding new agencies in FY 2010-2011 with the possibility of flat funding of current agencies. He also indicated that there are a limited number of agencies that staff can continue to monitor effectively.

Trustee Mozer assured Administrator Leverenz that there is money available in P.O.T.S. to fund new agencies. He continued that the Board began a radical shift in funding its agencies to accommodate the *MFP* initiative but then noted, in fact, the desired outcome did not occur. Trustee Goldberg said that the Board has been talking about instituting new policies, new programs and new ways of distributing monies to implement *MFP*; however, for a variety of reasons (all good), there hasn't been appropriate follow-through on the part of the Board or at the committee level. In the initial *MFP* committee meeting, it was clear there was no time to institute a true *MFP* paradigm, so what the committee decided to do was to identify a pool of money that could be used for something similar to the existing community grant or *MFP*, and then proceed in funding the agencies assigned to the *MFP* committee.

Trustee Kahnweiler noted it is important for the Board to decide if it will commit to and switch to *MFP* and then dedicate enough time needed to implement it. Supervisor Cantor remarked that without knowing how the new committee structure would work, the Board envisioned the first year as a trial year. Trustee Brennen noted the *Oversight* committee members continue to be enthusiastic but some feel overwhelmed and prefer the close contact they formerly had with one or more agencies.

Supervisor Cantor and Trustees thanked Administrator Leverenz for his report; he left the meeting at 8:04 p.m.

Trustee Mozer asked if funding questions concerning "what, how and when" should be scheduled soon into a Board or a Committee of the Whole meeting, since the Board is already half way into the next year's funding cycle. Supervisor Cantor stated this discussion would continue in a Committee of the Whole meeting, and a separate "philosophical meeting" on the direction of the agencies is needed. She continued that, after the Board makes its funding decisions and the committees know what their allocations are, the Board can move forward. Trustee Kahnweiler noted the time constraint if the Board looks to committees to accomplish more work, since they meet only once a month. After establishing

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that Trustees are not obligated to switch their committee liaisons in the new FY, Trustee Kahnweiler suggested that if Trustees remained with their current committees, this would allow more time to meet before the Annual Town Meeting and accomplish more work before the summer break.

**APPROVAL OF DECEMBER 14, 2009 BOARD OF TRUSTEES MEETING MINUTES:**

Trustee Goldberg moved and Trustee Kahnweiler seconded the motion to approve the minutes of the December 14, 2009 Board of Trustees Meeting. The motion passed on a unanimous voice vote.

**JANUARY 7, 2010 COMMITTEE OF THE WHOLE MINUTES:**

Review and approval of the January 7, 2010 Committee of the Whole minutes will be accomplished via email.

**FINANCIAL REPORT, DECEMBER YTD:**

Director Tye reviewed an activity summary of revenue for all funds as of December 31, 2009, representing a 10-month YTD period. Levy receipts increased in December. Harris Bank money market remains at an all-time low. The North Shore Community Bank (NSCB) 3-month flexible CD in the amount of \$245,000 rolled over in mid December. It had been at 2%, and was re-negotiated at 1.1% with a new due date of March 13, 2010. Edens Bank remains at 1%. Attention is needed on The Edens Bank account, which, at \$250,837, now is slightly over the \$250,000 level covered by FDIC insurance. December 2009 totals for the Town Fund (\$2,406,961) and General Assistance (GA) Fund (\$543,646) bring the YTD balances to a healthy mark. She cautioned this report does not reflect all the year-end expenses. She stated levy receipts, now at \$152,837, continue to flow into the GA account. She next reviewed line item activity to the end of December 2009, reflecting 10 months of FY 2009. FY 2010 Budget line item details were compared with 12/31/2009 YTD amounts, showing remaining dollars (Budget minus Actual) with YTD percentages earned and/or used divided by budgeted figures. She highlighted property tax revenue now at the 87.7% mark, interest income and lagging net changes in the Edens Bank and IMET accounts. All programs are exactly at the 2/3 mark, which reflects the fact that two of three agency payments for FY 2009 have been disbursed to-date. The next agency payment will be the final payment in February 2010. She noted that Administrator Rosser and Supervisor Cantor are studying lagging Day Care Scholarships for more information. In Special Funds, \$24,125 in the POTS line reflects 2/3 payments for *JJ's List* and *Our Place*, with the addition of the most recent T.A.F.Y. payment of \$4,125 that originally had been expensed to the Officials/Staff expenses. The Officials/Staff line, budgeted at \$25,000, now shows an expense line amount of \$32,486. The T.A.F.Y. payment of \$4,125 has now been removed; however, the \$32,486 also reflects a \$15,000 payment for Target holiday gift cards, which will be removed from this line after reimbursement of \$15,000, has been made by the Angel Fund. Supervisor Cantor cautioned that this reimbursement will decrease the Angel Fund balance to between approximately \$15,000 to 18,000. The remaining \$10,000 payment to *AmericanEagle.com* for the development/implementation of the Township website will be paid in FY 2011.

Trustee Brennen questioned if agencies had indicated any preference for receiving payments four, rather than three, times over the year. Supervisor Cantor noted this issue can be addressed at an agency meeting in February 2010.

Trustee Kahnweiler moved and Trustee Brennen seconded acceptance of the financial report. The motion passed on a unanimous voice vote.

**BUDGET DISCUSSION:**

Director Tye introduced a FY 2011 worksheet which included Administrator Leverenz' committee recommendation information. The document included FY 2010 budgeted revenue amounts for both the Town Fund and GA Fund. Updated 2009 property tax levies were also included. Administrator Leverenz' document displayed Agency existing program expenses with the exception of new programs that are subject to Board approval.

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Agency requests for programs totaled \$1,170,070. A Special Funds line for POTS is listed as \$250,000, which would include Community Grant monies. Trustee Kahnweiler stated she remembered that the Board previously had voted to disburse additional payments; trustees asked that that vote has to be researched. Trustee Goldberg suggested dividing the \$60,000 amount between *JJ's List* (\$20,000) and *Our Place* (\$40,000) as a one-time payout to cover lack of State funding. It was emphasized that Administrator Leverenz' list is what these two agencies requested, not what the Board will decide to pay out. Trustee Mozer suggested the \$60,000 be used for *JJ's List* and *Our Place* rather than for community grants. Supervisor Cantor stated \$120,000 is available to fund both the community grants and the two new agencies. She noted that to-date, 27 community grant applications have been received, and more are expected by the end of the Township's fiscal year in February 2010. She asked the Board to consider whether to keep the agencies "flat" or to "increase the bucket". Trustee Mozer recommended increasing agency program allocations by 5% (approximately \$50,000). A lengthy discussion of the FY 2011 Budget continued, with line expenses reviewed in detail. All recommended figures will be incorporated into a spreadsheet by Administrator Tye to be presented for review and further discussion at the next Committee of the Whole meeting.

Noting the staff's cooperative efforts and dedication over the past very busy year, Supervisor Cantor recommended a 4% increase for staff salaries in FY 2010-2011. In the following discussion, the benefit of paying full health insurance was questioned. Administrator Tye remarked that some townships offer health benefits in the form of Healthcare Savings Accounts. Since not every staff member chooses to participate in the Township's health insurance coverage, the possibility of compensation inequities was questioned. Trustee Goldberg noted that, given the current economy, few salary increases will go into effect throughout most other governmental and academic institutions across Illinois. It was also suggested that the "bucket" of monies for staff salaries be increased so that individual salary increases could be determined after staff reviews.

Trustee Kahnweiler moved and Trustee Mozer seconded the motion to increase the "total bucket" of salaries by 5%. The motion passed on a voice vote of 4 ayes and 1 nay.

Glenn Ferencz left the meeting at 10:00p.m.

**CLERK'S REPORT:**

Due to time constraints, the Clerk's Report was deferred to the February 9, 2010 Board meeting.

**ANNUAL TOWN MEETING DISCUSSION:**

Due to this meeting's time constraints, discussion of the Annual Town Meeting was deferred to the February 9, 2010 Board meeting.

**TRUSTEE LIAISON REPORTS - HEARINGS:**

Due to time constraints, the Trustee Liaison Reports were deferred to the February 9, 2010 Board meeting.

**CONSENT AGENDA – STAFF REPORTS:**

- A. Community Services Administrator – Brian Leverenz
- B. Social Services Administrator – Jeanne W. Rosser
- C. Township Social Worker – Art Sontag

Trustee Kahnweiler asked that Art Sontag add more detail to his future monthly reports, and Supervisor Cantor noted she would forward that request. Trustee Kahnweiler complimented the detail monthly report prepared by Social Services Administrator Jeanne Rosser, and Supervisor Cantor agreed, noting that she would forward the compliment to Jeanne. Trustee Mozer moved and Trustee Brennen seconded the motion to accept the Consent Agenda as submitted. The motion passed on a unanimous voice vote.

**ADOPTION OF U.S. CENSUS RESOLUTION 2010-01:**

Trustee Brennen moved and Trustee Kahnweiler seconded the motion to adopt the U.S. Census Resolution 2010-01. This resolution confirms the commitment of the New Trier Township Board of Trustees to partner with the U.S. Census Bureau to ensure a full and accurate count of citizens in 2010. The motion passed on a unanimous voice vote.

**ADOPTION OF FREEDOM OF INFORMATION ACT (FOIA) RESOLUTION 2010-02:**

Trustee Brennen moved and Trustee Goldberg seconded the motion to adopt the Freedom of Information Act (FOIA) Resolution 2010-02. This resolution designates Jerome Hoynes as Chief Freedom of Information Officer, Diane S. Tye as Assistant Freedom of Information Officer. Patricia Cantor, as Township Supervisor, is given the authority to remove, add, substitute or replace Freedom of Information Officers as she deems best. The motion passed on a unanimous voice vote.

Trustee Goldberg and Collector Fell left the meeting at 10:10p.m.

**SUPERVISOR'S REPORT:**

- A. Food Pantry and Holidays Update- Supervisor Cantor remarked the Food Pantry use has increased substantially.
- B. The April Board Meeting was rescheduled to April 20, 2010. The next Board meeting is scheduled for February 9. Board meetings are also scheduled on March 9, May 11, and June 8.

**APPROVAL OF CLAIMS:**

Trustee Mozer moved and Trustee Brennen seconded the motion to approve Payroll checks dated from December 15, 2009 through December 31, 2009, numbered #4902 through #4924, for a total of check disbursements of \$23,274.48. The motion passed on a roll call vote:

4 Aye 0 Nay 0 Abstain

Trustee Mozer moved and Trustee Kahnweiler seconded the motion to approve checks from the Town Fund dated from December 17, 2009 through January 11, 2010, numbered #16774 through #16817 for a total disbursement of \$28,718.71. The motion passed on a roll call vote:

4 Aye 0 Nay 0 Abstain

**OTHER BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENTS:** None.

**MOTION TO ADJOURN:**

Trustee Mozer moved and Trustee Brennen seconded the motion to adjourn, and Supervisor Cantor adjourned the meeting at 10:30p.m.

Respectfully submitted,

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Jerome Hoynes, Township Clerk