

STATE OF ILLINOIS,
Lake County, SS.
Warren Township

THE TOWNSHIP BOARD OF WARREN TOWNSHIP met at the Warren Township Office on February 22, 2016 at 6:00 p.m.

PRESENT:	Suzanne Simpson	Supervisor
	Bill Gill	Town Trustee
	Mike Semmerling	Town Trustee
	Donna Radke	Town Trustee
	Ken Echtenacher	Town Trustee
	George Iler	Clerk

Also present:

Administrator Ryan Johnson, Business Manager Diane Sarver, Assessor Charlie Mullen, Highway Commissioner Jerry Rudd, Adam Krieger Executive Director Youth & Family Services, Joe Doyle Gurnee Teen Center Director, Christie Smuda Park City Teen Center Director,

Call to Order

The meeting was called to order at 6:00 p.m. by Supervisor Simpson.

Pledge of Allegiance

Supervisor Simpson led those present in the Pledge of Allegiance.

Roll Call

Present: Suzanne Simpson, Supervisor; Bill Gill, Trustee; Mike Semmerling, Trustee; Donna Radke, Trustee; and Ken Echtenacher, Trustee.

Motion to Approve the Agenda

Trustee Semmerling motioned, seconded by Trustee Gill to approve the agenda as presented. The motion was approved unanimously by a voice vote.

Board Minutes of February 8, 2016

Trustee Radke motioned, seconded by Trustee Echtenacher to approve the board minutes of February 8, 2016. The motion was approved unanimously by a roll call vote.

Public Comment

None

Unfinished Business.

None

Supervisor's Report.

Supervisor Simpson advised the Board State Representative Sheri Jesiel and her staff would be vacating her current office at the Warren Center and relocating to 959 Main Street, Antioch, 60002 effective April 1, 2016. Representative Jesiel thanked Supervisor Simpson and the Board for their support during her initial transition to her new position.

The purchase of property adjacent to our Greenleaf building has been completed and the conversion to parking will begin shortly. Total spaces will increase from 21 to 107. It will be a great asset when we host conferences and large meetings.

We have advertised for bids for the replacement casement windows at the Assessor's office and will open the bids March 10, 2016.

Treasurer's Report

Trustee Gill motioned, seconded by Trustee Echtenacher to approve the Treasurer's Report as presented. The motion was approved unanimously by roll call vote.

New Business

A. Pay Bills. Trustee Radke motioned, seconded by Trustee Echtenacher to pay the bills as presented plus one additional bill for \$142.00 from Ernie Peterson Plumbing. The motion was approved unanimously by roll call vote.

B. Appointment of Magee Hartman, P.C. With the departure of Chuck Smith, Jim Hartman continues to act as our Township Attorney. He maintains his current office but is no longer affiliated with LaLuzerne & Smith, LTD. Trustee Semmerling motioned, seconded by Trustee Echtenacher to approve the appointment of Magee Hartman P.C. as Township Attorney. The motion was approved unanimously by roll call vote.

C. Line Item Transfers for Fiscal Year 2016. Supervisor Simpson and Business Manager Sarver presented proposed Budget Line Transfers for 2015-2016. (Attached) After Board discussion, Trustee Gill motioned, seconded by Trustee Echtenacher to approve the Line Transfers as presented. The motion was approved unanimously by roll call vote.

D. Youth Services Presentation. Executive Director Krieger, and Teen Center Directors Doyle and Smuda presented the Annual Report for Youth & Family Services. The Board was provided a detailed report covering counseling services staffing and utilization, program development, marketing & community contact/development and projected needs. The in-depth comprehensive report was well received by the Board who praised the presenters. (Attached)

Adjournment

There being no further business, Trustee Gill motioned, seconded by Trustee Echtenacher to adjourn the meeting at 6:33 PM. The motion was approved unanimously by a voice vote. Next scheduled meeting is Monday, March 14, 2016 at 6:00 p.m.

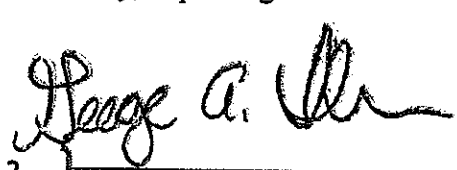
Respectfully Submitted,

/s/

George A. Iler
Township Clerk

"Providing exceptional services, enriching our community, improving lives"

Approved:

 2/22/16

(2)

Annual Report
Youth and Family Services Programs

Executive Director: Adam Krieger

Gurnee Teen Center Director: Joe Doyle

Park City Teen Center Director: Christie Smuda

Report: February 22, 2016

COUNSELING SERVICES, GROUPS AND EDUCATION

Utilization for General Clinical Services/Substance Services (bottom row)

Number of Cases Seen for Therapy	# of Sessions	Average # of Sessions
260	2568	9-13
Mix of consult and student contact	72	6

Registration for Groups, Workshops and FNA

Parenting Groups	Parenting Workshops	Professional Workshop	Youth Groups and Workshop	FNA Registration (2015/16 School Year)
30 +	600 +	250 +	80 +	621

Demographics for Counseling Services

New Clients	Household			Primary Referral		Top 4 Issues
	Parent	Blended	Single ²⁻	Friends	Schools	
68%	46%	19%	34%	Over 50%	20%	Anger, school problems, depression, parenting/family conflict
Race			Average Time to First Appointment	Sex		Spanish as Primary Lang.
Cauc	AA	Latino		M	F	
60%	5%	36%	---	52%	47%	12-14%

Staffing: The Counseling services are staffed by 3 full-time and 2-3 part-time therapists. We also have 1 intern during the school year.

Staffing and Utilization

- Counseling continues to be staffed with 3 full-time therapists and 3 part-time therapists. Martha Lucia is taking exclusively Spanish speaking cases and this population has increased by over 8% since a year ago.
- Although no formal statistics are available, we continue to see significant increase in

services for children under 8 years old. Future hiring needs include bilingual therapists and play therapists.

- Workshops (one evening, educational events) continue to have a strong registration. However, there has been a trend away from group (multi-week model).
- We continue to charge for services and there have been no concerns or issues with the fees. Not a single person has ever complained. The counseling service generates around \$15,000 annually. Many clients benefit from reduced fees to minimize hardship.
- FNA continues to struggle with enrollment; however, recent changes have resulted in very positive feedback. In particular, we added dodge ball, photo booth every other event, extra pool party, large games and soon a video tournament.
- Lunch with a Lawyer continues to be well utilized and the financial consultation services have added on extra hours.

Program Development

- We are planning and evaluating accepting adult and marital cases during the day, however, we are closely assessing limitation and the intake process.
- Increasing needs for substance related services and there have been casual discussions about developing drug treatment services.
- Barb Adam will now be contracted by WTHS to provide on-site, substance related consultation and education to staff and youth for 6-8 hours a week beginning February, 2016.
- Barb Adams provides free evaluations for students who have been suspended and serviced around 30 students since January of 2015.
- Youth Services hopes to revive it School Suspension Services, which have not been utilized much since Bill Wirly left (this will more of a focus for 2016-17 school year.
- We eliminated Teen2Teen because while it was a great experience for a small group of teens, it was extremely time consumer and moderately attended.

Marketing and Community Contact

- Youth Services developed their own website to improve marketing and the response has been very positive. Besides being very user friendly, the site has received the emails of over 100 residents. Constant Contact continues to be the key source of marketing through email blasts, but a greater emphasis on Facebook has been a recent agenda.
- We have increased the number of school and community events attended over the past 12 months to increase visibility.
- Youth Services director took on the role of HCHY Chairperson over a year ago and the focus has been shifted to mental health awareness. Of particular concern, HCHY and Youth Services have sponsored 2 large scale workshops and now coordinating the roll out of the Text-to-Tip line marketing.

TEEN CENTERS

Utilization (2015/16 School Year)

Total Enrollment*		Avg. Daily Attendance		Gender		Average Age GTC
GTC	PCTC	GTC	PCTC	Male	Female	
394	60	60-80	25-35	58%	42 %	98% between 11-14

*School year + Summer

Gurnee Teen Center

Current Staffing

- 2 Full-time staff; 1 Director and 1 Assistant Director, 1 shared full time staff, 3 part-time staff
- 4 Teen Center volunteers that assist staff; providing homework help, special events at the center, FNA dances, grandparents day and other township activities.
- 2 part time social work interns.

Program Development

- Expansion of the Teen Center Volunteer program. Currently we have 4 regular volunteers and we are looking to expand to 8.
- New Co-ed Empowerment Group geared towards older teens teaching leadership skills through experiential learning.
- Guys group with an added psycho educational approach is currently running.
- Social work interns continue to be well utilized.
- Indoor Winter Recreation at the senior center on Fridays has been a success.
- Wednesday Night Card Club allows teens in the community to show up for a night of card gaming and fun.
- Monthly Movie Nights
- Wifi installation to provide internet access for the chrome books utilized by districts 50 and 121 as well as the ipad's utilized by district 56.

Marketing and Community involvement

- Community Volunteer project
- Staff attended Woodland middle school during lunch to talk with students
- Distributed gaming night marketing throughout township businesses.
- Focus group for the HCHY "Text a Tip" helpline marketing campaign.

Registration/Utilization

- The Current school year registration is 274 members.
- Daily we have approximately 60-80 kids a day during the school year and 30-40 kids a day during the summer.
- Members are prominently district 50 students.

Summer Plans

- Field Trips: 2 Water Parks, Action Territory, Fishing, Six Flags, Movie Theater, Cookouts, Camping or lock-in overnigher.
- Discussing the possibility of a summer Girls group
- Exploration of intergenerational programming with the senior center.

Things we would like to see added in the future

- Indoor Recreation space
- More programs that run after drop in hours
- Groups for high school students

Park City Teen Center

Current Staffing

- 1 half-time director, 2 part-time staff
- Teen Center members also volunteer for community programs, Stories in the Park, FNA and related activities.

Events/Community Involvement

- New Halloween Event: Halloween Carnival was a huge success over 300 people attended with over 15 teen volunteers to run the event.
 - Attractions at Carnival: Bounce House, Blow Up Obstacle Race Course, Blow Up Jousting, Carnival Games, Face Painting, Bonfire /w Marshmallows
- Sold: Popcorn, Cotton Candy, Hot Chocolate and Warren Youth Football set up a bake sale
- Next year we would like to add more attractions and hopefully have a local restaurant sell food along with the things we sold this year.
- Next event will be Stories in the Park which we plan to revamp this year to get more of the community involved

Programs

- Monthly Movie Nights that are always full typically 15+ kids
- Homework Help daily usually Math, English and Science
- Art's and Craft's Club is running right now 6 weeks with 13 kids. Cooking Club runs twice a month every month. This summer we will be doing Science Club and Sports Club with all outdoor activities.
- Volunteer Program - Volunteers help during clubs, movies nights, FNA, Stories in the Park and the Haunted Carnival
- We also run daily activities board games, video game tournaments, air hockey and pool tournaments... We also try to do outside activities as much as possible weather permitting.

Registration/Utilization

- We have more kids signed up as of February than we had signed up all year in 2015. 50 members during the July 2014-July 2015 years and 6 months into the 2015-2016 years we have 60 members
- Daily we have approximately 20-25 kids a day during the school year and 30-40 kids a day during the summer.
- Our members are almost 50-50 between Gurnee Schools and Waukegan Schools.

Summer Plans

- Field Trips: 2 Water Parks, Action Territory, Fishing, Six Flags, Movie Theater, Cookouts, Lock -In, Midnight Movie Night
- Looking into opening early. Hours will be 12pm-6pm with possibility of an extra staff member 2 days a week for special events/field trips
- Also staying open during Field Trips and adding more events and clubs for the members with the help from extra staff member to make it possible.

Things We Need

- New Van to transport teen center members for trips and volunteers for FNA's/other opportunities
- Park City Mayor is in the process of trying to get a new van donated. He is hoping by Spring we might have one but there are no guarantees.
- We are hoping that we have a new van before summer since that is when we will really be in need of a reliable vehicle that can also fit on our small streets in the neighborhood because the Township bus does not fit down most of the Park City streets.

Warren Township
Budget Line Transfers
2015-2016

Fund	A/C #	Name	Transfer	Budget	Final Budget	Notes
Gurnee Teen Ctr						
TO	108501	Salaries	1,000	140,000	141,000	addl full time employee
TO	108532	Membership Dues	500	400	900	2015 & 2016 dues
TO	108530	Program Supplies	2,000	13,000	15,000	increased participation
FROM	101599	Contingencies	(3,500)	286,500	283,000	
All Campus						
TO	10A543	Computer/Network IT	40,000	50,000	90,000	IT- Volo, Vermont Sys, Partner Tek
TO	10A572	Furniture & Equipment	10,000	9,000	19,000	generator at IT and HR offices
TO	10A578	Construction & Remodeling	3,000	200,000	203,000	HVAC controls purchase
FROM	101599	Contingencies	(53,000)	283,000	230,000	
Flag Football						
TO	10B528	Awards	100	200	300	trophies
TO	10B532	Insurance	100	500	600	
TO	10B544	Referees	1,200	2,500	3,700	township employee umpires
FROM	10B524	Marketing	(1,400)	1,500	100	
Flag Football						
TO	10F520	Uniforms	1,200	2,000	3,200	american outfitters
FROM	10F590	Miscellaneous Expense	(1,000)	1,000	-	
FROM	10F572	Equipment	(200)	1,000	800	
PARKS / PARK MAINT						
TO	240542	Vandalism	6,000	3,500	9,500	playground sewer line repair
FROM	240508	Park Facilities Maint/Repair	(6,000)	50,000	44,000	

Warren Township
Budget Line Transfers
2015-2016

Fund	A/C #	Name	Transfer	Budget	Final Budget	Notes
CORPORATE						
Admin						
TO	101501	Salaries	30,000	375,000	405,000	hwy cmr salary
TO	101546	WSRA	3,000	65,000	68,000	painting, new windows
TO	101550	Office Supplies	1,000	8,000	9,000	misc
TO	101572	Furniture & Equipment	8,000	2,000	10,000	human resources office
FROM	101599	Contingencies	(42,000)	400,000	358,000	
Assessor						
TO	102545	Car Lease	500	2,500	3,000	\$239/mo; \$2,868/yr
FROM	102550	Leased Car Expenses	(500)	500		
Youth Services						
TO	103528	Marketing & Postage	2,000	11,000	13,000	recruitment-\$400/ad, nwsltr
TO	103542	Professional Services	4,000	14,000	18,000	\$2,875 wrkshp speaker, \$6,723 therapist
FROM	103544	Hotline	(6,000)	10,000	4,000	
Senior Services						
TO	104503	One Day Trips	4,000	23,000	27,000	increased participation
TO	104532	Membership Dues	500	250	750	addl employee
TO	101542	Professional Services	1,000	10,000	11,000	body conditioning teacher
TO	104572	Furniture and Equipment	3,000	12,000	15,000	television
FROM	104528	Marketing & Postage	(8,500)	25,000	16,500	
Recreation						
TO	107540	Vehicle/Equip Maint/Repair	8,000	30,000	38,000	\$8,500 bus maint & repairs
TO	107550	Office Supplies	500	1,000	1,500	time clock
TO	107572	Vehicles & Equipment	63,000	100,000	163,000	mowers, truck, cart
FROM	101599	Contingencies	(71,500)	358,000	286,500	

Warren Township
Budget Line Transfers
2015-2016

Fund	A/C #	Name	Transfer	Budget	Final Budget	Notes
ROAD & BRIDGE						
TO	505539	Rentals	4,000	20,000	24,000	summer storm-Wildwood
TO	505555	Operating Expenses	2,000	80,000	82,000	
FROM	505579	Other Improvements	(6,000)	10,000	4,000	
SPECIAL ROAD						
TO	540525	Engineering Service	2,000	80,000	82,000	
TO	540527	Rentals	3,000	30,000	33,000	summer storm-Wildwood
FROM	540531	Legal	(5,000)	10,000	5,000	
RD BLDG, RESTOR, EQUIP						
TO	580573	Vehicles	29,000	200,000	229,000	Units 128, 228 and 2015 F550
FROM	580570	Building	(29,000)	100,000	71,000	