

**MINUTES OF THE REGULAR MEETING OF THE OAK PARK TOWNSHIP BOARD OF TRUSTEES HELD TUESDAY, FEBRUARY 14, 2017, AT THE OAK PARK TOWNSHIP HALL, 105 SOUTH OAK PARK AVENUE, OAK PARK, ILLINOIS**

**CALL TO ORDER AND ROLL CALL**

Supervisor Boulanger called the meeting to order at 7:05 p.m. On the call of the roll the following were present: Supervisor F. David Boulanger, Trustees Clarmarie Keenan, Ade Onayemi, Mary Cozzens, James Taglia, and Clerk Gregory White. Township Manager Gavin Morgan, Finance Director Jack Norton and Attorney John Garofalo were also present.

**APPROVAL OF CONSENT AGENDA**

Trustee Onayemi moved to approve the Consent Agenda, including the Minutes of the January 24, 2017 Regular Board of Trustees Meeting and to approve the Township bills for the period January 21, 2017, through February 9, 2017. Trustee Cozzens seconded the motion which passed unanimously.

**PRESENTATION OF COMMUNITY ASSESSMENT REPORT FOR THE UNDERAGE DRINKING GRANT**

SPF Coordinator Victoria Scaman presented the *Underage Drinking Needs Assessment Report*, compiled by the Oak Park-River Forest Workgroup for Positive Youth Development, to identify the contributing factors to underage drinking in the community. The report concluded with the OPRF Workgroup for Positive Youth Development Vision and Mission to support community youth through strategies that will help them in making healthy choices to be alcohol free. Work will soon begin on the Workgroup's strategic plan and logic model for implementation. Ms. Scaman then answered questions on the program from Board members, who thanked her for the presentation. A copy of the report is attached to and made a part of these minutes and available on the Township website.

**TOWNSHIP ADMINISTRATION REORGANIZATION**

Manager Morgan shared a memorandum explaining the need for reorganization in the Township Administration to address the results of the Employee Engagement and Satisfaction Survey, and related salary increases above the range previously approved by the Board. These changes will address Human Resources needs and improvements to internal Township communications. Salary adjustments are recommended for the individuals who will have additional responsibilities to their current duties. The Board approved of the recommendations for reorganization and additional salary increases. Mr. Morgan also reported on other actions being implemented for improved employee relations and career development training opportunities.

**REVIEW OF FY2017 FINANCES AND FY2018 BUDGET PRESENTATIONS**

Manager Morgan and Finance Director Norton shared study sheets with the Board providing budgeted and actual revenues and expenditures for FY2017, and anticipated revenues and expenditures for FY2018. All fund balances are in line with Township policy. Finance Director Jack Norton shared projection and recommendations for the FY2018 Town Fund-General Government Budget, and the FY2018 General Assistance Budget.

**DISCUSSION OF WELCOMING TOWNSHIP POLICY**

Supervisor Boulanger shared a draft of a Township policy on Welcoming all Oak Park residents and visitors regardless of immigration status or national origin. Board

members discussed the language of the draft, including confidentiality procedures. It was agreed that the draft should be clarified, and that clear direction for staff should be developed and discussed at the next Board Meeting.

### **APPROVAL OF LIVING WAGE AMENDMENT TO PERSONNEL POLICY**

Trustee Keenan moved to approve the Living Wage amendment to the Township's Personnel Policy, a copy of which is attached to and made a part of these minutes. Trustee Onayemi seconded the motion which passed unanimously.

### **NARCAN DISTRIBUTION**

Manager Morgan reported that he and Supervisor Boulanger have discussed CVS and Walgreen's supplying Narcan, an opioid antidote, to users or caregivers with the Township's support. Manager Morgan spoke with the Library about partnering on this issue.

### **TOWNSHIP MANAGER'S REPORT**

Manager Morgan reported that the Township will be using a new paycard product for General Assistance payments to clients. The Township will also be bringing credit card offer for the Township's use through PNC Bank. The new HVAC system for the Township Hall should be completely installed and running in the near future. The General Assistance Report for January, 2017 was shared and statistics appear to be consistent with previous months. Youth Services Administrative Assistant Ashley Szeto is working with Assessor ElSaffar on communications for the upcoming Appeals period during March.

### **SUPERVISOR'S REPORT**

Supervisor Boulanger reported that Community Bank of Oak Park has been very cooperative with inquiries for a Township credit card. Manager Morgan addressed the recent IGOV presentation. The Supervisor will be communicating the *Underage Drinking Needs Assessment Report* highlights with community partners on the project. Youth Services Director John Williams will be speaking on the Youth Interventionist Program at the next Council of Governments Meeting.

### **NEXT MEETING**

The next meeting of the Oak Park Township Board of Trustees will be a Regular Board of Trustees Meeting at 7:00 p.m. Tuesday, February 28, 2017, at the Oak Park Township Hall, 105 S. Oak Park Ave., Oak Park, IL.

### **ADJOURNMENT**

Trustee Onayemi moved to adjourn at 9:54 p.m. Trustee Cozzens seconded the motion which passed unanimously.

Respectfully submitted by  
and recorded in the office of

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Gregory White, Township Clerk

Approved: