

Minutes – Shields Township Community Services Committee  
Special Meeting of Community Services Committee October 11, 2022

STATE OF ILLINOIS, )

Lake County, ) SS.

Town of Shields )

THE COMMUNITY SERVICES COMMITTEE MEETING OF SHIELDS TOWNSHIP  
meeting in person on **Tuesday, October 11, 2022 at 4:30 pm.**

**PRESENT**

Lisette Rothing	Deputy Clerk
Jeff Urso	Supervisor
Kathy Blahunka	Committee Chair
Carl Evans	Committee Person
Susan Fowler	Committee Person
Heather Meyers	Committee Person
Janice Schnobrich	Committee Person

**ABSENT**

Vickie Brown	Committee Person
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**I. Meeting called to order & Roll call** - Clerk Rothing called the meeting to order at 4:30 pm.

**II. Supervisor to Overview Functions, Responsibilities and Conduct of Meetings**

Supervisor Urso reviewed the guidelines, responsibilities and conduct of the Committee and how meetings need to be conducted. The conduct will allow meetings to stay on track and be productive. The document also reestablished the mission of the Community Services Advisory Committee.

**III. Approval of 2022 and 2023 Committee Meeting Calendar**

Committee Chair Blahunka stated the Community Services Committee Meetings will be held monthly until December and then be held quarterly for the 2023 calendar, starting in January. She will send out the calendar to everyone.

**IV. Approval of August 2022 and Sept 2022 Minutes**

Motion to approve the minutes from August 10, 2022 – All members were in favor of approval, with the exception Committee Person Fowler who abstained as she was not present at that meeting.

Motion to approve the minutes from September 13, 2022 – All members were in favor of approval.

**V. Public Comment – Three (3) Minutes per speaker**

**Committee Person Meyer** wants to start having some special events to bring the community together in lieu of some of the instances that have happened at Lake Forest High School. There are a lot of concerning things happening in our young community and it could be extremely helpful to have events and things that talk about awareness like mental health.

**Committee Person Evans** invited all to the North Chicago Community Halloween Celebration at Foss Park Community Center on October 30.

**VI. Old Business: Discussion and Comments on:**

A.) Policy for Cooperative Services Agreements

**Committee Chair Blahunka** presented the new Policy for Cooperative Services Agreements. This policy includes all legal aspects of the Township services as defined in 60 ILCS 1/85-13.

**Supervisor Urso** – Expressed that the policy covers fairness on how to distribute the Township funds and thought it defined a good way of tracking and offering community service dollars. The Board hopes to set a standard in place for the near future.

The updated new Policy was discussed by the Committee. A poll of acceptance of the Policy was taken. All members were in favor of approval.

#### B.) Senior Snow Removal Program Updates

The snow removal program was presented by **Supervisor Urso**. He explained that the program will remain continue to be in place for this year, but updates were needed to assure the program was legal. The program will be part of the EA offering of the Township and would be required to be available to the entire Township. **Supervisor Urso** share the updated Application for Snow Removal document and referred to the Snow Removal Service Program Shields Township Qualifying Requirements. Applicants need to be financially unable to pay for service (low-income status), physically unable to remove their own snow, and have a life-threatening need as defined by Emergency Assistance. He also explained that the contract with the snow removal vendor would be required and it would go out for bid.

The updated Application for Snow Removal and the updated Snow Removal Service Program Shields Township Qualifying Requirements were briefly discussed by the Committee. A poll of acceptance of was taken. All members were in favor of approval.

**VII. New Business: Action Items for Future Meetings**

A.) Review of Cooperative Services Grants – Committee

The Township currently has 3 grants up for renewal which the committee will look at next month to make recommendations.

B.) Priority Partners and Key Contacts – Vickie Brown

We may be able to talk about priority partners and key contacts next month.

C.) Food Pantries Informational Update – Carl Evans

We may be able to review the Food Resources webpage updated next month. Carl will confirm the open pantries within North Chicago.

D.) New Proposal on Charitable Services – Heather Meyers

A proposal for new ideas may be presented in the future, but likely not next month. Heather also mentioned her concerns over an IGA (intergovernmental agreement) with Waukegan Township. She wants to make sure we are not turning clients away from our township for help.

**Supervisor Urso** reiterates the upcoming Budget Workshop and the Future Township Meeting.

**VIII. Adjournment – 5:12pm**