



**LISLE TOWNSHIP
DUPAGE COUNTY, ILLINOIS**

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING January 11, 2023

- 1. CALL TO ORDER:** The Regular Meeting of the Board of Township Trustees was called to order by Supervisor Hewitt at 9:00pm. The board utilized the Zoom platform to remotely include attendees to the meeting. Lisle Township residents were able to provide public comment via Google form on the internet prior to the meeting.

Roll Call:

Physically Present: Supervisor Diane Hewitt
Trustee Christy McGovern
Trustee Jean Page
Assessor John Trowbridge
Highway Commissioner Ed Young
Clerk Debbie Pawlowicz

Present: Township Attorney Yordana Wysocki, Linda Nayder, plus same as Regular Meeting

Present Electronically: Trustee Autumn Geist, Lisa Rose, Jax West, Irvine

2. Public Comments:

Public Comment can be found on video at https://drive.google.com/file/d/1wzMY_NIWvjrwaidPRFbF2GFoZkX13FL/view 1:25

3. Supervisor's Report:

- a) Discussion and Possible Action regarding Ethics Policy
Questions if the cost of at least 5 hours of work by the attorney at \$205 is worth the creation of the policy as it was agreed the State's Attorney would be the Audit Official so they would ultimately decide.
- b) Discussion and Possible Action on the update of the Employee Handbook, the Safety conscious users handbook, and the volunteer handbook.
No action taken. Will be sent out for input and redrafted in February or March

4. Accountant's Report

Reconciling vouchers for General Assistance and Emergency Assistance. Documenting all vacation, sick & personal time. There are 5 credit cards with no illegitimate charges. Working on training Lisa Rose. Linda Nayder confirmed and clarified she never represented herself as a CPA. Supervisor Hewitt misread her credentials of being a CEPA. Discussion around a check being paying out of cycle.

5. Old Business: None

6. New Business: None

7. Reports of Elected Officials

Highway Commissioner Young: There has been no snow yet.

Trustee McGovern: Tutoring Tuesday will be on January 17th from 5:00-6:00 pm

Clerk Pawlowicz: Will be moving to secure all the township documents including financials on Friday, Jan. 13 due to Supervisor not getting a lock on existing office door, letting people into Clerk’s office, and informing that the Clerk and all documents will be moved to a shared office with no security nor privacy in a few days. Trustee Geist stated that the trustees made it clear they felt very strongly and were uncomfortable with the decision to move the Clerk.

Supervisor Hewitt: Intending to hire a senior services person at \$50-\$60K. Trustees felt that hire is premature as the building is two years off.

8. Staff Reports

For December 2022, the Food Pantry has served 994 households; 3019 individuals; 355 households with children under the age of 18; 801 children under the age of 18; 130 households responding yes to receiving food stamps.

For December 2022, there were 27 General Assistance Cases (21 EA-6 GA) with \$21,236.58 being granted. Clothing totaled \$100.00; Food/Sundries totaled \$3,336.99; Rent totaled \$16,754.58; Gasoline totaled \$1,045.01. Passport services saw 27 applications. Also noted were 244 Caseworker calls; 0 new RTA Registrations; 32 Liheap Applications.

Transportation: Continued work on leasing of two paratransit vehicles. The new Food Pantry Truck has been located but working on the needed truck assembly. Jerald Wolff is the Passport Manager. Procedures are complete for Ride DuPage programs.

Sexual Harassment Training is completed. Cross-training and development of procedures and updates to programs are ongoing. Introduction of Michelle Jasmer, the new Executive Assistant to the Supervisor.

Purchasing Policy, Check Attestation is being looked at. The NIU questionnaire is in the final stages. Additional staff has been hired: General Assistance part time.

9. Executive Session (if needed)

Motion by Trustee Page to move to executive session for Review/approval of executive session minutes under 5 ILCS120/2(c)(21) - Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

The motion was seconded by Trustee McGovern

5-0 Motion Passed

10. Adjournment

Motion by Trustee Page to adjourn at 10:40.

The motion was seconded by Trustee McGovern

4-0 Motion Passed

Respectively submitted,
Debbie Pawlowicz, Lisle Township Clerk

A video of the meeting can be found at: https://drive.google.com/file/d/1wzMY_NIWvjr-waidPRFbF2GFoZkXl3FL/view