

Maine Township Board Meeting
Maine Township Town Hall
1700 Ballard Road Park Ridge, IL 60068
Tuesday, April 30, 2024

AMENDED AGENDA

This meeting will be conducted in person. The meeting will also be audio or video recorded and made available to the public, as provided by law.

7:00 pm - Call Regular Meeting to Order

Pledge of Allegiance

Roll Call

Discussion and Potential Action on the Following Items:

1. Approval of Minutes of March 26, 2024 Board Meeting
2. Approval of General Assistance Expenditures
3. Approval of Road District Expenditures
4. Approval of General Town Fund Expenditures
5. Public Participation
6. Old Business
 - Discussion on Internal Auditing Services/RFP
 - Discussion and Possible Vote on Engaging Salary Study/Compensation Analysis
7. New Business
 - Appointment of Additional FOIA Officer – Jessica Guzman
 - Approval Hiring of Jessica Gaines
 - Continuation of Work at Home Pilot Program
 - Presentation by Catherine Sbarra/National Group Alliance – Discussion and Possible Vote
 - Approval of reimbursement of Susan Moylan Krey for training and conference expenses
 - Discussion and possible amendment of facilities license agreement
8. Officials Reports
9. Closed Session
 - Closed/Executive Session for the purpose of discussing (1) litigation which is probable or imminent; (2) security procedures, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property, and (3) discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

Return to Open Session

 - Possible Vote on Litigation Demand
10. Adjournment

Upcoming Events

May 1, 2024	Neighborhood Watch
May 18, 2024	Electronics recycling event
May 27, 2024	Park Ridge Parade
June 5, 2024	Neighborhood Watch
June 7-8, 2024	Dumpster Days
June 15, 2024	Paper Shredding Event
June 26, 2024	Media Literacy 6 pm
July 4, 2024	Niles and Des Plaines parades
August 28, 2024	Blood Drive



ADMINISTRATOR'S REPORT

Date: April 30, 2024

To: Elected Officials

From: Dayna Berman, Administrator

I attended a meeting with Catherine Sbarra from National Group Health Alliance, along with Supervisor Dimond and HR Generalist Ruba Al Ayed. We discussed employee benefits, addressing topics such as healthcare coverage, dental plans, vision plans, etc. With our grandfathered plan no longer being supported, it is our aim to ensure that we find the best and most comprehensive plan that meet the needs for our employees.

Ruba Al Ayed and I conducted research to procure salary studies for the township and were able to obtain four proposals. We have included those proposals in the board packet for review. As the last study was completed in 2019, these provide valuable insights into industry standards, ensuring that we remain competitive in attracting and retaining skilled individuals.

We are continuing to work on the grant for Recovery Connection. It has proven to be a little more time consuming to complete the documents required, but we are currently at the tail end and hope to receive funds soon.

I crafted a Request for Proposal (RFP) to explore potential partnerships for future audits. This involved asking for firm qualifications, fee proposals, Certificates of Compliance, discussing fieldwork requirements, reports to be issued, etc. Seven RFPs were sent out to various accounting firms who have direct experience with governments. Three proposals were received and are in your board packet for review.

The township is participating in the Taste of Des Plaines, again this year, which will take place on June 14 and 15. We will have a table to display information on our services. The table will be in the "non-profit section" of the taste and would love board members to come by to say hello or help man the table if they wish.

MAINE TOWNSHIP GENERAL TOWN FUND

	of the year remaining	MAR	YTD INCOME	BUDGET	BALANCE	% Collected
	of the year remaining	MAR	YTD INCOME	BUDGET	BALANCE	% Collected
REVENUE						
Property Tax		\$1,464,948.52	\$1,464,948.52	\$3,800,000.00	\$2,335,051.48	39%
Interest Income		\$3,754.91	\$3,754.91	\$28,000.00	\$24,245.09	13%
MaineStay Income		\$5,242.00	\$5,242.00	\$40,000.00	\$34,758.00	13%
Yard Stickers and Rebates		\$97.00	\$97.00	\$10,000.00	\$9,903.00	1%
Postage		\$28.00	\$28.00	\$9,000.00	\$8,972.00	0%
Food Pantry Cash Donations		\$0.00	\$0.00	\$30,000.00	\$30,000.00	0%
Passport Fees		\$5,752.70	\$5,752.70	\$50,000.00	\$44,247.30	12%
Transportation Fees		\$60.00	\$60.00	\$200.00	\$140.00	30%
Prsnl Prop Replacement Tax		\$13,687.93	\$13,687.93	\$200,000.00	\$186,312.07	7%
Other Income		\$19,479.93	\$19,479.93	\$28,000.00	\$8,520.07	70%
Hunting/Fishing License		\$123.25	\$123.25	\$1,500.00	\$1,376.75	8%
Recovery Connection Grant		\$0.00	\$0.00	\$30,000.00	\$30,000.00	0%
License Plate Stickers		\$1,510.90	\$21,114.08	\$25,000.00	\$3,885.92	84%
TOTAL REVENUES		\$1,514,685.14	\$1,534,288.32	\$4,251,700.00	\$2,717,411.68	36%
	<i>MaineStreamers</i>	\$17,476.10				

MAINE TOWNSHIP GENERAL TOWN FUND

EXPENSES						
ADMINISTRATION						
0%	of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
	Salaries/Gross Pay Account	\$49,746.98	\$49,746.98	\$725,600.00	\$675,853.02	93%
	Salaries/Elected Officials	\$5,270.48	\$5,270.48	\$147,800.00	\$142,529.52	96%
	IDES	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Tuition Reimbursement	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Social Security	\$4,170.86	\$4,170.86	\$63,000.00	\$58,829.14	93%
	IMRF	\$4,032.14	\$4,032.14	\$40,000.00	\$35,967.86	90%
	Administrative Div. Health Ins.	\$47,631.80	\$47,631.80	\$319,000.00	\$271,368.20	85%
	Life Insurance	\$205.76	\$205.76	\$1,500.00	\$1,294.24	86%
	Dental Insurance	\$1,480.12	\$1,480.12	\$5,400.00	\$3,919.88	73%
	Bookkeeper/Accounting Service	\$5,085.44	\$5,085.44	\$50,000.00	\$44,914.56	90%
	Audit Services	\$0.00	\$0.00	\$16,000.00	\$16,000.00	100%
	Building & Grounds Maint	\$398.26	\$398.26	\$30,000.00	\$29,601.74	99%
	Community Info-Support	\$2,850.00	\$2,850.00	\$40,000.00	\$37,150.00	93%
	Grant Writer	\$1,143.42	\$1,143.42	\$12,000.00	\$10,856.58	90%
	Conferences Meetings	\$0.00	\$0.00	\$2,000.00	\$2,000.00	100%
	Special Programs	\$30.45	\$30.45	\$10,000.00	\$9,969.55	100%
	Dues Subscriptions	\$287.20	\$287.20	\$7,000.00	\$6,712.80	96%
	Equipment Leasing Maint	\$100.00	\$100.00	\$16,000.00	\$15,900.00	99%
	Gen Ins Liability Ins Bond	\$0.00	\$0.00	\$65,000.00	\$65,000.00	100%
	Website/Email Host	\$0.00	\$0.00	\$17,000.00	\$17,000.00	100%
	Print Management	\$0.00	\$0.00	\$2,000.00	\$2,000.00	100%
	Computer Tech Support	\$0.00	\$0.00	\$8,000.00	\$8,000.00	100%
	Legal Services	\$4,028.50	\$4,028.50	\$40,000.00	\$35,971.50	90%
	Mileage-Travel-Lodging Exp	\$0.00	\$0.00	\$7,500.00	\$7,500.00	100%
	Police Protection	\$4,000.00	\$4,000.00	\$50,400.00	\$46,400.00	92%
	Plan Commission	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Postage	\$118.84	\$118.84	\$55,000.00	\$54,881.16	100%
	Printing Publishing	\$280.56	\$280.56	\$55,000.00	\$54,719.44	99%
	Food Pantry	\$752.22	\$752.22	\$30,000.00	\$29,247.78	97%
	Code Enforcement Expense	\$0.00	\$0.00	\$1,500.00	\$1,500.00	100%
	Maine Township Rec. Connection	\$5,331.29	\$5,331.29	\$70,000.00	\$64,668.71	92%
	Telecommunications	\$3,025.49	\$3,025.49	\$38,000.00	\$34,974.51	92%
	Staff Training	\$887.00	\$887.00	\$7,000.00	\$6,113.00	87%
	Transportation/Mainlines	\$15.00	\$15.00	\$2,000.00	\$1,985.00	99%
	Utilities	\$2,181.37	\$2,181.37	\$30,000.00	\$27,818.63	93%
	Miscellaneous (Administr)	\$0.00	\$0.00	\$500.00	\$500.00	100%
	National Night Out	\$0.00	\$0.00	\$5,000.00	\$5,000.00	100%
	Office Supplies/Sm. Equipment	\$2,450.47	\$2,450.47	\$30,000.00	\$27,549.53	92%
	Operating Supplies Maint	\$318.34	\$318.34	\$15,000.00	\$14,681.66	98%
	Vehicle Expense	\$0.00	\$0.00	\$4,000.00	\$4,000.00	100%
	Building	\$0.00	\$0.00	\$10,000.00	\$10,000.00	100%
	Project Clean-up/Waste Hauler	\$0.00	\$0.00	\$10,000.00	\$10,000.00	100%
	Capital Fund	\$1,259.00	\$1,259.00	\$150,000.00	\$148,741.00	99%
	Contingency	\$0.00	\$0.00	\$150,000.00	\$150,000.00	100%
	Total	\$147,080.99	\$147,080.99	\$2,338,203.00	\$2,191,122.01	94%

MAINE TOWNSHIP GENERAL TOWN FUND

ASSESSOR						
0%	of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
	Assessor Division Salary	\$19,099.50	\$19,099.50	\$244,514.00	\$225,414.50	92%
	Assessor Division SS	\$1,383.66	\$1,383.66	\$18,705.00	\$17,321.34	93%
	Assessor Division IMRF	\$1,555.23	\$1,555.23	\$14,426.00	\$12,870.77	89%
	Health Insurance	\$19,654.07	\$19,654.07	\$124,035.00	\$104,380.93	84%
	Dental Insurance	\$449.53	\$449.53	\$3,000.00	\$2,550.47	85%
	Life Insurance	\$38.58	\$38.58	\$300.00	\$261.42	87%
	Conferences Meetings	\$15.00	\$15.00	\$1,300.00	\$1,285.00	99%
	Cook Cty Assessor Tie-in	\$500.00	\$500.00	\$1,050.00	\$550.00	52%
	Dues-Subscriptions	\$0.00	\$0.00	\$570.00	\$570.00	100%
	Equipment Leasing-Maint	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Mileage-Travel-Lodging Exp	\$37.72	\$37.72	\$2,500.00	\$2,462.28	98%
	Postage	\$21.42	\$21.42	\$1,600.00	\$1,578.58	99%
	Printing-Publishing	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Sidwell Maps	\$0.00	\$0.00	\$700.00	\$700.00	100%
	Staff Training	\$0.00	\$0.00	\$150.00	\$150.00	100%
	Miscellaneous	\$20.94	\$20.94	\$2,000.00	\$1,979.06	99%
	Office Supplies/Sm Equipment	\$12.23	\$12.23	\$4,300.00	\$4,287.77	100%
	Total	\$42,787.88	\$42,787.88	\$420,151.00	\$377,363.12	90%

MAINE TOWNSHIP GENERAL TOWN FUND

MAINESTAY						
0%	of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
	MaineStay Salary	\$26,951.50	\$26,951.50	\$409,800.00	\$382,848.50	93%
	Social Security	\$2,028.45	\$2,028.45	\$28,000.00	\$25,971.55	93%
	IMRF	\$2,673.30	\$2,673.30	\$25,000.00	\$22,326.70	89%
	Administrative Div. Health Ins.	\$13,287.91	\$13,287.91	\$90,000.00	\$76,712.09	85%
	Life Ins.	\$64.30	\$64.30	\$400.00	\$335.70	84%
	Dental Ins.	\$331.05	\$331.05	\$1,700.00	\$1,368.95	81%
	Conferences-Meetings	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Consultation/Staff Training	\$608.00	\$608.00	\$1,500.00	\$892.00	59%
	Special Programs	\$785.51	\$785.51	\$17,000.00	\$16,214.49	95%
	Dues-Subscriptions/Licensures	\$259.05	\$259.05	\$4,700.00	\$4,440.95	94%
	Print Management	\$140.00	\$140.00	\$1,850.00	\$1,710.00	92%
	Gen Ins Liability Ins Bond	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Computer Tech Support	\$359.60	\$359.60	\$4,500.00	\$4,140.40	92%
	Mileage-Travel-Lodging Exp	\$24.46	\$24.46	\$1,000.00	\$975.54	98%
	Postage	\$1.89	\$1.89	\$100.00	\$98.11	98%
	Printing-Publishing	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Community Education	\$0.00	\$0.00	\$150.00	\$150.00	100%
	Training Manual & Books	\$0.00	\$0.00	\$300.00	\$300.00	100%
	Miscellaneous	\$0.00	\$0.00	\$50.00	\$50.00	100%
	Office Supplies/Sm Equipment	\$0.00	\$0.00	\$3,300.00	\$3,300.00	100%
	Youth Recreation Fund	\$0.00	\$0.00	\$3,000.00	\$3,000.00	100%
	Summer Youth Camp	\$0.00	\$0.00	\$16,000.00	\$16,000.00	100%
	Garage Sale	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Total	\$47,515.02	\$47,515.02	\$611,350.00	\$563,834.98	92%

MAINE TOWNSHIP GENERAL TOWN FUND

SENIOR						
0%	of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
	Senior Salary	\$21,903.52	\$21,903.52	\$316,800.00	\$294,896.48	93%
	Social Security	\$1,654.99	\$1,654.99	\$23,000.00	\$21,345.01	93%
	IMRF	\$2,172.60	\$2,172.60	\$20,000.00	\$17,827.40	89%
	Life Ins.	\$51.44	\$51.44	\$400.00	\$348.56	87%
	Dental Ins.	\$380.54	\$380.54	\$1,500.00	\$1,119.46	75%
	Administrative Div. Health Ins.	\$15,991.64	\$15,991.64	\$109,000.00	\$93,008.36	85%
	Conferences-Meetings	\$0.00	\$0.00	\$900.00	\$900.00	100%
	Special Programs	\$0.00	\$0.00	\$6,500.00	\$6,500.00	100%
	Print Management	\$140.00	\$140.00	\$1,700.00	\$1,560.00	92%
	Dues-Subscriptions	\$5,644.16	\$5,644.16	\$6,500.00	\$855.84	13%
	Mileage-Travel-Lodging Exp	\$0.00	\$0.00	\$2,100.00	\$2,100.00	100%
	Postage	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Printing-Publishing	\$0.00	\$0.00	\$1,850.00	\$1,850.00	100%
	Telecommunications	\$3.38	\$3.38	\$30.00	\$26.62	89%
	Office Supplies/Sm Equipment	\$0.00	\$0.00	\$13,000.00	\$13,000.00	100%
	Computer Tech Support	\$359.60	\$359.60	\$4,500.00	\$4,140.40	92%
	Total	\$48,301.87	\$48,301.87	\$507,781.00	\$459,479.13	90%
	<i>MaineStreamers</i>	\$30,078.08				

MAINE TOWNSHIP GENERAL TOWN FUND

	CLERK					
0%	of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
	Clerk's Division Salary	\$9,484.96	\$9,484.96	\$135,800.00	\$126,315.04	93%
	Social Security	\$711.69	\$711.69	\$10,000.00	\$9,288.31	93%
	IMRF	\$767.46	\$767.46	\$8,000.00	\$7,232.54	90%
	Administrative Div. Health Ins.	\$10,584.12	\$10,584.12	\$83,000.00	\$72,415.88	87%
	Life Ins.	\$25.72	\$25.72	\$250.00	\$224.28	90%
	Dental Ins.	\$255.24	\$255.24	\$1,000.00	\$744.76	74%
	Conferences-Meetings	\$0.00	\$0.00	\$2,000.00	\$2,000.00	100%
	Dues-Subscriptions	\$30.00	\$30.00	\$400.00	\$370.00	93%
	Print Management	\$140.00	\$140.00	\$1,850.00	\$1,710.00	92%
	Mileage-Travel-Lodging Exp	\$0.00	\$0.00	\$1,500.00	\$1,500.00	100%
	Staff Training	\$0.00	\$0.00	\$400.00	\$400.00	100%
	Honor Flight	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Computer Tech Support	\$359.60	\$359.60	\$4,400.00	\$4,040.40	92%
	Postage	\$823.96	\$823.96	\$10,000.00	\$9,176.04	92%
	Printing-Publishing	\$0.00	\$0.00	\$300.00	\$300.00	100%
	Miscellaneous	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Office Supplies/Sm Equipment	\$0.00	\$0.00	\$1,500.00	\$1,500.00	100%
	Hunting/Fishing License	\$115.25	\$115.25	\$1,500.00	\$1,384.75	92%
	License Plate Stickers	\$1,419.10	\$1,419.10	\$25,000.00	\$23,580.90	94%
	Total	\$24,717.10	\$24,717.10	\$288,000.00	\$263,282.90	91%

MAINE TOWNSHIP GENERAL TOWN FUND

	OEM					
0%	of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
	Emergency Mgmt Salary	\$885.00	\$885.00	\$20,000.00	\$19,115.00	96%
	OEM Social Security	\$67.71	\$67.71	\$1,600.00	\$1,532.29	96%
	Uniforms	\$0.00	\$0.00	\$2,000.00	\$2,000.00	100%
	Conferences-Meetings	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Special Programs	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Dues-Subscriptions	\$0.00	\$0.00	\$400.00	\$400.00	100%
	Volunteer Insurance	\$0.00	\$0.00	\$800.00	\$800.00	100%
	Utilities	\$297.60	\$297.60	\$4,000.00	\$3,702.40	93%
	Telecommunications	\$53.84	\$53.84	\$1,000.00	\$946.16	95%
	Staff Training	\$0.00	\$0.00	\$1,200.00	\$1,200.00	100%
	Office Supplies/Sm Equipment	\$33.90	\$33.90	\$700.00	\$666.10	95%
	Operating Supplies	\$0.00	\$0.00	\$10,000.00	\$10,000.00	100%
	Disaster Operations Supplies	\$0.00	\$0.00	\$1,500.00	\$1,500.00	100%
	Building	\$1,700.00	\$1,700.00	\$4,000.00	\$2,300.00	58%
	Vehicle Expense	\$229.99	\$229.99	\$4,000.00	\$3,770.01	94%
	Total	\$3,268.04	\$3,268.04	\$52,200.00	\$48,931.96	94%

MAINE TOWNSHIP GENERAL TOWN FUND

	Mental Health/Comm Serv.	\$4,166	\$6,536	\$477,500	\$470,964	99%
	Total Operating Exp	\$317,837	\$277,419	\$4,275,034	\$3,997,615	94%

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

	of the year remaining	MAR	YTD INCOME	BUDGET	BALANCE	% Collected
REVENUE						
	Property Tax	\$297,567.50	\$297,567.50	\$800,000.00	\$502,432.50	37%
	SS Reimbursement	\$0.00	\$0.00	\$12,000.00	\$12,000.00	0%
	Interest Income	\$429.97	\$429.97	\$2,000.00	\$1,570.03	21%
	Energy Assistance Revenue	\$2,126.00	\$2,126.00	\$18,000.00	\$15,874.00	12%
	TOTAL REVENUES	\$300,123.47	\$300,123.47	\$832,000.00	\$531,876.53	36%
EXPENSES						
EXPENSES-ADMINISTRATIVE						
94%	of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
	Salaries	\$17,055.40	\$17,055.40	\$245,500.00	\$228,444.60	93%
	IDES	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Social Security	\$1,292.32	\$1,292.32	\$22,500.00	\$21,207.68	94%
	IMRF	\$1,757.07	\$1,757.07	\$16,000.00	\$14,242.93	89%
	Administrative Div. Health Ins.	\$8,872.54	\$8,872.54	\$95,000.00	\$86,127.46	91%
	Life Insurance	\$51.44	\$51.44	\$400.00	\$348.56	87%
	Dental Insurance	\$258.65	\$258.65	\$1,500.00	\$1,241.35	83%
	Tuition Reimbursement	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Accounting Services	\$771.75	\$771.75	\$9,000.00	\$8,228.25	91%
	Conferences Meetings	\$0.00	\$0.00	\$550.00	\$550.00	100%
	Dues Subscriptions	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Print Management	\$140.00	\$140.00	\$1,850.00	\$1,710.00	92%
	General Insurance-Liab-Bond	\$0.00	\$0.00	\$7,500.00	\$7,500.00	100%
	Legal Services	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Mileage-Travel-Lodging	\$0.00	\$0.00	\$750.00	\$750.00	100%
	Postage	\$202.30	\$202.30	\$3,000.00	\$2,797.70	93%
	Printing Publishing	\$0.00	\$0.00	\$300.00	\$300.00	100%
	Staff Training	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Hearing Officer	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Miscellaneous	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Office Supplies	\$31.86	\$31.86	\$3,500.00	\$3,468.14	99%
	Computer Software Development	\$0.00	\$0.00	\$3,000.00	\$3,000.00	100%
	Comp Tech Support	\$359.60	\$359.60	\$4,500.00	\$4,140.40	92%
	Contingencies	\$0.00	\$0.00	\$5,000.00	\$5,000.00	100%
	Total	\$30,792.93	\$30,792.93	\$420,856.00	\$390,063.07	93%

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

EXPENSES-ASSISTANCE						
94%	of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
	Emergency Assist Program	\$0.00	\$0.00	\$5,000.00	\$5,000.00	100%
	Prescription Drugs	\$210.02	\$210.02	\$1,500.00	\$1,289.98	86%
	Dental Services	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Medical Services	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Funeral & Burial Services	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Client Utilities	\$0.00	\$0.00	\$10,000.00	\$10,000.00	100%
	Shelter-Rent	\$3,235.28	\$3,235.28	\$100,000.00	\$96,764.72	97%
	Ambulance Paramedic	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Food	\$7,500.00	\$7,500.00	\$60,000.00	\$52,500.00	88%
	Pers Essentials	\$775.00	\$775.00	\$25,000.00	\$24,225.00	97%
	Client Health Ins.	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Transient	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Total	\$11,720.30	\$11,720.30	\$205,501.00	\$193,780.70	94%
	TOTAL OPERATING EXPENSES	\$42,513.23	\$42,513.23	\$626,357.00	\$583,843.77	93%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

of the year remaining **MAR** **YTD INCOME** **BUDGET** **BALANCE** %
REVENUE Collecte

	MAR	YTD INCOME	BUDGET	BALANCE	%
Property Tax	\$846,808.51	\$846,808.51	\$2,188,885	\$1,342,076.49	39%
Interest Income	\$2,879.16	\$2,879.16	\$8,000.00	\$5,120.84	36%
Permit Fees	\$0.00	\$0.00	\$6,225.00	\$6,225.00	0%
Other Income	\$400.00	\$400.00	\$175,000.00	\$174,600.00	0%
Persnl Prop Replacement Tx	\$13,688.42	\$13,688.42	\$291,668.00	\$277,979.58	5%
TOTAL REVENUES	\$863,776.09	\$863,776.09	\$2,669,778.00	\$1,806,001.91	68%

EXPENSES

94% of the year remaining **MAR** **YTD EXPENSE** **BUDGET** **BALANCE** % Left
GENERAL ROAD FUND-ADMINISTRATIVE

	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
Admin Salary Expense	\$10,067.49	\$10,067.49	\$148,000.00	\$137,932.51	93%
Health Insurance	\$18,592.75	\$18,592.75	\$120,000.00	\$101,407.25	85%
Life Insurance	\$64.30	\$64.30	\$1,000.00	\$935.70	94%
Dental Insurance	\$429.50	\$429.50	\$5,400.00	\$4,970.50	92%
Alcohol & Drug Testing	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
Payroll Service	\$735.15	\$735.15	\$8,000.00	\$7,264.85	91%
Accounting Services	\$0.00	\$0.00	\$6,000.00	\$6,000.00	100%
Conferences Meetings	\$0.00	\$0.00	\$2,000.00	\$2,000.00	100%
Community Outreach	\$2,000.00	\$2,000.00	\$25,000.00	\$23,000.00	92%
Dues Subscriptions	\$0.00	\$0.00	\$5,000.00	\$5,000.00	100%
Legal Services	\$533.75	\$533.75	\$12,000.00	\$11,466.25	96%
Mileage Travel Expense	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
Municipal Replacement Tax	\$0.00	\$0.00	\$252,252.00	\$252,252.00	100%
Postage	\$204.00	\$204.00	\$1,000.00	\$796.00	80%
Printing Publishing	\$2,041.00	\$2,041.00	\$16,500.00	\$14,459.00	88%
Telephone	\$200.64	\$200.64	\$7,500.00	\$7,299.36	97%
Training	\$0.00	\$0.00	\$3,500.00	\$3,500.00	100%
Miscellaneous	\$0.00	\$0.00	\$10,000.00	\$10,000.00	100%
Office Supplies	\$381.85	\$381.85	\$4,500.00	\$4,118.15	92%
Office Equipment	\$0.00	\$0.00	\$10,500.00	\$10,500.00	100%
Total	\$35,250.43	\$35,250.43	\$640,152.00	\$604,901.57	94%

GENERAL ROAD FUND-MAINTENANCE

	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
Maint Salary Expense	\$0.00	\$0.00	\$200,000.00	\$200,000.00	100%
Miscellaneous-Uniforms	\$55.79	\$55.79	\$7,000.00	\$6,944.21	99%
Building Maintenance	\$779.61	\$779.61	\$15,500.00	\$14,720.39	95%
Equipment Leasing Maint	\$3,227.29	\$3,227.29	\$78,136.00	\$74,908.71	96%
Landfill Charges - GRF	\$1,241.25	\$1,241.25	\$12,500.00	\$11,258.75	90%
Rentals	\$650.00	\$650.00	\$15,000.00	\$14,350.00	96%
Street Lighting	\$45.44	\$45.44	\$70,000.00	\$69,954.56	100%
Tree Removal & Spraying	\$280.00	\$280.00	\$20,800.00	\$20,520.00	99%
Utilities	\$828.75	\$828.75	\$25,000.00	\$24,171.25	97%
Tree Replacement Program	\$0.00	\$0.00	\$8,000.00	\$8,000.00	100%
Gasoline Oil	\$1,643.82	\$1,643.82	\$53,000.00	\$51,356.18	97%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

94% of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
Building & Oper Sup Matl	\$633.05	\$633.05	\$16,500.00	\$15,866.95	96%
Maint Equip & Small Tools	\$747.05	\$747.05	\$20,000.00	\$19,252.95	96%
Supplies (Equipment)	\$450.90	\$450.90	\$16,500.00	\$16,049.10	97%
Supplies Roads GRF	\$0.00	\$0.00	\$7,200.00	\$7,200.00	100%
Supplies Snow Removal	\$7,831.58	\$7,831.58	\$105,000.00	\$97,168.42	93%
Total	\$18,414.53	\$18,414.53	\$670,136.00	\$651,721.47	97%

PERMANENT ROAD FUND

Labor On Roads	\$25,544.49	\$25,544.49	\$425,000.00	\$399,455.51	94%
Drainage	\$0.00	\$0.00	\$8,000.00	\$8,000.00	100%
Engineering Services	\$2,242.50	\$2,242.50	\$55,000.00	\$52,757.50	96%
Landfill Charges - PRF	\$504.86	\$504.86	\$15,000.00	\$14,495.14	97%
Project Expenses	\$39,966.25	\$39,966.25	\$40,000.00	\$33.75	0%
Maintenance Roads	\$82,095.01	\$82,095.01	\$960,000.00	\$877,904.99	91%
Supplies / Roads PRF	\$84.00	\$84.00	\$40,000.00	\$39,916.00	100%
Total	\$150,437.11	\$150,437.11	\$1,543,000.00	\$1,392,562.89	90%

EQUIPMENT & BUILDING FUND

Equipment	\$0.00	\$0.00	\$200,000.00	\$200,000.00	100%
Building	\$0.00	\$0.00	\$75,000.00	\$75,000.00	100%
Storage Building	\$1,859.81	\$1,859.81	\$40,000.00	\$38,140.19	95%
Total	\$1,859.81	\$1,859.81	\$315,000.00	\$313,140.19	99%

SOCIAL SECURITY FUND

Social Security	\$2,690.76	\$2,690.76	\$62,000.00	\$59,309.24	96%
Total	\$2,690.76	\$2,690.76	\$62,000.00	\$59,309.24	96%

INSURANCE FUND

Workmans Compensation	\$0.00	\$0.00	\$23,324.00	\$23,324.00	100%
Unemployment Insurance	\$0.00	\$0.00	\$49,000.00	\$49,000.00	100%
Gen Ins Liability Ins Bond	\$0.00	\$0.00	\$535.00	\$535.00	100%
Total	\$0.00	\$0.00	\$72,859.00	\$72,859.00	100%

IL MUNICIPAL RETIREMENT FUND

IMRF	\$3,219.53	\$3,219.53	\$67,400.00	\$64,180.47	95%
IMRF Employer ERI Cost	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
Total	\$3,219.53	\$3,219.53	\$68,400.00	\$65,180.47	95%

TOTAL OPERATING EXPENSES	\$211,872.17	\$211,872.17	\$3,371,547.00	\$3,159,674.83	94%
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**MOTION TO APPROVE PAYROLL FOR PAYDATES OF
MARCH 29, 2024, APRIL 12, 2024, AND APRIL 26, 2024 AND
ROAD DISTRICT CHECKS #23362 THROUGH CHECK #23410
IN THE AMOUNT OF \$172,612.38.**

Maine Township Road and Bridge

For the Period From March 27, 2024 - April 30, 2024

Check #	Date	Payee	Description	Amount
Wire	3/29/24	FEDERAL ELECTRONIC PAYROLL SYSTEM	FEDERAL TAXES	\$ 4,498.40
Wire	3/29/24	ILLINOIS DEPARTMENT OF REVENUE	STATE TAXES	\$ 822.65
S/C	3/29/24	PAYCHEX	SERVICE FEE	\$ 245.05
DIR. DEPOSIT	3/29/24	BRANDES, RICHARD A	PAYROLL	\$ 2,564.48
DIR. DEPOSIT	3/29/24	HAYMAN, DAWNE SCHEEL	PAYROLL	\$ 2,006.95
DIR. DEPOSIT	3/29/24	JIMENEZ, PETER A	PAYROLL	\$ 2,065.78
DIR. DEPOSIT	3/29/24	MAC INTYRE, JUSTINE	PAYROLL	\$ 2,648.18
DIR. DEPOSIT	3/29/24	WOODS, TYLER J	PAYROLL	\$ 1,805.48
7005700045	3/29/24	VIGNA, MARISSA	PAYROLL	\$ 1,499.85
23362	3/29/24	SECURITY BENEFITS	SECURITY BENEFITS 03/29/2024 PAYROLL	\$ 225.00
23363	4/8/24	METRO FEDERAL CREDIT UNION	PUBLISHING	\$ 250.00
Wire	4/12/24	FEDERAL ELECTRONIC PAYROLL SYSTEM	FEDERAL TAXES	\$ 5,080.12
Wire	4/12/24	ILLINOIS DEPARTMENT OF REVENUE	STATE TAXES	\$ 920.87
S/C	4/12/24	PAYCHEX	SERVICE FEE	\$ 260.93
DIR. DEPOSIT	4/12/24	BRANDES, RICHARD A	PAYROLL	\$ 2,777.35
DIR. DEPOSIT	4/12/24	HAYMAN, DAWNE SCHEEL	PAYROLL	\$ 1,966.11
DIR. DEPOSIT	4/12/24	JIMENEZ, PETER A	PAYROLL	\$ 2,251.46
DIR. DEPOSIT	4/12/24	MAC INTYRE, JUSTINE	PAYROLL	\$ 2,709.41
DIR. DEPOSIT	4/12/24	WOODS, TYLER J	PAYROLL	\$ 1,998.35
7005700046	4/12/24	DOUVALAKIS, NIKO	PAYROLL	\$ 501.98
7005700047	4/12/24	VIGNA, MARISSA	PAYROLL	\$ 1,811.27
23364	4/12/24	SECURITY BENEFITS	SECURITY BENEFITS 04/12/2024 PAYROLL	\$ 225.00
Wire	4/12/24	IMRF	ILLINOIS MUNICIPAL RETIREMENT FUND	\$ 6,464.94
23365	4/22/24	AT&T	TELEPHONE & COMMUNICATION	\$ 62.82
23366	4/22/24	VERIZON WIRELESS	TELEPHONE & COMMUNICATION	\$ 244.32
23367	4/22/24	CAPITAL ONE TRADE CREDIT	SMALL TOOLS (SHOP)	\$ 83.12
23368	4/22/24	HOME DEPOT CREDIT SERVICES	BUILDING OPERATING SUPPLIES	\$ 720.00
Wire	4/26/24	FEDERAL ELECTRONIC PAYROLL SYSTEM	FEDERAL TAXES	\$ 4,872.18
Wire	4/26/24	ILLINOIS DEPARTMENT OF REVENUE	STATE TAXES	\$ 890.19
S/C	4/26/24	PAYCHEX	SERVICE FEE	\$ 249.43
DIR. DEPOSIT	4/26/24	BRANDES, RICHARD A	PAYROLL	\$ 2,770.45
DIR. DEPOSIT	4/26/24	HAYMAN, DAWNE SCHEEL	PAYROLL	\$ 1,966.11
DIR. DEPOSIT	4/26/24	JIMENEZ, PETER A	PAYROLL	\$ 2,156.42

Check #	Date	Payee	Description	Amount
DIR. DEPOSIT	4/26/24	MAC INTYRE, JUSTIN E	PAYROLL	\$ 2,406.57
DIR. DEPOSIT	4/26/24	WOODS, TYLER J	PAYROLL	\$ 1,863.15
7005700048	4/26/24	DOUVALAKIS, NIKO	PAYROLL	\$ 1,006.00
7005700049	4/26/24	VIGNA, MARISSA	PAYROLL	\$ 1,334.90
23369	4/30/24	A FREEDOM FLAG CO	RENTALS	\$ 446.50
23370	4/30/24	ALEXANDER EQUIPMENT CO INC	MAINTENANCE ON JOHN DEERE	\$ 959.71
23371	4/30/24	AMERICAN WELDING	EQUIPMENT SUPPLIES FOR WELDER	\$ 165.05
23372	4/30/24	ANCEL GLINK P.C.	LEGAL SERVICES	\$ 1,135.00
23373	4/30/24	BEVERLY MATERIALS, L.L.C.	SUPPLIES FOR THE ROAD - STONE	\$ 1,490.20
23374	4/30/24	BLUE CROSS BLUE SHIELD OF IL	ROAD AND BRIDGE BCBSIL MAY 2024 PREMIUM	\$ 9,466.03
23375	4/30/24	COMED - STREET LIGHTING	STREET LIGHTING	\$ 11,373.63
23376	4/30/24	CONSERV FS, INC.	FUEL	\$ 2,622.58
23377	4/30/24	DAMIANO DIESEL SERVICE	MAINTENANCE ON SAW CUTTER	\$ 749.53
28878	4/30/24	CITY OF DES PLAINES	JULY FOURTH PARADE 2024, WATER & SEWER SERVICE AT GARAGE	\$ 319.79
23378V	4/30/24	CITY OF DES PLAINES	JULY FOURTH PARADE 2024, WATER & SEWER SERVICE AT GARAGE	\$ (319.79)
23379	4/30/24	DES PLAINES MATERIAL & SUPPLY	MAINTENANCE OF ROADS	\$ 4,714.29
23380	4/30/24	VOID	VOID	\$ -
23381	4/30/24	DOMESTIC UNIFORM RENTAL	BUILDING MAINTENANCE	\$ 111.70
23382	4/30/24	GENE'S VILLAGE TOWING	RENTALS	\$ 900.00
23383	4/30/24	GOLF MILL FORD	SMALL TOOLS (SHOP)	\$ 83.48
23384	4/30/24	GRAINGER INC	SMALL TOOLS (SHOP)	\$ 15.85
23385	4/30/24	HYDRAULIC PNEUMATIC CORP	EQUIPMENT MAINTENANCE ON JOHN DEERE	\$ 2,830.00
23386	4/30/24	JIMENEZ, PETER	TELEPHONE & COMMUNICATIONS (MONTHLY STIPEND)	\$ 25.00
23387	4/30/24	M3 MARKETING LLC	COMMUNITY OUTREACH	\$ 2,000.00
23388	4/30/24	MACMUNNIS INC AAF COM ED	OFFSITE STORAGE COMED CONTRACT #20050093	\$ 1,859.81
23389	4/30/24	MACINTYRE, JUSTIN	TELEPHONE & COMMUNICATIONS (MONTHLY STIPEND)	\$ 25.00
23390	4/30/24	MAINE TOWNSHIP-TOWN FUND	SPRING MAINELY NEWS	\$ 1,600.00
23391	4/30/24	METRO FEDERAL CREDIT UNION	MISCELLANEOUS	\$ 1,103.76
23392	4/30/24	NICOR GAS	SERVICE AT GARAGE	\$ 561.05
23393	4/30/24	PRINCIPAL LIFE INS. CO.	PRINCIPAL MAY 2024	\$ 351.28
23394	4/30/24	RED WING BSNS ADVANTAGE ACCT	UNIFORMS FOR STAFF	\$ 1,444.34
23395	4/30/24	RUNCO OFFICE SUPPLY	OFFICE SUPPLIES	\$ 696.28
23396	4/30/24	SECURITY BENEFIT	SECURITY BENEFITS 04/26/2024 PAYROLL	\$ 225.00
23397	4/30/24	SPACECO, INC.	MAINTENANCE OF ROADS- ANNUAL PROJECTS, ENGINEERING SERVICES	\$ 42,598.75
23398	4/30/24	THUNDER REMODELING	TUCKPOINTING	\$ 5,800.00
23399	4/30/24	THE MULCH CENTER	TREE REMOVAL & SPRAYING	\$ 30.00

Check #	Date	Payee	Description	Amount
23400	4/30/24	TPS SPORTS CUSTOM TEAM GEAR	UNIFORMS FOR STAFF	\$ 1,136.00
23401	4/30/24	TRAFFIC CONTROL & PROTECTION/HIGH STAR	MAINTENANCE OF ROADS -ANNUAL PROJECT	\$ 3,798.00
23402	4/30/24	TYLER WOODS	TELEPHONE & COMMUNICATIONS (MONTHLY STIPEND)	\$ 25.00
23403	4/30/24	ULINE	BUILDING OPERATING SUPPLIES	\$ 878.14
23404	4/30/24	VSP OF ILLINOIS, NFP	VSP VISION FOR ROAD AND BRIDGE FOR MAY 2024	\$ 14.14
23405	4/30/24	WEST SIDE TRACTOR SALES	EQUIPMENT MAINTENANCE	\$ 373.14
23406	4/30/24	ACUITY SPECIALTY PRODUCTS, INC.	BUILDING & OPERATING SUPPLIES	\$ 1,612.81
23407	4/30/24	COMED - TRAFFIC SIGNALS	TRAFFIC SIGNALS	\$ 90.76
23408	4/30/24	METRO FEDERAL CREDIT UNION	MISCELLANEOUS	\$ 2,755.51
23409	4/30/24	CITY OF DES PLAINES	WATER & SEWER SERVICE AT GARAGE	\$ 69.79
23410	4/30/24	CITY OF DES PLAINES	JULY FOURTH PARADE 2024	\$ 250.00
			TOTAL	\$ 172,612.38

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of March 29, 2024, April 12, 2024, and April 26, 2024 and Road District Checks #23362 through Check #23410 and authorize the Supervisor to issue Checks in payment of \$172,612.38.

WITNESS OUR HANDS AND SEALS THIS 30TH DAY OF APRIL 2024.

Supervisor

Attest:

Clerk

Trustees

**MOTION TO APPROVE PAYROLL FOR PAYDATES OF
MARCH 29, 2024, APRIL 12, 2024, AND APRIL 26, 2024 AND
GENERAL TOWN FUND CHECKS #60940 THROUGH
CHECKS #61011 IN THE AMOUNT OF \$399,515.09.**

Maine Township General Town Fund

For the Period From March 27, 2024 - April 30, 2024

Check #	Date	Payee	Description	Amount
Wire	3/29/24	FEDERAL ELECTRONIC PAYROLL SYSTEM	FEDERAL TAXES	\$ 16,231.89
Wire	3/29/24	ILLINOIS DEPARTMENT OF REVENUE	STATE TAXES	\$ 3,216.68
S/C	3/29/24	PAYCHEX	SERVICE FEE	\$ 471.15
DIR. DEPOSIT	3/29/24	DIMOND, KAREN	PAYROLL	\$ 44.06
DIR. DEPOSIT	3/29/24	GIALAMAS, PETER W	PAYROLL	\$ 709.66
DIR. DEPOSIT	3/29/24	AL AYED, RUBA	PAYROLL	\$ 1,551.73
DIR. DEPOSIT	3/29/24	BASISTA, STEPHEN T	PAYROLL	\$ 522.89
DIR. DEPOSIT	3/29/24	BERMAN, DAYNA E	PAYROLL	\$ 3,169.92
DIR. DEPOSIT	3/29/24	BOWMAN, SALLY	PAYROLL	\$ 601.27
DIR. DEPOSIT	3/29/24	CARROZZA, ROBERT M	PAYROLL	\$ 205.68
DIR. DEPOSIT	3/29/24	COOK, MARTY	PAYROLL	\$ 868.44
DIR. DEPOSIT	3/29/24	CUSTIC, ELIO	PAYROLL	\$ 244.39
DIR. DEPOSIT	3/29/24	DEBOWCZYK, IZABELA	PAYROLL	\$ 1,004.65
DIR. DEPOSIT	3/29/24	FOX, MISS JESSICA M	PAYROLL	\$ 1,181.26
DIR. DEPOSIT	3/29/24	GHAZALEH SR, NADER A	PAYROLL	\$ 1,740.91
DIR. DEPOSIT	3/29/24	KANEHL, NICHOLAS W	PAYROLL	\$ 1,558.46
DIR. DEPOSIT	3/29/24	RAFFE, JENNIFER L	PAYROLL	\$ 1,291.17
DIR. DEPOSIT	3/29/24	REZUTKO-CUSTIC, PAULA	PAYROLL	\$ 484.53
DIR. DEPOSIT	3/29/24	RIZZO, VICTORIA K	PAYROLL	\$ 2,322.59
DIR. DEPOSIT	3/29/24	SAMAAN, MICHAEL A	PAYROLL	\$ 1,828.44
DIR. DEPOSIT	3/29/24	BABICH, DEBRA A	PAYROLL	\$ 1,871.60
DIR. DEPOSIT	3/29/24	COY, ELIZABETH J	PAYROLL	\$ 1,650.31
DIR. DEPOSIT	3/29/24	DABABNEH, FARIS E	PAYROLL	\$ 1,419.41
DIR. DEPOSIT	3/29/24	PHILLIPS, MARY DOLORES	PAYROLL	\$ 735.65
DIR. DEPOSIT	3/29/24	PLODZIEN, RICHARD	PAYROLL	\$ 722.34
DIR. DEPOSIT	3/29/24	CALLAHAN, ERIN C	PAYROLL	\$ 1,546.71
DIR. DEPOSIT	3/29/24	KALVELAGE, ARIELLE S	PAYROLL	\$ 1,747.81
DIR. DEPOSIT	3/29/24	LYON, RICHARD D	PAYROLL	\$ 2,769.50
DIR. DEPOSIT	3/29/24	TOOMEY, EMILY	PAYROLL	\$ 1,371.08
DIR. DEPOSIT	3/29/24	WHITE, EVAN	PAYROLL	\$ 1,391.44

Check #	Date	Payee	Description	Amount
DIR. DEPOSIT	3/29/24	ZUMBROCK, SUMMER	PAYROLL	\$ 1,623.58
DIR. DEPOSIT	3/29/24	BUKACZYK, OKSANA T	PAYROLL	\$ 1,534.54
DIR. DEPOSIT	3/29/24	DACHNIWSKY, MARIE C	PAYROLL	\$ 1,982.77
DIR. DEPOSIT	3/29/24	JAROSZEWICZ, MONIKA	PAYROLL	\$ 1,736.40
DIR. DEPOSIT	3/29/24	TULLY, THERESE A	PAYROLL	\$ 1,954.59
DIR. DEPOSIT	3/29/24	GUZMAN, JESSICA I	PAYROLL	\$ 1,422.19
DIR. DEPOSIT	3/29/24	MAGNOWSKI, EVA	PAYROLL	\$ 1,470.46
DIR. DEPOSIT	3/29/24	RYDER, CATHLEEN A	PAYROLL	\$ 839.31
DIR. DEPOSIT	3/29/24	WISNIEWSKI, JACK	PAYROLL	\$ 385.77
7002800052	3/29/24	MOYLAN KREY, SUSAN	PAYROLL	\$ 700.95
60940	3/29/24	SECURITY BENEFIT	SECURITY BENEFITS 457 DEFERRED COMP 03/29/2024 PAYROLL	\$ 1,917.10
60941	4/1/24	POSTMASTER	MAINLY NEWS SPRING 24 POSTAGE	\$ 11,648.73
S/C	4/2/24	PAYCHEX	SERVICE FEE	\$ 339.45
60942	4/2/24	QUADROS, ANDREW B	ANNUAL TOWN MEETING MODERATOR COMPENSATION	\$ 75.00
60942V	4/4/24	QUADROS, ANDREW B	ANNUAL TOWN MEETING MODERATOR COMPENSATION - MODERATOR CHANGED	\$ (75.00)
S/C	4/3/24	ELS ISOS	LICENSE PLATE STICKER SERVICE FEE	\$ 28.50
S/C	4/3/24	MERCHANT BANK	THERAPY NOTES SERVICE FEE	\$ 99.32
60943	4/5/24	COMCAST	BUSINESS INTERNET STATIC IP MOBILITY LINE 3/19-4/18/24	\$ 360.77
60944	4/5/24	DENISE GIALAMAS	ANNUAL TOWN MEETING COMPENSATION MODERATOR	\$ 75.00
60944V	4/10/24	DENISE GIALAMAS	ANNUAL TOWN MEETING COMPENSATION MODERATOR - VOID DONATE TO PANTRY	\$ (75.00)
Wire	4/12/24	FEDERAL ELECTRONIC PAYROLL SYSTEM	FEDERAL TAXES	\$ 16,384.78
Wire	4/12/24	ILLINOIS DEPARTMENT OF REVENUE	STATE TAXES	\$ 3,253.43
S/C	4/12/24	PAYCHEX	SERVICE FEE	\$ 531.44
DIR. DEPOSIT	4/12/24	DIMOND, KAREN	PAYROLL	\$ 44.05
DIR. DEPOSIT	4/12/24	GIALAMAS, PETER W	PAYROLL	\$ 4.26
DIR. DEPOSIT	4/12/24	BEAUVAIS, EDWARD	PAYROLL	\$ 2,985.21
DIR. DEPOSIT	4/12/24	JONES, KIMBERLY	PAYROLL	\$ 415.15
DIR. DEPOSIT	4/12/24	MAHER, JAMES	PAYROLL	\$ -
DIR. DEPOSIT	4/12/24	MALIK, ASIF	PAYROLL	\$ 415.15
DIR. DEPOSIT	4/12/24	MARON HORVATH, KELLY	PAYROLL	\$ 438.66
DIR. DEPOSIT	4/12/24	AL AYED, RUBA	PAYROLL	\$ 1,463.58
DIR. DEPOSIT	4/12/24	BASISTA, STEPHEN T	PAYROLL	\$ 493.67
DIR. DEPOSIT	4/12/24	BERMAN, DAYNA E	PAYROLL	\$ 3,056.27

Check #	Date	Payee	Description	Amount
DIR. DEPOSIT	4/12/24	BOWMAN, SALLY	PAYROLL	\$ 556.69
DIR. DEPOSIT	4/12/24	CARROZZA, ROBERT M	PAYROLL	\$ 135.95
DIR. DEPOSIT	4/12/24	COOK, MARTY	PAYROLL	\$ 822.47
DIR. DEPOSIT	4/12/24	CUSTIC, ELIO	PAYROLL	\$ 301.63
DIR. DEPOSIT	4/12/24	DEBOWCZYK, IZABELA	PAYROLL	\$ 946.61
DIR. DEPOSIT	4/12/24	FOX, MISS JESSICA M	PAYROLL	\$ 1,066.94
DIR. DEPOSIT	4/12/24	GHAZALEH SR, NADER A	PAYROLL	\$ 1,536.08
DIR. DEPOSIT	4/12/24	KANEHL, NICHOLAS W	PAYROLL	\$ 1,480.64
DIR. DEPOSIT	4/12/24	RAFFE, JENNIFER L	PAYROLL	\$ 1,173.03
DIR. DEPOSIT	4/12/24	REZUTKO-CUSTIC, PAULA	PAYROLL	\$ 554.68
DIR. DEPOSIT	4/12/24	RIZZO, VICTORIA K	PAYROLL	\$ 2,136.16
DIR. DEPOSIT	4/12/24	SAMAAN, MICHAEL A	PAYROLL	\$ 1,745.76
DIR. DEPOSIT	4/12/24	BABICH, DEBRA A	PAYROLL	\$ 1,709.29
DIR. DEPOSIT	4/12/24	COY, ELIZABETH J	PAYROLL	\$ 1,470.99
DIR. DEPOSIT	4/12/24	DABABNEH, FARIS E	PAYROLL	\$ 1,296.58
DIR. DEPOSIT	4/12/24	PHILLIPS, MARY DOLORES	PAYROLL	\$ 589.02
DIR. DEPOSIT	4/12/24	PLODZIEN, RICHARD	PAYROLL	\$ 400.46
DIR. DEPOSIT	4/12/24	CALLAHAN, ERIN C	PAYROLL	\$ 1,498.59
DIR. DEPOSIT	4/12/24	KALVELAGE, ARIELLE S	PAYROLL	\$ 1,659.44
DIR. DEPOSIT	4/12/24	LYON, RICHARD D	PAYROLL	\$ 2,582.81
DIR. DEPOSIT	4/12/24	TOOMEY, EMILY	PAYROLL	\$ 1,294.07
DIR. DEPOSIT	4/12/24	WHITE, EVAN	PAYROLL	\$ 1,348.82
DIR. DEPOSIT	4/12/24	ZUMBROCK, SUMMER	PAYROLL	\$ 1,568.32
DIR. DEPOSIT	4/12/24	BUKACZYK, OKSANA T	PAYROLL	\$ 1,461.88
DIR. DEPOSIT	4/12/24	DACHNIWSKY, MARIE C	PAYROLL	\$ 1,810.10
DIR. DEPOSIT	4/12/24	JAROSZEWICZ, MONIKA	PAYROLL	\$ 1,639.74
DIR. DEPOSIT	4/12/24	TULLY, THERESE A	PAYROLL	\$ 1,844.11
DIR. DEPOSIT	4/12/24	GUZMAN, JESSICA I	PAYROLL	\$ 1,299.05
DIR. DEPOSIT	4/12/24	MAGNOWSKI, EVA	PAYROLL	\$ 1,351.62
DIR. DEPOSIT	4/12/24	RYDER, CATHLEEN A	PAYROLL	\$ 880.15
DIR. DEPOSIT	4/12/24	WISNIEWSKI, JACK	PAYROLL	\$ 184.76
7002800053	4/12/24	MOYLAN KREY, SUSAN	PAYROLL	\$ 687.46
60945	4/12/24	SECURITY BENEFIT	SECURITY BENEFITS 457 DEFERRED COMP 04/12/2024 PAYROLL	\$ 1,915.88

Check #	Date	Payee	Description	Amount
Wire	4/12/24	IMRF	ILLINOIS MUNICIPAL RETIREMENT FUND	\$27,302.98
60946	4/15/24	ACCESS ONE, INC	FAX AND PHONE LINES 4/1/24 - 4/30/24	\$ 278.64
60947	4/15/24	COMCAST BUSINESS	BUSINESS VOICE EDGE SERVICE 4/1/24-4/30/24	\$ 2,515.73
60948	4/15/24	VERIZON WIRELESS-ADMIN	TELECOMMUNICATIONS 4/2-5/1/24	\$ 183.75
60949	4/22/24	COMED	ELECTRIC SERVICE AT OEM 3/1/24-4/6/24 WITH LATE PAYMENT	\$ 357.73
Wire	4/26/24	FEDERAL ELECTRONIC PAYROLL SYSTEM	FEDERAL TAXES	\$ 14,938.90
Wire	4/26/24	ILLINOIS DEPARTMENT OF REVENUE	STATE TAXES	\$ 3,025.88
S/C	4/26/24	PAYCHEX	SERVICE FEE	\$ 471.15
DIR. DEPOSIT	4/26/24	DIMOND, KAREN	PAYROLL	\$ 35.54
DIR. DEPOSIT	4/26/24	GIALAMAS, PETER W	PAYROLL	\$ 4.26
DIR. DEPOSIT	4/26/24	AL AYED, RUBA	PAYROLL	\$ 1,402.03
DIR. DEPOSIT	4/26/24	BASISTA, STEPHEN T	PAYROLL	\$ 493.67
DIR. DEPOSIT	4/26/24	BERMAN, DAYNA E	PAYROLL	\$ 3,056.27
DIR. DEPOSIT	4/26/24	BOWMAN, SALLY	PAYROLL	\$ 474.97
DIR. DEPOSIT	4/26/24	CARROZZA, ROBERT M	PAYROLL	\$ 151.03
DIR. DEPOSIT	4/26/24	COOK, MARTY	PAYROLL	\$ 822.48
DIR. DEPOSIT	4/26/24	CUSTIC, ELIO	PAYROLL	\$ 275.65
DIR. DEPOSIT	4/26/24	DEBOWCZYK, IZABELA	PAYROLL	\$ 940.51
DIR. DEPOSIT	4/26/24	FOX, MISS JESSICA M	PAYROLL	\$ 1,138.17
DIR. DEPOSIT	4/26/24	GHAZALEH SR, NADERA	PAYROLL	\$ 1,536.09
DIR. DEPOSIT	4/26/24	KANEHL, NICHOLAS W	PAYROLL	\$ 1,480.64
DIR. DEPOSIT	4/26/24	RAFFE, JENNIFER L	PAYROLL	\$ 1,173.03
DIR. DEPOSIT	4/26/24	REZUTKO-CUSTIC, PAULA	PAYROLL	\$ 495.86
DIR. DEPOSIT	4/26/24	RIZZO, VICTORIA K	PAYROLL	\$ 2,136.14
DIR. DEPOSIT	4/26/24	SAMAAN, MICHAEL A	PAYROLL	\$ 1,745.76
DIR. DEPOSIT	4/26/24	BABICH, DEBRA A	PAYROLL	\$ 1,709.28
DIR. DEPOSIT	4/26/24	COY, ELIZABETH J	PAYROLL	\$ 1,470.99
DIR. DEPOSIT	4/26/24	DABABNEH, FARIS E	PAYROLL	\$ 1,296.57
DIR. DEPOSIT	4/26/24	PHILLIPS, MARY DOLORES	PAYROLL	\$ 735.65
DIR. DEPOSIT	4/26/24	PLODZIEN, RICHARD	PAYROLL	\$ 369.59
DIR. DEPOSIT	4/26/24	CALLAHAN, ERIN C	PAYROLL	\$ 1,463.35
DIR. DEPOSIT	4/26/24	KALVELAGE, ARIELLE S	PAYROLL	\$ 1,659.43
DIR. DEPOSIT	4/26/24	LYON, RICHARD D	PAYROLL	\$ 2,582.80

Check #	Date	Payee	Description	Amount
DIR. DEPOSIT	4/26/24	TOOMEY, EMILY	PAYROLL	\$ 1,294.07
DIR. DEPOSIT	4/26/24	WHITE, EVAN	PAYROLL	\$ 1,348.82
DIR. DEPOSIT	4/26/24	ZUMBROCK, SUMMER	PAYROLL	\$ 1,568.31
DIR. DEPOSIT	4/26/24	BUKACZYK, OKSANA T	PAYROLL	\$ 1,461.89
DIR. DEPOSIT	4/26/24	DACHNIWSKY, MARIE C	PAYROLL	\$ 1,810.11
DIR. DEPOSIT	4/26/24	JAROSZEWICZ, MONIKA	PAYROLL	\$ 1,639.75
DIR. DEPOSIT	4/26/24	TULLY, THERESE A	PAYROLL	\$ 1,844.10
DIR. DEPOSIT	4/26/24	GUZMAN, JESSICA I	PAYROLL	\$ 1,299.05
DIR. DEPOSIT	4/26/24	MAGNOWSKI, EVA	PAYROLL	\$ 1,351.63
DIR. DEPOSIT	4/26/24	RYDER, CATHLEEN A	PAYROLL	\$ 735.94
DIR. DEPOSIT	4/26/24	WISNIEWSKI, JACK	PAYROLL	\$ 14.33
7002800054	4/26/24	MOYLAN KREY, SUSAN	PAYROLL	\$ 687.48
60950	4/30/24	SECURITY BENEFIT	SECURITY BENEFITS 457 DEFERRED COMP 04/26/2024 PAYROLL	\$ 1,835.88
60951	4/30/24	ALPHA CLEANING COMPANY	WAX/STRIP/SCRUB LOWER LEVEL FLOOR	\$ 970.00
60952	4/30/24	ALL SEASONS PRINTING AND EMBROIDERY	CODE ENFORCEMENT UNIFORM EMBROIDERY	\$ 73.00
60953	4/30/24	ALTERNATIVE ENERGY SOLUTIONS	GENERATOR PREVENTATIVE MAINTENANCE	\$ 459.00
60954	4/30/24	ANCEL GLINK P.C.	LEGAL SERVICES	\$ 2,927.50
60955	4/30/24	AQUA ILLINOIS, INC	WATER SERVICE AT TOWN HALL	\$ 474.22
60956	4/30/24	BLUE CROSS BLUE SHIELD	BCBSIL MAY 2024	\$ 57,047.75
60957	4/30/24	THE CENTER OF CONCERN	GRANT GRANT PAYMENT NO: 1 OF 12	\$ 4,083.00
60958	4/30/24	CHILDREN'S ADVOCACY CENTER	CHECK REPRINT - AUGUST 23 PAYMENT	\$ 2,500.00
60959	4/30/24	CIMA COMPANIES INC	OEM INSURANCE RENEWAL	\$ 715.70
60960	4/30/24	COMCAST	BUSINESS INTERNET/STATIC IP/MOBILITY VOICE LINE 4/19-5/18/24	\$ 360.61
60961	4/30/24	COMED	ELECTRIC SERVICE AT TOWN HALL 3/13/24-4/11/24	\$ 1,361.56
60962	4/30/24	COOK COUNTY SHERIFF'S	HIREBACK - MARCH 24	\$ 4,400.00
60963	4/30/24	COOK, MARTY	RECOVERY CONNECTION REIMBURSEMENT	\$ 218.85
60964	4/30/24	DEPENDABLE FIRE EQUIPMENT INC	TOWN HALL FIRE EXTINGUISHER SERVICE	\$ 327.95
60965	4/30/24	DES PLAINES, CITY OF	WATER SERVICE AT OEM 1/31/24-3/31/24	\$ 103.59
60966	4/30/24	PULSE TECHNOLOGY	PRINT MANAGEMENT	\$ 700.00
60967	4/30/24	DISTRICT 63 EDUCATION	GRANT PAYMENT NO: 1-2 OF 12	\$ 3,832.00
60968	4/30/24	EVANS, MARSHALL AND PEASE, PC	ACCOUNTING SERVICES MARCH 24	\$ 5,800.00
60969	4/30/24	FLOOD BROTHERS DISPOSAL	EXTRA PICKUP 3/11/24	\$ 189.00
60970	4/30/24	FOX VALLEY FIRE & SAFETY INC.	SEMI ANNUAL FIRE ALARM RADIO MONITORING LEASE FOR APRIL 24	\$ 426.00

Check #	Date	Payee	Description	Amount
60971	4/30/24	GARVEY'S OFFICE PRODUCTS	OFFICE SUPPLIES	\$ 2,968.72
60972	4/30/24	VOID	VOID	\$ -
60973	4/30/24	GRAPHIC SOLUTIONS, INC	GRAPHIC DESIGN - SPRING 24 MAINELY NEWS	\$ 1,370.00
60974	4/30/24	THE JOSSELYN CENTER	GRANT PAYMENT NO: 1 OF 12	\$ 5,416.00
60975	4/30/24	KATELYN LUCKEY	TUTORING SERVICES - 4 WEEKS	\$ 240.00
60976	4/30/24	NICHOLAS KANEHL	RECOVERY CONNECTION QUARTERLY FEE FROM 1/1/24-3/31/24	\$ 1,875.00
60977	4/30/24	LYON, RICHARD	MAINE TOWNSHIP WEBMASTER SERVICES FEE 3/15/24-9/15/24	\$ 4,500.00
60978	4/30/24	M3 MARKETING, LLC	PUBLIC RELATIONS MARKETING SERVICES APRIL 1-30	\$ 2,850.00
60979	4/30/24	MAINE TOWNSHIP FOOD PANTRY	ATM MODERATOR DONATION OF COMPENSATION TO FOOD PANTRY	\$ 75.00
60980	4/30/24	METRO FEDERAL CREDIT UNION	MAINTENANCE EXPENSES	\$ 264.49
60981	4/30/24	MIGHTY MITES AWARDS & SON	ATM 2024 - PERPETUAL PLAQUE	\$ 68.50
60982	4/30/24	SUSAN MOYLAN KREY	REIMBURSEMENTS	\$ 643.28
60983	4/30/24	NANCY S. HOROWITZ	TUTORING SERVICES - 5 WEEKS	\$ 270.00
60984	4/30/24	NCPEERS GROUP LIFE INS.	IMRF VOLUNTARY LIFE INSURANCE - MAY, 2024	\$ 64.00
60985	4/30/24	QUADIENT FINANCE USA, INC	ADMIN POSTAGE, CLERK POSTAGE	\$ 2,093.60
60986	4/30/24	NJ CASTILLO LANDSCAPING	MONTHLY SERVICE FEE APRIL	\$ 1,350.00
60987	4/30/24	NICOR GAS	HEAT AT TOWN HALL 3/11/24-4/8/24	\$ 500.57
60988	4/30/24	NIVEEN ALSHEIKH	TUTORING SERVICES - 4 WEEKS	\$ 360.00
60989	4/30/24	NW SUBURBAN DAY CARE CTR	GRANT PAYMENT NO: 2 OF 12	\$ 4,166.00
60990	4/30/24	NPO STRATEGIC CONSULTING LLC	GRANT WRITER MARCH 24	\$ 660.00
60991	4/30/24	ORKIN	MONTHLY PEST SERVICE APRIL 24	\$ 80.99
60992	4/30/24	OTIS ELEVATOR COMPANY	ELEVATOR MAINTENANCE SERVICE 1/1/24-3/31/24	\$ 1,542.40
60993	4/30/24	PRESSTECH INC	MAINELY NEWS SPRING 2024	\$ 12,699.00
60994	4/30/24	PRINCIPAL LIFE INS. CO.	PRINCIPAL MAY 2024	\$ 2,076.64
60995	4/30/24	VOID	VOID	\$ -
60996	4/30/24	VOID	VOID	\$ -
60997	4/30/24	SAMANTHA TOOMEY	TUTORING SERVICES - 4 WEEKS	\$ 120.00
60998	4/30/24	THE SIDWELL COMPANY	ASSESSOR - PAGES FOR SIDWELL MAPS	\$ 130.00
60999	4/30/24	STELLAR EXPRESSIONS LLC	TRANSLATION SERVICES	\$ 7.20
61000	4/30/24	TURNING POINT BEHAVIORAL	GRANT PAYMENT NO: 1 OF 12	\$ 3,666.00
61001	4/30/24	VSP OF ILLINOIS, NFP	VSP VOLUNTARY VISION INSURANCE - MAY, 2024	\$ 159.31
61002	4/30/24	WAREHOUSE DIRECT	COMPUTER TECH SUPPORT 4/1/24-4/30/24 - OFFICE SUPPLIES/EQUIPMENT	\$ 5,289.49
61003	4/30/24	VOID	VOID	\$ -

Check #	Date	Payee	Description	Amount
61004	4/30/24	WAREHOUSE DIRECT	COFFEE STATION SUPPLIES	\$ 553.93
61005	4/30/24	LYON, RICHARD	MILEAGE REIMBURSEMENT - JAN - FEB 24	\$ 92.46
61006	4/30/24	METRO FEDERAL CREDIT UNION	ADMINISTRATION AND FOOD PANTRY EXPENSES	\$ 3,121.56
61007	4/30/24	VOID	VOID	\$ -
61008	4/30/24	NICOR GAS	COMMERCIAL HEAT 3/15/24-4/14/24	\$ 152.26
61009	4/30/24	METRO FEDERAL CREDIT UNION	RECOVERY CONNECTION EXPENSES	\$ 4,501.45
61010	4/30/24	VOID	VOID	\$ -
61011	4/30/24	METRO FEDERAL CREDIT UNION	MAINESTAY EXPENSES	\$ 1,046.15
			TOTAL	\$ 399,515.09

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of March 29, 2024, April 12, 2024, and April 26, 2024 and General Town Fund Checks #60940 through Check #61011 and authorize the Supervisor to issue Checks in payment of \$399,515.09.

WITNESS OUR HANDS AND SEALS THIS 30TH DAY OF APRIL 2024.

Supervisor

Attest:

Clerk

Trustees



Memo

To: Elected Officials

From: Dayna Berman, Administrator

Date: April 30, 2024

Re: Proposals for RFP Audit Services

Please find attached three proposals attached in response to the RFP for Audit Services. The following Accounting Firms were contacted to explore potential future partnerships:

- Lauterbach (Proposal Received)
- Evans, Marshall & Pease (Proposal Received)
- Seldon Fox (Proposal Received)
- Dam Snell & Taveirne
- Forvis
- Sikich
- Wipfli



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

DUE DATE:
April 19, 2024

SERVICE PROPOSAL AUDIT SERVICES

PREPARED FOR:



FOR THE YEARS ENDING:
February 28, 2025, 2026 and 2027

SUBMITTED BY:

Ronald J. Amen, Partner
ramen@lauterbachamen.com

Jamie L. Wilkey, Partner
jwilkey@lauterbachamen.com

668 N. River Road
Naperville, Illinois 60563
Phone: 630.393.1483
Fax: 630.393.2516



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April 19, 2024

Maine Township
1700 Ballard Rd
Park Ridge, IL 60068

Lauterbach & Amen, LLP (L&A) is pleased to respond to your request to provide auditing services to the Maine Township (Township).

Enclosed in this proposal are details about our practice, our people and our reputation for quality service, as well as an outline of our audit approach and scope of the audit process. L&A is a Firm nearly entirely specialized in the governmental sector, allowing us to provide an unrivaled commitment to exceeding your expectations with regards to quality service, government specific expertise, and timing and approach of the audit process. Our 13 partners share a combined 250+ years of exclusive government experience, with past experience in nonprofit, tax and commercial clients. Their years of experience in the governmental sector will directly benefit the Township. L&A possesses the resources and drive to continually exceed your expectations.

At L&A our mission is to provide accounting, compilation, assurance, and consulting services to governments in the spirit of excellence and altruism. As a Firm, we are committed to adhering to stringent moral standards in addition to the legally imposed professional standards and guidelines, priding ourselves in our flexible attitude towards accommodating our clients, and continually striving to be an elite personal client service Firm. L&A will attain the highest quality employees who share our core values and capacities in order to continue to service our clients at the level at which they are accustomed. Our staff utilizes their expertise to educate clients, with the anticipation that it will lead to accurate solutions to challenges that may arise in the daily course of financial activities. Our goal is to maintain personalized relationships with our current clients, while continuing to acquire new clients with the hopes of creating equally valuable bonds. At L&A we continually strive to distinguish ourselves from other service firms by emphasizing our core values:

RESPECT

Our firm respects the ideas, contributions, and hard work of our valued clients and team members, fostering an exceptional professional environment.

- L&A provides thoughtful responses to client questions and needs, striving for personalized relationships.
- L&A understands clients' limited time and efficiently plans and conducts audits to ensure quality results.
- L&A accommodates client scheduling needs related to the audit process, meeting or beating deadlines.
- L&A communicates with management throughout the year, including reviewing engagement progress and presenting audit results.
- L&A dedicates the right resources so we can listen, customize our audits, and meet professional expectations.

BALANCE

Our leadership believes in the importance of work-life balance. We believe our team is best equipped to deliver outstanding service to our clients when they embrace a healthy, sustainable, balanced lifestyle.

- L&A cultivates an environment with high communication between team members and leadership, listening and responding to our team.
- L&A embraces a give-back culture shared by our charitable team. We promote volunteering time, resources and talents to deserving nonprofits through fundraisers, donation drives, and more.
- L&A maintains a generous, holistic employment package recognizing that a well-balanced team provides the best client service.



TEAMWORK

We know that collaboration is the key to success. We foster an environment that encourages teamwork to ensure our clients experience the best service.

- L&A maintains a highly professional team, with extensive local government knowledge. We broaden their knowledge through in-house training, involvement in local government organizations, and formal Continuing Professional Education.
- L&A maintains a program of continuity for multi-year engagements, including minimal audit team rotation to ensure a productive and efficient audit team year over year.
- L&A identifies and communicates opportunities for improved, more efficient financial or procedural operations, recognizing the audit as a team effort.
- L&A continually educates clients and team members on new pronouncements, financial statements, accounting and finance efficiencies, best practices, and complex compliance requirements. We believe a well-educated team is the best approach.

PASSION

We are proud that every member of our team truly believes in the services we provide and the value they bring to our clients.

- L&A provides audit and financial services to over 600 local governments and pension services to over 600 public pension funds annually.
- L&A possesses exclusive local government expertise, evidenced by our exemplary client retention rate for the Certificate of Achievement for Excellence in Financial Reporting. Our passion lands us among the top ten GFOA national firms.
- L&A strives to continually lead the governmental accounting industry, assisting clients in implementing complex new compliance requirements through one-on-one help and extensive training.
- L&A customizes our audit approach focusing on significant client risks, leveraging our government expertise and knowledge of complex issues.
- L&A has formed alliances with industry service providers in HR, tax, IT and legal to provide the highest service levels to clients, within audit independence standards.

We are very excited about the opportunity to continue to serve the Township and are committed to providing the Township with quality service and commit to perform the work within the established time period. We believe we have talented people and the appropriate experience to provide you with a quality audit at a fair and competitive price. The Partners that are signing this proposal are entitled to represent the Firm, empowered to submit the proposal and authorized to sign a contract with the Township. This proposal is a firm and irrevocable offer for 60 days. If you have any questions about this proposal or need to discuss these matters further, please contact us. We look forward to your reply.

Respectfully Submitted,

Ronald J. Amen
Partner
ramen@lauterbachamen.com
630.393.1483

Jamie L. Wilkey
Partner
jwilkey@lauterbachamen.com
630.393.1483



FIRM PROFILE

Lauterbach & Amen, LLP (L&A) provides clients with unparalleled service from an experienced team of knowledgeable professionals who double as valuable management resources.

L&A is based in the Chicagoland area, with clients based in nearly all 50 states. Founded in 1997 by Sherry Lauterbach and Ron Amen, L&A provides clients with accurate, timely and personalized services that combine large-firm capabilities with small-firm values. Through the years, our services have evolved to meet the growing demands of our clients in the governmental, nonprofit and private sectors.

OUR SERVICES

Audit Services

Actuarial Services

Client Accounting & Advisory Services

Pension Administration Services

Tax Services

OUR TEAM

13 Partners
50+ Managers
140+ Staff



OUR INDUSTRIES

Government
Private Sector
Nonprofit

L&A was once again named among the top 200 largest public accounting firms in Inside Public Accounting's prestigious annual list of leading firms.





FIRM PROFILE

Firm Philosophy

We are fully dedicated to our specialized industries, focusing extensive resources in the governmental and nonprofit sectors. Our comprehensive expertise enables us to help clients proactively anticipate and adapt to changes in their operational landscape. The value of our services extends beyond executing efficient engagements; it encompasses a profound understanding of pivotal issues impacting our clients.

Drawing from our extensive experience in local government, we have successfully served numerous entities, including municipalities, park districts, libraries, special districts, school districts, pension funds, joint ventures, and various governmental organizations. A partial list of such entities is provided as references, and we encourage you to reach out to any or all of them for insights into our qualifications and the quality of our service. In addition, we have included current client references to underscore our ongoing commitment and expertise in the industries we serve.

Close Working Relationship with Management

Fostering a continuous and collaborative partnership with management throughout the year is the optimal way to leverage our depth of knowledge for the benefit of our clients. This approach facilitates the prompt resolution of inquiries as they arise, rather than after the fact. By comprehensively understanding each client's activities and maintaining a close working relationship with management, L&A is well-positioned to respond effectively and proactively initiate programs that enhance operational efficiency, leading to a more successful engagement.

We deem it crucial to uphold open lines of communication year-round. To achieve this, we employ both formal means such as meetings and newsletters and informal channels like telephone calls and emails. This ensures that our clients stay informed about relevant changes and recent developments that impact their operations.

An Audit is a People-Oriented Endeavor

The L&A team acknowledges our involvement in a people-centric venture, and our goals and objectives are rooted in this recognition. We endeavor to:

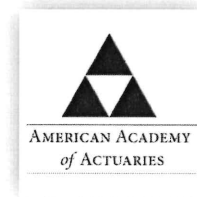
- Cultivate an atmosphere that fosters extensive communication between each client and our team.
- Deliver the utmost level of staff proficiency by engaging in discerning recruitment practices and establishing a work environment conducive to personal growth.
- Attentively listen to our clients, consistently enhancing the quality of our services.
- Contribute to the well-being of our financial, business, professional, and social communities.



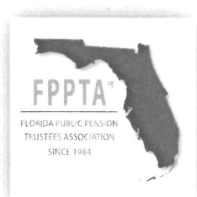
FIRM PROFILE

A Strong Commitment to the Industry

We actively engage with the industries we serve through membership, support, and active participation in various professional organizations dedicated to serving the financial and management teams of our clients.



“Involvement in our industry’s organizations and providing educational support to those groups is a passion of our leadership team.”





FIRM PROFILE

Our Services



Actuarial Services

Pension planning is a specialized industry demanding an expert actuarial team. Our role is to guide clients through the intricacies of actuarial standards, crafting a funding plan that aligns with the needs of all relevant parties. Additionally, we guarantee that the necessary financial statement disclosures meet reporting requirements.



Audit Services

At L&A, we take pride in delivering high-quality auditing services. Our firm undergoes an independent peer review of our auditing practice, and we have received the highest opinion on our attest services.



Client Accounting and Advisory Services

The dedicated professionals at L&A collaborate closely with clients to address and manage a wide range of responsibilities, including accounting, financial reporting, payroll, IT, and other outsourced or temporary tasks. By tailoring our diverse and skilled professionals to meet the specific needs of each client, we have assisted in controlling costs and enhancing efficiencies of our clients.



Pension Administration Services

L&A is proud of our two-decade commitment to assisting public pension fund trustees in comprehending complex pension codes. We understand the significance of the Board's responsibilities and the challenges it poses, especially when balancing these tasks with the daily responsibilities outside the pension realm.



Tax Services

Navigating the preparation of a tax return can be an overwhelming process, often leaving clients with more questions than answers due to the evolving nature of tax laws. The seasoned professionals at L&A diligently scrutinize and consider every deduction, break, and incentive to provide comprehensive assistance.



FIRM PROFILE

Additional Services and Resources

Sharing our knowledge and expertise in the governmental industry is one of the greatest values we can bring to our clients. We are committed to continually reviewing our process to ensure an efficient audit, ensuring exemplary communication with our clients, and providing education on issues affecting local governments on a year-round basis. With our strong background in government, many of our areas of expertise are complementary of one another.

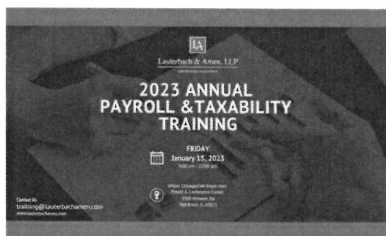
Client Educational Opportunities

We offer multiple training opportunities throughout the year, on-demand webinars and important newsletter updates to our clients, at no additional cost. Our client trainings cover a variety of relevant topics such as:

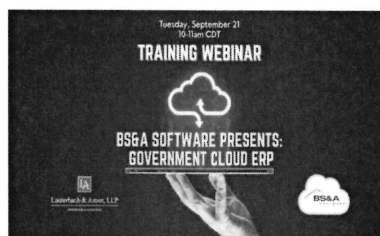
- Implementation of GASB pronouncements
- State and local government updates
- Changes to auditing standards
- Understanding of financial statements
- Identification of department efficiencies and best practices
- Other statutory or hot topics affecting governments

“L&A’s value add approach to an audit includes extensive no-cost client training throughout the year.”

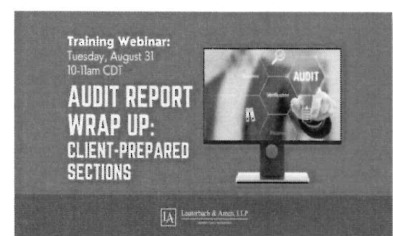
We record and share all of our client trainings so that they may be accessed on-demand directly from our website. Below are some recent examples of previous training webinars that we hosted:



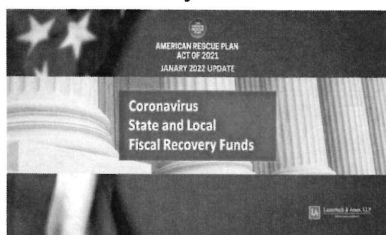
Payroll



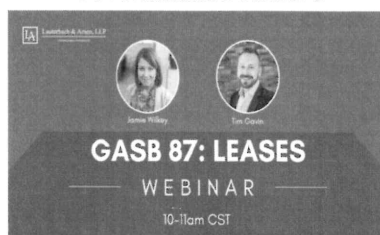
Government Software



Audit Reports



Government Updates



GASB87



Management Software



FIRM PROFILE

Government Expertise Means Extensive Services Available

It has been our experience that questions or problems may arise during the year for which a client might call upon us for assistance. The following is a partial list of the services we can provide to our clients:

- Financial reporting-assistance in the implementation of authoritative pronouncement requirements
- Assistance in obtaining or securing the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA)
- Utility or enterprise funds-analysis, forecasting, rate structure, and consulting services
- Federal, state and local grant reporting requirements
- Budget-assistance in obtaining the Distinguished Budget Award from the GFOA, appropriation and tax levy documents
- Personnel issues-evaluation and executive search
- Policies and procedures documentation and implementation
- Temporary staffing and training
- Pension fund related issues, including benefit calculations, funding analysis, etc.
- Human resources-taxability issues, fringe benefits, policies, etc.
- Outsourced finance and accounting department functions, including all levels of finance functions
- Taxpayer compliance-specialized audits for selected revenue sources
- Capital asset services to track net book value, depreciation expense and accumulated depreciation





FIRM PROFILE

Quality Assurance

We are dedicated to delivering the utmost quality to our clients at every stage of the engagement. Our Quality Assurance Team plays a crucial role in this commitment by reviewing all deliverables before issuance, offering support for technical inquiries, and scrutinizing documentation and reports to ensure compliance with both professional standards and our Firm's policies. At L&A, our commitment to providing high-quality deliverables is evident in our membership in the Private Companies Practice Section (PCPS) of the Division for CPA Firms within the American Institute of Certified Public Accountants (AICPA). This membership involves subjecting our accounting and auditing practice to quality control reviews, ensuring adherence to the professional standards set by the AICPA.

L&A has undergone no federal or state desk reviews of its audits in the past five years. Additionally, there has been no disciplinary action taken against the firm by state regulatory bodies or professional associations within the same timeframe.

Peer Review

As a requirement for membership in the AICPA, the national organization representing CPAs in public practice, industry, government, and education, our Firm undergoes an independent peer review of our accounting and auditing practice. You can find a copy of our most recent peer review opinion in the Appendix section of this proposal. L&A has received the highest opinion, a "pass," demonstrating our commitment to maintaining the highest standards in our practices.

Independence

All personnel are mandated to promptly report to the Firm any instances of compromised independence concerning any clients. The guidelines for maintaining independence align with the AICPA's Code of Professional Ethics. Furthermore, our adherence extends to compliance with the standards established by the General Accounting Office (GAO). It is important to note that we maintain independence specifically in relation to your engagement.

License to Practice

We confirm that both L&A as a firm and all essential personnel hold valid licenses to practice in the State of Illinois.

Our State of Illinois license number is 066-003655.





FIRM PROFILE

DFK International/USA



Lauterbach and Amen is an independent member of DFK International, a worldwide association of independent accounting and management consulting firms, with locations in over 40 major markets throughout the United States and representation in over 85 countries worldwide. Our

membership in DFK enhances our worldwide reach, provides us with additional resources, and expands the world of opportunity for our clients.

Other Information

In accordance with our firm's quality control document, all relevant staff members must fulfill the AICPA's continuing professional education requirements. Given our specialization in government, the mandated CPE hours for the staff outlined in this proposal are specifically tailored to the government industry, with a particular emphasis on Uniform Guidance/Single Audit continuing professional education as necessitated by our field. Our firm employs a variety of methods, including self-study, in-house training, participation in State Society or AICPA programs, involvement in Government Audit Quality Center programs, and engagement with programs offered by diverse government associations.

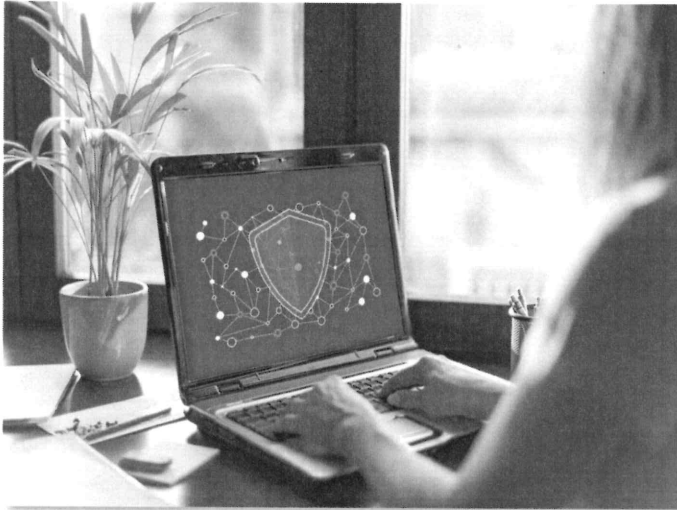
While we do not foresee any issues arising throughout the engagement, we will promptly communicate any noteworthy concerns to the relevant representatives of management and/or the governing board. This communication will align with our established standards for addressing such matters.

Conclusion

We are excited about the prospect of continuing to serve the Township. Our enthusiasm for the industry is matched by our commitment to delivering a service that goes beyond the mere issuance of deliverables. Our client service approach involves continuous communication throughout the year, an extensive network of resources to address even non-engagement-related queries, and a steadfast commitment to staying updated on industry technical standards and best practices. At L&A, you will be served by partners who are deeply devoted to the industry, supported by a team of over 200 L&A members who share that passion and dedicate all twelve months of the year to working on industry engagements.

SOFTWARE & SECURITY

Cybersecurity



In the face of ever-evolving threats that are increasingly perilous, it is imperative for us to stay ahead of the curve, consistently refining our strategies for information security. In order to meet the distinctive security standards expected by our clients and effectively tackle the dynamic regulatory landscape, L&A has deliberately chosen tools and procedures essential for safeguarding client data and managing security risks throughout the duration of a client project. Various safeguards, such as Multi-Factor Authentication, restricted human access, anti-virus software, and firewalls, have been implemented firm-wide to reduce risks and bolster the security of client data.

L&A Portal Security

L&A has opted for an application for online access to client data that operates through a secure portal hosted at some of the world's most extensive and secure data centers. Employing the industry's cutting-edge security and reliability measures, this system is designed to ensure the safety of your data. The incorporation of built-in redundancy encompasses multiple data locations, internet connections, and power sources, ensuring the continuous operation of our secure portal. Additionally, we employ secure password protection and 256-bit encryption to safeguard your data during its transmission between the data center and your computer.

Disaster Contingency Plans

L&A has formulated recovery plans for our IT infrastructure, encompassing systems, applications, and data. These plans extend to networks, servers, desktops, laptops, wireless devices, and connectivity. Our recovery strategies are designed to preemptively address potential disruptions to one or more of the following system components:

- Hardware (networks, servers, laptops)
- Internet connectivity
- Software applications
- Data and restoration





COMMUNITY INVOLVEMENT

A Culture and Passion for Community Involvement



Our firm is dedicated to both the clients we serve and the communities in which we reside. Our partners and team members are actively involved with numerous deserving nonprofit organizations. We are grateful to have individuals on our team who share our firm's philanthropic ethos, regularly volunteering their time, resources, and talents. In addition to volunteering, L&A organizes various fundraisers and donation drives to support local organizations and neighborhoods. Here is a glimpse of some of our recent community involvement and initiatives:



L&A is honored to collaborate with Working Together Chicago, a nearby nonprofit dedicated to offering development and placement opportunities for individuals with disabilities. The team members introduced to L&A through Working Together Chicago have not only enriched our company culture but have also contributed valuable skills to our projects.



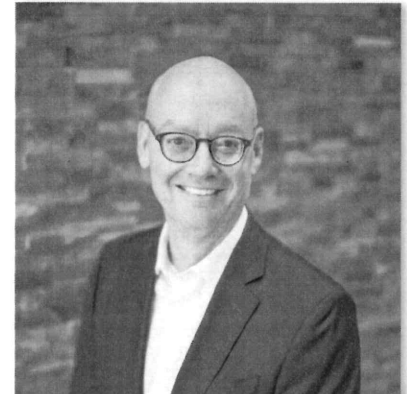


KEY ENGAGEMENT PERSONNEL

Ronald J. Amen, CPA

Managing Partner

With a wealth of experience spanning more than 35 years, Ron Amen has dedicated his career to serving clients in the governmental sector. He has actively contributed to a wide array of governmental engagements, involving municipalities, park districts, school districts, state and federal government entities, universities, nonprofits, and various other government organizations.



Educational and Membership Background

- University of Nebraska
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Government Finance Officers Association (GFOA) and Illinois GFOA
- Member of AICPA Government Audit Quality Center
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses

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 630.393.1483
 ramen@lauterbachamen.com

Governmental Accounting and Auditing Experience

Ron has overseen a multitude of governmental projects throughout his tenure in public accounting. His diverse assignments have encompassed audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and various other projects, offering a comprehensive overview of his professional background. Leveraging his extensive experience in government affairs, he is frequently tapped as a resource for innovative problem-solving related to local government issues. Serving in a hands-on capacity, he acts as a working partner, maintaining availability and active participation in every phase of the audit process.

Additionally, Ron has played a key role in the management of substantial commercial and nonprofit initiatives. His involvement spans audits, tax preparation, consulting, and strategic planning, addressing the needs of both commercial and nonprofit clients.



KEY ENGAGEMENT PERSONNEL

Jamie L. Wilkey

Technical Partner

Jamie Wilkey has over 23 years of professional accounting experience exclusively in the governmental sector. She has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts and various other units of government.

Educational and Membership Background

- Truman State University
- Northern Illinois University
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Technical Accounting Review Committee (TARC) with IGFOA
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses
- Instructor for IPPFA Training Courses

Governmental Accounting and Auditing Experience

Jamie’s experience in the governmental sector includes management of numerous units of government. Such assignments include annual audits, single audits, TIF audits, grant specific audits, and other related projects. Jamie has been responsible for the management of numerous annual audits for government units, all of which has either received the Certificate of Achievement for Excellence in Financial Reporting Award from the GFOA in the first year of their submittal to the program or maintained their Certificate standing.

Jamie also has extensive government consulting experience, which includes the responsibility for all financial operations of the government unit, including, but not limited to, the maintaining of the general ledger, trial balance, balance sheet and consolidated financials. Jamie has also assisted numerous clients with payroll processing, budget preparation, supervision of accounts receivable, accounts payable and utilities billing processing, tax levies and related documents, and the recommendation and implementation of various finance/accounting department procedures and policies.





KEY ENGAGEMENT PERSONNEL

Matt R. Beran, CPA

Operations Partner

Matt Beran has over 21 years of professional accounting experience, 14 of those are exclusively in the governmental sector. Prior to working in government, Mr. Beran was a supervisor at one of the Big 4 accounting firms. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts, nonprofits and various other units of government.

Educational and Membership Background

- Truman State University
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of School Board Officials (IASBO)
- Instructor for IMTA Training Courses
- Instructor for IASBO Training Courses

Governmental Accounting and Auditing Experience

Matt’s experience in the government sector includes managing numerous governmental engagements. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background.

Matt has been responsible for the training of staff at Lauterbach and Amen. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual versus modified accrual accounting. He researches new GASB pronouncements and gains an understanding of the change and how it will affect clients, audit staff, and the audit process. Then Matt passes along this knowledge to clients to ensure they understand what is changing.

Matt has also been responsible for various agreed-upon procedures including forensic audits. He has been able to observe various municipalities, park districts and libraries and prepare an extensive report on their current internal controls and procedures. Matt will also then give various suggestions on how to improve internal controls and procedures to improve efficiency and accuracy while still having proper segregation of duties.



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 mberan@lauterbachamen.com



KEY ENGAGEMENT PERSONNEL

Jennifer Martinson, CPA

Audit Partner

Jennifer Martinson has over 13 years of professional accounting experience serving clients in the governmental sector. She has participated in numerous governmental engagements in both an audit and financial services capacity. These engagements primarily include municipalities, park districts, nonprofit entities and pension funds.

Educational and Membership Background

- University of Miami
- Certified Public Accountant
- American Institute of Certified Public Accountants (AICPA)
- Member of Illinois Government Finance Officers Association (IGFOA)
- The Illinois CPA Society (ICPAS)

Governmental Accounting and Auditing Experience

Jennifer's experience in the government sector includes both audit and project-based engagements with various municipalities, park districts, libraries, counties, nonprofit entities and pension funds. Additionally, she coordinates training opportunities for these entities to ensure they are responsibly educated on all relevant topics and standards.

Jennifer also plays an active role in the supervision and development of audit procedures and personnel. This role includes the implementation of GASB pronouncements, accounting standards, and other quality control initiatives throughout all engagements, as well as the training of staff involved in these engagements. She is a technical resource to the team and to clients, and works closely with both to identify effective solutions and implement best practices.





KEY ENGAGEMENT PERSONNEL

Melissa Juntunen, CPA

Audit Partner

Melissa Juntunen has over 17 years of professional accounting experience serving clients in the governmental sector. She has participated in numerous governmental engagements in both an audit and financial services capacity. These engagements primarily include municipalities, park districts, nonprofit entities and pension funds.

Educational and Membership Background

- DeVry University
- Certified Public Accountant
- American Institute of Certified Public Accountants (AICPA)
- Member of Illinois Government Finance Officers Association (IGFOA)
- The Illinois CPA Society (ICPAS)
- Technical Accounting Review Committee (TARC) Member with IGFOA
- Illinois CPA Society Government Review Committee Member

Governmental Accounting and Auditing Experience

Melissa’s experience in the government sector includes management of numerous units of government. Such assignments include annual audits, single audits, TIF audits, grant specific audits, and other related projects.

Currently, Melissa oversees the audit team at L&A. This team works to complete annual financial reports, comptrollers reports, Illinois Department of Insurance reports, TIF compliance reports and Government Finance Officers Association (GFOA) filings for all audit clients of the Firm. Melissa’s role includes researching new GASB pronouncements to gain an understanding of the change and how it will affect clients, audit staff, and the audit process, complete technical reviews of the annual financial reports, help train staff on new technical guidance to ensure the proper inclusion into the reports, and help communicate the changes out to clients.



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 mjuntunen@lauterbachamen.com



KEY ENGAGEMENT PERSONNEL

Audit Team Key Personnel

Brad Porter, Principal



Brad has 10 years of professional accounting experience exclusively in the governmental sector. He is a graduate of University of Saint Francis and a Certified Public Accountant. Brad specializes in staff development and training, as well as auditing municipalities, park districts, school districts and libraries.

Don Shaw, Principal



Don has 15 years of professional accounting experience, with 9 of those years being exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Don specializes in municipalities, school districts and Uniform Grant Guidance single audit testing, reporting and submissions.

Riley Martin, Manager



Riley has 4 years of professional accounting experience exclusively in the governmental sector. He is a graduate of Loras College and is a Certified Public Accountant. Riley specializes in new staff development and training, as well as auditing municipalities, park districts, libraries, and other governmental entities.

Macade Thorpe, Manager



Macade has 7 years of professional accounting experience, with 4 of those years being exclusively in the governmental sector. He is a graduate of Butler University with a Bachelor's Degree in Accounting and a Master's Degree in Public Accounting. Macade specializes in school district, township, and other municipal audits.



AUDIT APPROACH

Overview

We are prepared to meet or exceed all requirements and expectations of the Township. The Leadership of L&A will be involved in all phases of the audit of the Township as outlined below. L&A does not use statistical sampling in any phase of the audit process. Sample sizes used for testing are in accordance with standards established by the profession and will be determined in the planning phase.

Throughout the audit process we will inform management of audit issues as they arise and maintain the highest level of professionalism in the identification and communication of these issues. Discussion of the issues will take place immediately following their discovery and will allow management ample time to rectify any issues.

GFOA Certificate of Achievement

L&A fully supports the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program. Annually, we assist over 100 clients in obtaining their certificates and have submitted over a thousand award applications to GFOA over the years. We also work with our clients in subsequent years on the implementation of any recommendations provided by the GFOA.

We will respond to GFOA comments for improvement and take care of the filing of the necessary documents each year. We are in the top ten firms nationally that submit to the program.



Audit Scope and Standards






L&A will issue an opinion on the governmental activities, each major fund and the aggregate remaining fund information, including the notes to the financial statements, which collectively comprise the Township's financial statements, with "in-relation-to" coverage provided on the combining and individual fund financial statements and on any supplementary information. We will not provide an opinion on the Management Discussion and Analysis, but will provide customary review of this information. Introductory and Statistical Sections of the Annual Financial Report, if applicable, will not be audited by us.

The audit will be conducted in accordance with generally accepted auditing standards, and, if a single audit becomes necessary, the standards for financial audits contained in Governmental Auditing Standards (2004), issued by the Comptroller General of the United States, and the Single Audit Act of 1996; and the provisions of Uniform Grant Guidance 2CFR-2000/OMB Circular A-133, Audits of State and Local Governments and Nonprofit Organizations.



AUDIT APPROACH

Below is our proposed schedule for your audit phases:

	PHASE		TIMING	TOTAL HOURS (EST)
	Phase 1	Planning	February	8 Hours
	Phase 2	Preliminary Fieldwork	March	16 Hours
	Phase 3	Fieldwork	Late April/Early May	64 Hours
	Phase 4	Drafts	Late May	20 Hours
	Phase 5	Audit Completion	Early June	10 Hours

Phase 1: Planning



February

The purpose of the planning phase is to provide the foundation for the direction that the audit will take. During the planning phase of the audit, we will hold a planning meeting with you to discuss the audit approach, develop a schedule for completing the audit, and review the areas that we will be focusing on during our fieldwork procedures and testing.

The following is an outline of the key steps performed during the planning phase of the audit:

- Discussing and agreeing upon report formats to provide information which complies with generally accepted accounting principles. The format should be agreed upon during the planning phase of the audit to ensure timely issuance of the report. Our plan is to adopt a format similar to the previous year.
- Discussing availability of accounting records and source documents and developing a detailed list of schedules to be prepared by your team.
- Developing a schedule for completing the subsequent phase of the audit.



AUDIT APPROACH

Phase 2: Preliminary Fieldwork



March

Preliminary fieldwork is the next phase of the audit process and involves expanding our understanding of your operations through a review of various documents and through discussions with your personnel. During this phase, we will engage in the required study and evaluation of internal accounting controls as part of the financial and compliance audit.

The purpose of our study and evaluation will be to obtain sufficient knowledge and understanding of the internal accounting and administrative control systems used by the Township for reliance on the system of internal control and the degree of such reliance; or to aid us in designing substantive tests in the absence of such reliance. We will hold progress meetings with key management, as necessary, to keep you apprised of the results of our preliminary review and to discuss the key internal controls to be tested.

Our approach to the study and evaluation of the internal accounting and administrative controls will be accomplished through the following techniques:

- We will perform an in-depth review of internal control documentation and working papers made available by the prior audit Firm and the Township.
- We will use internal control questionnaires, narratives and/or flowcharting techniques to document key flows of information. Because of our extensive commitment to the industry, the questionnaires utilized are designed specifically for use on governmental engagements. We will utilize this information and identify key internal control procedures which will be tested in order to warrant reliance on the identified controls. The objectives of such reliance will be to reduce the extent of substantive work performed, resulting in a more cost-efficient audit approach.
- We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.





AUDIT APPROACH

Phase 3: Fieldwork



Late April/Early May

This phase of the audit will consist primarily of substantive testing of year-end balances. If any audit issues come to our attention during the course of our work, we will immediately inform you so that action can be taken before the completion of our fieldwork.

We will design our detailed testing procedures to provide both compliance and financial audit coverage where applicable. We utilize custom designed audit programs that are specifically designed for government clients and therefore, provide for the most efficient and effective approach.

At a minimum, management is to provide supporting schedules for the following areas once we commence fieldwork:

Cash	Accounts Payable
Investments	Payroll
Governmental Revenues/Receivables	Debt Service
Inventories	Fund Balance/Net Position
Interfunds	Grants
Capital Assets	Risk Management

For financial audit purposes, we will assess the risk of material misstatement associated with a given objective, and perform substantive and compliance procedures. Our substantive procedures will gather evidence as to the completeness, accuracy, or validity of the information contained in the financial statements. These procedures will include confirmation of year-end balances, vouching documents and analytic reviews. Through our compliance procedures, we will gather evidence related to the existence and effectiveness of specific internal controls. These procedures include examinations of documents for proper approval and review of procedures for compliance with rules, regulations and internal policies.

At the conclusion of fieldwork, workpapers will be reviewed by the engagement partner and we will prepare the Annual Financial Report in accordance with generally accepted accounting principles for government entities. In addition, we will prepare a draft management letter and other required communication letters that we will review and discuss with the Township during the draft phase of the audit.



AUDIT APPROACH

Phase 4: Drafts



Late May

The final completion and quality review of the initial draft of the Annual Financial Report will be completed at our office and a draft of the Annual Financial Report and related communication letters will be provided to the Township no later than the date previously agreed to. The Township will then have a sufficient amount of time to review the draft for questions and/or changes. L&A will then coordinate with the Township a final draft where we will review the Township's questions and/or changes to the Annual Financial Report as well as the client communication letters and submit a final draft of the Annual Financial Report to the Township.

Phase 5: Audit Completion



Early June

Upon approval of the drafts by the Township, we will deliver final, bound Annual Financial Reports. At the completion of our audit, we will also provide a the final management letter addressing reportable conditions, if any, and other comments and observations for improvements. The management letter will be provided as a separate document. The management letter will contain, as warranted and appropriate:

- Specific recommendations for improvement of the accounting practice and procedures and the internal accounting and administrative controls.
- Comments on the design, controls and audit trails of new and redesigned automated systems, along with suggestions to improve processing methods and procedures.
- Suggestions for operational improvements or cost efficiencies noted during the course of our work.
- Findings relative to compliance with the applicable rules and regulations.
- Comments regarding compliance with laws.
- Other comments or recommendations and best practices that we believe may be relevant.
- Upcoming GASB Pronouncements or auditing standards that may affect the Township's financial statements in the future.
- Additionally, all reports and communication letters will be provided to the Township in a high-quality PDF format.

L&A strives for continual communication with Township staff and management as well as the Board. As such, the engagement partner will be available for meetings and/or formal presentations of the Annual Financial Report and communication letters with representatives of the Township.



PRICE AND BILLING

Schedule of Professional Fees for the Audit of the Financial Statements as of February 28th, for the fiscal years listed below:

Town Fund Audit:

2024/25	2025/26	2026/27
\$ <u>\$6,720</u>	\$ <u>\$7,100</u>	\$ <u>\$7,500</u>

General Assistance Audit:

2024/25	2025/26	2026/27
\$ <u>\$2,310</u>	\$ <u>\$2,400</u>	\$ <u>\$2,500</u>

Road & Bridge Audit:

2024/25	2025/26	2026/27
\$ <u>\$5,670</u>	\$ <u>\$6,000</u>	\$ <u>\$6,300</u>

Schedule of Professional Fees for Additional Services - Quoted _____ for the Fiscal Years listed below:
hourly rate

	2024/25	2025/26	2026/27
Partner	\$ 160	\$168	\$ 176
Manager	\$ 140	\$ 147	\$ 154
Supervisor	\$ 100	\$105	\$ 110
Staff	\$ N/A	\$N/A	\$ N/A
Other	\$N/A	\$N/A	\$ N/A

Firm Name: Lauterbach & Amen, LLP
Address: 668 N. River Road



PRICE AND BILLING

HOURS SCHEDULE

	Hours	Standard Rate	Quoted Rate	Total
Partner	20	\$170	\$160	\$3,200
Manager	40	\$150	\$140	\$5,600
In-Charge	58	\$110	\$100	\$5,800
	118			\$14,600

In 27 years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit price from what was proposed in the RFP.

Our Firm stresses that we are available throughout the year to provide technical accounting and financial reporting assistance to the Township. We encourage clients to contact us with questions that may arise. In addition, we provide no-cost client trainings to introduce new GASB pronouncements and auditing standards that may affect the Township, as well as providing other training topics based on client requests and needs.

Schedules Requested

The proposed annual prices are based upon staff support at all levels from Township personnel and that the Township will provide adjusted trial balances and support (detailed schedules that reconcile to the trial balance) for all balance sheet accounts. At a minimum, management is to provide supporting schedules for the areas outlined in the Fieldwork Phase of the Audit Approach section of this proposal.

Additional Services




Should it become necessary for the Township to request us to render additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement or new accounting standards, then such additional work will be performed only after discussing with management the level of effort and estimated costs prior to performing any such work.







As independence standards have recently become more stringent related to the types of additional services auditors can perform, L&A would review these independence standards and the types of services requested prior to proposing on any additional services.



REFERENCES

Our strongest endorsement comes from satisfied clients. Feel free to reach out to the individuals listed below, who have benefited from our firm's services, to learn about their experiences and the ongoing value our services bring to their organizations. Additional references can be provided upon request.

	Client	Contact
	Cuba Township	Susan Segota 847.381.1924 ssegota@cubatwpil.gov
	Blackberry Township	Esther Steel 630.365.9109 supervisor@blackberrytwp.com
	Village of Rosemont	Lynn Jarog 847.825.4404 jarogl@villageofrosemont.org

					
Municipalities 135+	Park Districts 75+	School Districts 50+	Libraries 70+	Pension Funds 500+	Other Entities 110+



REFERENCES

L&A is committed to maintaining high standards of quality and service. We encourage you to connect with any of the clients listed below, whom we have had the privilege of serving, to gain insights into their experiences with L&A.

Municipalities, Townships and Counties

MUNICIPALITIES	East Moline*	Lake Barrington	North Chicago	Skokie*	Woodridge*
Algonquin*	Elburn	Lake Bluff	North Riverside*	Sleepy Hollow	Worth
Amery	Elk Grove Village*	Lake Geneva, WI	Northbrook*	South Barrington	Yorkville*
Antioch*	Elwood*	Lake Villa	Northfield*	South Beloit	COUNTIES
Barrington*	Evanston	Lakemoor	Orland Park	South Elgin*	Henry County
Barrington Hills	Forest Park	Lakewood	Palos Park*	Springfield*	LaSalle County
Bartlett*	Fox River Grove*	Libertyville*	Park Forest*	St. Joseph, MI	TOWNSHIPS
Beach Park*	Frankfort*	Lincolnshire	Park Ridge*	Stickney	Addison Township
Berkeley*	Freeport	Lindenhurst	Paw Paw	Stone Park	Blackberry Township
Bloomington*	Georgetown	Lombard*	Pekin	Streamwood*	Cuba Township
Bonfield	Glen Ellyn*	Lyndon	Peotone	Streator	Cunningham Township
Bradley*	Glencoe*	Machesney Park	Pingree Grove*	Sugar Grove*	Hanover Township
Buffalo Grove*	Glendale, WI	Manhattan*	Plano	Summit	Maine Township
Burlington, WI	Glenview*	Maple Park	Pontiac	Sycamore*	Milton Township
Burnham	Golf	Markham	Poplar Grove	Thornton*	Naperville Township
Burr Ridge*	Grant Park	Melrose Park	Princeton	Timberlane	Northfield Township
Campton Hills	Grayslake	Midlothian	Prophetstown	Tower Lakes	Rutland Township
Carpentersville*	Gurnee*	Minooka	Prospect Heights	Urbana*	Vernon Township
Cary*	Hampshire	Mokena	Quincy	Vernon Hills*	Warren Township
Champaign*	Hanover Park*	Monee	Riverside*	Volo*	Wauconda Township
Cherry Valley	Harvard	Montgomery*	Rock Island*	Warrenville*	Winfield Township
Clinton	Hickory Hills	Morton Grove*	Rockford*	Washington	Zion Township
Collinsville*	Hinckley	Mount Prospect*	Rolling Meadows*	West Chicago*	
Cortland	Homewood	Mundelein*	Rosemont	Westchester	
Country Club Hills	Indian Head Park	Naperville*	Sandwich	Western Springs	
Countryside*	Inverness	New Milford	Savoy	Wheeling	
Dolton	Johnsburg*	Normal*	Schaumburg*	Willowbrook*	
Downers Grove	Kenilworth	Norridge	Schiller Park	Wilmette*	
East Dundee*	Kildeer*	North Aurora*	Shabbona	Wilmington	
East Hazel Crest	La Grange Park	North Barrington	Silvis	Winnetka*	

* Indicates governments who currently hold the GFOA Certificate of Achievement.



Municipalities
135+



Park Districts
75+



School Districts
50+



Libraries
70+



Pension Funds
500+



Other Entities
110+



APPENDIX

ELLIN & TUCKER

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of
Lauterbach & Amen, LLP and the Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP (Firm) in effect for the year ended June 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

FIRM'S RESPONSIBILITY

The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with professional standards, when appropriate, and remediating weaknesses in its system of quality control, if any.

PEER REVIEWER'S RESPONSIBILITY

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

REQUIRED SELECTIONS AND CONSIDERATIONS

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.



APPENDIX

ELLIN & TUCKER

OPINION

In our opinion, the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP in effect for the year ended June 30, 2022 has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Lauterbach & Amen, LLP has received a peer review rating of *pass*.

A handwritten signature in cursive script that reads "Ellin & Tucker".

ELLIN & TUCKER
Certified Public Accountants

Baltimore, Maryland
December 29, 2022



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/26/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Crum-Halsted Agency, Inc. 427 N Kirk Road Suite 113 Geneva, IL 60134	CONTACT NAME: Tracey Meicher, CIC, CRIS PHONE (A/C, No, Ext): (630) 443-7300 E-MAIL ADDRESS: tmeicher@crumhalsted.com	FAX (A/C, No): (630) 587-9826	
	INSURER(S) AFFORDING COVERAGE		
INSURED Lauterbach & Amen, LLP 668 N River Road Suite 100 Naperville, IL 60563	INSURER A: Citizens of America		NAIC # 31534
	INSURER B: Allmerica Financial Benefit		41840
	INSURER C: The Hanover Insurance Company		22292
	INSURER D: Trisura Specialty Insurance Company		16188
	INSURER E:		
	INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 2024 Standard Cert **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Cyber Liability			OBCA886072	3/31/2024	3/31/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
				ATB662062803	3/31/2024	3/21/2025	Aggregate Limit of Insurance \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			OBCA886072	3/31/2024	3/31/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			OBCA886072	3/31/2024	3/31/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N / A			W2CA886039	3/31/2024	3/31/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			LHCA59592809	3/31/2024	3/31/2025	Limit per Claim / Aggregate \$5,000,000
C	Crime			LHCD87204606	3/31/2024	3/31/2025	Employee Dishonesty \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Ted Rosenow, CIC/TM <i>Theresa A Rosenow</i>

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Audit Proposal
Maine Township
Park Ridge, Illinois 60068-1006

Submitted By:

Evans, Marshall and Pease, P.C.
1875 Hicks Road
Rolling Meadows, Illinois 60008
(847) 221-5700

Contact Person:
Mr. Christopher M. Scalet, C.P.A.

Proposal Date:
April 4, 2024

**Audit Proposal
Maine Township
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SINCE 1917

EVANS, MARSHALL & PEASE, P.C.

CERTIFIED PUBLIC ACCOUNTANTS
AND CONSULTANTS

1875 Hicks Road
Rolling Meadows, Illinois 60008

Telephone (847) 221-5700
Facsimile (847) 221-5701

Letter of Transmittal

Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068-1006

Enclosed is our audit proposal for Maine Township. We would like to extend our thanks for giving us the opportunity to offer our services to your Township. Your Township has the opportunity to retain the services of one of the most experienced and highly qualified public accounting firms in the area, as evidenced by our long history. We believe our broad experience in accounting, auditing, and consulting services for Illinois municipalities and other public agencies provides us the means with which to effectively serve the Maine Township.

We will audit the financial statements for the Maine Township for the purpose of expressing an opinion on them. Our audit will be made in accordance with auditing standards generally accepted in the United States of America. Accordingly, we will include such tests of the accounting records and such other auditing procedures as we consider necessary to enable us to express an unmodified opinion that the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles (GAAP). If our opinion is other than unmodified, we will fully discuss the reasons with you in advance.

At the conclusion of our engagement, we will present the bound audited financial statements and the Annual Financial Report, as required by the Comptroller's office. In addition, if necessary, a management letter will be prepared and submitted with recommendations and concerns we feel important.

Our audit fees are based on regular hourly rates and they will not exceed \$15,600, \$15,700, and \$15,800 for the years ended February 28, 2025, 2026, and 2027. Upon acceptance of this proposal, we will issue an engagement letter detailing our understanding of the terms and scope of our engagement. As with many of our other governmental clients, we would hope this will begin a long-lasting relationship with your Township.

We will, of course, be available to you at any time to meet your accounting, auditing, or consulting requirements. We would like to point out that Evans, Marshall and Pease, P.C. does not charge for telephone consultations of reasonable duration. However, consultation beyond the scope of our engagement requiring substantial time investment will be billed accordingly. Our normal hourly rates vary between \$185 and \$250 per hour, depending on the nature of the work involved and the experience level of the person needed to perform the task. If this should occur, you will be fully informed as soon as possible.

Evans, Marshall and Pease, P.C. provides a vast range of auditing, accounting, tax, and management services. In addition to municipal audits, we aid in the areas of budgeting, tax levy preparation, and bonds, including refunding and capital appreciation. Whereas our main concentration is in the area of school district and other municipal audits, we also audit financial institutions and other small and medium sized businesses. In addition, we provide individual, corporate, and fiduciary tax planning and preparation, as well as comprehensive accounting services to businesses.

We believe that the primary consideration in evaluating a professional firm should be the caliber and integrity of the individuals with whom you will be in contact and the quality and responsiveness of the services you receive.

Evans, Marshall and Pease, P.C. is proud to have been involved in school district and other municipal accounting and auditing in Illinois for the past one hundred years and we are confident that we can meet the highest standards of competence and service.

Again, we sincerely appreciate the opportunity to offer our expertise and experience to the Maine Township and we would be very pleased to discuss any questions that may arise concerning the above or our firm and its operations.

Very truly yours,

Evans, Marshall and, Pease, P.C.

A handwritten signature in black ink, appearing to read "Chris Scalet CPA". The signature is written in a cursive style with a horizontal line underneath.

By: Christopher M. Scalet, C.P.A.

Firm Profile
Evans, Marshall and Pease, P.C.
Certified Public Accountants
1875 Hicks Road
Rolling Meadows, Illinois 60008

Evans, Marshall and Pease, P.C. is a professional corporation for the practice of public accounting in the State of Illinois. We have one local office consisting of two principals, one audit supervisor, two staff auditors and other support staff. We have never bid jobs as a means of filling "slow times" nor do we hire temporary help during the "peak times". To that end, we try to build long-term relationships with our employees, as with our clients, and believe this carries over to the quality of the work the firm does. Our approach is to do quality work, delivered in a timely manner, at a fair price.

As you consider our proposal, we ask that you give special attention to our unique ability to provide the services that meet your needs. Evans, Marshall and Pease, P.C. has been in continuous existence since 1917 and has enjoyed mutually beneficial and successful relationships with our clients, some in excess of seventy years. These relationships have been built on our philosophy of retaining quality, career-oriented people coupled with the commitment to do quality work that helps the client move forward, not just doing the minimum work possible and churning out a report. This does make it hard to compete with some firms, but, long ago, we made the commitment to the quality of our work not the quantity of our work.

Evans, Marshall and Pease, P.C. is committed to excellence in school district reporting and auditing and to that end has been involved in governmental accounting training and report review programs, both on the local and national levels. We strictly adhere to the continuing professional education requirements of both the American Institute of Certified Public Accountants and the General Accounting Office of the United States.

As stated earlier, Evans, Marshall and Pease, P.C. provides a vast range of services. In addition to municipal audits, we aid in the areas of budgeting, tax levy preparation, and bonds, including refunding and capital appreciation. Whereas our main concentration is in the area of municipal audits, we also audit and provide services to financial institutions and other small and medium sized businesses and individuals.

Summary of Firm Qualifications

Evans, Marshall and Pease, P.C. is a Professional Corporation for the practice of Public Accounting and holds Illinois License Number 066-005340. In addition, we are registered with the Auditor General's Office of the State of Illinois and hold an Illinois Department of Human Resources number 77406-00-0.

Jeffery M. Rollefson, C.P.A.

Mr. Rollefson graduated from Illinois State University with a Bachelor of Science degree in 1982 and became a C.P.A. that same year. Jeff joined Evans, Marshall, and Pease as a staff accountant in 1983 and was admitted as a partner in 1990.

Jeff is responsible for numerous governmental and school district audits as an in-charge partner and has participated in several local, state, and national training and report review programs related to governmental accounting, auditing, and reporting.

In addition, Jeff is an active member in several professional and charitable organizations such as the American Institute of Certified Public Accountants, the Illinois CPA Society, and the Illinois Association of School Business Officials.

Christopher M. Scalet, C.P.A.

Mr. Scalet graduated from Illinois State University with a Bachelor of Science degree in 2008 and became a C.P.A. in 2015. Chris joined Evans, Marshall, and Pease as a staff accountant/auditor in 2009 and was admitted as a partner in 2015.

Chris is responsible for numerous governmental and school district audits and has participated in several local, state, and national training and report review programs related to governmental accounting, auditing, and reporting.

In addition, Chris is an active member in the charitable organization American Institute of Certified Public Accountants and participates in many Illinois CPA Society, and Illinois Association of School Business Officials conferences.

References

1. Ela Township
1155 E. Route 22
Lake Zurich, Illinois 60047
(847) 438-7823

Contact: Gloria Palmblad, Supervisor

2. Niles Township
5255 Lincoln Avenue
Skokie, Illinois 60077
(847) 673-9300 Ext. 102

Contact: Richard Krier, Administrator

3. West Deerfield Township
601 Deerfield Road
Deerfield, IL 60015
(847) 945-0614

Contact: Alyson Fieger, Supervisor

4. Barrington Township
602 S. Hough Street
Barrington, IL 60010
(847) 381-5632

Contact: Jacqueline Stephens, Administrator/Assessor

5. Berwyn Township
6600 W. 26th Street
Berwyn, IL 60402
(708) 788-6600

Contact: David J. Avila, Supervisor

Fee Schedule

Schedule of Professional Fees for the Audit of the Financial Statements as of February 28th, for the fiscal years listed below:

Town Fund Audit:

2024/25	2025/26	2026/27
<u>\$10,920.00</u>	<u>\$10,990.00</u>	<u>\$11,060.00</u>

General Assistance Fund Audit:

2024/25	2025/26	2026/27
<u>\$ 2,340.00</u>	<u>\$ 2,355.00</u>	<u>\$ 2,370.00</u>

Road and Bridge Audit:

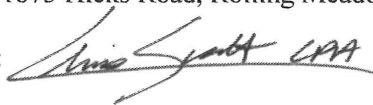
2024/25	2025/26	2026/27
<u>\$ 2,340.00</u>	<u>\$ 2,355.00</u>	<u>\$ 2,370.00</u>

Schedule of Professional Fees for Additional Services:

Hourly rate

	2024/25	2025/26	2026/27
Partner	<u>\$ 250.00</u>	<u>\$ 250.00</u>	<u>\$ 250.00</u>
Manager	<u>\$ 200.00</u>	<u>\$ 200.00</u>	<u>\$ 200.00</u>
Supervisor	<u>NA</u>	<u>NA</u>	<u>NA</u>
Staff	<u>\$ 185.00</u>	<u>\$ 185.00</u>	<u>\$ 185.00</u>
Other	<u>NA</u>	<u>NA</u>	<u>NA</u>

Firm Name: Evans, Marshall and Pease, P.C.
 Address: 1875 Hicks Road, Rolling Meadows, IL 60008

Signature: 

Date: April 4, 2024

Printed Name and Title: Christopher M. Scalet, CPA
 Telephone Number: 847-221-5700

Appendix B – CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

All successful contractors must comply with the provisions of the Illinois Human Rights Act (ACT) when dealing with equal employment opportunities (Section 2-105, 75 ILCS 5/2-105) including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois and also must provide for the adoption and implementation of written Sexual Harassment Policies. The contract with the successful auditor will provide for this requirement. The statutory provision requires that the written Sexual Harassment Policy includes at a minimum the following information: (I) the illegality of sexual harassment, (II) the definition of sexual harassment under Illinois Law, (III) a description of sexual harassment, utilizing examples, (IV) a vendor's internal compliant process including penalty, (V) the legal recourse, investigative and complaint process available through the Department of Human Rights Commission, and (VI) the protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

Failure to sign will result in disqualification of the proposer.

Christopher M. Scalet, C.P.A.

4/4/2024

Print Name

Date

Chris Scalet CPA

Authorized Signature

Partner

Title

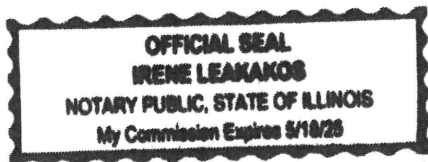
Evans, Marshall and Pease, P.C.

Company Name

Subscribed and sworn before me this 4th day
of April, 2024

Irene Leakakos

Notary Public



Appendix C - SAVE AND HOLD HARMLESS AGREEMENT

Firms providing a service or installing equipment on or about Maine Township property or its component unit property shall provide to the Maine Township Supervisor evidence of Comprehensive, Liability, and Workman's Compensation insurance prior to commencement of work on Maine Township property. The Firm guarantees to defend, indemnify, and hold harmless Maine Township, its agents, or employees, from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of any contract with the Township, or which the Firm is not the patentee, assignee, or licensee.

Furthermore, the Firm hereby agrees to save and hold harmless and defend and indemnify Maine Township from and against all injury, death, damage, loss, claims, and liability caused by or arising out of the performance of this agreement by the Firm, its employees, or agents. This agreement extends to all claims, of any nature, whether made by the Firm's employees.


Failure to sign will result in disqualification of the proposer.

Christopher M. Scalet, C.P.A.

4/4/2024

Print Name

Date


Authorized Signature

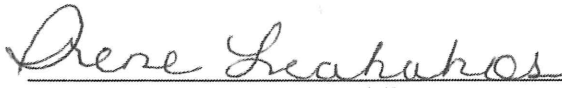
Partner

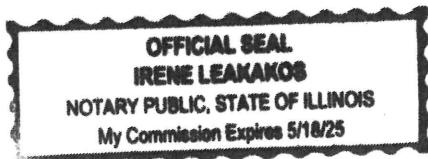
Title

Evans, Marshall and Pease, P.C.

Company Name

Subscribed and sworn before me this 4th day
of April, 2024


Notary Public

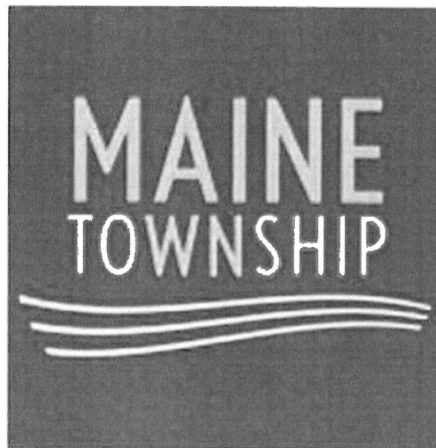


Selden Fox

Accounting for your future

Proposal to Provide Professional Audit Services to:
MAINE TOWNSHIP

FOR THE YEARS ENDING FEBRUARY 28, 2025, 2026, AND 2027



APRIL 2024

Edward G. Tracy, CPA
tracy@seldenfox.com
630.472.9456

One Parkview Plaza, Suite 710 | Oakbrook Terrace, IL 60181
1776 Legacy Circle, Suite 119 | Naperville, IL 60563
630.954.1400 | www.seldenfox.com

Selden Fox

Accounting for your future

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This proposal for professional services contains proprietary information about Selden Fox, Ltd. The nature and extent of our services will be described in more detail in an engagement letter issued after your approval of this proposal. Our proposal is subject to the completion of our customary evaluation of prospective clients called for by professional standards.

Selden Fox

Accounting for your future

One Parkview Plaza, Suite 710 | Oakbrook Terrace, IL 60181 | www.seldenfox.com
p 630.954.1400 | f 630.954.1327 | email@seldenfox.com

April 2024

Ms. Dayna Berman
Administrator
Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068-1006

Dear Ms. Berman:

We are pleased to submit this proposal for professional audit services for **Maine Township** (Township) for the years ending February 28, 2025, 2026, and 2027. We are confident that given the opportunity to serve the Township, we will meet and surpass your expectations as they relate to work product, quality, scheduling, and your overall client service experience. We say this with confidence, because our firm brings experience, expertise, and personal service to each of our client engagements.

Selden Fox was founded in 1978 when five partners at a national accounting firm knew their clients needed more. The vision of the firm at that time was based on the philosophy that clients deserve quality work for which national firms are known and the close, personalized service of small firms. This philosophy continues to ring true today, and we are humbled by the growth we have experienced over the years. Today, the firm has nearly 70 employees, including 60 professional staff – 35 of whom are CPAs, all working out of our Oakbrook Terrace office.

One factor that greatly impacts the quality of your relationship with an accounting firm is service, and it is something we at Selden Fox take quite seriously. Utilizing a structure that is unusual in the accounting profession, Selden Fox provides the close, personalized service that is associated with a firm much smaller than ours. In addition, this structure ensures that our highest-level professionals are continuously available to serve clients like you.

This unique combination of such high-quality work and individualized service is one of the key characteristics that differentiate our firm from many others. It is indeed a true reflection of the pride we take in giving clients our very best.

We perform audits of financial statements for numerous municipalities, local government entities, and state and federal government grant programs. In fact, over the last 40-plus years, Selden Fox has conducted more than 600 governmental audits and served more than 80 different governmental entities, many of which have obtained and hold the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. We currently serve

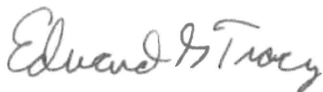
more than 40 different governmental agencies. This experience makes us uniquely qualified to meet your auditing needs.

The following proposal, which is valid for 60 days as of April 19, 2024, provides more in-depth information on the qualifications we bring to the table. I trust that it conveys our desire and ability to serve the Township as your professional accounting firm. If selected to handle your audit, I would be personally committed to providing you superior client service.

I look forward to your response to our proposal.

Very truly yours,

SELDEN FOX, LTD.

A handwritten signature in cursive script that reads "Edward G. Tracy".

Edward G, Tracy, CPA
Executive Vice President

Firm Qualifications and Experience

Selden Fox officers have served on the Illinois CPA Society's Governmental Report Review Task Force, act as reviewers for the Government Finance Officers Association Certificate of Achievement program and are members of the Government Finance Officers Association and the Illinois Government Finance Officers Association. We are a member of the American Institute of Certified Public Accountants (AICPA) Governmental Audit Quality Center, a demonstration of our commitment to quality in the performance of governmental audits. As a member, we have access to resources on the latest developments in accounting, auditing, and the various rules and regulations that affect governmental audits. As such, we are at the forefront of any new accounting and reporting issues affecting local governments. We feel that part of our responsibility as auditors is to make sure our clients are aware of these issues and how they may affect them. We accomplish this in several ways, not only through our management letter issued with each audit, but also via a bi-weekly electronic newsletter highlighting topics of interest for local governments and privately held businesses, as well as regular correspondence with our clients.

Because we have been and continue to be committed to the governmental sector, we have cultivated a sizable and highly qualified governmental audit staff. All the firm's governmental audit staff fulfill the training requirements necessary to meet governmental audit standards and standards for the Single Audit Act. In addition, the staff completes our firm's in-house governmental training program annually.

Independence and Illinois License

Selden Fox, as a firm and individually among its various shareholders and officers, is independent of Maine Township, as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards.

We affirm that Selden Fox and all key professional staff to be assigned to the Township's audit are licensed to practice as certified public accountants in Illinois and have, or exceed, relevant required continuing professional education for governmental auditing. Within the last five years, Selden Fox nor any of its officers or owners have been involved in disciplinary action, litigation, or other legal proceedings relating to an audit or accounting engagement. Selden Fox has not been censured by any regulatory board or had any federal or state desk reviews of field reviews of its audits.

Firm Qualifications and Experience (continued)

What Our Clients Say....

Based on a client survey, Selden Fox clients had the following testimonials to share regarding their experience working with Selden Fox.

*“Selden Fox is very thorough with the audit. They are very diligent. They are very helpful. They go above and beyond what is expected of them.” – **Business Manager, Government Entity***

*“When working on our audit Selden Fox was clearly knowledgeable, professional, and thorough. They answered questions we had during the process and were very clear about an area that needed addressing. Additionally, they shared great information with our Board of Trustees when the audit was complete and answered any questions they had. Having worked with Selden Fox for several years now after working with another company that was less efficient and professional, I appreciate Selden Fox’s approach and hope to continue working with them for many years to come.” – **Director, Government Entity***

*“Our organization has been a client of Selden Fox for many years. We are very satisfied with the quality of the firm’s work and especially with the responsiveness of the firm’s personnel. The firm has assisted us with issues that go beyond the financial statements. It has been a very worthwhile professional relationship.” – **Director of Administration and Operations, Nonprofit Organization***

*“The employees at Selden Fox, from top down, are all very personable and easily reachable. They have been very informative in a variety of situations. All of the workers we have dealt with are also very sensitive to our specific timing review dates and when reports are needed.” – **Executive Director, Nonprofit Organization***

Peer Review

As part of our continuing membership in the American Institute of Certified Public Accountants (AICPA), as well as the AICPA’s Center for Audit Quality (CAQ), Governmental Audit Quality Center (GACQ), and Employee Benefit Plan Audit Quality Center (EBPAQC), we are required to undergo a peer review every third year. Peer reviews involve a rigorous study by an independent accounting firm of a member firm’s quality control. Areas examined include leadership responsibility within the firm, relevant ethical requirements, acceptance and continuance of clients and specific engagements, human resources, engagement performance, and monitoring.

Having recently completed our fifteenth peer review conducted through the National Peer Review Committee of the AICPA, **we are proud to report that we received the highest ranking possible – an opinion that we meet all of the quality control and professional standards established by the AICPA.** It is a true testament to the quality of work we consistently deliver to our clients. This is a rare accomplishment, even among national firms. A copy of our most recent peer review report is provided on the next page. Our Peer Review included a review of governmental engagements.

Firm Qualifications and Experience (continued)

Peer Review (continued)

Briscoe, Burke & Grigsby LLP CERTIFIED PUBLIC ACCOUNTANTS

Report on the Firm's System of Quality Control

November 29, 2023

To the Shareholders of
Selden Fox, Ltd.
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Selden Fox, Ltd. (the firm) in effect for the year ended June 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

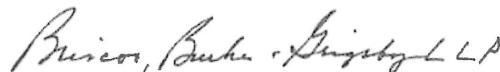
Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Selden Fox, Ltd. in effect for the year ended June 30, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Selden Fox, Ltd. has received a peer review rating of *pass*.


Certified Public Accountants

Proposed Engagement Team

Perhaps more than anything else, the success of an engagement is dependent upon the experience, capabilities, and dedication of the engagement team members. In addition to having a long history of serving governmental entities and a highly qualified governmental audit staff, we have yet another advantage when it comes to providing you with the right engagement team, a high retention rate among our professionals. If selected by the Township, our engagement team will consist of shareholder Edward Tracy, who will serve as the project manager in the first year; a quality control officer; and a staff auditor.

When we assign individuals to your engagement, we can select those individuals with the experience, capabilities, and personal styles that best match your needs. If selected by the Township, the senior professionals on the engagement team will include the following:



Edward G. Tracy, CPA | Executive Vice President and Shareholder

Ed joined the audit department of Selden Fox in 1988. Now a shareholder, Ed heads the firm's governmental audit practice. Committed to serving the governmental sector throughout his career, Ed has designated government entities as a long-term area of personal specialization, working with municipalities, park districts, townships, and special districts. He has personally supervised the following government engagements (audits unless otherwise indicated) in the last three years:

- Bartlett Park District
- Berkeley Park District (compilation)
- Bloomingdale Park District
- Bloomingdale Township
- Blue Island Public Library
- Brookfield, Village of
- Calumet Park, Village of (accounting services)
- Cary, Village of
- Downers Grove Township
- Dundee Township
- Forest View, Village of
- Hanover Park Park District
- Homewood Public Library
- Itasca, Village of (accounting services)
- Joliet Park District
- Kenilworth Park District
- Lake Barrington, Village
- Lemont Township
- Northbrook Public Library
- Palatine Township
- Riverside Township
- Vernon Hills, Village of
- Wayne Township
- Wayne, Village of
- West Dundee, Village of
- Westchester Park District
- Wheatland Township
- Wheaton Park District
- Winfield Township

The remaining balance of Ed's practice is primarily working with nonprofit organizations. A majority of his practice is audits, although he often provides full service to his clients taking responsibility for tax compliance matters.

Proposed Engagement Team (continued)

Edward G. Tracy, CPA | Executive Vice President and Shareholder (continued)

Ed received his bachelor's degree in accounting from the University of Illinois. He is a member of the AICPA, the Illinois CPA Society, and the Illinois Government Finance Officers Association. He has served on the Illinois CPA Society's Government Report Review Task Force and is a reviewer in the Government Finance Officers Association Certificate of Achievement Program. Ed has also been an instructor for the Illinois CPA Society's Government Report Review Task Force training and has written articles on auditing government entities for both the Illinois Association of Park Districts and the Township Officials of Illinois member publications.

Outside the office, Ed enjoys spending time with his wife and four children, including triplets. An avid Chicago Cubs and Bulls fan, he also enjoys golfing and finding time to participate in community activities with his family.



Peggy L. Brady, CPA | Senior Vice President

As a member of the Selden Fox Auditing and Assurance group, Peggy performs independent reviews of financial statements, audit reports, and high-risk areas for the firm's clients. She develops and conducts continuing education curriculum for the firm to provide technical guidance and assistance.

Prior to joining Selden Fox in 2012, Peggy worked at a national firm for more than 10 years, most recently serving as a director of audit and accounting. In this position, and through assurance and consulting engagements, she gained managerial experience and technical expertise in a variety of industries.

She completed her undergraduate studies at Augustana College earning a bachelor's degree in accounting and business administration. Peggy went on to study at DePaul University and was awarded a master's degree in business administration.

Peggy is a member of the AICPA and the Illinois CPA Society. She also is an AICPA Not-for-Profit Section member, as well as a member of the Accounting Principles Committee with the Illinois CPA Society. Outside of work, Peggy enjoys spending time with her husband and two daughters and being involved with their extracurricular activities and school. She is a co-troop leader and volunteer with Girl Scouts of Greater Chicago and Northwest Indiana.

Representative Experience

The following is a list of current government clients.

<u>Agency</u>	<u>Initial Year of Service</u>	<u>Client Contact</u>	<u>Telephone Number</u>
Municipalities:			
Calumet Park	2003	Teri Raney	708.926.7402
Cary*	2015	Kelly Brainerd	847.639.0003
Forest View	2002	Michael Dropka	708.788.3429
Riverwoods	2021	Tony Vasquez	847.945.3990
Vernon Hills*	2021	Thomas Lyons	847.367.3700
Wayne	2010	Howard Levine	630.584.0259
West Dundee*	2005	David Danielson	847.551.3800
Park Districts:			
Addison*	2009	Jen Hermonson	630.233.7275
Bartlett*	2021	Eric Leninger	630.540.4812
Berkeley	2008	Arthur Schenone	847.895.9588
Bloomington*	2020	Jenn Vale	630.529.9184
Hanover Park	1980	Bob O'Brien	630.837.2468
Joliet	2022	Glenn Kelley	815.741.7275
Kenilworth*	2019	Johnathan Kiwala	847.251.1691
Lombard*	2008	Andrea Chiappetta	630.627.1281
Roselle*	2008	Nicolette Orlandino	630.894.1048
Westchester	2005	David Brink	708.865.8200
Wheaton*	2021	Sandra Simpson	630.815.1067
Special Districts:			
Berwyn Public Health District	2007	David Avila	708.788.6600
Berwyn Township	2005	David Avila	708.788.6600
Bloomington Township	2023	Ray Wanders	630.529.7715
Downers Grove Township	2023	Paul Coultrap	630.719.6610
Dundee Township	2022	Arin Thrower	847.428.8092
Lemont Township	2001	Michael Shackel	630.257.2522
Northbrook Public Library	2016	Anna Amen	847.272.6229
Palatine Township	2022	Anna Chychula	847.358.6135
Riverside Township	2014	Vera Wilt	708.442.4400
Salt Creek Sanitary	2004	Ray Hoving	630.832.3637
St. Charles Public Library	2022	Mary Merritt	630.584.0076
Wayne Township	2022	Anna Pechous	630.231.7140
Winfield Township	2018	Nicole Prater	630.231.3591

* Received GFOA Certificate of Achievement

Representative Experience (continued)

The following is a selection of some of our engagements performed over the past three years that are similar to the proposed audit work for the Township. Ed Tracy was the engagement partner on these audits.

Client Riverside Township

Scope of Work/Date We have handled the annual audit for Riverside since fiscal year 2004.

Client Contact Vera Wilt, Township Supervisor, 708.442.4400

Client Winfield Township

Scope of Work/Date We have handled the audit for Winfield since fiscal year 2018.

Client Contact Nicole Prater, Township Supervisor, 630.231.3591

Client Wayne Township

Scope of Work/Date We have handled the audit for Wayne since fiscal year 2022.

Client Contact Anna Pechous, Director of Finance and Administration, 630.231.7140

Client Wheatland Township

Scope of Work/Date We have handled the audit for Wheatland since fiscal year 2003.

Client Contact Carolyn Rominger, Township Administrator, 630.717.0092

Audit Approach

We have conducted internal and external audits and reviews that literally number in the thousands. Yet, for each one of those, we have personalized our approach to focus on those areas that represent the most significant risks to each client. This approach destroys the myth that one audit is just like the next.

Our primary objective of our risk-based audit approach is to gain an understanding of our client, its environment, and its existing controls to identify the greatest risk areas from the onset of the audit. This understanding means we can focus on those areas and identify the relevant link between the assessed risks and the nature, timing, and extent of the audit performed. This tailored approach means our clients receive a highly efficient, focused, and simplified audit; save administrative time of its staff; and acquire timely advice and answers.

We also believe in completing all audit work at the client's offices, if possible. This approach allows for effective communication through the end of the audit, as well as greater efficiency in wrapping-up the process. We will conduct a closing meeting at the conclusion of fieldwork to discuss the audit results.

Audit Procedures

In our initial audit, our audit procedures will be divided into two phases—preliminary fieldwork and substantive procedures.

The **Preliminary Fieldwork** phase typically includes:

- Meet with Township Supervisor to discuss our approach to the audit and tasks to be performed by the Township's personnel.
- Review Township Trustee meetings minutes to determine and understand recent history and impact on audit.
- Provide management with a list of items needed to complete the substantive phase of the audit.
- Obtain an understanding of the Township's accounting systems and related internal controls and perform a walkthrough of significant types of transactions. We anticipate the key accounting systems will include cash receipts, revenue recognition, purchasing and cash disbursements, and payroll.
- Perform preliminary analytical procedures to identify the major funds, significant account balances, and major functions.

Audit Approach (continued)

Audit Procedures (continued)

- Obtain permanent file documentation, to the extent available, including but not limited to the following:
 1. Financial and personnel policy manuals, including the Township's investment policy.
 2. Current year appropriation ordinance and tax levy ordinance, and the agency tax rate reports received from the county for the two most recent tax years.
 3. Debt agreements outstanding, if any, including schedule of future maturities.
 4. Latest actuarial valuations performed for the Illinois Municipal Retirement Fund (IMRF).
 5. Grant agreements awarded or expended during the fiscal year.
 6. All significant outstanding contractual commitments.
- Conduct interviews with relevant Township department heads in compliance with auditing standards related to the consideration of fraud in a financial statement audit. Correspond with Trustees, allowing them the opportunity to voice their concerns about potential fraud or irregularities.
- Prepare and send confirmations to:
 1. Financial institutions regarding cash balances on hand and debt liabilities owed,
 2. Investment firms regarding the balances in those accounts,
 3. Attorneys to discuss contingent matters, and
 4. Grantor agencies to verify conditions and terms of grant agreements.

After completing our preliminary procedures, we will design our substantive procedures to provide sufficient audit evidence to allow us to render an opinion on the Township's financial statements. The **On-Site Fieldwork** phase typically includes:

- Obtain year-end reconciliations for all cash and investment accounts. Confirm balances with financial institutions and test reconciling items for accuracy and completeness.
- Obtain capital asset detail. Compute current year depreciation expense. Examine capital outlay expense accounts and identify potential capital asset additions and vouch to supporting documentation. Inquire as to any disposal of capital assets in the current year.
- Perform search for unrecorded liabilities by examining disbursements made subsequent to year end for potential expenses incurred in audit period.

Audit Approach (continued)

Audit Procedures (continued)

- Obtain first payroll paid after year end and determined amount to be recognized as an expense for year under audit.
- Obtain supporting documentation for all balances due employees for compensated absences earned but not yet taken.
- Obtain census data provided to actuaries for IMRF pension plans, and other postemployment benefit plan(s), if applicable. Verify information on a test basis to supporting payroll and personnel records. Obtain actuarial valuation and review actuarial assumptions for reasonableness. Obtain SOC 1 Type 2 Report from IMRF on the operating effectiveness of IMRF's controls over the allocations of additions and deductions to employer accounts and consider the impact of any findings on the Township's financial reporting.
- Review assumptions used in actuarial valuations for reasonableness, taking into consideration historical and expected future performance.
- Reconcile fund balances to the prior year annual financial report. Review ending fund balances and identify deficit fund balances for further review and report disclosure. Analyze governmental funds' fund balance restrictions, commitments, and assignments.
- Perform analytical procedures on revenue and expense accounts by comparing actual results to the budget. Discuss significant variances with client and vouch client representations to supporting documentation.
- Reconcile significant tax and intergovernmental revenues to state and county websites, or third-party confirmations as needed.
- Reconcile payroll expense and accruals for payroll and compensated absences to quarterly payroll tax returns and year end payroll registers, respectively.
- Review possible contingent liabilities through confirmation with attorneys, examination of attorneys' invoices, and discussions with staff. Analyze construction contracts in effect to determine commitments at year end.

Additional procedures will be determined after consideration of the results of our preliminary procedures.

Audit Approach (continued)

Audit Timeframe

We will meet with Township annually to confirm the schedule for the upcoming audit. We propose the following audit schedule for your consideration.

Audit Activities	Proposed Timing
Meet with Township team to discuss the audit plan	February
Provide a list of client-provided documents and requests	March
Conduct fieldwork (approximately 1 week)	May
Financial statement draft for management review	May
Issue final audit report	June

Technology Used

In completing our audits, we utilize the latest in software for public accounting firms – ProSystem fx Engagement and Caseware IDEA (IDEA).

ProSystem fx Engagement is a trial balance database audit program which integrates with Microsoft Excel and Word documents. All work papers are created and prepared electronically and stored within an electronic client folder. The report's financial statements are prepared in Excel, with all balances automatically linked to the trial balance database through integration features, providing additional efficiencies in the audit process.

IDEA is a data mining and extraction tool. In addition to some of the more common audit retrieval tools, IDEA also improves audit efficiency and effectiveness using the following functions:

- Sampling, including planning, selection, and evaluation for systematic, random, stratified random, monetary unit, and attribute sampling plans.
- Field manipulation that allows field to be appended for calculations and recomputations.
- Field statistics which display and print statistics about any numeric or date field in the file.

These systems, along with our online portal, Suralink, that will be used for transferring files provide us the opportunity to strive to the extent possible for paperless operation during the audit process.

Requested Services

Annual Audit

We will perform the annual audit of the financial statements of Maine Township in accordance with generally accepted auditing standards and issue an opinion on the financial statements addressed to the Township for the years ending February 28, 2025, 2026, and 2027.

Additional Reports

We will prepare and file the annual financial report by the Office of the Comptroller of the State of Illinois.

Management Letter

We will consider the financial records and related internal controls in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements. We will prepare a detailed letter of comment on internal controls and, if applicable, other recommendations for improvement.

Communication to the Board of Trustees

We will prepare a letter providing additional information regarding the scope and results of the audit as set forth in the auditing standards. Such information will include all audit adjustments and an immediate written report of all irregularities and illegal acts or indications of illegal acts of which we become aware to the Township Supervisor.

Attendance at Board Meetings

We are available to attend a board meeting to discuss audit results and any recommendations for improvement. Additionally, we are available to meet with staff to discuss final adjustments.

Fee Terms

We are excited at the opportunity to partner with the Township. Our fees are based on actual time spent rendering services at standard professional hourly rates, which are related to the level of experience and training of the individuals assigned. Our fees are outlined in Appendix A (pg. 16).

Our proposed fee assumes that:

- The accounting records and related documentation will be adequate and up to date with accounts properly reconciled.
- Our audit staff will receive maximum assistance in retrieving documents and in preparing confirmation requests and required schedules.

It should also be noted that occasionally, because of unexpected happenings or unanticipated events, it becomes necessary to charge more than budgeted. In our experience, these are rare events, and such changes are not made without the client's concurrence. Our proposed fee will be the Township's cost unless otherwise mutually agreed. We issue progress billings, usually monthly, for services rendered and invoices are payable upon presentation.

In addition to the audit, we are available throughout the year to answer questions as they arise, and indeed encourage the Township to pose those questions to us. Time spent on such inquiries will not be billed unless it is necessary for us to research the question and/or provide a memo of our findings or recommendations.

Our Investment

As part of our investment in a long-term relationship with you, all review and preparation work related to the transition in accounting firms will be absorbed by our firm. This work entails discussions and review of workpapers with predecessor auditors; preparation of our permanent files, including system and internal control documentation; initial drafting of our audit planning document; and first year costs relating to report preparation. **The value of this initial investment that will not be billed to the Township is approximately \$2,500.**

Conclusion

We would like to convey our sincerest desire and ability to serve **Maine Township** as your Certified Public Accountants. We hope that your acceptance is the beginning of a long relationship. Upon verbal acceptance of our proposal, an engagement letter will be sent in accordance with our professional standards on an annual basis.

Please call us if you have any questions.

APPENDIX A – FEE PROPOSAL

Schedule of Professional Fees for the Audit of the Financial Statements as of February 28th, for the fiscal years listed below:

Town Fund Audit:

2024/25	2025/26	2026/27
\$ <u>11,500</u>	\$ <u>12,000</u>	\$ <u>12,500</u>

General Assistance Audit:

2024/25	2025/26	2026/27
\$ <u>3,500</u>	\$ <u>3,750</u>	\$ <u>4,000</u>

Road & Bridge Audit:

2024/25	2025/26	2026/27
\$ <u>10,000</u>	\$ <u>10,250</u>	\$ <u>10,500</u>

Schedule of Professional Fees for Additional Services – Quote for the Fiscal years listed below:

Hourly rate

	2024/25	2025/26	2026/27
Partner	\$ <u>325</u>	\$ <u>325</u>	\$ <u>325</u>
Manager	\$ <u>225</u>	\$ <u>225</u>	\$ <u>225</u>
Supervisor	\$ <u>190</u>	\$ <u>190</u>	\$ <u>195</u>
Staff	\$ <u>140</u>	\$ <u>140</u>	\$ <u>145</u>
Other QC/Standards	\$ <u>300</u>	\$ <u>300</u>	\$ <u>300</u>

Firm Name: Selden Fox Ltd.

Address: One Parkview Plaza, Suite 710; Oakbrook Terrace, IL 60181

Signature: Edward G. Tracy Date: 4/15/2024

Printed Name: Edward G. Tracy, CPA Title: Executive Vice President

Telephone Number: 630.954.1400

APPENDIX B – CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

All successful contractors must comply with the provisions of the Illinois Human Rights Act (ACT) when dealing with equal employment opportunities (Section 2-105, 75 ILCS 5/2-105) including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois and also must provide for the adoption and implementation of written Sexual Harassment Policies. The contract with the successful auditor will provide for this requirement. The statutory provision requires that the written Sexual Harassment Policy includes at a minimum the following information: (I) the illegality of sexual harassment, (II) the definition of sexual harassment under Illinois Law, (III) a description of sexual harassment, utilizing examples, (IV) a vendor's internal compliant process including penalty, (V) the legal recourse, investigative and complaint process available through the Department of Human Rights Commission, and (VI) the protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

Failure to sign will result in disqualification of the proposer.

Edward G. Tracy
Print Name

4/15/2024
Date

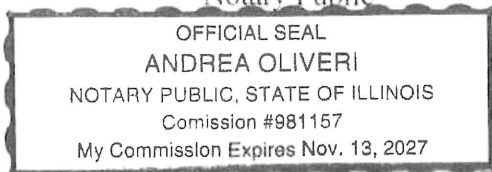
Edward G. Tracy
Authorized Signature

Executive Vice President
Title

Selden Fox, Ltd.
Company Name

Subscribed and sworn before me this 15 day
of April, 20 24

Andrea Oliveri
Notary Public



APPENDIX C - SAVE AND HOLD HARMLESS AGREEMENT

Firms providing a service or installing equipment on or about Maine Township property or its component unit property shall provide to the Maine Township Supervisor evidence of Comprehensive, Liability, and Workman's Compensation insurance prior to commencement of work on Maine Township property. The Firm guarantees to defend, indemnify, and hold harmless Maine Township, its agents or employees, from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of any contract with the Township, or which the Firm is not the patentee, assignee, or licensee.

Furthermore, the Firm hereby agrees to save and hold harmless and defend and indemnify Maine Township from and against all injury, death, damage, loss, claims and liability caused by or arising out of the performance of this agreement by the Firm, its employees, or agents. This agreement extends to all claims, of any nature, whether made by the Firm's employees.

Failure to sign will result in disqualification of the proposer.

Edward G. Tracy
Print Name

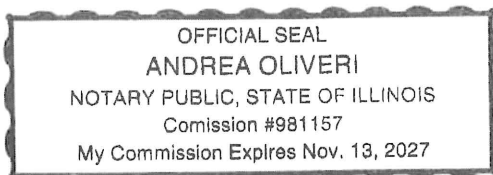
4/15/2024
Date

Edward G. Tracy
Authorized Signature

Executive Vice President
Title

Selden Fox, Ltd.
Company Name

Subscribed and sworn before me this 15 day
of April, 20 24
Andrea Oliveri
Notary Public





Memo

To: Elected Officials

From: Ruba Al Ayad and Dayna Berman

Date: April 30, 2024

Re: Salary Study Proposal

Please find four Salary Study's for your review that were submitted by:

- HR Source
- OutSolve
- GovHR
- McGrath Human Resources Group (is submitting an "update" to their 2019 salary study)



Professional Proposal Prepared for
Maine Township
2024 Salary Schedule Market Update



Submitted By:
McGrath Human Resources Group
PO Box 865
Jamestown, TN 38556

Dr. Victoria McGrath, CEO
victoriaphd@mcgrathconsulting.com
815.728.9111

March 8, 2024



To: Dayna Berman
Administrator

From: Victoria J. McGrath, Ph.D.
CEO

Date: March 8, 2024

Re: 2024 Salary Schedule Update

McGrath understands the Township is seeking an update to the Classification and Compensation System, and work to get it implemented. The update will be an engaging and collaborative process with Township leaders to identify the Township's desired compensation philosophy and strategy and update the recommended system to align with that defined compensation philosophy. The market update will include an external market analysis to identify the competitive market, along with a job analysis of new or changed positions.

Meet with Human Resources and/or Township administration to:

- ❖ Explore your organization's current compensation philosophy and desired position in the market.
- ❖ Discuss future needs.
- ❖ Review provided documents and data.
- ❖ Determine project communication expectations and strategies, project timeline, and identifiable milestones.

External Market Survey. McGrath consultants will prepare and conduct a tailored compensation survey specifically for this project. Data will be solicited for benchmarked positions and analyzed to determine the organization's relative position in the comparable market both on the whole as well as by job classifications. The Township's previous comparable organization list will be utilized.

Salary Data Analysis. When data is received through the market survey, the consultants will analyze the salary data and identify any trends or areas of concern regarding the Township's current salary as compared to the Market. The market survey collects minimum, midpoint, maximum, and incumbent salary information for each benchmark position; and other data points as needed. A statistical analysis is conducted on each dataset to ensure consistent and objective analysis. The outcome is then calculated into a ratio between the market and the Township to measure the Township's alignment against the market.

Current Salary Schedule Analysis/Pay/Compression Analysis. We will examine the status of your current/recommended compensation system. We analyze the structures and conduct a compression analysis and incumbent pay analysis. Not only will this analysis give guidance to the consultants for compensation and implementation recommendations, but it will also provide information to the Township regarding overtime, promotional and retention opportunities, internal equity, and how multiple pay plans are working together.

Township Input. Once the System is updated, the consultants will meet with Administration to review the draft Classification and Compensation System to identify any concerns prior to finalization. This provides an opportunity to discuss any changes in placement in the current system and/or ensure proper placement if the Systems are redesigned.

Fiscal Impact/Implementation Strategy. The consultants will have developed the initial detailed fiscal impact of the Compensation Systems for this meeting. The consultants will present implementation strategy options that fit the fiscal needs, culture, and compensation philosophy of the Township. We will work with the Township to assure that any phased approach fits with best practices and your fiscal realities.

Executive Summary Report. A summary report of the data findings and recommendations to the schedule will be developed and provided to Human Resources.

Cost Proposal

McGrath Human Resources sets project fees based on the total project. Therefore, the fees listed below include all consulting professional fees, administrative costs, and other cost, excluding travel*.

Market Update **\$7,455**

Terms of Payment

Payment for the Project will be made in three (3) installments:

\$ 2,000 upon completion of the signed contract; and

\$ 5,455 plus any travel expenses upon submission of the final report.

All invoices are due within 30 days of receipt. Proposal cost is good for a minimum of 90 days from the date of this correspondence. Dr. Victoria McGrath is the individual with the authority to negotiate and contractually bind McGrath Human Resources in any type of negotiations and contracts.



**Professional Proposal prepared for
Maine Township, IL**

Employee Compensation Study

**By
McGrath Human Resources Group**

January 12, 2019





January 12, 2019

Laura Morask
Maine Township Supervisor

Thank you for the opportunity to submit our qualifications to conduct an Employee Compensation Study for the Maine Township, IL.

Developing and maintaining a competitive classification and compensation plan in today's fiscally conservative environment is extremely challenging, yet essential. McGrath Human Resources Group understands the issues public sector entities are facing and will assist in updating your compensation plan so that it attracts and retains competent professionals, as well as fitting within fiscal constraints. At McGrath Human Resources, we take the time to understand your compensation philosophy, your organizational culture, and the vision you have for your community, and integrate these components into a comprehensive compensation program.

Why should you choose McGrath Human Resources Group for your project?

We do not ask you to adapt to an off-the-shelf solution.

- ❖ Even in municipalities that appear to be similar, we find that each entity has unique qualities, culture and needs.
- ❖ We work hard to understand your goals, fiscal realities, and compensation history so that we can offer options for compensation systems that address your uniqueness while holding to best practices to maintain validity in the system.

We specialize in, and understand public employment and local municipalities:

- ❖ An investment in your employee's compensation plan is an investment in your community, and we recognize that the investment you are making is with taxpayer dollars.
- ❖ We specialize in public sector consulting; thus, we are in a unique position to understand and work with your city's stakeholders to make a sound investment that will benefit the Maine Township.

Our long history brings a unique breadth of experience.

- ❖ We work almost exclusively with municipalities including ***Cities, Counties, Townships, Villages, Towns and merged Governmental Authorities***. This means that we have been exposed to a broad spectrum of policies, procedures and compensation system designs.
- ❖ We have experience not only with the development of various approaches, but knowledge of climates where those approaches usually succeed to help us tailor the best system for you.

We are successful.

- ❖ After 18 years in business, with over 300 clients in 35 states, we are proud that 99% of our projects have been fully adopted and implemented.
- ❖ Our success stems from sound principles and best practices throughout our work and the relationships we build through honest and transparent communication from the beginning of the project through the adoption, implementation and follow-through.

Detailed information regarding our firm, consultants, methodology, and required information are presented within this proposal. We accept the terms and scope of the project as listed in the Request for Proposals. I will be the Project Manager and represent our company in all matters regarding this project. As you review the proposal, if you have any questions or require additional information, please do not hesitate to ask.

We look forward to the opportunity of working with the Maine Township and its employees on this important project.

Sincerely,

Victoria J. McGrath

Victoria J. McGrath, Ph.D., CEO

815.728.9111 (office)
815.307.2781 (direct)
victoriaphd@comcast.net

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Core Business Philosophy and Goals

McGrath Human Resources Group, Inc. designs compensation systems (salary schedules, job descriptions, performance management tools) that assist our clients in recruiting, engaging, rewarding and retaining a qualified workforce. These compensation systems are developed by combining credible, market-based data, industry best practices, and innovative structures that respect the culture of the organization. By building a strong client relationship we assist our clients in implementing fiscally responsible, successful compensation systems.

Consultant Background and Experience

Company Name	McGrath Human Resources Consulting
Parent Organization	McGrath Consulting Group, Inc.
Established	May 1, 2000
Type of Firm	Private Corporation Established May 1, 2000 Illinois, USA
Company Address	P.O. Box 190 Wonder Lake, IL 60097
Phone Number	(815) 728-9111
Fax Number	(815) 331-0215
Responsible Party	CEO – Dr. Victoria McGrath, Ph.D., SPHR
Email Address	victoria@mcgrathhumanresources.com
Direct Email	victoriaphd@comcast.net
Principals	Dr. Victoria McGrath, CEO Dr. Tim McGrath, President
Insurances	Admiral Insurance, State Farm Insurance Certificates will be provided as needed

Firm Expertise

McGrath Consulting Group, Inc. is an organization that specializes in public sector consulting predominately in the fields of human resource management, fire, EMS, police, and communications. The principals of the company have over 50 years of public sector experience.

We have two very distinct divisions within the company: **Human Resources** – overseen by Dr. Victoria McGrath and **Public Safety** – overseen by Dr. Tim McGrath. We have found that having expertise in public safety is beneficial in public sector compensation studies. Thus, the McGrath Human Resource Group consultants have access to experts in Police and Fire compensation systems to address the unique laws and best practices these two professions add to most public-sector compensation systems.

McGrath Consulting has been working with public sector organizations of all types for the past 18 years. The Consultant's assigned to this project have worked with McGrath Consulting on compensation projects and most have worked for governmental entities; however, to ensure diversity of opinions, a few of our consultants have private sector experience to add value to our projects. McGrath Human Resource Group has never been a party to legal proceedings or business litigation against our firm nor is any pending.

As you will see in our methodology – **we do not sell you a system but work with you to develop one** that meets the needs of your organization and compensation philosophy.

Scope of Work

The Maine Township is seeking a firm to provide professional services to assist the Township with a comprehensive compensation and benefit study. We understand that a competitive compensation system is an important element in the Township's ability to hire, cultivate and maintain employees who provide service and value to all Township stakeholders. Similarly, internal equity and addressing of any compression issues serves to enhance the employee's feeling of worth and willingness to actively engage in their work for the organization.

Thus, McGrath Human Resources plans the following services for this project:

- ✓ Guide the Township in **creating or confirming your pay philosophy** including your desired position in the market, recognition of tenure, recruitment and retention priorities, usage of performance-based pay, and other aspects of a sound compensation philosophy.
- ✓ Develop a **cooperative plan of action** utilizing the basic methodology outlined in this proposal and **tailored to your specific project**.
- ✓ Obtain and **establish compensation within the external market** through a survey of mutually identified, comparable entities.
- ✓ Obtain information on each job title for a job audit, if necessary, through **position description questionnaires and existing positions descriptions**.
- ✓ **Confirm internal equity** among positions within the Township and make changes to classifications on the pay schedule through a job audit as necessary.
- ✓ Complete an **analysis of the existing salary schedules and employee movement through their respective schedules** to identify any existing issues to be addressed during project.
- ✓ Complete a **compression analysis** and, if found to be a problem, develop strategies to address compression with the current compensation system or through a new system.
- ✓ Conduct a **benefit analysis**, including an examination of **Total compensation** in relation to the external market.
- ✓ **Support implementation** of approved changes to the compensation systems.
- ✓ Review and recommend **compensation policy and procedure changes** that will assure consistent implementation and application of the compensation system.
- ✓ Analyze positions against Fair Labor Standards Act to **confirm or update appropriate exemption** status as necessary.

This will be accomplished in a **participatory environment** whereby McGrath consultants **listen** to the administration, departments heads and staff, is **sensitive to the unique qualities** of your Township and then **outlines changes that may be needed and a plan to get you there**.

Project Understanding

The Maine Township would like to evaluate its existing compensation plan in terms of wage and salary amounts as well as structure and employee movement through the range. We specialize in compensation consulting with public entities and understand the role and importance of a competitive compensation structure in employee recruitment, engagement and retention.

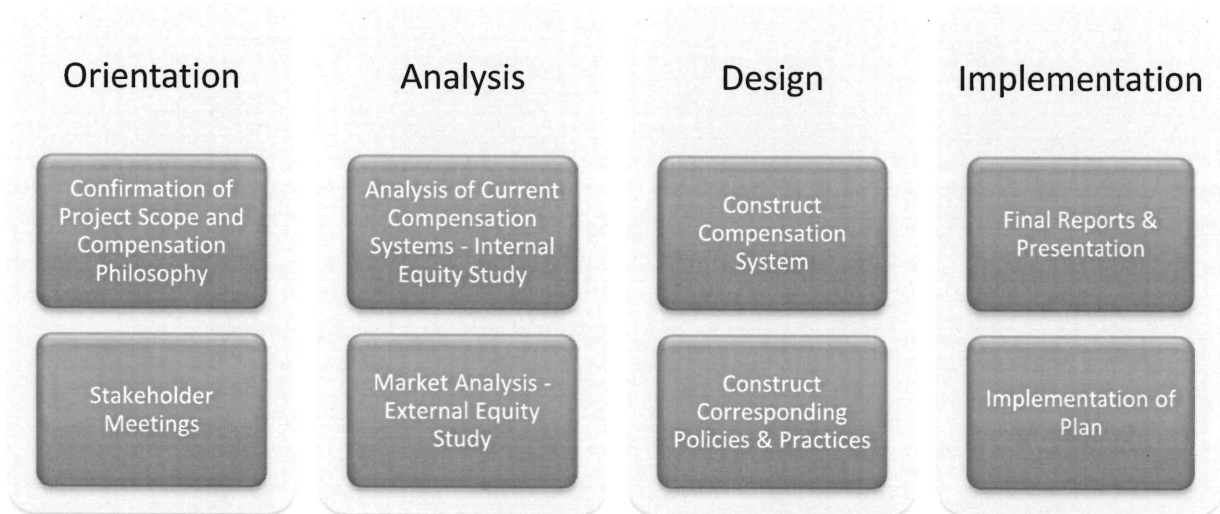
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www.mcgrathhumanresources.com

Employee Compensation and Pay Classification Study #2018-007

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Our methodology and approach are characterized by a systematic, logical series of tasks aimed at assuring thoroughness, consistency, and objectivity. Our goal is to meet the needs of your organization. Therefore, the proposal steps can be discussed and adjusted to meet the needs of the Maine Township.



Project Orientation



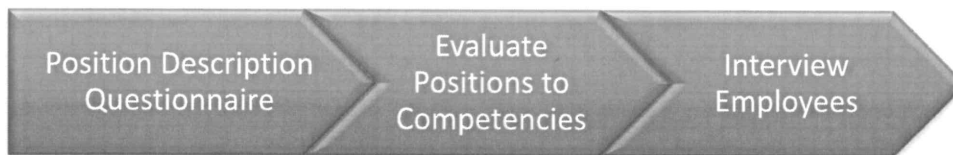
The first trip is an exciting and critical site visit. Because we do not have a “canned” compensation system/plan to mold you into, we want to meet with representatives of the Township to map out the project. ***A clearly defined game plan will result in a successful solution for your organization.***

In these initial meetings, we will meet with your stakeholders to gain an understanding of the City’s pay philosophy including your desired position in the market, recognition of tenure and performance, recruitment and retention priorities and other aspects of a sound compensation philosophy.

We will explore your organization’s current compensation system; and meet with the Township Trustees, Township Administrator, each Department Head (and/or supervisory representatives of the department) and/or other stakeholders to gain an understanding of the Township’s goals, values and structure as well as each department’s structure; any unique responsibilities associated with positions; problems with the current system or issues in attracting/ retaining employees.

At this time, the Consultant will begin to review all documents of the project – current compensation system, policies, and/or ordinances attached to the systems, and gain data regarding current employees. A list of data needed will be sent to the appropriate person prior to this visit so that the Township will have time to prepare.

Job Audit and Evaluation



Position Questionnaires

While the survey is being conducted, a Position Description Questionnaire (PDQ) will be sent to the Township for distribution. Our PDQ has been designed ***specifically for use in public sector*** organizations; thus, ensuring points are given for the unique features encountered by government agencies. Employees may complete it electronically or in paper form and will be given two weeks to complete the questionnaire and return it to the appropriate supervisor. If the Township desires, their questionnaire can be utilized in the event the systems are not redesigned.

This job analysis questionnaire will be completed on all job titles for purposes of:

- ✓ Expanding upon information provided in job descriptions to accommodate factors included in a formal job evaluation plan.
- ✓ Evaluating position responsibilities regarding necessary competencies, experience, education, finances, judgement, decision-making and other expectations which provide value to the Township.
- ✓ Clarifying instances where statements in the existing job descriptions are vague or absent.
- ✓ Probing for the interrelationship with other positions and how the position serves to fulfill the City's overall values, vision, and objectives.
- ✓ Determination of appropriate FLSA classification – exempt/non-exempt.

We typically use a point factor system to complete that analysis. ***We go beyond the typical "Knowledge, Skills and Abilities" (KSA's)*** and delve deeper into the following aspects of a job:

- Tasks & Responsibilities
 - Records, Reports and Programs
 - Complexity and Judgement including:
 - Problem-Solving
 - Supervision Received
 - Procedures/Guidelines Available
 - Impact of Decisions & Consequents of Errors

- Planning
- Confidential Data
- Contact with Others (both inside and outside the organization)
- Stress (degree of mental or emotional fatigue or stress inherent to the job and sustained through concentration, work pressure or critical incidents.)
- Tools and Resources
 - Equipment, Machines & Tools
 - Technology
 - Budget, Financial and Cash Handling Responsibilities
- Leadership & Supervisory Responsibilities
- Education & Experience
- Work Environment & Physical Requirements

Each incumbent's supervisor and department head will be given a specified time to review the completed questionnaire for content and accuracy and to make comments in a designated area of the document. They will sign off on their review prior to submission to the consultants. However, the employee's responses are to be unaltered.

We find that the point factor system of job analysis is the easiest for us to train our clients to continue using on their own should they choose. Thus, the compensation system is more likely to be kept up-to-date and relevant which extends the lifecycle of a plan.

External Market Survey



We will next design and send out a market survey of benchmarked positions. We do not restrict the number of benchmarked positions, but at the same time, do not want the survey to be so cumbersome as to prohibit its completion. Thus, we will attempt to obtain data on as many positions as possible and practical.

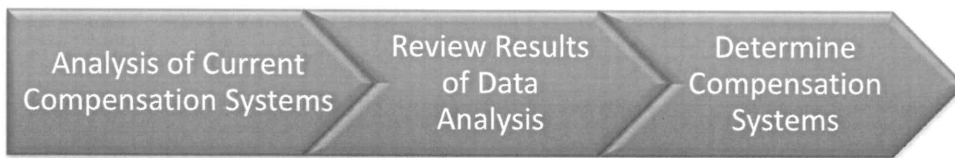
Data is solicited for the minimum, midpoint, and maximum salary, as well as the average salary of incumbents. This provides data as to the true market rate. Other pay practices are included in this comprehensive survey as desired and may include such practices as uniform allowance, shift differentials, etc.

Establishing Comparables

Public Sector - A list of public sector comparables will be developed. The list can be either municipalities the Township has used in the past and/or a developed list of organizations which the Township feels are comparable. This list will be addressed with administrators and department heads during the first site visit. Criteria for comparables is usually the surrounding area in which the Township competes for talent; organizations of similar size and EAV, population, etc. The goal being to establish a comprehensive list of organizations that are similar in scope and/or in job responsibilities.

Other Data Sources – If the Township participates in a centralized compensation data source that administration believes is up-to-date and valid, McGrath can utilize that data and supplement it with a shorter survey to the selected comparables to solicit only the information not contained in the centralized data source.

Updating the Compensation System



Salary Data Analysis

When the data is received through the market survey, the Consultant will tabulate and analyze the salary data and identify any trends and/or areas of concern regarding the Township’s current salaries as compared with the market. Also, the Consultant will conduct an analysis of the Township’s current system to determine any potential problems with the current design.

Total Compensation Analysis

The study will include a survey and overview analysis/comparisons of benefits with the market. Additionally, we will conduct a Total Compensation Analysis which places a monetary value on the major benefits along with salary. The consultants and Township will cooperatively select top competitors within those used for the external market survey. Through a re-analysis of the average incumbent salary – health insurance – and pension – we develop a picture of where the Township fares within the market. This analysis helps to refine the total compensation philosophy and mix of benefits for the Town.

Determination of Compensation Systems

With this information, the Consultants will make our second site visit to:

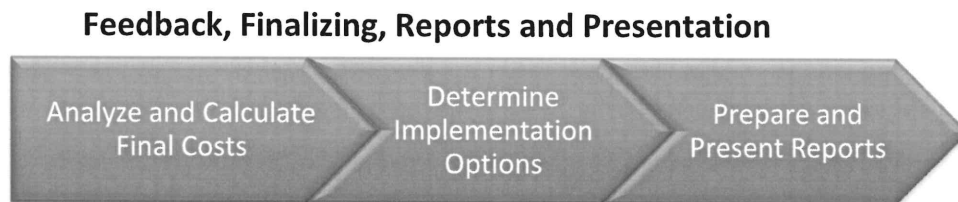
- ❖ Confirm approval of the recommended compensation philosophy.

- ❖ Meet with appropriate Township personnel to discuss the data obtained and share the preliminary trends we are seeing in our analysis as it compares to the current compensation system.
- ❖ Discuss the future compensation and classification systems – should it continue in its current form; make minor modifications to the current systems; or develop a new process?
- ❖ Discuss the tie between the compensation systems and performance and/or tenure as appropriate.

At this site visit, meetings with members of the Board of Trustees can be held to obtain their input and understanding of the Township’s compensation philosophy.

After this meeting, the direction for the future classification and compensation system will be finalized. In selecting the type of compensation system, the Consultants will make recommendations, based on our observations and experience, with input from the Township regarding any previous experiences with a particular system, any unique positions that might lend themselves better to one system over another, and the Township administration’s opinions on which system is more sustainable for them moving forward.

The consultants will then draft the tailored salary schedule and begin the process of placing positions on that schedule.



Department Head/Administration Input

Once the system is developed, the Consultants will meet with appropriate Township personnel to review the draft compensation system. This third site visit will include meetings with a ***representative of administration and each department director to review placements*** within the compensation schedule prior to finalization of the schedule and identify any potential placement problems prior to finalization of the compensation system. This provides an opportunity to discuss any changes in placement in the current system and/or ensure proper placement if the system is redesigned.

Fiscal Analysis

Also, at the third on-site meeting, the Consultants will have developed the initial, detailed fiscal impact of the compensation system. The Consultants will present implementation strategy options that fit the fiscal needs, culture and compensation philosophy of the Maine Township.

While some entities can fully implement the compensation system immediately, many of our clients have utilized a phased approach. We will work with the Township to assure that any phased approach fits with best practices and your fiscal realities.

Draft and Final Report Preparation

McGrath Human Resources will provide a ***Policy/Procedure Manual***. This report details the:

- ✓ Study methodology and findings.
- ✓ Recommended compensation modifications.
- ✓ Recommended position title or career progression changes.
- ✓ Fiscal impact and implementation strategies.
- ✓ Policies and procedures necessary to administer and maintain the system in-house.

We will also work with human resources and administration to assist in any training that might be necessary to successfully implement the compensation program.

In addition to the Policy Manual, McGrath Human Resources will develop an ***Executive Summary Report*** for distribution as the Township sees fit. This provides a summary of the methodology, issues, and recommendations; however, all the information regarding on-going administration of the system is only in the Policy Manual.

Presentation of Findings to Governing Officials

The study costs include a presentation to your governing officials, administration and other appropriate personnel. McGrath Human Resources will provide the Township with electronic, PDF copies of the Executive Summary and the Policy Manual for reproduction, along with Word and Excel versions of all documents (reports, fiscal impact spreadsheets, etc.) for future modification and implementation; thus, the compensation plan is not dependent upon McGrath Human Resources for future modifications, unless requested by The Maine Township.

Some clients prefer that McGrath Human Resources continue as the source to resolve current and future pay grade placements rather than the Township and if so, the point factor matrix remains with the Consultant. This can be done for a nominal fee depending upon the time involved in the placement. Whether it is done by McGrath Human Resources or by the Township can be discussed and is at your discretion.

Implementation



Introduction to Employees

McGrath Human Resources Consultants continue to work with your organization throughout the implementation of the compensation system. We can introduce the plans to the employees through on-site mini-presentations to discuss the methodology, the compensation/pay plan, position placement and answer questions.

Alternatively, we can prepare communication tools and presentation materials for you to introduce the approved plan to the employees of the Township. These can include correspondence, brochures, presentation slides and/or other communications ready to be distributed electronically, in hard-copy or presented by your staff.

Administrative Training

During the presentation site visit, training will be provided to administration for implementation and maintenance of the compensation system and pay schedule.

As detailed previously, we are always available to answer your questions and offer returning-client pricing for more in-depth assistance in placing new or updated positions into the developed compensation schedule.

Client References

The following list is a sampling of projects that captures the depth and comprehensiveness of our experience in compensation and classification consulting. ***Additional client names, projects and locations are viewable on our website at www.mcgrathhumanresources.com.***

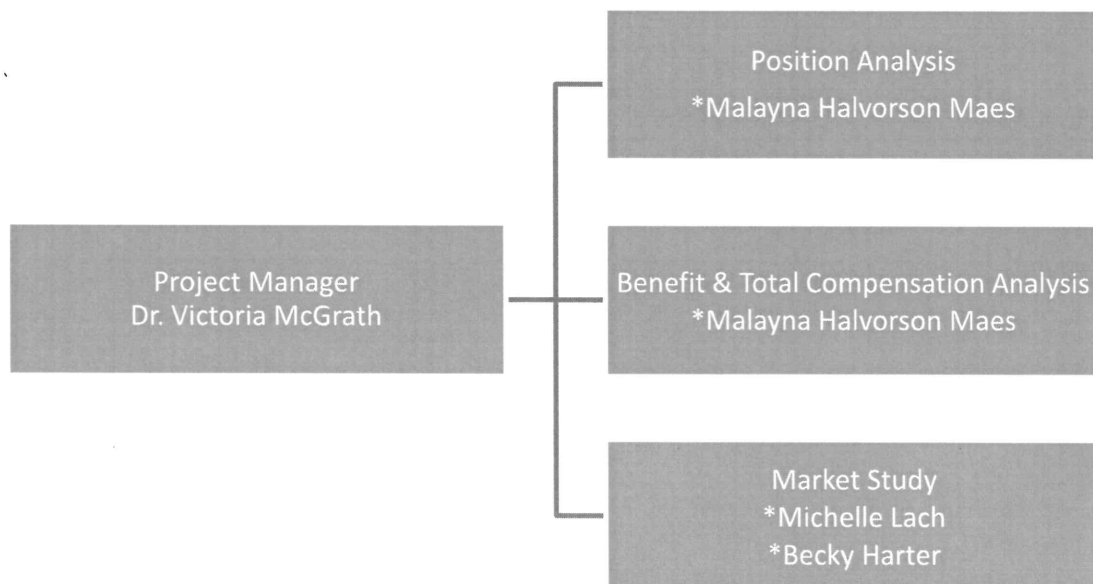
<p>City of Lake in the Hills, IL Contact: Anita Neville Title: Human Resources Coordinator Phone: 847-960-7423 Email: aneville@lith.org</p>	<p>Comprehensive compensation schedule of non-union and police union positions. Currently involved in job description project.</p>
<p>City of Park Ridge, IL Contact: Kim Hodge Title: Human Resources Manager Phone: 847-318-5202</p>	<p>Conducted a comprehensive compensation study for all non-union positions. Developed and implemented a salary schedule. Made recommendations and redesigned the</p>

Email: khodge@parkridge.us	salary schedules for all union positions for use in contract negotiations.
Village of South Elgin, IL Contact: Megan Golden Title: Administrative Services Director Phone: 847-741-3894 Email: mgolden@southelgin.com	Conducted a comprehensive compensation study in 2007 for all positions. This system was updated 2014-15 and again in 2018.
Fox River Water Reclamation District, IL Contact: Bob Trueblood Title: Executive Director Phone: 847-742-2068 Email:	Compensation study for all positions. This project was completed a number of years ago.
City of Northfield, MN Contact: Michelle Mahowald Title: Human Resources Director Phone: 507-645-3012 Email: michelle.mahowald@ci.northfield.mn.us	Comprehensive compensation schedule of union and non-union positions was developed into one (1) classification system, and job descriptions were updated. Compensation system had to be compliant with the State of Minnesota's Pay Equity Act. Northfield is in the Minneapolis-St. Paul metropolitan area.
Patton Township, PA Contact: Larry Pegher Title: Finance Director Phone: 814-234-0271 Email: lpegher@twp.patton.pa.us	Conducted a comprehensive compensation study as part of a five (5) municipality regional study. Have assisted in pay grade placements on occasions over the past years. Assisted in the hiring of the Township's police chief in 2017.
Kent County, MI Contact: Holly Hartley, CEEBS, CCP Title: HR Manager Phone: 616-632-7459 Email: holly.hartley@kentcountymi.gov	Comprehensive compensation study and pay plan redesign for all non-union employees. Hired in 2019 to conduct a compensation study for three (3) unions.
St. Croix County, WI Contact: Pat Thompson, County Administrator Phone: 715-331-5816 Email address: Patrick.thompson@co.saint-croix.wi.us	Comprehensive compensation analysis of all positions within the County and consolidating numerous salary schedules into two separate salary systems with approximately 400 job titles. Shortly after the start of the project, the human resources director left, and the project was completed working with two HR Generalists. Contracted to conduct updates in 2018. This County is in the Minneapolis-St. Paul metropolitan region.
Barron County, WI Contact: Rachel Ritchie Title: Human Resources Director Phone: 715-537-6825 Email: rachael.ritchie@co.barron.wi.us	Conducted Performance Evaluation training for supervisors in 2016. Rehired in 2017 to develop new compensation system.
Portage County, WI Contact: Laura Belinger Tess Title: Human Resources Director Phone: 715-346-1327 Email address: belangl@co.portage.wi.us	Conducted a comprehensive compensation study combining seven different salary schedules into two comprehensive pay structures containing approximately 600 employees in 300 job titles. The compensation system was passed by a 25-member county board. During the compensation study, the public works department

	recertified per WI Act 10 rules, requiring the development of a 3rd compensation schedule to adhere to labor relation regulations. The study also dealt with compression issues between union public safety and non-union officer positions.
Douglas County, WI Contact: Linda Corbin Title: Human Resources Manager Phone: 715-395-1429 Email: Linda.Corbin@douglascountywi.org	Comprehensive compensation schedule was updated based upon market updates and implemented new internal comparability indicators into existing Schedule. This project occurred in 2017/2018.
City of Kirkwood, MO Contact: Georgia Ragland Title: Assistant Chief Administrative Officer Phone: 314-822-5809 Email: raglangl@kirkwoodmo.org	Comprehensive compensation schedule of union and non-union positions was developed into three (3) classification systems.
City of Oak Ridge, TN Contact: Bruce Applegate Title: Administrative Services Director Phone: 865-425-3563 Email: bapplegate@oakridgetn.gov	Comprehensive compensation schedules for all City positions were developed, and development of job descriptions. All Departments, including Police, Fire, and Public Works, and Electric were included.
City of Clayton, MO Contact: Janet Watson Title: Finance and Administration Director Phone: 314-290-8445 Email: jwatson@claytonmo.gov	Comprehensive compensation analysis of all positions within the City. Created a system that placed individuals at the 60 th percentile. Utilization of an employee committee for review and approval of all comparable data. Rehired to develop job descriptions. Clayton is in the St. Louis metropolitan region. Rehired to update schedule in 2019
Clearfield City, UT Contact: Summer Palmer Title: Assistant City Manager Phone: 801-525-2701 Email: summer.palmer@clearfieldcity.org	Comprehensive compensation study for all full and part-time positions within the city. Special emphasis on recruitment of police officers which entailed created a separate schedule toward the end of the study and re-researching market data on police officer salaries as market conditions showed a sudden shift mid-study. Clearfield City is in the Salt Lake City metropolitan area.
City of Marshfield, WI Contact: Jennifer Rachu Title: Human Resources Manager Phone: 715-486-2004 Email: Jennifer.rachu@ci.marshfield.wi.us	Comprehensive compensation study for non-union employees, and compensation recommendations for Police and Fire (union) for collective bargaining purposes.

<p>Town of Berwyn Heights, MD Contact: Jessica Cowles Title: Town Administrator Phone: 301-474-5000 Email: jcowles@town.berwyn-heights.md.us</p>	<p>Performed a compensation study, developed job descriptions, an employee handbook, and a performance evaluation process.</p>
<p>City of Arlington, WA Contact: Paul Ellis Title: City Manager Phone: 360-403-3447 Email: pellis@arlingtonwa.gov</p>	<p>Conducted comprehensive compensation analysis of all union and non-union positions within the City. Included the development of separate salary schedules for police, fire, union and non-union – however, keeping internal equity and compression issues in line.</p>
<p>City of Marysville, WA Contact: Gloria Hirashima Title: Chief Administrative Officer Phone: 360-363-8000 Email: ghirashima@marysvillewa.gov</p>	<p>Conducted a compensation study for all non-union positions. Have been asked to complete a similar study for all union positions in late 2018 – early 2019.</p>
<p>City of Rochester Hills, MI Contact: Pam Gordon Title: Human Resources Director Phone: 248-656-4708 Email: gordonp@rochesterhills.org</p>	<p>Comprehensive compensation study for two (2) union groups and non-union employees, and development of job descriptions. Compensation plan includes an added value step increase. Currently working with City to develop performance evaluations and rules for movement into these new steps. Rochester Hills is in the Detroit metropolitan area.</p>

Project Team



Victoria McGrath, Ph.D., SPHR – Chief Executive Officer – Project Manager

Dr. Victoria McGrath has an extensive background in the field of human resources, predominately in the public sector; but also, has a number of years in the private sector having worked in health care, banking, and education. Thus, she brings over 19 years of practitioner experience in all phases of human resources prior to her years as a consultant.

Her professional experience includes the City of Brookfield, WI, which had over 500 employees, including 5 labor unions; the Elmbrook School District, WI – the 2nd largest school district in Wisconsin, also with 5 labor unions; and Citicorp Banks. Thus, she has dealt with labor/employee relations; policy, procedure and labor compliance; benefits and compensation; recruitment and staff development. Dr. McGrath’s local government experience touched all local services including police/sheriff, fire, public works/highway, engineering, library, health department, administration, courts, jail, and more.

Dr. McGrath has provided management assistance to more than 200 local government clients on a variety of management issues. In addition to working with government, she has been a speaker for a number of professional organizations and worked with two organizations in developing courses in human resource management to current and upcoming supervisors. Further, she is an adjunct professor – teaching in areas such as human resources, organizational development, management, and research – at Northwestern University (Master’s in Public Policy Administration).

Dr. McGrath’s doctoral dissertation, Government as a Learning Organization included her research with government efficiency in providing services and how governmental services can become more effective.

Education

University of Wisconsin – Milwaukee, WI

Ph.D. – Municipal Government as a Learning Organization

Cardinal Stritch College, WI

Master of Science - Management

University of Wisconsin – Milwaukee, WI

Bachelor of Science – Industrial Relations & Finance

Malayna Halvorson Maes - Senior Consultant

Malayna Halvorson Maes has served as a human resource professional in both the private and public sectors for over 20 years. She worked previously in health care human resources, then as the Human Resources Director and senior advisor for a large county in northern Wisconsin. Thus, she has direct experience with the many challenges facing municipal employers.

During her time in county government, Ms. Maes advised the organization through the significant changes at the State. This included the most sweeping change which reduced the legal authority of

organized labor in the public sector. This resulted in a reduction from five (5) collective bargaining units to one (1) unit in her County.

As a change agent, she facilitated the development of significant policy changes for the organization. This included conducting a complete evaluation of the compensation system for the county which resulted in a rewrite of all job descriptions and the implementation of a pay for performance evaluation system. This system was created through the work of a combined employee – manager committee and included the implementation of a performance management software system to streamline the 360-evaluation process. Thus, she brings a practical understanding to the development and implementation of pay-for-performance compensation systems.

As a former municipal Human Resources Director, she is knowledgeable of all facets of local government, including police, public works, engineering, health services, and more. She has been active in a number of professional organizations including SHRM, Chippewa Valley Society of Human Resource Management; WIPFLE Senior HR Forum; Wisconsin Association of County Personnel Directors, and the National Public Employer Labor Relations Association. In addition, she has served on the WACPD training Committee, Chair of the Legislative Affairs Committee, a Board of Director member as well as a member of the Services Committee for WPELRA; thus, she takes an active role in defining the profession.

Education

Luther College, Iowa

Bachelor of Arts – Psychology

Michelle Lach - Senior Consultant

Ms. Lach has been a consultant with McGrath Human Resources Group for over ten years. During that time, Ms. Lach has been in charge of developing position questionnaires and soliciting external market data. With this experience, she excels at gaining a substantial return from the questionnaire sent; thus, providing very reliable and quantifiable data for the client.

Ms. Lach has over nine years of experience in the areas of affirmative action, human resource planning, recruitment, compensation, FLSA, performance management, employee relations, developing employee handbooks, training and development and worker's compensation.

Most of Ms. Lach's work experience has been in the private sector, thus she is able to understand and assist in matching public-sector position to private sector comparables. Her experience has been in manufacturing which is where a number of positions have private sector comparables.

During her tenure, Michelle was involved in a number of organizations including membership in the Society for Human Resource Management (SHRM).

Education

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Bowling Green State University
 Bachelor of Arts – Communication and Organizational Development

Becky Harter – Consultant Associate

Becky Harter assists the team as a Consultant Associate. Her background in administrative support and early childhood education brings organizational and communication benefits, specifically in our compensation survey services. Ms. Harter helps in communications and survey tracking to assure we are obtaining the best quality and most timely survey results.

Education

Central Texas University – Ft. Riley, Kansas
 Coursework in education

Staff Assignments and Additional Consultants

The consultants were selected for this project based upon their areas of expertise and specialties. A principal of the company is actively involved in every project. However, we operate under the philosophy of total team involvement and each team member has experience in all facets of project work and will work together to meet the goals of your project.

If necessary, we have the flexibility to involve other consultants with our organization to bring their unique perspective and expertise.

Time/Cost Estimate

Proposed Timetable

McGrath Consulting takes pride in meeting its time commitments. Our firm is large enough to have the resources for a successful project, yet small enough to make each client a priority. We propose the following timeline that will allow us to develop a compensation system that meets your City’s priorities and culture.

Task	February	March	April	May	June
Project Initiation - Site Visit					
Data Collection					
Market Survey & Analysis					
Site Visit Review Salary Data; Trustee Interviews					
Development of Salary System					
Review Plan; Dept. Head Meetings					

Task	February	March	April	May	June
Review Draft Report					
Presentation of Compensation Plan; Training of Staff - Site Visit					

**This timeline will be adjusted based on the agreed upon Project Initiation date.*

There are factors that impact this schedule that may be out of the control of the Consultants. The proposed time frame is contingent upon timely receipt of data from survey participants, the availability of employees to complete the position questionnaire and, as needed, participate in interviews; and timely receipt of information and/or feedback from the Township. The months represent the anticipated schedule assuming a decision is reached soon after the proposal opening date.

Project Fees

Compensation Study total cost is \$13,876 for the assessment, **realignment of the current schedules**, and movement of any positions due to internal equity and/or external market. Payment is made in three installments: \$4,000 upon signing of the contract; \$5,876 upon submission of the draft report; and the balance \$4,000 upon submission of the final report.

All invoices are due within 30 days of receipt and proposal cost is good for 90 days from January 14, 2019. Dr. Victoria McGrath is the individual with the authority to negotiate and contractually bind McGrath Human Resources in any type of negotiations and contracts.

Communications and Engagement

The Maine Township Staff Time

Initially, a list of items required for analysis or understanding is submitted to the County's project designee. We request materials to be submitted electronically. These requested materials typically include: job descriptions, current compensation plans, employee data, reports and/or documents from any previous studies, employee handbooks, human resource policies and procedures, and local ordinances or resolutions pertaining to employment in your community.

Since we work closely with our clients, support and communication on this project is critical but not intrusive. McGrath Human Resources requires assistance in providing background data, distribution and collection of Position Description Questionnaires, setting up initial interviews, and internal communications of scheduling and logistics of meeting rooms. Additionally, support is needed to answer questions or address questions/concerns/issues of the Consultant. These are usually completed through telephone or email conversations.

Scheduled staff time from the Township Supervisor / Administrator, Human Resources professional or designee, and all Department Heads will also be necessary during onsite visits for information sharing, and review and feedback of information and recommendations proposed. Schedules are developed a few weeks prior to the site visit to allow time for coordination of schedules; and accommodations are made for those with schedule conflicts.

Other Services Offered

McGrath Human Resources Group offers a wide spectrum of services to our public-sector clients including:

- Compensation and Benefit Analysis
- Compensation System Design and Implementation
- Employee Handbooks
- Policies and Procedures
- Executive Recruitment
- Assessment Center Testing
- Human Resources Audits
- General Recruitment
- Performance Evaluations
- Management/Labor Relations
- Personnel Records
- Training
- Compliance

A full listing is available on our website: www.mcgrathhumanresources.com.

A Final Word

McGrath Human Resources Group is confident that we can meet the goals and objectives of a credible, competitive, fiscally sound classification and compensation system. ***We take the time to understand your culture and the vision of your organization and then make recommendations that align with your needs.*** Our goal is to make sure the compensation system ***fits your organization.***

Our firm is large enough to employ the necessary resources to ensure success, yet small enough to make certain our clients are a priority and ensure open communication and transparency throughout the entire process. Please feel free to contact us if you have any questions.

PROPOSAL:

MAINE TOWNSHIP

Market Benchmarking Analysis & Structure Development Project

February 8, 2024

SUBMITTED BY:

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP
Director, Compensation Services



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About HR Source

HR Source has been a leader in providing service to employers for over a century. Through the years, HR Source has directed all of its efforts towards achieving a single purpose – to keep organizations strong, prosperous, and competitive by partnering to strengthen their human resource practices. Today, our strong and growing not-for-profit organization serves a diverse array of over 1,200 employers, including manufacturers, public employers, financial service providers and social service agencies.

HR Source delivers timely information, local and national benchmarking data, first-rate educational programs, forums for member networking and a menu of solutions to current management challenges. Our services focus on complying with complex regulations, attracting, and retaining talent, training employees to keep pace with today's constantly changing work environment, and building relationships with other employers and valuable resources.

HR Source's dedicated and experienced staff strive to provide our members and clients with the most current information, counsel, and best practices available. We believe the human side of the organization is the key differentiating factor and we endeavor to offer employers effective and efficient services which allow them to thrive.

Our Unique Capabilities

HR Source has been conducting compensation, benefits, and human resource policy surveys since the early 1930's. The compensation analysts of HR Source use an analytical approach that utilizes this market data to create solutions that are focused on business strategy and regulatory compliance.

Organizations turn to HR Source for compensation and benchmarking services for many reasons including:

- HR Source is staffed with WorldatWork certified compensation experts who perform all work in-house.
- Our staff provides members/clients objective service free from internal pressures and influences.
- HR Source has a robust survey library and performs all work using valid, reliable data sources.
- Our analysis of current pay practices, with recommendations to help organizations achieve planned objectives, is delivered with all projects.
- HR Source is an ongoing resource for members to contact regarding compensation administration issues.

Our Approach

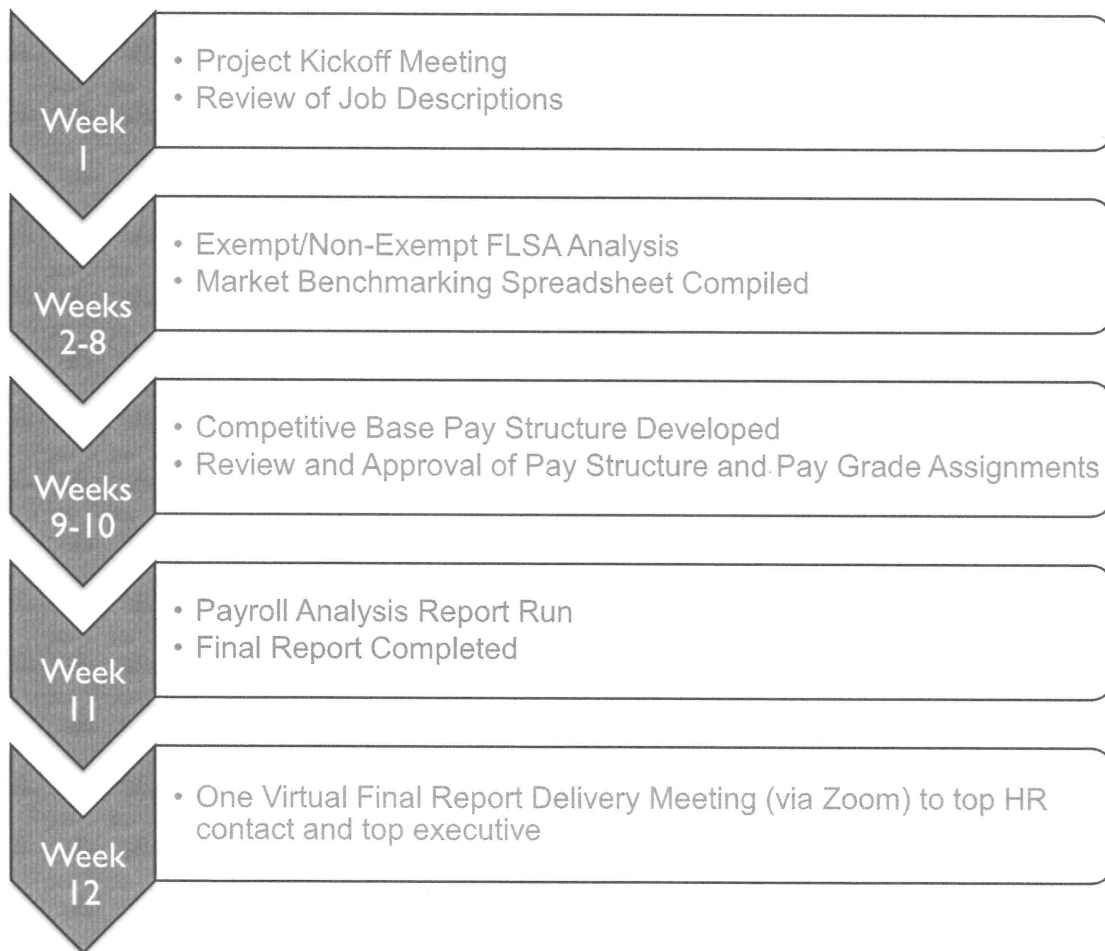
HR Source offers comprehensive market benchmarking services which include a review of the employer's compensation strategy, an analysis of the market using published salary surveys, and an analysis of current pay practices.

Milestone project steps are detailed below.

- Current job descriptions will be provided by the member/client which indicate essential job functions (including supervisory responsibilities, if applicable), and knowledge, skill, and ability requirements.
- The member/client and consultant will discuss the organization's compensation philosophy, survey sources, and comparable market to be used when finding appropriate position benchmarks.
- The analyst will calculate one competitive base pay structure based on an analysis of the marketplace as obtained from available surveys.
- The analyst will conduct an analysis of the organization's current pay levels and costs associated with implementing the proposed structure.
- If requested, the analyst will review the exemption status of each position under the Illinois Minimum Wage Law and the federal Fair Labor Standards Act.

Timeline*

Below is a proposed timetable. Should Maine Township agree to move forward with this project, a mutually agreeable timetable may be developed after the signed Letter of Agreement is received by HR Source.



*There will likely be several weeks and/or months before the project can commence. To forward, we recommend returning a fully executed service agreement as soon as possible to secure a place in the HR Source work queue.

Investment

The scope of the project represents all time and activities involved in the market benchmarking study.

Up to 30 positions (Member Rate) \$11,250.00

To be eligible for member rates, an organization must be a member during the entire course of the project.

Project costs are based on the approximate number of jobs in the study as provided. After the project has begun, changes to the methodology or organizational demographics may result in additional fees. Once the competitive pay structure and pay grade assignments have been approved by the member/client, HR source will finalize all project documents. Any requests for changes once the project documents have been finalized will be subject to an hourly rate of \$200/hour. The costs and conditions set forth are valid for a period of ninety (90) days.

This estimate does not include the cost of obtaining industry specific survey data for sources other than those currently available to HR Source. At this time HR Source has access to general for-profit and non-profit survey data. The HR Source survey library does not include benchmarking surveys specific to villages/townships/municipalities. If the member/client wishes to include industry-specific survey data in the project additional benchmarking surveys may need to be sourced. Should a charge for this survey data be applicable, HR Source will contact the Maine Township for written authorization prior to proceeding.

Project Team

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP

Director, Compensation Services

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP consults with clients on job evaluation systems, compensation system design, and on using survey data to benchmark compensation practices. Clients have included health and recreation agencies, libraries, non-profit and for-profit organizations. Kathryn also provides compensation, human resource, and supervisory/management training services for member organizations as a consultant and via the HR Hotline.

Kathryn O'Connor has worked in human resources over 15 years. Ms. O'Connor holds a Bachelor of Arts in Economics from Northwestern University. She is a Professional in Human Resources (PHR) as designated through the Human Resource Certification Institute (HRCI) and a certified professional through the Society of Human Resources Management. Additionally, she holds a Certified Compensation Professional (CCP) and Global Remuneration Professional (GRP) certificate through WorldatWork.

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP

Senior Compensation/Survey Analyst

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP consults with clients on job evaluation systems, compensation system design and on using survey data to benchmark compensation practices. Client industries have included health and recreation centers, libraries, manufacturing, professional services in both non-profit and for-profit organizations. Joy Lynn also provides assistance to member organizations in human resources via the HR Hotline and administers and analyzes employee and customer satisfaction/ engagement surveys.

Joy Lynn has worked in human resources over 15 years and holds a Bachelor of Arts from California State University, Long Beach. She is a Senior Professional in Human Resources (SPHR) as designated through the Human Resource Certification Institute (HRCI), and a senior certified professional through the Society of Human Resources Management (SHRM-SCP). Additionally, she holds a Certified Compensation Professional (CCP) certificate through WorldatWork.

Letter of Agreement

February 8, 2024

HR Source agrees to offer the proposed compensation services for:

Member / Client Organization: Maine Township
Contact Name: Ruba Al Ayed, HR Generalist
Address: 1700 Ballard, Rd., Park Ridge, IL 60068
Telephone: 847-297-2510 x269

Services to be offered: Per the proposal dated February 8, 2024, Market Benchmarking and Structure Development for up to 30 positions.

In exchange for these services, the above organization agrees to pay \$11,250. Prices may fluctuate if the project deviates from the project overview and scope as outlined above and are contingent with active membership with HR Source.

It is hereby understood and agreed that the parties to this agreement have the authority to enter into this agreement on behalf of their organizations and that the organizations will be bound by the explanation of procedures and fees described in this agreement.



HR Source Authorization

2/8/2024
Date

Maine Township Authorization

Date



COMPENSATION PROPOSAL

Salary Analysis Project

for Maine Township

Prepared for:

Ruba Al Ayed
Maine Township
04 / 12 / 2024

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Introduction to OutSolve

Project Understanding

We understand that Maine Township seeks to engage a consultant to support the preparation of a compensation study. This project will include approximately 52 employees across 30 unique job titles.

Who is OutSolve?

OutSolve is the foremost authority in the Human Resources compliance realm, boasting unmatched expertise in the field thanks to the relentless growth of seasoned staff, cutting-edge technology and targeted investment. Our comprehensive compensation services represent a game-changer to the industry, bringing our established white-glove personal service, while delivering robust, groundbreaking reporting, that fits under a single line-item cost.

We offer both external and internal benchmarking capabilities, through compensation studies and market analysis, as well as pay equity and transparency assessments. With a rich history and unparalleled qualifications, OutSolve delivers a client-focused approach, centered on uncovering problem areas and aiding decision-making processes using market data.

Your primary OutSolve contact is an available expert resource, serving as a valuable extension of your human resources staff, adding depth of knowledge and production at a fraction of the cost.

Our solutions are tailored to meet the unique needs of each client by maximizing the use of market data, ensuring success and compliance every step of the way.

<p>Expertise OutSolve has served over 3,300 clients in all industries across the country.</p>	<p>What Does OutSolve provide?</p> <ul style="list-style-type: none"> · Dedicated, expert consultant support · Best Practices in consulting/coaching · Foundational compensation framework that aligns with industry standards · Guidance in defining your pay philosophy · Reliable & Relevant market data · Expertise on pay transparency · Communication of findings to relevant stakeholders · Internal benchmarking reports · Risk Analyses for retention and compression · Data review & cleanup · Secure web portal · SHRM certified webinars and seminars · Advanced cybersecurity 	<p>Additional Services Available:</p> <ul style="list-style-type: none"> · Statistical Compensation Analyses · State Pay Data Reporting(CA & IL) · Diversity, Equity, and Inclusion · EEO-1 Reporting · E-Learning Affirmative Action training courses · Employee resurveys · Affirmative Action Plans · VETS-4212 Reporting · State Posters
<p>Headquarters Metairie, LA</p>		
<p>Office Locations Sacramento, CA Louisville, KY Charleston, SC</p>		
<p>Number of Years in Service 25</p>		
<p>Number of Employees 105</p>		

Sample Deliverables

Benchmark/Salary Survey

OutSolve offers expert staff to support external salary surveys using advanced survey tools to produce relevant market salary data. OutSolve works with client to ensure accuracy by taking into consideration job descriptions and variables such as industry, geographical location, size of company and years of experience for all types of unique job titles. Deliverable includes market data by unique job title only.

Years of Experience	Base			Incentive			Total		
	25th Percentile	Mean	75th Percentile	25th Percentile	Mean	75th Percentile	25th Percentile	Mean	75th Percentile
10	\$ 77,226	\$ 85,884	\$ 94,413	\$ 3,061	\$ 3,393	\$ 3,737	\$ 80,287	\$ 89,277	\$ 98,150
9	\$ 75,110	\$ 83,538	\$ 91,857	\$ 2,902	\$ 3,216	\$ 3,543	\$ 78,012	\$ 86,754	\$ 95,400
8	\$ 72,865	\$ 81,042	\$ 89,127	\$ 2,743	\$ 3,040	\$ 3,349	\$ 75,608	\$ 84,082	\$ 92,476
7	\$ 70,472	\$ 78,373	\$ 86,197	\$ 2,610	\$ 2,891	\$ 3,187	\$ 73,082	\$ 81,264	\$ 89,384
6	\$ 67,941	\$ 75,540	\$ 83,076	\$ 2,474	\$ 2,741	\$ 3,020	\$ 70,415	\$ 78,281	\$ 86,096
5	\$ 65,293	\$ 72,567	\$ 79,788	\$ 2,338	\$ 2,589	\$ 2,853	\$ 67,631	\$ 75,156	\$ 82,641
4	\$ 62,557	\$ 69,486	\$ 76,368	\$ 2,203	\$ 2,436	\$ 2,684	\$ 64,760	\$ 71,922	\$ 79,052
3	\$ 59,765	\$ 66,331	\$ 72,855	\$ 2,068	\$ 2,286	\$ 2,516	\$ 61,833	\$ 68,617	\$ 75,371
2	\$ 56,944	\$ 63,144	\$ 69,293	\$ 1,936	\$ 2,138	\$ 2,352	\$ 58,880	\$ 65,282	\$ 71,645
1	\$ 54,124	\$ 59,967	\$ 65,733	\$ 1,808	\$ 1,994	\$ 2,191	\$ 55,932	\$ 61,961	\$ 67,924

Market Variance Analysis

OutSolve assigns the job specific market salary data to all employees, analyzes where each employee fits when compared to their specific market data range, and identifies potential instances of underpaying/overpaying. Analysis also contains statistics showing existing pay grades or ranges against market data if appropriate. Deliverable includes market data by unique job title as well as one spreadsheet with all employee specific data and analysis.

Employee ID	Job Title	Base Salary - Current	Geo Location Match	Job Title Match	Yrs of Relevant Experience	Base Salary Market Rate-MEDIAN	Incentive Pay - MEDIAN	Total Comp - MEDIAN	Pay Grade Match to Market Rate Median	Market Rate Median to Pay Grade Range Midpoint Variance	Employee % in Pay Grade Range
549531	CEO	\$200,000	U.S. National Average	CEO	Executive	\$279,596.00	\$80,700.00	\$360,296.00	14	\$52,656.62	-37.47%
321157	Customer Service Manager	\$70,000	Columbus, OH	Customer Service Manager	5	\$ 93,006.00	\$ 7,386.00	\$100,392.00	5	\$ 5,555.69	0.11%
15477	Director of Engineering	\$143,000	Arlington, VA	Manufacturing Engineering Director	1	\$146,934.00	\$12,394.00	\$159,328.00	9	\$ (6,017.14)	33.73%
111008	Director of Operation Logistics & Supply Chain	\$90,000	Miami, FL	Hybrid: 25% each - Supply Chain Mgr, Sales Mgr, Q.A. Mgr, Contracts	7	\$106,864.75	\$ 7,787.50	\$114,652.25	6	\$ 6,296.89	23.73%

Project Description

OutSolve proposes a comprehensive review that will help ensure Maine Township is identifying potential inequities within their compensation system. OutSolve staff will work with Maine Township to ensure that project expectations are defined and met. Nick Jones will oversee the process and provide consultation on on data, analyses and strategy.

I. Project Operations & Deliverables

1. **Market Salary Survey:** Utilizing the ERI database, research and provide industry specific compensation market data aligned to 30 unique jobs in one (1) geographic location.
 - a. Market data will include: Base, Incentive, and Total Compensation for five specific market comparison rates (market median, 10th, 25th, 50th, 75th and 90th percentile).

II. OutSolve Methodology & Responsibilities

Activity	Responsible Party
Meet (via con call) with Executive Lead to review project plan, data needs and scope. Conduct high-level review of current job titles, geographies and hiring patterns.	OutSolve, Client
Conduct detailed review of job descriptions and client data	OutSolve, Client
Review with Executive Lead to validate external survey matches.	OutSolve, Client
Utilizing job descriptions provided by Maine Township's team, populate spreadsheets with external market data for identified position matches for the industry and specified geographic areas.	OutSolve
Review initial findings with Maine Township's team.	OutSolve, Client
This proposal anticipates up to three revisions per matched job title or geographies. Once data is considered final or after the third revision, any additional updates to analyses will be quoted separately	OutSolve
Final review and updates with Maine Township's Executive Team.	OutSolve, Client

III. Client Responsibilities

The Client shall be responsible for performing the following functions:

1. Provide all data elements, documents and materials needed to conduct project assignments.
2. Provide time for meetings/teleconferences to ensure timely completion of all work products.
3. Review work products, provide feedback and final approval.

Service Order

Company Name: Maine Township
Contact: Ruba Al Ayed
Address: 1700 Ballard Road
Park Ridge, IL 60068

Phone: 847-297-2510
Email: ralayed@mainetown.com

IV. Terms

Item	Qty	Name	Total Price
OS.10.2	1	Benchmark/Salary Surveys <i>Up to 30 unique jobs.</i>	\$9,000.00
Total			\$9,000.00

V. Payment

Fees for Services will be invoiced and paid as follows:

1. Invoicing:

OS.10.2 Services will be invoiced 100% upon execution of the service order. Additional unique jobs can be added upon request at \$200 per job.

2. Payment Terms: Invoiced amounts are due upon receipt.

VI. Enter Billing Contact

Name	Email	Phone
_____	_____	_____

Maine Township

OutSolve

Ruba Al Ayed

Stefanie Legge

HR Manager

Sales Consultant, Compensation & DEI

Service Order Attachments:

- General Terms & Conditions of Service

Annexure to Service Order

General Terms & Conditions of Service

The data, support, consulting, and related services selected and set forth on the Services Order and any and all other services provided by OutSolve to Client ("Services") are governed by these General Terms & Conditions of Service (together with the Service Order and its attachments, the "Contract"). No other terms or conditions, or proposed addition, alteration, or deletion shall be binding unless accepted by both parties in writing, and these General Terms & Conditions shall take precedence over any other terms and conditions printed on any purchase order form issued by Client.

1. Client's Responsibilities

1.1. **Required Data.** Client will provide required data on a timely basis as indicated on OutSolve's standard Requested Data Elements forms provided by OutSolve.

1.2. **Review.** Client will review any initial preliminary results or requests for information and provide the requested information necessary for OutSolve to prepare the final delivery of services.

2. Payments

Unless otherwise provided in writing, all payments are due upon receipt of OutSolve's invoice. In case of a question over the amount of any invoice, Client shall pay timely that portion of the invoice that is not in question, and OutSolve and Client shall make every effort to settle the matter within twenty (20) days. If any amount is not paid within the time period set forth in this Contract, the unpaid amount shall bear interest at a rate of (i) five percent (5%) above the prime rate published from time to time in The Wall Street Journal or (ii) the highest rate permitted by law, whichever, either (i) or (ii), is less, compounded daily from the original payment due date until paid. In the event OutSolve is required to take legal action to collect delinquent payment, Client shall be responsible for all attorneys' fees, court costs, and expenses of collection.

3. Taxes

Client agrees to pay the amount of any sales, use, excise or similar taxes applicable to the performance of the Services, if any, or, in lieu thereof, Client shall provide OutSolve with a certificate acceptable to the taxing authorities exempting Client from payment of these taxes. In no event shall Client be responsible for taxes based on the net income or gross receipts of OutSolve.

4. Proprietary Information

4.1 **Ownership.** Each party retains ownership of its intellectual property, including its background intellectual property and intellectual property developed in the performance of the Contract, whether patented or unpatented, including know-how and trade secrets. No right or license under intellectual property is granted by either party to the other except as necessary to achieve the purposes expressly stated in this Section 4.

4.2. **Confidentiality.** All information disclosed by one party to the other in the performance of the Contract shall be considered confidential. The receiving party shall not, without the prior written consent of the disclosing party, use such information or disclose same to any third party, except as reasonably required in the performance of the Contract and conditioned on each such third party receiving information being bound by obligations of confidentiality and limited use coextensive with those of the receiving party herein. The foregoing obligations shall not apply to that portion of such information which is now in or hereafter enters the public domain through no fault of the receiving party, its officers, agents, or employees. Any deliverables or filings by OutSolve to or on behalf of Client in the provision of these Services shall become the property of Client.

4.3. Anonymised and Aggregated Data

Notwithstanding the foregoing, insofar as any information is held, processed, disclosed, or published in a form which cannot be linked to Client, Client's wages, Client's employees, and Client's applicants, OutSolve may generate or extract such "Anonymised and Aggregated Data" out of any databases containing Client information, and OutSolve may make use of any such Anonymised and Aggregated Data for purposes of statistical analysis and for research and development.

5. Term of Contract & Renewal Pricing

Subject to early termination or suspension pursuant to Section 9.7, this Contract shall continue in effect for at least one (1) year and shall automatically renew for one (1) year terms, unless Client or OutSolve provides written notice of cancellation thirty (30) days prior to such renewal.

6. Third-party Invoice Fees

If Client requires OutSolve to submit invoices through 3rd party procurement systems, then any associated fees incurred by OutSolve will be reimbursed by Client, plus a \$100 processing fee per occurrence.

7. Warranty and Liability

7.1. Warranty. OutSolve shall perform the Services in accordance with generally accepted professional practices of the industry in the U.S.A. If errors or deficiencies occur, OutSolve shall, at its option, either (i) re-perform the Services in accordance with this Contract as required for correction of such errors or deficiencies or (ii), if re-performance is impractical, refund to Client the portion of the compensation paid by Client with respect to the erroneous or deficient portion of the Services, provided that for either (i) or (ii) Client has given OutSolve prompt written notice of such errors or deficiencies in reasonable detail within twelve (12) months following completion and acceptance of the applicable Services. This Section 7.1 STATES THE LIMIT OF OUTSOLVE'S LIABILITY AND CLIENT'S SOLE AND EXCLUSIVE REMEDY FOR ERRORS AND DEFICIENCIES IN THE SERVICES, INCLUDING ERRORS OR DEFICIENCIES ALLEGED TO BE DUE TO NEGLIGENCE.

7.2. Limitation on Damages. Under no circumstances shall either party be liable to the other for loss of profit, downtime, loss of use, loss of revenue or for indirect, special, incidental, exemplary, punitive or consequential damages of any sort (collectively and severally "Consequential Damages"), and each of Client and OutSolve hereby release each other from and against any and all claims for Consequential Damages incurred, asserted, or claimed to arise out of this Contract.

7.3. Mutual Indemnification. OutSolve and Client agree to release, indemnify, defend, and hold each other harmless from and against any and all claims, losses, or proceedings for misappropriation or intellectual property infringement to the extent attributable to each such respective party's information, data, processes, software, or materials provided hereunder.

7.4. Application. The provisions of this Section 7 shall apply irrespective of the basis of the claim, whether in equity or at law, in contract or in tort (including negligence or other fault), whether arising directly or indirectly from the performance or non-performance of this Contract, whether or not the loss or damage was foreseeable and shall survive the performance or earlier termination of this contract.

8. Insurance

OutSolve shall maintain, at all times during the term of this Contract, the following insurance coverages with limits not less than those specified below.

8.1. Worker's Compensation coverage satisfactory of statutorily required amounts for the applicable jurisdiction.

8.2. Employer's Liability: \$1,000,000 per occurrence, \$1,000,000 aggregate.

8.3. Commercial General Liability: \$2,000,000 per occurrence, \$4,000,000 aggregate.

8.4. Auto Liability Coverage: \$1,000,000 per occurrence, \$1,000,000 aggregate.

8.5. Network / Cyber Security: \$5,000,000 per occurrence, \$5,000,000 aggregate.

8.6 Professional Errors and Omissions Coverage: \$2,000,000 per occurrence, \$4,000,000 aggregate

9. Miscellaneous

9.1 Professional Services. OutSolve is not engaged in the practice of law, engineering, or accounting and will not render any such licensed professional service pursuant to this Contract. Should such professional services be required, OutSolve will work with Client, and, if requested, refer Client to professionals knowledgeable in the subject area.

9.2. Amendment. No alteration or modification of any provision of this Contract will be valid unless it is in writing, it expressly refers to this Contract, and it is duly executed by authorized representatives of the parties.

9.3. Governing Law. All questions relating to the validity, interpretation, or performance of this Contract shall be determined in accordance with the laws of the State of Delaware, disregarding any conflict of laws rules which may dictate the application of the laws of another jurisdiction.

9.4. No Waiver. The failure of either party to insist upon the other party's compliance with its obligations under this Contract in any one or more instances shall not operate to relieve such other party from its duty to comply with such obligations in all other instances.

9.5. Assignment. Neither party shall assign its interest in this Contract without the prior written consent of the other party hereto, except that either may assign its interest without such consent to its successor by merger or consolidation or to a person, firm, or corporation acquiring all or substantially all of its business and assets. No assignment or transfer of its interest shall release a party from its obligations and liabilities under this Contract, and this Contract shall be binding upon and inure to the benefit of Client's and OutSolve's respective successors and assigns.

9.6. Severability. If any provision of this Contract, or the application thereof to either party hereto, is held illegal, unenforceable, or otherwise invalid by government promulgation or court decree (an "Invalid Provision"), such holding shall not affect the other provisions or application of this Contract which can be given effect without the Invalid Provision, and to this end the parties agree that the provisions of this Contract are and shall be severable and such Invalid Provision shall be reformed with a legal, enforceable, and valid provision effecting as close as possible the intent and purpose of the Invalid Provision.

9.7. Termination and Suspension. Either party may terminate this Contract or suspend all or any portion of the Services upon written notice to the other party in the event that:

(a) The other party shall materially breach any of the obligations or provisions of this Contract and shall fail to initiate adequate measures to remedy such breach within ten (10) days after receipt of notice thereof, stating the notifying party's intent to invoke the provisions of this Section 9.7. Client's failure to make payment timely in accordance with Section 2 above shall be deemed a material breach; or

(b) The other party shall make a general assignment for the benefit of creditors, or a receiver shall be appointed on account of its insolvency, or it becomes the subject of any proceeding commenced under any bankruptcy, insolvency, or similar statute or law for the relief of debtors.

Maine Township

Ruba Al Ayed

HR Manager

9.8. Notices. Any notice provided for herein shall be in writing and shall be deemed to have been properly given by either party to the other if such notice shall have been delivered by hand or mailed, postage prepaid, or by email with receipt confirmed by active response.

9.9. Counterparts; Facsimile and Electronic Signatures. This Contract, including the Service Order and any attachments may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument, and a facsimile, electronic signature, or computer-printed attachment shall be deemed an original signature and document of each party.

9.10 Entire Contract. This Contract, including the applicable Service Order and attached Schedules, constitutes the entire agreement between the parties pertaining to the subject matter hereof and may not be modified orally or otherwise than by written instrument executed on behalf of each party by the duly authorized representative of such party. In the event of conflict, these General Terms & Conditions of Service, then the Service Order, then the Schedules in alphabetic order shall take precedence.

These General Terms and Conditions of Service are dated and effective as of the OutSolve signature below.

OutSolve

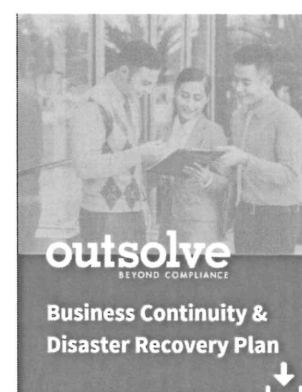
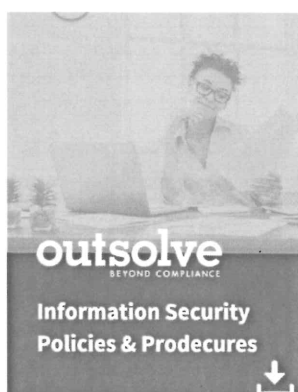
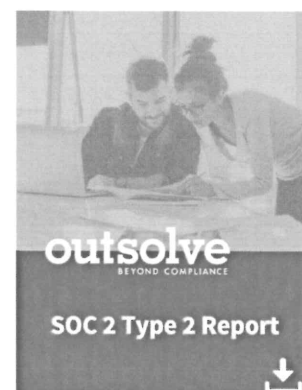
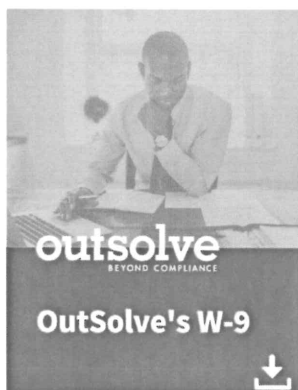
Stefanie Legge

Sales Consultant, Compensation & DEI

DUE DILIGENCE DOCUMENTS

Below you will find documents customers find helpful in their interactions with OutSolve. You can also view our [privacy policy here](#).

Please download documents as needed.



Proposal

APRIL 18, 2024



Classification and Compensation Study

**Maine Township,
Illinois**

Submitted by:

JUDITH SCHMITTGENS
CORPORATE SECRETARY & COMPLIANCE MANAGER

630 DUNDEE ROAD, SUITE 225
NORTHBROOK, IL 60062

630.362.8934
jschmittgens@govhrusa.com

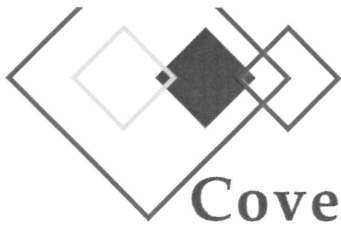
MAINE TOWNSHIP

CLASSIFICATION AND COMPENSATION STUDY

APRIL 18, 2024

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Cover Letter



April 16, 2024

Ruba Al Ayed, HR Generalist
Maine Township
1700 Ballard, Rd.
Park Ridge, IL 60068

RE: RESPONSE TO RFP CLASSIFICATION AND COMPENSATION STUDY

Dear Ms. Ayed,

MGT of America Consulting, LLC (MGT) is pleased to present this response to your request for a Classification and Compensation Study for Maine Township (“Township”). MGT’s response provides the Township with related firm qualifications, key experience, a detailed work plan with a timeline, and associated fees to provide services that exceed expectations. We are experts in classification and compensation studies and know we would be a perfect fit for the Township.

We understand human resources (HR) management continues to be a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered compensation plan forms the foundation for meeting these challenges. It helps to ensure the Township can recruit and retain the best and brightest employees, even in a competitive marketplace. We understand the high expectations that have been established in the Township for recruiting and retaining excellent employees. These factors will be taken into consideration in the analysis and reflected in the Study results.

GovHRUSA (GovHR), *a recent addition to MGT*, provides comprehensive executive recruitment, interim staffing, HR consulting, and organizational analysis consulting services for local governments, intergovernmental organizations, and school districts, as well as other governmental and non-profit entities. GovHR consultants have worked in all areas of local government leadership, including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made GovHR a proven leader in public sector consulting.

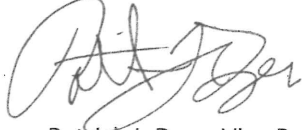
MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT of America Consulting, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgtconsulting.com FEIN: 81-0890071
PROPOSAL CONTACT	Judith Schmittgens, Corporate Secretary & Compliance Manager 630 Dundee Road, Suite 225 Northbrook, Illinois 60062 P: 630.362.8934 E: jschmittgens@GovHRusa.com

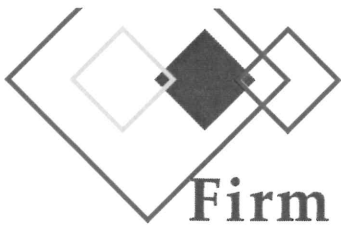
COVER LETTER

Thank you for the opportunity to submit a proposal to Maine Township. Should you have questions on any aspect of this proposal, please contact **Judith Schmittgens** at **630.362.8934** or **jschmittgens@GovHRusa.com**.

Regards,



Patrick J. Dyer, Vice President
Authorized to bind the firm



Firm Profile

We impact the communities we serve – for good.

MGT began operations in 1974 as a public-sector research firm. Since then, we have significantly expanded our consulting capabilities and client offerings. Today, we are a national consulting firm specializing in **assisting clients to operate more efficiently and effectively**.

MGT has acquired a keen understanding of the structures, operations, and issues facing public agencies. This understanding comes from **nearly 50 years** of experience providing innovative yet practical solutions to public sector clients. We provide objective, creative, expert services in the areas of human capital, finance, technology, programming, and planning. We draw on the expertise of our highly qualified staff, most of whom have prior careers at city-, county-, and state-level government offices. This insider's knowledge of government operations and structure gives MGT a competitive advantage and an ability to hit the ground running from the very start of a project.

MGT has successfully worked with clients on **more than 30,000 projects** to help them adapt to change while maintaining the vision and direction toward their short- and long-term goals. Our firm includes **more than 600 professionals and administrative staff** to support our clients' success.

Our Commitment

MGT embraces the most complex challenges with deep commitment, agility, and local expertise to make a measurable and profound social impact. Simply stated, our promise is:

We improve lives by advancing and lifting up your community.

This purpose reflects the company's strong social conscience and service ethic that forms the core of the MGT "Why." MGT models this philosophy by systematically seeking out the highest-impact projects and relationships, encouraging community involvement, and investing in a collaborative and rewarding world-class work environment for employees.

Part of our success is based on our **promise to be flexible and responsive**. We are acutely aware of the political, economic, social, and technological factors that impact today's public sector clients. MGT is structured into several primary consulting divisions to support these needs. **We are pleased to have the Government Consulting Experts within the MGT Performance Solutions Group responsible for leading the completion of this project.**



Name: MGT of America Consulting, LLC (MGT)

Founded: 1974

Locations: Headquarters in Tampa, Florida; branch offices nationwide

Staff: 600+ consultants across the country

Structure: Privately held and client-driven

Cooperative Contracts:

Allied States Cooperative (ASC) #23-7449
The Interlocal Purchasing System (TIPS)
#220601

Lines of Business: Government Consulting; Education and Financial Solutions; Diversity and Inclusion; Human Capital; Cybersecurity and Technology

Performance Solutions

The MGT Performance Solutions team has an impressive track record of providing **customized solutions, objective research, creative recommendations, and quality products** that respond to each client's unique needs and time requirements.

GovHR USA

GovHR was originally formed as Voorhees Associates in 2009, changed its name to GovHR USA in 2013, and joined MGT (**the nation's leading social impact firm**) in 2023. GovHR provides public management consulting services to local government clients and other public-sector entities across the country. GovHR offers customized executive recruitment services, management studies, and consulting projects for local government and organizations that work with local government. Additionally, GovHR's GovTempsUSA division provides interim staffing solutions to keep operations moving during the recruitment process.

GovHR's consultants have conducted more than **270 classification and compensation studies in the past ten years**, working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. They have held leadership positions within local government, giving them an understanding of the complexities and challenges facing today's public sector leaders.

GOVHR'S LEADERSHIP



Heidi Voorhees
(847) 380-3240

HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 22 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including 10 years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori
(847) 380-3238

JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager with expertise in public-sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meetings to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

The Social Impact of MGT's Work

*Impacting
Communities.
For Good.*



Defined by Our Impact



We understand the goals of Maine Township and how this project will ensure the Township's compensation system is fair, equitable, and market competitive.

The MGT team empowers organizations to enhance their teams through innovations in people, processes, and technology to **lift and strengthen their human resources solutions.**

MGT's Primary Consulting Divisions

Our firm includes **more than 600 professionals and administrative staff** to support our clients' success. MGT is structured into the following primary consulting divisions and various internal infrastructure groups to support our operations and growth.



Performance Solutions

Our Performance Solutions team provides world-class financial, human capital, and equity solutions which enable clients to fully realize the potential of their most valuable resources. Our team excels at fiscal management and operational efficiency assessments that help clients make data-driven decisions, anticipate workforce issues, and integrate technologies to empower our clients to generate critical income and elevate enterprise performance objectives.



Education Solutions

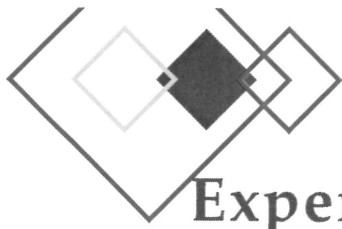
Our Education Solutions originate in our commitment to ensuring that every student has access to a high-quality education as they discover and realize their profound potential.

From pre-K-12 to higher education, we partner with schools, districts, state agencies, and colleges and universities to deliver performance improvement and innovation, and transformation planning and implementation.



Technology Solutions

Our Technology Solutions business supports state, local, education, and private companies as they seek to improve and protect their network infrastructure and data for greater resiliency. We offer world-class IT infrastructure management, cyber security, and strategic IT professional staffing. Our deep engineering expertise is foundational to all MGT's technology solutions.



Experience & Qualifications

Incomparable Classification and Compensation Consulting Expertise.

We are proud to offer the exceptional expertise of our team members and our understanding and knowledge of Maine Township’s scope based on years of relevant experience. We bring the breadth and depth of knowledge and expertise to identify real, practical solutions that meet our clients’ needs. Part of our success is based upon our commitment to be flexible and responsive. We are acutely aware of the political, economic, social, and technological environments of today’s public sector environment.

MGT’s GovHR has conducted **more than 270 classification and compensation studies in the past ten years.** A complete list of our Classification and Compensation Study clients is located on our website at www.govhrusa.com.

More specifically, MGT’s GovHR consultants are adept in HR consulting in the state of Illinois and for similar organizations, as illustrated by our list of completed projects below.



MGT: EXPERTS IN COMPENSATION

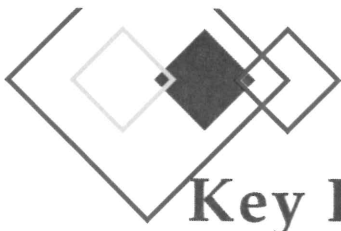
“What I liked most about working with MGT staff is their creative approach in providing solutions to each project. The County has implemented MGT’s recommendations...”

Illinois

Arlington Heights	Galesburg	Morton	Skokie
Barrington Area Council of Governments	Geneva	Mount Prospect	South Barrington
Bensenville	Glencoe	New Lenox	St. Charles
Berkeley	Glenview	Norridge	St. Charles Park District
Bloomington	Glenview Park District	North Aurora	Sterling
Brookfield	Greater Peoria Mass Transit District	Northbrook Park District	Urbana Park District
Cary Park District	Gurnee	Northern Suburban Special Recreation Association	Vernon Hills
Champaign County Forest Preserve District	Hainesville	Northfield	Villa Park
Channahon	Hanover Park	Oak Park	Wauconda
Chicago Metropolitan Agency for Planning	Hazel Crest	Oak Park Park District	Waukegan
Clinton	Henry County	Oregon	Westmont
Coal City	Highland Park Park District	Oregon	Wheeling Park District
Collinsville	Joliet	Orland Park	Wilmette Park District
Crest Hill	Kenilworth	Oswegoland Park District	Winnetka
Deer Park	Lake Forest	Palatine Park District	Winnetka Park District
DeKalb County Health Department	Lemont	Peoria	Wood Dale Park District
Des Plaines	Lincolnwood	Plainfield	
Dixon	Lisle	Plano	
East Moline	Lisle-Woodridge Fire District	Princeton	
Elk Grove Village	Lockport	Quincy	
Elmhurst Park District	Machesney Park	Rantoul	
Fox River Water Reclamation District	Matteson	Red Bud	
Franklin Park	McHenry	Richton Park	
	McHenry County Conservation District	River Forest	
	Moline	Romeoville	
	Montgomery	Roselle	
		Round Lake	

Why is MGT the Most Qualified to Conduct the Township's Study?

- ✓ **Experience.** MGT has the experience and certifications that HR departments need. MGT staff are certified as Senior Human Resources Management Certified Professionals (SHRM-CP), Project Management Professionals (PMP), and Change Management Professionals (CCMP). Additionally, MGT has conducted numerous human capital studies nationwide, such as HR audits, compensation and classification studies, staffing reviews, performance system updates, and organizational reviews. Furthermore, many of our clients are repeat clients, attesting to our acumen for local government human resources consulting services and our desire to work with each public sector client to create a lasting bond that ensures their success over time.
- ✓ **Best Practices Comparisons.** MGT offers the Township our extensive experience to identify exemplary management practices that are reflective of the Township's input and that of comparable localities. This experience gives us not only a ready reference point for reviewing the Township's compensation system, but also provides us with practices that have been proven successful in other similar organizations. This knowledge is of significant value when we design recommendations for improvements.
- ✓ **Sound Findings and Data-Driven Recommendations.** In our experience, most major improvements in local government operations require bold thinking. In helping the Township reconcile its pay system with its evolution and workforce changes, our team members will not hesitate to question existing organizational structures, programs, policies, rules, statutes, operations, work processes, and staffing patterns. We will make sound recommendations for improvements that produce real — *not just on paper* — savings, and ease of future pay administration for the Township.
- ✓ **Assistance in the Implementation of Recommendations.** We will not simply leave the Township with a report and a plethora of recommendations. We will create detailed implementation strategies to support the Township with initial implementation and best practice guidance for maintaining and sustaining an equitable compensation study and classification system over the long term.
- ✓ **Objectivity and Flexibility.** As an independent entity, our only vested interest is that of the client. Therefore, we will apply our extensive experience to generate objective, independent solutions to assist the Township in achieving the best outcomes. In addition, we will be receptive to your insights and concerns and will accommodate any changes necessary to ensure the successful completion of project deliverables, a valid and responsive final report, and, more importantly, an implementable and flexible compensation system relevant to the Township's current realities and beyond.



Key Personnel

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

Our work with clients is characterized by the belief that we can only be successful if our clients develop the knowledge, capacity, and mechanisms to help themselves. To that end, all our services:

- ◆ Build on our clients’ existing strengths and resources while empowering them to address present challenges.
- ◆ Assist our clients to learn about widely recognized best practices and emerging research.
- ◆ Encourage our clients to develop the habit of identifying, collecting, and acting on essential, current, and relevant data.
- ◆ Help our clients maximize the efficiency and effectiveness of their human and fiscal resources.
- ◆ Provide pragmatic and affordable solutions that will be deliverable and sustainable over the long term.

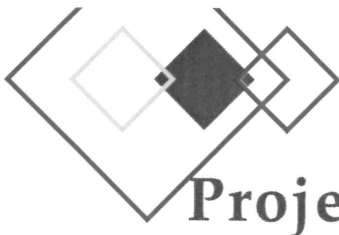
The proposed management structure for this project has been designed to define the roles and responsibilities of each team member assigned to this project and to facilitate project management. The strength and experience of our team will allow for efficient and effective project management and results. Each team member has a wide range of project experience working with clients similar to the Maine Township. The team we have designated is highly experienced with this type of engagement and, therefore, requires little orientation time. Biographies of each team member listed below are provided in **Appendix A**.

Project Staff Roles and Responsibilities

ROLE ASSIGNED	RESPONSIBILITIES
MAINE TOWNSHIP REPRESENTATIVE	We look forward to working with the Township’s Representative to build a long-lasting, trustworthy partnership that produces innovative solutions.
PROJECT MANAGER* <i>Joellen Cademartori</i>	The Project Manager holds the following responsibilities: <ul style="list-style-type: none"> ▪ Main point of contact for the Township. ▪ Day-to-day management of the project, tasks, and deliverables. ▪ Oversight over service and deliverable quality. ▪ Management of all project deadlines. ▪ Maintains frequent contact with the Township’s Representative throughout the lifecycle of the project.
CONSULTANT TEAM** <i>Rachel Skaggs</i> <i>John Prejzner</i> <i>Katy Yee</i> <i>Alice Bieszczat</i> <i>Julie Hawkins</i>	The Consultant Team holds the following responsibilities: <ul style="list-style-type: none"> ▪ Work closely with the Township under the direction of the Project Manager to carry out the various tasks and deliverables. ▪ Utilize individual subject matter expertise to customize and execute each work task and fulfill the Township’s stated expectations. ▪ Conduct collection and analysis of relevant data. ▪ Review, document, evaluate, and generate recommendations in accordance with each component of the work plan.

*The Project Manager will be assigned at the time of contract commencement and will be determined depending on workload and commitments at that time.

**Additional consultants with subject matter expertise may be used to assist with employee interviews if needed.



Project Approach & Methodology

A detailed work plan and schedule designed for conducting a quality compensation study with clear reporting dates for each major activity.

Project Understanding

Maine Township is interested in a review of its current classification and compensation plan for employees in approximately 30 positions in the organization. The Study conducted will ensure an equitable compensation system is in place that is both fair and competitive, enabling the Township to recruit and retain qualified employees. The system will also be easy to administer in an organized and consistent fashion, as well as sustainable for years to come.

MGT has conducted more than 270 classification and compensation studies in the past ten years. Without fail, every pay plan recommended by MGT has been successfully implemented by the client. All these studies included the use of public-sector salary data and included the following recommendations:

- ◆ New classification and compensation plans, assuring internal equity.
- ◆ Recommendations for job title changes where appropriate.
- ◆ Recommendations on how to deal with specific problems that arose during the study (i.e., compression issues, internal equity issues, market discrepancy issues, etc.).
- ◆ Pay plans that were tied to performance.

Project Management

MGT uses proven project management methodologies to ensure we deliver project results that are on time and on budget and meet or exceed client expectations by identifying long-term decision-making solutions.

We find that the two most critical keys to project success are **planning** and **communication**.

We take very intentional measures to define milestones, responsibilities, and delivery dates in our **planning** process, and to track work progress against the work plan daily, providing regular project status reports. After the contract is awarded, we enhance the project work plan that was included in our proposal by adding specific milestones, delivery dates, and consultant responsibilities. We

refine this plan with input from our project initiation meeting(s) with the client. We employ problem-solving skills, technology, and staff adaptability to react to variances between work plan projections and actuals to meet the **Township's** deadline.

MGT Client Satisfaction Components



PROJECT APPROACH & METHODOLOGY

Throughout this process, we remain in frequent **communication** with the client to avoid surprises or conflict. Our project teams are in regular contact with the Township's Project Manager, providing regular project status updates and calls to provide a summary of progress and to address any risks or variances from the planned schedule.

Our team's approach to compensation studies is based on the methodologies, models, and tools that we have developed for this specific type of work, coupled with **nearly 50 years** of service to public sector organizations across the country. To successfully conduct a study, it is important to fully understand the environment in which an organization operates and the objectives of the study to provide a complete, forward-thinking compensation program and final report.

Proposed Work Plan

To accomplish the Township's objectives, MGT will take the following steps listed in the order in which the work will be performed. Please note that we have specified those areas where we will need the Township's input/assistance.

Task 1.0: MEETINGS, SALARY SURVEY, & JOB ANALYSIS

Activities

1.1 Study Preparation and Project Meeting

Meet with the Township's representatives to discuss study methods, review organization charts, personnel rules and regulations, and the current classification and pay plans. We will seek to determine problem areas, answer questions, review the scope and schedule of work, and the data and assistance MGT will need from the Township. Prior to the meeting, MGT will require copies of the organization charts for each department, all pay plans, the current personnel manual, and any other relevant information related to salaries to make for a more productive initial meeting.

1.2 Establishing Comparables

Working with the Township's staff and using our broad-based cohort methodology, we will determine a logical survey sample of "like" municipalities that impact the compensation market for the Township. In selecting comparable jurisdictions, we use criteria such as number of employees, population served, Equalized Assessed Value (EAV), budget size, and proximity.

1.3 Employee Kickoff Meeting (only if doing the Classification study)

Shortly after the initial project meeting with the Township's representatives, we will meet virtually with employees to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. MGT understands that many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, a video presentation of the meeting will be made available to them. Employees will then be allowed two weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee's supervisor and returned to MGT within three weeks of distribution.

1.4 Prepare and Send Out Salary Surveys

MGT will design and send out the salary surveys (on the Township's letterhead) to gather salary data for each of the classifications in the comparable communities. In addition to job titles, brief

PROJECT APPROACH & METHODOLOGY

position descriptions are included in the salary survey to make sure we are receiving salary data for “like” positions in the comparable communities.

Note: While MGT will prepare all the materials to be sent out for the salary surveys, we have found sending out the survey under the client’s letterhead generates a better/faster response than when it is sent out under our letterhead/name. In addition, the Township may be asked to make one follow-up contact with those entities that do not initially respond to the survey request.

1.5 Job Evaluation Analysis and Establishment of Job Classification System (if doing the Classification study)

Upon return of the JAQs by the Township, MGT will perform the following:

- Read each JAQ (up to 52) and corresponding Job Description (up to 30) in their entirety.
- Personally interview at least one employee from each job classification to further understand the scope of their job.
- Apply a measurement system of job evaluation factors, using nine main factors used in our job evaluation instrument to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes, assuring the job title and related recommended pay range match the employee’s actual tasks.

Note: A formal job evaluation system, such as the one utilized by MGT, is an attempt to objectify the reasons jobs are compensated differently. Most compensation practitioners agree that three basic factors are important in determining compensation. These are: (1) skills required, (2) responsibility, and (3) working conditions. The Equal Employment Opportunity Commission (EEOC) recognizes these three basic factors, along with seniority and performance, as valid determinants of compensation. The nine factors used by MGT are essentially subdivisions of the first three factors mentioned above. In addition, it is MGT’s practice that – under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA) – it is illegal to discriminate in any aspect of employment. MGT will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group or individuals with disabilities.

- Based on the results of the job evaluation process outlined above, assign all classifications to skill levels.

Note: Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

- Review the results of the job evaluation exercise with the Township’s representatives and revise, as necessary.

Deliverables

- ◆ Start Up Documents
- ◆ Job Analysis Questionnaire Form

Task 2.0: SALARY SURVEY ANALYSIS

Activities

2.1 Analyzing Salary Survey Data

Tabulate, summarize and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare the Township's salaries for the surveyed positions with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each jurisdiction in each class and summarized in an overall table. This data is analyzed to determine the percentage difference between the Township's present pay for each class and the survey data.

2.2 Establishing New Salary Schedules

MGT will work with the Township at the initial meeting to determine the Township's policy with respect to compensation (i.e., 50th percentile, 75th percentile, etc.). Once this is determined, MGT will use the salary survey data to develop and recommend new salary schedules for the Township's #30 classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades.

Note: MGT always recommends a merit component to be associated with the granting of wage adjustments. This recommendation will be included in the Township's report.

Deliverables

- ◆ Salary Survey Data
- ◆ New Salary Schedules

Task 3.0: PROGRESS REPORTS

Activities

- ◆ MGT prides itself on our attention to and communication with our clients as the project proceeds. As such, MGT will strive to maintain regular contact with the Township's representative and to be available to address the Township's questions, concerns, and needs.
- ◆ MGT will make regular progress reports to the Township as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with the Township representative and, if requested, other key staff, such as department heads, to review the results of the job evaluation exercise and the proposed new salary schedules.

Deliverables

- ◆ Ongoing communication with the Township
- ◆ Progress Reports

Task 4.0: DRAFT AND FINAL REPORT PREPARATION

Activities

- 4.1 A draft report will be prepared by the Consultants and sent electronically to the Township that includes:
- Executive Summary highlighting the overall scope of the Study and the general observations, outcomes, and recommendations contained within the Report.
 - Summary of all aspects of the Study, including recommendations, methods, and guidelines for achieving the overall aspects of the Study, as well as recommendations for annual maintenance and review of the new plans.
 - Pay range options that are consistent with the Township’s pay policy, outlining the pros and cons of each option.
 - Assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations (if doing the Classification study).
 - Maintenance plan with recommendations on keeping the plan equitable and up to date over the next 10 years, and recommendations on review of position descriptions as vacancies arise, evaluation of new position requests, etc.
 - Implementation plan and cost estimates of implementing the Study’s findings and recommendations.

Note: Overtime costs will not be included, and the analysis will be estimates only, with sufficient detail to allow the Township to compare various options.

- 4.2 Once the Township representatives return review comments, a final report will be prepared and sent to the Township.

Deliverables

- ◆ Draft Report
- ◆ Final Report

Task 5.0: PRESENTATION OF FINDINGS

Activities

The MGT Project Manager will present the finalized plan recommendations and final report to the Township Board if desired.

Task 6.0: TRAINING

Activities

MGT will provide the Township with a manual on the use of the system and will train designated staff on the maintenance and upkeep of the classification and compensation plan.

Additionally, MGT will provide **support services at no additional cost** to the Township for one year from the date of an executed contract. This will include any communication regarding questions concerning the report.

Project Timeline

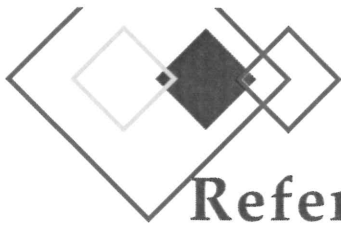
MGT is available to start this project within four to six weeks of acceptance of the proposal. Based on MGT’s experience conducting similar projects, we anticipate the proposed project can be completed within approximately 16 weeks of project initiation, as illustrated in **Exhibit 1**. The schedule is contingent, however, upon the timely response from the comparable entities supplying the salary data, and the employees and supervisors in returning the completed JAQs. Any delays in receipt of this information are beyond the control of MGT and may lengthen the completion of the report.

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Meet with the Township’s representatives to discuss Study methodology and expectations.	█															
Prepare and distribute salary surveys to comparable entities.		█														
Conduct employee meetings, hand out JAQs, and explain the purpose of the Study and the process.			█													
Return of JAQs and salary surveys.				█	█	█										
Reading of JAQs and job descriptions.							█									
Conduct employee interviews.								█								
Analyze data; prepare new classification and compensation plans; send draft findings to the Township.									█	█	█					
Receive return comments from the Township.												█				
Meet with key Township representatives to review preliminary findings.													█			
Prepare Draft Report and send to the Township; receive return comments.														█		
Prepare Final Report.															█	
Present Final Report to the Township.																█

MGT prides itself in adhering to this timeframe.

Our past clients will confirm our diligence in delivering the final report and other deliverables on time and within budget.



References

A leader in classification and compensation studies.

More than one-third of the organizations served by MGT’s GovHR have contracted for multiple projects; we feel repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.

EAST MOLINE, ILLINOIS - CLASSIFICATION AND COMPENSATION STUDY (2023) – 28 POSITIONS

MERANDA PORTER, MANAGEMENT ANALYST
912 16TH AVE., EAST MOLINE, IL 61244
309-752-1593 | MPORTER@EASTMOLINE.COM



BENSENVILLE, ILLINOIS - CLASSIFICATION AND COMPENSATION STUDY (2023) – 50 POSITIONS

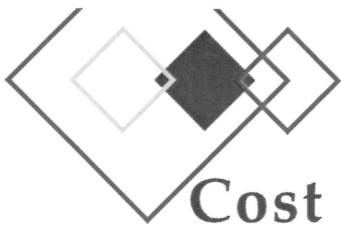
MARISOL LEYVA, HUMAN RESOURCES MANAGER
12 SOUTH CENTER STREET, BENSENVILLE, IL 60106
630-350-3401 | MLEYVA@BENSENVILLE.IL.US



CITY OF LOCKPORT, ILLINOIS - COMPENSATION STUDY (2023) – 30 POSITIONS

LISA HEGLUND, FINANCE DIRECTOR
CENTRAL SQUARE BUILDING – 2ND FLOOR
222 EAST 9TH STREET, LOCKPORT, ILLINOIS, 60441
815-838-0549, EXT. 2109 | LHEGLUND@LOCKPORT.ORG





Cost Proposal

***Defined by Impact. Driven by People.
Dedicated to the Community.***

Our cost proposal reflects our interpretation of the written requirements within your solicitation. **We take pride in customizing our client’s needs — and we will work with you to ensure our fees are aligned with your expectations and budget.** We have proposed the entire Study be conducted virtually; however, if the Township requests any in-person meetings, MGT will provide an additional estimate for travel and related expenses. By conducting our studies virtually, we can provide significant cost savings for our clients.

In keeping with the above statement of our usual practices, we estimate the fixed fee for the entire Classification and Compensation study to be **\$19,500** plus other Optional Services (see below). If the Township decides to conduct only the Compensation study, the total cost will be \$10,500. We have listed the cost of our professional fee for each study component below. Payment will be due as follows: 50% of the professional fees will be due after the initial project meeting, and the balance will be billed after the Study is completed. Invoices will be sent to the Township and are payable within 30 days of receipt.

	Milestones and Tasks	Professional Hours	TOTAL (\$)
1.0	Meetings, Salary Survey, & Job Analysis		
1.1	Study Preparation and Project Meeting	2	300
1.2	Establishing Comparables	10	1,500
1.3	Employee Kickoff Meeting (Classification Study)	2	300
1.4	Prepare and Send Out Salary Surveys	16	2,400
1.5	Job Evaluation Analysis and Establishment of Job Classification System (Classification Study)		
	Reading of up to 52 JAQs/30Job Descriptions	8	1,200
	Employee interviews (via Zoom)	20	3,000
	Analyzing data and establishing classes	8	1,200
	Assigning of skill levels	6	900
	Review and evaluation of preliminary analysis with representatives	6	900
2.0	Salary Survey Analysis		
2.1	Analyzing Salary Survey Data	18	2,700
2.2	Establishing New Salary Schedules	10	1,500
3.0	Progress Reports	6	900
4.0	Draft & Final Report Preparation		

COST PROPOSAL

Milestones and Tasks		Professional Hours	TOTAL (\$)
4.1	Writing draft report	10	1,500
4.2	Final report	4	600
5.0	Presentation of Findings	2	300
6.0	Training	2	300
CLASSIFICATION AND COMPENSATION STUDY, HOURS AND FEES		130	19,500
COMPENSATION STUDY ONLY		70	10,500

NOTE: If the Township accepts our proposal for this project, MGT will provide **support services at no additional cost for one year** from contract execution. This will include any communication regarding questions concerning the report.

Optional Services/Cost

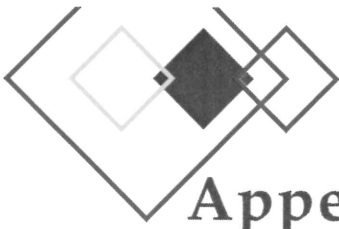
BENEFITS REVIEW—If the Township would like to review benefits in comparable communities, the benefits survey and analysis will cost an additional \$3,000.

SITE VISITS – If the Township requests any on-site visits, there will be additional costs for the MGT’s time and expenses.

JOB DESCRIPTIONS – Updates to existing job descriptions cost \$200 each; new job descriptions, if needed, cost \$300 each. Job descriptions will be completed upon conclusion of the Study and are billed separately.

ADDITIONAL SERVICES – Any additional services not covered in this proposal and requested by the Township will be billed at the rate of \$150 per hour plus expenses, including assistance with employee appeals.

This quote is firm and irrevocable for a period of three months, after which prices may increase.



Appendix A. Staff Biographies

Biographies of our proposed project personnel are provided on the following pages. The personnel described in our proposal are the professionals who will provide the services for this project. We may use additional staff consultants with subject matter expertise to assist with employee interviews if needed.



Joellen Cademartori

CEO and Co-Owner | GovHR, within MGT's Social Impact Solutions

Joellen Cademartori is the chief executive officer and co-owner of GovHR USA and has nearly 30 years of cumulative experience working in the public sector as a municipal leader and in human resources and management consulting. Joellen's exceptional communication style has enabled her to develop and maintain strong relationships with her peers, elected and appointed officials, and related local government partners.



The public sector human resources and management projects Joellen has worked on have earned her respect in local governments across the country. Due to her commitment and dedication to local government, she is known as an industry leader in executive recruiting, interim staffing, and human resources and management consulting work.

Throughout her career, Joellen has been privileged to serve on numerous local, state, and national committees. A personal and professional highlight for her was being on the International City/County Management Association (ICMA) Executive Board as a representative from the Northeast Region. Joellen regularly speaks in front of groups and writes about various local government topics, including organizational analysis, generational diversity, succession planning, performance management, resume development, and interviewing skills and techniques. She is dedicated to developing the next generation of managers and remains passionate about excellence in local government.

Professional Education

Master of Public Administration, Northeastern University, Boston, MA
 Bachelor of Economics, Worcester State College, MA
 Senior Executive Institute, Leading, Education & Developing (LEAD) Program, University of Virginia, Weldon Cooper Center for Public Service

Memberships and Affiliations

International City and County Management Association (ICMA), Member
 ICMA – Task Force on Deputy/Assistant Managers 2017-2018, Current Member
 Illinois City and County Management Association (ILCMA), Current Member
 ICMA – Task Force on Women in the Profession 2012 – 2014, Member
 ICMA – Conference Planning Committee 2010 – 2011, Chair

Professional Development and Speaking Engagements

- Executive Recruiter Panel – Investing in the Next Generation of Leaders, NFBPA – Emerge 2020
- Re-Evaluating Your Employee Evaluation, MMA 2020
- Succession Planning for the Public Sector Webinar, NPELRA 2020
- What Does it Take – Landing Leadership Positions, ICMA 2019
- Achieving Your Leadership Potential Thinking Strategically About the Next Steps in Your Career, NFBPA 2019
- Succession Planning tips to Achieve Unity Through Diversity, MMA 2019
- Putting Your Best Foot Forward – Interview Skills for Women, including Posture, Presence, and Bias, WCMA Women's Leadership Seminar 2018
- Tips for a Successful Recruitment Process – MMA 2018
- Hire Hard, Manage Easy – Tips for Getting the Best Employees, IPELRA 2018
- Achieving Your Leadership Potential: Thinking Strategically About the Next Steps in Your Career, LGHN 2018

Professional Background

24 Years of Local Government Leadership and Management

- Evanston, IL – Director of Administrative Services, 2009-2011; Director of Human Resources, 2007-2009
- Catawba County, NC – Assistant County Manager, 2004-2007
- Barnstable, MA – Assistant Town Manager, 2000-2003
- Yarmouth, MA – Assistant Town Administrator, 1993-2000
- Northborough, MA – Assistant Town Administrator, 1992-1993; Acting Town Administrator, 1991; Administrative Asst. to the Town Admin, 1988-1990
- Holden, MA – Intern, 1987



Rachel Skaggs

Senior Vice President, Classification and Compensation Project Manager | GovHR, within MGT's Social Impact Solutions

Rachel Skaggs is a Senior Vice President and Classification and Compensation Project Manager with GovHR USA. Prior to working with GovHR, Mrs. Skaggs spent ten years in local government management. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and managed human resources functions.



During her time with GovHR, Rachel has managed over 50 classification and compensation projects for communities nationwide and entities of all sizes, ranging from 10 employees to 120+ employees and populations from 1,000 to 100,000. Rachel works with various clients, including municipalities, county governments, park districts, forest preserve districts, councils of governments, and non-profit agencies. Rachel prides herself on working closely with clients in a team environment to ensure they have a successful plan with both internal and external equity that can be used and administered seamlessly for years to come. During her work on Classification and Compensation projects, Rachel analyzed benefit data, developed job descriptions, and reviewed FLSA requirements for positions.

Rachel has local government management experience in Illinois, including with the Village of Montgomery, the Village of Schaumburg, and the City of Princeton. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and managed human resources.

Rachel is a native of Walnut, Illinois, and a Bureau Valley High School graduate. She possesses a master's degree in public administration from Northern Illinois University in DeKalb, Illinois.

Rachel served as the City Manager for Princeton, Illinois, from 2015 to 2019. Princeton is an active City located two hours west of Chicago on Interstate 80. Princeton is unique in that it provides all their own City services including electric, water, sewer, garbage, cemeteries, and a City-owned hospital. For a town of 7,800 people, the City has a budget of over \$25 million. The community is known for its significant historic buildings, with two downtown districts placed on the National Register of Historic Places. During Rachel's tenure, she completed numerous projects, including creating utility policies, developing operating and capital budgets, streamlining human resource operations, consolidating utility billing, refinancing debt, and successfully negotiating multiple union contracts.

Prior to her time with the City of Princeton, Rachel served as the management analyst for the Village of Schaumburg and for the Village of Montgomery. During her time as a management analyst, she was responsible for human resources tasks, capital improvement planning, budgets, special events, and community outreach.

Rachel is passionate about community engagement, diversity and inclusion, and volunteerism. Rachel has co-authored two articles that focus on women in government and the history behind the low numbers of women in executive-level positions in local government. Throughout her tenure as a City Manager, Rachel developed committees and commissions to help lead the City forward and to increase community engagement and volunteerism. Rachel believes cities and towns all over the U.S. can succeed with community interaction, citizen involvement, diversity and inclusion, and trust.

Professional Education

Master of Public Administration, Northern Illinois University

Bachelor of Arts – English and Political Science, Northern Illinois University

Memberships and Affiliations

International City and County Management Association

Illinois City/County Management Association

Illinois Public Employer Labor Relations Association

The Legacy Project

Princeton Rotary Club



Rachel Skaggs

*Senior Vice President, Classification and Compensation Project Manager | GovHR, within
MGT's Social Impact Solutions*

Professional Background

City Manager, Princeton, IL 2015 – 2019
Management Analyst, Village of Schaumburg, IL
2012 – 2015
Management Analyst/HR Manager, Village of
Montgomery, IL 2009 – 2012

Professional Development and Speaking Engagements

Presentation on Females in Local Government:
· ICMA Conference, Phoenix, Arizona (2012)
· The Legacy Project
· ILCMA
Public Management Magazine article “Women Leading
Government,” co-authored with Heidi Voorhees
Public Voices XIII No. 2 article “Advancing Women in Local
Government: The Case in Illinois” co-authored with Dr. Kimberly
Nelson



John Prejzner

Senior Vice President | GovHR, within MGT's Social Impact Solutions

John Prejzner is a Senior Vice President with GovHR USA with over 15 years of experience in local government management. He has extensive experience in executive leadership, award-winning public budgeting, collective bargaining, and software management and implementation. He has managed substantial capital and operating budgets, implemented process improvements, and engaged in multiple human resources initiatives.



John Prejzner has over ten years of experience in local government management in Illinois, including the Village of Wilmette and the Village of Lincolnwood, and several years in the City of Westminster, Colorado.

John is a native of Park Ridge, Illinois, and a Maine South High School graduate. He possesses a Master's Degree in Public Administration from Northern Illinois University in DeKalb, Illinois.

John is engaging, strategic, thoughtful, and resourceful in his approach. His vast experience in working with all municipal departments and successful track record in project management will be a tremendous asset to clients. John is dedicated to building relationships and providing high-quality results.

Professional Education, Training, & Instruction

Master of Public Administration (M.P.A.), Northern Illinois University, DeKalb, Illinois

Bachelor of Science in Political Science, Northern Illinois University, DeKalb, Illinois

Certified Professional (SHRM-CP), Society for Human Resource Management

Memberships and Affiliations

Colorado City/County Management Association (CCMA)

International City/County Management Association (ICMA)

Government Finance Officers Association

National Public Employer Labor Relations

Society for Human Resources Management

Professional Background

15 Years of Experience in Local Government

City of Westminster, Illinois

- Policy and Budget Manager 2022-2023
- Policy and Budget Coordinator 2020-2021

Village of Wilmette, Illinois

- Assistant Director of Administrative Services 2017-2020
- Assistant to the Village Manager 2011-2016

Village of Lincolnwood, Illinois

- Management Analyst 2010-2011
- Administrative Intern 2008-2010

Katy brings over 25 years of experience in multiple public sector settings, focusing on human resources and administrative management. Katy's human resources areas of concentration have included organizational development, compensation, recruitment and retention, and training and staff development.



The cornerstone of Katy's career is with the DuPage County Government and the DuPage County Health Department. At those organizations, she coordinated and participated in several agency-wide compensation studies utilizing and applying the Korn-Ferry (formally Hay Group) methodology. While working in public health as Director of Organizational Development, Katy was directly responsible for the areas of quality improvement, compliance, and accreditation. In addition, she led agency-wide initiatives focused on integrating services and improving client access to care. Some of these initiatives included redesigning client intake processes, supporting the implementation of an electronic medical record, and ensuring compliance with ACA requirements.

Most recently, Katy worked with Elgin Community College and the Forest Preserve District of Kane County. Both of these opportunities highlighted Katy's ability to engage and contribute to organizational effectiveness in various public sector settings. Her broad depth of knowledge, professionalism, and approachable style have enabled her to build relationships at all levels within each organization and provide relevant, practical, and valuable human resources support.

Katy's philosophy on human resources and organizational development has always been that of a "business partner" – she truly enjoys working on solutions that help to support the operational needs of the organization.

Professional Education and Training

Bachelor of Arts degree in Urban Studies from Elmhurst College
 Certificate in Marketing Analytics from Udacity
 SHRM-CP certified through the Society for Human Resources
 Certified Time Management Trainer
 Advanced Project Management

Memberships and Affiliations

Society for Human Resources (SHRM)
 Illinois Park and Recreation Association (IPRA)

Professional Background

Over 29 Years of Local Government Experience

- Forest Preserve District of Kane County, Geneva, IL
 - Director of Human Resources
- Elgin Community College, Elgin, IL
 - Director of Compensation and Talent Acquisition
- DuPage County Health Department, Wheaton, IL
 - Director of Organizational Development
 - Human Resources Manager
- DuPage County Government
 - Interim Director of Human Resources Human Resources Manager
 - Human Resources Supervisor
 - Human Resources Generalist and Recruitment Specialist

Alice Bieszczat is a Classification and Compensation Specialist with over 25 years of experience spanning the private, non-profit, and public sectors.

Ms. Bieszczat has managed or assisted in over 120 classification and compensation studies in 15 states over the past ten years. Alice has worked with various organizations, including municipalities, counties, park districts, special services agencies, and not-for-profit organizations. Studies varied in size and complexity, including union, non-union, management, technical, and administrative positions.



Ms. Bieszczat has provided human resources consulting services for both Voorhees Associates and the PAR Group, as well as non-profit consulting services for clients including the Ann & Robert H. Lurie Children's Hospital of Chicago, the North Shore Senior Center, Aurora Healthcare, and the Archdiocese of Milwaukee. Her most recent consulting assignments have included Classification and Compensation Studies in Wisconsin, Indiana, Iowa, Illinois, Massachusetts, Connecticut, Ohio, Pennsylvania, West Virginia, Washington, and Michigan.

Ms. Bieszczat also worked for the Chaddick Institute of Metropolitan Development at DePaul University. During her tenure there, she helped implement programs advancing the field of urban planning and design review for municipalities in metropolitan Chicago. Her research on transportation innovations was published in the *Transportation Research Journal* and featured in national media such as the *New York Times*, *Atlantic Cities*, and *Planning Magazine*. She has lectured on transportation innovations in conferences, seminars, and university settings. At Lurie Children's Hospital of Chicago, Ms. Bieszczat led the Foundation Gifts team in securing leadership gifts to support its community-based outreach programs and the construction of its new facility in downtown Chicago. Ms. Bieszczat began her career in telephony as a Radio Frequency Engineer for Sprint Cellular and Alltel, where she partnered with local maintenance technician teams to plan, design, implement, and optimize cellular phone networks nationwide.

Professional Education

Master of Public Service Management, DePaul University, IL

Bachelor of Science in Mathematics, DePaul University, IL

Professional Development & Speaking Engagements

Published research on transportation innovations in *Transportation Research Journal* and *Transport Policy*

Lecturer on Transportation Innovations

Professional Background

More than 25 Years of Experience in Private, Non-Profit, and Public Sectors

- GovHR USA/MGT, 2008; 2012 – Present
- Chaddick Institute of Metropolitan Development at DePaul University, IL; 2009 – 2012
- Lurie Children's Hospital of Chicago; 2005 – 2008
- American Diabetes Association; 2004 – 2005
- Accelerated Fundraising Solutions; 2000 – 2003
- Sprint Cellular/Alltel; 1996 – 2000

Professional Consulting

- Aurora Healthcare and the Archdiocese of Milwaukee
- Ann & Robert H. Lurie Children's Hospital of Chicago
- North Shore Senior Center
- Logan Square Neighborhood Association

Julie is a local government professional who has served municipalities for over 30 years in local government administration and human resources.

Julie has worked collaboratively with numerous elected and appointed officials in municipalities, park districts, library districts, water agencies, etc. Julie's primary areas of expertise include classification and compensation studies, personnel policy and job description creation and updates, recruitment, and staffing studies. Julie has also written and presented on various human resource-related training topics, including hiring and onboarding, performance management, HR compliance in the public sector, I-9 compliance, and ethics programs.



Julie is familiar with and dedicated to the public sector and its impact on our daily lives. Julie has assisted many organizations over the years by serving on various boards and helping with annual conferences by speaking and organizing events. These organizations are listed below.

Professional Education, Training, & Instruction

Master of Arts in Public Administration (M.P.A.), Northern Illinois University

Bachelor of Arts in Public Administration & Political Science, Augustana College

Memberships and Affiliations

International City/County Management Association (ICMA) – Annual Conference Committee

Illinois City/County Management Association (ILCMA)

Illinois Association of Municipal Management Assistants (IAMMA) – Past President

Society for Human Resource Management (SHRM)

Illinois Public Employer Labor Relations Association (IPELRA)

Illinois Association of Park Districts (IAPD/IPRA)

Illinois Library Association (ILA)

Illinois Government Finance Officers Association (IGFOA)

Professional Background

37 Years of Experience in Local Government Administration & Human Resources

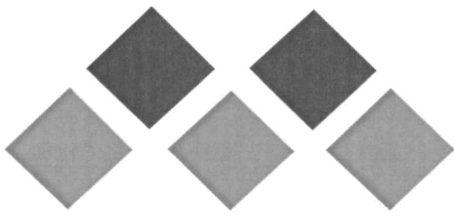
Sikich LLP, Naperville, Illinois – Human Resources Consultant, 2009-2017

CCF Consulting, Public Sector Human Resources Consulting Services, St. Charles, Illinois – Owner 1996-2009

Village of Carol Stream, Illinois – Assistant to the Village Manager, 1989-1996

Village of Elk Grove, Illinois – Administrative Assistant, Village Manager's Office; Administrative Assistant, Public Works; Administrative Intern – 1987-1989

City of Rock Island, Illinois – Administrative Intern, 1986-1987



MGT

Maine Township Renewal
July 1, 2024

Brought to you by:
National Group Health Alliance, LLC

Catherine Sbarra
CEO/Senior Benefits/Facility Advisor

Office: 847-393-7475
Cell Phone: 847-668-9684

Maine Township July 1st Renewal 2024

- BlueCross BlueShield renewal will be 1.24 %increase with the rate relief provided on the MIBPP2020 PLAN as the PPO offering
- The Grandfathered plan will not be renewed
- We received rate relief of 4.6%
- United Healthcare – Firm rates show -17.68% below renewal and rates are for June and need to be updated to July but are underwritten rates for June
- **Board members will NOT be able to be enrolled in coverage if we move UHC**
- **Important note: UHC are new business aggressive rates to obtain the business**
- Humana – Is no longer in the health market
- Principal – Offer to renew flat if we add vision for lower rates than we have now with VSP and add ancillary CI, and Accident
- VSP gave a 4 year guarantee last year so we are good until 6/30/26 however Principal will hold lower rates until 6/30/206



BlueCross BlueShield
of Illinois

3500 Lacey Road
6th Floor - Mid Market
Downers Grove, IL 60515

Maine Township & Highway Department
1700 BALLARD RD
PARK RIDGE, IL 600681006

Revised

April 23, 2024

Group number(s): P85982, P85990, B85982
Renewal Effective: 07/01/2024

Dear Group Administrator:

Your 7/1/2024 renewal exhibit is attached.

Please review the renewal information. If you have any questions, please reach out to your broker or account representative.

If you want to make changes, please submit your BPS (Benefit Plan Selection) Form 30 days before your effective date. The BPS only needs to be submitted if you are making changes or if adding/ changing an HSA, FSA or HRA with integration using a preferred vendor.

If your plans are eligible to stay Grandfathered, important information and instructions about renewing your grandfathered status are enclosed.

Thank you for your business. If you have any questions, our team is ready to help.

Sincerely,

BRIAN T CARPEN
Blue Cross and Blue Shield of Illinois
(630) 824-6355

cc: Catherine Sbarra
Catherine Sbarra
NATIONAL GROUP HEALTH ALLINACE LLC
225 Jamie Ln
Lake Zurich, IL 600470000



Renewal Exhibits for Maine Township & Highway Department

Group number(s): P85982, P85990, B85982

Renewal Effective: 7/1/2024

Rate Effective: 7/1/2024

<u>Current Health Plan(s)</u>	Current Health Monthly Rates						
	<u>Empl.</u>	<u>Empl + Spouse</u>	<u>Empl. + Child(ren)</u>	<u>Family</u>	<u>Medicare Primary Single</u>	<u>Medicare Primary Single+1</u>	<u>Total Monthly Health Cost</u>
MPS91605	\$1,254.97	\$2,732.43	\$2,180.27	\$3,657.73	\$701.14	\$1,402.27	\$0.00
Contracts	0	0	0	0	0	0	0
MHHB106	\$1,057.03	\$2,301.45	\$1,836.38	\$3,080.82	\$590.55	\$1,181.10	\$2,114.06
Contracts	2	0	0	0	0	0	2
BPP72212	\$1,368.99	\$2,980.68	\$2,378.37	\$3,990.07	\$764.84	\$1,529.67	\$66,154.17
Contracts	13	5	4	6	0	0	28
Total Monthly Health Cost							\$68,268.23
Total Health Contracts							30

<u>Renewal Health Plan(s)</u>	Renewal Health Monthly Rates						
	<u>Empl.</u>	<u>Empl + Spouse</u>	<u>Empl. + Child(ren)</u>	<u>Family</u>	<u>Medicare Primary Single</u>	<u>Medicare Primary Single+1</u>	<u>Total Monthly Health Cost</u>
MPS9160524	\$1,299.97	\$2,831.55	\$2,216.82	\$3,748.41	\$697.90	\$1,395.80	\$0.00
Contracts	0	0	0	0	0	0	0
MHHB106	\$1,026.69	\$2,236.30	\$1,750.80	\$2,960.41	\$551.19	\$1,102.37	\$2,053.38
Contracts	2	0	0	0	0	0	2
MIBPP2020	\$1,396.97	\$3,042.83	\$2,382.23	\$4,028.09	\$749.98	\$1,499.95	\$67,072.22
Contracts	13	5	4	6	0	0	28
Total Monthly Health Cost							\$69,125.60
Total Health Contracts							30

HCSC establishes rates that are actuarially sound, provide long-term stability in the market and properly match premiums with expected incurred health care costs for the upcoming pricing period.

Health Renewal Premium Change Components	
a. Account/Benefit Program Adjustment (incl. Trend):	7.79%
b. Demographic Adjustment:	3.42%
c. Change in Risk:	-9.20%
Total*:	1.26%

* The total health renewal premium change percentage is calculated by multiplying each of the components in the above table. This change percentage is based upon total monthly premium. Each tier's rate change may vary from the total change percentage.

Change Component Definitions

- a) Account/Benefit Program Adjustment (incl. Trend) includes group and benefit plan specific pricing changes due to factors such as medical cost trends, pool adjustments, plan, industry and geographical pricing, etc.
- b) Demographic Adjustment is the pricing change for age, gender, group size and dependent composition differences.
- c) Change in Risk is the pricing change resulting from BCBSIL's analysis of medical conditions and experience.

Following is the large claim detail identified during the renewal evaluation:

- \$52,683.91 - Cancelled
- \$63,840.25 - Active
- \$95,830.32 - Active

Maine Township & Highway Department

Average over 13 years 3.77% last 5 years under 5%

Carrier	Renewal	Plan	Rate Relief	Final	Annual Premium Rate Difference	Percentage of Change	Notes
2024 BCBS FI	5.88%	HMO and MIBPP2020	4.26%	1.26%	\$70,219.99	1.26%	Active claims of \$63,840.25 and \$95,830.32
2023 BCBS FI	7.43%	HMO AND GFD PPO	3.13%	4.30%	\$34,979.00	4.30%	
2022 BCBS FI	9.83%	HMO AND GFD PPO	4.89%	4.94%	\$70,623.45	4.94%	
2021 BCBS FI	-4.60%	HMO AND GFD PPO	0.00%	-4.60%	-41,865.00	-4.60%	
2020 BCBS FI	8.15%	HMO AND GFD PPO	5.25%	2.90%	\$29,055.00	2.90%	
2019 BCBS FI	9.96%	HMO AND GFD PPO	1.08%	8.88%	\$92,546.00	8.88%	Large active claims of \$1,291,950.62
2018 BCBS FI	6.38%	HMO AND GFD PPO	0.15%	6.23%	\$67,130.40	6.23%	Large active claims of \$961,583.94
2017 BCBS FI	4.80%	HMO AND GFD PPO	1.34%	3.46%	\$34,960.44	3.46%	
2016 BCBS FI	24.09%	HMO AND GFD PPO	2.43%	21.66%	\$229,369.94	21.66%	Large active claims of \$342,384
2015 BCBS FI	7.91%	HMO AND GFD PPO					
2014 BCBS FI	16.99%	HMO AND GFD PPO					
2013 BCBS FI	9.95%	HMO AND PPO					
2012 BCBS FI	-13.32%	HMO AND PPO					

Plan Type Network	Blue Cross MHHB106 HMO Current/Renewal		Blue Cross BPP72212 PPO Current NOT RENEWING		Blue Cross MIBPP2000 ALTERNATE 2 Closest Plan to the BPP72212		Blue Cross MIBPP2020 PPO Alternate 1 for PPO ON RENEWAL		UHC FIRM 5/1/24 BFC4 2VX		UHC BDSS Compare to Alt 1 for PPO PPO Copy Plan		
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network Only	In-Network	Out-of-Network	In-Network	Out-of-Network
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Deductible													
Individual	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$500	\$1,000	\$0	\$0	\$0	\$0	\$5,000
Family	\$0	\$3,000	\$1,500	\$3,000	\$1,500	\$3,000	\$1,500	\$3,000	\$0	\$0	\$0	\$0	\$10,000
Coinsurance	100%	70%	90%	70%	90%	70%	90%	70%	100%	100%	100%	100%	80%
Maximum Out-of-Pocket													
Individual	\$1,500	\$500	\$500	\$1,500	\$1,000	\$4,500	\$1,500	\$4,500	\$1,500	\$1,500	\$1,500	\$1,500	\$10,000
Family	\$3,000	\$1,500	\$1,500	\$4,500	\$3,000	\$13,500	\$4,500	\$13,500	\$3,000	\$3,000	\$3,000	\$3,000	\$20,000
Office Visits													
Primary	\$20 copay	30% after deduct.	\$10 copay	30% after deduct.	\$20 copay	30% after deduct.	\$20 copay	30% after deduct.	\$20 copay	30% after deduct.	\$20 copay	\$20 copay	20% after deduct
Specialist	\$40 copay	30% after deduct.	\$30 copay	30% after deduct.	\$40 copay	30% after deduct.	\$40 copay	30% after deduct.	\$40 copay	30% after deduct.	\$40 copay	\$40 copay	20% after deduct
Preventative Care	100%	30% after deduct.	\$10 copay	30% after deduct.	100%	30% after deduct.	100%	30% after deduct.	100%	30% after deduct.	100%	100%	20% after deduct
Hospital Services	100%	30% after \$300 copay & plan deduct.	10% after deduct.	30% copay/visit then 30% after deduct.	10% after deduct.	30% copay/visit then 30% after deduct.	10% after deductible	30% after deduct	100%	30% after deduct	100%	IP \$500/Visit then 100% after deduct OP \$250/Visit then 100% after deduct	20% after deduct
Emergency Room	\$150 copay/visit	\$150 copay/visit	\$150 copay/visit	\$150 copay/visit	\$150 copay/visit	\$150 copay/visit	\$150 copay/visit	\$150 copay/visit	\$300 copay/visit then 100% covered	\$300 copay/visit then 100% covered	\$300 copay/visit	\$300 copay/visit	\$300 copay/visit
Urgent Care	100%	30% after deduct.	10% after deduct.	30% after deduct.	10% after deduct.	30% after deduct.	10% after deductible	30% after deduct	10% after deductible	30% after deduct	10% after deductible	\$75 copay/visit	20% after deduct
Prescription Drugs													
Generic	Participating Pharmacies	Participating Pharmacies	Participating Pharmacies	Participating Pharmacies	Participating Pharmacies	Participating Pharmacies	Participating Pharmacies	Participating Pharmacies	Participating Pharmacies	Participating Pharmacies	Participating Pharmacies	Participating Pharmacies	Participating Pharmacies
Preferred Brand	\$10 copay	\$10 copay	\$10 copay	\$10 or \$20 copay	\$10 or \$20 copay	\$10 or \$20 copay	\$0 or \$10 copay	\$10 copay	\$10 copay	\$10 copay	\$10 copay	\$10 copay	\$10 copay
Non-Preferred Brand	\$40 copay	\$20 copay	\$20 copay	\$50 or \$70 copay	\$50 or \$70 copay	\$50 or \$70 copay	\$50 or \$100 copay	\$35 copay	\$35 copay	\$35 copay	\$35 copay	\$35 copay	\$35 copay
Mail Order	\$60 copays/Specialty Covered	\$35 copays/Specialty Covered	\$35 copays/Specialty Covered	\$100 or \$250 copay / Specialty \$250	\$100 or \$250 copay / Specialty \$250	\$100 or \$250 copay / Specialty \$250	\$150 or \$250 copay	\$60 copay	\$60 copay	\$60 copay	\$60 copay	\$60 copay	\$60 copay
	3 copays for 3 mo supply 7.1.24	2 copays for 3 mo supply	2 copays for 3 mo supply	3 copays for 3 mo supply	3 copays for 3 mo supply	3 copays for 3 mo supply	3 copays for 3 mo supply	3 copays for 3 mo supply	3 copays for 3 mo supply	3 copays for 3 mo supply	3 copays for 3 mo supply	2.5 copays for 3 mo supply	2.5 copays for 3 mo supply
Rates													
	HMO	HMO	HMO	HMO	HMO	HMO	HMO	HMO	HMO	HMO	HMO	HMO	HMO
	RENEWAL	RENEWAL	RENEWAL	RENEWAL	RENEWAL	RENEWAL	RENEWAL	RENEWAL	RENEWAL	RENEWAL	RENEWAL	RENEWAL	RENEWAL
Employee	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT	CURRENT
	\$1,057.03	\$1,026.69	\$1,368.99	N/A	N/A	N/A	\$1,396.97	\$933.75	\$933.75	\$933.75	\$933.75	\$1,121.59	\$1,121.59
Employee + Spouse	\$2,301.45	\$2,236.30	\$2,980.68	N/A	N/A	N/A	\$3,042.83	\$2,032.77	\$2,032.77	\$2,032.77	\$2,032.77	\$2,441.70	\$2,441.70
Employee + Child(ren)	\$1,836.38	\$1,750.80	\$2,378.37	N/A	N/A	N/A	\$2,382.23	\$1,621.92	\$1,621.92	\$1,621.92	\$1,621.92	\$1,948.20	\$1,948.20
Family	\$3,080.82	\$2,960.41	\$3,990.07	N/A	N/A	N/A	\$4,028.09	\$2,721.88	\$2,721.88	\$2,721.88	\$2,721.88	\$3,269.43	\$3,269.43
TOTALS	31	1	29	0	0	0	0	0	0	0	0	0	0
Monthly Premium	\$1,836.38	\$1,750.80	\$67,523.16	#VALUE!	#REF!	#REF!	\$68,469.19	\$1,621.92	\$1,621.92	\$1,621.92	\$1,621.92	\$55,320.14	\$55,320.14
Annual Premium	\$22,036.56	\$21,009.60	\$810,277.92	#VALUE!	#REF!	#REF!	\$821,630.28	\$19,463.04	\$19,463.04	\$19,463.04	\$19,463.04	\$663,841.68	\$663,841.68
Combined HMO & PPO Monthly Premium	Difference between Gr'd and non												
Combined HMO & PPO Annual Premium	Difference between Gr'd and non												
Combined HMO & PPO Renewal Premium	Difference between Gr'd and non												
Premium Difference From Renewal	Difference between Gr'd and non												
Percentage Change From Renewal	Difference between Gr'd and non												
	\$10,325.40											\$159,335.16	
	1.24%											-18.91%	
	4.30%											Compared to Alt 2 BCBS plan	
												MIBPP2000	
												(\$184,807.68)	
												-21.29%	

This is a coverage and benefit illustration only; refer to the carrier highlight sheets and plan document for specific conditions, coverage and limitations.



National Group Health Alliance LLC

Plan Type Network	HMO		PPO	
	In Network Only	In-Network	Out-of-Network	Core Premier
Benefit Highlights	In Network Only	In-Network	Out-of-Network	Core Premier
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited
Deductible				
Individual Family	\$0	\$0	\$5,000	\$5,000
Family	\$0	\$0	\$10,000	\$10,000
Coinsurance	100%	100%	80%	80%
Maximum Out-of-Pocket				
Individual Family	\$1,500	\$1,500	\$10,000	\$10,000
Family	\$3,000	\$3,000	\$20,000	\$20,000
Office Visits				
Primary	\$20 copay	\$20 copay	20% after deduct	20% after deduct
Specialist	\$40 copay	\$40 copay	20% after deduct	20% after deduct
Preventative Care	100%	100%	20% after deduct	20% after deduct
Hospital Services	100%	IP \$500/Visit then 100% after deduct OP \$250/Visit then 100% after deduct	20% after deduct	20% after deduct
Emergency Room	\$300 copay/visit then 100% covered	\$300 copay/visit		
Urgent Care	\$75 copay/visit	\$75 copay/visit	20% after deduct	20% after deduct
Prescription Drugs	Participating Pharmacies	Participating Pharmacies	Participating Pharmacies	Participating Pharmacies
Generic	\$10 copay	\$10 copay	\$10 copay	\$10 copay
Preferred Brand	\$35 copay	\$35 copay	\$35 copay	\$35 copay
Non-Preferred Brand	\$60 copay	\$60 copay	\$60 copay	\$60 copay
Mail Order	2.5 copays for 3 mo supply	2.5 copays for 3 mo supply	2.5 copays for 3 mo supply	2.5 copays for 3 mo supply
Rates	HMO	PPO	HDHP	
Employee	14	0	14	0
Employee + Spouse	6	0	5	0
Employee + Child(ren)	5	1	4	0
Family	6	0	6	0
TOTALS	31	1	29	0
Monthly Premium	\$1,621.92	\$1,621.92	\$55,320.14	\$55,320.14
Annual Premium	\$19,463.04	\$19,463.04	\$663,841.68	\$663,841.68
Combined HMO & PPO Monthly Premium			\$56,942.06	\$56,942.06
Combined HMO & PPO Annual Premium			\$683,304.72	\$683,304.72
Combined BCBS HMO & PPO Current Premium			\$832,314.48	\$832,314.48
Premium Difference From Current			(\$149,009.76)	(\$149,009.76)
Percentage Change From Current			-17.90%	-17.90%
Compared to Alt 2 BCBS plan			(\$184,807.68)	(\$184,807.68)
MIBPP2000				-22.20%

Maine Township & Highway Department
 Basic Life and AD&D Benefit Summary & Comparison
 Effective Date: July 1, 2024

With Vision Cit and Accident only 5%

Basic Life/AD&D Benefits Summary	Current Principal		Renewal Principal		MetLife	EQUITABLE	Lincoln Financial Group	unum
	All AFT Employees	Flat \$25,000	All AFT Employees	Flat \$25,000				
Class Definition	All AFT Employees	Flat \$25,000	All AFT Employees	Flat \$25,000	All AFT Employees	All AFT Employees	All AFT Employees	
Life/AD&D Benefit	Flat \$25,000		Flat \$25,000		Flat \$25,000	Flat \$25,000	Flat \$25,000	
Guaranteed Issue	Full Benefit Amount		Full Benefit Amount		Full Benefit Amount	Full Benefit Amount	Full Benefit Amount	
Age Reduction	-		35% at age 65, 50% at age 70		35% at age 65, 50% at age 70	35% at age 65, 50% at age 70	35% at age 65, 50% at age 70	DTQ
Conversion Privilege	Included		Included		Included	Included	Included	
Portability	Not Included		Not Included		Not Included	Not Included	Not Included	
Contribution	Employer Paid		Employer Paid		Employer Paid	Employer Paid	Employer Paid	
Rate Guarantees	-		24 Months		24 Months	24 Months	24 Months	
Monthly Rates per \$1,000	Current	Renewal	MetLife	Equitable	Lincoln	Unum		
Life Rate	\$0.221	\$0.243	\$0.228	\$0.199	\$0.181			
AD&D Rate	\$0.036	\$0.036	\$0.021	\$0.040	\$0.020			
Total Life/AD&D Rate	\$0.257	\$0.279	\$0.249	\$0.239	\$0.201			
Volume	\$936,250	\$936,250	\$936,250	\$936,250	\$936,250			
Basic Life and AD&D Cost Summary & Analysis								
Annual Premium	\$2,887	\$3,135	\$2,798	\$2,685	\$2,258			
\$ Change from Current		\$247	(\$90)	(\$202)	(\$629)			
% Change from Current		8.56%	-3.1%	-7.0%	-21.8%			
Covered Employee			40	40	40			

Notes	Current	Principal	MetLife	Equitable	Lincoln	Unum
		Increase 5% if added				
		Vision CI and Accident				

» Partner carrier minimum enrollment figures are exclusive to GIS and may not be reflected in the proposal.
 » Please refer to carrier proposal for full details.
 » This summary is for illustrative purposes only and is not a binding quote.

Maine Township & Highway Department

Dental Benefit Summary & Comparison

Effective Date: July 1, 2024

Dental Benefits Summary	Current Principal	RENEWAL Principal	MetLife	EQUITABLE	Lincoln Financial Group	Unum
In Network Coinsurance	100 / 80 / 50		100 / 80 / 50	100 / 80 / 50	100 / 80 / 50	
Out of Network Coinsurance	100 / 80 / 50		100 / 80 / 50	100 / 80 / 50	100 / 80 / 50	
Calendar Year Deductible	\$50 / \$150		\$50 / \$150	\$50 / \$150	\$50 / \$150	
Out of Network Claims	MAC		MAC	MAC	MAC	
Annual Maximum (In / Out of Network)	\$1,800 / \$1,800		\$2,000 / \$2,000	\$2,050 / \$2,050	\$1,800 / \$1,800	
Benefit Waiting Periods	None		None	None	None	
Endodontics	Major Services		Major Services	Major Services	Major Services	
Periodontics	Major Services		Major Services	Major Services	Major Services	
Oral Surgery	Basic Services		Basic Services	Basic Services	Basic Services	
Implants	Major Services		Major Services	Major Services	Major Services	
Composite Fillings	Included on Posterior		Included on Posterior	Included on Posterior	Included on Posterior	
Dental Network	Principal Premier		PDP Plus	Equitable Dental	Dental Connect	
Contribution	-		75% Employer Paid	100% Employer Paid	100% Employer Paid	
Minimum Participation Requirement	-		50% or 32 lives	80% or 10 lives	100%	
Rate Guarantee	-		24 Months	24 Months	24 Months	
Monthly Rates	Current	RENEWAL	MetLife	Equitable	Lincoln	Unum
Employee Only	\$35.80	37.23	\$31.57	\$32.22	\$32.22	
Employee + Spouse	\$69.65	72.43	\$61.02	\$62.68	\$62.69	
Employee + Child(ren)	\$76.20	79.25	\$66.08	\$68.58	\$68.58	
Employee + Family	\$117.56	122.27	\$101.94	\$105.81	\$105.80	
Total Employees	32					
Dental Cost Comparison & Analysis						
Annual Premium	\$25,882	\$26,918	\$22,578	\$23,294	\$23,294	
\$ Change from Current	\$1,035		(\$3,304)	(\$2,588)	(\$2,588)	
% Change from Current	4.0%		-12.8%	-10.0%	-10.0%	
Notes	Current	Renewal	MetLife	Equitable	Lincoln	Unum

» Partner carrier minimum enrollment figures are exclusive to GIS and may not be reflected in the proposal.

» Please refer to carrier proposal for full details.

» This summary is for illustrative purposes only and is not a binding quote.

Maine Township & Highway Department

Vision Benefit Summary & Comparison

Effective Date: July 1, 2024

Renew Flat if CI and Accident are added

Vision Benefits Summary	Current VSP		Principal 12/12/2012	
	12/12/24	12/12/24	12/12/12	12/12/12
Vision Frequency	12/12/24	12/12/24	12/12/12	12/12/12
In Network Co-Pay Exam/Materials	\$10 / \$25	\$10 / \$25	\$10 / \$25	\$10 / \$25
In Network Frames/Contact Lens Allowance	\$130 / \$130	\$130 / \$130	\$130 / \$130	\$130 / \$130
Vision Network	VSP	VSP	VSP	VSP
Contribution	-	-	-	-
Minimum Participation Requirement	-	-	-	-
Rate Guarantee	-	-	-	-
Monthly Rates	Current and Renewal	Principal	Principal	Principal
Employee Only	\$7.07	6.68	7.42	7.42
Employee + Spouse	\$11.31	10.69	11.87	11.87
Employee + Child(ren)	\$11.55	10.91	12.12	12.12
Employee + Family	\$18.62	17.59	19.55	19.55
Total Employees	20			
Vision Cost Summary & Analysis				
Annual Premium	\$2,443	2308.68	2564.52	\$2,443
\$ Change from Current		(\$135)	\$121	\$300
% Change from Current		-5.52%	4.96%	12.3%
Notes	Current	Principal	Principal	Unum



* Partner carrier minimum enrollment figures are exclusive to GIS and may not be reflected in the proposal.

* Please refer to carrier proposal for full details.

* This summary is for illustrative purposes only and is not a binding quote.

Maine Township & Highway Department

Voluntary Life and AD&D Benefit Summary & Comparison
Effective Date: July 1, 2024

Voluntary Life/AD&D Benefits Summary	No change to rates			
	Current/ Renewal Principal	MetLife	EQUITABLE	Lincoln Financial Group
Class Definition	All AFT Employees	All AFT Employees	All AFT Employees	All AFT Employees
Employee Life/AD&D Benefit	\$10,000 Increments	\$10,000 Increments	\$10,000 Increments	\$10,000 Increments
Employee Life/AD&D Max	\$300,000	5X Salary to \$500,000	5X Salary to \$300,000	5X Salary to \$300,000
Employee Guaranteed Issue	\$100,000	\$100,000	\$100,000	\$100,000
Age Reduction	35% at age 65 50% at age 70	No Age Reduction	35% at age 65 50% at age 70	35% at age 65 50% at age 70
Spouse Life/AD&D Max	\$100,000 not to exceed 50% of EE amount	\$100,000 not to exceed 50% of EE amount	\$100,000 not to exceed 50% of EE amount	\$100,000 not to exceed 50% of EE amount
Spouse Guaranteed Issue	\$25,000	\$25,000	\$25,000	\$25,000
Child Life/AD&D Max	\$2,000, \$4,000, \$5,000 or \$10,000	\$10,000	\$1,000 to \$10,000	\$2,000, \$4,000, \$5,000, \$10,000
Child Guaranteed Issue	Included	Included	Included	Included
Conversion Privilege	Included	Included	Included	Included
Portability	Included	Included	Included	Included
Minimum Participation Requirement	-	25% or 13 lives	33% or 4 lives	25% or 10 lives
Rate Guarantee	-	24 Months	24 Months	24 Months
Life Monthly Rate per \$1,000	Current/ Renewal Employee/Spouse	MetLife Employee/Spouse	Equitable Employee/Spouse	Lincoln Employee/Spouse
Age Band				
< 24	\$0.045	\$0.039	\$0.045	\$0.045
25 - 29	\$0.045	\$0.039	\$0.045	\$0.045
30 - 34	\$0.056	\$0.049	\$0.056	\$0.056
35 - 39	\$0.079	\$0.069	\$0.079	\$0.079
40 - 44	\$0.121	\$0.105	\$0.121	\$0.121
45 - 49	\$0.205	\$0.178	\$0.205	\$0.205
50 - 54	\$0.358	\$0.311	\$0.358	\$0.358
55 - 59	\$0.620	\$0.539	\$0.620	\$0.620
60 - 64	\$0.988	\$0.859	\$0.988	\$0.988
65 - 69	\$1.628	\$1.416	\$1.628	\$1.628
70 - 74	\$2.904	\$2.525	\$2.904	\$2.904
75 - 79	\$2.904	\$2.525	\$2.904	\$2.904
80 - 84	\$2.904	\$2.525	\$2.904	\$2.904
85 - 89	\$2.904	\$2.525	\$2.904	\$2.904
90 - 94	\$2.904	\$2.525	\$2.904	\$2.904
95 - 99	\$2.904	\$2.525	\$2.904	\$2.904
Child(ren)	\$2.904	\$0.240	\$0.098	\$0.250
AD&D Monthly Rate per \$1,000 Employee/Spouse	Current/ Renewal	MetLife	Equitable	Lincoln
Child(ren)	\$0.021 / \$0.022	\$0.051	\$0.026 / \$0.020	\$0.020
Notes	Current/ Renewal	MetLife	Equitable	Lincoln
	NO CHANGE TO RATES			

* Partner carrier minimum enrollment figures are exclusive to GIS and may not be reflected in the proposal.
 ** Please refer to carrier proposal for full details.
 *** This summary is for illustrative purposes only and is not a binding quote.

Maine Township & Highway Department

Summary of Total Annual Premium

Effective Date: July 1, 2024

Benefit Plans	Current	Renewal	MetLife	EQUITABLE	Lincoln Financial Group	unum	Lowest Cost	Recommendations
Dental	\$25,882	\$26,918	\$22,578	\$23,294	\$23,294		\$22,578	Stay with Principal
Vision	\$2,443	\$2,443	\$2,443	\$2,321	\$2,743		\$2,321	Move to Principal
Basic Life/AD&D	\$2,887	\$3,135	\$2,798	\$2,685	\$2,258	DTQ	\$2,258	Stay with Principal
Voluntary Life/AD&D	Voluntary	Voluntary	Voluntary	Voluntary	Voluntary		Voluntary	Voluntary
Total Annual Premium	\$31,213	\$32,496	\$27,819	\$28,301	\$28,295		\$27,158	\$0
\$ Change from Current			(\$3,394)	(\$2,913)	(\$2,918)		(\$4,055)	(\$31,213)
% Change from Current			-10.9%	-9.3%	-9.3%		-13.0%	-100.0%

*Lowest cost may not reflect enforce plan designs, where applicable.

Total Eligible Live: 40

*Please refer to carrier proposals for precise information and full details.

*Rates and benefits illustrated are based on current plan and rate information provided as well as carrier proposals.

*Illustrations presented do not constitute a contract and final terms and rates are subject to change.

Critical illness



Presented to: MAINE TOWNSHIP & HIGHWAY DEPARTMENT

Effective date: July 1, 2024

Critical illness for all members		
Covered illnesses/benefits		
	% of benefit for first occurrence	% of benefit for additional occurrences
Alzheimer's disease	100%	0%
Amyotrophic lateral sclerosis	100%	0%
Benign brain tumor	100%	0%
Carcinoma in situ	25%	25%
Coma	100%	0%
Coronary artery disease	25%	25%
Heart attack	100%	100%
Invasive cancer	100%	100%
Loss of hearing	100%	0%
Loss of sight	100%	0%
Loss of speech	100%	0%
Major organ failure	100%	100%
Multiple sclerosis	100%	0%
Occupational infectious disease	100%	0%
Paralysis	100%	0%
Parkinson's disease	100%	0%
Skin cancer	\$250	\$0
Stroke	100%	100%
Infectious disease benefit		
COVID-19	25%	25%
Diphtheria	25%	25%
Encephalitis	25%	25%
Legionnaire's disease	25%	25%
Lyme disease	25%	25%
Malaria	25%	25%
Meningitis	25%	25%
Methicillin-resistant staphylococcus aureus (MRSA)	25%	25%
Necrotizing faciitis	25%	25%
Osteomyelitis	25%	25%
Poliomyelitis	25%	25%
Rabies	25%	25%
Sepsis	25%	25%

Insurance issued by Principal Life Insurance Company®, 711 High Street, Des Moines, IA 50392

Proposal number: 03202410606-5

1142652

Contract state: IL

GP61694-22 | 05/2023

Today's date: 03/25/2024

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Critical illness



Presented to: MAINE TOWNSHIP & HIGHWAY DEPARTMENT

Effective date: July 1, 2024

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Tetanus	25%	25%
Tuberculosis	25%	25%
Childhood conditions		
Cerebral palsy	100%	0%
Cleft lip / palate	100%	0%
Cystic fibrosis	100%	0%
Down syndrome	100%	0%
Muscular dystrophy	100%	0%
Spina bifida	100%	0%

To qualify for a benefit under this policy, the definition of the incurred critical illness must be satisfied.

Multiple Payouts

- Benefits for a first occurrence of a different critical illness will be payable if incurred more than 12 months after the preceding critical illness.
- Benefits for additional occurrences of the same critical illness will be payable if incurred more than 12 months after the preceding critical illness and 12 months treatment free.

For diseases covered under the infectious disease benefit, the insured must be confined to a hospital for at least 3 days.

Scheduled benefit		
	Employee	Spouse
Increments	Benefits available in \$5,000 increments	Benefits available in \$2,500 increments
Minimum amount	\$5,000	\$2,500
Guarantee issue amount¹	\$20,000	\$10,000
Maximum amount	\$50,000	Cannot exceed 50% of employee's scheduled benefit amount, up to \$25,000

Children are automatically covered for 25% of an employee's benefit

¹Guarantee issue is the maximum scheduled benefit amount available during the initial enrollment period with no proof of good health required

Additional benefits	
Health screening	Employees and their covered dependents who have a covered screening test performed may be eligible for a \$50 benefit once per calendar year.
Portability	If employees cease to meet the definition of an employee, they may be eligible to continue insurance, for themselves and their covered dependents, without submitting proof of good health. To continue insurance, the employee must have been insured for 12 consecutive months, be less than age 70 and not incurred a critical illness.

Highlights	
Participation	10% or 5 lives, whichever is greater

Insurance issued by Principal Life Insurance Company®, 711 High Street, Des Moines, IA 50392

Proposal number: 03202410606-5

1142652

Contract state: IL

GP61694-22 | 05/2023

Today's date: 03/25/2024

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Critical illness



Presented to: MAINE TOWNSHIP & HIGHWAY DEPARTMENT
 Effective date: July 1, 2024

<p>Eligibility</p>	<p>EMPLOYEE: Eligible employees include all active, full-time employees living in the United States (except part-time, seasonal, temporary or contract employees) who work at least 30 hours per week. Employees must be enrolled with coverage before it can be offered to their dependents.</p> <p>DEPENDENT: Eligible dependents include the employee's spouse and children. Additional eligibility requirements may apply.</p>
<p>Preexisting conditions</p>	<p>6 months prior/12 months insured</p>
<p>Limitations and exclusions</p>	<p>CRITICAL ILLNESS INSURANCE PROVIDES LIMITED BENEFITS.</p> <p>Limitations Benefits will not be paid for a critical illness caused by or resulting from willful self-injury or self-destruction, while sane or insane; or war or act of war; or voluntary participation in an assault, felony, criminal occupation, insurrection, or riot; or duty as a member of a military organization; or conditions diagnosed outside of the United States unless the diagnosis can be confirmed by a licensed physician in the United States; or the use of any drug (excluding over the counter drugs), narcotic, or hallucinogen not prescribed for the member or dependent by a licensed physician, or if prescribed, not used in a manner consistent with that prescription; or the use of any over the counter drug in a manner not consistent with the labeling; or the use of alcohol, including the operation of a motor vehicle if, at the time of operation, the operator's alcohol concentration exceeds the legal limit allowed by the jurisdiction where the injury occurs; or a cosmetic surgery or other elective procedures that are not medically necessary; or a preexisting condition.</p> <p>Exclusions No benefits will be paid for any critical illness incurred while residing outside the United States for more than six months; or incurred while incarcerated in any type of penal or detention facility; or for which proof is submitted by a physician who is part of the member's or dependent's immediate family.</p> <p>Preexisting conditions A preexisting condition is any sickness or injury, including all related conditions and complications, or a pregnancy, for which a member or dependent received medical treatment, consultation, care, or services; or was prescribed or took prescription medications; in the six month period before the member or dependent became insured under the group policy.</p> <p>No benefits will be paid for a critical illness that results from a preexisting condition unless, on the date the member or dependent incurs the critical illness, the member has been actively at work for one full day for the member's critical illness or the dependent has been insured for one full day for a dependent's critical illness, after completing 12 consecutive months during which the member or dependent was insured under the group policy.</p>

Accident



Presented to: MAINE TOWNSHIP & HIGHWAY DEPARTMENT
 Effective date: July 1, 2024

Off-the-job accident for all members	
Benefits payable	
Injury	Benefit
Burn	Up to \$5,000
Coma	\$15,000
Concussion	\$500
Dental injury	\$500
Dislocation	Up to \$7,500
Eye injury with surgical repair	\$500
Fracture	Up to \$10,000
Injuries not specifically listed	\$100
Internal injury	\$1,500
Knee cartilage injury with surgical repair	\$1,500
Ruptured disc with surgical repair	\$1,500
Tendon / ligament / rotator cuff injury with surgical repair	\$1,500
Accidental Death and Dismemberment (AD&D)	
Employee	\$25,000
Spouse	\$12,500
Children	\$6,250

Covered loss	% of Benefit
Loss of life; loss of both hands or both feet or one hand and foot; quadriplegia; loss of speech and hearing in both ears; or loss of sight in both eyes	100%
Loss of one hand or foot; paraplegia; hemiplegia; loss of use of one hand and foot or both hands or feet; or loss of speech, hearing in both ears, or sight in one eye	50%
Loss of thumb and index finger on the same hand; loss of use of one arm, leg, hand or foot; or loss of hearing in one ear	25%
Common carrier	200%
Seat belt/airbag	25%
Repatriation	Up to 10%

Additional benefits	
Wellness	Employees and their covered dependents who have a covered screening test performed may each be eligible for a \$150 benefit. This benefit is payable once per calendar year.
Portability	If employees cease to meet the definition of an employee, they may be eligible to continue insurance for themselves and their covered dependents. To continue insurance, the employee must have been insured 12 consecutive months and be less than age 70. Ported insurance will terminate on May 1 following the employee's 70th birthday.

Insurance issued by Principal Life Insurance Company®, 711 High Street, Des Moines, IA 50392

Proposal number: 03202410606-5

1142652

Contract state: IL

GP61689-13 | 06/2023

Today's date: 03/25/2024

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Accident



Presented to: MAINE TOWNSHIP & HIGHWAY DEPARTMENT
Effective date: July 1, 2024

Highlights	
Participation	10% or 5 lives, whichever is greater.
Eligibility	<p>Employee: Eligible employees include all active, full-time employees living in the United States (except part-time, seasonal, temporary or contract employees) who work at least 30 hours per week. Employees must be enrolled with coverage before it can be offered to their dependents.</p> <p>Dependent: Eligible dependents include the employee's spouse and children. Additional eligibility requirements may apply.</p>
Limitations	<p>ACCIDENT INSURANCE PROVIDES LIMITED BENEFITS.</p> <p>Benefits will not be paid for an injury resulting from willful self-injury or self-destruction / war or act of war / participation in certain criminal activities / duty as a member of a military organization / injuries diagnosed outside of the United States unless confirmed by a physician in the United States / the use of any drug (excluding over the counter drugs) not prescribed by a physician or not used in a manner consistent with a prescription / the use of any over the counter drug in a manner not consistent with the labeling / deliberate use of poison, gas, fumes, or household items / intoxication / sickness, disease, treatment of disease, or complications following the surgical treatment of disease / participation in certain activities such as flying, ballooning, parachuting, parasailing, bungee jumping or other aeronautic activities / riding in any vehicle in a race, stunt show or speed test / any dental injury from biting or chewing / participating in any semi-professional or professional competitive athletic activity / any injury to a child received during child birth / injury arising from employment.</p>
Exclusions	No benefits will be paid for any injury incurred while residing outside the United States for more than months / incurred while incarcerated in any type of penal or detention facility / for which proof is submitted by a physician who is part of the covered person's immediate family.

Discounts and services



Presented to: MAINE TOWNSHIP & HIGHWAY DEPARTMENT

Effective date: July 1, 2024

Page 19 of 19

Discounts and services	
Laser vision correction	Employees, their spouses and dependent children save \$800 with featured providers Lasik Plus , TLC Laser Eye Centers or The LASIK Vision Institute or receive 15% off standard pricing or 5% off promotional pricing on LASIK through the National Lasik Network's administered by LCA Vision.
Hearing aid program	Through Start Hearing, employees and their families are eligible for up to 48% off hearing aids.
Emotional health support line	Employees, their spouses and dependent children have free access to licensed behavioral health clinicians who can provide emotional support, tips for health coping and referrals to local resources.
These discounts are not insurance. The discounts and services listed here are available to members, and/or their dependents or beneficiaries, with group coverage underwritten by or with administrative services provided by Principal Life Insurance Company. The discounts and services are not a part of the policy or contract and may be changed or discontinued at any time. Although Principal has arranged to make these programs available to you, the third party providers are solely responsible for their products and services.	



Peter Gialamas

Clerk

CLERK'S SERVICES FOR THE YEAR 2024

Supervisor
Karen J. Dimond

Clerk
Peter Gialamas

Assessor
Susan Moylan Krey

Highway Commissioner
Ed Beauvais

Trustees
Kimberly Jones
Kelly Horvath
James Maher
Asif Malik

General Offices
1700 Ballard Road
Park Ridge, Illinois 60068
847-297-2510
847-297-1335 Fax

Highway Department
1401 Redeker Road
Des Plaines, IL 60016
847-295-5225
847-2978723 Fax

Month	Voter Registr.	Handic. Cards	Hunting & Fishing	RTA Passes	Passport Applic.	Neighbor Neighbor	Notary Public	Garbage Stickers	MaineLines Tickets	License Plate Stckrs	TOTAL											
January	3	0	1	0	0	8	16	170	160	5	427	31	16	12	17	45	20	11	0	286	656	
February	2	1	1	0	0	24	10	179	145	409	1	33	17	33	5	4	15	19	0	705	194	
March	2	1	2	4	11	14	17	203	178	3	175	11	32	19	32	60	0	15	0	341	429	
April	0	0	0	1	13	0	27	0	164	0	1	0	30	0	149	0	0	0	0	0	0	385
May	0	0	0	0	9	0	30	0	181	0	0	0	47	0	281	0	0	0	0	0	0	549
June	0	0	0	3	16	0	24	0	150	0	430	34	220	0	220	0	0	0	0	0	39	918
July	0	0	0	0	22	0	25	0	152	0	23	18	203	0	203	0	0	0	0	0	40	483
August	0	0	0	3	10	0	36	0	172	0	1	50	209	0	209	0	0	0	0	33	0	517
September	0	0	0	2	14	0	22	0	129	0	1	59	140	0	140	0	20	0	0	13	0	401
October	0	0	0	1	11	0	15	0	140	0	524	32	89	0	89	0	151	0	0	22	0	987
November	0	0	0	1	3	0	17	0	136	0	5	26	256	0	256	0	5	0	0	21	0	470
December	0	0	0	2	0	0	16	0	113	0	0	13	89	0	89	0	15	0	0	15	0	263
TOTAL	7	4	7	46	552	417	81	64	109	45	183	1,332	6,252									

* The numbers in the second row indicate services provided in the year 2023

* Fishing License Commission \$ 8.00

* Passports Processing Fee \$ 5565.00

* License Plate Sticker Commission \$ 76.50

Suggestions

Help us, Help you!

Describe your idea:

No ideas, just a commendation for Cat. She was so helpful. I had made a number of errors & she helped me through it.

What are the benefits of your idea:

People like Cat are a blessing!

Additional comments or suggestions:

Everyone here was friendly & professional.

Name:

Rosanne Conway

Maine Township Assessor's Office 2024 Monthly Summary of Taxpayer Services

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Calls	316	712	818	513	0	0	0	0	0	0	0	0	2359
Visits	175	798	1954	849	0	0	0	0	0	0	0	0	3776
Permits	496	809	79	0	0	0	0	0	0	0	0	0	1384
Welcome letters	0	0	409	0	0	0	0	0	0	0	0	0	409
Cert. of Errors	92	261	57	24	0	0	0	0	0	0	0	0	434
HO	0	0	0	0	0	0	0	0	0	0	0	0	0
Senior	0	0	0	0	0	0	0	0	0	0	0	0	0
Freeze	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0
Vets	0	0	0	0	0	0	0	0	0	0	0	0	0
Waivers	0	0	0	0	0	0	0	0	0	0	0	0	0
Treasurer Apply for Overpayment	2	0	0	3	0	0	0	0	0	0	0	0	5
Name/Address	31	25	14	0	0	0	0	0	0	0	0	0	70
Appeals	0	0	0	0	0	0	0	0	0	0	0	0	0
Prop. Loc	0	0	0	0	0	0	0	0	0	0	0	0	0
Exempt Inq.	0	0	0	0	0	0	0	0	0	0	0	0	0
Assessment Inq.	1	0	0	0	0	0	0	0	0	0	0	0	1
C/E \$ Saved Taxpayers			404759.6										\$ 404,759.57

z: Assessor/2024 Yearly Summary of Taxpayer Services_ by month

Updated 4/22/2024

Susan Moylan Krey

From: [redacted]@gmail.com [mailto:[redacted]@gmail.com]
Sent: Wednesday, April 3, 2024 1:24 PM
To: Susan Moylan Krey
Subject: Thank You

Dear Ms. Moylan Krey,

Just a note to thank you for your helpful and polite team. They are always patient and take the time to answer questions. It is nice to know that there is available, genuine assistance for homeowners in Maine Township. Your efforts are appreciated.

Sincerely,

Drake Ln.
Des Plaines, IL 60016

W. Madison De
Niles, IL 60714

Susan Moylam Kuey.
Assessor

Elizabeth J. Cox
Directing Chief Deputy Assessor

I was in Meime Township Office
on Bellevue Rd, two weeks ago, to fill up papers
requesting my tax appeal filling.

I got a wonderful service from Deputy
Assessor, Mr. Favis (Sam) Dababreh.

Sam was very professional, very helpful, kind
and friendly for me as a customer.

I really appreciate his work at your office!
He help me a lot at this time and also
many times in the past.

I congratulate you SO GREAT employee
in your team!

With many thanks
to Favis (Sam)

Sincerely

W. Madison De Niles

**STATISTICAL REPORT
GENERAL ASSISTANCE DEPARTMENT
MARCH, 2024**

I. GENERAL ASSISTANCE CASES:

1. CASES OPENED	0
2. CASES ONGOING	13
3. CASES PENDING	4
4. CASES CLOSED	0
5. TOTAL INDIVIDUALS RECEIVING GENERAL ASSISTANCE	13

II. ADVOCACY:

1. QMB – QUALIFIED MEDIACL BENEFICIARY PROGRAM	0
2. GENERAL PUBLIC AID ADVOCACY (TO INCLUDE CASH ASSISTANCE AND MEDICAID)	15
3. COMMUNITY RESOURCE ADVOCACY REFERRALS	57

III. SUBURBAN PRIMARY ACCES TO CARE INTAKE:

1. MONTHLY INTERVIEWS/APPLICATIONS FILED	4
--	---

IV. SENIOR INFORMATION AND ASSISTANCE:

1. SHIP, MEDICARE, AND MEDICARE D INTERVIEWS	0
2. BENEFIT ACCESS MONTHLY APPLICATION INTERVIEWS	45
3. FREE TELEPHONE/BILL REDUCTION APPLICATION INTERVIEWS	0
4. VETERANS ADMIN. ASSIST REFERRAL	0
5. SECTION 8 HOUSING	4

V. CEDA PROGRAMS/ LIHEAP – ENEGRY ASSISTANCE

<u>APPLICATION INTERVIEWS:</u> (which includes Share the Warmth, PIPP, DVP, RA [Reconnect Assistance], Furnace, And Weatherization)	209
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VI. MAINELINES (MAINE TOWNSHIP TAXI CAB VOUCHER PROGRAM):

1. NEW APPLICATIONS ACCEPTED	1
2. MONTHLY INTERVIEWS	0
3. MAINELINES TICKETS SOLD THIS MONTH	60
4. TOTAL MONEY COLLECTED FOR TICKETS SOLD (YEAR TO DATE) (March 1 ST – March 30 TH /31 ST)	\$ 60.00

General Assistance Monthly Report

MARCH,2024

Kathy Sabbini

General Assistance:

We opened 0 General Assistance cases and closed 0 case last month. We are up to 13 clients currently. Pending 4 One -Time Emergency Rent case.

Advocacy/QMB,SNAP and Medicaid

In March, we helped 15 residents with various forms of Public Aid (Food Stamps ,Medicaid and Cash Assistance)this includes help with their redeterminations on their Food Stamps (SNAP) and Medicaid cases and new applications.

In the month of March, we referred 9 clients to our Food Pantry and others pantries in our area

Benefit Access:

We assisted 45 clients for Benefit Access. This is a program which grants a reduced rate on license plate stickers and a free or reduced transit card to qualifying residents. We also encourage our clients to purchase the license plate sticker in the Clerk's office as an easy way for seniors and disabled residents.

CEDA/LIHEAP:

__The LIHEAP (for electric and gas assistance) has been opened since October,2023. We have served 209 clients from Maine Township area and within Cook County with Liheap, RA and PIPP Recertifications during the month of March. In this month, the Weatherization program was still available up until April,22nd then it will be closed. In the near future, the Weatherization program through CEDA will be revamped and a new training will be in place and then it will reopen again for more applications in the future.

Senior Information and Assistance

Seniors have been helped with Ship/Medicare/Medicare D with 0 interviews in the last month. Soon there will be training for Tricia our Senior/Disability Advocate occurring around the end of April and beginning of May,2024. There were 15 residents helped with low income programs including Snap benefits, Medicaid or on SSI benefits. Also, there were 4 seniors and or disabled residents who received help with lists of low income housing.

MAINESTAY YOUTH & FAMILY SERVICES

APRIL 2024 BOARD REPORT

RICHARD LYON, DIRECTOR

MAINE TOWNSHIP AGENCY DAY – MAY 3

Our 41st annual Maine Township Agency Day will be held on Friday, May 3, at Manzo's Banquets in Des Plaines from 9 am – 1 pm. This event provides a great opportunity for local organizations to learn about services in the Maine Township community and is open to employees from social service agencies, non-profits, schools, churches, hospitals, and units of government. There will be multiple opportunities for networking among agencies and organizations. Our speaker this year will be Tim Reynolds whose presentation is entitled *Resetting Culture*. At the conclusion of the workshop, organizations will be able to share their mission and services with those in attendance in order to increase awareness of available local resources and better serve our residents. Chicago Behavioral Hospital, Des Plaines Community Foundation, Jeffrey A. Rabin & Associates, and Rosecrance are our sponsors for this year's event. Admission is free for all Maine Township employees and elected officials. Please contact Evan White to sign up.

SCHOOL CONNECTIONS

During March and April, Emily Toomey participated in Volunteer Fairs at all three high schools and had a number of students who were interested in volunteering for our Future Leaders peer mentoring program.

FEATURED STORY OF THE MONTH

Summer Zumbrock received the following email from the parent of one of the children in her YAM Squad: Youth Anger Management Group.

Sent: Monday, March 25, 2024 7:00 PM

To: Summer Zumbrock <szumbrock@mainetown.com>

Subject: Re: YAM Squad- Third Session Summary & Reminders (No group on 03/26/24)

Just wanted to let you know that [REDACTED] loves your class so much that he often tells me he wishes it was either twice a week or 1.5 hours long.

He loves all the games you guys play. :) He also wants to go ahead and fill out his entire workbook (esp. the word search he found towards the back of the book) but I told him not to work ahead as you guys might do those pages as a group or for a game/prize. Ha! He loves the prizes too.

Thanks for all you do!

See you next week.

SPRING PROGRAM SCHEDULE

Below is a list of some of our ongoing spring programs:

- **Art in the Town** – January 22 | 4-4:50 pm (ages 6-8) | 5-6 pm (ages 9-12) | 12 weeks
- **Anxiety Coping Skills Group** – February 5 | 5-5:50 pm | 10 weeks | grades 3-8
- ***NEW* Shifting Sands** – February 26 | 6-6:50 pm | 10 weeks | grades 6-8
- **Self-Esteem Building Group** – February 26 | 4-4:45 pm | 10 weeks | grades 2-5
- **Inside Out Explorers: Emotion Regulation Group** – February 28 | 5-5:45 pm | 10 weeks
- **YAM Squad: Youth Anger Management Group** – March 5 | 6-6:50 pm | 10 weeks | grades 3-5
- **Adult Anger Management Group** – March 21 | 6-7 pm | 8 weeks | ages 19+
- **Mentoring** – every other Tuesday | 6-7:30 pm | ages 8-12
- **Future Leaders** – twice a month on Thursdays | 3-4:30 pm | Emerson Middle School students

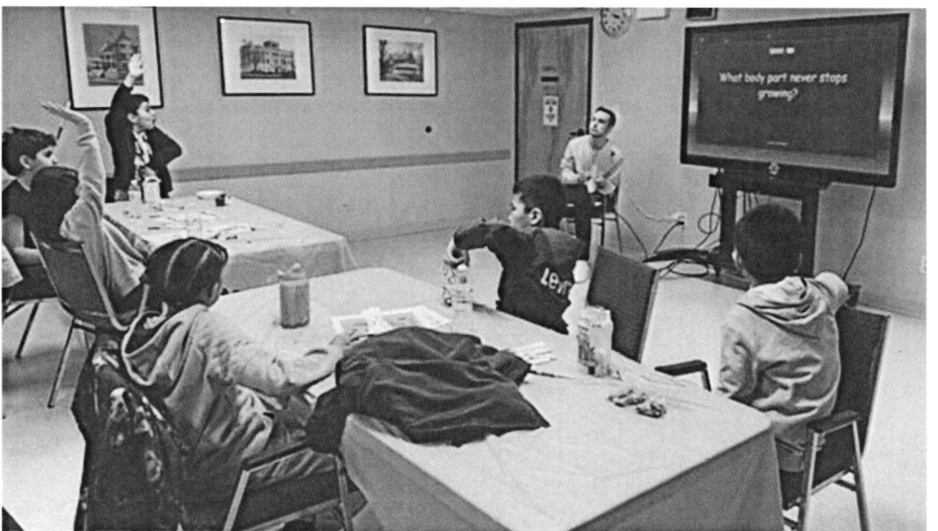
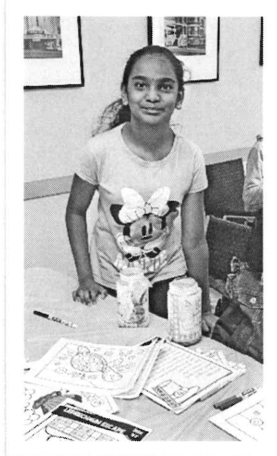
STUDENT GOVERNMENT DAY

Student Government Day was held on February 23. Students from Maine West and East spent the day learning about townships and our agency funding process. The students visited two funded agencies—Avenues to Independence and Northwest Suburban Day Care Center—where they were able to learn more about the valuable services they provide to residents. For the majority of the day, the students met with one of our funded agencies and prepared a mock funding hearing, simulating our agency funding program. Sixteen of our funded agencies attended, including first-time recipients Empowering Women, KAN-WIN, and Oakton College Educational Foundation. Students spent 90 minutes learning from an agency and then presented to a mock board. Students learned a lot about Maine Township and local agencies. Student comments on what was most interesting included, “Listening to all the presentations and finding out about the organizations Maine Township helps fund” and “How allocating funds work and what factors play into it.” Additional comments included, “I found it very knowledgeable all the new government roles that all make up our local government” and “It was great and I recommend it.”



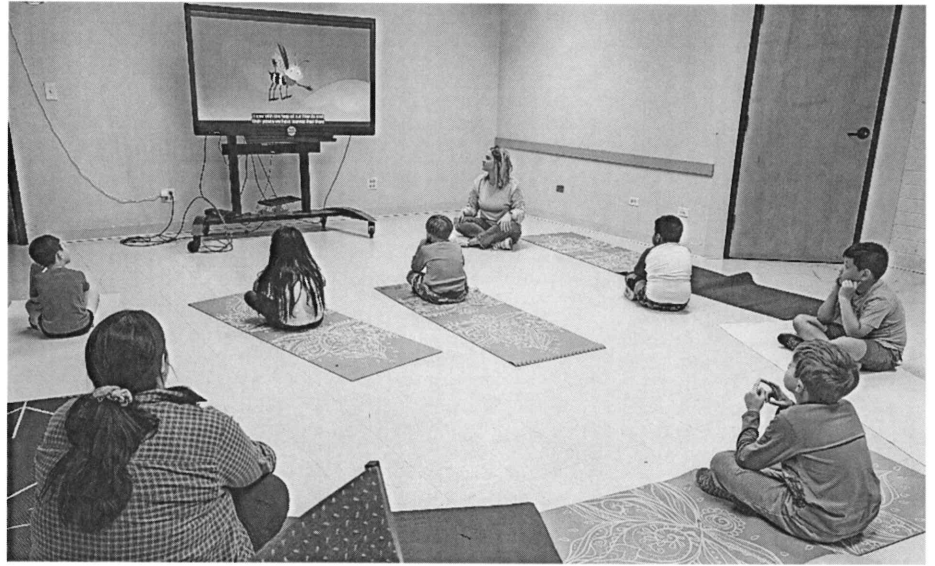
KIDS SPRING FEST

This event for ages 6-12 took place on March 27 and featured fun, spring-themed activities and provided the opportunity for kids to connect with others and make new friends during their spring break.



SOCIAL WELLNESS NIGHTS – APRIL 25, MAY 15, MAY 28

This new program supports youth in grades K-5 in socializing with peers, promotes positive mental health, and includes a pizza dinner and a variety of activities to help children connect, have fun, and learn important social skills. Here, children attending our inaugural session on April 12 are being taught various yoga poses that resemble animals in order to promote relaxation.



MOTHER'S DAY PAINT AND SNACK – MAY 13 | 6-7:30 PM

This new program will offer a fun-filled session of painting and snacking in celebration of mothers and women everywhere and is open to kids of all ages. Moms, sisters, aunts, grandparents—ANY important person in a child's life—are all welcome! Food and beverages will be provided.

SEEDS OF FRIENDSHIP: FOSTERING HEALTHY RELATIONSHIPS AMONG GIRLS

This new 10-week group starts on June 24 and is open to girls in grades 2-5. It will incorporate activities and discussions that promote positive social interactions, empathy, communication skills, and conflict resolution. It will provide a safe and supportive environment where girls feel comfortable expressing themselves and building meaningful connections with their peers.

QUEST SEEKERS: AN IMPULSE CONTROL JOURNEY

This new 4-week program starts on July 22 and is open to students in grades 2-5. It will meet twice a week on Mondays and Wednesdays. Program participants will embark on a quest-themed journey to understand impulses and develop self-control skills. By infusing creativity and adventure into each session, the program will provide an engaging and empowering experience for youth to navigate the challenges of impulse control.

SUMMER CAMP

Both the June and July sessions of our Adventure Maine Township Summer Camp program are full with waiting lists. This year, we increased the number of participants in each session from 20 to 25. The first camp session will take place from June 10-21, and the second session will be from July 8-18. Using CivicRec for registration this year has simplified the enrollment process for parents and enabled us to more easily manage participants and waiting lists. This camp for at-risk youth, ages 8-13, who qualify based on family income, provides a supportive and structured environment where children can improve their social skills while being exposed to new activities they may not otherwise be able to experience.

COUNSELING SERVICES

We had 12 new counseling intakes completed during March. We had 84 ongoing cases and now have a total of 96 cases in our affordable, strength-based counseling program that is available to residents both in the office, via telehealth, and at four local schools.

MAINSTREAMERS HIGHLIGHTS

March 2024

Marie Dachniwsky, Director

In March we offered 3 daytrips to our members: *Mystery in the Mansion*, *Fiddler on the Roof*, and a Polish Neighborhood Tour. We hosted our regular monthly programs - Bingo, Movie, Day at the Races, Fitness Classes, as well as a few highlighted events, two Informative programs, a Twilight Dining program, and St. Patrick's Day Luncheon. Throughout the month a combined total of 904 members (some duplicated) were able to enjoy our MaineStreamer activities.

A few of the featured day trips and events for the month of March were:

Mystery in the Mansion – At the Jacob Henry Mansion members enjoyed a lunch while a Murder Mystery unfolded: “Death of a Gangster”. Members joined the Dunn family for the mafia wedding of the century and had to help solve the murder. Before heading home, we had a quick stop at The Gaylord Building, which was constructed in 1838 and played a pivotal role in the construction of the Illinois and Michigan Canal.



Fiddler on the Roof – the story of Tevye and his five daughters has been touching audiences worldwide with its humor and warmth. The Drury Lane stage turned into the little village of Anatevka. With the help of a colorful and tight-knit Jewish community, Tevye tries to protect his daughters. Rich in historical detail, *Fiddler on the Roof*'s theme of tradition cuts across barriers of race, class, nationality and religion. It left members crying tears of laughter, joy and sadness.

Polish Neighborhood Tour, Chicago History Museum & Gene's Sausage Shop and Delicatessen -

The Polish population in Chicago is one of the largest outside of Poland; bringing proud Polish traditions, dining options, and history to every corner of Chicago. We started our day in Chicago's Old Polonia neighborhood, on the near west side, at The Polish Museum of America. It houses a growing collection of Polish artifacts, including military uniforms and mementos, historic documents and photos, and traditional Polish items across several fascinating exhibits. A





traditional lunch was catered in from Montrose Deli. Then do-cent Daniel Pogozelski took members on a journey around the Polish Neighborhoods with a few quick stops: St. Stanislaus Kostka Catholic Church, Chicago History Museum and Gene's Sausage shop for some shopping

“Regretting Mr. Wright: Mamah Tells Her Own Story” – At this informative program, presented by Ellie Carlson, members had a rare opportunity to meet and talk to a ghost, Mamah, the wife of Frank Lloyd Wright. Mamah returned to our world at the moment of her death, as a ghost, to tell her own story. How Mamah and Frank Lloyd Wright ran off together to pursue their work, together and separately. They spent time in Europe, then later settled in Wisconsin where Mr. Wright built Taliesin for Mamah. She lived out her life as the female head of the household at Taliesin, where she was murdered on August 15, 1914. This free Informative drew a crowd of 96 members and was enjoyed by everyone.



Twilight Dining - We hosted our March Twilight Dining program at Sunrise Grill, Des Plaines. A total of 86 members attended this private dinner. Sunrise Grill closed its doors to the public to host our event. Members were treated to white table cloths and fresh flowers on each table and a wonderful meal as well. Members got a chance to meet other members and enjoy one another's company.

“Chicago's Riverview Park”, Informative Luncheon, The Fairway, Niles – 95 members enjoyed this illustrated lecture by Leslie Goddard, Ph.D. It was once the “world's largest amusement park”. It boasted the world's first suspended roller coaster and first parachute ride. But today it is merely one of Chicago's best lived memoirs. The names of the rides alone evoke nostalgia to all our members: the Pai-O-Chutes, Aladdin's' Castle, shoot the Chutes, and Bobs roller coaster. Members were presented with the history of Riverview, from its opening in 1904 to its sudden closing in 1967. Everyone shared their memories and experiences!



MAINESTREAMERS 2024 STATISTICAL REPORT - MARCH 2024

	NO. OF PARTICIPANTS	YEAR TO DATE	INCOME	EXPENSES	TOTAL
RECREATIONAL PROGRAMS					
Bingo <i>(Monthly)</i>	53	151	\$318.00	\$207.90	\$110.10
Day at the Races <i>(Monthly)</i>	38	110	\$0.00	\$21.95	(\$21.95)
Movie of the Month <i>(Monthly)</i>	35	114	\$78.00	\$0.00	\$78.00
Twilight Dining Outing <i>(Alternating Months)</i>	86	139	\$2,684.00	\$2,459.60	\$224.40
Craft Class -		31			\$0.00
HEALTH/INFORMATIVE					
Regretting Mr. Wright	191	330	\$4,340.00	\$5,458.32	(\$1,118.32)
Chicago's Riverview Park	96		\$0.00	\$375.00	
	95		\$4,340.00	\$5,083.32	
FITNESS CLASSES					
Senior Aerobics <i>(8 week sessions)</i>		29			\$0.00
Yoga <i>(8 Week Sessions)</i>		11			\$0.00
Zumba Gold		22			\$0.00
CLASSES/PROGRAMS					
Computer Class <i>(Alternating Months)</i>	8	24	\$80.00	\$200.00	(\$120.00)
Rules of the Road <i>(3- Times a Year)</i>	12	12	\$0.00	\$0.00	\$0.00
Defensive Driving Course <i>(Held Quarterly)</i>		8			\$0.00
LUNCHEON	143	339	\$4,538.00	\$5,301.66	(\$763.66)
SPECIAL EVENTS		103			\$0.00
					\$0.00
DAY TRIPS	140	494	\$16,718.00	\$16,055.01	\$662.99
LONG DISTANCE TRIPS					\$0.00
SENIOR MAILING <i>(Bi-Monthly)</i>		28			\$0.00
NEWCOMERS PRESENTATION <i>(Alternating months)</i>	7	15	\$0.00	\$0.00	\$0.00
ADVISORY COUNCIL MEETING <i>(Held Quarterly)</i>		16			\$0.00
TOTAL	904	1976	\$33,096.00	\$35,162.76	(\$2,066.76)
Misc. Expenditures				\$31.89	(\$31.89)
Additional Expenses <i>(see below)</i>				\$222.75	(\$222.75)
NEW MEMBERS	10	25	Average Age	72 y/o	(\$2,321.40)

	EXPENSES	TOTAL year to date
ADDITIONAL EXPENSES <i>(STARTED FISCAL YR. 2023)</i>		
Monthly Postage	\$45.30	\$904.61
Printing & Publishing <i>(MaineStreamer Newsletter)</i>	\$0.00	\$1,975.00
Forte fees	\$177.45	\$1,366.11

Maine Township
MaineStreamers Account Income/Expenses
March 2024

Beginning Balance 3/1/2024	<u>\$141,981.21</u>
Income	
Total amount of checks deposited (e.g., member event fees, vendor refunds)	\$17,476.10
Expenses	
Total Subtractions (e.g., venues, bus transportation)	<u>\$34,014.82</u>
Ending Balance 3/31/2024	<u>\$125,442.49</u>

Ending Bank Balance **\$125,442.49**

*** Please Note**

This is an account separate from the General Town Fund

Maine Township Code Enforcement Office

To: Elected Officials
From: Nader Ghazaleh, Code Enforcement Officer
CC: Dayna Berman, Administrator
Date: 4/23/2024
Re: Monthly Report

With the spring weather upon us, that means a lot of overgrown lawns and residents who have not begun to mow them. The majority of my warnings this month have been for overrun and wild vegetation. Residents are given five days to comply or citations will be issued. This past month has also seen a rise in commercial vehicles parking on township streets. After twenty-four hours of non-compliance, tickets are issued and the vehicles are towed. One ticket did have to be issued for non-compliance. While patrolling I continue to run into the common garbage problems such as television's being left on the township right-of-way as well as furniture and mattresses, having to do special pickups.

With the spring weather lately, several outdoor projects have begun. Many of these projects have started without permits and warnings were issued to residents. One particular problem that came up this month with the good amount of rain we received, has been standing water in resident's backyards. I have worked closely with Cook County Building and Zoning and they go out to ensure that residents did not regrade their land that would direct the water into their neighbor's yards. One other area that I have worked closely with Cook County has had to do with fencing. Many residents have called in to complain about fences either being down or broken. Working with Cook County helps to make sure that residents maintain their privacy as well as keeping Maine Township looking good. Three water main breaks were repaired, with Aqua assistance.

Deficiencies issued: 13

Citations issued: 15



Board Report for March/ April 2024

Marty Cook

Friday Night Recovery Meetings at Maine Township Attendance:

- We continue to see strong support for our meeting via community-based treatment referrals

March 29, 2024	53Participants
April 5, 2024	45Participants
April 12, 2024	55 Participants
April 19, 2024	80 Participants

Events:

- Organized a sober outing for 30 attendees to the production of, Bill W and Dr. Bob, The Founding of Alcoholics Anonymous at the Biograph Theater.
- Hosted an outing for 10 to Live from Rehab, a comedy show about recovery
- Our sober yoga program with the Miricle House kicked off with 12 participants
- 2 of our members celebrated one year of continuous sobriety.
- Hosted a Chicago media personality to tell his recovery story, had our largest crowd ever

Community Outreach:

Helping to promote Miracle House 30th birthday celebration in May

- Coordinated addiction/ Mental health treatment for 4 Maine Township residents
- Staff spoke with 5 families about finding treatment for loved one's. This is often time consuming as staff calls treatment centers to assist people in crisis to find treatment this includes find available beds, scholarships and matches for their insurance.

Social Media Communications:

E- Newsletter

- 4 e-newsletters sent to 438 participants and local health agencies
- 178 weekly opens

Recovery Connection Facebook Page:

- 4 posts per month
- 240 Members

Received on
04-10-2024
Respond by
04-17-2024

FOIA

Eva Magnowski

From: Joe Rodish <jrodish@vrdolyak.com>
Sent: Wednesday, April 10, 2024 3:34 PM
To: Eva Magnowski
Subject: 17351PI - Youel, Aneit vs.

Follow Up Flag: Flag for follow up
Flag Status: Flagged

All, please forward all permits, violations, complaints, inspection reports, inspectors involved, and any other reports regarding the addresses of 9009 Golf Rd, Des Plaines, Illinois 60714. Please make sure you use parameter dates of 09/02/2020 - 09/02/2022.

Thank you.

Joseph Rodish
The Vrdolyak Law Group 500 Church Street STE 220
Nashville, TN 37219
O.615-214-0154
jrodish@vrdolyak.com

FOIA

Received on
4-15-2024

Respond by
4-22-2024

Eva Magnowski

From: noreply@revize.com
Sent: Saturday, April 13, 2024 11:32 AM
To: Eva Magnowski
Subject: FOIA Request Form

Follow Up Flag: Flag for follow up
Flag Status: Flagged

First_Name = Daniel

Last_Name = Oppenheim

Address = 9001 Golf Road #2C, Des Plaines, IL 60016

Email = danieloppenheim@gmail.com

Phone = 847-834-9325

Requested_Records = I'm requesting records for any permits issued to: Duane Blanton Plumbing, Sewer, Heating & Cooling For renovations on condominium located at: 9001 Golf Road #3C, Des Plaines, IL 60016 On behalf of condominium owners: Felicia Stern and Wayne PosnerThe search dates are: 3/5/2025 - 4/5/2024I'm also requesting any permit applications and stop work orders for the same parties above, from: 4/5/2024 - 4-13/2024

Inspect_or_Copy = Copy

Commercial_Purpose = No

How_Receive = Email

Client IP = 98.63.18.60

FOIA

Received on
04-16-2024

RESPOND BY
05-15-2024

Eva Magnowski

From: Sheri Reid <sreid@smartprocure.com>
Sent: Tuesday, April 16, 2024 10:56 AM
To: Eva Magnowski
Subject: SmartProcure FOIA Request to Maine Township For PO/Vendor Information

Dear Eva Magnowski,

Thank you for reviewing our request.

Please confirm receipt of this request. The attached documents are past reports from your agency, and can be used as references for this request.

SmartProcure is submitting a commercial FOIA request to the Maine Township for general purchasing records from 12/28/2023 to the current request date of 4/16/2024. Request details are as follows:

- Our request is limited to readily available, fully electronic documents.
 - For the purpose of this request, "fully electronic" refers to dynamic PDF, Excel (csv., xlsx.), TXT or RTF files containing active text.
 - Files containing active text should allow the user to use their mouse/trackpad to highlight, select, copy and paste the text from the file.
- Responsive reports include those containing the following details per purchase:
 - 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.)
 - Purchase Date
 - Line item details
 - Line item quantity
 - Line item price
 - Vendor ID number, name, address, contact person and their email address

The unique upload link below has been added as a security measure for current and future requests. Please feel free to upload responsive documents here, or attach them to your response email:
<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwNGZPZVlBSSZzdD1JTCZvcmc9TWFpbmVUub3duc2hpcCZvaWQ9MjUxNzE%3D>

For any questions or concerns, please feel free to contact me via email or at the phone number in my signature below.

As always, thank you for your time and consideration.

Regards,

--

Sheri Reid
Data Acquisition Specialist
SmartProcure
Direct: (561) 609-6759 | Support: 954-420-9900
Email: sreid@smartprocure.com | <https://smartprocure.us/>

5000 T-Rex Ave, Suite 200, Boca Raton, FL 33431



Received on 3/27/2024
Respond by 4/3/2024

FOIA

Eva Magnowski

From: noreply@revize.com
Sent: Wednesday, March 27, 2024 10:30 AM
To: Eva Magnowski
Subject: FOIA Request Form

First_Name = Eugene

Last_Name = Berezin

Address = Bono Consulting Civil Engineers, 1018 Busse Highway, Park Ridge, IL 60068

Email = eberezin@bonoconsulting.com

Phone = 847-823-3300

Requested_Records = We need the Utility Atlas (Watermain, Storm and Sanitary Sewer) to complete a Topographic Survey of this property: 9432 Meadow, Main Township

Inspect_or_Copy = Copy

Commercial_Purpose = No

How_Receive = Email

Client IP = 50.171.117.10