

CITY OF BELLEVILLE  
BELLEVILLE TOWNSHIP TASK FORCE  
MEETING MINUTES  
Wednesday, August 31<sup>st</sup> 2016, 5:00 p.m.

Members Present: Cheryl Brunsmann  
Bill Kreeb  
Gerry Hasenstab  
Barb Hohlt  
Doug Boyer  
Scott Schmelzel

Members Absent: Jeff Dosier  
Nichele Moore  
Cory Hartz

Chairperson Bill Kreeb called the meeting to order at 5:05 p.m.

Cheryl provided an explanation of the Disaster Procedure.

A motion was made by Cheryl to approve the Agenda Format. The motion was seconded by Barb and approved.

A motion was made to Table the approval of the minutes from the previous Task Force Meetings. Bill stated that the staff was still making some corrections of the minutes which would be presented at the next meeting. The motion was approved by Consensus.

Cheryl asked that everyone just mention their name before they speak in order for the person who transcribes the tape will know who is speaking.

The main Agenda Item was a Discussion of the Recommendations for the Township Transition. Bill stated that the Task Force had already received and reviewed a great deal of information and documents related to the operation of Township, including the operation of the General Assistance Program and Town Funds.

During the first four meetings that Task Force Members had heard opinions from various representatives from the Township and the City and the community regarding the transition of the Township Duties and Responsibilities to the City of Belleville.

Bill stated at this point in time the Task Force needed to begin developing specific recommendations.

Scott stated that based on the information that was passed out it appeared that two employees were needed to do the work of the Township and recommended that the Task Force approve recommending two employees be used to administer the Township duties and responsibilities.

Scott asked if we need to recommend that a new city department be created or should they be integrated into an existing city department.

Cheryl stated that that it didn't make sense to separate the duties and responsibilities as a Township into two different departments within the city.

Cheryl stated that it would be good if the program could be located at some place other than City Hall which would provide more privacy for the residents who were receiving general assistance funds.

Cheryl recommended that the duties and responsibilities of the Township be put into the City's Community Development Department.

Barb stated that she agreed that the Community Development Department would be a good place for the work that the Township was responsible for.

Barb stated that two employees would probably be sufficient to do all the work to that was now being done by the Township employees. I

It was pointed out that the Records show that the Township employees were paid by the hour. However, it was also pointed out that the current positions are salaried rather than our hourly. Barb stated there would have to be a new classification under the City.

Barb recommended that after the Township Program is transferred to the city that the entire program is evaluated within six months.

Gerry stated that we needed to look at how much administrative work will be taken over by the city and ask what impact this would have on the number of staff needed to carry out the duties and responsibilities of the Township.

Gerry ask if there will be one case manager and one administrator or two case managers who could do both case management and administration. Gerry stated that it would be important to look at what capacity the city had to do the administrative functions of the Township without utilizing new staff.

It was pointed out that the Task Force needed to look at what was happening at the state and federal level in order to decide what specific skills and tasks the staff would be responsible for doing when the program is transferred.

Bill stated that if additional funding are cutsare made at the state level and federal level there may be a need for an increased level of case management work that would be performed by the staff.

Bill Recommended that the new director would have the flexibility to make the decisions and complete the evaluation.

Scott stated that it appeared that everyone agrees that two people would be able to do the work has now been done at the township. Scott stated he agreed that the duties and responsibilities of the Township should not be split up.

Bill stated that he felt the Community Development Department would be a good place for the Township program but that they would need additional support.

Cheryl stated that we needed to recommend possibly 10 to 20 hours for an Administrator in addition to the two persons who would be doing the direct service work of the Township.

Cheryl suggested that there may need to be separate division within the Community Development Department where the two employees would be along with a part-time or quarter time administrator who would all be under the Director of the Community Development Department.

Based on the new information Scott stated that he would now recommend that there be a three team department.

Barb stated that she agreed that the city would need to have some support for an administrator to supervise the two employees and that it was unknown if the city has the capacity with existing staff to handle the level of work from the Township.

Bill stated that again because we did not know the capacity of the city to absorb all this work that we needed to provide a recommendation that provided the flexibility to the City to develop the most appropriate staffing plan for the program.

Gerry stated that we still needed to look at the level of case management that would be needed based on the changes happening at state level. Gerry recommended that whatever staff is hired that additional training be provided to in the first six months.

Scott asked about the level of savings that would be generated from this merger. Barb stated that the rough estimate was approximately \$65,000.

Barb stated that the city would need some level of funding in order to absorb the work of the Township.

Bill stated that some people felt that the merger would save a lot of money for tax payers. However, as was seen in Evanston Illinois the merger resulted in a higher level of efficiency and the funding saved was used to improve the level of services to the residents of Evanston.

Gerry stated that it was important to try to provide the highest level services to the Belleville residence.

Scott stated that it was important to make sure that there was a real value that would result from the recommendations that are made by the Task Force.

Doug stated that he agreed that two people would be sufficient to do the work but that it was important to sure that the city have the needed resources to handle the administrative piece of the program.

Scott said he was recommending now that there be at least 2 ¼ persons to handle the duties and responsibilities of the Township.

Cheryl stated that we need to look at the job descriptions of the staff for the administrative work and for the casework.

Gerry stated that there was a need to look at the amount of funding that was presently going to persons on General Assistance and to see if that need to be increased. It was noted that the city of Evanston did provide a significant increase in its general monthly general assistance fund to its residents.

Barb stated that we needed to recommend that an official Grant Application process be put in place for any funding that is given out from the town funds.

Gerry stated that the Grant Application process should also include Reporting and an Evaluation process.

Cheryl ask if we should be making a recommendation regarding the tax Levy at this point in time.

Bill suggested that the Task Force should recommend that the City recommend to the Township that no additional cuts be made in the Levy. Gerry stated that we should look at possibly recommending that the Tax Levy be increased.

Doug asked if the city already had a grant process in place regarding making grants to organizations.

Cheryl stated that there was an informal process of writing letters to the City directly and that funding was provided to various organizations. It was recommended that the City look at how this process can be used with the Town Funds.

The Task Force asked if Bill would summarize the recommendations and send them out.

**The meeting was adjourned at 6:15. p.m.**