



Mission Statement:

To advance the professional identity of Township Committees on Youth by providing leadership, professional training, community education, and networking to enhance the quality of life for youth and families in the Townships throughout Illinois.

**Executive Meeting
Hanover Township, Downey Hall
September 28, 2023
10:00 AM- 12:00 PM**

I. Call to order 10:08 am

Members in attendance: Tina Houdek (Hanover Township), Dawn Arimura (Bloomington Township), Megan Trafficano (Oak Park Township), Sara Marx (Ela Township), Allison Koweski (WAYS/Wayne & Winfield Township), Luanne Pross (Elk Grove Township), Richard Lyon (Maine Township).

A. Approval of Minutes from the June 22, 2023 Executive Meeting

1. Megan Trafficano moved to approve and Dawn Arimura seconded. Motion approved.

B. Additions to the agenda

1. COVID protocol

II. Officers' reports:

A. President

1. See committee reports and new business

B. Vice President

1. None

C. Secretary

1. None

D. Treasurer

1. Current balance \$4,329.00

III. Committee Reports:

A. Membership-Tina/Sara

1. 15 paid members
2. Continue to try to recruit!

B. CEUs-Tina

1. Will be renewed in November

C. Audit-Dawn

1. None

D. Program-Sara/Tina

1. Ideas
 1. Aurora University contact
 2. Live for Lolly (Narcan training)
 3. Regional Office of Education
 4. Health Department: Mental Health First Aid
2. Ela February 2024; Plainfield Township August 2024

President
Tina Houdek, LCPC
Hanover Township
Youth and Family Services
250 S. Route 59
Bartlett, IL 60103
(630) 483-5799
thoudek@hanover-township.org

Vice President
Sara Marx, LCPC
Ela Township
Health and Wellness
1155 East IL-22
Lake Zurich, IL 60047
(847) 540-8380
saram@elatownship.org

Secretary
Allison Kowieski, LCPC
Wayne/Winfield Twps.
WAYS
27W031 North Avenue
West Chicago, IL 60185
(630) 231-7166 x132
waysallisonk@gmail.com

Treasurer
Richard Lyon, LCPC, CADC
Maine Township
Maine Stay Youth & Family Services
1700 Ballard Rd.
Park Ridge, IL 60068
(847) 297-2510 x261
rlyon@mainetown.com



Mission Statement:

To advance the professional identity of Township Committees on Youth by providing leadership, professional training, community education, and networking to enhance the quality of life for youth and families in the Townships throughout Illinois.

- E. Website-Richard**
 - 1. None
- F. Awards-Megan**
 - 1. See new business
- G. Perspectives-Tina**
 - 1. Will plan at annual meeting or January 2024 meeting
- H. TOI-Tina**
 - 1. See new business
- I. Olympics-Sara**
 - 1. None
- IV. Old Business**
 - A. None
- V. New Business**
 - A. TOI Annual Conference Update**
 - 1. Schedule for Exhibit Booth**
 - 2. Other Roles for Conference**
 - a. Hand out awards at breakfast: Tina & Megan
 - b. Assist at workshops
 - 1. Sign in on forms, pass out evals & collect
 - 2. Do raffle for those that attend to win
 - c. Brochures
 - 1. Hanover Township Youth Family Services will print
 - 3. Workshop**
 - a. Monday, November 13th 2:45pm and 4:00pm: Locations TBA
 - 4. Annual Meeting**
 - a. Monday, November 13th at 5:00pm in the Lincoln Board Room
 - 5. Annual Meeting**
 - a. Posted in Perspectives Article and in TOI Program
 - b. Annual Dinner after the Annual Meeting—Reservations for 7pm at Vele
 - B. Nomination Committee selection for Annual Meeting**
 - 1. Must be published to membership 30 days before TOI
 - C. Reports for Annual Meeting due to me by October 25, 2023**
 - D. February Quarterly workshop**
 - 1. See committee reports

President
Tina Houdek, LCPC
Hanover Township
Youth and Family Services
250 S. Route 59
Bartlett, IL 60103
(630) 483-5799
thoudek@hanover-township.org

Vice President
Sara Marx, LCPC
Ela Township
Health and Wellness
1155 East IL-22
Lake Zurich, IL 60047
(847) 540-8380
saram@elatownship.org

Secretary
Allison Kowieski, LCPC
Wayne/Winfield Twps.
WAYS
27W031 North Avenue
West Chicago, IL 60185
(630) 231-7166 x132
waysallisonk@gmail.com

Treasurer
Richard Lyon, LCPC, CADC
Maine Township
Maine Stay Youth & Family Services
1700 Ballard Rd.
Park Ridge, IL 60068
(847) 297-2510 x261
rlyon@mainetown.com



Mission Statement:

To advance the professional identity of Township Committees on Youth by providing leadership, professional training, community education, and networking to enhance the quality of life for youth and families in the Townships throughout Illinois.

E. Awards and Scholarship selection

1. Graduate
 - a. Selected Nadine Cabo Chan
2. **Township Awards**
 - a. **Volunteer:** Michelle Smith
 - b. **Staff:** Emily Toomey
 - c. **Youth Organization:** Monee Township
 - d. **Township Friend of Youth:** Matt Starr
 - e. **Youth Leadership:** Savannah Widmann
 - f. **Director the Year:** None

F. COVID policy: CDC Protocol

1. 5 days out of office from first day of symptoms, work from home if able
2. Wear mask for 5 days back at office

VI. Township Program Highlight and Announcements

A. WAYS

1. Instagram created
2. CEU events in October
3. Fundraiser in October

B. Maine Township

1. 106 people attended Opioid awareness event last night

C. Elk Grove Township

1. Full time Spanish-speaking position (new position!)

D. Hanover Township

1. Full time Prevention Specialist position

VII. Adjournment 11:59 am.

Dawn Arimura motioned to approve & Sara Marx seconded. Motion approved.

President
Tina Houdek, LCPC
Hanover Township
Youth and Family Services
250 S. Route 59
Bartlett, IL 60103
(630) 483-5799
thoudek@hanover-township.org

Vice President
Sara Marx, LCPC
Ela Township
Health and Wellness
1155 East IL-22
Lake Zurich, IL 60047
(847) 540-8380
saram@elatownship.org

Secretary
Allison Kowieski, LCPC
Wayne/Winfield Twps.
WAYS
27W031 North Avenue
West Chicago, IL 60185
(630) 231-7166 x132
waysallisonk@gmail.com

Treasurer
Richard Lyon, LCPC, CADC
Maine Township
Maine Stay Youth & Family Services
1700 Ballard Rd.
Park Ridge, IL 60068
(847) 297-2510 x261
rlyon@mainetown.com