

Strategic Plan Progress Report Quarter Ending 9/30/2014

CATEGORY	PRIORITY	ACTIVITY / PROGRAM / PROJECT	MANDATE (M) or OPTIONAL (O)	RESPONSIBLE PARTY(IES) - Town Board, Supervisor, Assessor, staff, outside agency / organization, other)	FREQUENCY - ON-GOING, SEASONAL, INTERMITTENT, OTHER	COST - LOW, MODERATE OR HIGH	DEGREE OF DIFFICULTY (easy or difficult)	PROGRESS
ADMINISTRATIVE	HIGH	Neighborhood Fair participant - AS WE FIND OUT ABOUT THEM; NEED VOLUNTEERS	O	Supervisor / Case Worker / Town Board	intermittent	low	easy	NAACP 9/21; Broadway 25th Anniv 9/28/2013; NAACP Resource Fair 9/20/2014
ADMINISTRATIVE	HIGH	Newsletters - will need articles	O	Supervisor / Town Board / staff	intermittent	moderate	difficult	Stories being drafted for 3/2014 printing; considering agreement with Dispatch / Argus; Board approved Argus / Dispatch partnership for 1/2015 publication
ADMINISTRATIVE	HIGH	Website - report to Town Board	O	Staff / Provider	on-going	moderate	easy	Approved 9/23/2013; Augustana Web Guild and text / photo work nearly complete; site went live 6/19/14; on-going updates
ADMINISTRATIVE	LOW	Employee Computer Purchase Program - CONTINUE PROGRAM	O	Supervisor / Town Board / Employees	on-going	low	easy	underway
ADMINISTRATIVE	HIGH	Administrative requirements (annual financial report, treasurer's report, audit levy, budget, etc.)	M	Supervisor, Town Clerk, Auditor	on-going	low	difficult	AFR & Treasurer's Report filed 9/2013; Draft budget prepared 3/2014; budget approved 4/2014; TOIRMA meeting in Lund Hall 7/24/2014; clean Audit (8/2014; notice of availability published 9/2014); AFR filed with Comptroller 9/30/2014
ADMINISTRATIVE	HIGH	Ads in various publications, programs	O	Supervisor / Clerk / staff	on-going	low	easy	NAACP ad 6/2014, CCC
ADMINISTRATIVE	HIGH	Brochures	O	Supervisor / staff	on-going	low	easy	Revised Township flyer 9/2014
ADMINISTRATIVE	HIGH	Referrals to other programs	O	Case Worker / Assessor / Supervisor / Town Board	on-going	low	easy	on-going
ADMINISTRATIVE	HIGH	Resident faxes	O	Case Worker / Supervisor	intermittent	low	easy	on-going
ADMINISTRATIVE	HIGH	Resident photocopies	O	Case Worker / Supervisor	intermittent	low	easy	on-going
ADMINISTRATIVE	HIGH	Voter Registration	O	Supervisor / Assessor	on-going	low	easy	on-going
ADMINISTRATIVE	LOW	Notary	O	Case Worker / Assessor	on-going	low	easy	on-going
ASSESSOR	HIGH	Assessing real estate	M	Assessor	on-going	high	difficult	on-going
ASSESSOR	HIGH	New resident birthday cards	O	Assessor	on-going	low	easy	on-going
ASSESSOR	HIGH	New resident welcome program	O	Assessor	on-going	low	easy	on-going
ASSESSOR	HIGH	Senior Assessment Freeze paperwork	M	Assessor	on-going	low	easy	on-going
FACILITY	HIGH	Food Pantry - Sacred Heart & 2nd Baptist - CONTINUE	O	Sacred Heart / Second Baptist / Supervisor	on-going	moderate	easy	on-going; \$3,000 to 2nd Baptist approved 8/2014
FACILITY	HIGH	Meal Site - St. Joseph's - CONTINUE	O	St. Joe's / Supervisor / Town Board	on-going	moderate	easy	on-going
FACILITY	LOW	Tax preparation - AARP	O	AARP / Case Worker / Supervisor	seasonal	low	easy	Offered 2-4/2014; Affordable Care Act sign-up 1/2014
FACILITY	LOW	Flu shot site	O	County Health / Supervisor / staff	seasonal	low	easy	9/26/2013; 9/25/2014
FACILITY	MODERATE	Easter egg hunt - with Greenbush Assn. - CONTINUE	O	Supervisor / Town Board / staff	seasonal	low	easy	Held 4/19/2014; 30+ kids participated
FACILITY	LOW	Lund Hall rentals - Decision to NOT rent for private parties. Rentals by non-profits O.K. THEREFORE, GET BIDS FOR REMODELING BATHROOMS / KITCHEN (BUT NOT COMMERCIAL KITCHEN); ALSO GET BIDS FOR ROOF / PARKING LOT / 7TH AVENUE ENTRANCE / SIGN / REPLACE BACK DOORS	O	Supervisor / Town Board	on-going	moderate	difficult	Meeting with Chief Building Official 10/23/13; Professional services agreement requests to local architects. Board action on 2/24/14 to hire Lo Milani. Meetings with Milani in 3 & 4/2014; scope of work and specs. Prepared 6/2014. Bids due 8/5/2014; Contract awarded to QCGeneral 8/25/2014; work began 9/2/2014
FUNDING POLICIES	HIGH	Strategy and process for allocating program funds (First Day Fund, Pioneer Shoe Giveaway, seniors, youth (post-prom, etc.), others - metrics, outcome based / proof of impact, accountability to address poverty or other challenges - DRAFT PREPARED FOR REVIEW AT SEPTEMBER BOARD MEETING	O	Town Board	intermittent	low	easy	Approved at 10/28/13 Board meeting; packets sent to prospective applicants; \$500 awarded to KeyStone Neighborhood for PORCH program; \$1,500 to Open Door Program
GENERAL ASSISTANCE	HIGH	Emergency programs - food, shelter, utilities; WHEN AVAILABLE	O	Supervisor / Town Board / other townships	intermittent	high	difficult	12/18/13 meeting; still waiting for release of funds; available as of 6/25/2014; still waiting for Round 2 release
GENERAL ASSISTANCE	HIGH	Bus Passes	O	Supervisor / staff	on-going	moderate	easy	on-going
GENERAL ASSISTANCE	HIGH	Ethel Schurlock Giving Center	O	Supervisor / staff / donors	on-going	low	easy	on-going
GENERAL ASSISTANCE	HIGH	General Assistance	M	Clients / Supervisor / Case Worker	on-going	high	difficult	on-going

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GENERAL ASSISTANCE	HIGH	Job Search	M	Clients / Supervisor / Case Worker	on-going	high	difficult	on-going
PROGRAM / ACTIVITY	HIGH	Senior Christmas Party - CONTINUE	O	Supervisor / Assessor / Town Board / Case Worker	seasonal	moderate	difficult	12/11/13; successful; set 12/10/2014 for event
PROGRAM / ACTIVITY	HIGH	Trunk or Treat - Greenbush Halloween Event (Partnerships with others - 2nd Baptist / King Center - FOLLOW-UP NEEDED	O	Supervisor / Case Worker / Town Board	seasonal	low	easy	10/31/13 event; went OK; improve for 2014
PROGRAM / ACTIVITY	HIGH	Senior Cares Program - CONTINUE (2014-15 BUDGET)	O	Case Worker / Supervisor / Town Board	on-going	high	easy	Vouchers written monthly; 2014 recertifications sent 4/2014; 2014/15 budget request approved.
PROGRAM / ACTIVITY	HIGH	Senior Denture (Replacement) Program	O	Case Worker / Supervisor	intermittent	moderate	easy	on-going
PROGRAM / ACTIVITY	HIGH	Work Readiness Program	O	Supervisor / Case Worker	on-going	low	difficult	on-going
PROGRAM / ACTIVITY	HIGH	Leaf Bag distribution	O	Supervisor / Assessor / Case Worker	seasonal	low	easy	Started 10/7/13; ended 12/13; Spring distribution completed 4/2014
PROGRAM / ACTIVITY	HIGH	Blanket program	O	Supervisor / staff / other Townships (esp. Moline)	seasonal	low	easy	Started 9/10/13; ended 11/13; Started 9/4/2014
PROGRAM / ACTIVITY	HIGH	Warming/Cooling Center	O	Supervisor / Case Worker	intermittent	low	easy	Cooling Center open 7, 8 & 9/2013; warming center open 1/14
PROGRAM / ACTIVITY	MODERATE	Labor Day Parade participation - 2014	O	Supervisor / Town Board / Case Worker	intermittent	low	easy	Decided to pass
PROGRAM / ACTIVITY	MODERATE	Veteran's Assistance - INVESTIGATE EXISTING SERVICES, DETERMINE IF THERE ARE GAPS TOWNSHIP CAN FILL	O	Supervisor / Town Board / Case Worker	intermittent	low / moderate	easy / difficult	Funds allocated to Korean War Veterans 2014 Convention
PROGRAM / ACTIVITY	MODERATE	Youth participation fund underwriting program - sports, music, band, cultural, artistic, etc. (in concert with South Rock Island / Blackhawk Townships) - INVESTIGATE AND MAKE RECOMMENDATION (2014-15 BUDGET)	O	Multiple township partners	on-going	high	difficult	Approved 2014/15 budget item; meetings with South Rock, City, METRO and RICAP underway; Board approved \$500 initial allocation on 7/28/2014; dubbed Township Recreation Youth Play Program (TRY-Play Program)
PROGRAM / ACTIVITY	MODERATE	Discount passes to Whitewater Junction, RIFAC, YWCA, other venues - INVESTIGATE AS PART OF 2014-15 BUDGET	O	City / YWCA / others	seasonal	moderate	difficult	Approved 2014/15 budget item; see item above
PROGRAM / ACTIVITY	MODERATE	Fan program (elderly, disabled, families) - INVESTIGATE AS PART OF 2014-15 BUDGET	O	Project NOW / Handy True Value / Kmart	seasonal	moderate	easy	Approved 2014/15 budget item
PROGRAM / ACTIVITY	MODERATE	Meal Site - Trustees serving meals - SCHEDULED FOR 2013; SET FOR 2014	O	Supervisor / Town Board	intermittent	low	easy	Served 10/18/2013 and 10/31/13; served 7/11/2014
PROGRAM / ACTIVITY	LOW	Veterans Event	O	Supervisor / Town Board / Case Worker	intermittent	low / moderate	easy / difficulty	
PROGRAM / ACTIVITY	LOW	Convene meeting to discuss safety net for vets, at-risk youth, homeless (County Poverty Task Force)	O	County / Vets groups / Project NOW / Townships / Northwest Coalition - homeless	intermittent	low	difficult	
PROGRAM / ACTIVITY	LOW	Youth computer / drop-in center	O	computer provider	on-going	high	difficult	
PROGRAM / ACTIVITY	LOW	Youth party / Dance / social event in Lund Hall (e.g. - dazzle dance)	O	Town Board	intermittent	moderate	easy	
PROGRAM / ACTIVITY	LOW	Bookshelf Program	O	Supervisor / staff	on-going	low	easy	
PROGRAM / ACTIVITY	LOW	Job Fair or transportation to job fair	O	Lund Hall as site for Fair	intermittent	low	easy	
PROGRAM / ACTIVITY	LOW	Meal site on west side of RI - partnership with House of Fire Ministries, South RI Township, others?	O	Expand 2nd Baptist? SRI Township, House of Fire	on-going	high	difficult	
PROGRAM / ACTIVITY	NEVER	Campaign Forums (with Community Caring Conference)	O	Supervisor / Town Board / staff / CCG	intermittent	moderate	difficult	
PROGRAM / ACTIVITY	NEVER	Court Watch (monitoring drug and violent crime trials)	O	Supervisor / Town Board / CCG / others	intermittent	moderate	difficult	
PROGRAM / ACTIVITY	NEVER	Let There Be Light (motion detector lights installed at senior's homes)	O	JBW / Seniors / Supervisor / Town Board	one-time; never again	high	difficult	
PROGRAM / ACTIVITY	NEVER	Angel Food - replaced by Senior Cares Program	O					