

STATE OF ILLINOIS)  
COUNTY OF KANE) SS  
TOWN OF AURORA)

## MINUTES OF SEPTEMBER 24, 2009

### I. CALL TO ORDER / ROLL CALL

A special meeting of the Aurora Township Board of Trustees was held at the Aurora Township office, 80 North Broadway, Aurora, Illinois at 3:30 p.m. on Thursday, September 24, 2009 to conduct interviews and to select a replacement for former Clerk, Juan Thomas. Notice was sent to all members of the Board as required by statute.

Aurora Township Supervisor Christina Campos called the meeting to order. Supervisor Campos led the Board and those in attendance in the Pledge of Allegiance.

A motion was made by Monica Silva and seconded by Dolores Hicks that Suely Ann Cabral be appointed Clerk Pro-tem.

The motion carried. (voice vote)

Suely Cabral did the roll call with the following members present: Christina Campos, Monica Silva, Dolores Hicks, David Moore, Bill Catching and Highway Commissioner, John Shoemaker.

**Public Present:** please see attachment.

### ROLL CALL AND ESTABLISH A QUORUM

Clerk Pro Tem, Cabral did a roll call of the officials in the following order:

Trustee Moore present, Trustee Silva present, Supervisor Campos present, Trustee Hicks present, Trustee Catching present.

### INTERVIEW OF CANDIDATES FOR AURORA TOWNSHIP CLERK

Supervisor Campos set guidelines for the candidates: they will be allowed 3 minutes to tell the board why they feel that they are the right candidate.

1. Brian Pollock: Mr. Pollock said that he has been an Aurora Township resident all of his life. "Why do I think that I would be the best candidate? "As most of you know I have been at every meeting for the last 5 years." "I know the issues." "I know that with me in that seat I hit the ground running." "There is no training you don't have to take off the training wheels." "I know the issues that our township faces and I know the issues that township government face." "I would not need training; I am an attorney, with a background in law which can help us." "There have been some legal issues that we may have seen recently." "Hopefully, soon we will get a township attorney." "In the meantime I have that background." "In terms of township experience in addition to being at the meetings I have been involved in township functions for years, Clarence can attest to that I have helped deliver meals to seniors for the Senior Christmas Dinner for years, Ms. Cabral can attest that I have been a member of the Senior Citizens Service Committee, (SCSC)." "I have helped out and volunteered at the Youth Center, I have volunteered for the Aurora Township Fashion Show." "Basically, when people have

needed some assistance I have tried to be there.” “Township government is that local form of government; it is the most responsible form of government.” “I feel that it is important that we all have a role in and I try to make it something that I can do.” “When it comes to the Clerk, one thing that the Clerk’s position has lacked in for the last couple clerks is attention to detail, there have been things that were missed, papers have been lost, and forms that need to be filled out didn’t get filed.” “There was an issue with health care insurance that you faced earlier because minutes weren’t taken correctly.” “It wasn’t just this clerk it’s gone back.” “Attention to detail is something that I do well in my profession as an attorney as well as in my personal life.” “That is something that we really need and we need to make as representing people that we are dotting the i’s and crossing the t’s.” “Again, the experience the dedication the attention to detail I think are things that we need in this position.” “You have seen my resume, you have seen the things that I have done, the organizations that I have been with, the boards that I have been on, the experience with state, local and federal government, and I can help work with those intergovernmental agencies.” “In times like this we don’t have a lobbyist and we could always some else to help with this. If you have any questions I will be available afterwards. my time is about up, thank you.”

The board agreed that questions to the candidates would be addressed after all of the candidates speak.

2. Archie Needam: “I am going to begin my presentation by giving you a little background on myself, I am a retired high school counselor, and I was at West Aurora for 30 years.” “I worked very closely with many parents and students, I have a BS in education and a Masters in Guidance Counseling and I am a graduate of Southern Illinois University.” “In terms of my professional experience or my leadership experience because I think that that is also important in the role of township clerk I am presently the President of the Girl Scouts Fox Valley Council.” “In this position I have to provide leadership to the board of Directors.” “I am also a volunteer leader as well as a role model.” “Christina at that time was a staff member at Fox Valley Girl Scouts of course I got to know her when I went to some of the programs that she presented.” “I also think that as township clerk it is essential to have a good working relationship with the Supervisor as well as the trustees.” “In terms of some of the other things that I do I ‘m a vice chair of Tomorrow’s Scientist and Technicians and Managers and in that position I have worked as a Secretary so I am familiar with taking notes.” “I am a member of Aurora Township Commission, a board member of the Quad County Urban League, and I am the incoming president of the Kiwanis Club of Aurora.” “As many of you sitting here are aware that I was appointed township Trustee for a few months and during that time I had an opportunity to work closely with Monica Silva and I must say that Monica was always very helpful to me if I had a question or concern.” “During my last run for trustee I was part of the democratic team so I had an opportunity to work very closely with Mr. Catching, Ms Hicks, and Mr. Moore and I think that this is also very important with the division as the clerk because you have to be a team player so one of the reasons that I have decided to apply for this position is because I want to continue to serve the community.” “I have the experience of taking minutes.” “I am comfortable but not an expert with the computer and emails if elected I would do my best to do my job and play a major role in the township.” “This position will also allow me to utilize my organization and implementation skills while following the goals of Aurora Township, thank you.”

3. Ms. Hortencia Ramirez: "Good afternoon everyone my name is Hortencia Ramirez and I reside at 5 S. Elmwood Drive here in Aurora." "Fairly close to downtown." "I am presently employed at Old Second National Bank." "I've worked there for 7 years." "I started as entry level position as a credit analyst and have worked my way through as a commercial lender." "I currently work with a lot of organizations and businesses within the Aurora Community and I am also very involved in the Aurora Hispanic Chamber of Commerce Board." "I just came off serving a couple of terms with Archie on the board of the Girl Scouts." "My background is in finance, I have a degree from Marquette University and I also have an MBA in sales from Aurora University." "My experience in the Clerks position would come through the way of having had a secretarial role on the Aurora Hispanic Commerce Board." "I am very detailed oriented, I not only have applied those skills as a secretary but also in my present role with a lot of the clients that I work with." "Attention to detail is of great importance when you are dealing with loans and what not, I feel that I am very level headed when it comes to decision making and I would be able to make a non-bias decision if I had to for some reason take a vote if there was a split."

Ms. Ramirez momentarily lost her train of thought and apologized.

"Lastly as I am stepping off of the Girl Scout Board I am looking to get more involved with the community and with my township, thank you."

#### **Questions from the Board:**

Trustee Silva asked Mr. Pollock why he has come to every meeting. "The excitement, like I said township government is the most responsive form." "The township represents a huge district, 110,000 people of Aurora Township a lot of the services that the township provides youth services, senior services, general assistance, those are the things that generally fall through the cracks." "The city does a great job with the things that they do but the township is here to fill in the cracks." "It is important to see that things get done and with a small board you have a lot on your plate." "By being here I feel that that can familiarize myself with the issues, and I can help by finding ways to work with the senior board and with youth services." "I can find ways where I can give back." "Being here, having filled in for the clerk before has given me a greater understanding of what needs to be done and what can be done."

The next question was presented to Mr. Needam by Trustee Silva; "Mr. Needam you did mention that you were on the board previously, you have a very level way of thinking and have been able to see things from both aspects." "You were very valuable as a Board member and without wanting to offend the present board I was saddened that you were not part of this board because as a Trustee I feel that you could bring a lot to the board." "You mentioned TSTM, I actually was a member of TSTM probably around 8<sup>th</sup> grade." "I went to a couple of meetings and I kind of probably fell through the cracks." "I don't know what happened and so that is one of my big things and at the end of my last term my biggest concern was not having done everything that I wanted to do." "One of the things that I would like to see the board step up as, is more counseling or more interaction with the youth." "When I visit the Youth Center I see so many holes." "Can you tell me what would be your pet project?" "Mrs. Hicks is involved with the seniors." "Where would you fit in best with what we offer or with what our responsibilities are?"

Mr. Needam responded; "I understand that the clerk's position is completely different than the position as the Board of Trustee however, I am already on the Aurora Youth Commission and have been involved with the youth in all of the organizations that I belong to and it was my goal to work with the youth so if this was a role that I could play I would get involved with the Aurora township Youth Center."

Trustee Silva posed the next question to Ms. Ramirez; "Hortencia you have always been very supportive of everything that I have known and I have known you for a couple of years now." "You have a beautiful smile, one of the things that I as a voting member would look for is for someone to bring something strong to the table that says I am here and not just to take minutes." "I am here to contribute." "What do you feel from your past experiences or your education that maybe you can contribute to the board?" "I know that you spoke a little bit about that and lost your train of thought but I would like to know more on a personal level what you feel that you can contribute to the board what you will bring, how you will help us in what we do?"

Ms. Ramirez; "I would definitely bring in a different perspective, in terms of one of the things that excites me in working with the Chamber is looking at structures and procedures that are currently in place and looking at ways to revolutionizing them and making them work better." "Kind of touching on what you had asked Archie in what would be my project to start off in is would probably be to improve on the record keeping." "Just sitting through the meeting last week or a couple of weeks ago I heard a couple of times that documents were lost and what not." "Definitely I would want to bring that sense of accountability and to find ways to improve structures and procedures in the township." "That is something that I would like to work on."

Highway Commissioner John Shoemaker posed the next question, he said that sometimes the position requires you to be here for Bid openings and other things so he wanted to know if Ms. Ramirez would be available outside of work. He said that he knows that the other gentlemen are available and he wanted to know what her availability will be.

Ms. Ramirez responded; "My branch is actually located at 37 S. River St. which is the corner from the casino parking lot." "I am usually available during office hours and am able to step away." "My regular hours are from 8 to 5 but I have been told that I can come to all the meetings and should be able to step away if needed."

Supervisor Campos thanked the candidates and recommended that a motion be made to go into closed session for the discussion and the consideration to select a township clerk.

A motion to go into Executive session was made by Trustee Hicks with a second by Trustee Catching.

Roll call was done as follows:

Trustee Moore Yes    Trustee Silva Yes    Supervisor Campos Yes    Trustee Hicks Yes  
Trustee Catching Yes

The board returned from Executive Session at 4:17 p.m.

Supervisor Campos thanked everyone for coming back and said that first of all she would like to take this opportunity to thank the three candidates; it was a very difficult decision, they all bring such good qualifications for the Aurora Township Clerk position and it was a very difficult decision for them. She thanked them for putting their name in the hat and they all truly appreciated it.

Supervisor Campos said we need a nominee from the table to nominate one of the candidates and then we will do a voice vote.

Trustee Catching made a motion to nominate Archie Needam for township clerk with a second by Trustee Hicks.

Clerk Pro-Tem Cabral was asked to do a roll call for the vote.

Trustee Catching <u>Yes</u>	Trustee Hicks <u>Yes</u>	Supervisor Campos <u>Abstain</u>
Trustee Silva <u>Abstain</u>	Trustee Moore <u>Yes</u>	

Supervisor Campos said we have three votes so we have a new clerk, Mr. Archie Needam. "Congratulations, Mr. Needam."

An agreement was made to swear in Mr. Needam at the regular meeting immediately after a 5 minute break.

A motion to adjourn the meeting was made by Trustee Catching with a second by Trustee Moore.

Motion carried. (voice vote).

Respectfully submitted, Suely Ann Cabral, CLERK PRO-TEM.