

**OAK PARK TOWNSHIP – FY 12
POLICY STATEMENTS
MISSION, GOALS AND OBJECTIVES**

The Township policy statements, mission, goals and objectives were originally developed through a strategic planning process that included the ideas, concerns and issues raised by many individuals who were interviewed or otherwise given an opportunity to provide input.

Annually, the Township Board reviews the policy statements, mission, goals and objectives for amendments and modifications that represent the Board's focus for the ensuing fiscal year. Over the years the priority for action of policy areas shift as needs in the Township arise and are addressed. The goals and objectives have been drafted with a narrow focus in order to measure success over a one-year period.

MISSION

Oak Park Township assists residents by providing a variety of governmental services and resources, with a special emphasis on advocacy and partnerships in human service programs that benefit at-risk youth and senior citizens as well as mentally ill and financially struggling community members.

I. SERVICE QUALITY

Policy

Maintain quality service by engaging in appropriate Township Board policy development and implementation and resource allocation.

GOALS

- A. Maintain service quality through continuous input from advisory committees, services recipients and other stakeholders.
- B. Adjust policy and resource allocation based on program outputs and accomplishments.

Objectives: Ongoing

- 1. Improve functionality, security, parking and accessibility to Senior Services office, meeting and activity space by careful design and renovation of the new building.
- 2. Build on past improvements in youth services, CMHB, and General Assistance budgets to make the document more useful in budget decisions.
- 3. Complete development of measures for the FACE-IT and Youth Interventionist programs.

Objectives: Current

- 1. Continue outreach to assist organizations that address individuals and families impacted by the current economic crisis.

II. COMMUNITY NEEDS

Policy

Identify and assess needs in the community with a focus on social services. Response to community needs will be with an emphasis on ensuring proper administration of programs and effective and efficient use of resources.

GOALS:

- A. Document and incrementally revise, as needed, how Township social services delivery addresses the following steps: (1) Needs assessment, (2) program development, (3) program implementation (including community awareness), (4) program evaluation, and (5) adjustment (in a continuous loop).

Objectives: Ongoing

1. Continue to fund research-based programs with measurable outcomes that directly serve at risk, children eight years of age and under. Review the ECCE Collaborative for continued funding.

Objectives: Current

1. Develop needs assessment methods that collect data through Township and mission-related organizations' ongoing information collection and referral activities.
2. Collect data, analyze and evaluate the trends in the General Assistance program and projected impact on budget, future funding and direction of the program.
3. As the youth mentoring program becomes more active, report to the Board on progress on the for five steps enumerated in Goal A above.
4. Identify and summarize the Youth Interventionist program performance measures that address broad outcomes for youth, families and community safety. Each spring, report these outcomes to the Board, including presentations at the Oak Park and River Forest COG meetings.
5. Continue development and implementation of the Face-It program. Report on the evaluation of the Spring 2011 pilot; support Youth Services in the negotiation of needed agreements with other government units; and support the analysis of staff responsibilities and new hiring needed to assure program success.

III. FINANCIAL STABILITY

Policy

Maintain long-range financial integrity and stability.

GOALS:

- A. Maintain a unified, efficient financial system for the collection, audit and release of Township funds that meets the highest standards for local government accounting.
- B. Manage Township resources to provide for long-range financial stability.
- C. Continue to work toward developing opportunities that would allow diversification of revenue sources.

- D. Maintain relationships with state and local elected officials for the benefit of the Township.

Objectives: Ongoing

1. Utilize long-range financial planning, making adjustment to address emerging problems while maintaining adequate fund balances to assure long-term financial stability.
2. Respond to opportunities for new grants and other available revenue sources.

Objectives: Current

1. Monitor compliance and continual improvement of internal control procedures and modify the procedures as necessary to comply with all Township policy, statutory and auditor requirements.
2. Complete documentation in Board policy and clarify as necessary standards for granting Youth Services external contracts.

IV. COMMUNICATION

Policy

Improve Township communications to ensure the ready availability of information about Township programs and services or outside services.

GOALS:

- A. Increase awareness of Township programs and services.
- B. Serve as an information and referral point for community services.

Objectives: Ongoing

1. Continue to build communication between the Township Board and the Community Mental Health Board.
2. Seek innovative ways of communicating the availability of Township Services, especially to targeted populations.
3. Foster relationships and create an awareness of the Township's programs and services with state and local elected officials.
4. Expand information and referral services to cover issues related to the current economic and social needs.
5. Make available to all residents an annual accounting of services provided and resources used.

Objectives: Current

1. Redesign the website to better attract users, especially seniors and youth, and to provide staff with direct control of website content updates.
2. Establish a consistent theme and appearance for the Township website and publications.

V. BOARD LEADERSHIP

Policy

Direct organizational activity by development of Board policy and policy-oriented action including articulation of clear expectations for performance and accomplishments for the organization.

GOALS:

- A. Ensure implementation of the Township Board written policy
- B. Review and revise, as needed, current policies.

Objectives: Ongoing

1. Continually monitor employee compensation package, including benefits, to ensure that it is reasonable from a taxpayer's perspective and fair and competitive from an employee's perspective.
2. In early Fall 2012, engage consultant to work with Board, update the annual strategic plan with stated goals with objectives that have measurable outcomes, in preparation for budget development.
3. Implement the environmental conservation policy to guide Township purchase of products and services and employee practices. Implement, where feasible, the ComEd Energy audit recommendations.

Objective: Current

1. Review the current employee grade level correlation with salary levels to ensure a competitive and fair distribution.
2. When new board positions are formulated or new actions taken, revise old or write new policies in a timely manner to provide consistency in future decisions and continuity as board members change.
3. Seek opportunities to incorporate environmental sustainability practices into the renovation and operations of the new Township facility.

VI. COLLABORATION

Policy

Collaborate with other agencies for efficiency of service and extension of Township services.

GOALS:

- A. Seek cooperative relationships that support and extend the Township's mission.
- B. Enhance existing relationships with other governmental units within and nearby Oak Park to improve service delivery and cost effectiveness.

Objectives: Ongoing

1. Continue to pursue collaborative efforts with respect to citizen needs during the current economic crisis.

Objectives: Current

1. Assess and summarize the current experience of GA in the handling of persons without permanent residencies and collaborate with PADS and other townships to seek uniformity in providing GA assistance.
2. Implement the new plans for maintaining the collaboration of local governments on the oversight, evaluation and funding of the Youth Interventionist program.

FY 12 Plan Adopted by the Township Board – April 26, 2011