



Northfield Township

Human Services Review Commission

List of Charges

1. Upon receipt of the funding applications, the Commission meets. At that meeting the Commission members will receive their agency assignments from the chair. Each member will have approximately the same number of agencies to review.
2. Each Commission member reviews the applications for the agencies assigned and fills out the agency evaluation rubric.
3. Each Commission member visits each assigned agency at least once by appointment, in order to gain a complete understanding of the agency, including any significant changes that have occurred within the past year, its mission and its direct impact on Northfield Township residents.
4. The Commission meets as a whole in November and January as needed. Each Commission member presents the result of their findings. Together, the Commission develops funding recommendations that are in line with the Commission's mission statement and available funding.
5. The Commission appends a brief report, stating why it has recommended each allocation, amount requested, amount allocated and number of residents served.
6. When the recommendations and the report are delivered to the Township office, these are sent to the Township's Board of Trustees immediately. Trustees finish reviewing these materials during the months of January and February and send any questions to the Communications & Community Outreach Coordinator so that they can be forwarded to the Commission members, if necessary.
7. The Board of Trustees votes at the February meeting and approves the allocations.
8. Commission members are also required to complete the Illinois Open Meetings Act (OMA) (5 ILCS 120/1) training available online at: <https://foiapac.ilag.gov/>.



Human Services Review Commission Tasks Breakdown by Month:

- Mid-September is when the funding applications become available to agencies.
- Applications are due back from agencies in mid-October. Members are asked to complete the online OMA training during this month.
- Early November is typically the first Commission meeting. Members will be trained on the agency evaluation rubric at this meeting. Members will also be assigned their agencies for review at this time and will also vote on a Commission Chairperson.
- November/December is the application review process and agency visits done by Commission members.
- January is when the Commission meets again and each Commission member presents the results of their research. The Commission develops its funding recommendations at this meeting. The packet of funding recommendations is shared with the Board of Trustees for review.
- February is when the Board votes on the funding recommendations at its regular Board Meeting (second Tuesday of the month).