

## 2018 SSA MASTER CALENDAR of Key Dates

**NOTE: The following are highlights ONLY - other items/dates may apply.**

Contact your DPD Project Manager if you have any questions.

Date Due	Item	Item Source	Action
by January 1	<b>2018 SSA Commission Meeting schedule</b>	Requirement of the Illinois Open Meetings Act	Service Provider agency posts SSA Commission's 2018 meeting schedule (1) on the agency's SSA webpage, (2) posts on individual SSA SharePoint calendar, and (3) uploads a listing of meeting dates to SharePoint documents. <b>A mandatory meeting must be scheduled the week of July 9-13.</b>
by January 31	<b>2017 Contractor's Affidavit</b>	Exhibit 7 of 2017 SSA Agreement	The Service Provider agency (called the "contractor" in the SSA agreement) completes Exhibit 7 Contractor's Affidavit in the 2017 agreement and uploads to SharePoint. This document certifies the SP agency performed the required SSA administrative functions in 2017.
March 14 Session 1: 9:30 AM Session 2: 1:00 PM City Hall Room 1103	<b>NEW Commissioner Training</b>	Required for Commissioners appointed in the past 12 months. Open to SP Staff and other Commissioners as space permits.	The same program will be presented at each session. Topics include roles and responsibilities of the SSA Commission, Service Provider, and Service Provider Board, as well as DPD policies and Ethics guidelines.
April 25 April 26 9:00 AM-12:00 noon Harold Washington Library	<b>2018 SSA Forum</b>	Annual meeting for all SSA Commission chairs, Executive Directors and Service Provider staff to review best practices and discuss policies and program updates.	All Service Providers <b>must attend one of the two</b> identical sessions.
by May 1	<b>2017 SSA Audit (Government Model)</b>	See Exhibit 8 of 2017 SSA Agreement	DPD will send out 2017 Tax Disbursement Reports by February 28th. Service Providers then forward to auditors to be used in verifying SSA revenue for 2017 audit.
by May 1	City <u>and</u> County <b>Ethics Statements</b> for SSA Commissioners	City and County mail forms directly to confirmed Commissioners; forms available on their websites	<b>Confirmed AND Renewing Commissioners:</b> submit City and County forms directly to their offices by May 1. <b>New Applicants:</b> submit 2018 City form <b>ONLY</b> with your SSA Commissioner application
by June 8	<b>2019 Budgets and Ordinance Checklist</b> items due	DPD will upload 2019 Workplan and Budget template and checklist to SharePoint	Use the 2019 Ordinance Checklist to prepare the 2019 ordinance documents. Use the City's Work Plan/Budget template to prepare the <b>DRAFT</b> 2019 SSA Work Plan and Budget.
by July 13	2019 Budgets with <b>adjustments based on release of 2017 EAV</b> in mid-June	2019 Workplan and Budget <b>DPD will provide link to County posting of updated EAVs once released.</b>	(1) Make adjustments to draft 2019 Workplan and Budget; (2) Commission reviews and approves at July meeting, and (3) Upload to SharePoint.

### Other items

Jan. 31: Q4 2017 April 30: Q1 2018 July 31: Q2 2018 Oct. 31: Q3 2018	<b>Quarterly Reports</b> Must be uploaded to SharePoint by the end of the next month after the end of the	2018 Workplan and Budget	Agency enters Quarterly performance metrics into the corresponding tab of the 2018 Workplan and Budget. Rename file as "Q1 Report" (Q2, Q3, Q4) and Upload to SharePoint.
<b>Six months</b> prior to term expiration	<b>SSA Commissioner applications</b>	Term expiration dates available from DPD and SP agency. Application is posted on City's SSA webpage and on SSA SharePoint.	<b>Renewing Commissioners:</b> No additional 2018 ethics forms are needed if already filed with the City and County. <b>New Applicants:</b> A complete application including a 2018 City ethics form is required; a 2018 County form may be needed if appointed/confirmed before May 1.
by July 13	Requests for <b>Amendments</b> to the 2018 Work Plan and Budget	SSA's 2018 Work Plan/Budget	Commission-approved reallocations between <b>funded</b> expense categories in the 2018 budget do <b>NOT</b> require City Council approval, as long as funding sources (Levy, Carryover, Late Collections, etc.) do NOT increase. <b>City council approval needed</b> to increase "Carry-Over" or "Late Collections" funding sources, or to fund a previously-unfunded expense category.
7 days after voted final	<b>SSA Commission meeting minutes</b>	Requirement of Illinois Open Meetings Act	Post minutes on Service Provider's SSA webpage.