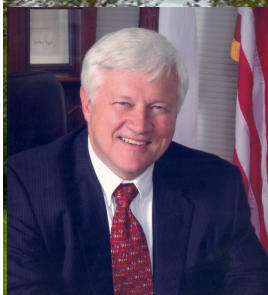


UP FRONT



Newsletter from John A. Cunningham, Kane County Clerk

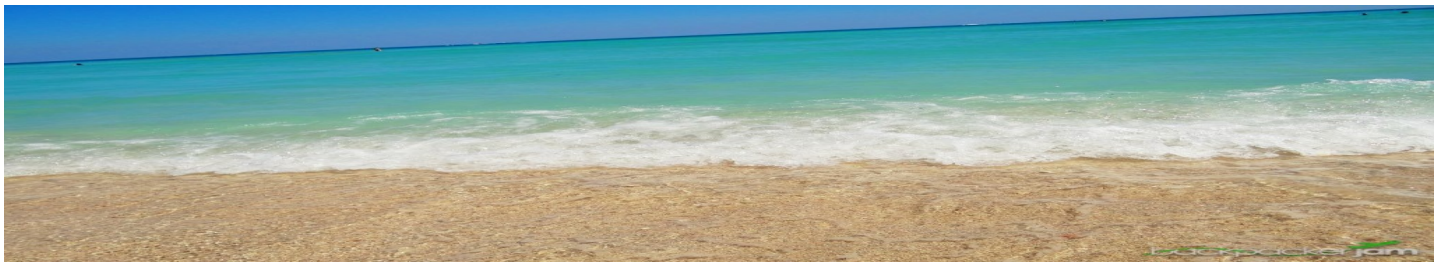
EMPOWER 2015

Empower 2015 is the yearly conference hosted by Laserfiche. Laserfiche is an Enterprise Content Management software vendor. As stated by Laserfiche, from information capture to document disposition, the conference courses will empower organizations to build an information management foundation that will produce better documents and better decisions. The Kane County Clerk's office is one of the many county departments that use Laserfiche.

The Records Management facet of the program will be a welcome addition to our day to day operations at the clerk's office, by tracking documents that need to be placed in storage, assigning retention periods and notifying staff of the date of disposal. This program will save a considerable amount of time, allow the county clerk's office to be kept up to date in an efficient manner, and improve records management processes. Kane County residents will be able to access more and more information as the various documents get scanned in and released to the public as state law permits. Access to those documents, ordinances, and the multitude of filings with the office will be either available at the Kane County Clerk's website or in the office faster than ever before.

The benefit of the Laserfiche program is that the public will be able to go on line and view public records filed at the Kane County Clerk's office. Numerous man hours in answering FOIA's will be saved by the program and will bring transparency to the records filed at the clerk's office.

The county clerk's office is on the final phase of the conversion of records project. Final conversion of the tax department records should be completed next month. Upon completion of the conversion, the county clerk's office will be the first county office to implement Laserfiche in all areas of the office.



BE PREPARED FOR SPRING BREAK!

Don't wait til' the last minute!

Traveling outside the United States for spring break? A passport is required if you are traveling outside the United States. You can apply for a passport at the Kane County Clerk's office. Average turn around time for a passport is 4 to 6 weeks. You may expedite for an extra charge bringing the turn around time to 3 weeks.

Items required for a passport to be processed at the Kane County Clerk's office:

- Certified birth certificate (must be an Illinois issued abstract with parent's name(s) on it if a Kane County birth!) If you have questions contact us at 630/232-5964.
- Check or Money Order for the Passport Fee. No cash accepted for the Passport Agency.
- Passport sized photos.
- Driver's License or State issued ID if age 16 or older.

See our website for more passport details: www.co.kane.il.us/coc/Records/Passports

KANE COUNTY TAXING DISTRICTS

All new bonds need to be filed by March 1, 2015 to be included in the 2014 payable 2015 Tax Extension.

Bond Abatements have to be filed by March 15, 2015.

NOTICE will be sent out this week reminding districts of required filing which have not been received.

We will be beginning the extension soon, if you have had a change in personnel recently or changed your e mail address, please notify the Tax Extension department at 630/232-5964 so that your district receives the extension papers in a timely manner.

"UP FRONT", a bi-monthly newsletter will be posted on the Kane County Clerk's website. If you prefer to receive newsletter via e mail, please contact Susan at: ericsonsusan@co.kane.il.us

IQM2 MINUTE TRAQ

Back in 2003, in a movement to bring the County Clerk's Office into the 21st Century, Kane County Clerk John Cunningham hired County Clerk librarian Tracy Erickson to begin the arduous task of imaging and automating the Clerk's records for transparency purposes. In February 2014 the County Clerk's Office, in partnership with the County Board Office and the county's Information Technology department, began steps to automate the county's minutes and agenda packets using the IQM2 MinuteTraQ program.

The IQM2 program allows for a clean, consistent look to County Board and committee agenda packets/minutes and provides a streamlined and fully automated process of building an electronic agenda from the committee level and moving all of its resolutions and reports through the various county committees, culminating in the final compilation of the County Board agenda packet.

The IQM2 program has allowed staff to manually gather monthly agendas, resolutions, and reports for each of its 13 standing committees (plus sub-committees) by automatically building that packet electronically. While minutes are transcribed manually, they are transcribed in a pre-set standard format, thereby eliminating extra staff time spent on formatting minutes and saving the county's residents money and manpower.

To date, the program is running as planned, with further transparency in the future.



It is that time again!

To find your parcel number first look on your Real Estate Tax Bill. If that is not available go on line to the Kane County Treasurer's web site or contact the Supervisor of Assessments office at 630/208-3818.

Statement of

Economic Interests 2015

The 2015 filing year for the Statement of Economic Interests is gearing up! Units of government are currently updating and submitting their lists of required filers for the 2015 filing year. All units must submit to the Kane County Clerk their filer lists by February 2, 2015. Once all lists are received, then the Clerk's office will finish getting the filer notification ready for distribution. On or before April 1, 2015 all filers submitted and required to file their Statement of Economic Interests to the Kane County Clerk will be notified either electronically or by paper form. At that time filers will be able to access the online system and will be able to file their statement with ease. Remember all statements are due no later than May 1, 2015. Stay tuned for more updates.

Free Cell Phone for Senior Citizens

Seniors can contact the Department on Aging Local Case Management Office to determine if they qualify for a free cell phone, as well as a certain amount of texts and minutes per month. Contact the Elgin Office by calling 847-741-0404 or the Aurora Office by calling 630-897-4035. Seniors can also register online:

<https://www.safelinkwireless.com/Enrollment/Safelink/en/Public/NewHome.html>

“Live so that when your children think of fairness and integrity, they think of you.”

H. Jackson Brown

ELECTIONS DEPARTMENT

2015 CONSOLIDATED ELECTIONS

2015 Consolidated Primary to be held on Tuesday, February 24, 2015

The Kane County Clerk's Elections Department is holding a Consolidated Primary for the Village of Campton Hills only. Residents of Campton Hills Village who need to update the voter registration may utilize Grace Period registration until February 21st and to cast their vote for the Consolidated Primary.

2015 Consolidated Election to be held on Tuesday, April 7, 2015

The Kane County Clerk's Elections Department is simultaneously preparing for the Consolidated Election, April 7th. This election involves all of Kane County.

BE PREPARED! REGISTER TO VOTE

A person can register to vote by mail or in person. You must provide 2 acceptable forms of ID when registering. Registering by mail requires the completion of the mail in registration form provided on the Kane County Clerk's web page and two acceptable forms of ID.

Information on Acceptable forms of ID's (Public Act 83-0258) can be found on our website, www.kanecountyelections.org.

To be eligible to vote you must be a US citizen, **18 years old** by the next election, and have resided in the precinct for **30 days** prior to the next election.

Voters who have changed their name since registering to vote must re-register to vote. **Grace Period** registration is for persons who missed the deadline to register to vote. During Grace Period registration you may register to vote at the Kane County Clerk's office from the 27th day through the 3rd day prior to the election. If you register to vote during grace period and want to vote in the upcoming election, you **MUST** vote at the time of registration.

CONSOLIDATED PRIMARY 2015

TUESDAY, FEBRUARY 24, 2015

LAST DAY TO REGISTER TO VOTE

TUESDAY, JANUARY 27, 2015

GRACE PERIOD REGISTRATION

WEDNESDAY, JANUARY 28, 2015 -
SATURDAY, FEBRUARY 21, 2015

ABSENTEE VOTING PERIOD

MONDAY, FEBRUARY 2, 2015 -
MONDAY, FEBRUARY 23, 2015

EARLY VOTING PERIOD

MONDAY, FEBRUARY 9, 2015