

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
April 14, 2021

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Tim Carlson
Present via phone: Vicki McMahan
Absent: None
Others present: Matt Wells, Betty Asmussen, and Elizabeth Hile. Via
freeconferencecall.com Tom Latonis

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, April 14, 2021 at 6:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Venise McWard and seconded by Tim Carlson to approve the claims presented for April. A roll call vote polled all ayes. The motion carried.

PUBLIC COMMENTS

No public comments were made.

AUDIT REPORT

The County's auditors requested to move their presentation on the audit report to the May meeting.

CONTINGENCY

County Board Chairman Wells advised that the remaining money has been paid completing the sale of the Roby property and his original reason for putting this item on the agenda was to request that the expenses from the sale of this surplus property be reimbursed from the General Fund to the Contingency Fund. The expenses on the sale of the Roby property were \$2,380.00. However, because there could be 3 or 4 more County properties sold, Treasurer Asmussen recommended waiting until we had all expenses and reimburse the contingency fund at that time if needed.

SURPLUS EQUIPMENT

The County Clerk has some old equipment that she would like to sell with the assistance of Cliff Frye through Gov Deals. She has developed a listing of the equipment with suggested minimum bids

A motion was made by Venise McWard and seconded by Tim Carlson to approve the sell of surplus equipment from the County Clerk's office through Gov Deals. A roll call vote polled all ayes. The motion carried.

INTEGRATED HOUSING AUTHORITY

County Board Chairman Wells advised that on March 26th, he contacted a representative from the Integrated Housing Authority in regards to renegotiating the contract that provides for County to receive a percentage of profits in lieu of property taxes. While the last agreement, which was in 2013, noted that negotiations would take place every 2 years, none

had taken place. The renegotiations presented to Integrated Housing Authority is to increase the percentage profits received by the County from 13.5% to 15%. The Integrated Housing Authority has not responded to the County's increase request at this time.

OTHER MATTERS

- County Treasurer Betty Asmussen read a statement regarding anticipated revenue under the American Rescue Plan Act, which was passed by congress to aid the country's recovery from the impact of the COVID 19 pandemic. At this time, specially how much revenue will be received and the stipulations regarding spending the revenue is not fully known. Treasurer Asmussen will be at a treasurer's conference next week and more information may be available at that time. In speaking with the County's auditor, Rich Hooper, the budget will need to be amended if any monies received from Act are spent in this fiscal year. Treasurer Asmussen advised that a separate checking account will be opened when the money is received for management and documentation.
- Chairman Matt Wells wanted the Committee to be aware at the Executive/Personnel Committee meeting he proposed that the Deputy Clerk's from the Treasurer and Circuit Clerk's office be paid a per diem of \$60.00 a meeting to run the teleconference equipment in the absence of the Administrative Assistant to the Board and for ZBA meetings. He would rather pay County employees than to pay CTI after hours rates of over \$90 per hour when the need arises.
- Dan McNeely from Dimond Brothers notified the County Board Office this week that as a result of the worker's compensation annual audit, the County will receive a credit of \$4,957.00 on a future premium bill.
- Treasurer Asmussen noted that she will not be at the April 20th County Board Meeting as she will be at the treasurer's conference.
- Linda Curtin inquired about the status of the Christian Montgomery County EMA Intergovernmental Agreement. Chairman Wells advised that the County had received notice from Montgomery County today of their decision to also dissolve the intergovernmental agreement. Bruce Engeling, EMA consultant for the County has been working hard on working towards completing grants not applied for by former Christian Montgomery County EMA Director, Greg Nimmo. However, the process has been more difficult due to a lack of any templates/former grants to aid Bruce. Chairman Wells noted that Bruce has raved about the assistance received by Treasurer Asmussen during this ongoing process.

Motion by Ken Franklin and seconded by Vickie McMahon to adjourn. A roll call vote polled all ayes. The motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
4/14/2021

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
May 12, 2021

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Tim Carlson
Vicki McMahan
Absent: None
Others present: Matt Wells, Betty Asmussen, Rich Hooper, and Elizabeth Hile. Via
[freeconferencecall.com](https://www.freeconferencecall.com): Sarah Carlson, Tom Latonis

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, May 12, 2021 at 6:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Venise McWard and seconded by Vickie McMahan to approve the claims presented for May. A roll call vote polled all ayes. The motion carried.

PUBLIC COMMENTS

There were no public comments.

AUDIT REPORT

Rich Hooper, partner with LMHN presented the fiscal year end 11/30/2020 audit. The audit went very smoothly for a large audit and complemented the County Treasurer, Board, elected officials and department heads for doing a good job. There were no County funds in a negative balance and while total revenue was down slightly from 2019, there was a surplus in the General Fund. Rich was very pleased with the audit results especially in light of the uncertainties the impact of COVID could have had. Treasurer Asmussen present of summary of the budget numbers from 2002 through 2020.

INSURANCE OPEN ENROLLMENT

Chairman Wells noted that a meeting with the Unions regarding 2021-2022 insurance open enrollment numbers for BCBS and Health Alliance was held last week. Jared Blaudow and Dan McNeely from Dimond Brothers was present for this meeting. While the Board has the final decision on what insurance plan(s) will be offered next year, Matt asked the Unions to let him know what carrier they preferred. Both Unions wanted to keep BCBS with final numbers decreasing slightly for all plan types except Employee/Child(ren) which increased.

Motion by Venise McWard and seconded by Ken Franklin to recommend to the full Board to continue with BCBS, Metlife and Eyemed for the health/vision/dental benefits for the 2021-2022 insurance year. A roll call vote polled all ayes. Motion carried.

COBRA THIRD PARTY ADMINISTRATION

COBRA is a continuation of insurance right that must be provided to employees at specific events. The most common event is at termination of employment. There are other events that are equally important. The County thus far has administered the burden of providing notices on their own. However, there is liability associated with doing so and most employers do have third parties that do the administration. Through ICRMT, the County has liability coverage for

situations where election notices may not have happened. However, for each occurrence there is a \$10,000 deductible. Ameriflex who will be our new third party administrator for the HRA and FSA previously administered by American Central, offers COBRA administration services at a rate of \$.60 per employee (\$75 per month minimum) or \$900 per year.

Motion by Venice McWard and seconded by Vickie McMahon to recommend to the full Board to use Ameriflex as the third party administrator for COBRA at a cost of \$.60 per employee (\$75 per month minimum) or \$900 per year. A roll call vote polled all ayes. Motion carried.

EMA SALARY

Chairman Wells started his comments by apologizing to the Committee for information made in the local paper indicating the salary for the part time EMA Director of \$58,000. That information was incorrect. What was presented to the Executive/Personnel Committee on Monday night was reference to the former EMA Director's salary of \$58,000 - \$59,000 which was shared between 2 counties and information regarding the former part time EMA Director's salary of approximately \$15,600. Chairman Wells indicated the intent of that meeting was to request the new EMA Director, which the Board has already approved the Chairman to hire, be allowed to hire 1 to 2 assistants and the salary to be referred to the Finance Committee. Chairman Wells does have the name of 2 individuals who are interested in the part time EMA Director position. Duties will include but are not limited to : (1) reporting to the Board; (2) be in charge of and completing grants, audits and related paperwork; (3) responsible for visiting every Fire Department in the County so we don't get complaints regarding who to contact.

Chairman Wells advised that there is approximately \$32,000 remaining in this year's fiscal budget for salaries for the part time EMA Director and 1 – 2 assistants. There was much discussion around the salary and whether or not the Board can set the hourly rate of pay for the assistants. Chairman Wells is recommending the part-time EMA Director be paid an annual salary of \$15,000 per year and \$8000 for 1 – 2 assistants with the salaries to be prorated for the remainder of this fiscal year. Additionally he would like for Bruce Engeling to stay on for an additional 1 month to assist with the transition of the new part-time EMA Director.

Vickie McMahon noted that at the Health Department there is a Director of Emergency Preparedness. She inquired as to whether or not this position might be combined with the EMA Director. Chairman Wells stated that he wants the part-time EMA Director to answer to the Chairman and this Board.

Treasurer Asmussen noted that right now because of COVID there is a lot of grant work to be done and there were grants that reimbursed for salaries of the former EMA Director. When Mike Crews was the part time EMA Director there were grants that may have reimbursed some for salaries but was mainly for other purposes. She also raised whether or not anyone has contacted the State when the Intergovernmental Agreement with Montgomery County ended.

Motion by Venice McWard and seconded by Vickie McMahon to recommend to the full Board a salary of \$15,000 a year for the part-time EMA Director and \$8,000 a year for part time assistants prorated for the current fiscal year. A roll call vote polled all ayes. Motion carried.

DAMAGED VEHICLE DEDUCTIBLE

There was a situation at a Health Department COVID drive through clinic where an individual drove over a traffic sign that had been blown over. The traffic sign was one of the highway

departments signs. The damage to the vehicle was approximately \$500. The County's insurance has a \$1000 deductible. It's Chairman Wells' understanding that when driving an individual is responsible for care and control over the vehicle. Should the County or Health Department have any responsibility to pay this repair? No action taken.

ELECTRONIC EQUIPMENT/VAULT

The County has a contract with BLH where all surplus electronic equipment is required to be recycled there. According to the contract we are required to provide serial numbers and deliver the equipment to BLH. There is no cost to the County to recycle the equipment at BLH.

Motion by Vickie McMahon and seconded by Ken Franklin to take the surplus electronic equipment, as required by contract, to BLH at no cost to the County. A roll call vote polled all ayes. Motion carried.

INTEGRATED HOUSING AUTHORITY

Chairman Wells noted there have been exchanges of emails regarding the exact properties we are agreeing to in the renegotiation with the Integrated Housing Authority but because how each entity lists those properties, it's confusing. The renegotiations presented to Integrated Housing Authority is to increase the percentage profits received by the County from 13.5% to 15%. A meeting to ensure all parties understand the exact properties we are discussing will take place on Monday, May 17th. Meggann Bell, Integrated Housing Authority representative, Chairman Wells, Supervisor of Assessments Chad Coady and Treasurer Asmussen will be present. While we are pretty sure all properties have been noted, this meeting is to ensure we are all in agreement.

AMERICAN RESCUE PLAN ACT (ARPA)

Treasurer Asmussen provided the most recent information she has on the American Rescue Plan, which included funding totals for municipalities and villages throughout the County. She highlighted the extent of personal information she has to provide in order for the County's funds to be released. Providing this personal information is not optional but mandatory. One-half of the County's \$6.2M will be distributed once all her personal checks are in place. Once received these funds will be put into an investment fund we have. U.S. Treasury has soft guidelines in place with a timeline of July when more defined guidelines are to be available. There will be 4 years to spend this funding. This money will have an ARPA budget line item. Chairman Wells would like to see this money not spent in the fiscal year in order to give time for making decisions and for constituents time to present needs. Rich Hooper recommended setting this money aside for now and encouraged the Board to address decisions regarding use of this money to investments that will long outlast the 4 years availability to spend the money and to take care on what the money is spent for so there are not ongoing costs after the funding is exhausted. Treasurer Asmussen noted there are many hot topics for use of the money and reminded the Committee that more defined guidelines will be available in July.

REFERRALS

The Building/Highway Committee referred the matter of paying \$4000 for the cost of CA6 aggregate for the Anderson Cemetery expansion to the Finance Committee.

Motion by Vickie McMahon and seconded by Tim Carlson to recommend to the full Board to pay for the estimated \$4000 for CA6 aggregate for the Anderson Cemetery expansion. A roll call vote polled all ayes. Motion carried

The matter of the EMA salary was also referred to the Finance Committee. This item was addressed earlier in tonight's agenda.

OTHER MATTERS

No other matters

Motion by Tim Carlson and seconded by Ken Franklin to adjourn. A roll call vote polled all ayes. The motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
5/12/2021

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

June 9, 2021

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Tim Carlson
Vicki McMahan
Absent: None
Others present: Matt Wells, Betty Asmussen, Rich Hooper, and Elizabeth Hile. Via
freeconferencecall.com: Sarah Carlson, Tom Latonis

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, June 9, 2021 at 6:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Tim Carlson and seconded by Ken Franklin to approve the claims presented for June. A roll call vote polled all ayes. The motion carried.

PUBLIC COMMENTS

There were no public comments.

CTI CYBER SECURITY RECOMMENDATIONS

Because of the recent compromise of the pipeline, Chairman Wells asked CTI for cyber security recommendations. The county assigned representative from CTI presented the following proposals; CISA Cyber Hygiene Implementation which is program free to governments with a charge of \$400 for setup costs; Malwarebytes protection with 72 hour rollback restore which would be a monthly cost of \$975.00; ManageEngine which manages all work stations and ensures current and proper system updates as well as provides various audits at an annual cost of \$4927.86. Chris from CTI talked about each proposal, explained how not keeping hardware updated makes it easier for system compromise and recommended the County work on regularly updating equipment.

Motion by Venise McWard and seconded by Linda Curtin to recommend to the full Board to approve the CISA Cyber Hygiene Implementation quote of \$400 for setup and ManageEngine quote of \$4927.86 annually with the cost coming from contingency for this year. A roll call vote polled 4 ayes and 1 nay. Motion Carried.

LAPTOP QUOTE

Chairman Wells advised that his administrative assistant works long hours at times and he does not want her in the office after hours at night. He received a quote for a laptop so she can remote into her work computer and work as needed at home after hours. The quote total from CTI was \$1122.77. Treasurer Asmussen recommended taking the cost from the equipment line item, That line item will be over but aggregately the money is there.

Motion by Venise McWard and seconded by Vicki McMahan to recommend to the full Board to approve the quote from CTI of \$1122.77 with the cost coming from the equipment line item. A roll call vote polled all ayes. Motion Carried.

FSA ADMINISTRATION FEES

For the current insurance year, the Flexible Spending Account administration fees were paid for by the employees through payroll deduction. The new 3rd party vendor (effective July 1, 2021) asked if the County intends to continue this practice as they said while there is no steadfast rule, it is usually paid for by the employer. The county's current FSA administrator advised that counties, cities and schools usually don't pay for those fees as they do not have a budget line item for them. The Committee asked that fees from half a dozen counties be polled.

MID ILLINOIS REGIONAL PLANNING COUNCIL

Chairman Wells had presented the funding options for the Mid Illinois Regional Planning Council at the last County Board Meeting. The Committee discussed that the state assigns the county to this particular region and they have no control over that. Comments were made that the county discontinued participation in a previous group because the county didn't see any return benefits. The Committee asked Chairman Wells if he knew what other counties in the group planned to do as well as research if there was any possibility of being in another group. Chairman Wells advised that he didn't believe there had been any other meetings of this group but would make some calls on the issues.

Motion by Venise McWard and seconded by Ken Franklin to table until the July County Board Meeting. A roll call vote polled all ayes. Motion Carried.

SURVEY RECORDS

The family members of a well-known area surveyor recently passed away recently contacted Chairman Wells about survey records their father had. The family at this time has not decided on the cost they would like to have for these records.

HISTORICAL PICTURE

Chairman Wells showed the Committee a picture taken on the Taylorville square of the 1916 Illinois Retail Merchants Association Convention. He would like to have framed for display in the court house. The estimated cost to frame this picture is \$130.00.

Motion by Vicki McMahon and seconded by Linda Curtin to recommend to the full Board to approve the estimated cost of \$130.00 to frame a historical picture to be hung in the court house. A roll call vote polled all ayes. Motion Carried.

COVID EXTENSION PAID BENEFITS

A representative from the AFSCME Union recently contacted Chairman Wells about reimbursement for paid benefits. Chairman Wells asked the Union representative for more information. Information was provided but nothing that was new.

REFERRALS

None

OTHER MATTERS

Treasurer Asmussen highlighted the 5 primary ways noted for American Rescue Plan (ARP) funding use. Those 5 primary ways are support public health response; address negative economic impacts; replace public sector revenue loss; premium pay for essential workers and water, sewer and broadband infrastructure. She again noted that the U.S Department of Treasury is being flooded with questions regarding guidance fund spending. Some groups, when

presenting questions to Treasury, are being creative on their approach for funding use. She also noted that Villages, Cities, and Townships within Christian County were invited to an informational meeting on June 7th. There were several participants present and most had minimal knowledge about the ARP funding processes. Another meeting has been scheduled for the last week in June.

Motion by Tim Carlson and seconded by Ken Franklin to adjourn. A roll call vote polled all ayes. The motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
6/9/2021

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
August 11, 2021

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Tim Carlson
Vicki McMahan
Absent: None
Others present: Matt Wells, Betty Asmussen, Amy Toberman, Mike Havera, Joe
Stepping, Cliff Frye, Julie Mayer, Vince Harris, and Elizabeth Hile. Via by
phone: Jeff Stoner

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, August 11, 2021 at 6:00 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Ken Franklin and seconded by Vicki McMahan to approve the claims presented for August. A roll call vote polled all ayes. The motion carried.

PUBLIC COMMENTS

There were no public comments.

BLH CONTRACT

Joe Stepping highlighted the recent changes to the BLH Contract as directed by the Board. He also advised that at Tuesday night's Building/Highway meeting that the Committee directed him to modify the agreement to a 2 year contract. Those changes have been made and BLH is reviewing that document. The contract will come back to Committee next month.

SALE OF DELINQUENT PROPERTY

Motion by Ken Franklin and seconded by Vicki McMahan to recommend to the Board to approve Resolutions R2021TR010 – R2021TR016 for the sale of delinquent property to the City of Pana. A roll call vote polled all ayes. Motion Carried.

SURVEY RECORDS

The family members of a well-known area surveyor who passed earlier this year are closer to making decisions on their father's records. More information will be provided as it becomes available.

ARPA FUNDING

Treasurer Asmussen reported that Bellwether has all the County's information to determine whether or not we experienced a revenue loss as well as documentation to provide further guidance as it relates to the Act on the Board approved 1st trench expenditures. To date we have not received any feedback from Bellwether. The reporting portal is now up and operational.

REFERRALS FROM OTHER COMMITTEES

None

REVIEW PROPOSED OFFICE BUDGETS

Initial budget presentations were made by Solid Waste, ESDA, 911, Animal Control and Zoning, Highway, Circuit Clerk, States Attorney and Treasurer.

All departments noted general salary and related items (IMRF, etc.) increases. Each department provided specifics on their initial budgets highlighting potential other increases and decreases. Treasurer Asmussen provided a summary on the overall budget hearing process noting this is an initial stage and fine tuning will occur in subsequent meetings.

OTHER MATTERS

None

Motion by Tim Carlson and seconded by Vicki McMahon to adjourn. A roll call vote polled all ayes. The motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
8/11/2021

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
August 12, 2021

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Tim Carlson
Vicki McMahan
Absent: None
Others present: Betty Asmussen, Amy Winans, Laura Cooper, Tim Dean, Jacque Willison,
Lisa Peterson, Judy Gates, Jennifer Verardi, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Thursday, August 12, 2021 at 7:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

REVIEW PROPOSED OFFICE BUDGETS

Initial budget presentations were made by Coroner, Probation, Building and Grounds, County Clerk as well as the U of I Extension – Levy represented by Lisa Peterson and Senior Citizens represented by Jennifer Verardi and Judy Gates.

The county departments noted general salary and related items (IMRF, etc.) increases. Each department provided specifics on their initial budgets highlighting potential other increases and decreases. Lisa Peterson presented for U of I Extension. Jennifer Verardi and Judy Gates highlighted Senior Citizens operations.

OTHER MATTERS

None

Motion by Tim Carlson and seconded by Ken Franklin to adjourn. A roll call vote polled all ayes. The motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
8/12/2021

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
August 18, 2021

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Tim Carlson
Vicki McMahan
Absent: None
Others present: Betty Asmussen, Chad Coady, Tiffany Senger, Scott Woods, Matt Wells,
Caitlin Sands, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, August 18, 2021 at 6:00 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

REVIEW PROPOSED OFFICE BUDGETS

Initial budget presentations were made by Supervisor of Assessments, Sheriff, County Board and Office Zero, Public Defender and Health Department.

The Supervisor of Assessments present 2 different budget scenarios otherwise the county departments noted general salary and related items (IMRF, etc.) increases. Each department provided specifics on their initial budgets highlighting potential other increases and decreases.

OTHER MATTERS

None

Motion by Tim Carlson and seconded by Ken Franklin to adjourn. A roll call vote polled all ayes. The motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
8/18/2021

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
August 26, 2021

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Tim Carlson
Vicki McMahan
Absent: None
Others present: Betty Asmussen, Matt Wells, Judge Paisley, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Thursday, August 26, 2021 at 6:00 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

REVIEW PROPOSED OFFICE BUDGETS

Judge Paisley presented the initial budget for the Circuit Court Judge. The budget was basically unchanged.

Treasurer Asmussen noted that the budgets will need to be on file with the County Clerk by November 1st. She also noted that the Health Board has not passed the budget and that will need to be done and brought back to the Finance Committee. Non-bargaining salaries are normally discussed later in the process.

The committee started the more detailed review of the budgets presented by Solid Waste, ESDA, 911, Animal Control/Zoning, Highway, Circuit Clerk, States Attorney and Treasurer. Treasurer Asmussen noted areas where she had made changes as needed and with discussion of applicable elected official or department head. Some other areas of discussion included the ESDA budget and Animal Control budget. For the ESDA budget, the Committee discussed the need for a salary adjustment versus a salary increase for the ESDA director position. For the Animal Control budget it was felt the part time salaries needed to be adjusted based on actual versus amount requested. Additionally, the Animal Control budget for building maintenance was adjusted.

OTHER MATTERS

None

Motion by Tim Carlson and seconded by Linda Curtin to adjourn. A roll call vote polled all ayes. The motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
8/26/2021

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
September 9, 2021

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Tim Carlson
Vicki McMahan
Absent: None
Others present: Betty Asmussen, Matt Wells, Mike Havera, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Thursday, September 9, 2021 at 6:00 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

REVIEW PROPOSED OFFICE BUDGETS

State's Attorney Havera presented salary recommendations for the Victim Advocate position and First Assistant State's Attorney to be included in his initial budget proposal.

Treasurer Asmussen again noted areas where she had made changes as needed and with discussion of applicable elected official or department head. The committee continued the more extensive review of the budgets presented by Coroner, Probation, Building and Grounds, County Clerk, U of I Extension – Levy, Senior Citizens, Supervisor of Assessments budget presentation #1, Sheriff, County Board, Office Zero, Public Defender, and Circuit Court Judge. Solid Waste, ESDA, 911, Animal Control/Zoning, Highway, Circuit Clerk, States Attorney and Treasurer.

OTHER MATTERS

None

Motion by Tim Carlson and seconded by Ken Franklin to adjourn. A roll call vote polled all ayes. The motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
9/9/2021

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
September 15, 2021

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Tim Carlson
Vicki McMahan
Absent: None
Others present: Matt Wells, Betty Asmussen, Mike Havera, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, September 15, 2021 at 6:00 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Vicki McMahan and seconded by Ken Franklin to approve the claims presented for September. A roll call vote polled all ayes. The motion carried.

PUBLIC COMMENTS

There were no public comments.

BLH CONTRACT

The committee reviewed the noted changes including the payment structure for the two year agreement.

Motion by Ken Franklin and seconded by Linda Curtin to recommend to the full Board to approve the BLH Contract as presented. A roll call vote polled all ayes. The motion carried.

EMA VEHICLE AND TRADE IN

Information regarding the cost of a new EMA vehicle and trade in value were presented to the Committee.

Motion by Venise McWard and seconded by Vicki McMahan to recommend to the full Board to trade in the current EMA vehicle when purchasing the new vehicle. A roll call vote polled all ayes. Motion Carried.

SURVEY RECORDS

There is no new information from the Delay family regarding decisions on their father's records.

ARPA FUNDING

Treasurer Asmussen briefly discussed information on President Biden's most recent mandate, the need to see what the final OSHA rules will be and potential impact for the use of ARPA funds related to this mandate.

Bellwether recently provided comments regarding eligibility for the Board's approved 1st trench funding use. That report will be further reviewed next week. By the next meeting the ARPA budget should be drilled down.

Next ARPA interim report is due October 31, 2021.

REFERRALS FROM OTHER COMMITTEES

None

REVIEW PROPOSED OFFICE BUDGETS

It was noted that the Health Department's budget has not yet been approved by the Health Board. Treasurer Asmussen presented and reviewed the ROE budget received today. The FY 2022 budget must be on file with the County Clerk's office by November 1st. Continuation of budget details will be done at next month's meeting.

OTHER MATTERS

None

Motion by Tim Carlson and seconded by Ken Franklin to adjourn. A roll call vote polled all ayes. The motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
9/15/2021

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
October 13, 2021

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Tim Carlson
Vicki McMahan
Absent: None
Others present: Matt Wells, Betty Asmussen, Mike Havera, Sheriff Kettelkamp, Cecil Polley, Jim Baker, Scott Woods, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, October 13, 2021 at 6:00 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Tim Carlson and seconded by Linda Curtin to approve the claims presented for October. A roll call vote polled all ayes. The motion carried.

PUBLIC COMMENTS

There were no public comments.

CTI ANNUAL CONTRACT

Treasurer Asmussen advised that CTI reached out recently about their annual contract. Pursuant to the contract language, the cost can increase 3% annually. Due to anticipated cybersecurity upgrades related to ARPA funds, the contract with CTI will continue without any changes.

Motion by Venise McWard and seconded by Vicki McMahan to recommend to the full Board to approve the annual CTI Contract with no changes or increases. A roll call vote polled all ayes. The motion carried.

SURVEY RECORDS

There continues to be no new information from the Delay family regarding decisions on their father's records.

ARPA FUNDING

Treasurer Asmussen noted that Bellwether has reviewed the Board's 1st trench funding projects with everything basically being eligible with Bellwether providing notes where additional comments for funding use are needed. She presented as part of the budget, an ARPA budget breaking the projects down in applicable categories. Betty also noted that the next interim report was scheduled for October 31st and that has been pushed back by the Treasury Department to the end of January 2022.

As discussed earlier tonight one of the funding uses submitted for review was for cybersecurity. Ken Franklin felt that before we could move forward with that project, a break down from CTI would be needed. Betty noted that CTI was working on that.

REFERRALS FROM OTHER COMMITTEES

Wreaths for All Four Entrances of the Court House

The matter of spending up to \$150.00 for wreaths made by Jordan Podeschi for the Christmas season was referred to the Committee from the Highway/Building Committee.

Motion by Vicki McMahon and seconded by Ken Franklin to recommend to the full Board to approve spending up to \$150.00 for wreaths for all four (4) entrances of the court house for the Christmas season. A roll call vote polled all ayes. Motion carried.

CLOSED SESSION

Motion was made by Venise McWard and seconded by Vicki McMahon to go into closed session pursuant to 5 ILCS 120/2 (c) (1) to discuss appointment, employment, compensation, discipline, performance, or dismissal of specific employees and all subject matters relating thereto and to include the following persons to be present during all or part of such executive session namely, Chairman of the Board Matt Wells, Finance Committee members, County Treasurer Betty Asmussen, States Attorney Mike Havera, Elizabeth Hile, Administrative Assistant/HR, Sheriff Bruce Kettelkamp, Chief Deputy Jim Baker, Jail Administrator Cecil Polley and such other person or persons as the Finance Committee Chairperson may decide during this meeting and/or during such executive session.

The Finance Committee returned to open session at 8:05 p.m.

FINALIZE BUDGETS AND SALARIES OF NON-BARGAINING PERSONNEL

Treasurer Asmussen noted that because the Committee was still missing an approved Budget by the Health Department Board that the budgets could not yet be finalized. She highlighted the Mental Health Board's budget which is by levy. Also noted was information provided by Bill Kennedy for capital improvement budget costs of approximately \$150,000.00.

The Finance Committee will meet again on Thursday, October 28, 2021 at 6:00 p.m. to continue discussion to finalize budgets for recommendation to the Board.

OTHER MATTERS

None

Motion by Vicki McMahon and seconded by Tim Carlson to adjourn. A roll call vote polled all ayes. The motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
10/13/2021

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
October 28, 2021

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Tim Carlson
Vicki McMahan
Absent: None
Others present: Betty Asmussen, Matt Wells, Mike Havera, Sheriff Kettelkamp, Jim
Baker, Cecil Polley, Greg Seiders, Caitlin Sands, Kent Delay and
Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Thursday, October 28, 2021 at 6:00 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

FY2022 BUDGETS

Greg Seiders highlighted the budget for the Health Department that was approved by the Health Board.

Sheriff Kettelkamp commented that clarification had been received from the States Attorney on how money for medical expenses can be handled. The commissary fund is to be spent to benefit prisoners. States Attorney Havera stated that the Sheriff determines how the inmates shall benefit. Additionally, the County pays for medical. Sheriff Kettelkamp wants to split the medical costs. Treasurer Asmussen advised that the Sheriff's budget has been paying for all of the medical since going with Advantage Medical. Medical coverage increase was made to reduce liability. Cecil Polley advised he is okay with covering all medical costs.

Additionally it was requested that the Committee consider 2 additional correctional officers instead of just 1. Cecil Polley stated that 1 additional correctional officer this FY would be fine and determine next year if a 2nd correctional officer would be needed.

Regarding salaries and the salary comparison provided on some of the non-bargaining positions, Sheriff Kettelkamp commented there is no community that would have someone comparable to the experience and background of Cecil Polley. He highlighted the change in job responsibilities in relation to the requested salaries for the Chief Deputy and Jail Administrator positions. The County's non-bargaining starting pay policy was discussed as Chief Deputy Baker started this position October 3, 2021. The Sheriff did not feel Chief Deputy Baker should be paid less than former Chief Deputy Woods. Chairman Wells will address the non-bargaining starting salary policy with the November Executive/Personnel Committee. States Attorney Havera advised that the Board is charged with determining the budgets with elected officials/department heads having control of those budgets once passed.

ROE submitted their final budget numbers based on equalized assessed values from each county.

Treasurer Asmussen noted that there an approximate budget deficit of \$246,000.00.

The Committee discussed the following non-bargaining salaries –
States Attorney – 1st Assistant States Attorney \$76,000
Victim Witness Coordinator \$38,631
Chief Probation Officer \$81,052
Probation Supervisor/Trainer \$49,388
Probation Supervisor/Trainer \$48,817
Public Defender – Assistant Public Defender \$56,650
Sheriff – Chief Deputy \$71,256
Sheriff – Jail Administrator \$59,628
ESDA Coordinator \$22,500 (Salary Adjustment)
Animal Control/Zoning \$41,715
Animal Control Assistant \$28,910
Maintenance Supervisor \$59,000
County Health Administrator \$77,250
Health Department Office Manager \$26,754
Health Department Nurse Manager \$28,174
Health Department Nurse \$40,277
WIC Coordinator \$33,943
Solid Waste Director \$69,785
Solid Waste New Director \$60,000 (cap)
Solid Waste Educator \$42,684
Highway Department Office Manager \$35,221
Highway Department Supervisor \$54,246

Treasurer Asmussen noted the County will receive notice from the State for the increase to the Highway Engineer's salary. An estimated increase will be included in the final budget.

Motion by Vicki McMahan to approve salaries as presented motion failed for lack of a second

Motion by Venise McWard and seconded by Ken Franklin to approve salaries as presented. Roll call vote polled all ayes. Motion carried.

Treasurer Asmussen will update the budgets and put the budget on file with the County Clerk by November 1st.

OTHER MATTERS

None

Motion by Tim Carlson and seconded by Linda Curtin to adjourn. Roll call vote polled all ayes. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
10/28/2021

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
November 10, 2021

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Tim Carlson
Vicki McMahon
Absent: None
Others present: Matt Wells, Betty Asmussen, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, November 10, 2021 at 6:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Tim Carlson and seconded by Linda Curtin to approve the claims presented for November. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

There were no public comments.

SURVEY RECORDS

There continues to be no new information from the Delay family regarding decisions on their father's records.

ARPA FUNDING

Treasurer Asmussen reported that ARPA funds have been included in the budget. The 1st interim report has been pushed back by the US Treasury until the end of January 2022. Betty will be at conference next week and anticipates ARPA will continue to be a big topic. Betty also noted that CTI will be providing more detailed information on the cybersecurity project that will begin after December 1st.

REFERRALS FROM OTHER COMMITTEES

The matter of establishing a salary range for the position of Solid Waste Director was referred to the Committee from the Executive/Personnel meeting this week. Mr. Joe Stepping will be retiring in February of 2022.

Motion by Venise McWard and seconded by Vicki McMahon to recommend to the full Board to approve a salary range for the appointment of a new Solid Waste Director to be \$30,000 to \$60,000. A roll call vote polled all ayes. Motion carried.

FY 2022 BUDGETS

Treasurer Asmussen noted that Ken Franklin contacted her regarding an error in a formula calculation for the 911 revenue. Betty has made the necessary corrections.

Treasurer Asmussen noted that when the salaries for the union positions were developed for the Sheriff's budget, she recommended that 3% calculations be used but former Chief Deputy Woods input 4%. Treasurer Asmussen would like to adjust the applicable salaries back to the recommended 3%.

Chairman Wells inquired about increasing the contingency fund for things he felt the Board would approve later on in the fiscal year. Treasurer Asmussen advised that the contingency fund is to be used for unexpected expenses throughout the year. She also asked how long the Chairman has known about wanting to increase the contingency fund and that she considered it unethical for the Chairman to ask to increase the contingency fund \$100,000 without explanation. She also noted that expenditures of \$20,000 or more from the contingency fund requires Board approval.

Motion by Vicki McMahon and seconded by Ken Franklin to direct Treasurer Asmussen to adjust the salaries for union positions in the Sheriff's budget (deputies, correction officers and dispatcher) to 3% from the initial 4% submitted. A roll call vote polled all ayes. Motion carried.

Motion by Venise McWard and seconded by Vicki McMahon to recommend to the full Board to adopt O2021CB019 Tax Levy Ordinance. A roll call vote polled all ayes. Motion carried.

Motion by Venise McWard and seconded by Vicki McMahon to accept and recommend the final budget with the Treasurer making changes to the union position salaries in the Sheriff's budget as directed by the Committee. A roll call vote polled all ayes. Motion carried.

OTHER MATTERS

None

Motion by Tim Carlson and seconded by Ken Franklin to adjourn. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
11/10/2021