

## AUDIT/FINANCE/PURCHASING COMMITTEE

January 12, 2011

Present: Paul Schmitz, Chairman  
Tim Butcher  
Dick Breckenridge  
Tony Woods

Absent: Jack Pearce, Jr.

Others present: Jan Bland.

The Audit/Finance/Purchasing Committee met on Wednesday, January 12 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, IL. The purpose of the meeting was to approve claims and any other matters.

A motion was made by Tim Butcher and seconded by Tony Woods to approve the claims as presented for payment in January. The motion carried.

States Attorney Tom Finks had requested filling the position of David Martin when he leaves the County. The new attorney will train with David for about a week. A motion was made by Dick Breckenridge and seconded by Tim Butcher for the replacement of an assistant states attorney for the budgeted amount. The motion carried.

Approved last month was membership to join United Counties Council of Illinois but no appointments or guidelines were determined for attending the monthly meetings/seminars. After discussion three of the members-Tony Woods, Dick Breckenridge and Paul Schmitz will attend the January 24<sup>th</sup> meeting to understand how the Council membership works and will draft a plan for the County Board to review. A motion was made by Tim Butcher and seconded by Tony Woods that no per diem or mileage would be paid to attend these meetings. The motion carried.

A motion was made by Dick Breckenridge and seconded by Tony Woods to adjourn. The motion carried.

Respectfully submitted by,

Paul Schmitz, Chairman,  
Audit/Finance Committee

## AUDIT/FINANCE/PURCHASING COMMITTEE

February 14, 2011

Present: Paul Schmitz, Chairman  
Tim Butcher Jack Pearce, Jr.  
Dick Breckenridge Tony Woods

Absent: Others present: John Curtin, Sheriff Kettelkamp, Andrew Nelson, Bruce Engeling, Jeff Brown and Jan Bland.

The Audit/Finance/Purchasing Committee met on Monday, February 14, 2011 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, IL. The purpose of the meeting was to approve claims and any other matters.

A motion was made by Dick Breckenridge and seconded by Tony Woods to approve the claims as presented for payment in February. The motion carried.

Sheriff Kettelkamp discussed with the Committee the need to stay on schedule in the replacement of squad cars. Money was originally in the budget for two cars, but then cut. There are several issues concerning waiting another year to replace the aging and high mileage car and one is that after the first of March; the Crown Victoria will no longer be available. Any new models purchased hereafter will cost more because the interior equipment will not fit so cannot be taken from the old and put into the new cars.

It was reported due to legislation, there are fees have been increased which are attached to traffic violations and other services which will generate more revenue. After much discussion and budget evaluation, a motion was made by Tim Butcher and seconded by Jack Pearce Jr. to allow the Sheriff to purchase two new squad cars from Bob Ridings FORD at/or below the state bid price @\$20,668, to transfer \$20,000 from contingency into the new squad car line item and using the equipment line item to pay the balance of purchase. The motion carried.

As referred from the Building Committee was the repair in the County Board meeting room ceiling not to exceed \$3,000. A motion was made by Jack Pearce and seconded by Tony Woods. The motion carried.

### OTHER:

The Committee

- Reviewed the policy on repairs and had no objections.
- Discussed to wire and implement the gas tank card system at the Highway Department in order for the Sheriff's Department to utilize it.
- The cost of inmate prescription drugs last year was \$13,000 and it is rapidly being spent this year. The Sheriff will attempt to assure generic drugs are prescribed.

A motion was made by Dick Breckenridge and seconded by Jack Pearce to approve the resolution R2011 CC 002 to opt out of the electronic citation fee program at this time. Currently only one county participates and it is the opinion more research needs to be done prior to participation. The motion carried.

The Committee briefly, but adamantly discussed the issue of the homestead exemption applications not being mailed out to the senior citizens. A motion was made by Dick Breckenridge and seconded by Tony Woods to strongly advise and recommend to Supervisor of Assessments Ron Finley to mail the homestead exemption applications out immediately. The motion carried.

A motion was made by Jack Pearce and seconded by Dick Breckenridge to adjourn. The motion carried.

**AUDIT/FINANCE/PURCHASING COMMITTEE**

March 14, 2011

Present: Paul Schmitz, Chairman  
Tim Butcher Jack Pearce, Jr.  
Dick Breckenridge Tony Woods  
Absent: Others present: John Curtin, Sheriff Kettelkamp,  
Cliff Frye and Jan Bland.

The Audit/Finance/Purchasing Committee met on Monday, March 14, 2011 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, IL. The purpose of the meeting was to approve claims and any other matters.

A motion was made by Tony Woods and seconded by Jack Pearce Jr. to approve the claims as presented for payment in March. The motion carried.

Dick Breckenridge made a suggestion to the Committee that the County's budget be available on the County's website. A motion was made by Dick Breckenridge and seconded by Tim Butcher to add the current budget onto the website. The motion carried.

The 2010 Audit was presented to the Committee and will be distributed to the full Board.

Cliff Frye requested authorization for Chairman Curtin to execute an IDOT Joint Agreement for federal participation and a Preliminary Engineering Agreement with Cummins Engineering to prepare construction plans for the rehabilitation of structure 011-3024 (Johnson Bridge #5). This structure is located on County Highway #1 over the South Fork of the Sangamon River. IDOT informed Cliff that they have federal funds available in FY2011 for the engineering if we can submit the agreements this month. Federal Funds will pay for 80% of the engineering. A motion was made by Tim Butcher and seconded by Tony Woods to authorize Chairman Curtin to execute the preliminary engineering agreement with Cummins Engineering and to execute the Joint Agreement for federal participation with IDOT. The motion carried.

As discussed and referred from the Personnel Committee, a motion was made by Tim Butcher and seconded by Dick Breckenridge to transfer \$1250 from the County Clerk's election line item into the salary line item to properly disperse the allocated money from the election line item. The motion carried.

Sheriff Kettelkamp noted that the cars were ordered and the vests were here and invoice paid.

A motion was made by Dick Breckenridge and seconded by Jack Pearce to adjourn. The motion carried.

Respectfully submitted by,  
Paul Schmitz, Chairman,



## AUDIT/FINANCE/PURCHASING COMMITTEE

April 18, 2011

Present: Paul Schmitz, Chairman  
Tim Butcher Jack Pearce, Jr.  
Dick Breckenridge Tony Woods

Absent:

Others present: John Curtin, Bruce Kettelkamp, Bruce Engeling, Colleen Hadley, Linda Curtin, Julie Mayer, Laura Cooper, Gerry Grigsby, Judge Paisley, Mike Gianasi, Cliff Frye, Jeremy Travelstead, Lynn Koehler and Jan Bland.

The Audit/Finance/Purchasing Committee met on Monday, April 18, 2011 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, IL. The purpose of the meeting was to approve claims and any other matters.

A motion was made by Jack Pearce and seconded by Tim Butcher to approve the claims as presented for payment in April. The motion carried.

Jeremy Travelstead of American Central Insurance explained some mandatory policy changes for the upcoming year per the Health Care Reform. The changes include no fee/copay for physicals or annual wellness exams; no maximum coverage limits; and various therapies are now unlimited visits.

He presented the current insurance coverage premium increases and other policy or carrier options. An overall increase with Blue Cross Blue Shield is 6.96% although, each category varies in the actual increase. There is a minimal increase to MetLife dental and no increases to the vision or life insurance. The newly established advisory sub-committee will discuss the proposed policy options.

Lynn Koehler of American Central Insurance discussed the possibility of the County offering a Flexible Spending Account to the employees

Requests to fill vacant positions—due to hiring freeze

\*Laura Cooper, Chief Probation Officer reviewed with the Committee the increased demands of her staff since the inception of the Drug Court and is requesting to fill an open position. Judge Paisley repeated the intense involvement of the Probation Department with this program. This position will be reimbursed 100% by the state and the probation court fees. The cost to the County would be about \$10,000 for benefits.

\*Julie Mayer, Circuit Clerk has been notified of a retirement in June and requested to fill that position with an entry level salary, a difference of about \$10,000.

\*Gerry Grigsby, interim Health Administrator requested to fill a vacancy in the TB department. The current employee would be transferring to a non-bargaining position. The funds are established and levied through the TB Sanitarium.

\*Cliff Frye, County Engineer requested to hire a seasonal part time employee and six summer employees. The summer employees are in the budget and there is money for the seasonal part time hire.

Motions to fill positions

\*A motion was made by Tim Butcher and seconded by Dick Breckenridge to approve the new hire of a Probation Officer with the County paying the benefits. The motion carried.

\*A motion was made by Tony Woods and seconded by Tim Butcher to fill the deputy clerk position in the Circuit Clerk's Office. The motion carried.

\*A motion was made by Jack Pearce and seconded by Dick Breckenridge to fill the TB clerk position at the Health Department. The motion carried.

\*A motion was made by Tim Butcher and seconded by Tony Woods to hire a seasonal part time person at the Highway Department for \$13/hour. The motion carried.

It was discussed if non-bargaining employees would receive a 2% increase. No decision will be made until the budgets are discussed. Also, discussed was a referral from the Personnel Committee on payroll reporting changes due to the additional cost created in the conversion to hourly rates. Although it is a minimal cost at this time, it may occur again when the AFSCME wage increase is effective on November 30. A motion was made by Tony Woods and seconded by Dick Breckenridge to allow the affected salary line items to run over due to the conversions. The motion carried.

Sheriff Kettelkamp reported to the Committee that recently he was notified that the County has received a \$20,000 grant from the Department of Justice to purchase a squad car, which is about 75% of the total cost of an equipped vehicle. They will find the necessary money from within their budget to pay the balance and accept the grant. A motion was made by Jack Pearce and seconded by Dick Breckenridge to accept the grant for the new squad car. The motion carried.

The annual registration fee for the Taylorville/Christian County Enterprise Zone was submitted from the City requesting the County pay \$100 which is half of the total fee. A motion was made by Dick Breckenridge and seconded by Tony Woods to pay the County's part from contingency. The motion carried.

As referred from the Personnel Committee, Linda Curtin came before the Committee concerning the County Clerk's budget in 2010 or 2011 to cover the supplemental bonus for the Chief Deputy for the November 2010 election. After further consideration, it was determined that a decision was made too quickly last month and with further evaluation of all circumstances an error was made to award a bonus for one individual. It should be acknowledged that this chief deputy and for that matter, all of our chief deputies are very dedicated and hard working employees, however, we cannot make this award--we did not consider it as a raise. A motion was made by Tim Butcher and seconded by Tony Woods to reverse the decision from last month to grant the bonus to the County Clerk's Chief Deputy. The motion carried with one opposed.

A motion was made by Jack Pearce and seconded by Tony Woods to adjourn. The motion carried.

Respectfully submitted by,  
Paul Schmitz, Chairman,  
Audit/Finance Committee

## AUDIT/FINANCE/PURCHASING COMMITTEE

May 16, 2011

Present: Paul Schmitz, Chairman Tim Butcher  
Dick Breckenridge Tony Woods

Absent: Jack Pearce, Jr.

Others present: John Curtin, Bruce Kettelkamp, Bruce Engeling, Andrew Nelson,  
Jeff Brown, Colleen Hadley, Julie Mayer, Bill Kennedy and Jan  
Bland.

The Audit/Finance/Purchasing Committee met on Monday, May 16, 2011 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to approve claims and any other matters.

A motion was made by Dick Breckenridge and seconded by Tim Butcher to approve the claims as presented for payment in May. The motion carried.

The current health insurance plan has increases to the premiums with each level of coverage-individual employee, spouse and family-each having a different rate of increase. The overall Blue Cross premium increase is 6.96%. As discussed and recommended from the advisory committee a motion was made by Tim Butcher and seconded by Tony Woods to approve the current Blue Cross Blue Shield, Metlife and VSP insurance renewal rates. The motion carried.

The changes in health plan are as follows:

				<u>Prescriptions</u>
Office visit	\$10	goes to	\$20	Generic drugs \$10 goes to \$15
Specialist visit	\$30	goes to	\$40	Preferred \$40 goes to \$30
				Non-preferred \$60 goes to \$50

Additionally, a new proposal under the IRS Section 125 plan has been presented by American Central Insurance (the County's broker for health insurances). The purpose for this is to save money for both the employee and the employer. The designated amount of money any employee voluntarily deducts from their gross pay prior to FICA and IMRF is tax deferred money to be used towards eligible medical or child care expenses. The initial set up cost is \$500 to the county and a \$4/person/month to administer the plan thereafter. A motion was made by Tim Butcher and seconded by Dick Breckenridge to

- offer the flexible spending account program to the employees with the option to terminate the program if there are not enough participants
- to pay the set up fee of \$500 from contingency
- to set caps for the medical portion of the flexible spending per employee as follows



- \*--Newly hired not eligible until after one year of service
- \*--1 to 3 years of service up to \$1000
- \*--4 to 10 years of service up to \$1500
- \*--over 10 years of service up to \$2000

The motion carried.

Bud Altman requested permission to offer a Critical Illness Wrap Around group insurance plan to the employees. There is no cost to the County. Altman already offers AFLAC services to the employees under the IRS Section 125 and meets with the employees annually during open enrollment. This plan also has a minimum participation level to proceed. A motion was made by Dick Breckenridge and seconded by Tony Woods to offer this supplemental employee paid insurance. The motion carried.

Ordinance O2011 CC 005 sets the fee for civil union licenses. Recently, the civil union was created in Illinois by Public Act 96-1513 and becomes effective June 1, 2011. As stated within the ordinance and the general principal set by other counties, the fee proposed would mirror the marriage license fees--\$20.00 for the license and \$5.00 for the Domestic Violence Legal Assistance Fund. A motion was made by Dick Breckenridge and seconded by Tony Woods to recommend to the full board to adopt the same fee for both marriage licenses and civil union licenses. The motion carried.

Julie Mayer, Circuit Clerk notified the Committee that an employee from her office just resigned and she requested to fill that position with an entry level salary, a difference of about \$4,000. A motion was made by Tim Butcher and seconded by Tony Woods to fill the deputy clerk position in the Circuit Clerk's Office. The motion carried.

Sheriff Kettelkamp presented an opportunity from federal funding COPS grant to hire a sheriff's deputy and pay for benefits also. The commitment is three years funded and the fourth year the County would be responsible to continue to employ this deputy. After the four years there is no further obligation. This position cannot take the place of any current position, it is supplemental. With this addition, the Sheriff will be able to add a deputy to the drug task force program. A motion was made by Dick Breckenridge and seconded by Tony Woods to approve the application for a COPS grant to supplement the deputy workforce. The motion carried.

As discussed at the Buildings Committee, Bill Kennedy described the current problems with the shower drains and drainage system at the correctional center. He noted that for years we have just worked on pieces of the blockages and need to fix it entirely. Kennedy has a quote of \$13,500 to fix the problems. He will continue to consult with

Jeff Nolan and update the committee if anything changes in the costs. Chief Deputy Engeling noted that another plumber gave an estimate considerably higher. A motion was made by Tim Butcher and seconded by Dick Breckenridge to declare the repairs urgent and move forward quickly, for Bill Kennedy to oversee the project and to fund the project with \$6,000 from capital improvements and the balance from contingency. The motion carried.

Chairman Curtin, City of Taylorville and the Christian County Economic Development Corporation have been working together to develop a certification fee for those who benefit from the construction projects within the Enterprise Zone. The charge would be ½ of 1% of the total construction projected cost at the time of application. The three entities would share the fee as follows: CCEDC—75%, County—12.5%, City of Taylorville—12.5%. Currently there is nothing collected by the entities only tax breaks to those using the Enterprise Zone benefits. A motion was made by Tim Butcher and seconded by Dick Breckenridge to adopt the certification fee applicable to the Enterprise Zone participants and the fee shall not exceed \$200,000. The motion carried.

We have received a letter from West Central Development Council, Inc. concerning membership dues in the amount of \$6,884.00. A motion was made by Tim Butcher and seconded by Tony Woods not to pay the dues as no funds were designated in the budget and we will consider again during budget hearings for the next year. The motion carried.

Chairman Curtin was contacted by the Christian County Fair Board requesting a raffle license. Curtin explained that many years ago when the State first allowed counties to collect fees for raffle licenses, this county chose not to participate. The Fair Board president is requesting a letter from the county stating the above. Our letter will state we have no ordinances or restrictions pertaining to raffles in the unincorporated areas of the county.

A motion was made by Tony Woods and seconded by Dick Breckenridge to adjourn. The motion carried.

Respectfully submitted by,

Paul Schmitz, Chairman,  
Audit/Finance Committee

## AUDIT/FINANCE/PURCHASING COMMITTEE

June 20, 2011

Present: Paul Schmitz, Chairman      Tim Butcher  
          Dick Breckenridge            Tony Woods

Absent: Jack Pearce, Jr.

Others present: John Curtin, Jeff Brown, Colleen Hadley, Tom Finks, Angela Kirby, Larry Craig, Phil McCarty and Jan Bland.

The Audit/Finance/Purchasing Committee met on Monday, June 20, 2011 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to approve claims and any other matters.

A motion was made by Tim Butcher and seconded by Tony Woods to approve the claims as presented for payment in June. The motion carried.

States Attorney Tom Finks appeared to request the reinstatement of one secretary position which was eliminated during the last budget session. Noting that other positions in the judicial offices had been replaced upon vacancy, he was making the request as the demands on his office staff are often increased due to circumstances of an intermittent medical leave. The Committee agreed that supplemental staffing would help alleviate some burdens and upon return to discussion of this topic a motion was made by Tim Butcher and seconded by Tony Woods to approve the hire a temporary part time (under 30 hours/week) person at \$10/hour. The motion carried.

Two bids were opened and read for the County-Wide P25 Law Enforcement Radio System project to be funded by a federal grant award of up to \$250,000. The total project totals were \$241,729.82 from Global Technical Systems, Inc. in Jacksonville, Illinois and \$244,667.90 from Craig Antenna Service in Pana, Illinois. [A more itemized breakout is attached.] A motion was made by Tim Butcher and seconded by Dick Breckenridge to approve the low bid from Global Technical Systems, Inc. pending the inspection of the low bid meeting the specs and the availability of the federal funds. The motion carried. Sheriff Deputy Jeff Brown will review the documents.

Angela Kirby from CDS Office Technologies presented a price quote on toner after doing an inventory of copier and printers in the courthouse. Her proposal to the County was to accept the pricing of toners for our offices to purchase. This information will be taken to the Department Heads for further discussions. CDS also offers office equipment, video equipment office supplies and other office technology. The Committee thought this type of program may have some merit.

The annual Prevailing Wage Ordinance was presented for adoption with a motion by Dick Breckenridge and seconded by Tim Butcher. The motion carried with one opposed.

In May, the Flexible Spending Plan was approved as a new program of which employees can participate. The Certificate of Corporate Resolution was motioned for approval to include with the Benefits Plan and Summary Plan. A motion was made by Tony Woods and seconded by Tim Butcher to adopt the resolution for the Flexible Spending Plan ending 6/30/2012. The motion carried.

Treasurer Colleen Hadley presented a resolution to approve the sale of property from delinquent taxes to the City of Stonington for the sum of \$660.00. A motion was made by Dick Breckenridge and seconded by Tony Woods to adopt the resolution. The motion carried.

The Public Defender's contract was reviewed concerning the July 1 annual salary increase of \$10,000. Treasurer Hadley noted we are receiving the reimbursements from the State, but at about five months in arrears.

Budget hearings were scheduled for August with the following schedule:

- July 29, 2011--Department Heads will receive their year-to-date expenditures and budget packets.
- August 8, 2011--Each office budget will be due back.
- August 23, 2011-All budget hearings will take place

A motion was made by Tim Butcher and seconded by Tony Woods to adjourn. The motion carried.

Respectfully submitted by,

Paul Schmitz, Chairman,  
Audit/Finance Committee

## AUDIT/FINANCE/PURCHASING COMMITTEE

December 19, 2011

Present: Tim Butcher, Chairman Jack Pearce, Jr.  
Dick Breckenridge Tony Woods

Absent: None

Others present: Cliff Frye, Mike McClure, Bruce Engeling, Sheridan Pulley, Paul Schmitz and Jan Bland.

The Audit/Finance/Purchasing Committee met on Monday, December 19, 2011 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address various agenda items, adopt Tax Levy Ordinance and any other matters.

As previously reviewed in the Highway Committee minutes, Cliff Frye explained the request from the City of Taylorville for the County to contribute to the engineering costs of Joe Greene, their city engineer, for services as he submitted a TIGER III grant application to reconstruct 1700 North Road from IL Route 29 to IL Route 48. This will allow for commercial traffic between the two state routes and to future industrial development in that area. Again, since this route is a township road, County Highway Funds cannot be spent for this type of project. Participation would be as an economic development project that would benefit not just the truck travel. A motion was made by Dick Breckenridge and seconded by Jack Pearce, Jr. to contribute \$2,000 from contingency to the engineer's fee for the application of grant funding for the road project. The motion carried.

Cliff also requested permission to authorize the Board Chairman to execute a contract to accept bids/quotes to finish the air conditioning/heating unit project under the Energy Grant. A motion was made as stated by Tony Woods and seconded by Dick Breckenridge. The motion carried.

A motion was made by Tony Woods and seconded by Dick Breckenridge to approve the claims submitted for payment in December. The motion carried.

As distributed last month, the County Board of Christian County Tax Levy Ordinance O2011 CB 012 was motioned to adopt by Tony Woods and seconded by Dick Breckenridge. The motion carried.

Two resolutions to sell delinquent properties were presented. The properties are located in Pana township and at East Lawn Park Lot 26 in Taylorville. A motion was made by Dick Breckenridge and seconded by Tony Woods to approve the sale of the above properties by resolution. The motion carried with Jack Pearce to abstain.

Sheriff's Chief Deputy Bruce Engeling explained the circumstances as to several overages in the Sheriff's FY2011 budget: a deputy's salary was inadvertently missed, an additional jailer was hired in June, an increase in gasoline prices, marshal

reimbursements for overtime, and the contingency money for the purchase of cars not yet transferred. The committee thanked him for the review. Additionally, Chief Deputy Engeling reported the good news that he had deposited a check for about \$52,000 from an anonymous donor to purchase two new squad cars. Two hummvees have been obtained without cost; one for snow emergencies and the second for parts. Many local government law enforcement agencies are accepting these vehicles as they return from military action.

After receiving an inquiry from EMA Mike Crews, Chairman Schmitz discussed creating a plan for the Chairman to allow spending and the amount in emergency situations. The committee will further discuss the concept.

Sheridan Pulley commented that the Health Department has taken large losses this year in grants which will most likely continue into this year. He also recommended that the Board develop and adopt a fraud policy and procedures for all personnel to receive. It was noted that is scheduled for discussion in January.

Dick Breckenridge reminded the committee that with a new budget it needed to be added to the website.

A motion was made by Jack Pearce Jr. and seconded by Tony Woods to adjourn. The motion carried.

Respectfully submitted by,

Tim Butcher, Committee Chairman,  
Audit/Finance Committee

## AUDIT/FINANCE/PURCHASING COMMITTEE

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Dick Breckenridge Tony Woods

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Respectfully submitted by,

Tim Butcher, Committee Chairman,  
Audit/Finance Committee