

AUDIT/FINANCE/PURCHASING COMMITTEE

January 14, 2013

Present: Fred Curtin, Chairman Mike McClure
 Chad Michel Jack Pearce
 Dick Breckenridge

Absent: None

Others present: Paul Schmitz, Cliff Frye, Mike Gianasi, Colleen Hadley, and Jan Bland.

The Audit/Finance/Purchasing Committee met on Monday, January 14, 2013 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, address various agenda items and any other matters properly brought before the committee.

A motion was made by Jack Pearce and seconded by Chad Michel to approve the claims as submitted for the month of January. The motion carried.

Mike Gianasi summarized an agreement with Christian County Integrated Community Services which dates back to 1950 and renegotiated in 2009. The director of the Community Services Jeff Copley has requested a letter of agreement stating the fee to be assessed to the organization in lieu of property taxes. This type of property tax reduction is a provision by statute. Mike prepared a spreadsheet detailing a ratio of payment in lieu of property taxes to estimated real property taxes relative to the taxing bodies. A meeting including Chairman Schmitz, Mike Gianasi, Fred Curtin, Colleen Hadley and local school superintendents will be set to discuss an increase to the agreement.

A letter of payment history was received from the Christian County Economic Development Corporation stating our obligation of \$5000. Inadvertently, the change was missed in the 2013 budget. A motion was made by Dick Breckenridge and seconded by Mike McClure was made to pay the balance due to the CCEDC of \$2500 from contingency. The motion carried.

Cliff Frye presented quotes for installing a liner in the county's aluminum dump trailer with the following results:

Arrow Trailer & Equipment Co.	\$3,751.88
Capital Trailer Repair, Inc.	\$2,595.00
Plaza Truck Service	\$3,785.00

A motion was made by Mike McClure and seconded by Chad Michel to accept the low bid from Capital Repair pending review of the material specifications. The motion carried.

The original plan to provide a phone the Building/Grounds Supervisor has been determined to not be sufficient for the needs of the duties. It was suggested that a portion of his personal plan be reimbursed. A motion was made by Chad Michel and seconded by Jack Pearce to pay the

half of the single line fee on a temporary basis. The motion carried. During discussion, the Committee would like to see a coordination of phone services for those employees who are reimbursed. This will be researched to compare costs to the County for various plans.

Chairman Schmitz noted that Animal Control has received \$63,888.70 from the estate of Hartzel Givens. Joelynda Conrad will meet with Paul and talk about the needs at the facility for the animals.

A general discussion was held concerning the payroll processing operations. A strategic plan will be developed and pursued for further discussion and approval in the months to come.

A motion was made by Jack Pearce and seconded by Chad Michel to adjourn. The motion carried.

Respectfully submitted by,

Fred Curtin, Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE

March 18, 2013

Present: Jack Pearce, Acting Chairman
Chad Michel Dick Breckenridge

Absent: Fred Curtin and Mike McClure

Others present: Paul Schmitz, Laura Wilkinson, Greg Hager, Brian Bach, Linda Curtin, Mike Gianasi, Colleen Hadley, and Jan Bland.

The Audit/Finance/Purchasing Committee met on Monday, March 18, 2013 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, address various agenda items and any other matters properly brought before the committee.

On behalf of States Attorney Havera, Brian Bach presented quotes for a home security system for the Havera family. The County has provided this in the past for a former States Attorney. A motion was made by Chad Michel and seconded by Dick Breckenridge to approve the purchase of the installation at \$1,639.00 from contingency and for the department to use budgeted money for the monthly \$21.00 monitoring. The motion carried two yes and one no.

A motion was made by Chad Michel and seconded by Dick Breckenridge to approve the claims as reported. The motion carried.

A request was made by Mike Gianasi, Colleen Hadley and Linda Curtin to renew the real estate software from Fike and Fike as a three year contract with the annual payment of \$23,934 plus \$2015 for the internet web service for public use. The money has already been budgeted in past years from "Office 0" and the same amount will begin FY 2014. A motion was made by Chad Michel and seconded by Dick Breckenridge to approve the renewal with Fike and Fike for a three year contract. The motion carried.

Last year was the first year a Benefit and Wellness Fair was offered to the employees. More than half of the employees participated deeming it a success. This year something similar is proposed to coordinate with the health insurance open enrollment period which will include healthy food samples and a walk for wellness around the Courthouse. Last year, \$350 was requested for the event and Jan Bland requested the same for this year's event. A motion was made by Jack Pearce and seconded by Dick Breckenridge to allow up to \$350 from contingency for the Wellness Event on May 17. The motion carried.

The County Clerk's Office collects the employee and retiree paid insurance premiums. From this slush account the invoices are then paid. This account carries only about \$500 working cash. The situation that creates a shortage of money is when the bills must be paid as received and then we wait a month for the credit to show up (covering COBRA payments is a two month wait). An increase of \$2000 from contingency for that slush fund was requested by County Clerk Curtin and made into a motion by Chad Michel and seconded by Dick Breckenridge. The motion carried.

Chairman Schmitz has been contacted by Espy Services who are interested in researching our landline and cell phone bill invoices. If they find any billing errors and we pursue the

corrections, the company gets paid 50% of those funds. A motion was made by Jack Pearce and seconded by Chad Michel to contact the company for the research. The motion carried.

Referred from the Highway/Buildings Committee, Greg Hager requested the purchase of 50 chairs, a chair storage dolly and shipping charges noting that this purchase would serve the Courthouse well to have supplemental chairs available. A motion was made by Chad Michel and seconded by Dick Breckenridge to approve the purchase from contingency for 50 chairs at \$8.85 each with a dolly at \$89 and shipping charges or an equivalent amount for similar product. The motion carried.

On March 7, 2013, the American Federation of State, County and Municipal Employees, Council 31, AFL-CIO, filed a Unit Clarification Petition with the Illinois Labor Relations Board seeking to include the payroll specialist position in the bargaining unit. Under the ILRB's rules, the County, if it so elects to respond, must respond to the Petition within twenty (20) days of being served. The ILRB will then investigate the petition and, based upon its investigation, dismiss the Union's petition, set the matter for a hearing, or issue an order clarifying the unit. The Lowenbaum Partnership will be handling the issue for the County.

A motion was made by Chad Michel and seconded by Dick Breckenridge to adjourn. The motion carried.

Respectfully submitted,

Jack Pearce, Acting Committee

Chair

AUDIT/FINANCE/PURCHASING COMMITTEE

April 15, 2013

Present: Fred Curtin, Chairman
Chad Michel Dick Breckenridge
Jack Pearce Mike McClure

Absent: none

Others present: Paul Schmitz, Mike Gianasi, Mike Drea, Colleen Hadley, and Jan Bland.

The Audit/Finance/Purchasing Committee met on Monday, April 15, 2013 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, address various agenda items and any other matters properly brought before the committee.

A motion was made by Dick Breckenridge and seconded by Mike McClure to approve the claims as reported for April. The motion carried.

From funds established in the County's budget, a request from Reverend Lawrence Gibson of Twin Pines Cemetery in Pana has been received from the cemetery line item. Over the past several years, the money to assist cemetery caretakers has been split between Twin Pines and Langley Cemetery. A motion was made by Mike McClure and seconded by Jack Pearce to split the \$300 between Twin Pines Cemetery in Pana and Langley Cemetery in Langelyville. The motion carried.

Chairman Paul Schmitz reported that the property located in rural Sharpsburg currently in repossession with Wells Fargo will be able to hook onto the developing rural water line. Wells Fargo paid the final resident fee. It is understood that the transfer of title to Christian County will be free and clear for ownership of this property. Chairman Schmitz will have more updates at the full Board meeting.

Chairman Schmitz also reported on the gas pump report for March. It was used 153 times totaling 1953 gallons at an average of \$3.06/gallon making the bulk purchase of gas for all County vehicles a wise economical decision.

Committee Chairman Fred Curtin noted that discussions with AFSCME have been held concerning the payroll duties in the County Clerk's Office with nothing further to report.

County Treasurer Colleen Hadley had purchased a lap top for the department several years ago and there would not be any continued use by the department. After obtaining a value of the unit from CTI, she is requesting to purchase it for the appraised value of \$350. A motion was made by Jack Pearce and seconded by Mike McClure to honor the purchase. The motion carried.

A motion was made by Jack Pearce and seconded by Chad Michel to adjourn. The motion carried.

Respectfully submitted by,
Fred Curtin, Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE

May 20, 2013

Present: Fred Curtin, Chairman
Chad Michel Dick Breckenridge
Jack Pearce Mike McClure

Absent: none

Others present: Paul Schmitz, Mike Havera, Mike Drea, Colleen Hadley, Linda Curtin, Julie Mayer, Bruce Engeling, Greg Hager, Brian Wilber, Mary Rhodes, Jeremy Travelstead and Jan Bland.

The Audit/Finance/Purchasing Committee met on Monday, May 20, 2013 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, address various agenda items and any other matters properly brought before the committee.

A motion was made by Mike McClure and seconded by Jack Pearce to approve the claims as reported for May. The motion carried.

As forwarded from the Personnel Committee, States Attorney Havera requested the reinstatement of a fourth secretary (union position). He currently has a part time position and would like to make it a full time position. He noted that he continues to have over 200 hours of comp time built up by his current staff. When questioned about the victim witness coordinator, he noted that job in itself certainly is a full time position. It is an unfunded mandated program and grant funding for that position is available and re-application has been made. Havera also noted that his earlier request for home security has been rescinded so neither that nor his cell phone bill will be submitted for reimbursement. A motion was made by Mike McClure and seconded by Chad Michel to approve the part time position to a full time position for a States Attorney secretary. The motion carried with one no verbal vote.

The projected IMRF rates were presented for 2014 with a decision to select either the annual required rate or the optional phase-in rate for the ECO (elected county officials) portion only. A motion was made by Dick Breckenridge and seconded by Jack Pearce to select the ARC rates for the ECO. The motion carried.

Jeremy Travelstead, American Central Insurance representative presented the rates and a new plan to the Committee. First he noted that all vision, dental and life insurance plans have no changes or premium increases. Secondly, last year, in order to maintain Blue Cross rates, the County selected a program with had a deductible and paid that portion for employees/family. In an attempt to keep the premium the same as last year another option was presented. The option would add an out-of-pocket and from 100% coinsurance to 90%, of which the out-of-pocket is proposed to be paid by the employer as well. This does increase the liability of costs to the employer, however, normally there is more savings. With this plan, all levels of rates were reduced except the family plan, the co-pays the same, and the prescription drugs were reduced in the first to tiers. Brian Wilbur, a Highway AFSCME employee along with union President Mary Rhodes asked if the employer could pay part or all of the proposed deductible and/or out-of-pocket expenses for the retirees too. With no response, he asked if the County would pay for it just until January 2014. No provisions are made for retiree insurance except through IMRF to offer continued health insurance. A motion was made by Mike McClure and

seconded by Chad Michel to select the new option of coverage with the county reimbursing the employee and their dependents for the deductible and out-of-pocket and to table any discussion on the retiree request. The motion carried.

As referred from the Building/Grounds/Highway Committee, the committee reviewed the options. A motion was made by Dick Breckenridge and seconded by Mike McClure to approve the quoted expense of repairing the boiler and for Zach to include the other projects as estimated; to approve \$18,850.00 to Jarvis Boiler and Welding and the estimated \$2500 in materials from contingency. The motion carried.

Chief Deputy Bruce Engeling requested permission to apply for the COPS grant. They have applied for about 17 years and received the award twice: once the County used the funds and the second time turned down the funds. Over four years the award would pay 63% for the first three and the County in full for the fourth year. A motion was made by Jack Pearce and seconded by Chad Michel for the Sheriff's Office to apply for the COPS grant for a subsidy for a new deputy. The motion carried.

Chief Deputy Engeling also noted that the jail was at full capacity and more. With a lot of booking both in and out of the jail, the correctional officers need assistance, for safety reasons, by doubling shifts creating overtime. Although we are housing several federal prisoners which generates revenue, it does not show up in the budget. Bruce feels a great need to add staffing during this high capacity at the jail and wants the committee to approve him to exceed the overtime line in his budget. A motion was made by Mike McClure and seconded by Dick Breckenridge to add overtime staff to the jail during these capacity levels knowing it will exceed the hire back line item. The motion carried.

County Treasurer Colleen Hadley noted that this would be her last finance committee meeting, and wanted to make a proposal to the group. As the Board has made many attempts to create a specialized payroll position and all failed, the proposal to solve the problem and the starting salary problem would be to give all of the AFSCME employees an increase. This payroll job is a timely situation and needs to be acted upon. Finance Chairman Curtin noted that we do need to continue to work on a solution.

A motion was made by Mike McClure and seconded by Jack Pearce to adjourn. The motion carried.

Respectfully submitted by,

Fred Curtin

AUDIT/FINANCE/PURCHASING COMMITTEE

June 17, 2013

Present: Fred Curtin, Chairman Dick Breckenridge
Jack Pearce Mike McClure
Absent: Chad Michel
Others present: Paul Schmitz, Bruce Engeling, and Jan Bland.

The Audit/Finance/Purchasing Committee met on Monday, May 20, 2013 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, address various agenda items and any other matters properly brought before the committee.

A motion was made by Jack Pearce and seconded by Mike McClure to approve the claims as reported for June. The motion carried.

In February, the Board approved the sharing of a secretary between the Solid Waste Office and the Zoning Office. Brought back to the committee was the how to accomplish the split which began in May. After discussion, a motion was made by Dick Breckenridge and seconded by Jack Pearce for the Solid Waste Office to maintain status quo to finish out the fiscal year and next year incorporate the 60/40 split into each respective budget. The motion carried.

The annual Prevailing Wage Ordinance was presented. A motion was made by Mike McClure and seconded by Dick Breckenridge to recommend to the full Board adoption of the Prevailing Wage Ordinance O2013 CB003. The motion carried.

As referred from the Personnel Committee, Chief Deputy Bruce Engeling explained the need to hire an additional correctional officer and that savings from other parts of the budget could cover the rest of this fiscal year without the transfer from contingency. He noted that the revenue from housing federal prisoners is above the projected amount. Due to the primary concern of overall safety, a motion was made by Mike McClure and seconded by Dick Breckenridge to add an additional Correctional Officer position. The motion carried.

The proposed AFSCME Highway MOU for one week of lag time was discussed. No action was referred to this Committee.

Almost a year ago, Computer Techniques, Inc. forwarded the tower rights to T-6 [rights within the contract]. The agreement is for their wireless equipment to be located at a high point in the Courthouse in exchange for wireless service provided to many of the County's buildings. Chairman Schmitz noted that recent discussions were held with Computer Techniques and T-6 Broadband relative to the internet service within the Courthouse and other County buildings. Additionally, Consolidated Communications has proposed to do an analysis on our current phone system with technological changes in service and expenses to all seven County buildings. There is no cost for the analysis.

A motion was made by Mike McClure and seconded by Jack Pearce to adjourn. The motion carried.

Respectfully submitted by,
Fred Curtin, Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE

July 15, 2013

Present: Fred Curtin, Chairman
Dick Breckenridge Chad Michel
Jack Pearce Mike McClure

Absent: none

Others present: Paul Schmitz, Greg Hager, Mike Drea, Jeremy Travelstead, and Jan Bland.

The Audit/Finance/Purchasing Committee met on Monday, July 15, 2013 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, address various agenda items and any other matters properly brought before the committee.

A motion was made by Jack Pearce and seconded by Chad Michel to approve the claims as reported for July. The motion carried.

Jeremy Travelstead, American Central Insurance, the County's health and life insurance representative, reviewed several points of interest concerning Health Care Reform and the County's obligations. First, the employer mandate penalties will be delayed until January 1, 2015. Even with the delay, it was suggested that the County implement all requirements for a year of adjustments with no penalties. Jeremy noted three points we need to process for compliance:

- To calculate hours worked for any employee, even part time, if they are to be deemed eligible for coverage by the employer.
- The coverage must be deemed affordable to each eligible employee based on their household income. This is only for employee coverage not spouse or family.
- The policy/policies offered by the County need to meet the minimum value standard which equates to the health plan paying 60% of the reimbursable benefits.

Handouts on recent legislative updates and the Health Care Reform timeline were distributed and are available for those interested. Jeremy did note that the County is currently compliant.

The Committee set the following dates as the Budget hearing dates: Monday, August, 26 and Tuesday, August 27 beginning at 6:00 pm. Hearing schedules, to date spending reports by department and uniform budget forms will be given to the department heads the first week of August. The Committee asks status quo spending and a full written explanation if projects/special circumstances are proposed.

A motion was made by Jack Pearce and seconded by Mike McClure to pay the Espy Services Inc. bill from contingency in the amount of \$334.16. Their services provided auditing and revenue recovery of telecommunications finding several bills missing discounts and approximately \$700 in refunds to smaller accounts. The motion carried.

Other comments:

- Chairman Schmitz was asked if there was any need to execute another fee study for the County. He will speak with the Sheriff, Circuit Clerk and County Clerk to get their opinions.
- The line item for juvenile detention will probably exceed the budget.

- Reported the gasoline program for county vehicles continues to prove to be quite a savings.

A motion was made by Jack Pearce and seconded by Chad Michel to adjourn. The motion carried.

Respectfully submitted by,
Fred Curtin, Committee Chairman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

August 13, 2013

Present: Laura Wilkinson, Chairwoman
 Joe Marley Lloyd Washburn
 Tim Carlson Carol Foli

Absent: none

Others present: Paul Schmitz, Greg Hager, Mike Gianasi, Nancy Martin, Barb Behrends, Jordan Adams, Chris Casey and five high school students participating in job shadowing, and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Tuesday, August 13, 2013 at 6:30 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items, any personnel issues, policies, and any other matters properly brought before the Committee.

Prior to the meeting Chris Casey from U of I Extension explained that five students participated in the Job Shadowing program since 2:00 pm today. They toured the courthouse including the clock tower led by Bill Kennedy, met with the States Attorney and Judge Bennett, and heard from many elected and appointed office holders as to what their positions entailed. Lloyd Washburn, Laura Wilkinson, Joe Marley and Paul Schmitz also shared their views as a county board member and all had a working dinner together. After the meeting was called to order, Chairwoman Wilkinson asked the other committee members to share their views with the students.

Nancy Martin, Health Department Administrator presented to the committee the proposal to increase the fees for the septic and food permits. The basic reason for these increases is because in order to issue permits and then to follow-up with the permits, it takes more than one trip to the site (often three to four trips for each event or follow-up call) which requires both off duty staffing and extended mileage charges.

- On March 14, 2013 the Board of Health met and voted to increase the septic fee from \$100.00 to \$150.00.
- On June 13, 2013, the Board of Health met and voted to begin charging an annual food permit fee for facilities (i.e. schools, churches, senior centers) who currently pay nothing to a standard flat fee of \$100.00 which would allow them to hold as many dinners as they wished.

A motion was made by Lloyd Washburn and seconded by Carol Foli for the County to amend the Environmental Health Permit Rates as presented. The motion carried.

Chairman Schmitz recently received a letter from the Illinois Policy Institute offering to work with the County on improvements to the website. They offer assistance to local governments sharing ideas and a checklist. A motion was made by Joe Marley and seconded by Lloyd Washburn for Chairman to proceed in updating the website. The motion carried.

The Chairman also noted that Lloyd Washburn and Laura Wilkinson along with himself attended the UCCI seminar in July. It was a very informative seminar with topics as the Affordable Care Act, House and Senate bills that passed and Attorney General Opinions on judicial rulings and new statutory provisions. A copy is on file in the Chairman's Office.

Recently the Taylorville City Council amended their Enterprise Zone Ordinance to reduce the cap on the application fees for businesses in the Enterprise Zone as recommended by the Christian County Economic Development Committee. A motion was made by Joe Marley and seconded by Tim Carlson to gather more information for further discussion. The motion carried.

A motion was made by Joe Marley and seconded by Tim Carlson to adjourn. The motion carried.

Respectfully submitted,

Laura Wilkinson, Executive/Personnel Chairwoman

AUDIT/FINANCE/PURCHASING COMMITTEE

October 10, 2013

Present: Fred Curtin, Chairman
Dick Breckenridge Chad Michel
Jack Pearce Mike McClure

Absent: none

Others present: Paul Schmitz, Mike Drea, Mike Gianasi, Bruce Engeling, Julie Mayer, Sheridan Pulley, Mike Havera, and Jan Bland.

The Audit/Finance/Purchasing Committee met on Thursday, October 10, 2013 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, address various agenda items and any other matters properly brought before the committee.

Circuit Clerk Julie Mayer presented a revision of her budget request relative to personnel requests.

A motion was made by Mike McClure and seconded by Jack Pearce to approve the claims as reported for October. The motion carried.

Sheridan Pulley reviewed with the Committee the preliminary financial status going into FY 2014. He noted the loss of sales tax revenues which the Committee needed to take into consideration.

As traditionally a part of the end of the fiscal year, a motion was made by Jack Pearce and seconded by Dick Breckenridge to authorize Chairman Schmitz a second claim period on November 21 and to sign the claims. The motion carried.

Treasurer Mike Drea present resolutions to accept sealed bids on five delinquent tax deed properties with the following resolution numbers respective to the motion: R2013 TR 007, R2013 TR 008, R2013 TR 009, R2013 TR 010, R2013 TR 011.

- A motion was made by Chad Michel and seconded by Jack Pearce to accept the bid of \$700 [11-25-22-121-002-00 in Pana Township. The motion carried.
- A motion was made by Chad Michel and seconded by Mike McClure to accept the bid of \$660 [11-25-22-207-014-00 in Pana Township. The motion carried.
- A motion was made by Chad Michel and seconded by Dick Breckenridge to accept the bid of \$660 [17-13-27-233-003-00 in Taylorville Township. The motion carried.
- A motion was made by Chad Michel and seconded by Mike McClure to accept the bid of \$700 [12-10-27-700-002-00 in Prairieton Township. The motion carried.
- A motion was made by Chad Michel and seconded by Jack Pearce to accept the bid of \$700 [12-10-33-700-001-00 in Prairieton Township. The motion carried.

Chief Deputy Bruce Engeling reviewed the tentative agreement with the committee. Some language changes were made as well as the following:

- Change holiday of Lincoln's Birthday to Christmas Eve effective calendar year 2014.

- Increase Lieutenant supplemental pay added to base from \$1200 to \$1500 and increase Sergeant pay from \$900 to \$1200.
- Add \$50 to each increment of longevity, effective 12/1/2013. Starting at five years from four.
- Increase employee insurance contribution an additional 1% effective 12/1/13.
- Agree to a three year contract with wages of 2%--2.5%--2.5%

The FOP membership ratified the agreement earlier in the day. A motion was made by Jack Pearce and seconded by Mike McClure to approve the FOP collective bargaining agreement. The motion carried.

Bids for the upgrade of the phone system and service have been advertised. The bid opening will be at 6:30pm on Wednesday, October 30 when the Finance Committee will meet again. Also at that meeting, the Committee will review the budget requests for a final proposal. Due to a report of a drastic revenue loss of sales tax, a memo to department heads is to be sent out requesting them to attempt to cut their proposed 2014 budgets by 2.5% by the meeting on the 30th.

In August, the Board approved spending up to \$2500 for Zach Hicks to purchase other materials needed to finish the boiler project. After all the bills have been submitted, an additional \$445.51 is needed to cover those expenditures. A motion was made by Dick Breckenridge and seconded by Chad Michel to cover those expenditures from contingency. The motion carried.

A motion was made by Chad Michel and seconded by Jack Pearce to adjourn. The motion carried.

Respectfully submitted by,

Fred Curtin, Finance Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE

October 30, 2013

Present: Fred Curtin, Chairman
Dick Breckenridge Chad Michel
Jack Pearce Mike McClure

Absent: none

Others present: Paul Schmitz, Mike Drea, Mike Gianasi, Julie Mayer, Mike Havera, Linda Curtin, Laura Cooper, Greg Hager, Billy Williams, Brett Kingery and Jan Bland.

The Audit/Finance/Purchasing Committee met on Wednesday, October 30, 2013 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 and any other matters properly brought before the committee.

Four bid specs were requested and two bids were submitted. Consolidated Communications' bid for labor and materials was \$79,228.80 and for a monthly recurring amount of \$4,878.85. The second bid opened was Computer Techniques with labor and materials at \$54,541.60 and recurring monthly charges of \$4,210.85. The committee will continue to evaluate the project. It is desired to pay for the upgrade over two to three fiscal years. The bids are good for 60 days and each party could extend.

Various department heads presented their positions in the request to reduce their budget by 2.5% and the committee continued to discuss the budget. Discussion to increase the non-bargaining salaries was comparable to the other units with a flat rate increase based upon an average salary at 2%. The changes will be substituted into the preliminary budget and put on file in the County Clerk's office for the 15 day review prior to voting. The committee will meet again on November 6 if any further changes are needed.

Chairman Schmitz is still looking for an explanation of the sales tax loss.

Dick Breckenridge noted that he had attended a meeting about Route 29 and reported that there is progress on the north lane. There is, however, some hold ups with the pipeline in that area.

A motion was made by Chad Michel and seconded by Jack Pearce to adjourn. The motion carried.

Respectfully submitted by,

Fred Curtin, Finance Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE

November 6, 2013

Present: Fred Curtin, Chairman
Dick Breckenridge Chad Michel
Jack Pearce Mike McClure

Absent: none

Others present: Paul Schmitz, Mike Drea, Mike Gianasi, Julie Mayer, Mike Havera, Linda Curtin, Laura Cooper, Greg Hager, Amy Winans, Cliff Frye, Sheridan Pulley, Billy Williams, and Jan Bland.

The Audit/Finance/Purchasing Committee met on Wednesday, November 6, 2013 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 the 2014 budget and telephone bids and any other matters properly brought before the committee.

Sheridan Pulley commented to the committee that “a budget is designed to cover everything you can think of including a 5% contingency”. He discussed the past history of the bonds and their savings over the years as well as how over the years revenues and expenditures have been held steady. He also cautioned the future revenues may not be as in the past.

After some discussion and the review of reductions made by department heads from the last meeting, a motion was made by Dick Breckenridge and seconded by Mike McClure to approve the proposed 2014 FY Budget and to forward to the full Board. A roll call vote was polled as follows: Jack Pearce-no, Fred Curtin-yes, Mike McClure-yes, Dick Breckenridge-yes, and Chad Michel-yes. The motion carried. The budget will be mailed to the members. The proposed budget as 11/6/2013 shows a \$398,000 deficit.

Last week the bids were opened and Computer Techniques, Inc. submitted the low bid of \$54,541.60 for labor and materials for a voice over IP communications system—a comprehensive service for phone, internet and fax . Billy Williams described the plans for the install and phone system for the committee. He also answered other questions on licensing, installation, maintenance and a time frame. The first building to be converted would be the Health Department moving to the Highway Building and continuing to the down town area. Currently they are running the installation of fiber optics about 400’/day. A motion was made Chad Michel and seconded by Dick Breckenridge for the complete system and to be paid out of the 2013 budget. The motion carried unanimously.

Chairman Schmitz noted that during the full Board he would be appointing a new Plat Officer. Current Plat Officer Mike Gianasi will be resigning and he would like to recommend his chief deputy Chad Coady.

A motion was made to adjourn by Jack Pearce and seconded by Chad Michel. The motion carried.

Respectfully submitted by,
Fred Curtin, Finance Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE

November 18, 2013

Present: Fred Curtin, Chairman
Dick Breckenridge Chad Michel
Jack Pearce Mike McClure

Absent: none

Others present: Paul Schmitz, Mike Drea, Mike Gianasi, Greg Hager, Bruce Engeling, Jordan Adams and Jan Bland.

The Audit/Finance/Purchasing Committee met on Monday, November 18, 2013 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 and any other matters properly brought before the committee.

Recently, the members of the local FOP Lodge made a request to have lodge dues deducted from their payroll. This is separate monies from the union dues. On their behalf, Chief Deputy Bruce Engeling requested an agreement between the County and the local Lodge 237 to deduct \$3/pay from each FOP member upon receipt of a signature card from that employee. A motion was made by Chad Michel and seconded by Jack Pearce to approve the payroll deduction request and for the States Attorney to write an agreement between the County and FOP Lodge 237. The motion carried.

A motion was made by Jack Pearce and seconded by Mike McClure to approve the claims as reported for November. The motion carried.

The County Board of Christian County Tax Levy Ordinance [O2013 CB 008] was presented for approval. A motion was made by Chad Michel and seconded by Dick Breckenridge to adopt the Tax Levy Ordinance and dispense with the reading. The motion carried.

Chairman Schmitz made a report to the Committee as to the overall economic condition of the Illinois County Insurance Trust [ICIT], our liability insurance carrier. Liability and work comp claims are of an average number for the counties involved and are appropriately funded.

It was noted that the health insurance premiums will be increased at a 3.25% equaling \$22.48 per employee per month that the County absorbs excluding the difference of the 6% employee contribution. The dependent premiums also increase at the same rate but are paid 100% by the employee. This rate increase begins in December for the January premium.

A motion was made by Jack Pearce and seconded by Mike McClure to adjourn. The motion carried.

Respectfully submitted by,

Fred Curtin, Finance Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE

December 16, 2013

Present: Fred Curtin, Chairman
Dick Breckenridge Chad Michel
Jack Pearce Mike McClure

Absent: none

Others present: Paul Schmitz, Mike Drea, Mike Gianasi, Julie Mayer and Jan Bland.

The Audit/Finance/Purchasing Committee met on Monday, December 16, 2013 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 and any other matters properly brought before the committee.

A motion was made by Jack Pearce and seconded by Mike McClure to approve the claims submitted for December. The motion carried.

Circuit Clerk Julie Mayer requested the advanced hire to replace a retiring employee. The money was budgeted for the full year at the higher salary therefore keeping the salary line item under the budgeted amount. With many newer employees, this pre-planning for a retirement is necessary. A motion was made by Mike McClure and seconded by Jack Pearce to approve pre-hire replacement for a retiring employee in Circuit Clerk Office. The motion carried.

The annual resolution to approve the State's Attorneys Appellate Prosecutor's Act which provides services to State's Attorneys at an annual fee of \$11,000 was presented. The services authorize the Appellate Prosecutor's Office to act as Assistant States attorneys as needed. A motion was made by Chad Michel and seconded by Dick Breckenridge to adopt the resolution. The motion carried. The money was budgeted.

A letter to Chairman Schmitz was received from Bruce Cowans of Fiscal Choice Consulting regarding the possibility of the County do a fee study for the Sheriff, County Clerk and Recorder. After speaking to the County Clerk regarding the current fees, she believes the current fees are in line with other counties. A fee study was done approximately ten years ago. No action was taken.

As recommended by United County Councils of Illinois a resolution opposing the adoption of House Bill 924 amending the prevailing wage act which through a requirement of a 'responsible bidder' which would eliminate many local contractors as responsible bidders. A motion was made by Chad Michel and seconded by Mike McClure to adopt resolution R2013 CB 018. The motion carried 4-1.

The Sheriff's Office submitted the resolution for participation tin the State of Illinois federal surplus property program. This is a program that allows local governments to purchase used or overstocked items at a much reduced cost. A motion was made by Jack Pearce and seconded by Mike McClure to adopt resolution R20123 SF 017. The motion carried.

December 16, 2013

A motion was made by Jack Pearce and seconded by Mike McClure to go into executive session for purposes of 5ILCS 120/2 (c)(1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity. Motion carried with polling all ayes.

A motion was made by Jack Pearce and seconded by Chad Michel to come out of executive session for the above stated reason, a roll call vote polled all ayes. The motion carried. No action was taken.

A motion was made by Jack Pearce and seconded by Chad Michel to adjourn. The motion carried.

Respectfully submitted by,

Fred Curtin, Finance Chairman