

AUDIT/FINANCE/PURCHASING COMMITTEE
May 16, 2016, 2016

Present: Fred Curtin - Aaron Allen - Jack Pearce - Mike McClure

Absent: Chad Michel

Others present: Paul Schmitz, Bruce Engeling, Mary Rhodes, Dan McNeely, Gary McNeely, Jeremy Travelstead, Tom Wall, Mike Fraiser and Jan Bland.

The Finance Committee met on Monday, May 16, 2016 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. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

A motion was made by Jack Pearce and seconded by Aaron Allen to approve the claims as submitted for May. The motion carried.

In July 2015, the long term membership with the Illinois Counties Insurance Trust as the liability and work comp carrier concluded. The initial quotes for the remaining 2015 six month period and 2016 renewal was more or less a starting point for work comp premiums as it was not itemized but inclusive within the ICIT Trust. With the review or audit of the positions and payroll, a correction/increase was assessed for 2015 in the amount of \$3,627.00 and was paid last month. The decision of when to pay the projected increase for 2016 was discussed and proposed to pay in this year. The calculation for payment would be to add \$451/month to the monthly payment equaling \$5,625 plus administrative fee. The total increase to the budgeted line item would be \$5,418 for 2016 and \$3,627 for 2015 totaling \$9,039 in premium plus a minimal administrative increase. Dan McNeely spoke to the committee giving them options as to how to pay the increased premium, basically now or next year. A motion was made by Mike McClure and seconded by Aaron Allen to pay the projected increase upfront and in a monthly manner. The motion carried.

Resolution R2016 TR 010 was presented for the sale of delinquent property taxes. The resolution approves parcel number 11-25-22-102-019-00 in Pana Township to be sold for \$660.00 to John M. Allen. A motion was made by Aaron Allen and seconded by Jack Pearce to recommend to the full Board and adopt R2016 TR 010 (dispense with the reading). The motion carried.

Jeremy Travelstead, American Central Insurance agent, presented several quotes on health, dental, vision and life insurance of which the County provides for their employees. He first reviewed the premium history of the County and the Blue Cross/Blue Shield premiums since 2010 noting that the premium that year was able to be decreased and over the years the premiums maintained steady by making policy changes. This year the increase was negotiated down from 17.34% to 10.44% and using option 4 reduced to 7.88 %. The County has been able to offer quality insurance through Blue Cross at affordable rates. Quotes were received from Health Alliance, Aetna and United Health Care. Blue Cross has worked with Christian County during this time period and after evaluation the committee agreed with the recommendation of Blue Cross (option 4). The current VSP vision plan was compared to Eye Med which quoted a lower premium and a larger provider list in comparison to VSP. A meeting was held with management

and union representatives from AFSCME and FOP, both accepting the proposed changes in health and vision products. A motion was made Mike McClure and seconded by Aaron Allen to recommend that the County select Blue Cross Option 4 and change to EYE MED for vision coverage based on the listed premiums. The motion carried all ayes.

2015-2016 premiums

	<u>BCBS</u>	<u>VSP</u>	<u>Metlife</u>	<u>TOTAL</u>
<u>employee paid 6%</u>				
Member 42.22/m	671.31	9.77	22.63	703.71
Spouse	1029.94	5.85	22.85	1058.64
Child	438.71	6.16	22.85	467.72
Family	1468.67	15.94	60.80	1545.41

2016-2017 premiums

	<u>BCBS</u>	<u>EYE MED</u>	<u>Metlife</u>	<u>TOTAL</u>
<u>employee paid 6%</u>				
Member 45.28/m	725.61	6.43	22.63	754.67
Spouse	1085.48	5.78	22.85	1114.11
Child	462.37	6.43	22.85	491.65
Family	1547.84	12.47	60.80	1621.11

On April 27, 2016, during a storm, the Probation Office suffered power surge damage to many computers. Repairs are being made and a claim will be filed with our carrier. At this time costs exceed \$10,000 and our deductible is \$5,000.

Due to the fact that prior year auditing work papers were not available (\$4,125) and consulting on unforeseen issues during the payroll conversion in January (\$750), a statement has been submitted by Lively, Mathias, Hooper and Noblet in the amount of \$4, 875 for these extra services. A motion was made by Mike McClure and seconded by Aaron Allen to pay the bill as advised from the audit line item. The motion carried 3-1.

Chairman Schmitz noted that recently a meeting was held via phone with the ICITBoard. He reported that the 2001 and 2009 Trusts have been reducing their number of outstanding claims. The next meeting is scheduled for July.

Congratulations were echoed to Bruce Engeling as the Taylorville Optimists Club Officer of the Year award.

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

Respectfully submitted,
Fred Curtin
Finance Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
June 20, 2016

Present: Fred Curtin - Aaron Allen - Jack Pearce - Mike McClure - Chad Michel

Absent: none

Others present: Paul Schmitz, Bruce Engeling, Zach Hicks, Laurie Mense, Betty Asmussen, Kellie Hamell,
Iris Noblet, David Howell and Jan Bland.

The Finance Committee met on Monday, June 20, 2016 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. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

Iris Noblet from LMHN appeared before the committee to discuss an invoice submitted for work requested by the County Treasurer. In January the County began using a new payroll system. It cannot be said it was not without many problems. The conversion created a nightmare in applying the correct charges to the correct funds. Errors in the applications of the system and the lack of on-site training continued to plague accuracy in reporting. Iris assisted with the January and February general fund bank reconciliation, reconciliation of the payroll and related expense/liability general ledgers and created a procedure of posting to correct the software's pre-programmed incorrect or unnecessary postings. She had spent 99.75 hours of work at a cost of \$12,468.75. The conversation continued with both the Treasurer and the County Clerk reflecting on the overall stress related with the conversion as well as the promises of the software company. A motion was made by Mike McClure and seconded by Jack Pearce to pay the invoice in the amount of \$12,468.75 from contingency. The motion carried. Additionally, it was requested the Zobrio representatives as well as Iris come back to the meeting in July to further discuss events of the conversion. Iris noted that Zobrio did not practice the same accounting procedure as the county does. County Clerk Mense commented that we had to modify our way of doing business to their software.

Zach Hicks, Maintenance Supervisor reported that the air conditioning system for the third floor of the courthouse continues to have problems. The R-22 freon for our current units will no longer be available in 2020. He plans to try to get through the summer, but next year we will need to fully address the situation. Without all the figures for either changing the units out or switching to a new system, \$60,000 is just a start. Zach will continue to work with other professionals to develop options for consideration.

A motion was made by Jack Pearce and seconded by Aaron Allen to approve the claims as submitted for June. The motion carried.

Treasurer Asmussen presented a resolution for surrender of tax sale certificate from delinquent taxes. The property is located in Pana Township at 506 West 2nd Street. The full amount of taxes has been paid of which \$537.77 returns to the County. A motion was made by Chad Michel and seconded by Mike McClure to approve R2016 TR 013 for parcel number 11-25-21-104-003-00 and dispense with the reading. The motion carried.

The annual resolution was submitted in compliance for the Flexible Spending Benefits through

6/30/2017. The resolution R2016 CB 011 certifies that the Flexible Spending Plan and Summary Plan

Description are approved and adopted for the plan year 7/1/2016 thru 6/30/2017 and was put in the form of a motion by Mike McClure and seconded by Aaron Allen. The motion carried.

The Health Reimbursement Arrangement resolution R2016 CB 012 was submitted for approval. The resolution authorizes American Central Insurance to fulfill the provisions of the resolution for the plan year 7/1/2016 through 6/30/2017 and certifies the documents are approved and certified and was put in the form of a motion by Chad Michel and seconded by Jack Pearce. The motion carried. It was noted that reimbursements are honored from the current and previous plan year for health insurance deductibles and out of pocket services.

As discussed last month on April 27, 2016, during a storm, the Probation Office suffered power surge damage to many computers. The repairs are being made and a claim will be filed with our carrier. The costs will exceed \$10,000 and our deductible is \$5,000. One of the claims has been submitted for payment to Ricoh for the replacement of parts in the amount of \$2,209.83. A motion was made by Aaron Allen and seconded by Chad Michel to continue to pay such billings up to \$5,000 from contingency. The motion carried.

The Prevailing Wage Rate Ordinance was presented for adoption. A motion was made by Chad Michel and seconded by Mike McClure to adopt Prevailing Wage Rate Ordinance O2016 CB 004. The motion carried with one no vote.

Chief Deputy Bruce Engeling spoke to the Committee recapping the proposed centralized dispatch center as he reported to the Executive Committee. Last week Engeling had thought the financials would be available for this night's meeting and he has received nothing. More conversations are being held with other local entities. To reiterate the county's financial considerations are:

- 911 surcharge funding is less than in previous years.
- Without Shelby County participating with Christian County, the general fund would have to cover all 911 expenses.
- If the numbers come in with huge savings to the County, the choice may be clear.
- If other counties drop out of the proposed center plan, the costs to each County would increase.

Financial numbers are expected by the end of June.

Treasurer Asmussen updated the Committee on projections for no reimbursements of salaries of the States Attorney, Public Defender and Supervisor of Assessments if there is no state budget. The counties will have to sue the state again. Money for this year was late but we have received reimbursements to date.

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

Respectfully submitted,

Fred Curtin
Finance Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
July 18, 2016

Present: Fred Curtin - Aaron Allen - Jack Pearce - Mike McClure - Chad Michel

Absent: none

Others present: Paul Schmitz, Laurie Mense, Betty Asmussen, Kellie Hamell, Cheryl Jyawook, Monica Haines, Iris Noblet, Mike Havera John Varadian, Vicki McMahan, Seth McMillian, Becky Edwards, Tom Wall and Jan Bland.

The Finance Committee met on Monday, July 18, 2016 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. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

Chairman Schmitz announced that Joelynda Conrad, Animal Control Warden recently received an anonymous gift of \$50,000 from a Trust distribution. The gift is provided and directed to be used for the care and welfare of the animals in the Christian County Animal Shelter. The benefactor asked the gift not be publicized. Treasurer Betty Asmussen has deposited the money in a CD.

Last month Iris Noblet from LMHN appeared before the finance committee to discuss an invoice submitted for work requested by the County Treasurer. The additional services were due to problems with the conversion of the financial software program. A representative from Zobrio was asked to attend this month to help explain some of the issues presented last month concerning their assistance and lack of onsite training until the fourth payroll with the new system. [A request was made to go into executive session, however, there are no provisions allowing it for this topic per the review from the States Attorney.]

John Varadian, CPA and CEO of Zobrio, the Financial Edge software company began noting that the County has had a relationship with the Fundware program for 20 years and that program was learned from revolving staff on both sides. He wants no ill will from us as it is their desire to continue to work with the County. The initial proposal allowed 190 hours in their budget. By February 28 the hours spent during the payroll conversion was 376 hours or \$30,690 in their budget. The hour long conversation pointed out issues and problems on both sides. Some of the points discussed are as follows:

- Conflict of preparation for the conversion
- Concern of both sides not being ready for the conversion, but proceeded anyway
- No onsite Zobrio staff until fourth payroll—due to over booking start-ups with other companies. There was also no onsite support for A/P rollout.
- Email and zoom sessions being acceptable or not. With no immediate response, we sat and waited to proceed with each process.
- Extended hours, both sides, on the phone trying to work out problem after problem and meeting county deadlines and liabilities
- Problems posting from payroll to general ledger
- Account numbers had to be changed frequently to work with new system
- The inability to run old program with the new one concurrently due to old system crashing in early December.
- Decision both sides of whether old 2003 server was adequate when reviewed by both tech services to be compatible
- Former system was not updated with new tax rates, benefit rates, employee changes since extraction and new salary rates nor was the stability of the program certain after the early December crash.
- There were problems with software for FICA, IMRF and others in not only our program but other counties. Iris asked if it was fixed and why not. It needs to be fixed. Zobrio will forward changes to payroll soon.

- The current payroll staff continues to manually calculate each deduction of every employee to find out what changes/adjustments need to be made from the first three payrolls.
- The County is working around the problems rather than getting them fixed.

The summary of this meeting has concluded there were definitely problems on both sides and no one particular fault. The CEO has a more clear picture of problems not yet cleared up and will address. The County Clerk and the Treasurer, as well as their staff, are pleased with the *potential* of the program and look forward to finally having the “bugs worked out”.

After the discussion, it was noted that last month the vote to pay the \$12,468.75 invoice to LMHN for additional clean-up work on the general ledger due to the payroll conversion was 9 to 6 in favor of paying the bill. What if the vote would have been not to pay it? Discussion pursued to the conclusion that if department heads are having issues, financial or potentially financial, share the issues with the committee to prepare them or for advice as how to proceed.

A question was asked about the \$56,000 payable to the Central Illinois Public Transit. Chairman Schmitz noted that this was grant money awarded to Christian County as a pass through fund to the CIPT for local services provided. A motion was made by Jack Pearce and seconded by Mike McClure to approve the claims presented for July. The motion carried.

Treasurer Asmussen presented a resolution for surrender of tax sale certificate from delinquent taxes. The property is located in Taylorville Township at 1207 West Park Avenue, Taylorville. The full amount of taxes has been paid of which \$531.81 returns to the County. A motion was made by Chad Michel and seconded by Aaron Allen to approve resolution R2016 TR 014 for parcel number 17-13-21-408-004-000 and dispense with the reading. The motion carried.

A notice was received that a license to renew the Thomas Anderson Cemetery was due. This is the only active cemetery that the county owns and is required to be licensed with renewal ever three years. A motion was made by Chad Michel and seconded by Jack Pearce to pay the invoice from contingency in the amount of \$150.00. The motion carried.

As referred from the Personnel Committee, was a proposal to reclassify the management-mid management employees to a 40 hours week. This is due to those exempt employees whose salary does not meet the newly required salary—reclassifying them from exempt status to non-exempt. With some review, it was requested to continue discussions next month after developing the benefit time conversions.

The committee set the FY 2017 budget hearings for Monday, August 22 beginning at 6:00 pm. If department heads are not able to attend on the 22nd they should plan to attend on the regular meeting on the 15th. The committee’s directive to departments was to cut 10%.

The Finance committee’s normal schedule is to meet the night prior to the County Board meeting. The minutes are available the night of the meeting. If the minutes are ready for distribution, they will be emailed to the members prior to the full board meeting with copies on the desks as normal.

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

Respectfully submitted,

Fred Curtin
Finance Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
August 15, 2016

Present: Fred Curtin - Aaron Allen - Jack Pearce - Mike McClure - Chad Michel

Absent: none

Others present: Paul Schmitz, Betty Asmussen, Kellie Hamell, Joe Stepping, Bruce Engeling, Julie Mayer, Tom Wall and Jan Bland.

The Finance Committee met on Monday, August 15, 2016 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. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

Questions concerning the claims scheduled for August payment included:

- Longden's Mowing and Hauling who submitted the low quote for work to remove trees around the courthouse.
- Why the variances for the Probation mileage reimbursements...the probation officers have home visits and will vary between clients.

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

Solid Waste Director Joe Stepping presented a proposed agreement between the Solid Waste Department and BLH Computers, Inc. for the purpose of recycling surplus computer and electronic equipment owned by the County and its individual or business residents in compliance with all local, state and federal regulations including the applicable rules of the Environmental Protection Agency. Joe explained that ten years ago the County made an agreement with BLH to accept and recycle all electronic equipment as allowed from the Christian County community. The annual fee was based on the county's population at \$.10/person based on the census equaling \$3500. As recycling markets decline and BLH has been inundated with tube TVs, the minimal fee paid by the County to BLH is not covering costs. Stepping also noted that Taylorville is one of the few centers that does not charge the \$20 fee per tube TV. A proposed charge increase was submitted for a five year period begins at \$15,000 per year of which the current agreement will end in September of 2016. The proposal is substantial due to the market problems for disposal. Since this project is for the community of Christian County there was discussion that the other cities/villages in the County help with the costs. This discussion led to comments concerning the large drop-off recycling bins located in most cities and villages. They have higher costs associated with each pull to empty the bins, which again is due to the low recycling market. Joe noted there are so many "good and faithful" recyclers that he would hate to see the County's recycling efforts halted or reduced. Joe will continue to negotiate with BLH on costs and the Board will discuss efforts to involve other communities' assistance in the recycling efforts.

Last month the Finance Committee briefly reviewed the 40-hour work week proposal for Management and Mid-management employees as approved and referred from the Personnel Committee. This month the Personnel Committee addressed the vacation conversion proposal and motioned a conversion for accrued vacation time earned in 2016. An explanation of the necessary options required to comply with the FLSA were

discussed including a vacation conversion. As of December 1, 2016, any employee who currently holds an exempt position must either have their salary increased to the new base salary of \$47,476 in order to maintain an exempt status. If the salary is not increased, the employee will need to be converted to an hourly rate. Those affected employees work in a 35-hour work week environment. Most of the mid-management employees already work over 35 hours, but without any overtime because they are classified as an exempt employee. [Exempt means exempt from overtime payment according to the FLSA because the employee meets both the duties test for management and the salary which is currently \$23,660 or over.]

The vacation conversion is currently set up for five mid-management employees that they accrue monthly based on a 35 hour week of earnings. This accrual is basically for the following year's vacation use. The Personnel Committee motioned to convert 2016 earned but not used vacation hours to a 40 hour week rate and 12/1/2016 convert monthly accrual to a 40 hour rate. Further discussion was brought to the table that sick time should also be converted. A day is a day, but if you earn by hour and now must work 8 hours for a day off, the seven hour monthly accruals should be treated the same. Two motions were made to address the proposals:

- A motion was made by Mike McClure and seconded by Chad Michel to adopt as policy All Management and Mid-Management work week based on a 40-hour week effective the week of November 27, 2016 which includes the December 1st requirement date. The motion carried with one no. It should be noted this does not affect or change the work hours for any of the buildings or any union employee.
- A motion was made by Aaron Allen and seconded by Mike McClure to convert 2016 earned but not used sick time and vacation time from a 35 hour/week rate to a 40 hour/week rate of accrual for 2017. The motion carried 4 to 1. It should be noted that conversion is only applicable to those mid-management employees that earn monthly.

Aaron Allen commented that he had been shown the software issues in the Clerk's Office relative to the payroll conversion. He noted it is a bigger problem than anticipated.

Budget hearings from all departments will begin at 6:00 pm on Monday, August 22.

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

Respectfully submitted,

Fred Curtin
Finance Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
August 22, 2016

Present: Fred Curtin - Aaron Allen - Jack Pearce - Mike McClure - Chad Michel

Absent: none

Others present: Paul Schmitz, Betty Asmussen, [see below listed Department Heads], Tom Wall and Jan Bland.

The Finance Committee met on Monday, August 22, 2016 at 6:00 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to hear FY 2017 budget requests and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

The following department heads attended the meeting and presented their FY 2017 budget proposals.

Animal Control-Joelynda Conrad
Zoning-Brett Rahar
ESDA-Mike Crews
Highway-Cliff Frye
Judicial-Judge Brad Paisley
Probation-Laura Cooper
County Clerk-Laurie Mense
911-Micki Ehrnhardt
Treasurer-Betty Asmussen

Zach Hicks-Building and Maintenance
Solid Waste-Joe Stepping
Health/TB-Nancy Martin
States Attorney-Mike Havera
Public Defender-Greg Grigsby
Circuit Clerk-Julie Mayer
Coroner-Amy Winans
Sheriff-Bruce Engeling
County Board

In a general overview, most budgets were status quo and some were able to reduce dollars in several line items, but with the increase in health and life insurance premiums some efforts were evened out. New this year was a separation of copier/printer rent and usage expenses as well as a separation of consumable office supplies and non-consumable office equipment/service/software etc. This will help identify certain types of expenses for future purchases.

A meeting is scheduled for September 12 at 6:30 to further discuss proposals and hear ROE, U of I Extension, Supervisor of Assessments presentations. Board members are welcomed to attend for input on the budget.

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

Respectfully submitted,

Fred Curtin
Finance Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
September 12, 2016

Present: Fred Curtin - Aaron Allen - Jack Pearce - Mike McClure - Chad Michel

Absent: none

Others present: Paul Schmitz, Betty Asmussen, Chad Coady, Amanda Laurie Mense, Monica Haines and Jan Bland.

The Finance Committee met on Monday, September 12, 2016 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 hear FY 2017 budget discussions and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

Supervisor of Assessments Chad Coady presented his budget asking a question about his publishing costs. He is required to publish the Assessment Publication Notice each year on the particular area which would have been reassessed. The costs will then depend on which area was included and the amount of parcels, number of townships involved and how many newspapers would be publishing. The amount ranges from \$5,000 to \$9,000 depending on the above criteria. Sometimes timing of the publishing is also a factor. He will check into more current rates and report back to the committee. In other discussion, Chad asked for the GIS fly over mapping as has been presented in prior years. In the past it has been included in the GIS budget, but not implemented.

Amanda Cole, County Extension Director noted the budget, as previously presented, was reduced about \$6,000. The money which the Extension receives is from taxes levied by the County.

Treasurer Betty Asmussen informed the committee that she had input all budgets as submitted by the departments and with no new revenues; the beginning deficit is \$706,163. Most departments were able to cut some areas and the only increases were salaries and insurance. Three AFSCME contracts have increases and are included in the proposed budget, Probation negotiations are still open, FOP negotiations begin this fall and non-bargaining were told to submit their current salaries. Discussion was held on the non-bargaining salaries and was proposed to freeze those salaries.

Treasurer Asmussen noted that the County will be receiving a check from Ameren for the Illinois Rivers Project close to the end of the month. More information will be forthcoming as we learn what and how this unanticipated revenue will affect us.

A motion was made by Chad Michel and seconded by Mike McClure to go into executive session for the purposes of collective bargaining matters between the public body and its employees or their representatives (5ILCS 120/2(c)(2) regarding a grievance filed 8/23/2016 in the County Clerk's Office and for the purpose of the appointment, employment, compensation,

discipline, performance, or dismissal of specific employees of the public body (5ILCS 120/2(c)(1). A roll call voted polled all ayes.

A motion was made by Chad Michel and seconded by Mike McClure to come out of executive session for the above listed purposes. A roll call vote polled all ayes. No action was taken on either exemption.

A motion was made by Chad Michel and seconded by Aaron Allen to adjourn. The motion carried.

Respectfully submitted,

Fred Curtin
Finance Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
September 15, 2016

Present: Fred Curtin - Aaron Allen - Jack Pearce - Mike McClure - Chad Michel
Absent: none
Others present: Paul Schmitz, Betty Asmussen, Marilyn Voggetzer, Jerry Mahr, Donna Hibbetts and Jan Bland.

The Finance Committee met on Thursday, September 15, 2016 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 hear FY 2017 budget discussions and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

Budget presentations and evaluations continued beginning with Jerry Mahr, Director of the Taylorville Senior Citizen Center. The money levied by the County for senior citizens is divided between four communities:

*Morrisonville/Palmer	\$8,882	*Pana	\$27,980
*South Fork	\$11,500	*Taylorville	\$78,528

Totaling \$126,891 funds distributed with all budgets begin submitted for review.

Mr. Mahr also discussed the many programs that the Center offers, transportation for seniors and meals offered both at the Center (300-400/week) and through Meals on Wheels (20-30 people). The transportation brings many to the Center for lunch. Board member liaison with the Senior Citizens spoke on behalf of the Center explaining the funding is protected by law from a referendum and that they use and need the funds.

The U of I Extension levy was also discussed after reading the June 17, 1997 Circuit Court document with an Agreed Order that Christian County is responsible for appropriating the funds necessary and available to pay the costs of the Cooperative Extension Service programs in the County as defined in the document.

Finance Chairman Fred Curtin asked the members to think about what amount they would be comfortable with in reducing the budget. Treasurer Asmussen commented that for the 2018 budget some larger commitments (\$130,000 in ICIT bonds) would be finished but that doesn't help this year. Most of the budgets were reviewed line item by line item. Some cuts have been made but those are only the little items with small amounts. The one larger reduction is two squad cars at about \$56,000. Some new revenue amounts were adjusted. The Committee will continue the budget review during the regular meeting on September 19.

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

Respectfully submitted,

Fred Curtin
Finance Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
September 19, 2016

Present: Fred Curtin - Aaron Allen - - Mike McClure - Chad Michel
Absent: Jack Pearce
Others present: Paul Schmitz, Betty Asmussen, Mike Havera, Julie Wollerman, Penny Grundy and Jan Bland.

The Finance Committee met on Monday, September 19, 2016 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 hear FY 2017 budget discussions and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

Members of the new 911 Christian-Shelby-Joint-Emergency-Telephone-Systems Board were introduced to the Committee prior to their first joint meeting. Micki Ehrnhardt, 911 Director, Andy Goodall-Christian County, Cory Bailey-Christian County, Jared Rowcliffe-Shelby County, Rob McCall-Shelby County, Sean McQueen-Shelby County, Frank Mulholland-Shelby County were in attendance and Dave Herpstreith, Jack Pearce and Sheriff Kettelkamp were unable to attend. Members from both counties agreed this was good for each county. Shelby previously did not have a 911 system and the merging will assist Christian with their ability to continue serving the public.

Penny Grundy appeared on behalf of Amanda Cole to answer any further questions of the committee concerning the \$160,000 levy request. This amount is less than last year by about \$9,000. The U of I Extension-Unit 18 serves four counties: Christian, Jersey, Macoupin and Montgomery. They offer programs for all age groups. The levied monies cover rent for the extension building, salaries and programs. Mrs. Grundy noted that they have not received any funding from the State since January-February of 2015. Chairman Schmitz will continue to research how the allocation between counties is determined.

Julie Wollerman Superintendent of #3 Regional Office of Education submitted the annual budget of the five Effingham, Bond, Fayette, Christian, Montgomery decreasing the overall budget by \$16,000 which reflects a cut of \$5,300 for Christian County. The ROE provides services and compliance that all teachers are licensed; safety and building codes compliance; works with truant officers; trains bus drivers; offers alternative school and other state mandates. Any option to reduce the ROE budget would need to be presented to the Fayette County Board and each year the Equalized Assessed Value is reviewed to assign each county their percentage of the overall budget.

A motion was made by Chad Michel and seconded by Aaron Allen to approve the claims as presented for September. The motion carried.

Treasurer Betty Asmussen presented eight properties for the sale to execute a deed of conveyance. They are as follows:

<u>RESOLUTION #</u>	<u>PARCEL NUMBER</u>	<u>TOWNSHIP</u>	<u>BIDDER</u>	<u>AMOUNT</u>
R2016 TR 016	11-25-16-439-002-00	Pana	Dawn Bayne	\$ 700.00
R2016 TR 017	11-25-15-301-021-00	Pana	Dennis Miller	\$ 700.00
R2016 TR 018	11-25-16-416-004-00	Pana	Robert Zueck	\$ 670.00
R2016 TR 019	11-25-21-236-002-00	Pana	Tim Holthaus	\$1,001.50
R2016 TR 020	15-12-10-301-008-00	South Fork	Taylor Lindsay	\$2,000.00
R2016 TR 021	17-13-26-107-005-00	Taylorville	HP Rentals LLC	\$1,003.00
R2016 TR 022	17-13-26-303-006-00	Taylorville	Zach Donaldson	\$1,200.00
R2016 TR 023	17-13-27-215-007-00	Taylorville	Arta Emini	\$5,555.55

A motion was made Chad Michel and seconded by Mike McClure to vote on the eight resolutions of the above listed properties in the same motion. With no questions or objections, the motion carried.

A motion was made by Aaron Allen and seconded by Chad Michel to recommend adopting resolutions R2016 TR 016 through R2016 TR 023 listed above with the respective parcels and dispensing with the reading. The motion carried.

A motion was made by Mike McClure and seconded by Aaron Allen to adjourn. The motion carried.

Respectfully submitted,

Fred Curtin
Finance Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
October 17, 2016

Present: Fred Curtin- Aaron Allen - Mike McClure -Chad Michel- Jack Pearce

Absent: None

Others present: Paul Schmitz, Phil Schneider, Betty Asmussen, Kellie Hamell, Mike Havera, Amy Winans, Joe Stepping, Brett Rahar, Bruce Engeling, Tom Wall and Jan Bland.

The Finance Committee met on Monday, October 17, 2016 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 discuss FY 2017 budget proposal and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

The premium has been received for the liability and property insurance from Illinois Counties Risk Management Trust [ICRMT]. Last year the amount was \$158,000 and the 2017 premium is down some at \$155,656. Chairman Schmitz commented that recently at their two day seminar, the sessions provided information beneficial to county board members as well as other elected office holders and management staff. The membership with ICRMT has proven be quite an asset to the County. A motion was made by Jack Pearce and seconded by Mike McClure to accept the quoted coverage in the amount of \$155,656. The motion carried.

Chairman Schmitz also commented on a recent ICIT telephone meeting noting that in ICIT 2009 claims have been reduced from 27 to 17 while ICIT 2001 remains at four. [ICIT- the former insurance carrier.]

Questions were asked about two claims from County Clerk's Office payable to KEB and Pulley/Martynowski. The claims were presented for review and recognized as payments for payroll corrections audit and implementation of office bookkeeping methods. Both claims were paid from the Clerk's budget. A motion was made by Mike McClure and seconded by Aaron Allen with a 3 to 1 vote (no-Jack Pearce.) The motion carried.

Solid Waste Director Joe Stepping returned to the Committee with a revised agreement proposal with BLH Computers, Inc. for the county-wide recycling of electronics. BLH will accept all of the County of Christian's surplus equipment as authorized and computer and electronics from individual residents or businesses within Christian County. As previously reported, the TV's and monitors could have in the near future cost the recycler of electronics to pay a fee for those items. With this agreement, the County's Solid Waste budget will provide this valuable service to the County's residents to rid of safely and properly the increasingly outdated electronics. Joe explained the proposal to be an even dollar fee on a quarterly basis. It is a five year agreement beginning January 1, 2017 through December 31, 2021 at \$4,150/quarter. Additionally, as the previous contract expired in September, a fee of \$2,000 was agreed to pay during the interim through December 31, 2016. It was asked if BLH would destroy the hard drives of the county equipment. That will be discussed with CTI who provide technical service to the County. A policy and procedure will need to be issued to department heads and staff as to the procedure of disposal of electronics. A motion was made by Aaron Allen and seconded by

Jack Pearce to recommend the contract pending conversation with CTI and the review of the contract by States Attorney Havera. The motion carried.

Treasurer Betty Asmussen presented two resolutions to issue two deeds of conveyance for the sealed bid of \$660.00 for each property to Sonia L. Bradley in Assumption—parcel numbers 01-20-02-205-009-00 and 01-20-02-211-009-00. A motion was made by Mike McClure and seconded by Aaron Allen to adopt R2016 TR 24 and R2016 TR 25. The motion carried.

Coroner Amy Winans explained to the Committee that over the past 12 years, she has never gone over in her budget, however, this year events and the types of deaths have created an overage in her budget. With four payrolls to pay out and 3-4 more autopsy charges, she will be over. After discussion, a motion was made by Mike McClure and seconded by Aaron Allen to transfer \$11,000 from contingency to the appropriate line items for payment of payroll and October claims. The motion carried. In November, money from contingency will be requested for payroll and November claims.

Over the past couple of months, the County and the Health Department have been assisting citizens with a potential health issue at Timber Lakes. A home which has been in foreclosure for two years had a septic system which was not functioning properly and creating solid wastes leaking into the lake. After going to court, States Attorney Havera filled an injunction which concludes as follows:

WHEREFORE, the Plaintiffs [People of Christian County] request this Court enter a temporary restraining order and a preliminary injunction in their favor and against the Defendant, thereby allowing them to immediately enter upon the property and empty the septic tank and bring the septic system within legal standards and set this cause for hearing for a preliminary injunction within 10 days of the entry of this order.

As the County has obtained three bids to have the septic aeration system repairs/rebuild with a low bid of \$3,048, the Committee is unsure as to why the County must foot the bill for this foreclosure issue and will send it back to the Health Department.

As reported last month, Ameren presented Board Chairman Schmitz and Treasurer Asmussen a check in the amount of \$342,400 from the completion of the Illinois Rivers electric transmission line project. This is a one-time construction fee commitment for 17.2 miles within Christian County at \$20,000 per mile. There is a potential for an additional project within Christian County which could provide another check to this county in late 2018. With a new or rebuild of the courthouse elevator and possible A/C unit replacements, it was moved by Aaron Allen and seconded by Jack Pearce to deposit \$200,000 in the Capital Improvement Fund (which is designated specifically for building and maintenance repairs or replacements or new builds and not part of the general fund) and the balance of \$142,400 to be deposited into the general fund. The \$142,400 will assist in the \$700,000 deficit budget that was projected for FY 2016. If it is not needed to balance the budget, those excess dollars may be transferred to the Capital Improvement Fund or if more is deemed necessary to balance the budget, it may be voted to use additional funds from the Capital Improvement Fund. As of 10/13/2016, the revenue/expenditure balance is \$24,187.18 in the black. However, there are still bills, four payrolls and other expenses

not submitted as of yet through November 30, 2016. Additionally, many reimbursements received from the state were for FY 2015 but was not credited until December 2015 of which the revenue would show up in this year's calculation. Those dollars for 2015 would be removed and adjusted to the appropriate year. A 2016 budget ending in the black is hopeful, but we will have to wait and see as it was explained by the Treasurer.

FY 2017 Budget discussion:

- Zoning Officer Brett Rahar just wanted to understand and confirm the deletion of his \$13,000 reimbursement to the Solid Waste Department for the sharing of their secretary. The Committee understands that may reduce the response time.
- States Attorney Mike Havera requested that the two assistant states attorneys receive an increase this year since they waived any increase last year. He understands the elimination of the \$4,000 overtime/part time line item as he is fully staffed. Also eliminated in his budget was a \$4,000 bond line item which is now covered through the ICRMT. After a lengthy discussion on raises of who gets raises and what reasoning determines the raises for the non-bargaining employees, the Committee will reinstate the request for the two assistants since they did not get a raise last year.
nance
- An idea of how to insure the spending of money dedicated to the employee health insurance or other overages in department budgets was discussed. Health insurance premium line items are calculated for the number of employees in the office regardless if anyone waives coverage. That bill is not paid by the department head but charged off to the departments by Jan Bland when paying the charges. An elected office holder's budget is theirs to spend once approved in the budget.
- The Committee went into executive session with a motion by Chad Michel and seconded by Mike McClure for the purposes of Collective negotiating matters between the public body and its employees or their representatives 5ILCS 120/2(c)(2). A roll call vote polled all ayes. A motion was made by Mike McClure and seconded by Chad Michel to come out of executive session after 27 minutes for the above stated purpose. A roll call vote polled all ayes and no action was taken.
- In review of the FY 2017 budget and not including other possible changes for upcoming negotiations of the FOP and the Probation Office, at tonight's meeting the deficit is approximately \$550,556.
- The 2017 Budget will be placed on file by November 1 and all County Board members will receive copies.

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

Respectfully submitted,

Fred Curtin
Finance Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
January 18, 2016

Present: Fred Curtin - Chad Michel - Aaron Allen - Jack Pearce - Mike McClure
Absent: None
Others present: Paul Schmitz, Kellie Hamell, Owen Lasswell, and Jan Bland.

The Finance Committee met on Monday, January 18, 2016 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. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

A motion was made by Aaron Allen and seconded by Mike McClure to approve the claims as submitted for January. The motion carried.

A brief discussion was held concerning the intergovernmental agreement with Shelby County for the enhanced 9-1-1 joint services. Jack Pearce noted this was the approval to move forward and detailed the particulars of the services and obligations by each party. The agreement is for a five year period with an out option upon a one year notice by either side. A motion was made by Mike McClure and seconded by Chad Michel to recommend adopting the ordinance. The motion carried.

Security Benefits, one of the 457 deferred compensation programs offered to the employees had changes in their plan and requested an adoption to the agreement previously signed. A motion was made by Chad Michel and seconded by Mike McClure to amend the Christian County 457 Plan and Summary of 457 Provisions with Security Benefits. The motion carried.

Chairman Paul Schmitz explained to the Committee that a PTAX 245 had been made available to all citizens/homeowners in the Kincaid area who were affected by the recent flooding conditions. The application would initiate a property assessment of the damage by the County Assessor and the Township Assessor which if both were in agreement could qualify a property up to an 80% reduction in taxes for a one period and then to be reassessed at the end of that period.

Chad Michel and other members made note and thanked the Christian County Sheriff's Office, the Taylorville City Police and Fire Departments and the many other agencies for their time and assistance during the Kincaid flood event.

The radiator for the generator at the jail has been sent out to be repaired at approximately \$9,000. A full replacement of the generator could be up to \$100,000.

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

Respectfully submitted,

Fred Curtin
Finance Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
February 15, 2016

Present: Fred Curtin - Chad Michel - Aaron Allen - Jack Pearce - Mike McClure

Absent: None

Others present: Paul Schmitz, Betty Asmussen, Kellie Hamell, Bruce Engeling, Owen Lasswell, and Jan Bland.

The Finance Committee met on Monday, February 15, 2016 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. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

A motion was made by Mike McClure and seconded by Aaron Allen to approve the claims as submitted for February. The motion carried.

Treasurer Betty Asmussen presented resolution R2016 TR 002 for approval to sell parcel number 17-13-26-HI-117 in the amount of \$695.00 with the County receiving \$250.00. A motion was made by Chad Michel and seconded by Jack Pearce to assign the Tax Sale Certificate to Jeanette L. Booker in the amount of \$695.00. The motion carried.

Treasurer Asmussen reported:

- There are new finance reports from the new software program. They are basically the same as the previous reports and the Committee should know that due to the conversion of payroll software and the various circumstances surrounding that portion of balancing, these reports would likely change.
- The County has received all of the reimbursement money for the States Attorney, Public Defender and the Assessor through December which was back due.

Chairman Paul Schmitz commented that Rich Hooper was pleased with the process for the first audit.

Aaron Allen commented that a couple of people had complained to him about the music on the square. Chairman Schmitz explained that we would forward the individual's name to Ed Downs for review.

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

Respectfully submitted,

Fred Curtin
Finance Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
March 21, 2016

Present: Fred Curtin - Chad Michel - Aaron Allen - Jack Pearce - Mike McClure

Absent: None

Others present: Paul Schmitz, Amy Winans, Chad Coady, Joe Stepping and Jan Bland.

The Finance Committee met on Monday, March 21, 2016 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. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

Joe Stepping described the financial status of the Solid Waste Fund. Like many other State supplemented departments, the grant money [approximately \$76,000] has not been dispersed by the State. Additionally, the quarterly tipping fees from the landfill have not yet arrived leaving a cash flow issue. Last week prior to claims and payroll expenses, it was observed that the Solid Waste Fund did not have enough cash in the checking account to cover those expenses. During a conversation with Paul Schmitz, Betty Asmussen and Joe Stepping, an executive decision was made to transfer county funds to cover the Solid Waste expenditures for March. The decision was made knowing that on the 31st of March a CD would be available to cash out without penalty which would then be deposited to replace the borrowed funds. This transaction would all take place in the same month for clarity of reporting.

Further discussion as to the condition of the finances brought to light the upcoming recycling concerns. In April will be the third year for the contract with the haulers who take the recycling bins to the recycling facility. The market is not as demanding for recycling materials and the future brings the County to either pay the hauler for additional pulls [requiring the pre-sort of materials] or to pay the recycling facility about \$52/ton to deposit the recycled materials. The Solid Waste Fund will continue to be watched closely and discussions will proceed as the changes in the recycling efforts warrant.

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

Resolution R2016 TR 005 was presented for the sale of delinquent property taxes. The resolution approves parcel number 01-20-208-019-00 in Assumption Township to be sold for \$660.00 to Timothy C. Hankla. A motion was made by Mike McClure and seconded by Aaron Allen to recommend to the full Board and adopt R2016 TR 005. The motion carried.

As previously reported, Christian County Public Transportation has been operating for our citizens since November. An ordinance to allow Shelby County to apply for a grant, and authorize and execute all funds on behalf of Christian County to continue transportation through agreements with the Illinois Department of Transportation from July 1, 2016 through June 30,

2017. A motion was made by Mike McClure and seconded by Chad Michel to recommend to the full Board to adopt said ordinance. The motion carried. Also noted, representatives from the program will continue to visit local groups to provide information on the program and also run ads when the funding becomes available.

An Intergovernmental Agreement was presented between the County of Shelby and Christian County designating Shelby County as the “Primary Participant” of the transportation program of which the counties of Fayette, Clay, Moultrie, Montgomery and Christian will participate. It shall be the responsibility of the “Primary Participant” to receive, disburse and deliver all funds and services provided in the agreement effective July 1, 2016 through June 30, 2017. A motion was made by Aaron Allen and seconded by Jack Pearce to approve the Intergovernmental Agreement as presented. The motion carried.

Discussions began as to setting the salary/per diem for the positions of County Coroner, Circuit Clerk, County Board Chairman and County Board members who will be elected, re-elected, or appointed to those positions effective December 2016. Amy Winans offered a brief overview of other coroner salaries and the number of calls she handles. In April, a joint meeting of Finance and Executive will take place to continue discussions.

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

Respectfully submitted,

Fred Curtin
Finance Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
and
EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
April 14, 2016

Present: Fred Curtin Ashley Linton
Aaron Allen Tim Carlson
Mike McClure Phil Schneider Teresa Swiney

Jack Pearce Chad Michel Laura Wilkinson,
Absent: None absent

Others present: Paul Schmitz, Andy Goodall, Micki Ehrharnt, Bruce Engeling, Amy Winans, Rich Hooper, Adam Mathis, Betty Asmussen, Laurie Mense, Mike Havera, Donna Hibbetts, Mike Fraiser and Jan Bland.

During this payroll period, a negative balance would have been created due to the untimeliness of State reimbursements to the counties for 911 monies. As a recap, prior to January all landline surcharge monies were sent to the County. Now those funds are to be funneled through the State. Secondly, most of the monies due from past months have not been distributed to counties; these are the wireless surcharge funds. Without any regular distribution of surcharge money to the counties, we continue to run short and never know when to expect the checks. This will most likely be the norm for several months until the 911 fund gets built back up. Betty Asmussen received a proposal from a local bank to open a line of credit with a 1% interest on money used. The County has a CD at that bank which would be used as collateral for the \$100,000 line of credit. As the funding arrives from the State, the line would be paid back and the credit used again as needed until the 911 fund gets built back up. It was anticipated that this would provide the necessary coverage for approximately three months. A motion was made by Chad Michel and seconded by Mike McClure to authorize Treasurer Betty Asmussen and Board Chairman Paul Schmitz to obtain the line of credit for \$100,000 to cover 911 expenses, secured by a County CD, with no dock fee or early payoff fee and at an interest rate of 1%.
The motion carried with all ayes.

Rich Hooper and Adam Mathias attended to report on the 2015 Audit. Initial comments were that for a first audit things went very well and departments were most helpful and cooperative. Some of the issues in preparing the audit to reflect 2015 FY had to do with timing issues of reimbursements. He also noted that about 90% of costs are mandated services. Other compliance issues include new pension costs. In the General Fund (GF) cash decreased \$379,000 and over all funds was \$552,000. There was \$405,000 more in expenses and less revenue. It was noted that the inclusion of pension liability is new requirement to audit reporting this year. Christian County currently participates in pension plans for IMRF, SLEP and ECO. Audits were distributed to the members.

A motion was made by Aaron Allen and seconded by Mike McClure to approve the claims as submitted for April. The motion carried.

There was a lengthy discussion on if and how much of salary change should be made for the position of Coroner (4 year term), County Board members who will be elected or re-elected in November (4 year term) and the position of County Board Chairman (2 year

term not the member's term of office). The Circuit Clerk can be discussed at budget time (the only elected position with this exception).

Comparisons and discussion topics:

- the positions of Sheriff, County Clerk, Treasurer and Assessor were frozen for a four year term through 11/30/2017.

- Comparisons from other counties were submitted on face values from a survey.
- Raises were given to both non-bargaining and AFSCME employees this year based on an average salary.
- Job duties, number of calls and increasing responsibilities were explained by Amy Winans.
- A question was raised regarding whether increases should be based upon years of service, education and experience?

With a proposed \$700,000 deficit this year the discussion was difficult, but it was agreed that elected office holders have a lot of work, responsibilities, and long hours, and should have their pay increased and that all of the employees at the County should be able to have good raises-they are worth it. However, considering all things, that is a hard decision to make.

Ashley Linton suggested change in the County Board members: a reduction or elimination in either salary or per diem.

A proposed motion was suggested by Fred Curtin and the motion was made by Laura Wilkinson and seconded by Mike McClure to

- increase the salary of the position of Coroner by 1.5% each of the four years (12/1/16, 12/1/17, 12/1/18, 12/1/19 and include health insurance benefits paid by the County using the same standard as other elected office holders which mirror non-bargaining employees and shall provide the same life insurance policy as the same.
- Freeze the salary and per diem of the County Board members and Board Chairman position's salary.

The motion carried 7 to 3 with a voice vote.

Jack Pearce offered suggestions for the "Public Comments" guidelines of which will be discussed at a future committee meeting.

Jan Bland reported that department heads of whom the proposed FLSA exempt employee changes will affect any of their staff attended a meeting earlier in the week. Job descriptions for those are being developed for legal review in June.

A motion was made by Jack Pearce and seconded by Phil Schneider to adjourn. The motion carried.

Respectfully submitted,

Fred Curtin
Finance Committee Chairman

Laura Wilkinson
Executive, Personnel Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
December 15, 2016

Present: Becky Edwards, Chairman, Aaron Allen –Vicki McMahon—Matt Wells—
Paul Schmitz

Absent: None

Others present: Bruce Engeling, Laurie Mense, Laura Cooper, Julie Mayer, Donna Hibbetts, Molly Alaria, Judge Brad Paisley, Betty Asmussen, Kellie Hamell, Seth McMillan, Owen Lasswell and Jan Bland.

The Finance Committee met on Thursday, December 15, 2016 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 agenda items and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Becky Edwards noted a quorum. There were no public comments.

Laura Cooper, Probation Chief Officer made a request to the committee to fill two open probation officer vacancies. Probation officers are reimbursed by the State, however there often is a shortfall in the reimbursement. Through an agreement with the judges, that shortfall is compensated with probation fee funds.

It should be noted, there are two officer positions that are only reimbursed \$1000/month by the state but the shortfall comes from probation fees. Benefits are paid by the County as well as the secretarial positions. The statistics for October show five probation officers had 881 clients. The number of appointments with clients is based on the client's assessment. Most appointments are done at the office, but officers also make home visits. In September Laura had two new officers and stated that training more than two at one time was not reasonable so the remaining two vacancies were left open. The benefits and salaries for the two openings are in the budget. A motion was made by Paul Schmitz and seconded by Aaron Allen to fill the two probation officer positions. The motion carried.

Judge Brad Paisley explained the advantages of maintaining the States Appellate Prosecutor's services. This \$12,000 fee is in the States Attorney's budget. It provides attorneys from the Appellate Prosecutor's office to serve the County when there is a conflict in the States Attorney's office in handling a case or on a criminal appeal and other circumstances. Without this agreement by resolution, the county would be forced to pay an hourly fee should they require an outside attorney. More importantly the referenced \$12,000 covers multiple assignments from an outside attorney should the county require those services. A motion was made by Matt Wells and Vicki McMahon. The motion carried.

Chief Deputy Bruce Engeling presented two quotes to conduct a fee study for the Sheriff's Office. This study is required before any fees can be increased. Chief Deputy Engeling cited an example of an increase in the bonding fee which would most likely double. One quote was from Fiscal Choice in the amount of \$15,600 and Bellwether,

LLC in the amount of \$9,603. It was agreed the Sheriff's office would move forward with the Bellwether proposal and that Chief Deputy Engeling thought they would be able to begin in early January. It was further discussed that the County Clerk fees are substantially lower than in surrounding counties, so it was decided to add the cost of \$2,500.00 to the Bellwether proposal to have that study included with the Sheriff's study. The circuit clerk's fees are set by the judicial system so increases were not discussed. A motion was made by Aaron Allen and seconded by Paul Schmitz to authorize the study with the cost being paid from the increased fees. The motion carried.

County Assessor Chad Coady discussed the purchase of the Pictometry Imaging--a county land fly-over process that converts the pictures into the digital GIS system. The current balance in the GIS Automation Fund (a fund that receives its income from GIS fees for the sole purpose of funding equipment, materials, etc. to implement and maintain the county's GIS System) is about \$162,000; the cost for this service over a three-year period is \$109,455 or \$46,456 each year. The fly-over would be done in the spring and in time for the Taylorville Township reassessment. A motion was made by Aaron Allen and seconded by Paul Schmitz to approve the fly-

Page 2
Finance Committee
December 15, 2016

over with Pictometry Imaging for \$109,455 or \$46,456 each year for the next three years. The motion carried. It should be noted, this would require amending the budget for the GIS Automation fund.

Additionally, Treasurer Betty Asmussen informed the committee that the grant money 911 received and expended last fiscal year for the debt consolidation exceeded \$150,000. Since the grant funds were received and expended during the same month, they were not included in the 2016 budget. During the audit, it was recommended the budget be amended for accuracy purposes. Additionally, the 2017 budget will need to include those figures with an amendment. A motion was made by Vicki McMahon and seconded by Aaron Allen to authorize the process to amend the GIS and 911 budgets for the reasons discussed. The motion carried.

The claims were reviewed by the committee prior to the opening of the meeting and a motion was made by Paul Schmitz and seconded by Matt Wells to pay the claims as presented. The motion carried.

The 2016 Tax Levy Ordinance was presented for approval. Because questions have been asked about the amount levied for the Extension office, U of I Extension Director for Christian County, Amanda Cole addressed the committee. Since the amount funded to the Extension office in the amount of \$160,000.00 was the result of a referendum, the circuit court directed the county to levy the amount that was in question. This year the Director reduce her request by \$9,000 and discussed she was working with other agencies for support and with that support, the levied monies can further be reduced. She

informed us that should the funds be reduced by the county, both staff and hours of business would be reduced. A motion was made by Paul Schmitz and seconded by Aaron Allen to adopt the Tax Levy Ordinance O2016 CB 010. The motion carried.

Treasurer Betty Asmussen presented a resolution to accept the bid of \$660.00 for a delinquent tax property in Pana Township, parcel number 11-25-16-439-004-00 from Homer J. Barfield and Richard A. Moon. A motion was made by Matt Wells and seconded by Aaron Allen to adopt the resolution R2016 TR 031 and refer to the full Board. The motion carried.

County Clerk Laurie Mense informed the committee about an update on the purchase of a server for the accounting system which would be located in the County Clerk's office. She has received two bids and will accept the low bid from CTI which is approximately \$9,000.00. She advised she will pay for the server from her automation budget which currently has a balance of approximately \$48,000. She has reviewed the statute and conferred with the States Attorney allowing the transaction. Additionally, the accounting firm who had initially helped her with the corrections caused by the payroll conversion problems will be called upon again to affirm the corrections have been made properly. She will pay for this from her office's account as she has done previously.

A motion was made to adjourn by Paul Schmitz and seconded by Aaron Allen. The motion carried.

Respectfully submitted,

Becky Edwards
Finance Committee
Chairwoman

AUDIT/FINANCE/PURCHASING COMMITTEE
November 14, 2016

Present: Aaron Allen - Mike McClure -Chad Michel- Jack Pearce

Absent: Fred Curtin

Others present: Paul Schmitz, Lowell Davis, Danielle Ross, Bruce Engeling, Tom Wall, Donna Hibbetts, Molly Alaria, Judge Brad Paisley, Vicki McMahon, Becky Edwards, Kellie Hamell, Cindy Drea, Seth McMillian, Dan McNeely, Gary McNeely, Mike Frazier and Jan Bland.

The Finance Committee met on Monday, November 14, 2016 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 discuss FY 2017 budget proposal and any other matters properly brought before the committee. Attendance was taken and Acting Finance Chairman Aaron Allen noted a quorum.

Dan McNeely of Diamond Bros. presented the Committee with good news with a safety grant award of \$2,267.00. This is offered by the Illinois Public Risk Fund as a preferred loss ratio grant. Equipment and other safety devices can be purchased and reimbursed up to the amount reserved for Christian County. [This current year we purchased ladders and other “caution working” equipment. Secondly, the workman compensation premium was reported as \$72,248 for the next calendar year. Earlier it was projected to be \$75,000 and reduced in the proposed budget. A motion was made by Jack Pearce and seconded by Chad Michel to accept the 2017 work comp premium in the amount of \$72,248. The motion carried.

Judge Brad Paisley discussed with the Committee the excessive work load of which the Public Defender Greg Grigsby must accomplish. He contract is determined by the Resident Judge, but the funding is determined by the County Board. Currently, PD Grigsby is considered a part time public defender which would allow him to practice law outside of the public defender criteria. The cases continue to grow so he really does not have time to have his own practice. Additionally, conflict public defenders are necessary for a variety of judicial situations. There is a set salary for in the courtroom (\$75/hour) and outside the courtroom (\$60/hour) but can only be paid up to \$2100/month.

- Option one expand the capped amount/month for the conflict PD’s which could have a significant increase of county funds.
- Option two hire an assistant PD, but that would come with a much higher cost to the county.
- Option three does not necessarily help with the current workload however by declaring the position as a full time PD, Greg Grigsby would not have an option to have a private practice. If a declaration as a full time PD is made, the statutes say the PD must have a salary of 90% of the States Attorney (\$166,509 annual salary). The salary would become \$149,400 with the knowledge that a PD salary is 2/3 reimbursed by the State.

After discussion, a motion was made by Chad Michel and seconded by Mike McClure to recommend Public Defender Greg Grigsby be contractual as a full time PD with a 90% salary comparison to the salary of the States Attorney. Motion carried 3-1.

Bruce Engeling reported that all of the quotes were not in for the fee study of the Sheriff's Office. He was also directed to request by separate quote the study for the Offices of the Circuit Clerk and the County Clerk. A fee study is required before certain fees can be increased in the above offices.

After a brief and congenial negotiation with members of the Fraternal Order of Police (FOP), their membership voted earlier this evening to ratify the tentative agreement. Chief Deputy Engeling reviewed the changes and agreement terms:

- There were various language changes:
- Two year agreement
- Side letter for duration of the agreement:
 - Upon the retirement of the current full time deputy or at the beginning of the second year of contract, all court security deputies will be of a part time status.
- Economics:
 - Voluntary shift changes: rank does not follow shift.
 - All FOP members will pay 10% of their health, vision, dental insurance benefits. [currently all employees pay 6%] with a cap of \$88/month.
 - For purposes of payout, all benefit hours (with the exception of sick leave and personal time) will be calculated at the rate at which it was earned. Any new time will be used first. Vacation carry over will still be permitted.
 - Training compensation for certified dispatch trainers shall receive a \$.50/hour premium for the hours spent in that capacity.
 - Wages 2% for all classifications effective 12/1/2016 and 12/1/2017.

Bruce commented that after the negotiated 10% premium pay for all FOP employees, which is a step in the right direction, the increase is approximately

- Deputies—1%
- Corrections—1.2%
- Dispatch—1.2%

The second year will show considerable savings up to \$55,000 with the implementation of all part time court security deputies. A motion was made by Chad Michel and seconded by Mike McClure to agree to the tentative agreement as ratified by the FOP. The motion carried.

The discussion continued on the appropriation and approval of the Pictometry fly-over to substantially upgrade the current GIS options and to update county properties. Assessor Chad Coady had prepared a list of other entities and departments who have made commitments as a possible funding to supplement the cost of the program over a three

year period. Total cost to Pictometry and the software is \$109,455.50 and over a three year period amounts to \$46,455.50 per year. With the anticipated annual income from other departments the actual cost from the GIS fund would be \$36,485 per year. [GIS money comes as a designated fee from the recording of real estate. The GIS funds can only be spent by approval of the County Board. Appropriating the amount in the GIS fund would still need full board approval for the contract with Pictometry.] A motion was made by Jack Pearce and seconded by Mike McClure to include in the GIS 2017 budget \$46,456, include the potential revenue for the project and table the decision until the new Board can review it. The motion carried.

The first claims report for November was submitted for payment. With no discussion, a motion was made to approve the claims for payment as printed. The motion was by Jack Pearce and seconded by Chad Michel. The motion carried.

As motioned last month to deposit \$200,000 of the money from Ameren-Illinois Rivers electric transmission into the Capital Improvement Fund, Chad Michel commented his desire to transfer/deposit that portion into the general fund. Last month the difference at \$142,400 was initially deposited into the general fund. A motion was made by Chad Michel and seconded by Mike McClure to transfer the Ameren revenue into the general fund: \$342,400. This would actually rescind the motion from last month directing the distribution of money.

The motion carried.

A motion was made by Mike McClure and seconded by Chad Michel to authorize Board Chairman Schmitz to review and sign the second set of claims for November. The motion carried.

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With the two changes made tonight, the deficit will change about \$6,000 in the proposed budget being \$571,593. There are no furlough days included, but the FOP increase is included. A motion was made by Mike McClure and seconded by Chad Michel to forward the proposed FY 2017 budget to the full Board. The motion carried 3-1.

The Christian County Tax Levy was presented for adoption. It was sent to Rich Hooper for review and everything seemed to be in order. Again, the U of I Extension was questioned. There is no resolution available. A motion was made by Jack Pearce and seconded by Mike McClure to adopt O2016 CB 010 County Board of Christian County Tax Levy for the year 2016. The motion carried all ayes.

Concluding the meeting with public comments, Tom Wall first commented that he had been “steam rolled” over the music issue downtown and he questioned the Board’s openness and willingness to post agendas and minutes on the website. It was explained to him that all agendas are emailed to the media in a timely manner and in advance of the public meeting. It is up to the media outlet to determine when and if they print the notice. Information as to meeting notices and minutes are posted on the website as soon as possible, but the County does not have a full-time webmaster/developer and he posts as he is available to do so.

The Timber Lake septic issue was being handled by the appropriate departments; issuing warnings and tickets to the violation, as would be the normal processes. As the circumstance became critical and States Attorney Havera working with the Health Department received an injunction on the property, it then became necessary to get quotes for the repairs. As the Health Department has no money for that sort of issue, the County then became responsible for payment. In the claims, the topic of the Timber Lake issue was brought to the attention of the Board during two open meetings.

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

Respectfully submitted,

Aaron Allen, Acting
Finance Committee Chairman