

## AUDIT/FINANCE/PURCHASING COMMITTEE

January 12, 2017

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

Absent: None

Others present: Tim Carlson, Bruce Engeling, Laurie Mense, Monica Haines, Cliff Frye,  
Allen Chastain, Chat McTaggart, Mike Havera, Molly Alaria, Betty Asmussen, Seth  
McMillan, and Jan Bland.

The Finance Committee met on Thursday, January 12, 2017 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.

### COUNTY CLERK

The meeting began with an update as to the status of the purchase/install of the server which will be dedicated to the Financial Edge software (accounting and payroll for both Treasurer and County Clerk's duties). There has been an ongoing concern about replacing the current server since the installation of the new software package. Compatibility was always in question and CTI techs have continued to work with Zobrio, before and after the new software installation on compatibility with the current server. At the time the software was installed, it was determined the current server was sufficient but only had a couple of year's use. At that time the software was installed, a new server was not purchased. Zobrio advised the County a new server should be considered again. The County Clerk addressed the Finance Committee at the December 15, 2016 meeting advising the Committee that the Clerk's office was ordering a new server. As of this month's meeting the server was *not* ordered, however, bids were received from both CTI and Zobrio with CTI being selected because of their low bid. Again, communication with Zobrio and CTI was pursued to make sure all the necessary components would be built into the new server. As noted above, a month has passed since the Committee was notified the server was being ordered and apparently is because they (County Clerk/ CTI) have been working through the details. County Clerk Mense noted that as of today's date (January 12th), they were able to get a final approval with Zobrio. The Committee was adamant that this project get completed as soon as possible and requested commitments and timeframes from both parties. The estimated date of completion is mid-February. Per CTI the server will be ordered from Dell and it is estimated it will take about one week to build the server, about the same time for the techs to do their work and then Zobrio will be able to add the software program.

The update concerning the payroll issue was addressed by County Clerk Laurie Mense. The outside accounting firm is due back next week to finish checking that the system is running properly and the adjustments have been calculated correctly. The County Clerk advised the Finance Committee the cost would be an additional financial commitment of \$4,500 to \$5,500 of the taxpayer's money and will be paid from the Clerk's automation fund. She further stated W-2's will be ready this month as required.

### HIGHWAY VACANCIES

Cliff Frye reviewed with the Committee the two vacancies at the Highway Department—the office manager and the civil engineer. He was asked to define the duties of the civil engineer which include being on site for construction inspections of materials when any

work for state and federal funds are used; bridge inspections which require a licensed person and are required routinely; handling the signage, culvert replacements and GIS are some of the most important duties with this position. Matt Wells asked if Cliff could wait to fill that position and the response was that it will take three to four months before the position is filled. Cliff further stated that he will have to use some retirees on a part time basis until the position is filled. It should be noted that the various highway funds fully support the salaries and benefits for all highway employees not the general fund. Aaron Allen made a motion to fill the positions of office manager and civil engineer and Paul Schmitz seconded the motion. A roll call vote polled four yes: Becky Edwards, Vicki McMahon, Paul Schmitz, Aaron Allen and one no: Matt Wells. The motion carried.

#### CLAIMS

A discussion developed on how and why the bills should be approved (called claims against the county). The various departments submit the invoices for payment once a month. The County Board, by roll call, authorizes the payments. States Attorney Mike Havera offered information on the duties of the County Board which is to set a budget and allow it to be carried out. The review of the claims allows the Committee to see what is being spent from the office heads' budget which then gives them a chance to review with the office holder any questionable expenditure. This committee receives a Treasurer's report and a claims report to review prior to voting (all board members receive a claims report prior to the full Board vote). Betty reviewed the expenditures and revenues printout and other information contained in the Treasurer's report. After some discussion, as to whether all of the individual claims would be signed or just reviewed through the report is still to be determined. The committee does sign off acknowledging their review and it is given to the Treasurer. A motion was made by Matt Wells and seconded by Aaron Allen to approve the claims as presented. The motion carried. Becky Edwards will review and sign all claims before the next full Board meeting.

#### DELINQUENT TAX BID

Resolution 2017TR001 was presented for acceptance of the bid of \$660.00 from Homer J. Barfield and Richard A. Moon to purchase the parcel 11-25-22-102-018-00 in Pana Township. A motion was made by Matt Wells and seconded by Vicki McMahon to accept the bid as stated above. The motion carried.

#### FY 2017 AMENDED BUDGET

The FY 2017 amended budget was submitted in total with only changes to the 911 and GIS areas of the budget. The numbers from those two separate funds had no bearing on the general fund. A motion was made by Paul Schmitz and seconded by Aaron Allen to adopt the amended FY2017 Budget as presented. The motion carried.

#### POLICY TO FILL VACANCIES

There was some discussion as to why and when does a particular department come only to the Finance Committee or Personnel Committee or both. Many factors apply in these decisions and it was suggested to ask how this committee prefers to review vacancies. Mike Havera will present the facts as to how this decision would affect elected office holders at next month's Finance Meeting.

A motion was made by Aaron Allen and seconded by Vicki McMahon to adjourn. The motion carried.

Respectfully submitted,  
Becky Edwards

Finance Committee Chairwoman 1/12/2017