

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
July 29 and 30, 2020

Present via phone: Vicki McMahon

Absent: None

Present: Venise McWard, Mike McClure, Clark Pearce and Tim Carlson (in person),

Others present: Mike Gianasi, Betty Asmussen, department heads as listed below and Janet Bland.

Others via conferencecall.com who announced: Becky Edwards and Tom Latonis.

The Audit/Finance Committee met on Thursday, July 29, 2020 at 6:00 p.m. via freeconfercecall.com and at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to hear budget proposals and any other matters properly brought before the committee. Attendance was taken, and Finance Chairman Clark Pearce noted a quorum.

Committee Chairman Pearce asked Treasurer Asmussen about the first tax collections. She stated that they went very well with more people calling in for tax relief. Overall revenues and reimbursements will be ready next week with the end of July report.

BUDGET HEARINGS SCHEDULED-July 29

Solid Waste Office-Joe Stepping

- Salaries and health insurance the only increases.
- The truck lease is due for renewal and will probably increase some. It was asked why not purchase the truck with a response that the grant reimbursement covers 100% of the payment. The department is funded by tipping fees and state funding.

911-Micki Ehrhardt

- Salaries will decrease with retirements and health insurance increases
- There is a large equipment purchase from new vendor, but quote from current vendor higher.
- Anticipating \$100,000 grant
- Shelby County surcharge comes here and is \$1.50/phone either cell or landline. 80% is cell and 20% comes from landline.

Highway-Cliff Frye

- Basic expenses which increased are salaries and benefits.
- For each levied fund the projected budget contained the anticipated revenue and estimated expenditures and projects which includes the county highway fund, the county bridge fund, the highway matching fund, and the county MFT fund.

Animal Control and Zoning-Vince Harris

- He reported that he had been very busy with new building permit violations and the many extra ordinary paperwork due to the Zoning Board of Appeals.
- His postage expenses have well exceeded the norm due to the return receipt mailings.
- In previous years, the cell phone plan was shared with the sheriff's office, but his line no longer qualified for the law enforcement plan so there is an increase in telephone.
- Due to the overall increase in activities, even without including the extra zoning events, there is a great need for a full-time person. He has classified this person as the office manager and would request this position start at \$15/hour.

ESDA-Greg Nimmo

- He began in December with the dual role at both Montgomery and Christian county and for the past five months has been non-stop due to the pandemic.
- Greg discussed the grants available due to the pandemic such as CARES which \$424,000 is supposedly allotted for Christian County through 12/31/2020.
- Something recent is a possible “administrative leave” salary reimbursement for employees who could not telework from home.
- With the two counties experiencing the same emergency, Kevin Schott has been hired to assist Greg at \$500/week which is 100% reimbursable.
- He updated the committee on the week’s hot spots in the two counties and that both counties were having drive-through testing locations.

Coroner-Amy Winans

- Her salary has been determined and little change otherwise.
- She noted that autopsy expenses are never predicable and that Bloomington is still the location used (even Springfield uses Bloomington).
- She does have PPE expenses from COVID.

Probation-Laura Cooper

- She reported that her long-time secretary will be retiring next year and has requested to hire a replacement earlier to train.
- In review, probation officers’ salaries are reimbursed by the state mostly at 100% however there are two positions that are reimbursed at only \$1000/month. Newly announced is that one of those positions will now be at the 100% status.
- She requested that her janitor receive a \$.50/hour increase.
- There is a new line item for the GPS payment and Adult Redeploy project which is also reimbursed but must be paid upfront.

States Attorney-Mike Havera

- He reported little change in the overall budget and does have a second assistant again.
- Recently reported was the increase and the retro increase to the state’s attorneys’ salaries. Due to no increases for 13 years, the State is adjusting the overall salaries more in comparison to the judges increases over the years. The county pays 10% of the states attorney’s salary.

Circuit Clerk-Julie Mayer

- Her staff has been reduced by one after promoting from within and not filling that opening.
- During the COVID shut down with no court taking place no fines were imposed and no new revenues.
- The document storage fund will now cover the salary and benefits as the child support fund replenishes.
- Again, due to COVID the expected reduction in paper, envelopes and postage, a new process has most likely increased those supplies.
- The copier/printer line item has increased due to the change in contracts to Ricoh.
- The insurance line is reduced as four employees waive coverage.

With no public comments, a motion was made by Mike McClure and seconded by Venise McWard to adjourn. Roll call polled all ayes and motion carried for the July 29 meeting.

BUDGET HEARINGS SCHEDULED-July 30

Public Defender-Tiffany Senger

She was introduced to the committee as the new public defender. She noted the largest increases were in salaries and the addition of the new assistant public defender. As previously approved, the public defender is a full-time position and may not have an outside practice; the public defender's salary will increase by percentage of the states attorney's salary and is reimbursed 66% by the state. The assistant is a new salary and benefits.

Sheriff's Departments

The new chief deputy, Scott Woods first began with salaries noting that the new jail administrator Cecil Polley is a great asset to the county. He comes from an extensive correctional background and has made many changes at the jail and recommending that his salary be increased to \$60,000 which is barely what the highest paid correctional officer earns. Other salary increases have already been determined through union contracts and for the elected official. He mentioned probable retirements of 2-3 employees at the sheriff office which would have benefit pay outs.

Other line items were renamed to better explain the type of expenses. For court security staff he suggests a \$1/hour increase. With the use of zoom in the courts and less transports, the need currently is for less officers during court hours. The courthouse janitors' salaries were adjusted for the next year with the retirement of one person.

Utilities are up and the elevator maintenance contract has decreased.

Supervisor of Assessments/GIS

Chad Coady explained salary and insurance as the only increases. He has budgeted for the purchase of a new computer. He also noted that from the second fly-over approximately \$16,000 of new revenue has been brought in.

Treasurer- Betty Asmussen

Betty Asmussen has made several decreases however salaries and benefits increased her budget by 2%. She explained that next year's tax bills could be requested to be sent by email rather than printed and mailed.

Building and Grounds

Without a current supervisor, Jan Bland made suggestions to the committee for the budget. Office items were decreased minimally, the office coordinator and contractual services were both temporary line items and eliminated. With one union staff salary now at \$50,565, the supervisor position was increased as policy indicates supervisors/Department Heads should earn 10% more than the highest paid employee and suggested to fill that position at \$60,000. Previously, in search for a replacement \$55,000 for the duties of a licensed plumber and HVAC certified individual did not draw any applicants.

County Clerk- Michael Gianasi

Michael Gianasi explained that office increases were from union contracts and increases for election officials. There was an increase to polling places from \$100 to \$150 per location. [Noted that in Pana the VFW holds two polling places and he is in search of new locations.] In 2021 there will be only one election which is the normal for odd years with one and even years having two elections. There are three different grants that he may submit for reimbursements in the election area. The vote by mail will most likely increase postage expenses.

In automation upgrades to vital records and recording have already begun due to software programs ending. As mentioned at a previous meeting, a new accounting and payroll system is being sought due to support being dropped for the current software program.

County Board-

Jan Bland explained the calculations for per diems of county board members: basically, two meetings per month per member times 12 and an additional 40 meetings as necessary. All board members will be at a \$25/per diem and a \$100/month salary. This would be about a \$12,000 reduction. The Assistant to the County Board/HR position will be up for discussion as she announced her retirement for March 2021. A county administrator/HR was recommended with a salary of \$60,000. Other line items were gently reduced with a small increase in the copier/printer.

Office Zero

Treasurer Asmussen presented some of the projected changes in this account which covers general expenses of the overall county and not charged off to individual departments. There are currently two line items for the software and maintenance of the programs on the second floor. She has consolidated them including an estimate of new payroll/accounting software conversion in the total. These lines will be discussed more closely by the finance committee.

With no public comments, a motion was made by Mike McClure and seconded by Tim Carlson to adjourn. Roll call polled all ayes and motion carried.

Respectfully submitted,

Clark Pearce
Finance/Audit Committee Chairman-
