

**AUDIT/FINANCE/PURCHASING COMMITTEE**  
**January 11, 2018**

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

Absent:       None

Others present: Venise McWard, Mike Gianasi, and Jan Bland.

The Finance Committee met on Thursday, January 11, 2018 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 Chairwoman Becky Edwards noted a quorum. There were no public comments.

**EMAILS**

Many of the county offices received notice this week from Ricoh that their generic email account, i.e. Hotmail, Gmail, yahoo, etc. are no longer acceptable to send reports back to the company. Jeff Durbin, CTI IT Operations Manager attended the meeting and talked to the committee about options to consider in order to change the various offices generic county emails: 1-host our own email server, 2-buy domain names and CTI host or 3-consider using the 365 Microsoft program which backs up continuously and is certified for government use. Jeff also noted the Ricoh requirement will become most prevalent as time goes by with many other companies of which the County conducts business.

Members agreed that those offices' carrying the "free service" needs to be reviewed and determined how to get them safe and compliant email programs. Several key factors must be taken into consideration and Jeff Durbin has agreed to attend an upcoming department head meeting to help explain the options to the group. Further, Jeff agreed to look into the above referenced programs and present a proposal for incorporating the changes needed.

**WEBSITE:** As last reported Russ Winans was interested in learning the upgrades for ADA accessibility to revamp the current county website. After working on new layouts and the transfer of documents, he realized the project was much more demanding and that he did not have the right versions of the software needed to complete the task. Although, Mr. Winans will not be available to move forward with a new website, he will continue to assist the department heads with their updates for a while longer. The committee recognizes the importance of a new website and accomplishing the requirements that have been noted from federal and state agencies in making certain our website is compliant. It was suggested that we seek two additional quotes adding to the current company that has submitted a quote and ultimately compare the quotes and determine how to move forward. Additionally, Venise McWard was asked to facilitate the task. A motion was made by Matt Wells and seconded by Paul Schmitz for Venise to seek the additional quotes for a new and updated County website with a goal to return quotes for review in March. The motion carried.

CLAIMSA motion was made by Matt Wells and seconded by Vicki McMahon to accept the claims as presented for payment in January. The motion carried.

## APPROVE TWO RESOLUTIONS FOR DELINQUENT TAX PROPERTIES

*Two resolutions to accept and record delinquent tax properties: parcels 11-25-22-119-001-00 in Pana Township, ABW Auctions bid \$675.00 and 11-25-21-104-002-00 in Pana Township, Shauna Owens, for Contance Nichols and Daniel Howard paid \$1,640.00. A motion was made by Aaron Allen and seconded by Matt Wells to adopt the above resolutions and dispense with the reading. The motion carried.*

## APPELLATE PROSECUTOR AGREEMENT

The annual agreement still has not arrived from the State.

### FINANCE COMMITTEE POLICIES

In an effort to reduce copies and postage, the committee discussed changes to both the claims report and the Treasurer's report. Monthly, each county board member receives a copy of the claims presented for that month. It is important that the members receive and review the report as they are required to have a roll call vote however, it consists of several pages and copying is lengthy. Currently some members only receive copies via email and some receive hard copies through the mail. A motion was made by Paul Schmitz and seconded by Vicki McMahon to recommend that the claims report only be emailed to the county board members for their review. The motion carried.

Another report that the finance committee members receive monthly is the Treasurer's report. It is the revenue and expense report ending the previous month and a report by department that details previous month's expense, budget and year to date actual expenses. This monthly report is sent to the Clerk's office for filing and available for their review. A motion was made by Aaron Allen and seconded by Paul Schmitz to email those reports to all county board members. The motion carried.

Chairwoman Edwards reported that benefit statements are being processed for all employees. This will itemize both county and employee costs per employee. They are expected to be finished in February.

A motion was made to adjourn by Matt Wells and seconded by Aaron Allen. The motion carried.

Respectfully submitted, Becky Edwards

Finance Committee Chairwoman  
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