

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

AUDIT/FINANCE/PURCHASING COMMITTEE

February 16, 2017

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

Absent: None

Others present: Tim Carlson, Bruce Engeling, Mike Havera, Betty Asmussen, Julie Mayer, Donna Hibbetts, Brian Wilbur, Bob DeClerck, Mary Rhodes and Jan Bland.

The Finance Committee met on Thursday, February 16, 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.

CLAIMS

The committee members reviewed and signed all claims. A motion was made by Paul Schmitz and seconded by Matt Wells to approve the claims as presented for February. The motion carried.

FEE STUDY RESULTS—SHERIFF, JAIL, COURT SECURITY

Chief Deputy Bruce Engeling presented the results of the recent fee study done by Bellwether, LLC Management Services & Consulting. In order to change the fee schedules set by Public Acts, a fee study must be done. The criterion is based upon data related to the operations and expenses of the department: budgeted expenses, actual expenses, staff related expenses, current revenues derived from fees and other sources and the volume and trends of service requests.

Court Security

Court Security Fee

- Currently is \$25.
- The maximum amount eligible from the study is \$66.
- The proposed amount to be increased is \$50.
- The estimated potential revenue would be \$50,575. The Chief Judge must agree to this and the board adopts by resolution or ordinance.

Sheriff's Department-multiple categories

<u>Description</u>	<u>Current Fee</u>	<u>Eligible Fee</u>	<u>Proposed Fee</u>	<u>Potential Revenue</u>
Process Fee	\$35.00	\$46.00	\$40.00	\$5,750.00
Return Fee	\$0.00	\$8.00	\$5.00	\$500.00
Work Release	\$25.00	\$32.00	\$30.00	\$150.00
Eviction Stand-By Fee	\$0.00	\$55.00	\$50.00	\$600.00
Bond Fee	\$10.00	\$49.00	\$25.00	\$5,250.00
Attending Court Fee (w/prisoner)	\$0.00	\$10.00	\$10.00	\$3,500.00
Escort Inmate/Outside Medical Facility	\$0.00	\$41.00	\$25.00	<u>\$250.00</u>

TOTAL POTENTIAL REVENUE:

\$16,000.00

The States Attorney will submit a resolution/ordinance for the proposal of fee increases with the effective date March 1. A motion was made by Aaron Allen and seconded by Becky Edwards to approve the proposed fees for the Sheriff's Office and Court Security. The motion carried.

CABLE ONE TO MERGE WITH NEW WAVE FOR COUNTY'S FRANCHISE AGREEMENT

Cable One will become the parent company of the cable television company New Wave Communications. The County has granted franchise rights to New Wave and receives franchise money from them quarterly. Resolution R2017 CB 003 was presented to transfer the franchise agreement to Cable One. A motion was made by Aaron Allen and seconded by Vicky McMahon. The motion carried. The Transfer of Agreement is on file in the County Clerk's Office.

ASSUMPTION TOWNSHIP PARCEL--01-20-02-211-009-00

A resolution to sell property in Assumption Township, parcel number 01-20-02-211-009-00 was presented for adoption. Treasurer Betty Asmussen explained that this property had been sold in 2016 to a Sonya Bradley, but through some miscommunication the City of Assumption had the property demolished. Prior to the approval of this sale, the first resolution will need to be rescinded. A motion was made by Matt Wells and seconded by Becky Edwards to rescind R2016 TR 025. The motion carried. A motion was made by Matt Wells and seconded by Aaron Allen to recommend to the full Board to adopt R2017 TR 004. A roll call vote was all ayes. The motion carried.

CHANGES TO COUNTY BOARD SALARY/PER DIEMS

A proposal was distributed to the members for a decrease in county board members salary and per diem rates of pay. The current rates are \$200/month and \$50/ meeting-per diem which is estimated at \$54,000/year for board members and \$22,000 for the board chairman. The proposed amounts are half of the current rates and a reduction of \$6,000 for the board chairman resulting in an estimated savings of \$33,000 per year after all board members on the scale beginning FY 2020. Salaries/per diems are set until 12/2018 when half of the board will have the new proposed rates implemented. In December of 2020, the second half of the board will have the proposed rates implemented. [NOTE: Elected officials salaries cannot be changed during their elected term.] Finance Chairman Becky Edwards commented the board should be leading by example.

- A motion was made by Matt Wells and seconded by Becky Edwards to change the base salary of county board members to \$100/month effective December of 2018 for those elected or re-elected beginning that term. The motion carried.
- A motion was made by Matt Wells and seconded by Becky Edwards to reduce the meeting per diem to \$25 effective December 2018 for those elected or re-elected beginning that term. The motion carried.
- A motion was made by Matt Wells and seconded by Becky Edwards for the position of county board chairman to be an annual salary of \$16,000 beginning December 2020. Per diems are not paid to the board chairman and this position is for a two year term voted in by the seated county board members. The motion carried.
- A motion was made by Aaron Allen and seconded by Matt Wells to change the base salary of county board members to \$100/month effective December of 2020 for those elected or re-elected beginning that term. The motion carried.
- A motion was made by Aaron Allen and seconded by Matt Wells to reduce the meeting per diem to \$25 effective December 2020 for those elected or re-elected beginning that term. The motion carried.

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

Respectfully submitted,

Becky Edwards
Finance Committee Chairwoman
Page 2
2/16/2017

AUDIT/FINANCE/PURCHASING COMMITTEE

March 16, 2017

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

Absent: None

Others present: Tim Carlson, Betty Asmussen, Julie Mayer, Chad Coady, Seth McMillan, Rich Hooper, Iris Crites, Adam Mathis, Tom Wall and Jan Bland.

The Finance Committee met on Thursday, March 16, 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.

CLAIMS

The committee members reviewed and signed all claims. A motion was made by Paul Schmitz and seconded by Becky Edwards to approve the claims as presented for March. The motion carried.

CHRISTIAN COUNTY PUBLIC TRANSPORTAION

Susan Love, Transportation Director spoke to the Committee about the possible expansion route to Springfield. They have had many requests such as going to doctor appointments and other types of appointments. They will be studying the viability of the expansion. A ridership report was also submitted for review showing December with 64 riders and January down a bit at 45 riders. She also presented an Intergovernmental Agreement and Ordinance for the FY 7/1/2017 through 6/30/2018. This is a standard agreement for the expenditure of the Federal Section 5311 and Downstate Public Transportation Funds. CEFS Economic Opportunity Corporation manages the Central Illinois Public Transit for Christian County as well as several other adjoining counties. A motion was made by Aaron Allen and seconded by Vicki McMahon to adopt the Intergovernmental Agreement and Resolution as submitted. The motion carried with one opposed.

MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE

Treasurer Betty Asmussen presented Resolution R2017 TR 005 to adopt pursuant to the public auction purchase of taxes for a mobile home to Stephanie J. Ashlock in the amount of \$695.00. The County shall receive \$250.00 for the return of the certificate of purchase. There is no real estate involved in this transaction. A motion was made by Matt Wells and seconded by Vicki McMahon to adopt R2017 TR 005. The motion carried.

2016 AUDIT REVIEW

Rich Hooper, Iris Noblet-Crites and Adam Mathis attended the meeting and distributed copies of the 2016 Audit. Rich Hooper made references to various pages noting the

responsibilities and procedures of the County Board and the Auditors. Based on the risk assessments the auditors record the opinion. An item of concern was discovered in Item b) (Page 92) relating to the payroll withholding and other payroll related payments during 2016 that were not submitted to the applicable agencies/agents. This item of concern was the “failure to make a proper federal tax deposit ” resulting in a penalty in the amount of \$12,806 (which the Board was not aware of) when the County Clerk failed to make the appropriate payroll tax deposits for January, 13, January 27, January 29 and February 10, 2016. These payroll deposits were paid on February 22, 2016 using an account known as an “agency account or an in/out account” that takes in money from the employee deductions such as social security, federal/state taxes, and any other deductions that may be taken from their checks (which then should go right back out to all the various entities collecting those funds). And although the County Clerk was told to pay the \$12,806 fine several times by the Auditors, it was not paid until August, 2016. A claim has not been received from the County Clerk to repay this money nor has it been discussed where this money will come from.

Further there appears to be an over-payment/under payment of IMRF funds that have still not been reconciled. (Please see Page 92, Item c)).

This information created a lot of questions from most of the committee members. Other issues were also mentioned. Questions will be or have been referred to the States Attorney for action.

Finally, the Auditors announced that the final deficit number is for 2016 was \$149,248 and would have been \$491,648.00 had the County not received \$342,400 from Ameren.

The Health Department no longer needs a single audit and is included in the County audit. Mr. Hooper will attend the full County Board meeting and will review his findings again with the full Board.

OFFICE SUPPLIES

Discussion was held about the office supplies with a request from Becky Edwards that we form a committee (hoping to utilize employees input) to start working toward consolidating/reducing the amount of dollars spent on office supplies within the next six months. A motion was made by Becky Edwards and seconded by Paul Schmitz to create a department head/employee committee to research and brainstorm how to consolidate office purchases and have a central distribution location.

The final discussion was about the request in 2016 by the Audit/Finance Committee who recommended in the Memo for the FY2017 Budget Hearings “that you make every effort to reduce your budgets by 10%”. I prepared a spreadsheet showing the total number of dollars appropriated to each department from 2015 thru 2017 with the last two columns showing what the county could have saved had the budget been reduced by 10% in 2017 as requested by the Audit/Finance Committee. (Each board member should have a copy of this spreadsheet.) As you can see, there were none that achieved 10% and a few that reduced their budget minimally or increased their budget.

AMEND 2017 BUDGET BY REDUCING 5% THIS YEAR

Accordingly, Becky Edwards made a motion to amend the 2017 budget requiring the elected officials of each department to reduce their budget by 5%. Vicki McMahon seconded the motion – the motion was carried by Becky Edwards, Matt Wells, and Vicki McMahon with Aaron Allen and Paul Schmitz voting “no” to move it forward to the Board for approval.

A motion was made by Paul Schmitz and seconded by Matt Wells to adjourn. The motion carried.

Respectfully submitted,

Becky Edwards
Finance Committee Chairwoman
Page 2---3/16/2017

AUDIT/FINANCE/PURCHASING COMMITTEE

April 13, 2017

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

Absent: Matt Wells

Others present: Tim Carlson, Betty Asmussen, Julie Mayer, Chad Coady, Donna Hibbetts, Mike Havera, Bruce Engeling, Mike Mayer, Mike Frazier, Dan McNeely, Gary McNeely, Bob DeClerck and Jan Bland.

The Finance Committee met on Thursday, April 13, 2017 at 6:43 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.

WORK COMP PREMIUM

The 2016 Work Comp audit was completed in February and Dan McNeely came before the committee to note the increase to the premium. The 2016 policy premium was \$69,039 and after the audit (based on payroll and job duties) an additional premium is due in the amount of \$4,257. It was noted that these rates will vary from year to year as some work comp rate codes increased and some decreased. The additional amount is a one-time adjustment and is included in the claims submitted for April charged to the appropriate line item.

WEST CENTRAL DEVELOPMENT COUNCIL RESOLUTION

Recently a letter was received from West Central Development Council requesting the annual renewal resolution. When Mr. Cavanaugh was unable to attend the meeting, Becky Edwards spoke to Michael Sherer the Executive Director. Past history and current reasoning was explained. For ten years or more the WCDC has requested our county to pay \$6,000 annual dues for writing grants for entities within our county. Many years ago, we had no grants to be written and chose not to participate. The only problem was without a Resolution in support of the grant writing organization, WCDC could not assist other local governments in Christian County. After review by States Attorney Havera, the Resolution it was determined it is just for support and not the promise of dues. In the past, WCDC has written grants for Edinburg, Pana and Kincaid. A motion was made by Paul Schmitz and seconded by Vicki McMahon to adopt R2017 CB 008. The motion carried.

MOBILE HOME TAX SALE CERTIFICATE RESOLUTION

Treasurer Betty Asmussen presented for approval the resolution to issue a certificate of purchase for a mobile home at Richwood Manor, 200 N. Pine, Lot 60 in Pana Township [parcel # 11-25-15-PL-060]. Pursuant to a public auction sale, Michael L. Mays and Tina K. Mays have deposited \$695.00 for the purchase. A motion was made by Paul Schmitz and seconded by Vicki McMahon to adopt R2017 TR 006. The motion carried.

CLAIMS FOR APRIL APPROVED

All claims were signed by committee members, and a motion was made by Paul Schmitz and seconded by Aaron Allen to approve the claims submitted for April 2017. The motion carried.

BUDGET ITEMS FOR REVIEW

- Finance Chair Becky Edwards reported that this week a meeting was held with Julie Wollerman, the Regional Office of Education Superintendent. As of two years ago Christian County is now in a consolidated ROE group of five counties: Fayette, Bond, Montgomery, Effingham and Christian. The total budget of all counties is then divided for payment by the Equalized Assessed Value. Our percent due is based on approximately 28% of the total budgets combined. Referencing the salary line item, Christian pays \$44,000+ for the total of salaries. The staff member for Christian is paid approximately \$24,000 including benefits. In preparation for directing our county offices to reduce their salaries by 5%, the same was suggested to Julie Wollerman and/or to address the salary line item for each county to pay only the amount of their staff person thus creating a savings for the general fund.
- A review of postage using stamps verses a machine to weigh each parcel will be discussed with the departments. This is in relationship to daily usage not bulk mailings.
- Finance Chair Edwards has requested the reduction of budgets should be 5%. Further, the discussion of other areas of the budget were discussed and Edwards notified the Committee that she was encouraged to see there could be a significant amount of savings (possibly \$150,000 to 200,000) in some of those areas allowing the actual percentage requested from the Elected Office Holders could be reduced, possibly to 3%. However, she emphasized the Office Holders should base their budgets on the 5% requested not knowing the outcome of the other line items. If other areas produce projected savings, we may be able to reduce the actual to 3%. Chairman Edwards goal is to reduce the budget by \$330,000.00 for FY 2018.
- Look into the distribution of the levy.
- Consider consolidating insurance premium to a single line item which would allow some variance from waived employees.
- To discuss with departments the possibility to buy items at a bulk rate like copy paper, folders and other common items.

ANIMAL CONTROL INCINERATOR

As discussed during the Highway meeting, the incinerator continues to need repairs and attendant supervision during the 6-8 hour usage period. It is also recommended replacing the fire brick within the unit estimated at \$15,000 plus cost. Joelynda Conrad does a good job of finding homes or rescues for the cats and dogs brought in to the pound, so the county's pound use has been minimal. They do offer the local vets cremation for groups of animals at \$.45/pound. In review of the gas bill, it appears extremely high and as noted above and there has to be someone supervising when the incinerator is in use. The committee agrees with the Highway committee about the elimination of the use of the incinerator even if it is temporary and not to do the repairs at this time. A motion was

made by Aaron Allen and seconded by Paul Schmitz to prepare a letter to send to the veterinarians that the County will no longer be accepting animals for cremation. The motion carried.

DATES ARE SET FOR BUDGET HEARINGS IN MAY

Department head memos concerning the budget will be sent out next week. The hearings will be scheduled for Monday, May 22 and Wednesday, May 24.

CIRCUIT CLERK VACANCY

Circuit Clerk Julie Mayer notified the committee that she has a vacancy in her department. As in the past with money in her budget she notified the board chairman and finance chairman of the vacancy. At this time, she will post the position and evaluate the upcoming circumstances.

ILLINOIS COUNTY INSURANCE TRUST

Paul Schmitz updated the committee on the ICIT 01 liability claims and projected obligation. As of March 23rd, there were four open work comp claims of which will continue to be open for several more years. At some point the “01” trust will run out of money and each member county at that time will be assessed an amount. It will be an obligation to the county forever.

EXECUTIVE SESSION

A motion was made by Paul Schmitz and seconded by Vicki McMahon to go into executive session pursuant to 5ILCS 120/2(c)(11) Pending litigation and 5ILCS 120/2(c)(1): the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body & (2): collective negotiating matters between the public body and its employees or their representatives. A roll call vote polled all ayes: Vicki McMahon, Aaron Allen, Paul Schmitz, Becky Edwards. The motion carried. [Page 2—4/13/2016]

A motion was made by Vicki Mahon and seconded by Aaron Allen to come out of executive session pursuant to the above statement. A roll call vote polled all ayes: Vicki McMahon, Becky Edwards, Aaron Allen, Paul Schmitz. The motion carried. No action taken.

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

Respectfully submitted, Becky Edwards, Finance Committee Chairwoman
Page 3--4/16/2017

AUDIT/FINANCE/PURCHASING COMMITTEE

May 11, 2017

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

Absent: none

Others present: Jeremy Travelstead, Tim Carlson, Julie Mayer, Amy Winans, Molly Alaria, Donna Hibbetts, Mike Havera, Bruce Engeling, Mike Frazier, Bob DeClerck, Mary Rhodes, Terri Parks, Rhonda Moma, Brian Wilbur, Seth McMillian, Stacey Turner, Cindy Drea and Jan Bland.

The Finance Committee met on Thursday, May 11, 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.

HEALTH INSURANCE CARRIER

The annual review and bids for health insurance was presented by Jeremy Travelstead, American Central Broker. He explained that for the past 10 years the County has been in good standing with Blue Cross with normal claim history. During that time the premiums have been maintaining an approximate equal cost to the County by changing deductibles and plans. This past year the claims were four times higher than the total annual premium. Due to the extreme claim history, only three carriers would bid. After evaluation of the bids, a plan with Health Alliance was selected that was substantially similar to the past and current coverage. There are some changes as generally occurs. Many of those changes are a plus to the employee and for the County.

- Health Alliance is more of a central Illinois plan for in-network benefits. Bigger hospitals in St. Louis and Chicago are available for in-network. Out of network benefits are offered as well.
- A prescription plan offers select drugs for maintenance at no cost.
- Medical transportation is offered at a co-pay.
- A fourth quarter carry over deductible/out-of-pocket (OOP) credit is included.
- All co-pays, including Rx apply to the deductible/OOP. [Co-pays are not reimbursable]
- The deductible/OOP is one amount--\$6,250 and covered with the HRA provided by the County.

The current premium of which the County pays approximately \$849,382 (The employee's percentage and dependent coverage has been deducted.) The BCBS renewal would cost approximately \$1,046,034.

The selected Health Alliance plan is approximately \$832,838 (\$16,544 less than the current BC plan).

Becky Edwards asked Bruce Engeling how the FOP feels about the new healthcare proposal. He responded that they understand the condition of the County and the plan is good and comparable.

Several AFSCME members were in attendance. Mary Rhodes also commented that their membership had a meeting and they don't believe the new plan is similar as it is a closed network; members had concerns that procedures might not be approved; due to the low salaries of the employees, the BC plan serves them best; and this year must have been an unusual year for claims.

Becky Edwards then asked Mary Rhodes the following questions:

- Are you aware that Christian County has been running a \$500,000 deficient for the last three years? Mary's response was yes.
- Are you aware that we have requested budget cuts of 5% across the board for fiscal 2018? Mary's response was yes.
- Are you aware that should the County keep BCBS it would cost the County an additional \$196,000.00? Mary's response was yes.

Jeremy Travelstead commented that Michelle in American Central Office is always available to assist employees with any claim issues. Additionally, HA offers "coordination of care" which allows a patient to continue care through a period of time.

After discussion, Becky Edwards commented that we have reviewed the contract and are confident Health Alliance meets all requirements of the union contracts. She made a motion that Christian County accept the terms of the healthcare policy known as Health Alliance for a period of July 1, 2017 through June 30, 2018 and to also include the current dental, vision and life insurance providers (with no premium increases) or the period of July 1, 2017 through June 30, 2018. The motion was seconded by Matt Wells. A roll call vote polled all ayes and the motion carried.

BUDGET HEARING-STATES ATTORNEY

Mike Havera presented his FY 2018 budget proposal touching on reduction in costs from copy paper and supplies and by converting a full-time position to a part-time position after the retirement of one of his employees.

He explained an upcoming conversion required for the civil portion of the court system. This will help in paper reduction as well as overall effectiveness and time management. Also noted was the total dollars in his budget is staff, however, noting his salary has an 87% reimbursement from the State and costs the County \$21,000. The Victim Witness position also is reimbursed partially with a \$20,000 grant.

BUDGET HEARING-CIRCUIT CLERK

Julie Mayer began with the fact she has control of only 6% of her budget with the largest percentage being salaries and benefits. Her staff is not a seasonal office and included in the office duties, most of the time there are two staff in the courtrooms most of the day. When she was first elected, her part time/overtime line item was \$10,000 and is now zero. Last month she spoke to the committee about a vacancy, and explained that she did hire someone to fill the position. Several factors played into that decision as she explained. She projects by the next budget she will have additional opportunities to reduce her budget.

BUDGET HEARING-CORONER

Amy Winans began with the dilemmas of unclaimed bodies and the work and costs involved to find family members. She receives grant money from IDPH for specific items in her budget. The largest and most unpredictable expense is autopsies. She commended all of her coroner deputies for the time they put in even with all the time she spends. The purchase of the coroner's car has been a tremendous savings to the County. She noted last year her budget was \$113,000 but only had to spend \$108,000.

Committee members have copies of the departments' proposals for review. Budget hearings will continue May 22 and May 24.

MOBILE HOME RESOLUTIONS

Two resolutions were presented for approval for the sale of Tax Certificates of mobile homes:

83 Hillcrest MH Park-17-13-26-HI-083 to Brad Tullis. A motion was made by Matt Wells and seconded by Paul Schmitz to adopt the resolution R2017 TR 010. The motion carried

26 Hillcrest MH Park-17-13-26-HI-026 to Brandon Hamell. A motion was made by Aaron Allen and seconded by Matt Wells to adopt the resolution R2017 TR 011. The motion carried.

CLAIMS FOR MAY APPROVED

All claims were signed by committee members, and a motion was made by Paul Schmitz and seconded by Vicki McMahon to approve the claims submitted for May 2017. The motion carried.

COUNTY CLERK FEE STUDY

Laurie Mense presented the current, proposed, allowed and comparison fees generated from her office. The last fee study was completed in 2003, accordingly the fees have not been increased by the County for about 15 years. She explained the various fees and made suggestions not to increase to the maximum amount for some. Increases can be made any time after the study, but just cannot exceed the study's amount. A projected

income as result of the fee increase is about \$98,000. An ordinance is required along with an attached fee schedule. A motion was made by Matt Wells and seconded by Becky Edwards to approve the recommended fee increases, prepare the ordinance for the full Board meeting with an effective date of June 1, 2017. The motion carried.

The fees are as follows:

<u>Fees</u>	<u>Current</u>	<u>Proposed</u>	<u>Macon</u>	<u>Mont.</u>	<u>Sang.</u>	<u>Shelby</u>
Land	\$60.00	\$75.00	\$60.00	\$75.00	\$39.00	\$56.00
Non-Land	\$58.00	\$66.00	\$50.00	\$66.00	\$29.00	\$34-\$56
Plat	\$98.00	\$95.00	\$98.00	\$106.00	\$74.00	\$100.00
Tax Reds	\$25.00	\$94.00	\$103.00	\$94.00	\$26.00	\$100.00
Birth	\$9.00	\$18.00	\$23.00	\$19.00	\$25.00	\$17.00
Add'l	\$4.00	\$6.00	\$10.00	\$6.00	\$7.00	\$4.00
Marriage	\$9.00	\$18.00	\$23.00	\$19.00	\$25.00	\$17.00
Add'l	\$4.00	\$6.00	\$10.00	\$6.00	\$7.00	\$4.00
ML/CU	\$50.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Death	\$19.00	\$22.00	\$27.00	\$23.00	\$29.00	\$21.00
Add'l	\$8.00	\$10.00	\$14.00	\$10.00	\$11.00	\$8.00
Search	\$9.00	\$10.00		CERT	CERT	\$10.00
Notary	\$5.00	\$17.00	\$14.00	\$17.00	\$5.00	\$5.00
Mail	\$10.00	\$17.00	\$23.00	\$17.00	\$10.00	\$10.00
DBA	\$5.00	\$30.00	\$42.00	\$32.00	\$11.00	\$50.00
Chgs	\$1.50	\$10.00	\$18.00	\$32.00	\$1.50	\$1.50

ICIT RECAPITALIZATON

As reported last month, the former liability carrier has now invoiced each county their share of the necessary assessment to providing funds for each of the two Illinois County Insurance Trust groups—2001 and 2009.

ICIT 09—our county’s percentage due of \$355,000 is 19.71% or \$69,970.50.

ICIT 01—our county’s percentage due of \$300,000 is 9.40% or \$28,200.00.

A claim for ICIT 01 for \$28,200 is reported in the claims report under the appropriate line item. The additional invoice for ICIT 09 has also been filed for \$69,970.50. It is the desire of the committee to pay both under the appropriate line item and allow it to overflow by \$23,170.50 [$\$69,970.50 + \$28,200 = \$98,170.50 - \$75,000 = \$23,170.50$ overflow.] A motion was made by Paul Schmitz and seconded by Becky Edwards to approve the \$98,170.50 to the ICIT assessment line item. The motion carried.

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

Respectfully submitted,

Becky Edwards
Finance Committee Chairwoman
Page 3—5/11/2017

AUDIT/FINANCE/PURCHASING COMMITTEE

June 15, 2017

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

Absent: Matt Wells

Others present: Tim Carlson, Donna Hibbetts, Brian Wilbur, Sheridan Pulley, Betty Asmussen, Mary Rhodes, Bob DeClerck, Laurie Mense, Mike Havera, Greg Grigsby, Amanda Cole, Nancy Martin, Margaretha Strawn, and Jan Bland.

The Finance Committee met on Thursday, June 15, 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.

BONDS

Sheridan Pulley was asked to review with the committee the \$130,000 bond that is levied for the County. In 2018 that obligation will be fulfilled which was paid for the bonds to the Illinois Counties Insurance Trust of which the County belonged for coverage of the liability/work compensation coverage. The first issuance of the levy for the bonds was in 1996. We should consider a bond renewal for a ten-year term. There are many questions and decisions to be made concerning the reissuance of bonds. The chairman and treasurer will be in contact with a bond council to make application and for further understanding of the process and necessity for the County.

HEALTH DEPARTMENT BUDGET

Nancy Martin, Administrator of the Christian County Health Department presented her projected budget for the upcoming year. Her funding is solely based on fees and grants. With the lack of a State budget, the grants continue to dwindle or are totally eliminated. She reported that she is now below a two-month reserve for the health department and will be working with the County and the Health Board as to implementing temporary changes.

PUBLIC DEFENDER BUDGET

Greg Grigsby presented his budget noting that everything was status quo. He explained continuing education seminars are required annually and the investigator line item is mostly done by him but he does need money for big cases. Also noted was the office supplies should go down once the paperless system is implemented in the courts.

U OF I EXTENSION SERVICE

Amanda Cole, the County Extension Director distributed a listing of staff for the four counties and explained that she reduced her budget from what Christian County levies from \$160,000 to \$135,500. Part of that reduction is due to lower salaries for retiring employees and other monies pledged by other organizations.

AIR CONDITIONING UNITS AT COURTHOUSE

Zach Hicks, County Buildings Supervisor explained that one unit has completely failed and the others continue to struggle. The units that currently cool the third floor were installed over 20 years ago and have had continued repairs due to no regular maintenance. Since Zach has been here there are daily checks on the equipment. Even with that the system has issues and doesn't function with any energy efficiency. An area company has submitted a bid on the materials needed to convert the entire system. Zach would change over a unit at a time and may need to work on an evening schedule. This would take time to convert. It was requested that other quotes be obtained since this was a large project. A motion was made by Aaron Allen and seconded by Becky Edwards for Zach to reach out for at least two other quotes on the equipment and system layouts, consult with the Board Chairman and if reasonable proceed to order the equipment [the project will be paid from the capital improvement fund]. The motion carried.

PREVAILING WAGE ORDINANCE

The annual prevailing wage ordinance was presented for approval. As notice was received from the Illinois Department of Labor with updated prevailing wage rates effective June 5, 2017, the ordinance adoption was so moved by Paul Schmitz and seconded by Aaron Allen and the motion carried.

COMMUNITY DEVELOPMENT ASSISTANCE PROGRAM

Treasurer Betty Asmussen informed the committee that in 2016 that grant program was dissolved. Since April 2017 one of the two companies paid off their economic development load received from the County and the second owes \$6,000 and has four years left to pay it off. The current balance is \$43,849.36. Since the program was dissolved by the State, any money in that account is to become the county's money. A motion was made by Becky Edwards and seconded by Vicki McMahon (due to the air conditioning situation) transfer \$40,000 into the capital improvement fund and leave the balance in the CDAP account until the last loan has been paid off. The motion carried.

CLAIMS

A motion was made by Vicki McMahon and seconded by Matt Wells to approve the payment of the claims submitted for June. The motion carried.

ROE BUDGET REPORT

Recently, a meeting was held with the five chairmen and/or representatives of the county boards: Christian, Montgomery, Bond, Fayette and Effingham who share the ROE #3 budget. At a previous meeting, our county requested at least a 5% reduction in her budget. As submitted and final, Julie Wollerman cut \$4,000 from each county equaling a 5%. For Christian County, the reduction still requires \$80,959 plus \$8800 health insurance benefits from our general fund.

EXECUTIVE SESSION #1

A motion was made by Becky Edwards and seconded by Aaron Allen to go into executive session for the purpose of 5ILCS 120/2(c)(2) Collective negotiation matters between the public body and its employees or their representatives to review a grievance from AFSCME Local 3776. A roll call vote polled all ayes. The motion carried.

A roll call vote polled all ayes to come out of executive session from Aaron Allen and seconded by Matt Wells for the above stated reason. After hearing the union and discussing the issues, the grievance was denied.

EXECUTIVE SESSION #2

A motion was made by Paul Schmitz and seconded by Becky Edwards to go into executive session for the purpose 5ILCS 120/2(c)(2) Collective negotiation matters between the public body and its employees or their representatives. A roll call vote polled all ayes. The motion carried.

A roll call vote polled all ayes to come out of executive session from Vicki McMahon and seconded by Aaron Allen for the above stated reason. No action was taken.

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

Respectfully submitted,

Becky Edwards

Finance Committee Chairwoman

AUDIT/FINANCE/PURCHASING COMMITTEE

July 13, 2017

Present: Becky Edwards, Chairman-Aaron Allen- Paul Schmitz

Absent: Matt Wells and Vicki McMahon

Others present: Tim Carlson, Laurie Mense, Julie Mayer, Chad Coady, Tom Wall and Jan Bland.

The Finance Committee met on Thursday, July 13, 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.

Chairman Carlson updated the committee on the quotes received for the equipment of the air conditioning equipment and the estimation of other costs to install the units at the courthouse. The quotes for equipment all came in within \$3,000 of each other with the low quote from Connor Company at \$40,000. The estimated project in total is projected to be \$68,500 with Zach doing the work. The project is to be paid from Capital Improvements.

A motion was made by Aaron Allen and seconded by Paul Schmitz to approve the claims as submitted for July 2017. The motion carried.

Office holders who have employees who waive health insurance coverage were notified of the intention to remove the \$8800/person assessment from their respective budgets. If staff change or insurance circumstances create a need for coverage to be added to their budget, the account number line item would be allowed to run over appropriately. The savings from the general fund could be as much as \$88,000 (plus or minus as the year progresses).

County Clerk Laurie Mense also informed the committee that this year no grant reimbursements will be made for the voter registration grant but hopefully it will be reinstated in the State's 2019 FY. The revenue line will need to be adjusted.

A letter sent to all county board members concerning a septic issue was forwarded to the Health Department and States Attorney.

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

Respectfully submitted,

Becky Edwards

Finance Committee Chairwoman

AUDIT/FINANCE/PURCHASING COMMITTEE

August 10, 2017

Present: Becky Edwards, Chairman-Aaron Allen- Paul Schmitz- Matt Wells-Vicki McMahon
Absent: none

Others present: Tim Carlson, Mike Havera, Nancy Martin, Margaretha Strawn, Greg Hager, Betty Asmussen and Jan Bland.

The Finance Committee met on Thursday, August 10, 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.

REIMBURSEMENT FOR DOMESTIC ANIMALS KILLED OR INJURED BY DOG

On June 5, 2017 a report was filed with the Sheriff's Office and Animal Control on a death of a lamb and an injured lamb by a dog. According to the terms of statute 510 ILCS 5/19 and the Christian County resolution R2014 CB 005, an affidavit claim was filed with the States Attorney's Office for a reimbursement for domestic animals killed or injured by dogs. Chairman Carlson proceeded to determine weight of the dead lamb and the market value at that time as well as the vet service for the injured lamb. The Committee reviewed the requirements and approved the payment to comply with the statute. A motion was made by Becky Edwards and seconded by Vickie McMahan to approve the payment of \$304.75 from the Animal Control budget. The motion carried.

HEALTH DEPARTMENT BUDGET

Health Department Director Nancy Martin presented a revised budget to the Committee and she noted that the Health Board had not yet approved the budget. Health Departments across the State are all in financial strains. She noted the hardest part about projecting a budget is that many of her grant applications have either not been received or the submitted applications have not yet been signed. The Health Department is self-sufficient through both state and federal grants and fees for services and currently the grants are not being distributed and what is coming in is three to six months delayed. She also noted that a replacement air conditioner will be necessary by next year.

CLAIMS

A motion was made by Aaron Allen and seconded by Paul Schmitz to approve the claims as submitted for the month of August. The motion carried.

PROBATION AFSCME CONTRACT AGREEMENT

The Probation Department union contract has been open since November 30, 2014. Although the language had been negotiated with the other three units, the salary was open. The union membership voted to ratify their contract as a formality, the County by motion shall do the same. The Probation Officers were given an equity adjustment which brings our officers more in line with the other probation officers in the Fourth Judicial Circuit. The contract period is 12/1/2014 through 11/30/2018.

Probation Officers

- The starting salary for new hires – from the date of ratification of this agreement through November 30, 2018, all newly hired probation officers will be paid \$17.50 per hour (\$31,850 per annum) during their entire probationary period. After six (6) months, a newly hired probation officers hourly rate will be increased to \$18.00 per hour (\$32,760 per annum).
- Equity adjustments were specific by service beginning at \$18.45 hour at the highest, reducing by annual \$.10/hour to all current staff under a year of service at \$18.15 starting on July 1, 2017.
- Starting on 12/1/2017 an increase of about 2% will be applied to staff.

Secretarial staff

- The two secretaries were awarded the same increases as the Highway, Circuit Clerk and Courthouse employees over the four year period of which was based upon averaged salaries at about 2% annually.

It should be noted that Probation Officers are reimbursed about 75-80% by the State. A motion was made by Becky Edwards and seconded by Aaron Allen to accept the AFSCME Probation Contract financial agreement. The motion carried.

BUDGETS

The only discussion relative to the budget was a question if the insurance was going to be reviewed. Currently, the County has a balanced group of carriers: one for each—liability-property, work comp and health—three carriers. The health insurance renewal was just in July, work comp renews in January and liability renews in December. Next month this Committee will discuss whether to go out for bid for work comp and liability.

A motion was made by Becky Edwards and seconded by Vicky McMahon to adjourn. The motion carried.

Respectfully submitted,

Becky Edwards

Finance Committee Chairwoman

AUDIT/FINANCE/PURCHASING COMMITTEE

September 14, 2017

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

Absent: - Matt Wells

Others present: Tim Carlson, Mike Havera, Nancy Martin, Dr. Terry Cunnington, Gerry Mahr, Mike Crews, Betty Asmussen, Bruce Engeling, Marilyn Voggetzer (other members of the Senior Citizens) and Jan Bland.

The Finance Committee met on Thursday, September 14, 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.

ESDA VEHICLE UPGRADE

Mike Crews requested the use of the budgeted vehicle funds to purchase a newer vehicle for the department. Currently some travel, especially in rain is not ideal as there are holes in the floorboards. He presented three options of used automobiles. He favors one especially with low mileage. Mr. Crews will apply for a \$4,500 grant or reimbursement to the County for the replacement vehicle. The money is in this year's budget. A motion was made by Aaron Allen and seconded by Paul Schmitz to approve the purchase as budgeted. The motion carried.

HEALTH DEPARTMENT FINANCIAL STATUS

As the financial status of the Christian County Health Department continues to decline, an option was asked of States Attorney Havera if a temporary loan could be used from the TB Fund. After consulting with several other counties, States Attorney Havera explained the general advice he received was not to do it. The reason behind the discouragement is the TB Fund is money that is levied for a specific use. The disease of TB is rare and the money has had some accumulation over the years. During his research, other counties noted that their TB levy was removed and converted to general health department programs. In order to do this it is most likely a referendum will need to take place to transfer the use of levied money. Havera said, "We are looking for best practices for the County." He will report back with the procedure for the tax levy change.

Dr. Terry Cunnington, the President of the Board of Health, commented that they just need some money to get them through until the grant money can be approved and paid to

the department. We just need something rather than reducing hours or shutting the doors. The process is not as simple as reducing the time or services to save money, but if reduced or no service is provided, no grant money gets returned. They have to work it, report it and then receive the money.

Health Administrator Nancy Martin again reiterated that some grant applications have not been signed by the State to even assure future payment and the few that are active only small amount of reimbursements are coming in. Some grants have been reduced. Currently, no FY 2018 money has been received and there is no expectation of when it will be. When asked bottom dollars today, Nancy said after 9/29/2017 there will be approximately \$94,000 and monthly expenses range from \$40,000 to \$50,000.

Chairwomen Edwards also asked about other health departments around the state as to what are they experiencing. The response reflected others have reduced hours of operations/days per week open and have also reduced or laid off staff and reduced programs and services. At some Health Departments they have done all three reductions. CC Health Department is just now at the critical state due to saving money over the years which is now almost all gone. During the Environmental Committee meeting, an increase in the annual food permits was presented for increased revenue. These funds are still minor in the big picture and will not be coming in until December and January.

The Committee recommended the use of a line of credit from a local bank which is the financial avenue that 911 used when they were in financial crisis last year. The process is to use what you need, pay it back as money comes in and repeat as needed. Nancy was concerned there will be interest and she can't charge that back to the grants. All entities will keep a close eye on the situation.

SENIOR CITIZEN BUDGET REVIEW

Gerry Mahr, Taylorville Senior Citizen Director presented their budget for review as the senior citizens in Christian County have money levied through the County's levy. Although, he only submitted the Taylorville budget, Mr. Mahr noted that levied money is distributed to him for distribution to the other centers.

The tax levy is \$128,000 for all centers in Christian County and is divided as follows:

Taylorville Center	\$78,080
Pana Center	\$29,440
Morrisonville Center	\$ 8,960
South Fork Center	\$11,520

Next year all senior centers will be invited to present their individual budgets showing the need for levied money. Mr. Mahr explained that the levied funds are allocated for 1/3 of their transportation budget.

CLAIMS

A motion was made by Paul Schmitz and seconded by Aaron Allen to approve the claims for September as submitted. The motion carried.

HOLIDAY SCHEDULE

The 2018 calendar year holiday schedule was submitted for approval. The holidays have not changed from the current year and comply with union contracts. A motion was made by Vicki McMahon and seconded by Aaron Allen to approve 2018 holiday schedule. The motion carried.

DELINQUENT TAX RESOLUTIONS APPROVED

Resolution 2017 TR 015 was presented for approval. Stefanie Bailey, for Shawn Strohl paid the back taxes and requested surrender of the tax sale certificate on property at 915 E Third Street in Pana Township. A motion was made by Paul Schmitz and seconded by Aaron Allen to adopt Resolution 2017 TR 015 and dispense with the reading. The motion carried.

Resolution 2017 TR 016 was presented for approval by Treasurer Betty Asmussen. The property located in South Fork Township, parcel number 15-12-10-411-009-00 received a bid of \$675.00 from Joseph and Julitta Newingham to execute the deed. Aaron Allen made the motion to adopt and dispense with the reading of Resolution 2017 TR 016 and Vicki McMahon seconded the motion. The motion carried.

BUDGET REVIEW

Chairwoman Edwards and Treasurer Asmussen reviewed changes from various departments and compared last year's budget.

- A \$14,000 request towards the purchase of a squad car was denied.
- Many departments of which have employees who waive health insurance coverage were eliminated from their office budget. This does not eliminate the option for employees to participate in coverage, but does help reduce the budget for options waived.
- Animal Control will move line items of food and veterinarian services for the animals to an account set up for the care of animals through contributions.
- Court Security will consist of all part time security officers with the retirement of a full time deputy.

- The only increase [other than contractual salary increases] at this time is the website upgrade/redesign due to ADA compliance. Next year the website maintenance line item should reduce substantially.

Chairwoman Edwards had additional comments:

- Last year 2016 our contingency fund spent \$64,887 and to date this year 2017 only \$12,805 has been spent.
- Even with contractual salary increases for 2018, the overall FY 2018 budget was reduced about \$280,000.
- “Although the goal was a 5% reduction, a 4-4.2% reduction is good and I am very pleased with the result.”
- The non-bargaining employees have not yet been addressed for raises. The AFSCME employees will receive an hourly increase equal to \$500 next year and it was suggested that the non-bargaining receive a flat \$500 one time pay next year as well. The county board does not determine all non-bargaining employees. Non-bargaining is mostly management and mid-management employees [elected office holders are not included in this group except prior to the election of their position]. A list will be prepared with who is eligible for the \$500 lump sum pay and the total cost.

INSURANCE BIDS

It was reported that six companies have been sent information on the work comp, property and causality coverages.

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

Respectfully submitted,

Becky Edwards

Finance Committee Chairwoman

AUDIT/FINANCE/PURCHASING COMMITTEE

October 5, 2017

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

Absent: none

Others present: Tim Carlson, Betty Asmussen, Bruce Engeling, Julie Mayer insurance representatives [as named below] and Jan Bland.

The Finance Committee met on Thursday, October 5, 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.

INSURANCE BID OPENING AND PRESENTATION OF PROPOSALS

Last month the Board approved bidding on work comp, casualty, property and liability insurance quotes for the County. It was two and half years ago since the County dropped out of the long time self-insured program called Illinois Counties Insurance Trust due to termination of the assessable trust group. Four bids were received appropriately and Chairwoman Edwards opened them in order as they were received to the office. The following was read:

<u>Agents</u>	<u>Work Comp</u>	<u>Prop/causality</u>	<u>Property</u>	<u>Causality</u>
Snedeker Risk Management	\$105,302	\$158,062		
Eric Snedeker				
**				
Dimond Bros	\$ 69,324		\$98,993	\$47,224
Gary McNeely				
**				
Corkill Ins. Agency	no bid	\$129,308		
Karri McLeod				
**Siegert/Lees Ins. Service	included w/P/C	\$183,912		
Mike Lees/Ted Miller				

In order, each agent was given time to review their proposal with the committee. The numbers will be compared on a spread sheet and evaluated with the committee at the October 12 committee meeting.

BUDGET ADJUSTMENTS

An overview summary of each department's general changes, either increasing the budget or reducing the budget was distributed. No bargaining unit increases were noted as increases are in the budgets with the appropriate totals. In further review, a few OT/PT line items were reduced. Additionally, as Mike Havera was unable to attend, Paul Schmitz noted his preferred line item changes. With one full time secretary being reduced to a part time status, it was requested to separate the full time and part time lines and he requested \$3,000 overtime money be reinstated into that part time line due to the upcoming trials scheduled in 2018. The budgets will be updated (excluding the pending insurance premiums) and sent to the committee by Treasurer Asmussen.

NON-BARGAINING SALARIES

As discussed during last month's finance meeting, a list of eligible non-bargaining employees was presented for review. A motion was made by Paul Schmitz and seconded by Aaron Allen to approve a one-time \$500 stipend for recognition of service for eligible employees. The motion carried.

SALARIES FOR FY 2018 AS PROPOSED

- Elected office holders have no increases [exception coroner of \$693]
- AFSCME employees will receive an equivalent hourly rate equaling an annual \$500
- FOP employees will receive a 2% increase on their base
- Non-bargaining full time employees of whom are governed by the County Board will receive a stipend of \$500 for recognition of service (not added to their base salary) [Mostly management and mid-management employees.]
- Other non-bargaining employees may be in designated steps or are governed by other Boards or directors. The full list of non-bargaining employees and any increases will be designated at the end of the FY 2018 budget document when put out for inspection.

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

Respectfully submitted,

Becky Edwards

Finance Committee Chairwoman 10/5/2017

AUDIT/FINANCE/PURCHASING COMMITTEE

October 12, 2017

Present: Becky Edwards, Chairman-Aaron Allen- Paul Schmitz -

Absent: Vicki McMahon-Matt Wells (McMahon participated via phone)

Others present: Tim Carlson, insurance representatives [as named below] and Jan Bland.

The Finance Committee met on Thursday, October 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.

INSURANCE BID REVIEW OF PROPOSALS AND RECOMMENDATION

Last meeting the committee opened bids and heard four proposals for work comp, casualty, property and liability insurance quotes for the County. In review, the following four bids are as follows:

<u>Agents</u>	<u>Work Comp</u>	<u>Prop/causality</u>	<u>Property</u>	<u>Causality</u>
Snedeker Risk Management	\$105,302	\$158,062		

Eric Snedeker

Illinois Counties Risk Management Trust

Dimond Bros	\$ 69,324		\$98,993	\$47,224
-------------	-----------	--	----------	----------

Gary McNeely

Illinois Public Risk Fund, Chubb, One Beacon

Corkill Ins. Agency	no bid	\$129,308		
---------------------	--------	-----------	--	--

Karri McLeod

Brit Global, Travelers, Illinois Public Risk Fund

Siegert/Lees Ins. Service included w/P/C \$183,912

Mike Lees/Ted Miller/Kelly Murray

Counties of Illinois Risk Management Agency (Trust)

*work comp separate

A summary sheet was reviewed by the committee and members added other policy comparisons for discussion. Three of the four company representatives were present to answer questions. They also offered up highlights and further explanations of the services and policies each had to offer. A motion was made by Becky Edwards to select ICRMT as the liability/property carrier. With no second, Paul Schmitz suggested a break before coming to a decision. After a short break the committee addressed the other topics on the agenda.

CLAIMS

A motion was made by Aaron Allen and seconded by Paul Schmitz to approve the claims as submitted for payment in October. The motion carried.

APPROVE RESOLUTIONS TO ACCEPT DELINQUENT TAX BIDS

A motion was made Paul Schmitz and seconded by Becky Edwards to adopt resolutions R2017 TR 018 thru R2017 TR 023 and dispense with the reading of six delinquent tax sealed bid properties: Morrison-Pana Township; Duke Properties-Taylorville Township; Jones-King Township; Bland-Pana Township; Mangrove-South Fork and Taylorville Townships. The motion carried.

SECOND PAY FOR CLAIMS IN NOVEMBER

A motion was made by Becky Edwards and seconded by Aaron Allen to authorize the Board Chairman and/or Finance Chairman to sign second set of claims for November. The motion carried. The due date for the second set of claims will be November 27 in order to be paid in this fiscal year.

HEALTH DEPARTMENT UPDATE

Chairwoman Edwards read a recent email from Nancy Martin, Health Department Administrator stating that some of the grant funds had been received which will help them through another few months.

BUDGET REVIEW

A revised budget was submitted which contained the changes requested at the last meeting. It was noted that the only numbers anticipated to change would be the line items for work comp and property/liability insurance. Paul Schmitz made a motion to place on file the FY2018 budget on file 15 days prior to the November board meeting. It was seconded by Aaron Allen. The motion carried.

INSURANCE BID RECOMMENDATION

Upon continuation of the insurance discussion, Chairwoman Edwards commented that more good information was discussed. All of the groups have good programs, some a little better in one area than others, but the bottom line may not just be about money but about the big picture: premium, coverage, services and the specialty needs that counties have which differs somewhat from other entities. The goal is certainly to save money, but the county needs to select the carrier that best suits our county. Based upon some of the comparisons, Becky Edwards motioned to accept the bid from Eric Snedeker/ICRMT in the amount of \$158,062 for property/causality/liability and was seconded by Paul Schmitz. The motion carried two to one.

A motion was made by Becky Edwards and seconded by Paul Schmitz to accept the bid of \$69,324 from Dan McNeely/IPRF for worker compensation coverage. The motion carried with two yes and one abstaining.

A motion was made to adjourn by Becky Edwards and seconded by Aaron Allen. The motion carried.

Respectfully submitted,

Becky Edwards

Finance Committee Chairwoman

October 12, 2017

Audit/Finance Committee

Page 2

AUDIT/FINANCE/PURCHASING COMMITTEE

December 14, 2017

Present: Becky Edwards, Chairman-Aaron Allen--Paul Schmitz

Absent: Vicki McMahan-Matt Wells

Others present: Chad Coady, Venise McWard, Betty Asmussen, Mike Gianasi, Trina Casner, Sean Flynn, James Moon, Micki Ehrhardt, Mike Havera, Bruce Engeling and Jan Bland.

The Finance Committee met on Thursday, December 14, 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 Chairwoman Becky Edwards noted a quorum. There were no public comments.

PANA HOSPITAL BOND RESOLUTION

Prior to the committee meeting, the required Bond Hearing took place in the County Board meeting room. There were no questions or comments. Last month CEO Trina Casner, Attorney Sean Flynn, CFO James Moon representing the Pana Community Hospital came before the committee to request the adoption of a resolution for the County to authorize issuance of revenue bonds in the amount of \$7,000,000 for the purposes of acquiring, constructing, equipment and furnishing health facilities. In order for the non-for-profit entity to obtain non-taxable bonds for their renovation, the County must declare their intent to finance the project, but with absolutely no financial obligation to make payments or be responsible for the debt. With no additional questions for the Hospital representatives, a motion was made by Paul Schmitz and seconded by Aaron Allen to adopt R2017 CB 025 to issue its revenue bond, authorizing and approving certain documents in connection with the issuance of said bond. The motion carried.

GENERAL OBLIGATION LIMITED BONDS ORDINANCE

The committee received the 18 page ordinance via email for review as well as the States Attorney. With no additional questions or comments on the ordinance, Aaron Allen made the motion and Paul Schmitz seconded the motion to adopt the ordinance O2017 CB 013 authorizing the issuance of taxable general obligation limited bonds, series 2017, of the County of Christian, Illinois, and providing the details of such bonds and for the levy of direct annual taxes to pay such bonds, and related matters. The motion carried.

TAX LEVY ORDINANCE APPROVED

The annual Tax Levy Ordinance O2017 CB 014 was presented for approval. A motion was made by Paul Schmitz and seconded by Becky Edwards to adopt. The motion carried.

ORDINANCE O2017 TR 016 MOBILE HOME AMENDING SALE IN ERROR

Recently, it was learned that the fee charged at the annual tax sale for mobile homes had been \$60 and the statute only permits a \$10 fee. Ordinance O2017 TR 0165 amends the recent sale in error and refund for the overcharged fee [35ILCS 516/275]. A motion was made by Aaron Allen and seconded by Paul Schmitz to adopt O2017 TR 016. The motion carried.

APPROVE CONSULTANT FEE FOR BOND ORDINANCE AND TAX LEVY

Treasurer Betty Asmussen submitted an invoice in the amount of \$1,960 for bond and tax levy services from Pulley, Martynowski and Blakeman CPA's. When Chairwomen Edwards asked if there was policy or protocol for presenting claims for non-budgeted items and/or pre-approval of contingency paid claims prior to the work being done, none was acknowledged. A motion was made by Paul Schmitz and seconded by Aaron Allen to pay the invoice as presented. The motion carried. A motion was made by Aaron Allen and seconded by Paul Schmitz to pay \$1,960.00 from contingency. The motion carried.

911 SURCHARGE REVENUE

Micki Ehrhardt, 911 Administrator discussed with the committee the potential of a late 911 surcharge revenue payment to the County. This money passes through the State for distribution rather than directly to the County. With only about \$4600 in the fund and payroll next week, she was asking for a temporary transfer if needed.

Treasurer Asmussen suggested this be taken from the Capital Improvement Fund. When the 911 revenue is received, the "loan" would be replaced-probably 7-14 days. This is designated money for 911. The timing of deposit creates the issue. A motion was made by Becky Edwards and seconded by Aaron Allen to approve transfer of funds to the 911 fund to cover payroll. The motion carried. A motion was made by Aaron Allen and seconded by Paul Schmitz to transfer the money from the Capital Improvement Fund and replace upon receipt of the State revenue. The motion carried.

APPELLATE PROSECUTOR ORDINANCE

The Appellate Prosecutor Ordinance will be presented next month.

WEBSITE UPDATE

As an option to creating a new County website for compliance purposes, Venise McWard reported that she has discussed with Russ Winans the possibility of continuing working for the County by updating the documents and implementing the needed conversions to make it ADA compliant. No cost for the conversion has been discussed. The process could take 6-8 weeks and he would begin the project in January.

CLAIMS

A motion was made by Aaron Allen and seconded by Paul Schmitz to approve the claims as presented for December. The motion carried.

UPDATES

County Clerk Michael Gianasi reported that he had signed with ICRMT for the unemployment insurance. Additionally, the County had just received and increased rate from the State, so the savings will be about 24% by participating in the program.

He also reported that he received a letter from the Department of Treasury concerning the appeals from the payroll issues during the conversion. They have agreed to abate \$4,268.65 of the \$12,805.94 penalty.

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

Respectfully submitted,

Becky Edwards

Finance Committee Chairwoman