

Finance Committee Meeting Report (Submitted 08-14-07)
Courthouse, Room 303C, Friday, August 10, 2007, 8:15 A.M.

Members Present: Pat Ripperger, Jerry Thompson, Muriel Weber and Jesse Crouch. Member Absent: None. Others Present: Barb Link, County Clerk/Recorder, Kelli Humphrey, Accounting/Payroll Office Manager; Rich VerHeecke, Treasurer; and Dick Erickson, County Administrator.

Chairman Crouch called the meeting to order at 8:15 a.m. The agenda was approved with the additions under presentations: Mr. Duane Stevens, Health Department Accountant and item IV. New Business: B. Tourism open line of credit established in 2006.

Member Thompson moved to approve the July 9, 2007 Finance Committee meeting minutes as printed, Member Ripperger seconded, all were in favor and motion carried.

Lindi Kernan, Supervisor of Assessments, reported: 1) She has requested an additional extension on the Pioneer Hybrid appeal; 2) Former Eagle's grocery store in Wethersfield township has asked for a reduction; and 3) Current status of HB664 as it relates to assessments and wind energy legislation.

Mr. Duane Stevens presented an overview of the accounting procedures being used to implement the Health Department's "stop smoking prescription drug program." Program checks issued to certain vendors, i.e. Walmart, are submitted as debts to the Health Departments bank account. Because the account requires both the County Clerk's and Treasurer's signatures it was agreed that: 1) A check authorization will be sent the County Clerk; and 2) The County Clerk and Treasurer will be notified by phone of any checks debited to the account. If the Health Department would like to propose any changes to the current procedures the Committee would be happy to consider the request.

Member Thompson moved to go into closed session at 9:05 a.m. to discuss personnel, Member Ripperger seconded, all were in favor and motion carried 4-yes: M. Weber, P. Ripperger, J. Crouch and J. Thompson; 0-no and 0-absent.

Member Thompson moved to return to open session at 9:39 a.m., Member Weber seconded, all were in favor and motion carried.

Member Ripperger moved to recommend to the County Board that the annual salary for the position of Detective Lieutenant be set at \$44,276.00, retro to December 1, 2006, Member Weber seconded, all were in favor and motion carried.

Barb Link, County Clerk/Recorder and Rich VerHeecke, Treasurer, reported on Department activities for the month of July.

The Committee reviewed the Treasurer's Interest Earned/Fund Balance Report and the County Clerk's Reconciliation Report. Member Weber moved to recommend the County Board place on file the July Fund Balance/Interest Earned Report of the Treasurer and the July Reconciliation Report of the County Clerk, Member Thompson seconded, all were in favor and motion carried. (see enclosed reports)

The Committee reviewed the July 2007 Revenue and Expenditure Audit Trail Reports as prepared by the Accounting Department. On pace year-to-date revenues and expenditures should be 66.6%. The Committee reviewed, discussed, questioned and corrected various revenue and expenditure entries including: 1) No Public Defender salary reimbursement has been received from the State since February 2007; 2) ROE rent line @ 223%; 3) 708 Board has made only one quarterly payment in FY07 to Marriage/Family Services; 4) Sheriff's Office received SCAAP grant in the amount of \$11,104.00; and 5) Auction of 2 Probation cars brought in \$5,460.00 to the General Fund. It was reported that Stenzel Auction Services, Inc. donated their services to the County for the sale of the Probation cars.

Member Ripperger moved to recommend the County Board approve the July County Accounts in the total amount of \$3,068,106.62, Member Thompson seconded, all were in favor and motion carried. (enclosed)

Member Ripperger distributed the Henry County Correctional Center Daily Population Report for the month of July 2007. (on file)

The Committee reviewed and discussed a proposal from the auditing firm of Carpentier, Mitchell, Goddard and Co. to perform a payroll audit for fiscal year 2006. (see attachment) Member Weber moved to recommend the County Board approve the proposal from Carpentier, Mitchell, Goddard and Co. to perform a FY06 payroll audit of the County Clerk/Recorder's Office and Circuit Clerk's Office, not to exceed \$7,500.00, Member Thompson seconded, all were in favor and motion carried.

The Committee discussed the "open line of credit" to the Tourism Bureau that was established by the County Board in 2006. The Tourism Bureau will be contacted to discuss the need for keeping the "open line of credit." The issue will be added to the September agenda for further consideration.

The next regular scheduled Finance Committee meeting was set for Monday, September 10, 2007, at 8:15 a.m., Board Conference Room, 3rd floor, Courthouse.

The meeting adjourned at 10:56 a.m.

Respectfully submitted,

Dick Erickson, County Administrator