

Finance Committee Meeting Report (Submitted 01-08-08)
Courthouse, Room 303C, Monday, January 7, 2008, 8:15 A.M.

Members Present: Jerry Thompson, Pat Ripperger, Muriel Weber and Jesse Crouch. Members Absent: None. Others Present: Barb Link, County Clerk/Recorder; Kelli Humphrey, Accounting/Payroll Office Manager; Rich VerHeecke, Treasurer; Carol Connors, Bi-State Finance/Human Resource Specialist; and Dick Erickson, County Administrator.

Chairman Crouch called the meeting to order at 8:15 a.m.

The agenda was approved with the addition under IV. New Business: H. Release of RRLF Funds.

Member Thompson moved to approve the December 10, 2007 Finance Committee meeting minutes as printed, Member Weber seconded, all were in favor and motion carried.

Member Ripperger moved to go into closed session at 8:17 a.m. to discuss personnel issues, Member Weber seconded, motion carried 4 yes, M. Weber, J. Thompson, P. Ripperger and J. Crouch; 0-no and; 0-absent.

Member Thompson moved to return to open session at 8:30 a.m., Member Ripperger seconded, all were in favor and motion carried.

Member Thompson moved to go into closed session at 8:31 a.m. to discuss labor issues, Member Ripperger seconded, motion carried 4 yes, M. Weber, J. Thompson, P. Ripperger and J. Crouch; 0-no and; 0-absent.

Member Thompson moved to return to open session at 8:42 a.m., Member Weber seconded, all were in favor and motion carried.

Lindi Kernan, Supervisor of Assessments, submitted a written report on Department activities for the month of December. (see attachment)

Barb Link, County Clerk/Recorder, reported that: 1) IMRF Omitted Service Credit applications do not require County Board approval; 2) Preparations are being made for the upcoming elections; 3) A part-time position in the County Clerk's Office will be filled; and 4) The Public Health Department has established a new on-line reporting process for the filing of death certificates. The Finance Committee requested that the IMRF Agent inform the Committee of any approved omitted service credit applications.

Rich VerHeecke, Treasurer, reported that: 1) Interest rates are slightly down; 2) Bids will be received on CD's up for renewal; 3) Fund Balance Report for Fiscal Years 2004 – 2007 has been prepared (see attachment); and 4) Work continues on the 2007 mobile home property tax distribution.

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

The Committee reviewed the December 2007 Revenue and Expenditure Audit Trail Reports as prepared by the Accounting Department. On pace year-to-date revenues and expenditures should be 8.33%. The Committee reviewed, discussed, questioned and corrected various revenue and expenditure entries including: 1) Confirm that Dept. of Justice SCA funds have been recorded in the correct revenue line item; 2) Move prisoner medical reimbursement revenue from department 6080 to 6010; 3) Move Health Department health care plan premium reimbursement from revenue line item 8735 to 8736; 4) Move Emmerson Excavating expense payment in Building Department 1020 from expenditure line item 5130 to 5129; 5) Confirm Farm Bureau membership expense in RRLF Department 2090; 6) Confirm whether the overtime payments were made at the FY07 or FY08 hourly rate in Sheriff's Department 6010; 7) No Animal Control Department 8270 invoices submitted; and 8) Move Symetra reinsurance expense payment in Health Care Plan Fund 8370 from expenditure line item 5010 to 3336.

Member Weber moved to recommend the County Board approve the December County Accounts in the total amount of \$2,834,767.79, 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 December 2007. (on file)

The Committee reviewed and discussed information regarding County credit card "reward" options. (on file) The cash back reward options are to be researched and reported back to the Committee.

The Committee reviewed and discussed a Resolution appropriating funds in the FY:08 Budget for the purchase of a new Courthouse telephone system. Member Ripperger moved to recommend the County Board approve a Resolution appropriating \$13,200.00 for the purchase of a new telephone system, Member Thompson seconded, all were in favor and motion carried. (see attached Resolution)

The Committee reviewed and discussed a Resolution appropriating funds in the FY08 Budget for a salary adjustment for the Public Defender effective July 1, 2007. Member Thompson moved to recommend the County Board approve a Resolution appropriating \$7,886.16 for a salary increase and related IMRF expenses for the Public Defender effective July 1, 2007, Member Ripperger seconded, all were in favor and motion carried. (see attached Resolution)

The Committee reviewed and discussed a County fee study proposal from Maximus. (on file)
The proposal will be considered at the February meeting.

A State's Attorney's opinion was not available regarding ILCS 5/11-501 DUI Fund as it relates to the definition of "enforcement agency" and to which law enforcement agency (Henry County, Orion or Cambridge) said funds are to be distributed.

The Committee reviewed and discussed a draft payroll audit report for the County Clerk's and Circuit Clerk's Offices. (on file) The Committee requested that the draft report be distributed at the next Department Head meeting. Member Weber moved to present the Payroll Audit Report at the County Board to be held over until the February meeting, Member Ripperger seconded, all were in favor and motion carried. (see enclosed report)

Member Thompson moved to recommend to the County Board the adoption of the Resolution Authorizing the County Board Chairman to Execute a Deed of conveyance for parcel #24-19-502-001-5080, motion seconded by Member Ripperger, all were in favor and motion carried.
(see attachment)

The Committee placed on file the November 30, 2007 Henry County Rural Revolving Loan Fund Report.

Member Thompson moved to recommend that the County Board authorize the County Treasurer to release RRLF funds to Flex Court Athletics in the amount of \$100,000.00, TK's, Inc. in the amount of \$30,000.00 and Central Technical Resources, LLC in the amount of \$50,000.00, Member Weber seconded, all were in favor and motion carried. (see attachment)

Chairman Crouch informed the Finance Committee that he approved a \$2,194.34 IRS penalty charge and that procedures will be considered to help avoid future reporting errors.

The next regular scheduled Finance Committee meeting was set for Monday, February 11, 2008, at 8:15 a.m., Board Conference Room #303C, 3rd floor, Courthouse.

The meeting adjourned at 10:46 a.m.

Respectfully submitted,

Dick Erickson, County Administrator