

Finance Committee Meeting Report (Submitted 06-10-08)
Courthouse, Room 303C, Monday, June 9, 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; Lindi Kernan, County Assessor; Colleen Gillaspie, Assistant to County Administrator; and Dick Erickson, County Administrator.

Chairman Crouch called the meeting to order at 8:15 a.m. Member Weber moved to approve the agenda with the addition under Item IV. New Business: C. Proposed job descriptions/salary ranges; D. FY07 Audit recommendation; and E. Closed session to discuss personnel, Member Ripperger seconded, all were in favor and motion carried.

Member Thompson moved to approve the May 9, 2008 Finance Committee meeting minutes as printed, Member Ripperger seconded, all were in favor and motion carried.

Lindi Kernan, Supervisor of Assessments, submitted a report on department activities for the month of May. (see attached)

Barb Link, County Clerk/Recorder and Rich VerHeecke, Treasurer reported Department activities for the month of May. The Committee discussed the refund of "restricted funds" to Orion and Cambridge. A refund process must be documented to ensure there is a proper use of funds and the correct amounts have been transferred. The Committee requested confirmation that no IA Federal inmates were housed in the month of January 2008.

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

The Committee reviewed the May 2008 Revenue and Expenditure Audit Trail Reports as prepared by the Accounting Department. On pace year-to-date revenues and expenditures should be 50%. The Committee reviewed, discussed and questioned various revenue and expenditure entries: 1) Requested explanation of the charges included in Sheriff's revenue 6010-8293; 2) No Animal Control receipts have been deposited since April 18th; 3) Move mileage reimbursement in the amount of \$19.40 from Department 1020 to 1010; 4) Sheriff's Merit Board expenses indicate Department beginning replacement hiring process. Department to be informed to reconsider hiring as there may be a reduction in staff; 5) Confirm status of Sheriff's old van (traded, to be sold or remain part of fleet); Veteran's Commission, after consultation with Finance Chair,

purchased memorial flags in excess of FY08 budget appropriations; and 6) No response has been received from the Sheriff's Office regarding Departments request for a new fund.

Member Weber moved to recommend the County Board approve the May County Accounts in the total amount of \$2,071,278.37, Member Thompson seconded, all were in favor and motion carried. (enclosed)

Member Ripperger moved to approve a request for a PIA claim in the budgeted amount of \$5,000.00 to the HCEDP as per the Henry County U of I Educator Agreement, Member Thompson seconded, all were in favor and motion carried.

The Committee agreed that the Public Defender's Office could start using the Courthouse mailing machine immediately. Appropriations in the Office Supply line item will be used to cover mailing expenses. A Resolution creating a "Postage" line item will be prepared and presented at the July meeting.

Member Ripperger distributed the Henry County Correctional Center Daily Population Report for the month of May 2008. (on file)

The Committee reviewed and discussed the draft FY09 Budget Guidelines. (on file) Member Ripperger moved to approve the FY09 Budget Guidelines with the addition of mileage reimbursement at 50.5 cents per mile; wages to be computed at either the November 30, 2008 rate, salary resolution or labor contract; health care employer/employee premiums to be increased 12% and IMRF rates as per preliminary rate notice dated April 2008, Member Weber seconded, all were in favor and motion carried.

The Committee reviewed and discussed IMRF amortization options. Member Weber moved to recommend the County Board approve Option #1 23-Year Amortization, Member Thompson seconded, all were in favor and motion carried. (see attachment)

The Committee requested that an FY08 County Board Budget Amendment Resolution be prepared should the County Board take action on the proposed County Administrator Contract.

Member Weber moved to present the Revised Job Descriptions for the Courthouse, Highway and Sheriff's Office and Courthouse Salary Ranges to the County Board for the Board's consideration at the July meeting, Member Ripperger seconded, all were in favor and motion carried. (see attached summary list of job descriptions/salary ranges)

Member Thompson moved to recommend to the County Board approval of the Henry County Financial Statements and Independent Auditor's Report November 30, 2007, Member Weber seconded, all were in favor and motion carried. (see report)

Member Thompson moved to go into closed session at 10:21 a.m. to discuss personnel, 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 10:38 a.m., Member Ripperger seconded, all were in favor and motion carried. No action was taken following the closed session.

The next regular scheduled Finance Committee meeting was set for Monday, July 7, 2008, at 8:15 a.m., Board Conference Room #303C, 3rd floor, Courthouse.

The meeting adjourned at 10:39 a.m.

Respectfully submitted,

Dick Erickson, County Administrator