Finance Committee Meeting Report (Submitted 7-12-10)
Courthouse, Room 303C, Monday, July 12, 2010, 8:15 A.M.

Members Present: Pat Ripperger, Dennis Sullivan, Muriel Weber and Jerry Thompson. Member Absent: None. Others Present: Barb Link, County Clerk/Recorder; Kelli Humphrey, Accounting/Payroll/Office Manager; Rich VerHeecke, Treasurer; Kelly Vincent, Chief Deputy Treasurer, Jim King and Colleen Gillaspie, County Administrator.

Chairman Ripperger called the meeting to order at 8:15 a.m. The agenda was approved with the addition of Item IV. New Business D. Salary Wage Schedule and E. Closed Session to discuss Personnel and moving Item IV. A. under Barb Link's report.

Member Thompson moved to approve the June 7, 2010 Finance Committee meeting minutes as printed, Member Sullivan seconded, all were in favor and motion carried.

There was no Department Head discussion.

Lindi Kernan, Supervisor of Assessments, reported Department activities for the month of June.

Barb Link, County Clerk/Recorder reported Department activities for the month of June. The Committee discussed the fee schedule ordinance that Barb Link created. The County currently has adopted a fee schedule that is not in ordinance form. Legislation being recommended states the Recorder's Office can charge fees that are prescribed by ordinance when persons are requesting information through the Freedom of Information Act. Member Weber moved to recommend the County Board adopt the Ordinance Establishing a County Fee Schedule, Member Thompson seconded, all were in favor and motion carried. (see attached)

Terry Patton requested a revenue line item be created in the State's Attorney Department (6040) for Sex Offender Investigation. Jim Padilla also mentioned the need for a Child Pornography Investigation revenue line item in the Sheriff's Department (6010) budget. The line items are needed as a result of recent legislation. The Committee agreed to create both line items. State's Attorney Patton also informed the Committee of a purchase of case management software that he would be making soon from his Drug Fund monies in the projected amount of $30,000.00. He also reported that his office will be participating in the U of I Prosecutorial Fellowship Program in which a first-year attorney is placed in the State's Attorney's Office for 8 months.

Rich VerHeecke, Treasurer, reported Department activities for the month of June. The tax distribution was completed June 23rd with approximately $34 million being collected. Of

that amount, approximately $33 million or 96% was distributed to the taxing bodies in Henry County.

Chairman Ripperger inquired if the bank statements had been reconciled. Kelly Vincent, Chief Deputy Treasurer stated that task had been completed. The Committee reviewed the June Treasurer's Fund Balance Report and the County Clerk's Reconciliation Report. The County Clerk and Treasurer's reports do not balance again this month. Kelli Humphrey, Accounting/Payroll/Office Manager, and Kelly Vincent informed the Committee that discrepancies in the Health Department and Health Care Plan Funds had been found and corrected. There is a discrepancy in the Federal Forfeited Drug Fund that has been identified and will need to be corrected by WTI, the company implementing the new Accounting system. There are still discrepancies in the General Fund, Highway and Motor Fuel Funds that appear to have existed for several years. The Treasurer's Office believes the discrepancy occurred due to a reimbursement error or errors from several years ago. Treasurer Rich VerHeecke stated he will task Kelly Vincent with working with the Highway Department to research the problem(s) with the Motor Fuel Fund first and then move to the Highway Department Fund. Pat Ripperger, Colleen Gillaspie, Rich VerHeecke and Kelly Vincent will meet July 26th to review what information has been researched to date. Because the Treasurer and County Clerk's reports still do not balance the Finance Committee will postpone approving the reports until they are balanced.

The Henry County Correctional Center Daily Population Report for the month of June was reviewed. Chief Deputy Padilla arrived to explain why the Sheriff's Business Plan (6080) expenses have not decreased proportionately to the decrease in the number of out-of-county inmates. Chief Deputy Padilla indicated he could not explain why the expenses have not decreased. He stated he has spoken with the Office Manager and the Jail Administrator and they are unsure of the reasons as well. Colleen Gillaspie will schedule a discussion with the Sheriff's Office staff to explain the problem and determine the response.

The Committee reviewed the June 2010 Revenue and Expenditure Audit Trail Reports as prepared by the Accounting Department. On pace year-to-date revenues and expenditures should be 58.34%. The Committee reviewed, discussed and questioned various revenue and expenditure entries: 1) Expenses in 1020-5129 will be moved to 1020-5120; 2) Part-time Salaries over $900 still need to be moved from 2030-3030 to 8410-3030; 3) The transfer of funds from the General Fund to the Capital Building Fund for the Clock Tower project did not show on the expenditure report, but did show in alternate reports and in the revenue report; and 4) A payroll expense in line item 8500-6195 will be researched.

Member Thompson moved to recommend the County Board approve the June County Accounts in the total amount of $2,757,413.87, Member Weber seconded, all were in favor and motion carried. (enclosed)

Under old business, Colleen Gillaspie reported that IMRF members who are eligible for IMRF ERI were identified and will be contacted to verify interest. She will report back to the Finance Committee once financial information is confirmed.

Under new business, Member Thompson moved to recommend the County Board approve the FY10 Treasurer's Automation budget amendment resolution, Member Sullivan seconded, all were in favor and motion carried. (attached)

The Committee reviewed and discussed the revised salary range schedule. Member Thompson moved to recommend the County Board approve the revised Henry County Courthouse Salary Range Schedule, Member Sullivan seconded, all were in favor and motion carried. (see attached)

Member Sullivan moved to go into closed session to discuss personnel at 10:34 a.m., Member Thompson seconded, all were in favor and motion carried, 4 yes – P. Ripperger, J. Thompson, D. Sullivan and M. Weber; 0 no; 0 absent.

Member Thompson moved to return to open session at 10:56 a.m., Member Weber seconded, all were in favor and motion carried.

The next regular scheduled Finance Committee meeting was set for Monday, August 9, 2010, at 8:15 a.m., Board Conference Room #303C, 3rd floor, Courthouse.

The meeting adjourned at 11:07 a.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator