

Finance Committee Meeting Report (Submitted 3-8-11)  
Courthouse, Room 303C, Monday, March 7, 2011, 5:00 P.M.

Members Present: Pat Ripperger, Kathy Nelson, Jerry Thompson and Tom Steele. Member Absent: Dennis Anderson. Ex-Officio Members Present: Tim Wells. Others Present: Barb Link, County Clerk/Recorder; Kelli Humphrey, Accounting/Payroll/Office Manager; Rich VerHeecke, Treasurer; Sheriff Jim Padilla and Colleen Gillaspie, County Administrator.

Acting Chairman Ripperger called the meeting to order at 5:00 p.m. Member Steele moved to approve the agenda as amended, Member Thompson seconded, all were in favor and motion carried.

No introductions were necessary.

Member Thompson moved to approve the February 7, 2011 Finance Committee meeting minutes as printed, Member Nelson seconded, all were in favor and motion carried.

Sheriff Padilla's discussion of the Business Plan was moved to item IV. The Henry County Correctional Center Daily Population Report for the month of February was reviewed. (on file) Sheriff Padilla discussed the staffing situation in the Sheriff's Department including promotions that had been made and 3 of the 4 vacancies created by those promotions were filled by hiring new employees. Sheriff also indicated the Merit Board expense line items in both the 6010 and 6080 accounts would be over budget as they had been underutilized in the past and according to the State statutes he will need to begin utilizing them appropriately.

Sheriff Padilla will work to establish a meeting between the Finance Committee, Public Safety Committee and the Sheriff's Department employees to review the Business Plan set-up.

No reports were available for presentation.

Barb Link, County Clerk/Recorder, and Rich VerHeecke, Treasurer, reported Department activities for the month of February. Ms. Link explained possible impacts the reapportionment process could have on her FY11 2070 budget.

The Committee reviewed the Treasurer's Bank Balance Report and the County Clerk's Fund Balance Report. The January and February reports both balance. Member Nelson moved to recommend the County Board place on file the Treasurer's January and February Bank Balance Reports and February Interest Report (available at meeting) and the County Clerk's January and February Fund Balance Reports, Member Thompson seconded, all were in favor and motion carried. (see enclosed report)

The Committee reviewed the February 2011 Revenue and Expenditure Audit Trail Reports as prepared by the Accounting Department. Total expenses for the period were \$1,611,636.80 and revenues were \$1,514,407.03, reflecting a deficit in revenues of \$97,229.77. Year-to-date revenues are at 20.2% and expenditures are at 22.6%, while they should be 25%. Restricted funds are at 19.1% for revenues and 24.1% for expenditures. The Committee reviewed, discussed and questioned various revenue and expenditure entries.

Member Thompson moved to recommend the County Board approve the February County Accounts in the total amount of \$1,611,636.80, Member Steele seconded, all were in favor and motion carried. (enclosed)

There was no additional old business.

Under New Business, the 2011 budget was discussed. A letter to Department Heads in regards to the upcoming FY12 budget was distributed for Committee review. The Committee requested Ms. Gillaspie distribute the letter to Department Heads at the March Department Head meeting.

There were no non-budgeted expenses and revenues to discuss.

There were no unexpended or unrealized budgeted expenses or revenues to discuss.

The Committee reviewed a proposal from Mr. Timothy Sharpe, Actuary, to complete an actuarial study as required through GASB 45. (on file) Member Nelson moved to accept the proposal from Mr. Timothy Sharpe to complete an actuarial valuation of Henry County's Postretirement Healthcare Plan for an amount not to exceed \$1,500.00, Member Steele seconded, all were in favor and motion carried.

The Committee reviewed the recommendation from the Administration Committee to place 50% of unbudgeted FY11 General Fund revenues in the Capital Building Fund. Member Thompson moved to postpone discussion of this topic until the April meeting, Member Nelson seconded, all were in favor and motion carried.

An additional recommendation from the Administration Committee to complete the FY10 payment to IMRF was discussed. The Committee requested additional information and will continue discussion at the April meeting.

The draft FY12 Budget Calendar was distributed for Committee review. The Committee will finalize the calendar at the April meeting.

Member Thompson moved to go into closed session to review closed session meeting minutes at 8:02 p.m., Member Steele seconded: 4 yes – P. Ripperger, T. Steele, K. Nelson and J. Thompson; 0 no; 1 absent – D. Anderson.

Member Steele moved to return to open session at 8:09 p.m., Member Nelson seconded, all were in favor and motion carried.

Member Steele moved to release the minutes of March 8, 2010 A, August 27, 2010 and September 10, 2010, Member Nelson seconded, all were in favor and motion carried.

The next regular scheduled Finance Committee meeting was set for Monday, April 11, 2011, at 5:00 p.m., Board Conference Room #303C, 3<sup>rd</sup> floor, Courthouse.

The meeting adjourned at 8:11 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator