

Finance Committee Meeting Report (Submitted 12-13-11)
Courthouse, Room 303C, Monday, December 12, 2011, 5:00 P.M.

Members Present: Dennis Anderson, Pat Ripperger, Jerry Thompson, Kippy Nelson and Kathy Nelson. Members Absent: None. Ex-Officio Members Present: None. Others Present: Rich VerHeecke, Treasurer, and Colleen Gillaspie, County Administrator.

Chairman Anderson called the meeting to order at approximately 5:00 p.m. Member Ripperger moved to approve the revised agenda moving Item X. to Item VI., Member Kathy Nelson seconded, all were in favor and motion carried.

No introductions were necessary.

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

Sheriff Padilla gave an overview of a recent jail inmate situation. The Committee also discussed a letter received from a current jail inmate. Sheriff Padilla indicated the Sheriff's Department is working to re-establish an extraction team which will be beneficial for future inmate events. He also stated the County has the right to refuse inmates Cook County has sent to us. In consultation with the Jail Administrator, the Sheriff did not feel it was currently necessary to return the problem inmate to Cook County.

Sheriff Padilla also indicated the two new squad cars authorized in the FY11 budget had been purchased and should be available for pick-up within the next week.

No Henry County Correctional Center Daily Population Report for the month of November was available.

Sheriff Padilla left at 5:26 p.m.

Rich VerHeecke, Treasurer, reported Department activities for the month of November. The final tax distribution was made prior to November 30th. A total of \$67,514, 221.54 was collected and distributed to the appropriate taxing bodies. Of that amount, Henry County received \$7,110,145.55.

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

Lindi Kernan, Supervisor of Assessments, submitted a written report. (on file)

The Committee reviewed the November 2011 Revenue and Expenditure Audit Trail Reports as prepared by the Accounting Department. Total expenses for the period were \$2,791,243.16 and revenues were \$2,903,719.31, reflecting a surplus in revenues of \$112,476.15. Year-to-date General Fund revenues are at 113.1% and expenditures are at 99.5%, while they should be 100%. Restricted funds are at 115% for revenues and 100.5% for expenditures. The Committee reviewed, discussed and questioned various revenue and expenditure entries. The Committee agreed to create a Publication Reimbursement line item in the County General Receipts (2010) revenue account as well as an expense line item in the Rural Revolving Loan Fund (2090) Department titled Transfer to RRLF Trust. A budget amendment resolution regarding the RRLF Department will be created and reviewed at the January Finance meeting.

Member Kippy Nelson conveyed the discussion held at the Executive Committee meeting regarding the FY11 County Board Per Diem and Mileage cut-off date of November 23rd and the Committee's feeling that the cut-off dates were not clearly communicated. Following discussion, the Committee agreed that due to FY11 being the first implementation period for the revised County Board per diems and mileage payment policy, any late submissions would be paid if submitted. An email to all County Board members will be sent informing them of this decision.

Member Ripperger moved to recommend the County Board approve the November County Accounts in the total amount of \$2,791,243.16, Member Kathy Nelson seconded, all were in favor and motion carried. (enclosed)

Under Current Budget Discussion, the final FY11-12 budget was discussed. Revised copies will be distributed to County Board members. The Early Retirement Incentive was accepted by four General Fund employees. The Finance Committee agreed that all four positions could be replaced.

The Committee discussed the ability to bundle department expenditures. It was requested that Department Heads be asked their opinions on bulk office supply purchases. The total number of businesses the Courthouse purchases office supplies from will be ascertained and reported back to the Committee at the January meeting.

There was no Old Business.

Under New Business, discussion was held regarding an opinion on authorized TORT Fund uses. The Committee authorized bids to be requested to identify reimbursable expenses from the TORT fund related to supervisory services related to loss prevention and loss reduction, risk management functions and claim services.

Requests for proposals were submitted to five companies to request bids for the 2011, 2012 and 2013 audits: Carpentier, Mitchell, Goddard & Co., LLC, Honkamp Krueger & Co. PC, Gabelmann & Associates, PC, Timmer and Associates and WIPFli, LLP. Two bid proposals were submitted from Carpentier, Mitchell, Goddard & Company, LLC and WIPFli, LLP, with Honkamp Krueger & Co. PC and Timmer and Associates, PC responding stating they did not wish to submit a proposal. (correspondence and bids on file) A response was not received from Gabelmann & Associates, PC. Member Ripperger moved to recommend the County Board approve the bid proposal from Carpentier, Mitchell, Goddard and Company, LLC, with annual bids of \$43,950, \$45,350 and \$47,075 for the 2011, 2012 and 2013 audits respectively, Member Kathy Nelson seconded, motion carried, 4 – yes and 1 –no, Member Kippy Nelson. (attached)

The next regularly scheduled Finance Committee meeting was set for Monday, January 9, 2012, at 5:00 p.m., Board Conference Room #303C, 3rd floor, Courthouse.

The meeting adjourned at 7:11 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator