

Finance Committee Meeting Report (Submitted 4-17-12)  
Courthouse, Room 303C, Monday, April 16, 2012, 5:00 P.M.

Members Present: Dennis Anderson, Pat Ripperger, Jerry Thompson, Kippy Nelson and Kathy Nelson. Members Absent: None. Ex-Officio Members Present: Tim Wells. Others Present: Barb Link, Dave Johnson, Charlie Lotridge, Mary Grant, Cathy Foes, Rich VerHeecke and Colleen Gillaspie, County Administrator.

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

Guests of the meeting were introduced.

Member Kathy Nelson moved to approve the March 12, 2012 Finance Committee meeting minutes as printed, Member Thompson seconded, all were in favor and motion carried.

Member Wells, Mr. Charlie Lotridge, HCEDP Chairman, Ms. Mary Grant, HCEDP Member, and Ms. Cathy Foes, Henry County Tourism Bureau Director, requested approval of a resolution of financial support for an EDA/USDA grant application. (see attached materials) The \$715,000.00 EDA/USDA grant opportunity is a three-year matching grant whereby approximately \$357,500.00 would be needed. The grant application deadline is May 9, 2012 and by that time all matching funds must be committed. Bi-State Regional Commission would serve as the grant administrator for such a grant award including their handling of all administration fees and fringe benefits for employees to be hired. Member Kippy Nelson moved to recommend the County Board review the resolution of financial support in the commitment amount of \$20,000.00 per year, for each year of the three-year grant period for a total of \$60,000.00, for the EDA/USDA grant application, Member Thompson seconded, all were in favor and motion carried. (see attached draft resolution)

Cathy Foes left at 5:55 p.m. Charlie Lotridge and Mary Grant left at 6:04 p.m.

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

Barb Link, County Clerk/Recorder, reported Department activities for the month of March.

Ms. Link explained the current expense reimbursement process with her Voter's Registration software maintenance fee. She requested the establishment of a revenue and expense line item in her Elections Department (2070) fund to move the current expense and corresponding revenue from the IS Department (2060) fund. Member Kippy Nelson moved to authorize the creation of a VR Maintenance Grant Reimb revenue line and the establishment of a Maintenance (5130) expense line item in the Elections Department (2070) fund, Member Wells seconded, all were in favor and motion carried.

Ms. Link also reported a Public Act will go into effect 7-1-12 that increases death certificate charges by \$2.00 which will be deposited into a State cemetery fund. The current death certificate charge is \$14.00 which will be increased to \$16.00.

Rich VerHeecke, County Treasurer, reported Department activities for the month of March. Mobile home tax bills have been mailed with a May 15, 2012 due date. The 2011 real estate tax payments due dates have been tentatively set for June 7, 2012 and September 7, 2012.

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

Barb Link left at 6:50 p.m.

A new fund titled Wind Tower Highway Restoration Fund (8740) was requested by Steve Brandau. Member Thompson moved to authorize the creation of a Wind Tower Highway Restoration Fund (8740), Member Ripperger seconded, all were in favor and motion carried.

The Henry County Correctional Center Daily Population Report for the month of March was reviewed. The retro pay required as a result of the FOP contract has not been finalized yet.

Mr. Dave Johnson discussed the Coroner's salary resolution for FY13-FY16. The Committee reviewed previous salary resolutions for other elected officials in comparison to the Coroner's.

Tim Wells left at 7:03 p.m.

Dave Johnson left at 7:08 p.m.

Member Thompson moved to recommend the County Board approve the Coroner's salary resolution with annual increases as follows: FY13 – 0%, FY14 – 0%, FY15 – 1%, FY16 – 1.5%, Member Kippy Nelson seconded, all were in favor and motion carried. (see attached)

The Committee reviewed the March 2012 Revenue and Expenditure Audit Trail Reports as prepared by the Accounting Department. The Committee reviewed, discussed and questioned various revenue and expenditure entries. (listing on file)

Member Ripperger moved to recommend the County Board approve the March County Accounts in the total amount of \$1,729,040.62, Member Thompson seconded, all were in favor and motion carried. (enclosed)

There was no discussion under Current Budget Discussion.

Under Old Business, Colleen Gillaspie reported that listings of department expenditures have been received and her office will begin compiling comparison purchasing prices for Committee review.

The follow-up visits for the copier/multi-function device audit are being held the week of April 16<sup>th</sup> with final recommendations expected to be available by May 18<sup>th</sup>. The Finance Committee will receive information at their June meeting.

Under New Business, the FY13 budget calendar and process was discussed. A new process was recommended along with adjustments to the typical budget calendar. The Committee will review the information and make final recommendations for potential changes at the May meeting.

The Committee discussed a letter received from Rosa Knapp regarding a request to revise the interpreter payment schedule. Member Thompson moved to recommend the County Board at their May meeting revise the Accounting Procedures to authorize interpreter bills to be paid as a Paid-in-Advance (PIA) payment, Member Kathy Nelson seconded, all were in favor and motion carried. (to be distributed at May County Board meeting)

Member Ripperger moved to recommend the County Board approve the resolution authorizing the County Board Chairman to execute the deed of conveyance for parcel number 20-33-430-005, Member Thompson seconded, all were in favor and motion carried. (see attached)

The next regularly scheduled Finance Committee meeting was set for Monday, May 7, 2012, at 5:00 p.m., Board Conference Room #303C, 3<sup>rd</sup> floor, Courthouse.

With no further business, Member Thompson moved to adjourn, Member Ripperger seconded, all were in favor and motion carried. The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator