

Finance Committee Meeting Report (Submitted 10-10-13)  
Courthouse, Room 303C, Tuesday, October 8, 2013, 5:00 P.M.

Members Present: Dennis Anderson, Marvin Gradert, Jerry Thompson and Loren Rathjen. Members Absent: None. Ex-Officio Members Present: Tim Wells. Others Present: Sheriff Padilla, Rich VerHeecke and Colleen Gillaspie.

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

Member Thompson moved to approve the September 10, 2013 Finance Committee meeting minutes as printed, Member Rathjen seconded, all were in favor and motion carried.

Lindi Kernan, Supervisor of Assessments, and Barb Link, County Clerk/Recorder, submitted written reports (on file).

Rich VerHeecke, County Treasurer, reported Department activities for the month of September. The second tax distribution was completed before September 30<sup>th</sup>. A total of \$30,207,097.68 has been received in taxes, with \$3,062,898.16 being kept by Henry County. The Chief Deputy Treasurer had worked in Mercer County for three days to help with various Treasurer's Office functions and no reimbursement was requested as recommended. Mr. VerHeecke also announced that the tax sale is scheduled for October 31, 2013 at 1:00 p.m. in the 2<sup>nd</sup> floor Courtroom.

The Committee confirmed Mr. VerHeecke will contact Mary Bergren, Hillcrest Home Administrator, to review Hillcrest Home's investment policy and process.

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

Sheriff Padilla reviewed the Henry County Correctional Center Daily Population Report for the month of September. The Sheriff discussed some concerns and questions he has about the draft FY14 Sheriff's Department budget. He also gave the Committee an update on the Court Security legislation that the Sheriff's Association is looking to introduce.

Sheriff Padilla left at 5:37 p.m.

The Committee reviewed the September 2013 Revenue and Expenditure Audit Trail Reports as prepared by the Accounting Department. The Committee reviewed, discussed and questioned various revenue and expenditure entries. There were two expenses the Committee requested Ms. Gillaspie discuss moving with the Department Head. The Committee agreed to create a Maintenance (5130) line item in the Coroner's

Equipment Grant Fund (8590). Also, the Committee recommended all Departments not allow reimbursement for consumable kitchen supplies.

Member Thompson moved to recommend the County Board approve the September County Accounts in the total amount of \$3,120,111.22, Member Marvin Gradert seconded, all were in favor and motion carried (enclosed).

Under discussion of the current budget, the Hillcrest Home Balance Sheet, Overview of Past Due State Payments and New Employees/Current Employees Revised Wage Info for the month of September was reviewed and discussed. The Committee requested Hillcrest Home and the Health Department also report monthly new employees/current employees revised wage information for Finance Committee review.

The Committee also reviewed a request from the Veteran's Assistance Commission to authorize the purchase of a new laptop, desktop computer, laser jet printer and Microsoft Office software. All purchases would be within the overall Veteran's Assistance FY13 budget. The purchase was approved by Committee consensus.

The Committee discusses a request for the Finance Committee to review Hillcrest Home's monthly expenses. Following discussion, the Committee agreed to request Hillcrest Home send the same monthly accounting reports that the Health & Social Services Committee are given to the Finance Committee for review.

There was no Old Business.

Under New Business, the Committee discussed the proposed agreement between Henry County and the U of I Extension regarding the FY14 budget. Member Thompson moved to approve the agreement between Henry County and the University of Illinois Extension Office, Member Wells seconded, all were in favor and motion carried. This item will be listed on the November County Board agenda for final action.

The Committee discussed the FY14 Henry County budget and Summary of Preliminary Tax Levy. Member Rathjen moved to present and recommend the Proposed FY14 Henry County Budget to the County Board, to be held over until the November County Board meeting, Member Marvin Gradert seconded, all were in favor and motion carried (distributed separately). The Summary of Preliminary Tax Levy will also be presented at the October County Board meeting for information purposes (attached).

The Committee discussed a recommendation from the Communications Committee regarding approval for a camera project. Rosemary Rathjen, Information Services Manager, had requested funding approval in the FY13 budget for the purchase of 8 cameras to be placed in the cell block/investigation area of the new building. That funding had not been approved. As such, through FY13, Ms. Rathjen has been working with Department Heads to locate restricted funds that would help off-set necessary General Fund funding. To date, the Court Services Department, Sheriff, State's Attorney and Treasurer have all agreed to contribute to the project using restricted funds, with the Court Services Department funding the greatest majority of General related expenses by paying for Courthouse Security cameras and an upgraded matrix

switcher. While completing the work for all the above restricted funds, the remaining General Fund funded cameras would receive a reduction in cost as the trip charge, installation, etc. would be split between 5 Departments. Therefore, the Communications Committee is informally recommending (as a quorum was not available at their October meeting) that the Finance Committee authorize the \$7,768.00 in General Funds to purchase the cell block cameras. Member Marvin Gradert moved to authorize the purchase of 8 cameras and related maintenance/installation costs for a total amount of \$7,768.00 from the Information Services Computer Automation line item (2060-6245), Member Rathjen seconded, all were in favor and motion carried. This item will be listed on the November County Board agenda for final action.

The next regularly scheduled Finance Committee meeting was set for Tuesday, November 12, 2013, at 5:00 p.m., Board Conference Room #303C, 3<sup>rd</sup> floor, Courthouse.

With no further business, Member Rathjen moved to adjourn, Member Marvin Gradert seconded, all were in favor and motion carried. The meeting adjourned 6:53 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator