

FINANCE AND PROCUREMENT COMMITTEE STATED MEETING - MONDAY, JANUARY 14, 2008

The stated meeting for the month of January was held in the Stephenson County Board Room on the above date with Mr. Graham, the Chairman, presiding. The meeting was called to order at 6:30 p.m. Committee members present were Mr. Graham, Ms. Kubatzke, Mr. Mikkelsen and Mr. Kuhlmeier. Absent were Mr. Boomgarden, Ms. S. Hooper and Ms. V. Hooper. County Board Chairman Blum was also present. Other County Board members present were Mr. Détente and Mr. Newton.

Minutes of the stated meeting of Monday, December 10, 2007 were approved, without reading, on a motion by Mr. Mikkelsen, seconded by Mr. Kuhlmeier.

COMMUNICATIONS:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

Bob Schultz, Marketing Manager, for Admiral Energy introduced Wayne McFarland, CEO of Admiral Energy. Mr. McFarland explained that Admiral was an engineered energy company committed to saving retail energy costs. Using a three-year history of the County's energy costs, they create a model to design a program for future savings. They ensure that the utility is charging the lowest possible rate. Admiral is compensated by sharing the retroactive savings, with the County, on a 50/50 basis. All of their utility billing work is done on a contingency basis. Their other work is designed to reduce energy consumption at each load center. There is usually a 25% savings on load reduction and an 8% savings on utility billing review. Some of their clients have been successful with roof-top solar and wind units. An analysis needs to be done before they can determine what Admiral can do to help the County. He estimated that the pay back, on fixture replacement, would be 18 to 36 months and Admiral would help with the financing. Mr. Graham said that the Committee would continue this discussion next month. The County Administrator was directed to make copies of the material from Admiral Energy for distribution to the Committee before next month's meeting.

Don Hall introduced the Affirmative Defense Response System, endorsed by the Illinois Association of County Officials. Mr. Hall is also working with Pre-Paid Legal Services. He reviewed problems that local governments have had with security breaches of confidential information. The governmental unit can be sued for these breaches. The County needs to have a program in place to prevent a breach and to recover from the breach if one happens. The County has confidential employee information that must be protected. It is expensive to restore one's credit. The County is expected to protect this information and should have an information security program in place. He recommended having mandatory training of employees who handle non-public information. The County should validate the security procedures of the vendors that it shares information with, to sure that it is being protected. Mr. Hall reviewed the

programs that he would implement to protect the County and its individual employees. He offers Pre-Paid Legal Services at \$15.95 per month and identity theft protection at \$12.95 per month and the two services together for \$25.90 per month. As part of his service, he would teach employees regarding security matters.

Mr. McLeRoy reported that the General Assembly is working on the mass transit bill. They are considering using some gasoline tax funds for mass transit rather than on roads. UCCI's annual legislative day is scheduled for Tuesday, February 26th, with a seminar on the 27th. The topic for the seminar has yet to be determined. The question was raised as to whether the County's regular "errors and omission" insurance, with the ICRMT, covered the security breaches of confidential information that was discussed earlier in the meeting. The County Administrator suggested that the ICRMT could do the same type of training for the protection of sensitive information.

Mr. Snavely asked if Mechanical had reported to the Public Properties Committee on how to improve the efficiencies of the Courthouse HVAC system. He has been asked to "check-in" with Nursing Center management whenever he goes to the Nursing Center. There was a discussion on the need to clarify the separation of maintenance responsibilities, which belong to ABM from those remaining with the County. Mr. Snavely was complimentary of the two ABM employees. This topic will be covered again when the new Nursing Center administrator is in place. Mr. Détente explained that the communication agreement, for maintenance, was that Aaron would contact Nelson when the problem belonged to the County.

The Committee reviewed the December 2007 revenue and expense amounts in the Employee Health Insurance Fund. There was a \$9,129.01 surplus in December. After the first month of the current fiscal year, revenues have exceeded expenses by \$9,129.01.

The Budgetary Status and Major Revenue Tracking reports for December 2007 were distributed and reviewed. The County Administrator noted that since there were no new or repaid loans in December, the Interfund Loan report was not distributed.

The County continues to participate in the "First-Time Home Buyer" program. The program requires the annual adoption of a resolution authorizing the application of bond volume cap and an intergovernmental agreement with the Illinois Housing Development Authority. On a motion by Mr. Mikkelsen, seconded by Mr. Kuhlmeier, the Committee recommended adoption of the resolution authorizing the application of bond volume cap and an intergovernmental agreement with the Illinois Housing Development Authority.

COMMITTEE REPORTS:

Public Property – in the absence of Mr. Boomgarden, it was noted from his committee's minutes that he had no action items.

Administration – in the absence of Ms. S. Hooper, it was noted from her committee's minutes that her committee recommended adoption of two amendments to the County's Liquor Ordinance. The County Treasurer has yet to access the funds authorized by the Tax Anticipation Warrants.

Court Services – in the absence of Ms. V. Hooper, it was noted from her committee's minutes that her committee recommended adoption of a budget amendment for the State's Attorney to accommodate receipt of a \$3,000 grant.

Nursing Center - Ms. Kubatzke reported that she did not have any financial action items. Two retirement parties are scheduled for Ms. Gravenstein, one at the Nursing Center on Thursday, February 7th, at 2:00 p.m. and the other at Bethany United Church of Christ on Sunday, February 10th, at 2:00 p.m.

Planning and Development – Mr. Mikkelsen reported that his committee recommended adoption of a resolution authorizing issuance of Industrial Revenue bonds for FHN's development on Burchard Street. His committee has a recess meeting on Wednesday, February 16th, at 6:00 p.m. to recommend an engineering firm for the EDA grant portion of the development at Mill Race Crossing.

Public Works - Mr. Kuhlmeier reported that due to the December snow storms, the Highway Department's overtime expenses, exceed the regular salary expenses, for the last payroll period. His committee continued to discuss the lease or purchase options for the land on McConnell Road at the Pecatonica River. His committee prefers the lease option.

Chairman Blum said that he had nothing further to report.

The Committee postponed its review of the County Code Book.

The County still has a number of the 2008 calendars, with pictures of Stephenson County, for sale. A case of calendars was given to GVA Williams for advertising of the County and Mill Race Crossing. On a motion by Mr. Mikkelsen, seconded by Mr. Kuhlmeier, the price for the calendars was reduced to \$7.00.

On a motion by Mr. Mikkelsen, seconded by Mr. Kuhlmeier, the Committee went into Executive Session, on a roll call vote, for Employment/Appointment Matters. (Aye: Ms. Kubatzke, Mr. Mikkelsen, Mr. Kuhlmeier, Mr. Graham; Nay: None.) The Committee came out of Executive Session, on a motion by Mr. Mikkelsen, seconded by Ms. Kubatzke. Mr. Graham announced that Employment/Appointment Matters were discussed, but no action was taken.

Claims of \$1,521,295.94 were approved, on a motion by Mr. Mikkelsen, seconded by Ms. Kubatzke.

The Committee adjourned at 10:18 p.m., on a motion by Mr. Mikkelsen, seconded by Mr. Kuhlmeier.

Approved: February 11, 2008

Next Stated Meeting of the Committee:
Monday, February 11, 2008 6:30 p.m.
Stephenson County Board Room