

FINANCE AND PROCUREMENT COMMITTEE STATED MEETING - MONDAY, SEPTEMBER 8, 2008

The stated meeting for the month of September 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, Mr. Senn, Ms. S. Hooper, Ms. V. Hooper, Ms. Kubatzke and Mr. Kuhlmeier. Absent was Mr. Mikkelsen. County Board Chairman Blum was also present. Other County Board members present were Mr. Détente and Mr. Kuhlemeier.

Minutes of the stated meeting of Monday, August 11, 2008 were approved, without reading, on a motion by Ms. V. Hooper, seconded by Kubatzke.

COMMUNICATIONS:

None.

OLD BUSINESS:

The County Administrator reported that Mr. Isbell conducted an IMRF Early Retirement Incentive Program workshop this morning with several department heads. There is no report yet, on the meeting.

NEW BUSINESS:

Greg Dunham of Lindgren, Callihan, VanOsdol, the County Auditors, distributed and reviewed the Annual Financial Report (Audit), Financial (Audit) Committee Matters and Control Deficiencies for the fiscal year ending November 30, 2007. He introduced Brian Anderson who was again, in charge of the field work for this year's audit. Mr. Dunham explained that the audit was done under regulations proscribed by the U.S. Office of Management and Budget Circular A-133 (Single Audit Act), Government Auditing Standards and Generally Accepted Accounting Principles, all Federal standards. No material weakness of internal controls was identified. He explained the audit process and reviewed the various categories in the audit report, paying particular attention to the Management Discussion and Analysis. Modified accrual is the basis for governmental accounting, but the Statement of Net Assets is presented at full-accrual. There was a format change to the audit report five years ago, to conform to the Governmental Accounting Standards Board's Statement 34. Since this is the fifth under GASB 34 regulations, it is the first year for the infrastructure (roads and bridges) values, net of depreciation, to be included in the report. He reviewed several footnotes and noted the listing of the Federal and State grants. Mr. Dunham highlighted several items under the categories of Management Judgments and Accounting Estimates, and Significant Audit Adjustments from Financial (Audit) Committee Matters. The auditors are required to advise the Finance (Audit) Committee of any auditing changes: there were no auditing changes or disagreements with management. The Management Letter is now called Control Deficiencies. All three of the opinions expressed in the Annual Financial Report (Audit) are "unqualified" or clean. On a motion by Ms. V. Hooper, seconded by Mr. Kuhlmeier, the Committee forwarded the audit documents to the County Board.

Mr. McLeRoy reviewed some of the legislation that has passed both houses of the General Assembly and are waiting for the Governor's signature. HB 4646 would allow units of governments to own and operate a wind generation turbine farm. HB 4700 would expand the definition of a job-related felony. HB 4936 would require notification of adjacent property owners with the siting of cell towers. HB 4992 would expand how the \$2 fee for certified copies of vital records can be used.

UCCI is sponsoring a regional seminar, on September 29th, at Sauk Valley College, from 5:30 to 8:30 p.m. UCCI's annual dinner and seminar is scheduled for October 17th and 18th, at the President Lincoln Museum and Library, in Springfield. The President Abraham Lincoln Hotel is the closest hotel to the Museum and Library. Chairman Blum will take attendees in his plane. Reviews of the Annual Golf Outing, at Eagle Ridge, were positive. The 2009 golf outing will again be at Eagle Ridge.

Mr. McLeRoy explained that worker compensation laws are being changed to save MEDICARE possible future costs. Employers would be responsible to fund reserves against possible later aggravation of a worker compensation injury. The individual worker job classification rates are increasing. The ICRMT now provides insurance for 58 counties.

Mr. Snavely presented and reviewed the Facilities Management (913) budget. On a motion by Ms. S. Hooper, seconded by Ms. V. Hooper, the Committee accepted the Facilities Management (913) budget.

The County Administrator explained that he has yet to receive the accounts payable file so he can generate the month end reports. The County Clerk and County Treasurer are working on the problem with the software vendor. He expects to have month end reports available for the County Board meeting.

A resolution transferring seven real estate property titles to purchasers, at auction, of delinquent tax properties was presented for signature by members of the Finance Committee. On a motion by Ms. Kubatzke, seconded by Mr. Senn, the Committee recommended approval of the title transfers.

COMMITTEE REPORTS:

Public Property – Mr. Senn reported that his committee reviewed the budgets for the Sheriff and Emergency Management. He has no financial action items for the Finance Committee.

Administration – Ms. S. Hooper reported that her committee reviewed the budgets for three of their departments. Her committee also received the proposed new Liquor Code and laid it over to their October meeting.

Court Services – Ms. V. Hooper reported that her committee reviewed all of their budgets. Additional funds may be needed, next month for Dependent Children Fund.

Nursing Center - Ms. Kubatzke reported that her committee approved a budget amendment to fund hiring a third maintenance person. On a motion by Ms. Kubatzke, seconded by Mr. Senn, the Finance Committee recommended approval of the budget amendment, transferring \$28,000 from Ward Secretary Salaries to Maintenance Salaries. Ms. Kubatzke passed around the new brochure for the Nursing Center.

There was a discussion on the condition of the Nursing Center parking lot. Her committee recessed their meeting, until September 11th to consider the budget.

Planning and Development – It was noted that Mr. Mikkelsen’s committee did not have any action items.

Public Works - Mr. Kuhlmeier reported that he had two resolutions for the County Board. There was a discussion of a sales tax referendum for roads. The Highway Department budgets will be reviewed on September 17th.

Chairman Blum reported that the 708 Board is looking for a spring referendum to raise the “tax cap” ceiling. He would like the Nursing Center Committee to become the Health Service Committee and be responsible for the Health Department, with the chairman of the new committee being on the Board of Health.

Chairman Blum explained that the Federal government has new guidelines for regional economic development grants. The County needs to dissolve the OEDP Committee, established in 1990 and no longer functioning. Then the County needs to establish its own CEDS Committee and appoint representative members. This needs to be done to be eligible for Federal EDA grants. On a motion by Mr. Kuhlmeier, seconded by Mr. Senn, the Committee recommended that the County Board dissolve the OEDP Committee and establish a County CEDS Committee.

Chairman Blum reviewed the material that the salary subcommittee studied to make its recommendations for the Circuit Clerk and Coroner salaries, for the four-year term of office, beginning in December 2008. The salary recommendations would bring the elected officials’ salary into the upper part of the mid-range for counties of comparable size, by the end of the four-year term. The recommendation for the Circuit Clerk’s annual salary was for increases of \$500, each December: December 2008 \$52,500, December 2009 \$53,000, December 2010, \$53,500 and December 2011 \$54,000. The recommendation for the Coroner’s annual salary was for increases of \$1,000, each December: December 2008 \$23,000, December 2009 \$24,000, December 2010 \$25,000 and December 2011 \$26,000. On a motion by Ms. V. Hooper, seconded by Ms. S. Hooper, the Finance Committee recommended that these salary proposals be adopted by the County Board.

The Committee asked that Mr. Skurla be invited to the October Committee meeting to discuss the work he is doing for the County and his invoices.

Claims of \$624,851.61 were approved, on a motion by Mr. Kuhlmeier, seconded by Ms. Kubatzke.

The Committee adjourned at 8:15 p.m., on a motion by Mr. Kuhlmeier, seconded by Ms. S. Hooper.

Approved: October 13, 2008

Next Stated Meeting of the Committee:
Monday, October 13, 2008 6:30 p.m.
Stephenson County Board Room