

AUDIT/FINANCE/PURCHASING COMMITTEE
January 11, 2018

Present: Becky Edwards, Chairman-
Aaron Allen Paul Schmitz
 Vicki McMahan Matt Wells

Absent: None

Others present: Venise McWard, Mike Gianasi, and Jan Bland.

The Finance Committee met on Thursday, January 11, 2018 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairwoman Becky Edwards noted a quorum. There were no public comments.

EMAILS

Many of the county offices received notice this week from Ricoh that their generic email account, i.e. Hotmail, Gmail, yahoo, etc. are no longer acceptable to send reports back to the company. Jeff Durbin, CTI IT Operations Manager attended the meeting and talked to the committee about options to consider in order to change the various offices generic county emails: 1-host our own email server, 2-buy domain names and CTI host or 3-consider using the 365 Microsoft program which backs up continuously and is certified for government use. Jeff also noted the Ricoh requirement will become most prevalent as time goes by with many other companies of which the County conducts business. Members agreed that those offices' carrying the "free service" needs to be reviewed and determined how to get them safe and compliant email programs. Several key factors must be taken into consideration and Jeff Durbin has agreed to attend an upcoming department head meeting to help explain the options to the group. Further, Jeff agreed to look into the above referenced programs and present a proposal for incorporating the changes needed.

WEBSITE: As last reported Russ Winans was interested in learning the upgrades for ADA accessibility to revamp the current county website. After working on new layouts and the transfer of documents, he realized the project was much more demanding and that he did not have the right versions of the software needed to complete the task. Although, Mr. Winans will not be available to move forward with a new website, he will continue to assist the department heads with their updates for a while longer. The committee recognizes the importance of a new website and accomplishing the requirements that have been noted from federal and state agencies in making certain our website is compliant. It was suggested that we seek two additional quotes adding to the current company that has submitted a quote and ultimately compare the quotes and determine how to move forward. Additionally, Venise McWard was asked to facilitate the task. A motion was made by Matt Wells and seconded by Paul Schmitz for Venise to seek the additional quotes for a new and updated County website with a goal to return quotes for review in March. The motion carried.

CLAIMSA motion was made by Matt Wells and seconded by Vicki McMahon to accept the claims as presented for payment in January. The motion carried.

APPROVE TWO RESOLUTIONS FOR DELINQUENT TAX PROPERTIES

Two resolutions to accept and record delinquent tax properties: parcels 11-25-22-119-001-00 in Pana Township, ABW Auctions bid \$675.00 and 11-25-21-104-002-00 in Pana Township, Shauna Owens, for Contance Nichols and Daniel Howard paid \$1,640.00. A motion was made by Aaron Allen and seconded by Matt Wells to adopt the above resolutions and dispense with the reading. The motion carried.

APPELLATE PROSECUTOR AGREEMENT

The annual agreement still has not arrived from the State.

FINANCE COMMITTEE POLICIES

In an effort to reduce copies and postage, the committee discussed changes to both the claims report and the Treasurer's report. Monthly, each county board member receives a copy of the claims presented for that month. It is important that the members receive and review the report as they are required to have a roll call vote however, it consists of several pages and copying is lengthy. Currently some members only receive copies via email and some receive hard copies through the mail. A motion was made by Paul Schmitz and seconded by Vicki McMahon to recommend that the claims report only be emailed to the county board members for their review. The motion carried.

Another report that the finance committee members receive monthly is the Treasurer's report. It is the revenue and expense report ending the previous month and a report by department that details previous month's expense, budget and year to date actual expenses. This monthly report is sent to the Clerk's office for filing and available for their review. A motion was made by Aaron Allen and seconded by Paul Schmitz to email those reports to all county board members. The motion carried.

Chairwoman Edwards reported that benefit statements are being processed for all employees. This will itemize both county and employee costs per employee. They are expected to be finished in February.

A motion was made to adjourn by Matt Wells and seconded by Aaron Allen. The motion carried.

Respectfully submitted, Becky Edwards

Finance Committee Chairwoman
Finance Committee -page 2- January 11, 2018

AUDIT/FINANCE/PURCHASING COMMITTEE

February 20, 2018

Present: Becky Edwards, Chairman- Aaron Allen
 Paul Schmitz Vicki McMahan

Absent: Matt Wells

Others present: Tim Carlson, Mike Gianasi, Mike Havera, Bruce Engeling, Bruce Kettelkamp, Julie Mayer, Betty Asmussen, Owen Lasswell and Jan Bland.

The Finance Committee met on Thursday, February 15, 2018 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairwoman Becky Edwards noted a quorum. There were no public comments.

WEBSITE UPDATE

Chairwoman Edwards reported a second bid was received for the website and that we are waiting on the third. By the March meeting the Board should have three bids to review.

OVERCROWDING A THE JAIL

Sheriff Bruce Kettelkamp and Chief Deputy Bruce Engeling presented a proposal to help accommodate the inmate numbers at the jail. Although the real solution to an outdated facility is to build a new complex with an estimated cost in excess of \$11 million, the following expansion would assist in relieving the over-crowded situation we currently have. The expansion would include a twenty-bed dorm, three "watch" cells, storage and allow the kitchen space to be increased and updated. The expansion would be added onto the current facility into the parking lot area. In order to determine the cost of the project, Sheriff Kettelkamp and Chief Deputy Engeling requested funds to begin the bid process to find an architect and engineer to design and estimate the cost of the project. The initial projections are \$400,000 plus. The \$400,000 would be borrowed with an estimated ten-year payback period. It is projected the loan would be paid by increasing the federal inmates creating the funds for the loan payment. This is a preliminary plan to be developed professionally. A motion was made by Paul Schmitz and seconded by Becky Edwards to approve the request to pay for the architect/engineer from the Capital Improvement Fund in the amount of \$40,000 not to exceed \$60,000. The motion carried. Additionally, the sewer and other systems will need to be addressed. As an additional note, the Department of Corrections will also have to approve the project.

CLAIMS

A motion was made by Aaron Allen and seconded by Paul Schmitz to approve the claims as presented for payment in February. The motion carried. Paul Schmitz suggested that the committee physical review each claim on a quarterly basis. The committee agreed.

CREDIT CARD PROPOSAL FOR COUNTY USE

Treasurer Asmussen explained that more and more department heads need to use a credit card to make purchases for items such as software on line and need a credit card to do so. Currently, they must either use their own credit card or pass on the best deal due to no credit card. After review with the auditors, it was determined that a credit card with a \$2,000 limit was suggested as well as creating a policy setting forth the procedure on how to request use of the card. A motion was made by Becky Edwards and seconded by Aaron Allen to authorize the Treasurer to obtain credit cards for general fund use and for the solid waste office with a \$2,000 limit and conditioned upon the full amount must be paid off monthly. The motion carried. The treasurer will oversee the use of the cards and will create a policy for the department heads setting forth the procedure for accessing the card.

NEW FRANCHISE AGREEMENTS

This item is still in discussions and will be brought back to committee at a later date.

STATES APPELLATE PROSECUTOR'S SERVICES

The annual resolution from the States Attorney Office to maintain the States Appellate Prosecutor's services was presented for approval. This \$12,000 fee is in the States Attorney's budget. It provides attorneys from the Appellate Prosecutor's office to serve the County when there is a conflict in the States Attorney's office in handling a case or on a criminal appeal and other circumstances. Without this agreement by resolution, the county would be forced to pay an hourly fee should they require an outside attorney. A motion was made by Paul Schmitz and seconded by Aaron Allen to adopt R2018 SA 003. The motion carried.

LETTER TO REJECT PROPOSALS THAT MANDATE SPECIFIC ACCOUNTING PRACTICES OF LOCAL GOVERNMENTS

The Comptroller's Office is filing an amendment to include counties for specific accounting practices. The proposed resolution urges the Comptroller and the General Assembly to reject any proposals to significantly modify the acceptable forms of accounting and auditing utilized by units of government in their mandated reporting to the Comptroller's Office. There are two systems of accounting: accrual or cash basis. Christian county uses accrual; however, the bill proposed would force to mandate all local governments to use the accrual system forcing them to change their current accounting system. A motion was made by Paul Schmitz and seconded by Vicki McMahon to adopt the resolution rejecting any proposals to significantly modify the acceptable forms of accounting and auditing utilized by units of local government in their mandated reporting to the Comptroller's Office. The motion carried. A letter will be written to the Honorable Susana Mendoza respectfully requesting reconsideration in the restructure of any accounting practices.

ALLOCATION OF BOND FUNDING

Treasurer Betty Asmussen asked the committee their plans for use of the funds from the General Obligation Bonds suggesting a \$1.0 million be invested in a CD with the remaining \$200,000 moved to the General Fund until it was determined how the funds will be utilized. A motion was made by Vicki McMahon and seconded by Paul Schmitz for \$200,000 to be transferred into the general fund in a short-term CD and the balance of \$1 million be invested as stated above until the committee researches current and future projects for the county. The motion carried

POLICY FOR CONTINGENCY FUND REQUESTS

A policy and procedure were presented to the Finance Committee detailing the procedure the Department Heads would use to receive approval to expend funds from the contingency line item. As a reminder, the contingency fund is not available for the funding of a shortfall in a departments budget. The approval will be based on the necessary but unexpected expenditures. A motion was made by Paul Schmitz and seconded by Vicki McMahon to approve the contingency fund access policy and procedure. The motion carried. Department heads will be given the information.

A motion was made to adjourn by Aaron Allen and seconded by Vicki McMahon. The motion carried.

Respectfully submitted,

Becky Edwards

Finance Committee Chairwoman

AUDIT/FINANCE/PURCHASING COMMITTEE
and
EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
and
March 15, 2018

Present: Becky Edwards, Chairwoman Donna Hibbetts, Chairwoman
 Aaron Allen Vicki McMahon Venise McWard Molly Alaria
 Paul Schmitz Ben Curtin

Absent: Marilyn Vogetzer and Matt Wells

Others present: Tim Carlson, Mike Gianasi, Mike Havera, Bruce Kettelkamp, Julie Mayer, Betty Asmussen, Chad Coady, Amy Winans, Mellissa Schilling, Bryan Hahlbeck, Bob DeClerck, Mary Rhodes, Tom Latonis and Jan Bland.

The Finance Committee and Executive/Personnel/Liquor committee met on Thursday, March 15, 2018 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairwoman Becky Edwards noted a quorum. There were no public comments.

INTERGOVERNMENTAL AGREEMENT AND ORDINANCE FOR PUBLIC TRANSPORTATION GRANT AGREEMENTS

Mellissa Schilling representing the Central Illinois Public Transit Program presented the Ordinance and Intergovernmental Agreement between Christian County and Shelby County (as the designated and primary participant) for the public transportation program renewal. This grant money is a for one-year term – July 1, 2018 to June 30, 2019 authorizing Shelby County to execute and file on behalf of Christian County all documents and agreements in order for Christian County to offer public transportation in Christian County. A motion was made by Paul Schmitz and seconded by Donna Hibbetts to adopt Ordinance O2018 CB 006. The motion carried. A motion was made by Paul Schmitz and seconded by Aaron Allen to approve the intergovernmental agreement with Shelby County/CEFS Economic Opportunity Corporation to direct and implement the program. The motion carried.

WEBSITE UPDATE

Chairwoman Edwards reported other bids have been received and called upon Bryan Hahlbeck from CivicPlus to make a short presentation. Several questions were asked about this four-year plan. Venise McWard will contact several board members/elected office holders to evaluate the various quotes and return to the committee next month with a recommendation.

2017 AUDIT

The 2017 Audit will be presented next month at the finance meeting.

OFFICE 365

County Clerk Michael Gianasi reported more exact numbers of users have been collected and he will report back next month with costs of the Office 365.

CLAIMS

A motion was made by Aaron Allen and seconded by Paul Schmitz to approve the claims for March and to cut the checks prior to the full board meeting. The March meeting will be delayed due to the primary election.

ADOPT POLICY PROHIBITING SEXUAL HARRASSMENT ORDINANCE

As reviewed last month with updates to the current policy, the new policy/ordinance was presented for adoption. A motion was made by Donna Hibbetts and seconded by Paul Schmitz. The motion carried.

ADOPT VESSA POLICY/ORDINANCE

The VESSA Policy was revised and presented for adoption. A motion was made by Vicki McMahon and seconded by Molly Alaria. The motion carried.

COURTHOUSE A/C CAP FOR INSTALLATION

As discussed in the Highway/Building Committee, the referral to increase the third floor air conditioning project at the courthouse was presented for approval. The amount of not to exceed \$30,000 from the Capital Improvement Fund in order to contract the installation of the project was motioned by Venise McWard and seconded by Donna Hibbetts. The motion carried.

ELECTED OFFICE HOLDERS SALARY DISCUSSION/PROPOSAL

The positions of County Clerk, Supervisor of Assessments, Treasurer and Sheriff will be decided in November during the general election. Those current office holders as well as the Circuit Clerk presented proposals for the Board's consideration to increase their salaries. The decision must be made 180 days prior to the first Monday in December. For this board, the decision date is May 15, 2018.

- Julie Mayer-Circuit Clerk discussed her salary as being frozen at \$62,797 since 2014. When she last ran for office in 2016, she did not request any increase. And according to Julie, in 2014, these offices' salaries were in the top 4th of the counties. Now they are not. She further stated that she has not had a cost of living wage in five years and stated, "This is how we make our living."
- Board members questioned the \$6,500 stipend that each office receives. For several years the State has been trying to eliminate this stipend to the officer holder. The stipend is for the reporting work each county office sends to the State. It was said that stipends are not considered part of their salary and it is not a guarantee.
- Chad Coady-Supervisor of Assessments commented on his stipend that it is only \$3,000 and he would only receive it depending on the numbers. If there are no increases for this term it would be eight years, the pay freeze would be in effect. His salary is reimbursed by about half from the State.
- Michael Gianasi commented that these positions are offices with a high level of responsibility and the Board has no control as to who runs for the offices. No matter who is in the position, the responsibilities will never be less.
- Betty Asmussen-Treasurer reviewed past five years increases to base salaries of the sheriff's deputies and officers-(effective 12/1/2013 to 12/1/2017 respectively) 2- 2.5- 2.5- 2- 2%. There are deputies who make the same or more than the elected office holders. Probation Officers recently got an 18% increase after a four-year freeze. [Chairwoman noted these salaries are reimbursed by the State at about 85%.] AFSCME received about a 2% raise. "Some non-bargaining department heads like the Chief Probation Officer and Joe Stepping have higher salaries than the elected office holders!" She distributed several documents with surveys and past salary increases of county employees.
- Amy Winans-Coroner-spoke of crazy formulas that were given in the past to elected office holders. Her opinion was there was some picking and choosing as to the increases. Although, this election Winans is not up for reelection, she commented, she did not start this job for the paycheck; it is the dedication and being passionate about the job.

- Mike Havera-States Attorney, whose salary is determined by the State, noted we (county offices) provide services that are required. We have been asked to cut our budgets, but yet, we still have to provide those services.

Several members commented:

- How do we fund increases with a deficit budget?
- These are decisions we have to make when our hands are tied with PTEL and decreasing revenues.

Tensions were high with stressful comments being made by many. The committee/committees will evaluate their handouts and resume discussion next month.

A motion was made to adjourn by Vicki McMahon and seconded by Donna Hibbetts. The motion carried.

Respectfully submitted,

Becky Edwards
Finance Committee Chairwoman

Finance Committee -page 3- March 15, 2018

AUDIT/FINANCE/PURCHASING COMMITTEE
and
EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
and Board members
April 12, 2018

Present: Becky Edwards, Chairwoman Donna Hibbetts, Chairwoman
 Aaron Allen Vicki McMahon Venise McWard Molly Alaria
 Paul Schmitz Matt Wells Ben Curtin Tim Carlson Mike McClure,
Absent: Marilyn Vogetzer, Phil Schneider, Chad Michel, Charles DeClerck, Craig Corzine

Others present: Rich Hooper, Mike Gianasi, Sarah Carlson, Julie Mayer, Betty Asmussen, Chad Coady, several AFSCME members, Tom Latonis and Jan Bland.

The Finance Committee and Executive/Personnel/Liquor committee met on Thursday, April 12, 2018 at 6:00 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairwoman Becky Edwards noted a quorum. There were no public comments.

2017 AUDIT REVIEWED

Rich Hooper from Lively, Mathias, Hooper and Noblet highlighted the FY2017 County Audit. As a general summary, the Independent Auditors' Report was unmodified and all materials were provided to the auditors. As recalled over the past two years, Ameren money awarded to the County for the utility line project was \$342,400 in FY 2016 and \$580,400 in FY 2017. Not including the \$580,400 amount of the one-time Ameren payment in FY 2017, the deficit of the general fund would be \$234,670. By including the Ameren money, the budget reflected a further reduced amount. The general fund expenses of \$6,254,716 exceeded the revenue by \$234,670 without account for the Ameren easement for FY 2017. Salaries and benefits in the general fund are about 70-75%--a normal percentage for local governments as they provide services which require staff. Last year fee increases began and helped some for the revenues. In 2018, a full year of revenue increases may be recognized. Mr. Hooper noted that in the appropriations (budget) the County should try to include all anticipated expenses. The bottom line comes to what actually was expensed and what revenues were received. He will attend the full board on Tuesday, April 17, 2018.

APRIL CLAIMS APPROVED

A motion was made by Paul Schmitz and seconded by Aaron Allen to approve the April claims as submitted. The motion carried.

AIR CONDITIONING PROJECT TO BE PAID DIRECTLY FROM CAPITAL IMPROVEMENT

Clarification to the capital improvement line and the air conditioning project: Monies were designated for the A/C project to be paid directly out of the Capital Improvement Fund by line item. No action was necessary.

WEBSITE UPDATE

Venise McWard updated the committee on the website review. Two new quotes will be submitted soon and be added to the current five quotes. The website committee members are Venise McWard, Molly Alaria, Vicki McMahon, Julie Mayer, Michael Gianasi, Micki Ehrhardt and Russ Winans.

OFFICE 365

The Office 365 research continues. A new survey from department heads reduced the original cost estimate for those offices that need both emails and Office 365 software licenses and offers cloud storage.

REQUEST TO EXPAND LIQUOR LICENSE CLASSIFICATION

A request was made by a current liquor license holder to expand his business with the addition of a gambling venue. In order to be licensed through the State, he must obtain a license to “pour” liquor. His current license is for the sale of package liquor. A new class of license must be created to allow that request. A motion was made by Matt Wells and seconded by Vicki McMahon to direct the States Attorney to provide language and a new liquor license classification for the license to sell package beer and wine and serve beer and wine. The motion carried.

QUOTE APPROVED TO FINISH AIR CONDITIONING PROJECT

Referred from the Highway/Building Committee was the approval of the quote from Gibbel Home Services, Inc. at \$36,000 for the installation labor and custom sheet metal labor for the courthouse AC. A motion to accept Gibbel Home Services, Inc. at \$36,000 for installation labor and custom sheet metal labor was made by Vicki McMahon and seconded by Venise McWard and to be paid from Capital Improvements. The motion carried.

CONSOLIDATE POSITIONS OF ANIMAL CONTROL AND ZONING DUE TO RETIREMENTS

Chairwoman Edwards read the letters of resignation from Brett Rahar, Zoning Officer for 37 years and Joelynda Conrad, Animal Control Warden for 25 years with both effective dates at the end of May. A motion was made by Aaron Allen and seconded by Molly Alaria to go into executive session pursuant to the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body 5ILCS 120/2(c)(1). Roll call vote of all members present polled all ayes.

A motion was made by Paul Schmitz and seconded by Aaron Allen to come out of executive session for the above exemption. Roll call polled all ayes.

During executive session, the purpose of discussion was to evaluate the consolidation of two department head positions and to seek applications for that position. A motion was made by Vicki McMahon and seconded by Matt Wells to combine the two positions into one management position. The hours open for the public to view and adopt animals would be more user friendly being opened during lunch hours, open one evening and to include Saturday hours. Hours for zoning would be established during regular business hours. Consolidating the two positions would be a cost savings to the County. The motion carried.

RECESS

The committee took a brief recess.

ELECTED OFFICE HOLDER SALARIES APPROVED

A motion was made by Molly and seconded by Venise McWard to go into executive session pursuant to collective negotiating matters between the public body and its employees or their representatives and deliberations concerning salary schedules for one or more classes of employees--5ILCS 120/2(c)(2). Roll call vote of all members present polled 10 ayes and one nay.

A motion was made by Matt Wells and seconded by Vicki McMahon to come out of executive session for the above exemption. Roll call polled all ayes.

In open session, comments were made about regrets of freezing the salaries for the past four years and they reviewed the options of the elected office holders proposals which in review are:

- Proposal #1-- 3%, 3%, 2%, 2%
- Proposal #2—3%, 2%, 2%, 2%
- Proposal #3-- \$1500 flat each of the four years

One member commented that constituents felt there should be no increase of salaries. A motion was made by Ben Curtin and seconded by Mike McClure to award elected office holders who will be elected or re-elected in November 2018 (County Clerk, Treasurer, Supervisor of Assessments, Sheriff) and the Circuit Clerk [the term is not up, but salary schedules have been in coordination with this group of Elected Office holders] to receive a 2% increase each of the four years of their term. A roll call vote polled the following yay: Molly Alaria, Aaron Allen, Tim Carlson, Ben Curtin, Becky Edwards, Donna Hibbetts, Venise McWard, Mike McClure, Vicki McMahan, Paul Schmitz; and nay; Matt Wells. The motion carried.

A motion was made by Matt Wells and seconded by Molly Alaria to adjourn. The motion carried.

Respectfully submitted,

Becky Edwards
Finance Committee Chairwoman

AUDIT/FINANCE/PURCHASING COMMITTEE

May 10, 2018

Present: Becky Edwards, Chairwoman
Matt Wells, Vicki McMahon, Paul Schmitz, (vacant seat)

Absent: None

Others present: Mike Gianasi, Mike Havera, Bruce Engeling, Molly Alaria, Donna Hibbetts, Venise McWard, Tom Latonis and Jan Bland.

The Finance Committee met on Thursday, May 10, 2018 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairwoman Becky Edwards noted a quorum. There were no public comments.

CLAIMS

May claims were presented for approval and a motion was made by Paul Schmitz and seconded by Vicki McMahon. The motion carried.

INSURANCE RATES

Jeremy Travelstead, American Central reviewed the past history of the County's health insurance premiums and presented the new quotes. Over the past ten plus years, the County had been able to maintain insurance premiums by changing the plans and offering a Health Reimbursement Plan to employees. In 2017 the Blue Cross premium skyrocketed from \$725 to over \$900 per month for the individual for the last plan year. Health Alliance was able to quote a similar premium to 2016 and as well as health benefits. Blue Cross submitted a quote for this plan year offering several options as good as or better than other companies. A labor-management meeting was held with union reps and non-bargaining employees to review the options. The management suggested a plan that decreases the HRA liability to the County and is a good plan for the employees. The dental plan and life insurance premiums increased minimally. A motion was made by Vicki McMahon and seconded by Paul Schmitz to accept the Blue Cross premium of \$713.18/month for the employee with a \$1000 deductible and \$2000 out of pocket for the plan year 7/1/2018 through 6/30/2019 and the dental, eye and life insurances for renewal. The motion carried.

ELECTED OFFICE HOLDER COMPENSATION PACKAGES

Chairwoman Edwards recapped the County Board members changes for the next election. The approval read as follows from the committee minutes:

County Board Members –passed Feb of 2017 at Finance Committee

- A motion was made by Matt Wells and seconded by Becky Edwards to change the base salary of county board members to \$100/month effective December of 2018 for those elected or re-elected beginning that term. The motion carried.
- A motion was made by Matt Wells and seconded by Becky Edwards to reduce the meeting per diem to \$25 effective December 2018 for those elected or re-elected beginning that term. The motion carried.

Elected Office Holders-April 2018

At joint committee

A motion was made by Ben Curtin and seconded by Mike McClure to award elected office holders who will be elected or re-elected in November 2018 (County Clerk, Treasurer, Supervisor of Assessments, Sheriff) and the Circuit Clerk to receive a 2% increase each of the four years of their term (12/1/18, 12/1/19, 12/1/20, 12/1/21).

In order to complete the package for the office holders, an insurance proposal was presented. Currently, the elected office holders, non-bargaining department heads and employees, and AFSCME pay 6% of the premium and have a 100% HRA plan. The proposal would be to increase the premium participation to 10% and pay the first \$250 of the deductible. This proposal would not be effective until the new HRA plan year January 1, 2019.

ADDENDUM TO SALARY AND COMPENSATION OF ELECTED OFFICE HOLDERS NEXT TERM

A motion by Paul Schmitz and seconded by Matt Wells to amend to the Elected Office Holders motion from last month to read: the County Clerk, Treasurer, Supervisor of Assessments, Sheriff) and the Circuit Clerk to receive a 2% increase each of the four years of their term (12/1/18, 12/1/19, 12/1/20, 12/1/21) and to include health insurance benefits paid by the County using the same standard as other non-bargaining Department Heads and employees and shall provide the same paid life insurance policy as other non-bargaining Department Heads and employees. Non bargaining employees/elected office holders are to pay 10% of the combined (health, dental, vision) insurance premiums and pay the first \$250 of the health deductible before the HRA can be applied each plan year effective 1/1/2019. The motion carried.

AGREEMENT OF PAY FOR ZONING OFFICER TRAINING AS NEEDED

As Brett Rahar will be retiring at the end of May, more time may be needed to consult and review zoning ordinances. A motion was made by Vicki McMahan and seconded by Paul Schmitz to agree to pay Brett Rahar an hourly rate of pay of \$35 including accumulated time for phone calls from June 2, 2018 up to June 2, 2019 not to exceed 599 hours for the sole purpose of instructions and consults for zoning ordinance and associated duties. All hours will be requested and pre-approved by ACZ Director with accounting comparisons. The motion carried.

WORK COMP AUDIT

Each year a work comp audit is done to compare the actual payroll to the projected premium. Last year was about \$5,000 off, whereas this year the audit returned with only a \$2,248 difference. The invoice is submitted in this month's claims. A motion was made by Paul Schmitz and seconded by Vicki McMahan to pay the additional charge from the 2017 work comp audit in the amount of \$2,248 from the appropriate line item. The motion carried.

RESOLUTION WITH JOSEPH E. MEYER FOR SALE BID INCREASE

The current fee is \$660 and the Joseph Meyer Company has requested an increase to \$750 per property as a minimum sale bid for the Delinquent Tax Liquidation Program. A motion was made by Matt Wells and seconded by Paul Schmitz to adopt and refer to the full Board the resolution R2018 TR 007 with Joseph E. Meyer as an addendum into increase the bid for the delinquent tax liquidation program. The motion carried.

WEBSITE RECOMMENDATION

Venise McWard chaired a website committee to become ADA compliant and offer new links and online documents. As both department heads and board members reviewed about seven proposals, they were in agreement with the results from Cheryl Roberts of Serpentine Web Solutions of Carlyle, Illinois for the cost of \$1,860 to redo the website. With the lesser cost for the project, many calls and checks were done by several members as well as a review from Jeff Durbin of CTI. There will be some other annual costs and ongoing support, training and maintenance costs. This will be brought to a vote for approval at full board meeting.

JAIL UPDATES

Chief Deputy Bruce Engeling noted:

- A claim to Nolan Plumbing was from work done in January for major sewer work due to inmate damages. The cost of the repairs was \$4,700 which was not planned maintenance.
- The food service increased the cost of meals which will increase about \$2,700.

- Next week, JH Petty and Associates Ltd. Architects will meet with Bruce for phase 1 of creating a preliminary floor plan and costs to build the wing at the jail. He will update as information is returned.

A motion was made by Vicki McMahon and seconded by Paul Schmitz to adjourn. The motion carried.

Respectfully submitted,

Becky Edwards
Finance/Audit Chairwoman
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AUDIT/FINANCE/PURCHASING COMMITTEE

June 14, 2018

Present: Becky Edwards, Chairwoman
Matt Wells, Vicki McMahon, Paul Schmitz, Venise McWard
Absent: None
Others present: Tim Carlson, Mike Gianasi, Chad Coady, Tom Latonis and Jan Bland.

The Finance Committee met on Thursday, June 14, 2018 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairwoman Becky Edwards noted a quorum. There were no public comments.

CLAIMS

June claims were signed by committee members and presented for approval. A motion was made by Paul Schmitz and seconded by Venise McWard. The motion carried.

GIS FLY-OVER UPDATE

Assessor Chad Coady gave the committee a report on the March 2017 fly-over to update the County's GIS mapping. Moneys collected for local government entities are from departments of the City of Taylorville and City of Pana totaling about \$5500 revenue. This service is not offered to private companies but of course the County's Sheriff, Animal Control/Zoning and Highway have access. With the new fly-over maps, new building permits and local assessments, approximately \$4.8 million of first time values have been adjusted. The second fly over, if we opt to purchase, will be in 2020.

CEMETERY FUND APPROVED FOR LANGLEY CEMETERY

A motion was made by Venise McWard and seconded by Vicki McMahon to approve the budgeted \$300 annual cemetery upkeep money to Jason Eson, caretaker of Langley Cemetery. The motion carried.

Discussion was held concerning other county-owned cemeteries that are active and if any revenues should be pursued. No action was taken.

ENTERPRISE ZONE APPLICATION

In 2021, the Taylorville and Christian County Enterprise Zone certification will expire. In the past a recertification was submitted, however, this time a new certification application process will be required, not just a renewal. This will take money for a grant writer to prepare. It has been proposed by the Christian County Economic Development Corporation that we hire Doug McDermott to approach the larger companies who have benefitted from the Enterprise Zone to assist with a financial contribution in the preparation of the new application. He would receive reimbursement of half of his mileage from the County (the other half from the City) and 10% of the amount of money secured for the project. A projected cost to apply is \$80,000 to \$100,000. The enterprise Zone is a strong calling card for new businesses by offering property taxes and sales tax abatements for a specific period of time. A motion was made by Paul Schmitz and seconded by Vicki McMahon to agree to the reimbursement for Doug McDermott's mileage from contingency. The motion carried.

NEW WAVE COMMUNICATIONS SERVICE PROVIDER FEE ORDINANCE

Due to legislation, the franchise fees previously paid to local governments would no longer be applicable and as received by New Wave, a new ordinance was presented for approval. Annual revenue received is about \$7,500. A motion was made by Vicki McMahon and seconded by Venise McWard to adopt the ordinance O2018 CB 007 ADDRESSING THE PAYMENT OF CABLE TELEVISION FRANCHISE FEES IN THE COUNTY OF CHRISTIAN. The motion carried.

PREVAILING WAGE ADOPTED

The annual prevailing wage ordinance was presented for adoption. A motion was made by Paul Schmitz and seconded by Venise McWard to adopt the Prevailing Wage Ordinance 2018 CB 008 as required. The motion carried.

MOBILE HOME TAX SALE CERTIFICATE RESOLUTION

A resolution will be presented at the full board to adopt R2018 TR 009 to authorize the county board chairman to assign the sale of 28 Hannon Mobile Home Park to John L. Manning for the amount of \$695.00.

FY2019 BUDGET YEAR REQUESTS

The committee discussed the real deficit taking out the one time utility pay was at \$235,000. Members want to continue to reduce the budget, making it balanced. After each member made comments on their suggestions of what and how to begin reductions, the suggestion of understanding the departments’ mandated duties and expenses will create a request to elected office holders and department heads to submit that information by June 28th for committee review. The purpose of the request is to get a better understanding of the offices “must provide” services. Comments about salaries based on performance were discussed with no action to be taken at this time. No specific directions were proposed for the preparation of the FY2019 budget as of yet. Budget hearings will be August 14 and 16 beginning at 6 pm.

JAIL PRELIMINARY COST DISCUSSED

The Highway/Building committee reviewed the plans without the cost available, but by the Finance committee a preliminary cost of \$588,000 was presented. During the full Board meeting, the architect will be present to describe and answer questions.

JUDICIAL OFFICES BACK UP SYSTEM

A meeting was held with the judicial office holders with Jeff Durbin of CTI describing the issues with their back-up system. It was explained their best option was the replacement of new hard drives as well as using the cloud. Without money in their individual budgets, it was suggested to utilize an office “0” computer programing line used for the second floor shared software and hardware. It appears that money will be available in that line this year. For the new budget, an office “0” line would be designated for the judicial system which is shared by five offices. The annual cost for a year is projected to be \$1885 plus \$28/month.

A motion was made by Paul Schmitz and seconded by Vicki McMahon to adjourn. The motion carried.

Respectfully submitted,

Becky Edwards
Finance/Audit Chairwoman
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AUDIT/FINANCE/PURCHASING COMMITTEE

July 12, 2018

Present: Becky Edwards, Chairwoman

Matt Wells, Vicki McMahon, Paul Schmitz, Venise McWard

Absent: None

Others present: Tim Carlson, Donna Hibbetts, Mike Gianasi, Chad Coady, Julie Mayer, Betty Asmussen, Amy Winans, Mike Havera, Tom Latonis, others and Jan Bland.

The Finance Committee met on Thursday, July 12, 2018 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairwoman Becky Edwards noted a quorum. There were no public comments.

CLAIMS

July claims were presented to committee members for approval. A motion was made by Venise McWard and seconded by Vicki McMahon. The motion carried.

CEILING REPAIR APPROVED

In the Circuit Clerk's office there are some cracked and broken ceiling areas. Repair is a multi-layer process of the 1902 plaster ceilings and therefore not many specialists available to do the job. A quote of \$3,500 was given to Bruce Engeling by Mike Dicks, a self-employed plaster specialist and he could accommodate us during the upcoming weekend. A motion was made by Paul Schmitz and seconded by Venise McWard to approve the work and use Capital Improvement money for the project. The motion carried.

R2018 TR 011 APPROVED FOR DELINQUENT TAX BID

A motion was made by Vicki McMahon and seconded by Venise McWard to accept the delinquent tax bid of \$675.00 for parcel 15-12-08-419-008-00 in South Fork Township. The motion carried.

MANDATED DUTIES OF COUNTY DEPARTMENTS

During last month's committee meeting, members requested information as to what requirements departments had mandated by statute. Department heads/elected office holders submitted that information to each committee member. Matt Wells began the conversation noting that in FY 2017 the County "spent \$375,000 more than we have". It was noted in the overview that elected office holder offices have duties that are primarily set by statute. Offices have to have enough money to run effectively. Treasurer Betty Asmussen and Circuit Clerk Julie Mayer explained many ways in which their offices

have become more efficient and cost effective. Both Vicki McMahon and Becky Edwards acknowledged the offices tried to reduce last year as they could and they do believe they are being frugal in their spending. This request was fact finding and the desire is to work together with the offices. This was echoed by Julie Mayer. Becky Edwards noted that the Board is making progress to reduce the deficit like in combining the Zoning and Animal Control positions. It may take some time to keep chipping away at the budget to reduce it.

There was some discussion as to the direction of the budget memo to department heads. Recommendation was to try to reduce, but no set percentage was expressed. The only salary increases determined at this time are the elected office holders. Budget hearing dates are Tuesday, August 7 and Thursday, August 16.

A motion was made by Venise McWard and seconded by Vicki McMahon to adjourn. The motion carried.

Respectfully submitted,

Becky Edwards
Finance/Audit Chairwoman

AUDIT/FINANCE/PURCHASING COMMITTEE

August 7, 2018

Present: Becky Edwards, Chairwoman

Matt Wells, Vicki McMahon, Paul Schmitz, Venise McWard

Absent: None

Others present: Tim Carlson, Mike Gianasi, Betty Asmussen, those listed below presenting their budgets, Tom Latonis, and Jan Bland.

The Finance Committee met on Tuesday, August 7, 2018 at 6:00 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairwoman Becky Edwards noted a quorum. There were no public comments.

The following department heads presented their FY 2019 budget proposals to the committee:

Solid Waste Management-Joe Stepping
CC Highway Department-Cliff Fry
CC Health Department-Nancy Martin
CC Animal Control/Zoning-Vince Harris
Coroner-Amy Winans
Circuit Court- Judge Bradley Paisley
Probation-Laura Cooper
Circuit Clerk-Julie Mayer
States Attorney-Mike Havera

A motion was made by Paul Schmitz and seconded by Vicki McMahon to recommend the States Attorney's request to hire a full time secretary this fiscal year due to the work load, training time and staffing levels. The motion carried.

A motion was made by Venise McWard and seconded by Vicki McMahon to adjourn. The motion carried.

Respectfully submitted,
Becky Edwards
Finance/Audit Chairwoman

AUDIT/FINANCE/PURCHASING COMMITTEE

August 16, 2018

Present: Becky Edwards, Chairwoman

Matt Wells, Paul Schmitz, Venise McWard

Absent: Vicki McMahan

Others present: Tim Carlson, those listed below presenting their budgets, Tom Latonis, and Jan Bland.

The Finance Committee met on Thursday, August 16, 2018 at 6:00 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairwoman Becky Edwards noted a quorum. There were no public comments.

CLAIMS

A motion was made by Venise McWard and seconded by Paul Schmitz to approve the claims as presented for August. The motion carried.

DELINQUENT TAX RESOLUTIONS

Four resolutions were presented for approval and to be forwarded to the full Board. They are as follows:

- R2018 TR 012-Authorizing the County Board Chair to assign mobile home tax sale Certificate of Purchase at 43 Hannon Mobile Home Park in Taylorville.
- R2018 TR 013- Authorizing the County Board Chair to assign mobile home tax sale Certificate of Purchase at 54 Hannon Mobile Home Park in Taylorville.
- R2018 TR 014-Authorizing the cancelation of tax sale certificate for 105 N. Locust Street in Pana Township [11-25-16-439-007-00] for the amount of \$430.71.
- R2018 TR 015-Authorizing the Chairman to execute a deed of conveyance or authorize cancellation of tax sale certificate for parcel in Rosamond Township [14-24-23-412-003-01] in the amount of \$225.00.

A motion was made by Paul Schmitz and seconded by Venise McWard to recommend to the full Board the above listed resolutions. The motion carried.

BUDGET HEARINGS

The following departments presented their FY 2019 budget proposals to the committee:

911-Micki Ehrhardt
Building/Grounds-Zach Hicks
Public Defender-Greg Grigsby
Assessor-Chad Coady
County Clerk-Michael Gianasi
Sheriff-Bruce Engeling
Treasurer-Betty Asmussen
County Board-Jan Bland

A motion was made to adjourn by Matt Wells and seconded by Paul Schmitz. The motion carried.

Respectfully submitted,

Becky Edwards
Finance/Audit Chairwoman-page 2

AUDIT/FINANCE/PURCHASING COMMITTEE

November 15, 2018

Present: Becky Edwards, Chairwoman

Paul Schmitz, Venise McWard, Vicki McMahon, Matt Wells

Absent: None

Others present: Mike Gianasi, Bruce Engeling, Tom Latonis, and Jan Bland.

The Finance Committee met on Thursday, November 15, 2018 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairwoman Becky Edwards noted a quorum. There were no public comments.

CLAIMS

A motion was made by Vicki McMahon and seconded by Venise McWard to approve the claims as presented for November. The motion carried.

APPROVE SECOND CLAIM PERIOD FOR NOVEMBER

A motion was made by Venise McWard and seconded by Vicki McMahon to approve the second claims period for November with collection on November 28th. The motion carried.

WORK COMP PREMIUM

Dan McNeely presented the new premium for work compensation plan through the Illinois Public Risk Fund. The 2018 premium was \$74,500 and the 2019 premium decreased to \$69,308 due to few claims. Additionally, due to a good claim record, the safety grant money will be \$4,927 for our departments to utilize for safety equipment. No action was required.

SHERIFF'S DEPUTIES CARS

Chief Deputy Bruce Engeling reported to the committee that due to a change in the procedures for the Central Illinois Enforcement Group "task force", the equipment the County will receive one new vehicle for the task force deputy at no cost and credit for a half of a car. The County will pay for the other half. The numbers work out to 1 ½ because the County has one full time deputy and one part time deputy on the task force. From this point forward, the County will claim the cars as property and be responsible for continuing maintenance. These vehicles will not replace the requested two new road deputy cars in the 2019 budget. A note on the budgeted cars: Due to a change in styles, we may have to wait several months to be able to purchase the new vehicles.

REGIONAL DEVELOPMENT ORGANIZATION DISCUSSED

Finance Chair Becky Edwards presented written information provided by the new development group. The basics were reviewed including seven counties in the designated region: Christian, Shelby, Calhoun, Greene, Jersey, Macoupin, and Montgomery. These are the same counties that were previously represented by West Central Development Council. The grant funding is a matching amount of \$140,000; therefore each county's annual contribution will be \$10,000. Much discussion was debated as to whether to participate or not. In the next month or so, other representatives will be available to answer questions during a full board meeting. Matt Wells made a motion to table the topic for more information and discussion and the motion was seconded by Vicki McMahon. The motion carried.

ANIMAL CONTROL/ZONING BUDGET REVIEW AFTER CONSOLIDATION

The Animal Control budget was reviewed based on the October 31st balance report.

- A few line items had expenditures that exceeded their line item.
- The animal food, vet service and spay and neuter program line items were charged to lines which should have been paid from the animal care fund. Those were removed and charged appropriately.
- The salary lines were applied correctly for payment to the part time line and a full time line, however, at mid-year there were only part time employees which exceeded that line but the full time line had approximately the same in overage.

Further explanation: the truck had some repair issues and it was fixed. The building was brought up to code as well as some safety equipment creating some expenses to exceed a specific line item. On the flip side, some lines items were still under budget. The zoning budget is well under budget due to the salary consolidation and with both budgets together, the moneys expensed did not exceed the combination. However, it was recommended to transfer money from contingency to the animal control line items. A motion was made by Vicki McMahon and seconded by Venise McWard directing the Treasurer to review the expenses in the animal control FY 2018 budget and balance department 014 as deemed necessary through contingency transfers to specific budget line items including the claims and payroll obligations for the month of November not to exceed \$7500. The motion carried.

FY2019 BUDGET RECOMMENDED

With a balanced budget, and no further changes suggested, Venise McWard made a motion and Vicki McMahon seconded the motion to recommend to the full Board the adoption of the FY 2019 Budget.

The motion carried.

CHRISTIAN COUNTY TAX LEVY ORDINANCE RECOMMENDED

The Treasurer had submitted the tax levy for approval. With no questions, Vicki McMahon made the motion to recommend to the full board to adopt the Christian County Tax Levy Ordinance O2018 CB 011 which will be filed with the County Clerk. Paul Schmitz made the second and the motion carried.

IDES PENALTY PAID

County Clerk Michael Gianasi explained in July the submission of the unemployment reporting claimed no submittal. Although the County pays ICRMT through their unemployment payment program, the filing must be transmitted to the State [IDES]. In the process, submit and save and print steps are included. The submit button was accidentally overlooked which generated the penalty letter. A letter of waiver was requested by Michael Gianasi but denied. The County Clerk paid the penalty immediately and has asked for reimbursement back to the agency account. Matt Wells made the motion to reimburse the agency account from contingency in the amount of \$510.00 and Vicki McMahon seconded the motion. The motion carried.

EXECUTIVE SESSION

Members took a short three minute break and a motion was made by Becky Edwards and seconded by Paul Schmitz to go into executive session for the purpose of collective negotiating matters between the public body and its employees or their representatives, 5ILCS 120/2/(c)(2). All ayes were recorded via a roll call vote. The motion carried.

Becky Edwards made a motion and it was seconded by Paul Schmitz to come out of executive session for the purpose of collective negotiating matters between the public body and its employees or their representatives, 5ILCS 120/2/(c)(2). No action was taken.

CLOCKTOWER REPAIRS APPROVED FROM CAPITAL IMPROVEMENT

As referred from the Highway/Building Committee to make repairs to the clock tower area, a motion was made by Vicki McMahon and seconded by Venise McWard to forward and recommend to the full Board to accept the quotes at or below the proposed amounts and notify Mr. Kennedy or Zach Hicks if there is an expectation of an increase early in the project repairs and to pay from the Capital Improvement Fund. The motion carried.

A motion was made by Paul Schmitz and seconded by Vicki McMahon to adjourn. The motion carried.

Respectfully submitted,

Becky Edwards

Finance/Audit Chairwoman

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AUDIT/FINANCE/PURCHASING COMMITTEE

December 13, 2018

Present: Clark Pearce, Chairman
Tim Carlson, Venise McWard, Vicki McMahon, Mike McClure

Absent: None

Others present: Becky Edwards, Mike Gianasi, Molly Alaria, Betty Asmussen, Tom Latonis, and Jan Bland.

The Finance Committee met on Thursday, December 13, 2018 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairwoman Becky Edwards noted a quorum. There were no public comments.

CLAIMS

A motion was made by Venise McWard and seconded by Vicki McMahon to approve the claims as presented for December. The motion carried.

APPELLATE PROSECUTOR RESOLUTION R2018 SA 024

The annual resolution was submitted for adoption to participate in the Appellate Prosecutor program to assist the States Attorney's Office when conflicts cases arise or the appearance of a conflict whether in criminal or civil appeals; provides specialized service by their Local Drug Prosecution Support Unit in research, trial and appeal of drug cases; assist in trial and appeal of tax objection cases; and provide comprehensive legal training programs for prosecutors to comply with MCLE credit requirements. The annual fee for service is \$12,000 which has been approved in the budget. A motion was made by Venise McWard and seconded by Vicki McMahon to recommend to the full Board to adopt R2018 SA 024. The motion carried.

SQUAD CAR PURCHASE

Chief Deputy Bruce Engeling was able to purchase a used Chevy Tahoe with 20,000 miles for \$17,550. A claim was submitted after the claims period due to the pick-up date. The money is included in the budget for 2019.

TREASURER BREAKS DOWN TREASURER REPORT

Treasurer Betty Asmussen handed out samples of the 11/30/2018 Treasurer Reports to explain balance sheets and revenue and expenditure sheets by department. There are two checking accounts within the General Fund and several other funds separated as determined by statutes. The committee members were pleased with the explanation.

OTHER COMMENTS

- The Board may want to consider switching up the auditors assignments with the current company—just a different set of eyes on different areas of county business.
- A question was asked about how to request agenda items—contact the Chairman's Office at least five days prior to the meeting date. Only time sensitive issues will be added prior to a 48 hour notice.

A motion was made by Vicki McMahon and seconded by Venise McWard to adjourn. The motion carried.

Respectfully submitted,

Clarke Pearce
Finance/Audit Chairman

RESOLUTION *R 2018 SA 024*

WHEREAS, the Office of the State's Attorneys Appellate Prosecutor was created to provide services to State's Attorneys in Counties containing less than 3,000,000 inhabitants; and

WHEREAS, the powers and duties of the Office of the State's Attorneys Appellate Prosecutor are defined and enumerated in the "State's Attorneys Appellate Prosecutor's Act", 725 ILCS 210/1 et seq., as amended; and

WHEREAS, the Illinois General Assembly appropriates monies for the ordinary and contingent expenses of the Office of the State's Attorneys Appellate Prosecutor, one-third from the State's Attorneys Appellate Prosecutor's County Fund and two-thirds from the General Revenue Fund, provided that such funding receives approval and support from the respective Counties eligible to apply; and

WHEREAS, the Office of the State's Attorneys Appellate Prosecutor shall administer the operation of the appellate offices so as to insure that all participating State's Attorneys continue to have final authority in preparation, filing, and arguing of all appellate briefs and any trial assistance; and

NOW, THEREFORE, BE IT RESOLVED that the Christian County Board, in regular session, this _____ day of _____, 20____ does hereby support the continued operation of the Office of the State's Attorneys Appellate Prosecutor, and designates the Office of the State's Attorneys Appellate Prosecutor as its Agent to administer the operation of the appellate offices and process said appellate court cases for this County.

BE IT FURTHER RESOLVED that the attorneys employed by the Office of the State's Attorneys Appellate Prosecutor are hereby authorized to act as Assistant State's Attorneys on behalf of the State's Attorney of this County in the appeal of all cases, when requested to do so by the State's Attorney, and with the advice and consent of the State's Attorney prepare, file, and argue appellate briefs for those cases; and also, as may be requested by the State's Attorney, to assist in the prosecution of cases under the Illinois Controlled Substances Act, the Cannabis Control Act, the Drug Asset Forfeiture Procedure Act and the Narcotics Profit Forfeiture Act. Such attorneys are further authorized to assist the State's Attorney in the State's Attorney's duties under the Illinois Public Labor Relations Act, including negotiations thereunder, as well as in the trial and appeal of tax objections.

BE IT FURTHER RESOLVED that the Office of the State's Attorneys Appellate Prosecutor will offer Continuing Legal Education training programs to the State's Attorneys and Assistant State's Attorneys.

BE IT FURTHER RESOLVED that the attorneys employed by the Office of the State's Attorneys Appellate Prosecutor may also assist the State's Attorney of this County in the discharge of the State's Attorney's duties in the prosecution and trial of other cases, and may act as Special Prosecutor if duly appointed to do so by a court having jurisdiction.

BE IT FURTHER RESOLVED that if the Office of the State's Attorneys Appellate Prosecutor is duly appointed to act as a Special Prosecutor in this county by a court having jurisdiction, this county will provide reasonable and necessary clerical and administrative support on an as-needed basis.

BE IT FURTHER RESOLVED that the Christian County Board hereby agrees to participate in the service program of the Office of the State's Attorneys Appellate Prosecutor for Fiscal Year 2019, commencing December 1, 2018 and ending November 30, 2019, by hereby appropriating the sum of \$12,000.00 as consideration for the express purpose of providing a portion of the funds required for financing the operation of the Office of the State's Attorneys Appellate Prosecutor, and agrees to deliver the same to the Office of the State's Attorneys Appellate Prosecutor on request during the Fiscal Year 2019.

Passed and adopted by the County Board of Christian County, Illinois, this _____ day of _____ 20____.

Chairman _____

ATTEST: _____
County Clerk