

## **AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE**

**October 15, 2020**

Present via phone: Clark Pearce, Mike McClure, Vicki McMahon

Absent: None

Present: Venise McWard and Tim Carlson (in person),

Others present: Mike Gianasi, Betty Asmussen, Bobbie Dean, Chris Jack Mike Myers, and Jan Bland. Becky Edwards, Sarah Carlson, Molly Alaria, Greg Nimmo and others online.

The Audit/Finance Committee met on Thursday, October 15, 2020 at 6:30 p.m. via freeconfercecall.com and at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to review by department and discuss budget proposals, agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairman Clark Pearce noted a quorum.

### **CLAIMS**

A motion was made by Mike McClure and seconded by Tim Carlson to approve the claims presented for October. A roll call vote polled all ayes. The motion carried.

### **PAYROLL/ACCOUNTING SOFTWARE**

Mike Myers of Computer Information Concepts (CIC) presented the proposal for software for the County Clerk and Treasurer Offices. CIC is a company that specializes in county business, servicing 25 counties in Illinois. He explained that both offices had been presented a demo of the software programs. The financial proposal is all inclusive with no minimum hours of training, on-site training, data conversion and on-site staff during the switch over. The process needs to begin quickly as the current payroll program ends in March. The proposal has a 10% down on a cost of \$61,977.00 and four subsequent years to pay with a 6% interest paid on \$55,779.30. After some discussion, Venise McWard made a motion with a second by Tim Carlson to approve the contract with CIC and pay the 10% down from contingency this year and to budget the payments for the next four years. A roll call vote polled all ayes. The motion carried.

### **CTI SERVICE CONTRACT**

In 2015 the County began a service agreement with CTI for technical services to all county departments. For that time period we have paid for 90 hours/month of service at a rate of \$44.50/hour with no increases in hours or rate of pay. Bobbie Dean, General Manager of CTI submitted proposal to increase hours and the rate of pay. Over the years the break/fix work and backup management has increased and created a backlog of tasks. Included in those tasks are the necessity of continuing to upgrade security. With the recommendation of increasing the hours to meet the needs of the employees in a timely manner and the importance of the backup, the proposed changes are 150 hours at \$50/hour or \$7,500/month and \$950/month for the back up plan. She also noted that the average contract increase is 3% and their normal hourly rate is \$95/hour. A motion was made by Vicki McMahon and seconded by Mike McClure to accept the contract for 150 hours/month at \$50/hour and the additional backup service at \$950/month with the stand alone department funds to reimburse the general fund and to review the CTI contract during regular budget hearings. A roll call polled: Ayes-Mike McClure, Clark Pearce, Vicki McMahon and Nays-Venise McWard and Tim Carlson. The motion carried.

### **CURES REIMBURSEMENTS**

EMA Greg Nimmo reported that he had submitted \$532,687.68 to the CURES program for COVID expense reimbursement. The allotted amount for us was \$424,989.00. The difference of \$107,698.68 will be applied to the FEMA-PA funding. More documentation will be needed for some of the funding requests.

### **NON-BARGAINING SALARIES**

The topic was sent back to committee to reevaluate as many felt as the management personnel they should at least receive more than the \$500 increase proposed last month. During discussion Chairwoman Edwards commented that these employees are appreciated and they do an awesome job. A motion was made by Vicki

McMahon and seconded by Mike McClure to add \$1000 to the base pay of the following non-bargaining employees which would exclude the two new assistant attorneys (States Attorney and Public Defender): Greg Nimmo, Vince Harris, Joe Stepping, Jan Bland, Scott Woods, Brian Grundy, Sarah Carlson, Cindy Drea, Deb LeVault, and Billie Heberling. A roll call vote polled all ayes. The motion carried.

#### JAIL ADMINISTRATOR

The salary of the jail administrator was referred back to committee as well. Initially, it was requested he receive an 11% increase that was then reduced to a 5% increase. His salary could easily be exceeded by his staff members with little overtime. The salary was being reevaluated based on that and the positive changes he made at the jail. A motion was made by Venise McWard and seconded by Vicki McMahon to make a wage adjustment to the jail administrator's base salary of \$2,500. A roll call vote polled all ayes. The motion carried.

#### BOARD ASSISTANT/HR

Earlier this month the Personnel Committee referred the job description back to the Finance Committee. They in turn sent it back to Personnel. The salary proposed has been submitted in the budget at the top of range of \$40,000 to \$60,000 salary. The motion was made by Vicki McMahon and seconded by Venise McWard to send the job description back to the Personnel Committee. A roll call vote polled all ayes. The motion carried.

#### FY2021 PROPOSED BUDGET

Treasurer Betty Asmussen reported that she adjusted few new figures to this 2<sup>nd</sup> proposed version and presented the proposed budget. The salary changes will be adjusted as well. The proposed budget needs to be on file in the County Clerk's office 15 days prior to the November 17<sup>th</sup> County Board meeting when the Board votes on the budget. Venise McWard and Vicki McMahon motioned and seconded to put the proposed FY 2021 (including changes at this meeting) on file. A roll call vote polled all ayes. The motion carried.

#### SALE OF DELINQUENT TAX PROPERTY

A motion was made by Tim Carlson and seconded by Venise McWard to adopt the resolution R2020TR007 to sell the delinquents tax property in Pana Township: 11-25-22-123-003-00. A roll call vote polled all ayes. The motion carried.

#### PUBLIC COMMENTS

There were none.

A motion was made by Mick McClure and seconded by Tim Carlson to adjourn. A roll call vote polled all ayes. The motion carried.

Respectfully submitted,

Clark Pearce  
Finance/Audit Committee Chairman  
10/15/2020