

**AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE**  
**May 12, 2021**

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Tim Carlson  
Vicki McMahan  
Absent: None  
Others present: Matt Wells, Betty Asmussen, Rich Hooper, and Elizabeth Hile. Via  
freeconferencecall.com: Sarah Carlson, Tom Latonis

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, May 12, 2021 at 6:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

**CLAIMS**

A motion was made by Venise McWard and seconded by Vickie McMahan to approve the claims presented for May. A roll call vote polled all ayes. The motion carried.

**PUBLIC COMMENTS**

There were no public comments.

**AUDIT REPORT**

Rich Hooper, partner with LMHN presented the fiscal year end 11/30/2020 audit. The audit went very smoothly for a large audit and complemented the County Treasurer, Board, elected officials and department heads for doing a good job. There were no County funds in a negative balance and while total revenue was down slightly from 2019, there was a surplus in the General Fund. Rich was very pleased with the audit results especially in light of the uncertainties the impact of COVID could have had. Treasurer Asmussen present of summary of the budget numbers from 2002 through 2020.

**INSURANCE OPEN ENROLLMENT**

Chairman Wells noted that a meeting with the Unions regarding 2021-2022 insurance open enrollment numbers for BCBS and Health Alliance was held last week. Jared Blaudow and Dan McNeely from Dimond Brothers was present for this meeting. While the Board has the final decision on what insurance plan(s) will be offered next year, Matt asked the Unions to let him know what carrier they preferred. Both Unions wanted to keep BCBS with final numbers decreasing slightly for all plan types except Employee/Child(ren) which increased.

Motion by Venise McWard and seconded by Ken Franklin to recommend to the full Board to continue with BCBS, Metlife and Eyemed for the health/vision/dental benefits for the 2021-2022 insurance year. A roll call vote polled all ayes. Motion carried.

**COBRA THIRD PARTY ADMINISTRATION**

COBRA is a continuation of insurance right that must be provided to employees at specific events. The most common event is at termination of employment. There are other events that are equally important. The County thus far has administered the burden of providing notices on their own. However, there is liability associated with doing so and most employers do have third parties that do the administration. Through ICRMT, the County has liability coverage for

situations where election notices may not have happened. However, for each occurrence there is a \$10,000 deductible. Ameriflex who will be our new third party administrator for the HRA and FSA previously administered by American Central, offers COBRA administration services at a rate of \$.60 per employee (\$75 per month minimum) or \$900 per year.

Motion by Venice McWard and seconded by Vickie McMahon to recommend to the full Board to use Ameriflex as the third party administrator for COBRA at a cost of \$.60 per employee (\$75 per month minimum) or \$900 per year. A roll call vote polled all ayes. Motion carried.

#### EMA SALARY

Chairman Wells started his comments by apologizing to the Committee for information made in the local paper indicating the salary for the part time EMA Director of \$58,000. That information was incorrect. What was presented to the Executive/Personnel Committee on Monday night was reference to the former EMA Director's salary of \$58,000 - \$59,000 which was shared between 2 counties and information regarding the former part time EMA Director's salary of approximately \$15,600. Chairman Wells indicated the intent of that meeting was to request the new EMA Director, which the Board has already approved the Chairman to hire, be allowed to hire 1 to 2 assistants and the salary to be referred to the Finance Committee. Chairman Wells does have the name of 2 individuals who are interested in the part time EMA Director position. Duties will include but are not limited to : (1) reporting to the Board; (2) be in charge of and completing grants, audits and related paperwork; (3) responsible for visiting every Fire Department in the County so we don't get complaints regarding who to contact.

Chairman Wells advised that there is approximately \$32,000 remaining in this year's fiscal budget for salaries for the part time EMA Director and 1 – 2 assistants. There was much discussion around the salary and whether or not the Board can set the hourly rate of pay for the assistants. Chairman Wells is recommending the part-time EMA Director be paid an annual salary of \$15,000 per year and \$8000 for 1 – 2 assistants with the salaries to be prorated for the remainder of this fiscal year. Additionally he would like for Bruce Engeling to stay on for an additional 1 month to assist with the transition of the new part-time EMA Director.

Vickie McMahon noted that at the Health Department there is a Director of Emergency Preparedness. She inquired as to whether or not this position might be combined with the EMA Director. Chairman Wells stated that he wants the part-time EMA Director to answer to the Chairman and this Board.

Treasurer Asmussen noted that right now because of COVID there is a lot of grant work to be done and there were grants that reimbursed for salaries of the former EMA Director. When Mike Crews was the part time EMA Director there were grants that may have reimbursed some for salaries but was mainly for other purposes. She also raised whether or not anyone has contacted the State when the Intergovernmental Agreement with Montgomery County ended.

Motion by Venice McWard and seconded by Vickie McMahon to recommend to the full Board a salary of \$15,000 a year for the part-time EMA Director and \$8,000 a year for part time assistants prorated for the current fiscal year. A roll call vote polled all ayes. Motion carried.

#### DAMAGED VEHICLE DEDUCTIBLE

There was a situation at a Health Department COVID drive through clinic where an individual drove over a traffic sign that had been blown over. The traffic sign was one of the highway

departments signs. The damage to the vehicle was approximately \$500. The County's insurance has a \$1000 deductible. It's Chairman Wells' understanding that when driving an individual is responsible for care and control over the vehicle. Should the County or Health Department have any responsibility to pay this repair? No action taken.

#### ELECTRONIC EQUIPMENT/VAULT

The County has a contract with BLH where all surplus electronic equipment is required to be recycled there. According to the contract we are required to provide serial numbers and deliver the equipment to BLH. There is no cost to the County to recycle the equipment at BLH.

Motion by Vickie McMahon and seconded by Ken Franklin to take the surplus electronic equipment, as required by contract, to BLH at no cost to the County. A roll call vote polled all ayes. Motion carried.

#### INTEGRATED HOUSING AUTHORITY

Chairman Wells noted there have been exchanges of emails regarding the exact properties we are agreeing to in the renegotiation with the Integrated Housing Authority but because how each entity lists those properties, it's confusing. The renegotiations presented to Integrated Housing Authority is to increase the percentage profits received by the County from 13.5% to 15%. A meeting to ensure all parties understand the exact properties we are discussing will take place on Monday, May 17<sup>th</sup>. Meggann Bell, Integrated Housing Authority representative, Chairman Wells, Supervisor of Assessments Chad Coady and Treasurer Asmussen will be present. While we are pretty sure all properties have been noted, this meeting is to ensure we are all in agreement.

#### AMERICAN RESCUE PLAN ACT (ARPA)

Treasurer Asmussen provided the most recent information she has on the American Rescue Plan, which included funding totals for municipalities and villages throughout the County. She highlighted the extent of personal information she has to provide in order for the County's funds to be released. Providing this personal information is not optional but mandatory. One-half of the County's \$6.2M will be distributed once all her personal checks are in place. Once received these funds will be put into an investment fund we have. U.S. Treasury has soft guidelines in place with a timeline of July when more defined guidelines are to be available. There will be 4 years to spend this funding. This money will have an ARPA budget line item. Chairman Wells would like to see this money not spent in the fiscal year in order to give time for making decisions and for constituents time to present needs. Rich Hooper recommended setting this money aside for now and encouraged the Board to address decisions regarding use of this money to investments that will long outlast the 4 years availability to spend the money and to take care on what the money is spent for so there are not ongoing costs after the funding is exhausted. Treasurer Asmussen noted there are many hot topics for use of the money and reminded the Committee that more defined guidelines will be available in July.

#### REFERRALS

The Building/Highway Committee referred the matter of paying \$4000 for the cost of CA6 aggregate for the Anderson Cemetery expansion to the Finance Committee.

Motion by Vickie McMahon and seconded by Tim Carlson to recommend to the full Board to pay for the estimated \$4000 for CA6 aggregate for the Anderson Cemetery expansion. A roll call vote polled all ayes. Motion carried

The matter of the EMA salary was also referred to the Finance Committee. This item was addressed earlier in tonight's agenda.

**OTHER MATTERS**

No other matters

Motion by Tim Carlson and seconded by Ken Franklin to adjourn. A roll call vote polled all ayes. The motion carried.

Respectfully submitted,

Venise McWard  
Finance/Audit/Purchasing/Budget Committee  
Chairwoman  
5/12/2021