

AUDIT/FINANCE/PURCHASING COMMITTEE
January 15, 2015

Present: Fred Curtin
Chad Michel Aaron Allen
Jack Pearce Mike McClure

Absent: None

Others present: Paul Schmitz, Laurie Mense, Betty Asmussen, and Jan Bland.

The Finance Committees met on Thursday, January 15, 2015 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 various agenda items and any other matters properly brought before the committee. Attendance was taken showing a quorum.

Both County Clerk Laurie Mense and County Treasurer Betty Asmussen noted that over the past several weeks they have been involved working with the current financial and real estate software and hardware programs and providers. The budget software set up is fixed, W-2's and 1099's are ready to be printed including new hardware to be installed.

The Committee members reviewed the individual claims and Jack Pearce made a motion to approve the claims submitted for January and Mike McClure seconded the motion. The motion carried.

A question was asked about a complaint on an employee and Chairman Schmitz noted that it has been addressed with the employee and their department head.

A motion was made to adjourn by Jack Pearce and seconded by Mike McClure. The motion carried.

Respectfully submitted,

Fred Curtin, Chairman
Finance Committee

AUDIT/FINANCE/PURCHASING COMMITTEE
February 16, 2015

Present: Fred Curtin
Chad Michel Aaron Allen
Jack Pearce Mike McClure

Absent: None

Others present: Paul Schmitz, Laurie Mense, Kellie Hamell, Bruce Engeling, Donna Hibbetts, Mike Gianasi, Owen Lasswell, Sheridan Pulley and Jan Bland.

The Finance Committees met on Monday, February 16, 2015 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 various agenda items and any other matters properly brought before the committee. Attendance was taken and Chairman Curtin noting a quorum.

Sheridan Pulley summarized the 2014 Audit for the Committee. He presented a summary of the past five years for the general fund revenues explaining:

- Sales tax is down in large due to the Dominion purchasing coal. When it purchased from itself, the County received sales tax. When Dominion was sold, the County only receives use tax—approximately \$400,000 down from 2012. Annexation has also played a part in sales tax reduction.
- Christian County is a tax cap county and we are locked in at the consumer price index.
- Insurance bond payments—two were made last year.
- Liability insurance expense increased.

Based on the above reasons, the general fund is left with a \$531,566 deficit for 2014. Mr. Pulley noted that the County's contributions towards IMRF is 80% funded, while ECO and SLEP are underfunded. Also, noted was that the all of Highway Funds have been decreasing over the past 2 years: \$418,000 in 2013 and \$200,000 in 2014. Under other funds: the Health, 911 and Solid Waste departments are also experiencing continued decreases in revenues.

A motion was made by Jack Pearce and seconded by Mike McClure to approve the claims presented for payment in February. The motion carried.

A resolution R2015 TR 001 was presented for a property in Rosamond for surrender of the tax sale certificate in the amount of \$507.00 to the County Treasurer. A motion was made by Chad Michel and seconded by Aaron Allen to adopt the resolution R2015 TR 001. The motion carried.

County Clerk Laurie Mense updated the committee of the replacement of the real estate server and the resulting down time the second floor. Now the domain server (for the second floor) also needs to be replaced per examination of two companies. The issue is there is not enough money left in the line items in "office 0" to cover the \$12,400 quote. This is money budgeted for the three offices-- County Clerk, Treasurer and Supervisor of Assessments to share for computer

hardware and software. She will purchase the server from the County Clerk's Recorder automation fund and use the balance of the "office 0" funds and pay the rest. At the end of the year, if any money is available, she would ask the automation fund be reimbursed. [Corrected at CB meeting: Clerk Mense will use all Recorder automation to pay for the domain server and none from "office 0.]

Committee Chairman Fred Curtin called for a motion to go into executive session. It was made by Chad Michel and seconded by Mike McClure for the purpose to discuss collective bargaining and personnel matters pursuant to 5ILCS 120/2 (c) 1 and 2. A roll call being called for polled all ayes: Fred Curtin-yes, Jack Pearce-yes, Chad Michel-yes, Mike McClure-yes and Aaron Allen-yes. The motion carried.

A motion was made to come out of executive session by Chad Michel and seconded by Jack Pearce for the purpose to discuss collective bargaining and personnel matters pursuant to 5ILCS 120/2 (c) 1 and 2. A roll call being called for polled all ayes: Fred Curtin-yes, Jack Pearce-yes, Chad Michel-yes, Mike McClure-yes and Aaron Allen-yes. The motion carried. No action taken.

A motion was made by Jack Pearce and seconded by Mike McClure to adjourn the meeting. The motion carried.

Respectfully submitted,

Fred Curtin, Chairman
Finance Committee

AUDIT/FINANCE/PURCHASING COMMITTEE
March 16, 2015

Present: Fred Curtin
Chad Michel
Jack Pearce

Aaron Allen
Mike McClure

Absent: None

Others present: Paul Schmitz, Laurie Mense, Jeff Durbin, Nancy Handegan, Mellissa McMillan, Owen Lasswell, and Jan Bland.

The Finance Committees met on Monday, March 16, 2015 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 various agenda items and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum.

A motion was made by Jack Pearce and seconded by Chad Michel to approve the claims presented for payment in March. The motion carried.

Chairman Paul Schmitz gave an update on last month's ICIT liability obligation for the County from the 2001 and 2009 Trust. If ICIT were to close out the 2001 Trust we would owe about \$46,614. To close out the 2009 Trust, it would be over \$1.5 million and of that total, Christian County's portion would be 6.2% or \$102,244.

The department heads have many concerns as to the amount of money they are spending on individual IT services. Computer Techniques of Taylorville is the primary provider of services to the County offices and was asked to submit a proposal. Jeff Durbin was present to answer questions on their proposal submitted to the department heads earlier in the day. Some changes were requested and Durbin reported that he would be able to work with the department heads on their requests. The Committee understands the necessity of an IT service to the offices and would like to research how to pay for such a service. Over the next month, department heads will be asked what they can contribute to this service for the rest of this budget year and the topic will be back on the agenda next month.

A resolution was presented for adoption to accept the bid of \$660.00 from Logan L. Hudson to authorize the Board Chairman to execute a deed of conveyance on the property in Pana Township located at 203 South Walnut Street, Pana, Illinois. A motion was made by Mike McClure and seconded by Chad Michel to adopt the resolution and dispense with the reading. The motion carried.

Nancy Handegan and Mellissa McMillan from the Christian County Farm Bureau presented their opinions in opposition of the Clean Line Energy project and eminent domain. They encourage the Board to ask the ICC not to permit the project or the effect of eminent domain. They will be in attendance at the full Board.

A motion was made to adjourn by Jack Pearce and seconded by Aaron Allen. The motion carried.

Respectfully submitted,

Fred Curtin
Chairman Finance Committee

AUDIT/FINANCE/PURCHASING COMMITTEE
April 20, 2015

Present: Fred Curtin Mike McClure
Chad Michel Aaron Allen

Absent: Jack Pearce

Others present: Paul Schmitz, Laurie Mense, Kellie Hamell, Jeff Durbin, Ashley Linton,
Owen Lasswell,
and Jan Bland.

The Finance Committees met on Monday, April 20, 2015 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 various agenda items and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum.

A motion was made by Mike McClure and seconded by Aaron Allen to approve the claims presented for payment in April. The motion carried.

Kellie Hamell, Treasurer's Office Chief Deputy requested the hire of a seasonal part time employee on behalf of Treasurer Betty Asmussen. She stated that the County has collect real estate taxes on about 25,000 parcels with the option of collection in two payments. Past practice has had a tax-season part time employee with a line item of \$9,000 to \$20,000. Based on an average of 29 hours per week over about 25 weeks at \$10/hour, the financial request is \$7,250. With \$1,000 already budgeted in the part time/overtime line item, a motion was made by Chad Michel and seconded by Mike McClure to transfer \$6,250 from contingency to the Treasurer's part time line item. The motion carried.

As a large employer, reporting for the Affordable Care Act (ACA) will become effective for our County this calendar year. In order to accomplish the multiple accountability requirements, gathering and inputting the information will require additional software for the payroll system. In December, the Committee was informed that our current payroll/accounts payable software program would need to be upgraded within 18 months. It was reported that research for the upgrade options to the payroll system (and/or AP) has begun. The pricing appears to be below the bid requirement but quotes will be received and programs evaluated by the next month. It will take several months to gather all of the information for health insurance for each employee so the decision needs to be sooner than later.

Computer Techniques of Taylorville is the primary provider of IT services to the County offices. Last month a proposal for county wide IT services was discussed and brought back to Committee as to how to finance the service. Jeff Durbin noted the proposal would be based on 90 hours of on-site work per month for \$3,996. He noted initially it may take up to six months or more to get inventory and a maintenance plan developed for each office. The proposal includes a help desk which may not require on-site attention and support includes holidays and after hours. A motion

was made by Chad Michel and seconded by Aaron Allen to enter into a one year contract beginning May 1, 2015 with Computer Techniques with a \$3996.00 monthly rate payable by each department as services/inventory/maintenance are provided. The motion carried.

Chairman Paul Schmitz informed the Committee that several companies have asked to do inventories on copiers and printers within the County offices and to submit an county-widel contractual quote. The Committee has discussed this many times over the years as a potential cost saving measure and quotes will be requested for discussion again.

Chairman Paul Schmitz reported that last month he attended a meeting with the other four board chairman and/or their representatives of Bond, Fayette, Effingham, and Montgomery counties of which will be (effective July 1, 2015) the Regional Office of Education (ROE) of the five county group. [Previously it was just Christian and Montgomery.] During that meeting, a calculation based on the Equalized Assessed Value was submitted for the percentage to be paid by each county for FY16. According to state statutes, the budget of the Regional ROE is to be shared by percentage of the counties of which they serve. In the current budget, Christian County's share is \$62,825 (Christian is larger-56% and pays the higher percentage over Montgomery County at 44%.) After consolidation of the ROE Office, Christian County's share will increase to an estimated \$87,226 for FY16. The percentages of the five counties are estimated as follows: Bond 10.24%, Christian 28.99%, Effingham County 31.96%, Fayette County 10.24% and Montgomery 18.69%. The new ROE, Julie Wollerman will attend a future finance meeting to explain the new process.

A motion was made to adjourn by Aaron Allen and seconded by Mike McClure. The motion carried.

Respectfully submitted,

Fred Curtin, Chairman
Finance Committee

AUDIT/FINANCE/PURCHASING COMMITTEE
May 18, 2015

Present: Fred Curtin
Mike McClure Jack Pearce
Chad Michel Aaron Allen

Absent: none

Others present: Paul Schmitz, Laurie Mense, Betty Asmussen, Kellie Hamell, Bruce Engeling,
Jeremy Travelstead, Julie Wollerman, Marchelle Kassabaum, Greg Patrick ,
Owen Lasswell, and Jan Bland.

The Finance Committee met on Monday, May 18, 2015 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 various agenda items and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum.

Julie Wollerman, Regional Office of Education Superintendent of District 3 for the counties of Fayette, Bond, Christian, Effingham and Montgomery effective July 1, 2015 presented the proposed budget for the five counties effective as of December 1, 2015 (the counties' fiscal year). The percentage each county contributes is based on the real property equalized assessed valuation of the county. Based on 2013 figures, Bond—10.07%; Christian—28.39%, Effingham—31.96%; Fayette—9.82% and Montgomery—19.76%. For Christian County, the change has created an increase of \$23,165.75 plus the amount of one employee's annual health insurance premium. Questions and concerns from the members included the fact that this Board does not have any say so in the creation or reduction of this budget. In response, Ms. Wollerman commented there were cuts in the overall budgets including some part time staffing and if two or more counties were to make a request, a review of the budget could be done. Additionally, she noted there may be provisions for the county whose ROE serves two or more counties to levy for funding of some of their portion of ROE responsibilities.

Jeremy Travelstead of American Central Insurance, presented the health, dental, vision and life insurance premiums for renewal after reviewing the premium history of the last five years for health insurance. There will be no increase in life insurance, a minor increase in dental (Metlife) and about a 6% increase in health. The current premiums and newly proposed are listed below.

Current 2015 premiums

	<u>BCBS</u>	<u>VSP</u>	<u>Metlife</u>	<u>TOTAL</u>
Member	636.86	9.77	20.67	667.30
Spouse	864.48	5.85	20.86	891.19
Child	411.87	6.16	20.86	438.89
Family	1276.32	15.94	55.52	1347.78

Proposed 2016 premiums

	<u>BCBS</u>	<u>VSP</u>	<u>Metlife</u>	<u>TOTAL</u>
--	-------------	------------	----------------	--------------

Member	671.31	9.77	22.63	703.71
Spouse	1029.94	5.85	22.85	1058.64
Child	438.71	6.16	22.85	467.72
Family	1468.67	15.94	60.80	1545.41

All current provisions in the BCBS plan will remain the same including the FSA program. It was noted that both AFSCME and FOP have been notified of the health increase and responded with agreement. A motion was made by Chad Michel and seconded by Mike McClure to approve the premiums and renew the health, dental, vision and life insurance premiums for the 2016 plan year effective July 1, 2015. The motion carried.

Page 2 (5/18/2015)

As discussed in the Executive Committee, Chairman Schmitz noted that on June 1st there will be a joint meeting of Finance and Executive to review liability, property and work comp quotes. We have given notice to ICIT that the County may be leaving the Trust.

A motion was made by Chad Michel and seconded by Jack Pearce to approve the claims presented for payment in May. The motion carried.

Betty Asmussen, the Christian County Treasurer requested Sikich to perform the "Agreed-Upon Procedures" for the various collector accounts throughout the county from July 2013 thru November 2014. The procedures were to

1. Verify all the disbursements greater than \$500 from the real estate taxes collector accounts at various financial institutions were properly deposited into the main real estate taxes collector account maintained at Peoples Bank & Trust.

Based on banks statements provided by the Christian County Treasurer, we identified and verified 70 disbursements greater than \$500, from the real estate taxes collector accounts at various financial institutions in the months of July 2013 through November 2014, were properly deposited into the main real estate taxes collector account at Peoples Bank & Trust. No exceptions were noted.

2. Verify that all disbursements greater than \$500 to a third party were for (1) refunds resulting from duplicate payments of the same taxes, (2) overpayments of taxes due, or (3) reductions in assessments after original billing.

Based on bank statements provided by the Christian County Treasurer, Sikich identified 94 disbursements greater than \$500, in the months of July 2013 thru November 2014, to third parties. For 71 items Sikich documents the description/purpose of the disbursements based on the description provided on either the memo line of the check or the description of the bank statement. For 23 items, Sikich was not able to determine a description/purpose. Sikich provided a list of 94 items to the Christian County Treasurer, who determined the disbursements were for refunds resulting from duplicate payments of taxes, overpayments of taxes due, property tax distributions and financial institution charges. No exceptions were noted. The bill from the audit was \$4,429.50 from Sikich, Certified Public Accountants of Springfield. A motion was made by Mike McClure and seconded by Chad Michel to pay the invoice from contingency. The motion carried

In last month's decision with Computer Techniques for IT service, the monthly payment was to be charged as service to each department. The first bill however would not have had any service attached. It was requested to pay the first month's IT service and any

non-specific office billing from contingency. A motion was made by Aaron Allen and seconded by Chad Michel. The motion carried.

Treasurer Betty Asmussen and County Clerk Laurie Mense reported on the search for a financial software package. Two full financial packages have been demonstrated as well as a stand alone payroll system. There are so many variables of training, support, software options and office time frames to take into consideration that no decision has been made. The Committee did ask that a third company offering a full financial package be sought for comparison. Part of the urgency to get a new system is due to the ACA reporting requirement as well as the discontinuance of support to the old DOS program. Next month, the pair hopes to have made a decision to present to the Committee.

There were no public comments presented. A motion was made to adjourn by Jack Pearce and seconded by Aaron Allen. The motion carried.

Respectfully submitted,

Fred Curtin, Finance
Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
June 15, 2015

Present: Fred Curtin Mike McClure
Chad Michel Aaron Allen

Absent: Jack Pearce

Others present: Paul Schmitz, Laurie Mense, Betty Asmussen, Kellie Hamell, Ashley Linton, Phil Schneider, Owen Lasswell, and Jan Bland.

The Finance Committee met on Monday, June 15, 2015 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 various agenda items and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum.

There was no public comment.

As previously reported, on June 1st two proposals were reviewed for acceptance for the County's liability/property/causality/work comp. The committee discussed and reviewed the quotes separately. Some questions and clarifications were asked of each insurance representative. Comparisons were not exact on property and there was one liability, however the work comp quotes are based on salaries in specific codes and job classifications equaling rates of risk. The quotes were for

	<u>Pro-rated for partial year</u>	<u>Annual</u>
Dimond Bros. 7/1/2015 to 12/31/2016*****	\$33,460	1/1/2015 to
1/1/2016*****	\$66,389	
Snedeker Risk Mang. 7/1/2015 to 11/30/2015*****	\$65,913	12/1/2016 to
11/30/2016*	\$109,776	

Snedeker Risk Management submitted a quote for property/casualty/liability. It is their practice to submit the entire package and not to separate it into an ala cart coverage however, the separated property value was quoted at \$50,494 based on \$36,309,410 of building and contents value. Adding liability coverage, the quote from Snedeker for a full year is \$158,192 and prorated 7/1/2015 thru 11/30/2015 \$65,913.

Dimond Bros. submitted a quote for property only due to the fact ICIT was still the "agent of record" of One Beacon and the time frame of 7/1/2015--\$35,776 for property (building and contents) based on \$18,662,102 or \$1080 for any additional \$1million of coverage.

A motion was made by Chad Michel and seconded by Mike McClure to accept the quote for casualty, property and liability from Snedeker Risk Management for the prorated term beginning 7/1/2015 and the first year of \$158,192. A roll call vote being called polled the following: Fred Curtin-yes, Aaron Allen-no, Chad Michel-yes, and Mike McClure-yes. Motion carried 3-1.

A motion was made by Chad Michel and seconded by Aaron Allen to accept the Work Comp bid from Dimond Bros. as submitted for the prorated term beginning 7/1/2015 and the first year premium at \$66,389. A roll call vote being called polled the following: Fred Curtin-yes, Aaron Allen-yes, Chad Michel-yes, and Mike McClure-yes. Motion carried 4-0.

It was noted that two claims would be reduced from the report. A motion was made by Mike McClure and seconded by Aaron Allen to approve the claims for the month of June. The motion carried.

The annual Prevailing Wage Ordinance was presented for adoption. A motion was made by Chad Michel and seconded by Mike McClure and dispense with the reading of the Prevailing Wage Ordinance 2015 CB 007. The motion carried. **[It should be noted that at the full board there was a tie vote. Chad Michel requested the County create and approve its own prevailing wage. A special County Board meeting may be necessary if the prevailing wage ordinance is required by law to be passed in June.]**

For a several months the Treasurer Betty Asmussen and County Clerk Laure Mense have been pursuing quotes and researching payroll and an accounting software system. Upon consensus, a quote was presented to upgrade to a package called Financial Edge. The total quote was \$39,054 with an annual client care agreement of \$11,575. Laurie has scraped her budget to pay about \$30,000 this year leaving only about \$9,000 for the balance in FY 16, plus the annual agreement. A motion was made by Mike McClure and seconded by Aaron Allen to accept the software contract with Zobrio and pay the down payment as stated above leaving approximately \$9,000 in the Office "0" software line FY2016 budget. The motion carried.

Chairman Paul Schmitz read an update on the Christian County Public Transportation: There will be a public hearing on Wednesday, July 1 at 2 p.m. at the Taylorville City Hall for the purpose of considering an application made to the Illinois Department of Transportation utilizing Public Transportation Financial Assistance.

Finance Chairman Curtin noted that AFSCME negotiations continue as we try to agree on economics.

County Clerk Mense noted that she had just received news that the County will receive about \$26,000 in election grant money.

A motion was made by Aaron Allen and seconded by Mike McClure to adjourn the meeting. The motion carried.

Respectfully submitted,

Fred Curtin, Finance
Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
July 20, 2015

Present: Fred Curtin Mike McClure
Chad Michel Aaron Allen

Absent: Jack Pearce

Others present: Laurie Mense, Betty Asmussen, Kellie Hamell, Mike Havera, Bruce Kettelkamp,
Owen Lasswell, and Jan Bland.

The Finance Committee met on Monday, July 20, 2015 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 various agenda items and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum.

There was no public comment.

A motion was made by Chad Michel and seconded by Aaron Allen to approve the claims submitted for the month of July. The motion carried.

Treasurer Betty Asmussen presented Resolution R2015 TR 009 for the sale of a delinquent property-mobile home: parcel number: 17-13-28-FA-040 or commonly known as 40 Fairview MH Park. Twyla Sherman paid the full amount of taxes involved, \$1,063.06 with the County receiving \$564.58 for cancellation of the certificate. A motion was made by Chad Michel and seconded by Mike McClure to adopt the resolution, recommend to the full Board and dispense with the reading. The motion carried.

A resolution was submitted regarding the Flexible Spending Benefits Plan ending 6/30/2016 in order to fully implement the plan, set up adequate accounting and administrative procedures. A motion was made by Chad Michel and seconded by Aaron Allen to recommend to the full Board to adopt R2015 CB 010 and dispense with the reading. The motion carried.

Sheriff Bruce Kettelkamp appeared before the committee to request the hire of another deputy in order to enter into a contract with the Village of Assumption. The contract would be for a three year period with the County providing a deputy to be responsible for the Village, but as an employee of the County. The Village would provide a squad car and fuel with the County providing the deputy and benefits. The wage proposal follows the FOP step program and with all additional costs included [taxes, work comp, vacation, holidays and pension].

First year's costs	\$62,897.00	Amount charged	\$68,000.00
Second	\$67,826.00		\$73,000.00
Third	\$72,776.00		\$78,000.00

This addition to the Sheriff's office will serve not only the Village but also the current staffing of deputies. A motion was made by Aaron Allen and seconded by Chad Michel

to approve the proposal with the Village of Assumption for the three year contract services for a county deputy. The motion carried.

There was discussion as how to proceed with bids for an all department copier/printer program. Department heads will need to submit their inventory of machines and any special needs, contractual expiration dates or other requested changes. More research will be pursued for the “how to” for this major undertaking. Currently each department head makes their own decision from which company to purchase or rent the necessary equipment needed to run their office.

The date was set for the 2016 budget hearing: Wednesday, September 2 for all departments beginning at 5 pm.

A schedule will be sent out soon.

It was noted that August 4th is set for further negotiations with AFSCME.

A motion was requested by Committee Chairman Curtin to go into executive session to discuss union negotiations and non-bargaining salaries for the 2016 budget. The motion was made by Mike McClure and seconded by Aaron Allen to go into executive session according to the Open Meetings Act 5ILCS 120/2(c)(2): collective negotiation matters between the public body and its employees or their representatives and for deliberations concerning salary schedules for one or more classes of employees. Roll call was all ayes: Fred Curtin, Aaron Allen, Chad Michel, and Mike McClure. The motion carried. Those also in attendance were Mike Havera, Jan Bland and Betty Asmussen.

A motion was made by Mike McClure and seconded by Aaron Allen to come out of executive session according to the Open Meetings Act 5ILCS 120/2(c)(2): Collective negotiation matters between the public body and its employees or their representatives and for deliberations concerning salary schedules for one or more classes of employees. Roll call was all ayes: Fred Curtin, Aaron Allen, Chad Michel, and Mike McClure. The motion carried. No action was taken.

A motion was made to adjourn by Aaron Allen and seconded by Mike McClure. The motion carried.

Respectfully submitted,

Fred Curtin, Finance
Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
August 17, 2015

Present: Fred Curtin Jack Pearce Aaron Allen

Absent: Chad Michel, Mike McClure

Others present: Laurie Mense, Betty Asmussen, Sheridan Pulley, Ashley Linton, Dennis Shiley, Mike Havera, Bobbi Champley, Jacob Pratt, Owen Lasswell and Jan Bland.

The Finance Committee met on Monday, August 17, 2015 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 various agenda items and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

A motion was made by Jack Pearce and seconded by Aaron Allen to approve the claims submitted for the month of August. The motion carried.

Dennis Shiley with CEFS of Effingham came before the Committee for authorization of a grant agreement with the Illinois Department of Transportation Division of Public and Intermodal Transportation. He explained that in the beginning it was believed that Christian County's public transportation would be included in the six county operations. Recently, it was determined that Christian County would need to apply individually as this is a first time application. The annual grant funding originally anticipated was \$302,000 from the State and about \$95,000 to \$97,000 from federal funds. More current expectations are only about \$25,000 from the State and the same from federal funds. Counties soliciting matching funds, like transportation contracts or contributions from businesses, agencies or even the county are considered a plus. If approved, federal funds will go directly to Shelby County, but State funds will go through Christian County first. The bus drivers are paid through these funds, so until the approval signatures are on the contract no drivers will be hired. A motion was made by Aaron Allen and seconded by Jack Pearce to authorize Chairman Schmitz to sign the Bidder's Certification of Acknowledgement [Appendix A, 49 CFR Part 20] and to adopt the resolution R2015 CB 014 to complete the application for 5311 DOAP funds for Public Transportation Services. The motion carried.

Treasurer Betty Asmussen presented two resolutions for approval which accept payment in full and the surrender of the tax sale certificate. The parcels are 14-24-26-201-009-00 and 14-24-23-417-010-00 commonly known as Rosamond Avenue in Rosamond Township. A motion was made by Jack Pearce and seconded by Aaron Allen to adopt R2015 TR 011 and dispense with the reading where the County receives \$640.89 as a return for the Certificate of Purchase. The motion carried. A motion was made by Aaron Allen and seconded by Jack Pearce to adopt R2015 TR012 and dispense with the reading where the County receives \$217.48 as a return for the Certificate of Purchase. The motion carried.

Sheridan Pulley, who has been the County's auditor for many years, notified the Committee that he would no longer conduct the audit for the County. He would continue

to assist in the budget and levy preparation. In anticipation of his retirement, Mr. Pulley had researched and potentially located a firm to do the audit. In order to be eligible to conduct an audit for the County, special certification is required annually. The fee would be the same as the past years with just a .08 percent of 1 percent increase [which is the CPI for Christian County]. His duties with the budget and levy would be subtracted from the payment to Eck, Schafer and Punke of Springfield. The company has about 37 experienced employees and is qualified under government accounting standards. The site manager of the firm will be a county resident. A three to four year contract would be feasible with an annual CPI increase.

Discussion followed as to the possibility to bid out the audit or to proceed with the recommended firm. Although many favorable comments to continue with the recommended firm and appreciation towards Mr.

Pulley throughout the years, a motion for inquiry of cost was made by Jack Pearce and seconded by Aaron Allen to bid the audit by public notice. The motion carried.

As discussed for several years and more recently months, the Committee heard from Bobbi Champley and Jacob Pratt from Ricoh USA, Inc. They explained the process as how they would proceed to quote the needs of the county's offices. An audit of machines by department and discussion of use and demands with each department head will take about 30 days. Their results will be calculated and returned in a report or quote. There is no commitment for analysis, just the anticipation to save the county money on office machines and supplies. It was noted that many companies have made inquiry to participate and one company was identified to also be on the U.S. Communities list.

The fact that Ricoh is a supplier with U.S. Communities, a government purchasing alliance means that bids have already been competitively bid nationally by an Advisory Board made up of some of the largest public sector organizations in the country. The price lists are already pre-negotiated. If selected to proceed with Ricoh's printer/copier program the contract will include the machines, toner supplies, employee training and service-parts and labor. The purpose is for all offices to participate. A motion was made by Aaron Allen and seconded by Jack Pearce to permit Ricoh and Insight, both companies in the U.S. Communities Government Purchasing Alliance to visit the offices for an analysis of printers/copiers and to bring back their recommendation to the Committee in October. The motion carried.

Chairman Schmitz reported that as of September 1, 2015 the Illinois Counties Insurance Trust will no longer exist. This was the trust that the County had carried its liability, property, and work comp insurance through since 2001. He reported that in the 2001 ICIT program there are four claims left. Christian County would owe 9.4% of that liability. In the 2009 program as of 6/30/2015 there were 39 claims of which the total stands at \$1,291,628.27. As the Chairman for the ICIT group, Paul will continue to oversee the two claim groups.

A motion was made by Jack Pearce and seconded by Aaron Allen to adjourn just prior to 8:30 pm. The motion carried.

Respectfully submitted,

Fred Curtin, Audit & Finance Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
September 14, 2015

Present: Fred Curtin - Chad Michel - Mike McClure

Absent: Aaron Allen and Jack Pearce

Others present: Laurie Mense, Betty Asmussen, Kellie Hamell, Paul Schmitz, Bruce Engeling, Mike Havera, Amanda Cole, Richard Hooper, and Jan Bland.

The Finance Committee met on Monday, September 14, 2015 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 various agenda items and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

Three bids were submitted for sheriff's used vehicles. As opened the bids are as follows:

- Tom Fitzpatrick for the white squad car for \$1000
- Robert Schafer for the 2005 gray Crown Vic for \$700
- Bob Kindermann for the 2006 Dodge Charger for \$1500

A motion was made by Mike McClure and seconded by Chad Michel to accept the three bids for the three different vehicles. The motion carried.

During the August Finance meeting a motion was made to bid the audit by public notice. Four bids were due by September 14 and were all received on September 14 prior to the time due. Finance Chairman Curtin opened them in order received. Bids were for audit years ending 11/30 of 2015, 2016, 2017 and 2018.

- Sikich from Springfield, Illinois submitted a bid including all direct and indirect costs unless the scope of work is expanded by the County.
 - \$49,000-\$50,000-\$51,000-\$52,000 Averaging \$50,500/year over four years
- Clifton, Larson, and Allen of Champaign, Illinois
 - \$38,500-\$38,500-\$38,500-\$38,500 Averaging \$38,500/year each
 - The fee for the A-133 single audit (grants for health department) would be \$3,500/year would bring annual average to \$42,000/year
- Lively, Mathias, Hooper & Noblet of Taylorville, Illinois with no additional out-of-pocket charges.
 - \$36,000-\$36,100-\$36,350-\$36,400. Averaging \$36,212.50/year over four years
- Eck, Schafer & Punke, LLP Springfield, Illinois
 - \$37,100-\$38,075-\$39,050-\$40,025 Averaging \$38,562.50/year over four years

A motion was made by Chad Michel and seconded by Mike McClure to approve the lowest bid for the audit after review by the States Attorney. After further discussion, the motion was tabled until the review at the October Finance meeting.

Budget Hearings continued from September 2:

- Amanda Cole from University of Illinois Extension distributed information to the committee on the types of Outreach programs offered and the numbers they serve in the area. The requested dollars to be levied for 2016 was reduced from \$169,750 last year to be the same as the FY2011 request of \$165,750.
- Mike Havera, States Attorney, noted no increases to salaries except for the increased grant for the victim witness position which was already effective July 1. He had replaced outdated computers for the office this year so nothing additional was submitted in his budget.
- Laurie Mense, County Clerk suggested the option that some salaries might be returned to the general fund instead of charging them to automation. She noted minor changes by moving the same monies to different line item descriptions and the increase in the election budget is due to two elections in 2016 and one is a presidential. She also noted that she has a new Chief Deputy.

The topic of moving the payroll processing to the Treasurer's Office (currently it is processed in the County Clerk's Office) was discussed. Committee Chairman suggested that rather than starting with all new people to learn payroll, moving it to the Treasurer's Office makes good financial sense. Currently there are two employees in the Treasurer's Office who have previously been payroll clerks for the County. County Clerk Mense noted that the payroll clerks do accounts payable as well as many other duties. If the move would happen, she would still need staffing for those other duties. Additionally, one of the determining factors the Board would need to consider is the opinion of the State statute by our States Attorney and/or the Attorney General as to which office has the duty of payroll. Our States Attorney will be asked for an opinion by the October Finance meeting.

A motion was made by Chad Michel and seconded by Mike McClure to approve the claims presented for payment for the month of September. The motion carried.

Treasurer Betty Asmussen presented 1 property surrender resolution and 12 sealed bids to execute a deed of conveyance resolutions for approval from the committee. They are as follows:

R2015 TR 016	17-13-21-HA-002	Kathy Klay	Surrender certificate
R2015 TR 017	01-20-02-219-005-00	Sally Voyles	Assumption Twp
R2015 TR 018	03-07-24-500-001-00	Mark Smith	Buckhart Twp
R2015 TR 019	10-04-12-205-008-00	Rick Clayton	Mt. Auburn Twp
R2015 TR 020	11-25-15-105-002-00	Jay Kaiser	Pana Twp
R2015 TR 021	11-25-16-311-005-00	Duane Carrell	Pana Twp
R2015 TR 022	11-25-16-311-005-01	Duane Carrell	Pana Twp
R2015 TR 023	11-25-21-101-002-00	Duane Carrell	Pana Twp
R2015 TR 024	11-25-21-214-004-00	Sally Voyles	Pana Twp
R2015 TR 025	11-25-21-225-004-00	Cross Enterprises	Pana Twp
R2015 TR 026	11-25-22-125-009-00	Sally Voyles	Pana Twp
R2015 TR 027	11-25-22-208-013-00	Shay Herbord	Pana Twp
R2015 TR 028	15-12-08-406-008-00	Charles R. Geary, So.	Fork Twp

A motion was made by Mike McClure and seconded by Chad Michel to recommend to adopt all 13 resolutions [R2015 TR 016 through R2015 TR 028] and to dispense with the reading of the resolutions totaling \$14,057.13 collected. The motion carried.

An update was given on the copier/printer quotes being sought. One company has been to all of the offices and another two companies would be coming this week. The companies are Ricoh, Insight Public Sector, and GFI Digital are all affiliated with U.S. Communities--pre bid pricing. In October, the quotes will be due to the Committee for review.

A motion was made by Mike McClure and seconded by Chad Michel to adjourn. The motion carried.

Respectfully submitted,

Fred Curtin,
Finance Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
September 2, 2015

Present: Fred Curtin, Jack Pearce, Aaron Allen, Chad Michel, Mike McClure
Absent: none
Others present: Paul Schmitz, Donna Hibbetts, Phil Schneider, Owen Lasswell and Jan Bland.

The Finance Committee met on Wednesday, September 3, 2015 at 5:00 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to hear proposed department budgets and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

Chad Coady-Supervisor of Assessments Animal Control	Brett Rahar-Zoning	Joelynda Conrad-
Zach Hicks-Building/Grounds Crews-ESDA	Micki Ehrhardt-911 Director	Mike
Betty Asmussen-Treasurer Engeling-Sheriff Off	Nancy Martin-Health Dept.	Bruce
Amy Winans-Coroner	Cliff Frye-Highway	Judge
Brad Paisley-Judicial		
Greg Grigsb-Public Defender Mayer-Circuit Clerk	Laura Cooper-Probation	Julie
Julie Wollerman-ROE #3		

The above listed office holders presented their proposed budgets and reviewed any issues from the current year with the committee members. The majority of the offices were status quo budgets. Salary increases for the majority of the County employees have not yet been determined.

Department heads unable to attend will present their budgets at the regular Finance meeting. No action was taken.

A motion was made by Jack Pearce and seconded by Aaron Allen to adjourn. The motion carried.

Respectfully submitted,

Fred Curtin,
Finance Committee Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
October 13, 2015

Present: Fred Curtin - Chad Michel - Aaron Allen - Jack Pearce

Absent: Mike McClure

Others present, Betty Asmussen, Paul Schmitz, Owen Lasswell, Brian Wilbur, Richard Hooper, and Jan Bland.

The Finance Committee met on Tuesday, October 13, 2015 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 various agenda items and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

Last month the motion to select an auditor was to approve the lowest bid for the audit after review by the States Attorney. Chairman Schmitz reported that States Attorney Havera's review of the bids seemed to all in be in line with the others. A motion was then made by Chad Michel and seconded by Jack Pearce to accept the low bid from Lively, Mathias, Hooper and Noblet averaging \$35,212.50 over the four years. The motion carried. [Below all bids are listed]

- Sikich from Springfield, Illinois submitted a bid including all direct and indirect costs unless the scope of work is expanded by the County.
 - \$49,000-\$50,000-\$51,000-\$52,000 Averaging \$50,500/year over four years
- Clifton, Larson, and Allen of Champaign, Illinois
 - \$38,500-\$38,500-\$38,500-\$38,500 Averaging \$38,500/year each
 - The fee for the A-133 single audit (grants for health department) would be \$3,500/year would bring annual average to \$42,000/year
- Lively, Mathias, Hooper & Noblet of Taylorville, Illinois with no additional out-of-pocket charges.
 - \$36,000-\$36,100-\$36,350-\$36,400. Averaging \$36,212.50/year over four years
- Eck, Schafer & Punke, LLP Springfield, Illinois
 - \$37,100-\$38,075-\$39,050-\$40,025 Averaging \$38,562.50/year over four years

In July the County changed liability coverage. At that time, quotes were taken for the six month period and the following year. The ICRMT proposal was submitted as the annual renewal premium summary totaling \$110 less than the initial proposal in July. Also recommended was an increase from \$5 million to \$10 million excess liability for an additional \$4,574. Previously when covered by ICIT, the liability limit was \$2.5 million. After discussion, the committee felt that at this time the County should remain at the original proposal. A motion was made by Aaron Allen and seconded by Chad Michel to proceed with the renewal amount of \$158,082. The motion carried.

A motion was made by Jack Pearce and seconded by Aaron Allen to go into executive session pursuant to 5ILCS 120/2 (2) for collective bargaining matters between the public

body and its employees or their representatives. A roll call vote polled all ayes: Fred Curtin, Jack Pearce, Chad Michel, and Aaron Allen. The motion carried.

A motion was made by Jack Pearce and seconded by Chad Michel to come out of executive session as stated above. A roll call vote polled all ayes: Fred Curtin, Jack Pearce, Chad Michel, and Aaron Allen. The motion carried.

A motion was made by Chad Michel and seconded by Aaron Allen to recommend approval to the full Board the economics of the AFSCME contracts

- for a four year term through November 28, 2018, expiration date and replace with the following language: The Employer and the Union agree that there will be no furlough days for bargaining unit employees and the Employer guarantees that there will be no lay-offs of bargaining unit employees from December 1, 2014, through and including November 30, 2016.
- Retroactivity will be paid to currently-employed bargaining unit employees in two payments. The first payment will be made the pay day following the ratification and execution of the agreement. The second payment will be made the first pay day in December 2015.
- The wage increases are equal to each employee at the equivalent hourly rate based upon \$1000 in 2015, \$500 in 2016, \$500 in 2017 and \$500 in 2018.

The motion carried three to one.

Each department and line item was reviewed by the Committee concerning the proposed FY 2016 budget. A few changes were made and non-bargaining salaries were discussed. Several other items discussed:

- The carry over money still obligated to the Illinois Counties Insurance Trust.
- The lack of funding and seriousness of the situation of which both the Health Department and 911 Department may face due the lack of a state budget.
- Further research has been assigned to several other line items including the new 2016 IMRF employer rate.

At the regular Finance meeting on the 19th, numbers should be available as to the budget balance.

As the meeting concluded at 10:00 pm, Jack Pearce made a motion to adjourn and it was seconded by Aaron Allen. The motion carried.

Respectfully submitted,

Fred Curtin
Finance Committee
Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE
October 19, 2015

Present: Fred Curtin - Chad Michel - Aaron Allen - Jack Pearce - Mike McClure

Absent: None

Others present: Betty Asmussen, Kellie Hamell, Paul Schmitz, Bobbi Champley, Jacob Pratt, Owen Lasswell, Allen Chastain, Andy Goodall, Micki Ehrhardt, , and Jan Bland.

The Finance Committee met on Monday, October 19, 2015 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 various agenda items and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

Micki Ehrhardt, 911 Coordinator and Andy Goodall, 911 Board chairman discussed with the Committee the financial status of the 911 dispatching. As of 12/18/2015, they will be out of funding. Funding as consisted of 65% surcharges from both telephone land lines and cell phones. Due to the situation of the State, the last payment was in August. Land line funds were mailed directly to the County, but as of December those funds will be sent to the State for distribution. Legislation is proposed to take MFT monies to help 911 and the lotto, but even that may not be fully funded. Chairman Schmitz will set a meeting with 911 and sheriff's office to discuss in depth the options the County may have to continue the 911 services.

A motion was made by Jack Pearce and seconded by Aaron Allen to approve the claims as submitted for October. The motion carried. It was asked of the Committee if they were open to receiving the claim report electronically and they were. An option will be given to the Board members for paper copies or electronic copies of the claims report.

Bobbi Champley and Jacob Pratt from Ricoh reviewed with the Committee their county wide assessment of printers/copiers. Several departments were discussed explaining the savings to the office individually and overall to the County by phasing into use of their product/machines, service, and consumables (toner, parts etc.). Their presentation consisted of the assessment, their recommendations and for the future utilizing technology i.e. scanning-less use of copies and paper usage. A "print policy" for the County offices and approved by the County Board would be customized to the overall needs. The next step before working on the print policy will be to set up a time for Ricoh to meet with the Department Heads during a group meeting and then on an individual office review of their recommendations. The Committee has wanted to go in this direction for many years and can see the value and direct savings both immediately and through phasing in the products and services. Their direction to the Department Heads is to attend the sessions with Ricoh, evaluate their own offices and jointly report back to the Finance Committee. Full cooperation with this project from all departments would be appreciated.

A motion was made by Chad Michel and seconded by Aaron Allen to approve the bid of \$671.00 for the property located in Taylorville Township [parcel number 17-13-27-204-010-00] from Dennis E. Bland by resolution R2015 TR 029. The motion carried.

Treasurer Betty Asmussen presented the proposed budget with the changes made at the last Finance meeting. Revenues and reimbursements from the State seem to be the foremost concerns. Some line items are still being researched and additional changes may need to be made. A motion was made by Mike McClure and seconded by Aaron Allen to place the proposed FY 2016 Budget on file in the County Clerk's Office. The motion carried with one no vote.

November is the final month of the 2015 fiscal year and as the norm, a second set of claims was suggested for payment in November. A motion was made by Jack Pearce and seconded by Mike McClure to authorize Chairman Schmitz to review and sign the claims for the second round in November. The motion carried.

Chairman Schmitz brought to the Committee's attention that Christian County Economic Development Corporation, the City of Taylorville, the Greater Taylorville Chamber of Commerce and the County have met together in hopes of persuading a motel/hotel complex to build in Taylorville. Prior to a commitment, a feasibility study needs to be done. The cost would be \$7,500 and if shared by all four units, the cost to the County would be \$1,875. The Committee believed that to be a good project, however, their commitment would be to contribute to the project. A motion was made by Chad Michel and seconded by Mike McClure to pay \$1000 from contingency towards the study. The motion carried.

[The motion failed at the full Board]

Presented for discussion by Betty Asumssen was the approval to charge a \$60 fee for each parcel sold at the annual tax sale [this year October 28, 2015]. The fee shall be deposited in a special fund to pay interest and costs by the county treasurer as trustee of the fund due to a court ordered sale in error on delinquent parcels sold during the tax sale. [35 ILCS 200/21-330, 22-35 or 22-50 or by declaration of the county collector subsection (c) of Section 21-310. A motion will be called for at the full Board to collect the \$60 fee on each tax sale parcel to offset any returned property declared by the court as a sale in error.

A motion was made by Jack Pearce and seconded by Chad Michel to adjourn. The motion carried.

Respectfully submitted,

Fred Curtin
Finance Committee
Chairman

AUDIT/FINANCE/PURCHASING COMMITTEE

November 2, 2015

Present: Fred Curtin - Chad Michel - Aaron Allen - Jack Pearce - Mike McClure
Absent: None

Others present: Betty Asmussen, Paul Schmitz, Bruce Kettelkamp, Phil Schneider, Owen Lasswell, Micki Ehrhardt, and Jan Bland.

The Finance Committee met on Monday, November 2, 2015 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 various agenda items and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

Micki Ehrhardt, 911 Administrator updated the committee on the status of the funding for the Christian County 911 Systems. She reported that the 911 Board directed the County to issue potential layoff notices to the four least senior dispatchers. A meeting is scheduled with FOP (the union for dispatchers, jailers and deputies) to discuss alterations to the current contract to help alleviate a lay off. [She will report back to the Finance Committee for further consideration.] Although, solutions will be sought there is no guarantee how as to how long the County could fund the changes. The surcharges on cell phones are deposited as pass through monies which is held by the State for 911 systems. There does not seem to be much hope that those monies will be released anytime soon. Effective the end of 2015, the direct funding from surcharges on landlines (32% of 911 revenue) will also be deposited into a pass through system leaving no revenue coming into Christian County 911. The Sheriff has been following any movement on the release of monies as well as alternative financing. The Committee noted that loans still had to be paid back and would only be a solution if all the money due would be reimbursed back to the County. The approximate cost to operate the 911 system is \$35,000 to \$38,000 per month.

Betty Asmussen met with Sheridan Pulley to review the projections for the current budget and to teach and assist with the levy. The members reviewed the budget numbers again making minor reductions in office "O" and asking staff to continue spending only as needed. The proposed FY 2016 Budget reflects a \$718,798 deficit. A motion was made by Mike McClure and seconded by Chad Michel to place the proposed budget on file in the County Clerk's Office. The motion carried with one no vote. A motion to adopt the FY 2016 Budget will be voted on at the full Board meeting on November 17.

A motion was made by Jack Pearce and seconded by Aaron Allen to adjourn. The motion carried.

Respectfully submitted,

Fred Curtin
Finance Committee Chairman

**AUDIT/FINANCE/PURCHASING COMMITTEE
and
EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
November 16, 2015**

Present: Fred Curtin Ashley Linton Jack Pearce
 Aaron Allen Tim Carlson Chad Michel
 Mike McClure Phil Schneider Laura Wilkinson
Absent: Ashley Linton-via phone

Others present:

Paul Schmitz, Bruce Kettelkamp, Bruce Engeling, Micki Ehrhardt, Betty Asmussen, Mark Russillo, Mike Havera, and Jan Bland.

The joint committees met on Monday, November 16, 2015 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 various agenda items and any other matters properly brought before the committee. Attendance was taken showing a quorum.

A motion was made by Jack Pearce and seconded by Chad Michel to approve the claims as submitted for November. The motion carried.

As has been previously reported concerning the 911 funding issue and the potential layoff notice, the committees heard from Chief Deputy Bruce Engeling. He reported that last Friday, the County met with the FOP union representative and the dispatchers. A plan was proposed to them to save their jobs and keep 911 running for a period of time. Currently, there are two full time positions open in the jail as correctional officers. Two positions would move to the jail as secondary positions. They would continue to receive full salary and benefits. A revised schedule will be developed for the remaining two dispatchers to fill the 911 phones. The reduced schedule will use the temporarily transferred dispatchers for back-ups if a busy event occurs. Part time correctional officers will be allowed to fill in during the duration of this agreement to fill shifts as needed. This agreement will be for up to a three month period and then reviewed on a month to month basis after that if funding has not been reinstated. The Sheriff's budget will be reimbursed by those 911 funds for the 911 staffing. The correctional officers budget will maintain on its own in lieu of full time positions. The dispatchers have been asked to consider carry over of benefit time versus taking the time off during this crunch. The less time off, taken the more days will be able to be funded.

A motion was made by Chad Michel and seconded by Aaron Allen to approve the 911 Agreement with FOP to temporarily resolve the layoff issue and to continue 911 calls. The motion carried all ayes.

Additionally, in order to assist the dispatchers with their end of the year benefit time in lieu of usage, an option was offered to dispatchers only to utilize the compensated absences expense line item for up to \$7,671.59 to pay out some benefit time. Mike McClure made the motion and it was seconded by Aaron Allen. The motion carried all ayes.

Micki Ehrhardt, 911 Administrator explained the proposed resolution to participate in the Joint Emergency Telephone System with Shelby County. This is a part of a state wide consolidation for 911 services. A motion was made by Mike McClure and seconded by

Chad Michel to adopt the resolution to authorize the Board Chairman to enter into an intergovernmental agreement with Shelby County to form a new Joint Emergency Telephone System Board contingent of state funding. The motion carried all ayes.

With no suggested changes from the November 2nd budget meeting, the committees voted to accept and forward to the full Board the FY 2016 proposed budget with a general fund deficit . A roll call vote being requested polled the following: Ayes—Fred Curtin, Aaron Allen, Chad Michel, Mike McClure, Laura Wilkinson, Teresa Swiney (6). Nays—Jack Pearce, Tim Carlson, Phil Schneider (3). The motion carried.

The Christian County Tax Levy Ordinance was presented for approval. Some discussion was held concerning the Christian County Co-operative Agriculture Extension Service as to how it affects the tax levy. The questions or suggestions were two-fold: to take it out completely because the monies now are shared with other counties or could it be used elsewhere by redistributing it to other taxing bodies. It was noted that levying for this money was voted by a referendum. A motion was made Jack Pearce and seconded by Chad Michel to adopt the proposed tax levy. The motion carried with all ayes. The committees would like to research the issue for the next year.

The FY 2016 County Board meeting schedule was submitted for approval with no change in date or time: the third Tuesday of each month beginning at 6:30 pm. A motion was made by Aaron Allen and seconded by Laura Wilkinson to maintain the current schedule and time for County Board meetings. The motion carried.

Submitted to both committees was a request to reinstate sick days an employee had to give up after a promotion to a department head. At that time in 2006, department heads received no benefit time so the sick day benefit time was left on the books with no available cash out value. In 2008, a new policy was enacted for non-elected department heads to receive benefit time. The request is to reinstate 53 days of sick time which will still have no cash out value, but would be available for use for any major medical issue or used for IMRF service time upon retirement. A motion was made to reinstate those days by Aaron Allen and seconded by Laura Wilkinson. A roll call vote being requested polled the following: Ayes—Fred Curtin, Aaron Allen, Chad Michel, Mike McClure, Laura Wilkinson, Teresa Swiney (6). Nays—Jack Pearce, Tim Carlson, Phil Schneider (3). The motion carried.

As reported during the payroll software upgrade, reporting for the Affordable Care Act has many steps involved as well as a new form given to the employees at the end of 2015. The current payroll system will still be used through the end of the calendar year and will need additional software or “a patch” to create the printed information on the forms. An additional invoice was submitted for this service, which was anticipated to have been in the deal of the upgrade purchase price. A motion was made by Chad Michel and seconded by Mike McClure to pay the invoice of \$2,480 from contingency. The motion carried.

Chairman Schmitz noted that the \$300 cemetery budget has not been distributed. After communication concerning the caretakers he will submit a claim for \$150 each to pay Jason Eason at Langleyville Cemetery and \$150 to Larry Gibson at Twin Pines in Pana.

A motion was made by Jack Pearce and seconded by Aaron Allen to adjourn. The motion carried.

AUDIT/FINANCE/PURCHASING COMMITTEE
December 14, 2015

Present: Fred Curtin - Chad Michel - Aaron Allen - Jack Pearce - Mike McClure

Absent: None

Others present: Betty Asmussen, Paul Schmitz, Mike Havera, Chad Coady, Chad McTaggart, Allen Chastain, Bobbi Champley, Owen Lasswell, and Jan Bland.

The Finance Committee met on Monday, December 14, 2015 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 various agenda items and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

In February of 2015, the Board voted to place on the March 2016 ballot the question as to change the position of the Christian County Supervisor of Assessments from an elected position to an appointed position. In order to do so the Board must pass a resolution declaring that intent. The question can be as simple as asking by referendum: It is proposed to change the position of Christian County Supervisor of Assessments from an elected position to an appointed position—
 yes no. States Attorney Mike Havera will submit the resolution to the full Board.

The annual resolution for the State's Attorney Appellate Prosecutor to provide supplemental services as needed to the State's Attorney Office was presented for approval. The annual fee of \$12,000 was approved in the FY2016 County budget. A motion was made by Jack Pearce and seconded by Mike McClure to adopt the resolution to authorize the Appellate Prosecutors to act as assistant states attorneys on the behalf of the States Attorney at his request and any other services as noted in the Act, 725 ILCS 210/1. The motion carried.

Bobbie Champley, Sales Manager from RICOH (copiers and printers) submitted the proposal from the past months of research done on the various machines in all county offices. For each office, a summary was submitted listing the machines to be removed, the suggested machines for conversion, and the financials of both the current expenses and the projected cost savings to each department. During discussion, it was noted that this proposal will include all offices, however, some will not start immediately due their current contract obligations are not cost effective to terminate. Some machines cannot be changed due to special grant funding or software requirements. Committee members have wanted to accomplish this county wide cost saving project for many years and feel confident in the numbers projected. Over the term of the five year contract an estimated savings of over \$52,715 is anticipated.

- A motion was made by Jack Pearce and seconded by Aaron Allen to approve the Ricoh copier/printer proposal and provisions in the print policy and with the understanding that all office holders/staff will follow the print policy as approved. The motion carried with one vote present. It should be noted that the health department and 911 are governed by other boards and may or may not be included in this proposal.

- The Ricoh Wide Format Printer/Scanner proposed during the highway meeting was discussed and it was determined that it is specialty product and it should not and was not included in the proposal. A \$1,000 rebate can be used if ordered by the end of the year. The quote was to purchase the unit for \$9,880 which includes installation and training. Additionally, a service contract was quoted at \$62.19 per quarter. A motion as made by Mike McClure and seconded by Aaron Allen to approve the purchase of the Wide Format Printer/Scanner for the Highway Department (money is budgeted). The motion carried with one present vote.

A motion was made by Jack Pearce and seconded by Mike McClure to approve the claims as submitted for December. The motion carried.

Treasurer Betty Asmussen presented a resolution to accept the bid of \$660.00 for the sale of a delinquent property in Pana Township parcel number 11-25-21-228-014-00. A motion was made by Chad Michel and seconded by Aaron Allen to accept the bid and resolution [R2015 TR 031]. The motion carried.

Chairman Schmitz reported that a follow-up meeting was held December 9th with ICIT board members. When they last met in August there were 39 claims and it has been reduced now to 29. The next meeting will be in March.

Last week the electric bids for the electric aggregation of the unincorporated areas of Christian County were received from Reg Ankrom of *Simec Illinois*. The new rate will be 5.87 per kilowatt hour. The Ameren default rate is 6.776 per kilowatt hour. The new carrier is Homefield Energy which is a part of Dynage, who owns the old Ameren power plants. The new contract is for three years from March 2016 to March of 2019.

A motion was made by Jack Pearce and seconded by Aaron Allen to adjourn. The motion carried.

Respectfully submitted,

Fred Curtin
Finance Committee Chairman