

# **COLLECTIVE BARGAINING COMMITTEE**

**JULY 21, 2008**

## **MINUTES**

**PRESENT:** Chairman Manar, Committee Chairman Zippay, Committee members Coatney, Harding, Kiel and Thomas. Absent: Fraser and Goodman. Also present: Assistant States Attorney Jack Knuppel and representatives from AFSCME.

The meeting was called to order at 4:30 p.m. in the County Board conference room by Committee Chairman Zippay.

**MOTION:** Motion was made by Thomas, seconded by Harding, to enter into executive session for the purpose of collective bargaining with AFSCME, All in favor, **Motion Carried.**

The time of executive session is 4:37 p.m.

**MOTION:** Motion was made by Thomas, seconded by Coatney, to enter into regular session, All in favor, **Motion Carried.**

Committee Chairman Zippay said that the committee will continue to work with AFSCME to negotiate the contract. Jack Knuppel and Roger Griffith will communicate in the near future to schedule the next negotiation session.

**MOTION:** Motion was made by Coatney, seconded by Thomas, to adjourn the committee meeting, All in favor, **Motion Carried.**

Prepared by: Andrew Manar  
Prepared on: 7-23-08

## **GENERAL SERVICES**

**JULY 24, 2008**

### **MINUTES**

**PRESENT:** Bellm, Bacon, Herschelman, Lux, Wieseaman, County Treasurer Boehm and County Clerk Zippay

**ABSENT:** Wiggins and Fraser

### **AGENDA:**

Discuss tax bills

Bellm called the meeting to order at 11:00 a.m.

The purpose of the meeting was to discuss the reprinting of the 2007 tax bills. All bills were printed and were being stuffed to prepare for mailing. The County Clerk learned of an error on the extensions for both the Staunton and Southwestern School Districts.

County Treasurer Boehm asked Chairman Manar to convene an emergency meeting to discuss having all 37,000 tax bills reprinted as opposed to only 8,000 (approximate number of bills on which the two school districts were included). She told the committee that she thought it was important to consult their opinion because reprinting the bills will be an added and unplanned cost to the County budget. The bills are organized alphabetically, not by school district. Therefore, it would be difficult to replace the 8,000 bills in the affected school districts with the corrected bills.

After discussing several options, the Committee unanimously agreed that Treasurer Boehm was justified in reprinting all tax bills, not just those in the affected school district.

The tax bills will be delayed from their original due date because of the situation.

The meeting adjourned at 11:45 a.m.

## FINANCE COMMITTEE MEETING

JULY 24, 2008

### MINUTES

**PRESENT:** Chairman Manar, Committee Chairman Thomas, Board members Watson, Pratt, Harding, Lux and Coatney. Absent: Zippay. Also present were Regional Superintendent of Schools Larry Pfeiffer, 911 Administrator Aaron Bishop, EMA Coordinator Jim Pitchford, States' Attorney Vince Moreth, County Engineer Tom Reinhart, County Treasurer Anne Boehm, Circuit Clerk Mike Mathis and County Clerk Michele Zippay.

The meeting was called to order by Chairman Thomas at 6:00 p.m. in the County Board Conference Room. The agenda for the meeting was as follows:

### **AGENDA:**

1. Review supplemental requests for General Fund and Special Fund budgets for FY 2007-2008
2. Request by the State's Attorney to address the committee regarding the FY 2007-2008 budget for State's Attorney's Office
3. As referred by the full Board, review FY 2007-2008 budget for the Sheriff's Department
4. Payment method for bills of the Regional Office of Education #40
5. Regional Office of Education Audit for the period July 1, 2006 through June 30, 2007
6. Hear the Fiscal Year 2008-2009 Budgets (all funds) requests for the following:
  - a. Highway Department
  - b. County Clerk 's Office
  - c. Election's Office
  - d. Courthouse Copy Room
  - e. Insurance
  - f. Emergency Management
  - g. Supervisor of Assessments
  - h. Tax Assessment and Collection
  - i. Regional Superintendent of Schools
  - j. Treasurer's Office
  - k. County Board Office

Circuit Clerk Mathis presented his budget request for the upcoming FY 2008-2009 fiscal year. Mathis stated that the layoffs at the coal mines and the effect of the mine closures are being felt by his office. His office is experiencing approximately 1200 additional cases this year as compared to last year.



**FINANCE COMMITTEE MEETING**

**July 24, 2008**

**PAGE -2-**

Emergency Management Coordinator Jim Pitchford presented to the committee his budget request for the upcoming FY 2008-2009 fiscal year. Pitchford brought the committee up to date on conversations he has had with Sheriff Albrecht to trade the current vehicle used by Pitchford for a newer vehicle in the Sheriff's department. Last year, Pitchford requested replacing his vehicle but the County's finances would not allow for that to be done.

States' Attorney Moreth presented to the committee his budget request for the upcoming FY 2008-2009 fiscal year. Moreth also requested \$24,000 in additional funds to finish out the current fiscal year to cover outstanding payroll. As of the July 24<sup>th</sup>, the States' Attorney's office had approximately \$30,900 remaining in its general fund budget. Moreth informed the committee that he will do a better job of managing his budget next fiscal year. He has eliminated overtime, he is exploring ways to save on office supplies and he will have a retirement occur and the replacement will be hired in at a lower salary.

Additional general fund supplemental requests were discussed by the Committee. The full Board referred to the Finance Committee reviewing the budget of the Sheriff's office. Chairman Manar informed the committee that additional funds will be needed in the County Board's budget as well.

Special fund supplemental requests were also discussed by the Committee. Funds are available in several special funds but the appropriation caps spending. After a lengthy discussion, the following motions were made:

**MOTION:** Motion made by Pratt, seconded by Harding to recommend to the full Board for approval an increase in the current year appropriation to the Animal Control Claims Fund from \$30,000 to \$50,000 and an increase in the appropriation to the Animal Control Regular Fund from \$60,000 to \$80,000. All in favor, Motion Carried.

**MOTION:** Motion made by Lux, seconded by Coatney to recommend to the full Board for approval an increase in the current year appropriation to the Federal Aid Matching Fund from \$315,000 to \$400,000. All in favor, Motion Carried.

**MOTION:** Motion made by Watson, seconded by Harding to recommend to the full Board for approval an increase in the current year appropriation to the Health Insurance Special Fund from \$70,000 to \$75,000. All in favor, Motion Carried.

Chairman Thomas suggestion that general fund supplemental requests should be considered at one time at the next Finance committee meeting that will be held on July 29, 2008.

Regional Superintendent of Schools Pfeiffer presented his budget request for the upcoming FY 2008-2009 fiscal year. Pfeiffer is transitioning his office to phone service over the internet

**FINANCE COMMITTEE MEETING**

**July 24, 2008**

**PAGE -3-**

(VOIP) which he expects will save significant amounts of money. Pfeiffer also presented the recent audit conducted by the State in which no material findings were reported. Pfeiffer also requested of the committee that the process for payment of claims for his office be changed to simplify how bills are paid. Clerk Zippay informed the Committee that it would be easier for her office if quarterly payment were made to the Regional Office. This process is already in place elsewhere in the State.

**MOTION:** Motion made by Pratt, seconded by Lux to recommend to the full Board for approval that quarterly budget payments be made to the Regional Office of Education beginning September 1, 2008 (Fiscal Year 2008-2009) . All in favor, Motion Carried.

**MOTION:** Motion made by Harding, seconded by Pratt to recommend to the full Board for approval the State audit of the Regional Office of Education. All in favor, Motion Carried.

Fiscal Year 2008-2009 budget requests were made by County Engineer Reinhart, Clerk Zippay, Treasurer Boehm, and Aaron Bishop for their respective offices.

There was a brief discussion regarding the morning emergency meeting of the General Services Committee regarding mistakes in the calculation of real estate taxes for school districts within the County. Bills that had been printed will have to be re-printed and will be delayed from their established due date.

**MOTION:** Motion made by Harding, seconded by Coatney to adjourn. All in favor, Motion Carried.

The meeting adjourned at approximately 8:30 p.m.

Prepared by: Andy Manar

Prepared on: 8-1-08



## FINANCE COMMITTEE MEETING

JULY 29, 2008

### MINUTES

**PRESENT:** Chairman Manar, Committee Chairman Thomas, Board members Watson, Pratt, Harding, Lux and Coatney. Absent: Zippay. Also present: Animal Control Administrator Buzie Bertagnolli, Public Health Administrator Kent Tarro, Sheriff Don Albrecht, Coroner Charlie Landers, Chief Probation Officer Wanda Hammann, Public Defender Will Hebron.

The meeting was called to order by Chairman Thomas at 6:00 p.m. in the County Board Conference Room.

Fiscal year 2008-2009 budget requests were made by Wanda Hammann for the Probation Department and Charlie Landers for the Coroner's Office.

Public Defender Will Hebron requested of the Committee \$6000 in additional funds to finish out the current fiscal year. All supplemental requests would be finalized by the Committee at the July 30<sup>th</sup> meeting.

As referred by the full Board, the Committee discussed the needs of the Sheriff's Department for the current fiscal year. Sheriff Albrecht also discussed the cost of fuel and maintaining the County fleet of patrol cars to the Committee. The Sheriff also explained that he is anticipating the most expensive monthly utility bills during the month of August. The Sheriff's budget covers the cost of utilities for all county offices in the Courthouse. Albrecht reported that the grant received for \$25,000 this year from the State for a patrol car will be re-applied for next year.

Sheriff Albrecht presented his budget request for the upcoming fiscal year. The change to eight hour shifts for patrols began on July 28, 2008. This change should save significantly on budgeted overtime for the Department. The Sheriff is pursuing federal prisoners as a means of income for the County since the County has ample space in its jail facility.

The Board discussed what budget amount would be necessary for the Appellate Assistance Service for the upcoming fiscal year.

Buzie Bertagnolli presented a budget for the Animal Control Department. She reported that five municipalities in the County have adopted the minimum standards for animal control through a suggested ordinance. Chairman Manar suggested that the Committee simplify the process for paying bills in the Animal Control Department.

Kent Tarro presented a budget request for the Public Health Department for Fiscal Year 2008-2009. The Health Department uses no general fund dollars.

**FINANCE COMMITTEE MEETING**  
**July 29, 2008**  
**PAGE -2-**

Chairman Manar distributed information for the next Finance Committee for members to review.

**MOTION: Motion made by Harding, seconded by Coatney to adjourn. All in favor, Motion Carried.**

The meeting adjourned at approximately 8:15 p.m.

Prepared by: Andy Manar  
Prepared on: 8-1-08

## FINANCE COMMITTEE

JULY 30, 2008

### MINUTES

**PRESENT:** Chairman Manar, Committee Chairman Thomas, Committee members Coatney, Harding, Watson, Pratt, Lux. **Absent:** Zippay. **Also present:** Treasurer Boehm.

The meeting was called to order at 6:00 p.m. in the County Board conference room by Committee Chairman Thomas. The agenda of the meeting was as follows:

#### **AGENDA:**

1. Finalize supplemental requests for General Fund and Special Fund budgets for FY 2007-2008 (current year)
2. Recommend to the full Board a Time Keeping Policy for Appointed Officials and confidential employee(s) of the County Board
3. Field Assessor Stipend
4. Renew Insurance Policies (Effective September 1, 2008)
5. Discuss Consolidation of E-911 and Sheriff's Dispatching
6. Benefit Manager Position
7. Resolution Creating the Public Safety Fund
8. Recommend to the Full Board Employee Voluntary Severance Measure
9. Finalize Revenue Estimate for FY 2008-2009
10. FY 2008-2009 Special Fund Budget
11. FY 2008-2009 General Fund Budgets
12. Other FY 2008-2009 Budget Measures

The committee discussed the outstanding needs of several offices in County government to finish out the current fiscal year. Pending request include the States Attorney, the Sheriff's Department, the County Board Office, the Public Defender. After a lengthy discussion the following motion was made in respect to finishing out fiscal year 2007-2008 which represents approximately half of the request for each office:

**MOTION:** Motion was made by Watson, seconded by Harding, to recommend for approval to the full Board supplemental appropriations the current year general fund budget in the following manner: Circuit Court \$43,000; County Board \$149,040; Public Defender \$135,200; Sheriff's Department \$2,938,640; States Attorney \$433,400. All in favor, Motion Carried.

Chairman Manar presented the committee with a proposal for time keeping for appointed officials (employees of the County). The proposal outlines a structure for the appointed officials for time keeping to comply with state law as well as time off. Currently, no such policy exists. Manar has discussed the proposal with the affected employees. The committee made minor changes to the proposal.



The committee discussed the stipend for the Assistant Supervisor of Assessments. The motion made to approve the position at the full Board meeting did not include the dollar amount for the stipend of the Assistant Supervisor of Assessments. The Rules governing the County Board state that salary adjustments must be made very specific. Chairman Manar will review the minutes from the previous Board meeting to determine the dollar amount discussed.

**MOTION:** Motion was made by Pratt, seconded by Lux, to table the stipend for the Assistant Supervisor of Assessments until further information can be brought to the Committee, All in Favor, Motion Carried.

Chairman Manar reported that Dan Snodgrass and Kurt Flaherty will attend the next Finance Committee meeting to discuss specifics of a voluntary employee severance package.

**MOTION:** Motion was made by Harding, seconded by Watson, to table the the discussion about a voluntary employee severance package until Dan Snodgrass or Kurt Flaherty could be present to offer advice to the Committee, All in favor, Motion Carried.

The Committee discussed the financial benefits that could be achieved by consolidating dispatching between the Sheriff's Department and E-911.

**MOTION:** Motion was made by Watson, seconded by Pratt, to recommend to the full Board for approval that the Chairman write a letter to both the ETSB Board and Sheriff Albrecht asking that discussion begin to explore the possibility of consolidating dispatch center, All in Favor, Motion Carried.

The Committee discussed Chairman Manar's proposal for a Benefits Manager Position. The proposal would place the position in the Circuit Clerk's Office. Chairman Manar explained that he understood that the Committee was hesitant to adversely affect the budget of the County Clerk to fund the position where it housed under the County Board as previously was proposed. Under the proposal, the position would be responsible for all aspects of administering the county's health, dental, and life insurance policies. The employee responsible for the duties will be designated by the Circuit Clerk and will be assigned additional duties to those already currently assigned. A stipend of \$7,000 will be paid to the employee. After a lengthy discussion, the following motion was made:

**MOTION:** Motion was made by Pratt, seconded by Watson, to recommend to the full Board for approval designating the Circuit Clerk's office as being responsible for managing employee benefits as outlined in the proposal with a stipend of \$7,000. All in favor, Motion Carried with one voting 'no'.

**FINANCE COMMITTEE MEETING**

**July 30, 2008**

**PAGE -3-**

The Committee discussed revenue estimates for the 2008-2009 fiscal year. The Committee agreed to finalize the estimates at the next meeting.

The budgets administered by the Circuit Court will be heard at the next meeting.

**MOTION: Motion was made by Coatney, seconded by Harding, to adjourn. All in favor, Motion Carried.**

The Committee adjourned at approximately 8:30 p.m.

Prepared by : Andrew Manar

Prepared on: 8-1-08

Prepared by: Andrew Manar

Prepared on: 7-23-08

## **FINANCE COMMITTEE MEETING**

**AUGUST 6, 2008**

### **MINUTES**

**PRESENT:** Manar, Thomas, Lux, Coatney, Harding, Pratt, Watson, Zippay, County Clerk Zippay, County Treasurer Boehm, Kathy Berger, Annette Darling, Kurt Flaherty, Larry Pfeiffer, and Kent Tarro

### **AMENDED AGENDA:**

1. Outstanding supplemental request for General Fund and Special Fund budgets for FY 2007-2008 (current year)
2. Hear FY 2008-2009 budget requests from Judge Deihl regarding judicial offices
3. Health and Dental Insurance Policies (effective September 1, 2008)
4. Resolution creating the Public Safety Fund
5. Recommend to the full Board an employee Voluntary Severance Measures
6. Finalize FY 2008-2009 Special Fund budgets
7. FY 2008-2009 General Fund budget
8. Other FY 2008-2009 budget measures
9. Executive Session
  - a. Discuss Personnel Matters
  - b. Update on Collective Bargaining

The meeting was called to order at 6:00 p.m. by Committee Chairman Thomas.

The Committee discussed the IMRF Special Fund, and the following motion was made:

**MOTION:** Motion was made by Watson, seconded by Pratt, to recommend to the full Board to increase the appropriation of the IMRF Special Fund in the amount of \$70,000.00. All in favor, **Motion Carried.**

At the July 30, 2008, Finance Committee Meeting, the Committee discussed the outstanding needs of several offices to complete the current fiscal year. Pending requests include the States Attorney, the Sheriff's Department, the County Board and the Public Defender. After a lengthy discussion, at that time, the Committee agreed to approximately half of the request for each office. A motion had been made by Watson, seconded by Harding, to approve supplemental appropriations and all members were in favor.

Watson informed the committee that she wished to rescind the motion that she had made at the July 30<sup>th</sup> meeting, and Harding who seconded the motion agreed.



**FINANCE COMMITTEE**  
**AUGUST 6, 2008**  
**PAGE -2-**

**MOTION:** Motion was made by Watson, seconded by Harding, to rescind the July 30, 2008 motion to recommend to the full board the approval of the Fiscal Year 2007-2008 Supplemental General Fund Budget. All in favor, **Motion Carried.**

States Attorney Moreth addressed the Committee and made a request of \$22,000.00 for salaries for the remainder of the current fiscal year.

After a lengthy discussion, the following motion was made:

**MOTION:** Motion was made by Lux, seconded by Coatney, to recommend to the full Board the approval of the Fiscal Year 2007-2008 Supplemental General Fund Budget in the amount of \$7,259,099.00. All in favor, **Motion Carried.**

Judge Deihl made a request for the Fiscal Year 2008-2009 Circuit Court Budget in the amount of \$106,500.00 which is 22% less than last year's appropriation. The Public Defender's interim budget request was in the amount of \$284,959.00 with the understanding the line items will be changed later.

Judge Deihl suggested increasing the Probation Fees from \$15.00 to \$25.00 per month resulting in an additional \$80,000.00 annually. The Probation Fees haven't been raised for many years. The Committee discussed the matter, and the following motion was made:

**MOTION:** Motion was made by Lux, seconded by Coatney, to recommend to the full Board the approval of increasing the Probation Fees from \$15.00 to \$25.00 per month as of September 1, 2008. All in favor, **Motion Carried.**

Judge Deihl then made a suggestion to adopt a \$600.00 foreclosure fee on property sold at the Sheriff's sale. This fee would be paid by the mortgage company. The Committee discussed this, and the following motion was made:

**MOTION:** Motion was made by Harding, seconded by Zippay, to recommend to the full Board the approval of a \$600.00 foreclosure fee to be paid by the mortgage company effective September 1, 2008. All in favor, **Motion Carried.**

Judge Deihl reported that in addition to 1 full-time Public, he had recommended the hiring of 3 non-employees. Conflict public defenders (independent contractors). Personal interviews will be held Wednesday, August 13<sup>th</sup> with the hire date of September 1, 2008.

Kurt Flaherty reported that they had worked to get the 5.7% increase in Blue Cross/Blue Shield health insurance premium to a .5% increase. Flaherty then discussed several options to consider regarding coverage. No action was taken until more information is provided.

**FINANCE COMMITTEE**  
**AUGUST 6, 2008**  
**PAGE -3-**

Kathy Berger, from Benefits Planning Consultants, made a proposal to handle the Cobra Insurance at a cost of \$1.00 per employee per month. She, along with Annette Darling, were helpful in answering questions from the Committee Members.

The next item on the agenda was the possibility of creating a Public Safety Fund for the Sheriff's Department. A discussion was held and the following motion was made:

**MOTION:** Motion was made by Watson, seconded by Lux, to recommend to the full Board the approval of creating a Public Safety Fund. All in favor, **Motion Carried.**

A discussion was held regarding an Employee Voluntary Severance Measure, and several suggestions were made to Chairman Manar for future and final action of the Finance committee.

The Special Funds budget for FY 2008-2009 was discussed, and the following motion was made:

**MOTION:** Motion was made by Pratt, seconded by Watson, to recommend to the full Board the approval of the 2008-2009 Special Funds Budget. All in favor, **Motion Carried.**

The Committee discussed the General Fund Interim Budget for Fiscal Year 2008-2009, and the following motion was made:

**MOTION:** Motion was made by Harding, seconded by Coatney, to recommend to the full Board the approval of the General Fund Interim Budget for FY 2008-2009 in the amount of \$604,925.00. All in favor, **Motion Carried.**

**MOTION:** Motion was made by Watson, seconded by Pratt, to recommend to the full Board to give the Finance Committee the Power-to-Act regarding health insurance issues due to the expiration date of August 31, 2008 for the current policies. All in favor, **Motion Carried.**

**MOTION:** Motion was made by Pratt, seconded by Watson, to recommend to the full board to give the County Clerk authority to pay bills after the Board Meeting provided funds are available. All in favor, **Motion Carried.**

**FINANCE COMMITTEE**  
**AUGUST 6, 2008**  
**PAGE -4-**

Budget measures were discussed but no action was taken.

**MOTION:** Motion was made by Harding, seconded by Coatney, to go into Executive Session at 8:03 p.m. to discuss personnel matters and an update on Collective Bargaining. All in favor, **Motion Carried.**

**MOTION:** Motion was made by Zippay, seconded by Coatney, to come out of Executive Session at 8:47 p.m. All in favor, **Motion Carried.**

The meeting adjourned at 8:50 p.m.

Prepared by: Char Taylor  
Prepared on: 08-07-08