

FINANCE COMMITTEE MEETING

JUNE 12, 2008

MINUTES

PRESENT: Thomas, Lux, Coatney, Harding, Pratt, Watson, Zippay, County Clerk Zippay, County Treasurer Boehm, Dan Snodgrass, Kurt Flaherty, Curt Carius and Kim Loy

AMENDED AGENDA:

1. Discuss Insurance Rate
2. Audit of the Mt. Olive Area Ambulance
3. Discuss and approve the Audit
4. Probation Fees that were transferred
5. Increase Traffic Violation Fees
6. Co-pays for deductibles
7. Special Funds

The meeting was called to order by Committee Chairman Thomas

Dan Snodgrass was the first to address the Committee, and he reported that meetings had been held with County Employees regarding the benefit package including insurance and other benefits.

Curt Carious, from Blue Cross Blue Shield, reported that the insurance renewal rate is an increase of 5.7% for the medical and an increase of 11.1% for the dental.

The Mt. Olive Area Ambulance Service, Inc. audit was then discussed, and the following motion was made;

MOTION: Motion was made by Zippay, seconded by Lux, to recommend to the full Board the approval of the Mt. Olive Area Ambulance Service, Inc. All in favor, Motion Carried.

Kim Loy from Scheffel and Associates then discussed the 2006-2007 audit with those present. The County received an unqualified opinion on their financial statements. Exhibit A shows governmental fund total assets of \$25.3 million, with cash and invested cash balances totaling \$11.35 million vs. \$10.98 million the previous year. This increase in Exhibit E and the change in revolving loan balances on Exhibit A. Total governmental fund receipts on Exhibit E were up \$988 thousand, mostly due to increases in the intergovernmental state, charges for services, and interest income. The increase in the charges for services is mostly due to approximately \$230 thousand being transferred from the Tax Sale Fee Fund. Total governmental fund expenses on Exhibit E were up

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\$609 thousand compared to the previous year, with largest increase in expenditures in the general government category relating to grant monies spent on new election equipment. With total Governmental Fund receipts of \$16.65 million and expenditures of \$16.29 million, the County experienced an increase in fund balances of nearly \$359 thousand, as shown in Exhibit E. The increase, after transfers, is a result of a \$149 thousand increase in the general funds and an increase of \$358 thousand in the special revenue funds. If the general fund had not received the fees from the Tax Sale Fee Fund, the fund would have operated at a deficit of approximately \$81,000.

MOTION: Motion was made by Watson, seconded by Harding, to recommend to the full Board the approval of the 2006-2007 County Audit. All in favor, **Motion Carried.**

The Committee Members then discussed various Special Funds. The Probation Fees Special Fund motion was as follows:

MOTION: Motion was made by Pratt, seconded by Watson, to recommend to the full Board the adjustments to the Probation Budget, within the General Fund and the Probation Fees Fund, a Special Fund budget as follows: increase the Probation Fees, a Special Fund Budget from \$82,000.00 to \$132,000.00 for the remainder of FY 2007-2008 and the increase of the Probation Budget, a General Fund Budget from \$317,520.00 to \$337,520.00 for the remainder of FY 2007-2008. All in favor, **Motion Carried.**

The Traffic Violations Special Fund 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 increasing the appropriation of the Traffic Violations Special Fund from \$53,000.00 to \$81,055.00. All in favor, **Motion Carried.**

The Sheriff's Federal Drug Special Fund 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 increasing the appropriation of the Sheriff's Federal Drug Special Fund from \$5,000.00 to \$6,000.00. All in favor, **Motion Carried.**

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The co-pay reimbursement was discussed, and the motion follows:

MOTION: Motion was made by Pratt, seconded by Watson, to increase the appropriation of the Health Insurance Special Fund to \$70,000.00. All in favor, **Motion Carried.**

The Committee then discussed the matter of employees, who had resigned or retired but were on the County's health insurance plan, receiving the co-pay.

MOTION: Motion was made by Pratt, seconded by Zippay, to table the matter of employees, who had resigned or retired but remained on the County's health insurance plan, receiving the co-pay . All in favor, **Motion Carried.**

CDAP Grant Special Fund was discussed, and the motion follows:

MOTION: Motion was made by Pratt, seconded by Watson, to recommend to the full Board the approval of increasing the appropriation of the CDAP Grant Special Fund to \$40,000.00. All in favor, **Motion Carried.**

The GIS Special Fund was also discussed, and the motion follows:

MOTION: Motion was made by Pratt, seconded by Watson, to recommend to the full Board the approval of increasing the appropriation of the GIS Special Fund to \$150,000.00. All in favor, **Motion Carried.**

The ILCHF. Special Fund was discussed, and motion follows:

MOTION: Motion was made by Lux, seconded by Harding, to recommend to the full Board the approval of increasing the appropriation of the ILCHF Special Fund to \$105,000.00. All in favor, **Motion Carried.**

The meeting adjourned at 7:55 p.m.

Prepared by: Char Taylor
Prepared on: 06-16-08

ANIMAL CONTROL COMMITTEE MEETING

JUNE 30, 2008

MINUTES

PRESENT: Novak, Harding, Pomatto, Quarton, Vojas and Buzie Bertagnolli

ABSENT: Wiggins and Dragovich

AGENDA:

1. Executive Session
 - a. Personnel

The meeting was called to order at 9:00 a.m. by Committee Chairman Novak.

MOTION: Motion was made by Pomatto, seconded by Harding, to go into Executive Session at 9:05 a.m. All in favor, **Motion Carried.**

MOTION: Motion was made by Harding, seconded by Vojas, to come out of Executive Session at 10:10 a.m. All in favor, **Motion Carried.**

The meeting adjourned at 10:15 a.m.

Prepared by: Char Taylor

Prepared on: 07-01-08

REPORT OF ROAD & BRIDGE COMMITTEE MEETING – JULY 1, 2008

PRESENT: Goodman, Nichelson, Novak, Pomatto, Schwallenstecker, Vojas, Wieseman, and Reinhart.

PURPOSE OF THE MEETING: Audit June claims and other business.

The meeting was called to order at 9:00 a.m..

Claims 6040 through 6076 totaling \$ 74,453.23 were read and approved.

PETITIONS:

The following 50/50 project petitions were presented:

<u>Project</u>	<u>Cost</u>	<u>County Share</u>
Hillyard #43	9,000.00	4,500.00
Hillyard #44	3,500.00	1,750.00
Nilwood #29	8,000.00	4,000.00

MOTION: Made by Novak, seconded by Schwallenstecker to approve the petitions and recommend passage by the full board. All in favor. Motion Carried.

APPROVED AND RECOMMENDED:

A resolution appropriating \$112,020 in Motor Fuel Tax funds for the payment of the Highway Department's 2007 workers compensation premium was discussed and the following motion was made:

MOTION: Made by Nichelson, seconded by Vojas to approve the Motor Fuel Tax resolution appropriating \$ 112,020 for workers compensation insurance and recommend passage by the full board. All in favor. Motion Carried.

The Highway Department has received a bill in the amount of \$ 16,449.42 from BNSF railroad for its share of the cost for the addition of flashing light signals and gates on the BNSF crossing on Crown II Mine Road. The County had agreed in Illinois Commerce Commission (ICC) Stipulated Agreement 1195, approved May 9, 2006, to pay 10% of the cost. The following motion was made:

MOTION: Made by Schwallenstecker, seconded by Novak to approve and recommend passage by the full board a resolution appropriating \$16,449.42 in Motor Fuel Tax funds for the payment of the County's share of crossing

**improvements as described in ICC Stipulated Agreement 1195. All in favor.
Motion Carried.**

At its May 2008 meeting, the County Board approved a supplemental agreement for the preliminary engineering on the Brighton-Bunker Hill Road. The appropriation of additional funding is necessary to cover the supplemental engineering cost. The following motion was made:

MOTION: Made by Schwallenstecker, seconded by Wieseman to approve and recommend passage by the full board a resolution appropriating an additional \$100,000 in Motor Fuel Tax funds for the payment of the preliminary engineering costs for the Brighton-Bunker Hill Road (01-00080-00-FP). All in favor. Motion Carried.

DISCUSSION:

Reinhart requested approval to purchase two new pickup trucks for the highway department. The trucks will be bid in accordance with all appropriate procurements laws.

MOTION: Made by Novak, seconded by Nicholson to approve the purchase of two pickup trucks for the Highway Department. All in favor. Motion Carried.

Reinhart reported that the Illinois Department of Transportation (IDOT) has upheld Moniger Excavating's claim for payment for the Shipman Cutoff Road Project. The Highway Department has been ordered by IDOT to pay all outstanding monies owed Moniger.

Reinhart also reported that the Julian Ave. Bridge in Royal Lakes was on the June 13th state letting. The low bidder was Sangamo Construction of Springfield in the amount of \$253,843.86. Award of the contract is anticipated. Construction should start late summer.

The Committee also agreed that on months that there is no regular Road and Bridge meeting, the claims report shall be available for review and signature before the regular County Board meeting.

The meeting was adjourned at 10:10 a.m..

Prepared by: Tom Reinhart

JUDICIAL ADMINISTRATIVE SERVICES COMMITTEE

JULY 1, 2008

MINUTES

PRESENT: Judge Deihl, Pomatto, Novak, Pratt, Watson, Yowell and Zippay

ABSENT: Thomas

AGENDA:

1. Discuss a full-time Public Defender
2. Consider Employee E-mail and Internet Policy
3. Discuss sound system in courtroom

The meeting was called to order at 10:00 a.m. by Committee Chairperson Pomatto.

Judge Deihl discussed, with the Committee, the possibility of a full-time Public Defender. The Judge distributed a hand-out regarding Public Defenders & Court Appointed Attorneys, and it is attached. The Committee agreed to advertise for a full-time Public Defender, after which, a screening process will be done. After a very lengthy discussion, the following motions were made:

MOTION Motion was made by Novak, seconded by Yowell, to recommend to the full Board the approval of pursuing the search for a full-time Public Defender. All in favor, Motion Carried.

MOTION: Motion was made by Watson, seconded by Pratt, to recommend to the full Board the approval of Judge Deihl and Chairman Manar selecting a committee, including Board Members, to screen the full-time Public Defender applicants. All in favor, Motion Carried.

Judge Deihl and the Committee Members then discussed the attached "Employee Internet and E-Mail Guidelines", and the following motion was made:

MOTION: Motion was made by Novak, seconded by Zippay, to recommend to the full Board the approval of the "Employee Internet and E-Mail Guidelines" effective September 1, 2008, as well as requesting the Board to consider the Ethics Policy. All in favor, Motion Carried.

MOTION: Motion was made by Zippay, seconded by Pratt, to recommend that a Policy for Cell Phones be considered. All in favor, Motion Carried.

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Judge Deihl and the Committee then discussed the poor sound system in the big courtroom.

MOTION: Motion was made by Watson, seconded by Pratt, to recommend to the full Board the approval of Judge Deihl and the Clerk reviewing and updating the sound system in the big courtroom. All in favor, **Motion Carried.**

The meeting adjourned at 11:20 a.m.

Prepared by: Char Taylor

Prepared on: 07-02-08

MACOUPIN COUNTY PUBLIC DEFENDERS & COURT APPOINTED ATTORNEYS

	<u>Current</u>		<u>Proposed</u>	
Chief PD	\$041,771		\$144,370	
FICA	\$003,200		\$008,955	
IMRF	\$003,100		\$003,100	
Health & Life Insurance	\$009,040		\$009,040	
Less State Reimbursement	<u>\$027,847-</u>		<u>\$096,247-</u>	
County's actual cost:		\$029,264		\$069,218
Assistant PD #1	\$035,774		\$000,000	
FICA	\$002,737		\$000,000	
IMRF	\$003,100		\$000,000	
Health & Life Insurance	<u>\$009,040</u>		<u>\$000,000</u>	
		\$050,651		\$000,000
Assistant PD #2	\$035,756		\$000,000	
FICA	\$002,735		\$000,000	
IMRF	\$003,100		\$000,000	
Health & Life Insurance	<u>\$009,040</u>		<u>\$000,000</u>	
		\$050,631		\$000,000
Conflict PD's				
#1 -Independent Contractor	\$000,000		\$024,000	
#2 - "	\$000,000		\$018,000	
#3 - "	<u>\$000,000</u>		<u>\$012,000</u>	
		\$000,000		\$054,000
Secretary (1-FT EE)	\$000,000		\$022,000	
FICA	\$000,000		\$002,754	
IMRF	\$000,000		\$001,700	
Health & Life Insurance	<u>\$000,000</u>		<u>\$009,040</u>	
		\$000,000		\$035,494
Outside office				
Reimbursement	<u>\$020,000</u>		<u>\$000,000</u>	
		\$020,000		\$000,000
Courthouse office				
Expenses (phone, stationery,				
Postage, etc.)	<u>\$000,000</u>		<u>\$006,000</u>	
		\$000,000		\$006,000
Start up costs (phones,				
Fax, copiers, computers)	<u>\$000,000</u>		<u>\$010,000</u>	
		<u>\$000,000</u>		<u>\$010,000</u>
First Year Costs (est.)		\$150,546		\$174,712
Less Start Up Costs		<u>\$000,000-</u>		<u>\$010,000-</u>
Subsequent Year Costs (est.):		\$150,546		\$164,712
Court Appointed Attorneys		<u>\$060,000</u>		<u>\$020,000</u>
Total Costs:		<u>\$210,546</u>		<u>\$184,712*</u>

*Proposed plan equals an estimated annual savings of \$25,835 (\$210,546 minus \$184,712).

EMPLOYEE INTERNET AND E-MAIL GUIDELINES
Macoupin County, Illinois
Effective September 1, 2008

County employees are encouraged to use the Internet to its fullest potential to further their respective office's goal to provide effective service of the highest quality to taxpayers.

Internet access is not to be used for personal reasons, personal gain or business unrelated to the Macoupin County government.

Employees have an obligation to be aware of computer security and privacy concerns and to guard against computer viruses. Certain procedures and guidelines should be followed when using electronic mail communications, participating in electronic mail discussion groups, using remote computer services, and transferring files from other computers.

Employees should identify themselves properly when using any Internet service. Internet users should be aware that their conduct can reflect on the reputation of the County Government, elected officials and fellow employees.

It is the responsibility of all Internet users to respect the legal protection provided by copyrights and licenses applicable to programs, data and documents.

It is the responsibility of all Internet users to respect the privacy of other users, and to not intentionally modify programs, e-mail, data, documents or passwords belonging to other users without permission.

A large amount of information on the Internet is available for free; however, there is additional information that is available only on a fee-for-services basis. Authorization from a supervisor is needed before accessing any information that is available on a fee-for-services basis. Reimbursement will not be authorized for access to fee-based online services, unless approval was given prior to gaining access.

DOWNLOADING INFORMATION

A wealth of information is available via the Internet, and employees may choose to save or download some of this information to the hard drive of the computer. There are two basic types of files which may be downloaded from the Internet: 1) text or document files, and 2) executable files.

Text files are computer files which contain only alpha-numeric characters and do not contain any computer programming code or language. When a file is downloaded, there is the possibility that it may contain a macro virus. Therefore, all files must be checked for a virus after they have been downloaded.

When an executable file is downloaded, there is the possibility that it could contain a computer virus which might damage the computer on which it is saved. In addition, some executable files require a setup or installation procedure which could inadvertently change the configuration of a computer so that applications do not run correctly. These are security issues which could result in catastrophic computer problems.

In order to protect the computer systems of the County from inadvertent

damage, any executable files which are downloaded from the Internet must be saved to a diskette or flash drive rather than to the hard drive of the computer. The diskette or flash drive should be checked for possible viruses and any setup or installation parameters reviewed for correct functioning within our computer environment.

When a computer user is unsure of what type of file he or she is downloading, it should be saved to a diskette or flash drive and be checked for viruses as a precautionary measure.

Because the danger of getting a virus from the Internet is so great, be mindful of where you copy freeware or shareware. Stay away from lesser known sites. Use established sites that monitor their information, such as Microsoft, Intel and Compaq.

E-MAIL

Employees will have access to the Internet for the purpose of research and other appropriate county business, and to send and receive e-mail regarding county business. On the Internet, each employee will have an individual mailbox, if requested. Your e-mail address will clearly identify each employee as an employee of county government. Please do not attempt to use your outside personal e-mail accounts such as Yahoo, Hotmail and AOL, as these e-mail systems may leave our system open to contamination.

Even though each person receives a mailbox, this does not mean that e-mail is private. Users are advised that there is no guarantee of confidentiality for Internet messages. E-mail on the Internet passes through many different computers to reach its destination. Because, in most cases, e-mail is not currently being encrypted on the Internet, any one of these computers could intercept or capture your e-mail.

E-mail messages are not your personal property and may be scrutinized at any time without your permission.

E-mail must never be used to produce a document or memorandum that, using good judgment, would not have been produced when using any other form of office communications. If you would be embarrassed to have the content of a message made public, then you probably should not send it.

E-mail can also carry viruses, whether it is through an attached file or just in the text of the message. Therefore, you want to be careful of the e-mail you open and read. Many e-mails that make free offers are used as vehicles for viruses. You should limit the e-mails you read to the specific area of interest you are researching.

INAPPROPRIATE USE OF THE INTERNET

Use of the Internet is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Inappropriate conduct committed by an employee could also result in his/her termination. Some examples of inappropriate conduct include, but is not limited to:

- use of the Internet for unlawful or malicious activities
- use of abusive or objectionable language in either public or private messages

- misrepresentation of oneself or County government
- sending chain letters
- other activities that could cause congestion and disruption of networks and systems
- use of the Internet for personal, commercial, or for-profit activities
- anything not related to work on behalf of County government

Should any employee have any questions as to what is or is not appropriate conduct when using the Internet, he/she should consult a supervisor.

GENERAL DO'S AND DONT'S OF INTERNET USE BY EMPLOYEES

Do

- use discretion when you add your name to a mailing list
- consider that any information you disseminate on the Internet is not secure and should be viewed as in the public domain
- check all downloaded files for viruses after they have been downloaded
- exercise caution when downloading any sensational e-mails or free software offers as these are often used as vehicles for viruses

Do Not

- use this resource for personal reasons, personal gain or business unrelated to County government business
- intentionally modify programs, e-mail, data, documents or passwords belonging to other users without permission
- access fee-based online services, unless approval by a superior was given prior to gaining access
- give out your password or allow other users to use the Internet under your log in and password
- use abusive or objectionable language in either public or private messages
- initiate activities that could cause congestion and disruption of networks and systems

Dated: September 1, 2008

ACKNOWLEDGEMENT
EMPLOYEE INTERNET AND E-MAIL GUIDELINES
Macoupin County, Illinois
Effective September 1, 2008

I, the undersigned, received the Internet and E-mail Guidelines dated September 1, 2008 regarding the usage of the Internet as an employee of Macoupin County. I will read the Guidelines prior to accessing the Internet. I understand that the guidelines are effective September 1, 2008. I understand that compliance with the Guidelines is a condition of employment and that it is my obligation to read, understand and remain current with any new or amended Guidelines adopted by the Macoupin County Board. I further understand that a violation of the Guidelines could result in disciplinary action up to and including termination.

Printed Name

Date

Signature