

FINANCE COMMITTEE MEETING

March 22, 2011

MINUTES

PRESENT: Manar, Vojas, Thomas, Watson, Harding, Pomatto, States Attorney
Watson, Treasurer Boehm, Clerk Duncan, Chief Financial Officer
Springer, and other guests

ABSENT: Coatney, Lux

AGENDA:

1. Elections Budget
2. Special Audit Presentation
3. Letter to City of Carlinville re: Municipal Election
4. Health Reimbursement Account
5. RLF Resolution Amendment
6. Animal Control Grant from the State of Illinois
7. Proposal to Lease Copy Equipment in Board Office
8. Resolution Transferring Funds to the Grant Fund

Finance Committee Chairman Thomas called the meeting to order at 5:30 p.m.

Count Clerk Pete Duncan presented information to the Committee regarding the upcoming shortfall in the Elections budget for the current fiscal year. The shortfall is going to occur because when the previous county clerk presented the budget request for the Elections Office, it did not include funds to administer the April 2011 consolidated election. The shortfall is estimated to be estimated at \$36,000.00. No action was taken. Clerk Duncan was excused for the purpose of conducting election judge training.

Robin Mullink and Crystal Bock representing Scheffel and Company presented information on the agreed upon procedures report/special audit that had been directed by action of the County Board.

Mullink explained that the work that was performed by Scheffel is not an "audit" but rather an agreed upon procedures report. Many of the things covered in the report are also covered by the county's annual audit of financial statements. The annual audit is expected in April.

Mullink individually discussed with the committee specific findings resulting from the nine agreed-upon procedures that were performed as part of the engagement process. This included discussion on health insurance payments, lease agreements, revolving loan fund policies, cash payments received by the County Clerk, and disbursements from the Recorder's Microfilm fund and Real Estate Transfer Fund among others.

Mullink complimented the Board for acting quickly to resolve the issues dealing with the Revolving Loan fund collection and the health insurance administration.

Chairman Manar reported that he consulted with States' Attorney Watson who recommended certain minimal portions of the special audit document be redacted to do ongoing investigations regarding matters that were covered by the audit.

Mullink answered several questions from committee members.

MOTION: Motion was made by Pomatto, seconded by Vojas, to report the special audit to the full Board. All in favor, Motion Carried.

Because Clerk Duncan had to attend election judge training, the Health Reimbursement Account (HRA) and the letter to the City of Carlinville regarding the costs associated with administering the city's primary election were not discussed.

MOTION: Motion was made by Harding, seconded by Watson, to table the discussion of the HRA Account until the next meeting of the Finance Committee. All in favor, Motion Carried.

MOTION: Motion was made by Pomatto, seconded by Vojas, to table the discussion of the City of Carlinville municipal primary election until the next meeting of the Finance Committee. All in favor, Motion Carried.

CFO Springer distributed a copy of a resolution making technical corrections to the previously adopted resolution regarding the county's Revolving Loan Fund. Springer reported that there were unintentional omissions in the previously adopted resolution which intended to align RLF #1 and #2 to have the identical collection requirement.

MOTION: Motion was made by Watson, seconded by Harding, to recommend to the full Board the Revolving Loan Fund Resolution for consideration. All in favor, Motion Carried.

Chairman Manar reported that the County Clerk's office failed to put the animal control grant from the State of Illinois in an interest bearing account several years ago when the grant was received. Animal Control Administrator Bertagnolli reported that as she was closing out the grant paperwork, the error was discovered. Manar suggested transferring funds from the Farm Account to cover the lost interest in order to remain in compliance with the grant agreement. CFO Springer reported that the transfer should be \$322.00 total.

MOTION: Motion was made by Harding, seconded by Pomatto, recommend to the full Board a resolution transferring funds to the Grant Fund to account for the interest for the animal control grant. All in favor, Motion Carried.

CFO Springer gave the committee a presentation from Ikon office solution to lease a new copy machine. Springer reported that leasing a new machine could save the county approximately \$1,700 over five years. Springer also noted that the new machine will also have the capability serve as a networked printer, scanner, and electronic fax machine for the office.

MOTION: Motion was made by Vojas, seconded by Watson, to direct CFO Springer to execute the lease with Ikon for a new copy machine. All in favor, Motion Carried.

The meeting adjourned at 7:45 pm.

Prepared by: Chairman Manar
Prepared on: March 26, 2011

ANIMAL CONTROL COMMITTEE MEETING

APRIL 4, 2011

MINUTES

PRESENT: Novak, Wiggins, Harding, Quarton, Vojas, Animal Control Administrator Bertagnolli.

AGENDA:

1. Discussion on new building
2. Discuss personnel
3. Review current bills
4. Discuss any other related business

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

Committee Chairman Novak recognized members of T.A.I.L.S. that were present.

The Committee first discussed the building and the fact that Mark Dragovich's company would be working on digging the wells for the facility. No motions were made.

The Committee then reviewed and discussed bills from Neely Construction (a copy is attached). The following motion was made:

MOTION: Motion was made by Vojas, seconded by Harding, to recommend to the full Board the approval of payment to Neely Construction in the amount of \$71,228.52 pending the receipt of all permits for the building. All in favor, Motion Carried.

The Committee then held discussion on completion of the driveway to the Animal Control facility. No motion was made.

The Committee last held discussion on new employee help available at the Animal Control facility. Animal Control Administrator explained to the committee that she was satisfied with the new help. No motion was made.

The meeting adjourned at 9:45 a.m.

Prepared by: Gabe Springer
Prepared on: March 2, 2011

EXECUTIVE COMMITTEE MEETING
April 4, 2011
MINUTES

PRESENT: Bacon, Manar, Pomatto, Quirk, Thomas, Chief Financial Officer Springer

ABSENT: Coatney, Lux, Goodman

Clerk Duncan was absent due to necessary preparations for the municipal elections.

The meeting was called to order by Committee Chairman Thomas at 5:30 p.m.

Time sheets were presented for the months of February and March of 2011 for the following employees: Bresnan, Springer, Pitchford and Reinhart. February time sheets were presented for Bertagnolli. No time sheets for Taylor were presented due to her not working because of illness.

MOTION: Motion was made by Quirk, seconded by Watson, to approve the timesheets that were presented at the meeting. All in favor, **Motion Carried.**

Chairman Manar presented a draft resolution that would require contracts approved by the County Board to be posted on the County's website. Manar noted that the proposed resolution would apply to the Board and he would ask the County officials to voluntarily comply.

MOTION: Motion was made by Pomatto, seconded by Quirk, to recommend to the full board the adoption of the resolution requiring contracts approved the County Board to be posted on the County's website. All in favor, **Motion Carried.**

The Committee members reviewed and discussed the April 2011 County Board Meeting Agenda. Items for the agenda were submitted by both Chairman Manar and Clerk Duncan in writing. The following motion was made:

MOTION: Motion was made by Pomatto, seconded by Watson, to approve the March 2011 Macoupin County Board Meeting Agenda as discussed. All in favor, **Motion Carried.**

CFP Springer presented both the monthly and quarterly RLF Report pursuant to County Board Resolution. The Committee discussed the best approach to collect on outstanding debts to the revolving loan funds.

MOTION: Motion was made by Bacon, seconded by Watson, to approve the RLF Quarterly and Monthly Report as presented by the CFO. All in favor, **Motion Carried.**

CFO Springer reported that the Quarterly Report would be placed on the County's website pursuant to the resolution adopted by the Board.

MOTION: Motion was made by Quirk, seconded by Pomatto, to enter into Executive Session at 6:15 p.m. for the purpose of discussing personnel. All in favor, **Motion Carried.**

MOTION: Motion was made by Watson, seconded by Quirk, to close Executive Session and enter into Regular Session at 6:30 p.m. All in favor, **Motion Carried.**

After coming out of Executive Session, the following motion was made.

MOTION: Motion was made by Quirk, seconded by Bacon, to direct Chairman Manar to place Char Taylor on an unpaid leave of absence effective April 30, 2011. All in favor, **Motion Carried.**

The meeting adjourned at 6:35 p.m.

Prepared by: Andrew Manar

Prepared on: April 5, 2011