

GENERAL ADMINISTRATION COMMITTEE MEETING

March 6, 2013

The meeting of the General Administrative Committee was held Wednesday, March 6, 2013 at 5:00 p.m. at the Regional Office of Education located at 225 E. Nicholas Street.

PRESENT: Thomas, Wiggins, Schwallenstecker, Lewis, Armour, CFO Springer, Jim Pitchford, John Bresnan, Jeanette Baker, Larry Pfeiffer, Sharon Carty, Vickie DeWitt.

Agenda:

1. Review of timesheet for non union personnel
2. Budget Review
3. GED Testing Center Proposal
4. Technology Audit
5. Tort Liability Fund
6. County Farm Lease Revisions
7. Revolving Loan Fund

Committee Chairman Thomas called the meeting to order at 5:00 p.m.

Committee reviewed February 2013 timesheets for non-union personnel.

MOTION: Motion made by Armour and seconded by Wiggins to approve timesheets for February. All in favor, motion carried.

Item # 2 Budget Review

EMA- Jim Pitchford informed the committee that he does not feel that his fuel expenses will make it. Committee members were provided with a report showing expenses for phone and truck expenses since September 2012. Another new expense for his budget is that he has to maintain the five new generators that he did not have before.

Pitchford stated that every quarter he receives a check from State of Illinois which are federal pass-through dollars. A total of \$28,741.00 was received through January 31, 2013 – Pitchford explained that this is reimbursement from the Federal government to the county for having an emergency management office in operation. This reimbursement covers just less than half the cost of his county budget.

***Shielda Lewis and Ollie Schwallenstecker arrived at 5:10 P.M.*

CFO Springer stated that according to the county expense sheet, EMA's vehicle expenses is running around \$300.00 a month on average, but there is only \$431.00 left for such expenses for the remainder of the year. Springer estimated that to cover vehicle costs and any remaining salary for the fiscal year, the EMA budget may need up to \$1,500.

John Bresnan- Supervisor of Assessments- CFO Springer asked if he has any concerns with his budget or if he thought there would be any need to supplement from GIS. Bresnan said that they have already structured that, not anticipating any need for more funds this fiscal year in his office budget.

Animal Control – Administrator Buzie Bertagnolli was unable to attend, but sent a report saying that her budget is right on target with 52% remaining for the balance of this year. Springer said he keeps in touch with Bertagnolli on a monthly basis to review her expenses.

Regional Office of Education – Larry Pfeiffer – says he does not anticipate any problems completing the fiscal year with his current budget.

Item # 3 GED Testing Center Proposal

ROE Superintendent Larry Pfeiffer introduced Sharon Carty who works for the GED program with the office. Sharon Carty stated that one in five American do not have a high school education. Looking at the history of GED, it's been in existence since 1942 over 8 million people have taken the test. It takes between 7-8 hours to take it, and test run anywhere from 65 – 120 minutes long. They are changing the GED processes, it been a paper and pencil test for all these years. In 2014 it will go to a computerized test; the test will be taken completely on the computer and will be scored instantly Carty said.

Carty stated that today they received approval today to administer an exam for anyone studying to be a doctor, pharmacist, teacher, or any test that Pearson VUE allows.

Pfeiffer said that the reason he was presenting to the GED background to the committee was to keep the board in the loop and also let them know that this service is being provided without the use of county funds.

Item # 3 Technology Audit

Pfeiffer introduced Vickie Dewitt to the committee; she has been working in a position called a technology hub. Vickie goes into local schools and conducts technology audits free of charge to help assess their needs. Pfeiffer discussed the potential for doing this at the county level with CFO Springer and asked Springer to look into cost figures. Springer said countywide, more than \$80,000 is being spent on technology services.

Springer asked Dewitt what would a tech audit consist of? DeWitt said that they would ask basic questions regarding inventory and age, types of systems being run, what is being spent on maintenance, repairs, and disaster recovery, etc.

Pfeiffer asked if the county believes they have a need or see a potential benefit from this kind of conversation or if they would be comfortable with having a tech audit performed. CFO Springer stated to the committee that Pfeiffer and Dewitt have noted that this audit would come at no cost.

MOTION: Motion made by Schwallenstecker and seconded by Wiggins to make a recommendation to the full board to participate in a technology audit at no cost to the county. Motion carried.

#5 Tort Liability Fund

CFO Springer stated that the Sheriff is requesting to be reimbursed \$8,000.00 from Tort Liability Fund for his deductibles that were incurred in accidents with the vehicles in the Sheriff's department. It was asked if the expense was considered a tort by the State's Attorney. The State's Attorney had said previously that these expenses would not be deemed tort expenses. Committee said they would stand by advice of the State's Attorney.

6 County Farm Lease Revisions

CFO Springer referred to a map of farm lease currently farmed by Rosentreter Farms LLC. The original lease marks the acres as "16 acres more or less." Since Poggenpohl property is now defined, Board member Bill Harding brought in a map and asked CFO Springer to review with Rosentreter to get a more accurate acreage number. Rosentreter brought in a GPS map showing the county what is actually being farmed. The document showed 14.35 acres. Springer said that if the new acreage number was agreed upon by the county, an amendment to the lease would need to be drawn up and money would need to be credited back to Rosentreter for the overpayments he's made thus far into the lease. Rosentreter has cooperated with the county and is amiable to any solution that the county comes up with. Springer said that it is in the county's best interest to make sure the lease is accurate.

Armour stated that he is not familiar with the software being used to produce the GPS map, but it appears to look good. Armour suggested that if we wanted to make sure of the accuracy, we could cross check it with the local FSA Office as they can plot it on their satellite images.

MOTION: Motion made by Lewis and seconded by Wiggins to have CFO Springer to check with the FSA Office to cross check the acreage being farmed. Motion carried.

7 Revolving Loan Fund

CFO Springer explained that the county recently received a letter from the Department of Commerce and Economic Opportunity. The county has two revolving loan funds in the county. We have one that was originally funded in 1989 thru the Dept of Commerce and Economic Opportunity, and we have a separate that is funded through our own General fund started in the mid to late-2000's.

The RLF that was created through DCEO requires the county to semi-annually report on project costs, related job status, principal and interest recouped. Springer noted that since he started in 2011, he can account for all payments received since the Board reformed the RLF program in February 2011. All of these loans are current Springer

said. Springer said he has filed the required semi-annual report with DCEO and has received approval messages until recently. In mid-February, the Board office received a letter from DCEO stating that the semiannual report has deficiencies that need to be corrected. Those deficiencies date back in most cases to be for projects that are as much as 20 years old Springer said. Springer said that he and others have searched all documents related to the Revolving Loan Fund in the county but have come to find out that holes still exist in the available records on file – most all holes in the data are from the 1990s Springer said. Springer has spoken with DCEO and has asked for a 60-day extension so that he could continue to look for old documents in order to fill out some of the information that had never been filled out before on these reports. Ultimately, Springer said he believed that there are items that could be filled in on the report, but filling in some of the information for projects that are 15-20 years old will not end up being possible without documentation. DCEO granted an extension to the county, requiring the updated report be filed by the first week of May. Springer said he would return back to the committee sometime in April prior to the May meeting to demonstrate the status of the final updated report.

Board member Schwallenstecker addressed the committee with questions on the Board of Review. Since the item was not on the agenda, Chairman Thomas requested that the item be discussed at the next meeting. Thomas suggested asking Supervisor of Assessments, John Bresnan, to be present at the meeting.

Adjournment: MOTION made by Wiggins and seconded by Armour to adjourn at 6:10 p.m. Motion Carried.