

## COMMITTEE REPORT

**COMMITTEE:** Finance, Tax & Budgets  
**CHAIRPERSON:** Yerda Potter, Chair  
**DATE/TIME:** September 28, 2006. 7:00 p.m.

**PRESENT:**

Berlage  
 Carroll

Kent  
 Mapes

Potter  
 Schultz

Other Board members:

Others: Dan Reimer, Donna Berlage, Diane Williams

### MINUTES

Chairperson Yerda Potter called the meeting to order at 7:00 p.m.

#### 1. Minutes

Ron Mapes made a motion to approve the committee minutes of August 21, 22, 30, 31 and September 6, 2006. Alan Kent seconded and the motion passed.

#### 2. Old Business

- a) Accrual conversion. County Administrator Dan Reimer reported that there has been little change in the past month. The County needs to address the reporting of revenues. He stated that the County Treasurer intends to set up a meeting with the new auditors to discuss the process. The purchase order system is going well.
- b) Budget process update. Reimer reported that the workbooks for Steps 1-3 of the Budget Workshops will be mailed tomorrow.
- c) Soil & Water levy. No report.
- d) Resolution for IT Specialist funding plan. Diane Williams reviewed a resolution for accounting for the FY2006 expenses for the IT Specialist. A line item transfer will be made for the contributions that were offered by departments in the General Fund. For the departments that operate in a special fund, they will be handed invoices as they come in and process the claims directly from their fund. Marvin Schultz made a motion to recommend approval of the resolution for the IT Specialist funding plan as presented. Kent seconded and the motion passed.

#### 3. New Business

- a) Over budget claims policy. The committee discussed the topic at length including the process and the difference between a line-item transfer and an over-budget request. The committee would like to see a detailed report each month of how each department's expenses compare to budget. The committee has concerns about how to monitor if a department is going to go over their bottom line budgeted amount.
- b) Sales tax distribution between General Fund and Highway Fund. Reimer reported that the FY2007 budget assumes a 50/50 split of the 1% County

sales tax between the General Fund and the Highway Fund. The total is approximately \$350,000 annually, and Reimer projects lower revenue for FY2007. The committee discussed the history of sharing this revenue. The committee discussed the state of roads in the County and the desire to place money in reserve for upcoming road projects. Schultz made a motion to recommend a resolution that allocates 50% of the County sales tax revenues to the Highway Fund, 20% to the Highway Capital Investment Fund, and 30% to the General Fund. Merri Berlage seconded and the motion passed.

- c) Board of Review extension. Chief County Assessment Officer Donna Berlage reported to the committee that she has not yet received the sales ratio from the State of Illinois. She has been told that 39 of the 102 counties in Illinois have received their sales ratios. Whiteside, Lee and Ogle Counties have received theirs; Carroll, Stephenson and Jo Daviess Counties have not. Merri Berlage reported that if the sales ratio is not received next week, then she and some of the other area County Board Chairpersons are going to drive to Springfield to complain. Donna Berlage reported that she is currently working on Bulletin 810 and that work is going well. The Board of Review was not able to complete their work by September 7, so she is requesting an extension from the County Board. Schultz made a motion to recommend approval of a resolution to extend the time period for the Board of Review to complete their work. Mapes seconded and the motion passed.
- d) Optional insurance incentive program. Reimer reported that the proposed program reflects no changes from the current program. The open enrollment period is soon. Currently there are about 18 people in the program, saving the County approximately \$35,000 per year. Mapes made a motion to recommend approval of the Optional Insurance Incentive Program for FY2007. Kent seconded and the motion passed with Berlage voting no.
- e) Health insurance renewal for 2007. Reimer reported that the committee recently approved a maximum premium increase for the health insurance, but that the plan needs to be approved in order to advise Medical Associates to renew the contract. The committee discussed the current plans for both union and non-union employees. Schultz made a motion to recommend renewal of the health insurance plan with the same options as the current year. Mapes seconded and the motion failed. The committee discussed encouraging the insurance broker to present some educational information next year to the Board and employees regarding health insurance plans. Schultz made a motion to accept the 20/200, 15/30 Rx plan for health insurance benefits for County employees. Berlage seconded and the motion passed with Potter voting no.
- f) Unbudgeted HAVA grant expenditures. Recently the County Board approved the Board Chair to authorize some Help America Vote Act (HAVA) grants for election equipment. The funds have been received and

the expenditure needs to be approved. Berlage made a motion to recommend approval of the HAVA grant expenditures. Kent seconded and the motion passed.

- g) Discussion of the effect on the FY2007 tax levy of including 911/Communications personnel costs in the General Fund. Reimer reported to the committee that the personnel costs for the Communications department are now all reflected in the Communications budget and interfund transfers have been scheduled from the Emergency Telephone Systems Board (ETSB) budget for the costs. The committee discussed the impact of this change on the various funds involved and Reimer noted that the IMRF and Social Security Funds are now reflecting an estimated ending balance below the policy established of 50% of the funds' obligations.

#### 4. Other

- a) Treasurer's reports. Page 2 of the salary report was missing and will be sent to the committee members.
- b) Board member concerns. Potter reported that the Social and Environmental Committee discussed the Small Rental Properties Program and expenses incurred by the County for that program. The portion of their last federal funds audit cost was \$1569. Schultz reported that the director, Leslie Mastroianni will attend the next Social & Environmental Committee meeting.

#### 5. Citizens' Comments – none

The meeting adjourned at 9:21 p.m. following a motion by Mapes and seconded by Kent.