

COMMITTEE REPORT – JOINT MEETING

COMMITTEE: Information & Communications Technology
Executive
Finance, Tax & Budgets
CHAIRPERSON: Bill Cooper
DATE/TIME: August 29, 2007. 5:45 p.m.

PRESENT:

<input checked="" type="checkbox"/> Bill Cooper	<input type="checkbox"/> Matt Kluesner	<input checked="" type="checkbox"/> Margie Montelius
<input checked="" type="checkbox"/> Marvin Schultz	<input checked="" type="checkbox"/> Ron Smith	<input checked="" type="checkbox"/> Terry Stoffregen

Other Board Members: Dane Jackson, Jody Carroll, Yerda Potter, Alan Kent, Ron Mapes, Merri Berlage

Others: Dan Reimer, Diane Williams, Joe Kratcha, Jean Dimke, Carol Soat, Donna Berlage, Marie Stiefel

MINUTES

Bill Cooper called the meeting to order at 5:47 p.m.

Information & Communications Technology Committee

1. Review and approve minutes for the July 25, 2007 committee meeting. Terry Stoffregen made a motion to approve the committee minutes. Margie Montelius seconded and the motion passed.
2. Citizens' comments – none
3. Information Technology Update. GIS Coordinator Joe Kratcha gave his monthly report to the committee. He has several offices signed up with a program called Postini to screen the spam and virus emails that everyone has been receiving. A new firewall has been installed at the remote facilities; a new server was installed at the CVB; the Fidlar program has been upgraded in the Recorder's Office; several computer repairs have been needed.
4. Review and Consideration of Computer Network Study Proposals. Kratcha reported that three bids were received and distributed a summary of the bids to the committee members. The committee discussed the proposals and requested Kratcha to invite the two low bidders to give presentations at the October committee meeting in order to give the committee members time to review the proposals at length.
5. Discussion of Local & Long Distance Telephone Service and discussion of Internet Service. Kratcha reported that he is looking at the cost of the DSL service that the courthouse shares with the public safety building. Currently the service is under a three-year contract through June or July of 2008. He has spoken with representatives from AT&T regarding their services. He spoke with the current vendor who can offer a T-1 line for nearly \$100 cheaper per month than the SDSL service that we currently have. The T-1 line would be more reliable than the SDSL service. Reimer reported that the local service is under a contract with AT&T, but there is no contract for the long-distance service. Diane Williams stated that changing long-distance carriers is a long and difficult process, and the current rates received with PowerNet Global are

very low. AT&T would like to give the County a bundled proposal for all services. The consensus of the committee is to keep the long-distance service with the current vendor. Reimer was told that the local service contract will expire in December and Cooper stated that the local service should stay with AT&T.

6. Website Update

Kratcha distributed the web statistics to the committee.

7. GIS Update

Kratcha reported that the road map is close to being finalized. Parcel mapping for Galena is continuing. Revenue charts were distributed to the committee.

8. Review and Consideration of Digital Orthophotography Data Sharing Agreement with Carroll County. Kratcha reported that when the orthophotography was contracted for by the multiple counties there were some overlapping areas on the southern border of Jo Daviess County with the northern border of Carroll County. He proposes to share the Jo Daviess County tiles with Carroll County in return for their sharing with us. There is no cost involved. The committee discussed if all the LRA property would be included in the shared tiles and if not, the possibility of expanding this agreement to include sharing those tiles. Montelius made a motion to enter into the agreement with Carroll County as presented. Ron Smith seconded and the motion passed.

9. Budget Review Session with the Finance Committee

- a) GIS Automation Fund. Kratcha and County Administrator Dan Reimer reminded the committee that the original plan for IT was to transition from using an outside vendor into developing an internal IT department. Currently the IT department has one part-time employee and support provided by Effective Networking as needed. Kratcha reviewed a memo with the committee regarding the status of his education, the current division of his time between GIS and IT, and future needs. Also, the part-time GIS Technician will be retiring early next year and Kratcha feels the need to make that a full-time position. He submitted a request to add funding in the General Fund for his transition to the GIS/IT Coordinator position following completion of education at Herzing College. Kratcha reviewed the GIS Automation Fund line items in detail. Smith made a motion for the Information & Communications Technology Committee (ICTC) to move this budget forward. Terry Stoffregen seconded and the motion passed. Ron Mapes made a motion for the Finance Committee to move this budget forward to the draft budget document. Jody Carroll seconded and the motion passed.
- b) Information & Communications. Kratcha reviewed the line items in detail for this general fund budget. Reimer advised the committee that the postage machine lease agreement will be expiring and the subject was discussed at the staff meeting regarding the departments' needs. This item is still being researched so the amount in this line item may change. Kratcha reviewed the unfunded request that was mentioned earlier in his report to the committee. Cooper made a motion for the ICTC to move this budget and unfunded request forward. Smith seconded and the motion passed. Carroll made a motion for the Finance Committee to move this budget and unfunded request forward to the draft budget document. Mapes seconded and the motion passed.

c) County Clerk

- i. Clerk & Recorder. County Clerk Jean Dimke reviewed the minimal changes to the line items in this budget. Stoffregen made a motion for the ICTC to move this budget forward. Smith seconded and the motion passed. Alan Kent made a motion for the Finance Committee to move this budget forward to the draft budget document. Carroll seconded and the motion passed.
- ii. Elections. Dimke reviewed this budget and stated that an increase to the target is requested because supplies and services for two elections were not accounted for when the targets were established. The committee discussed the recurring expense that occurs every other year. Smith made a motion for the ICTC to move this budget including the target increase forward. Montelius seconded and the motion passed. Marv Schultz made a motion for the Finance Committee to move this budget including the target increase forward to the draft budget document. Mapes seconded and the motion passed.
- iii. Clerk Automation. Dimke reported that her expenditures from this fund will be lower than those in FY07. Montelius made a motion for the ICTC to move this budget forward. Smith seconded and the motion passed. Carroll made a motion for the Finance Committee to move this budget forward to the draft budget document. Kent seconded and the motion passed.
- iv. Recorder Automation. Dimke report that the expenditures in this fund will also be lower in FY08. This year she made some upgrades to her system. Cooper made a motion for the ICTC to move this budget forward. Stoffregen seconded and the motion passed. Mapes made a motion for the Finance Committee to move this budget forward to the draft budget document. Kent seconded and the motion passed.
- v. Election Equipment. Dimke reported that revenue for this fund comes from the HAVA grants for replacing election equipment. She may have some leftover grant funds from this year and one small grant to spend next year. All HAVA funds must be spent by November 2008. Stoffregen made a motion for the ICTC to move this budget forward. Montelius seconded and the motion passed. Carroll made a motion for the Finance Committee to move this budget forward to the draft budget document. Mapes seconded and the motion passed.

Executive Committee

10. Budget Review Session with the Finance Committee

- a) County Board. Reimer reviewed the changes to the line items in this budget. The committee discussed the \$5,000 that was added to the target earlier in the process for mileage. This budget will be over-budget for the mileage line item in FY07. Schultz asked the committee to consider the County Board room and the need for new furniture, such as tables and chairs. He suggested adding an unfunded request for \$6,000. Cooper made a motion for the Executive Committee to move this budget forward including an unfunded request for \$6,000 as discussed. Dane Jackson seconded and the motion passed. Schultz made a motion for the Finance Committee to move this item forward to the draft budget document. Carroll seconded and the motion passed.

- b) County Administrator. Reimer reviewed the line item changes in this budget. There is one unfunded request for temporary staffing to cover staff vacations. The committee discussed the request at length. Carroll made a motion for the Executive Committee to move this budget forward with the necessary expense of \$500 added to the target. Cooper seconded and the motion passed. Mapes made a motion for the Finance Committee to move the budget including the increase forward to the draft budget document. Kent seconded and the motion passed.

Finance, Tax & Budgets Committee

- 11. Review and approve minutes of the July 26, 2007 committee meeting. Carroll made a motion to approve the committee minutes of July 26, 2007. Mapes seconded and the motion passed.

12. Staff Reports

- a) Chief County Assessment Officer. Chief County Assessment Officer Donna Berlage reviewed her report with the committee. She updated the activity on some legislation that has passed as well as activity by the Board of Review. She also updated the committee regarding a Freedom of Information Act (FOIA) request that has been filed and the work she had previously accumulated to satisfy this request. The committee discussed the situation with the work submitted by certain township assessors and how to resolve the situation. Some counties charge by the parcel for the county to complete the work. The committee discussed contracting with other assessors in order to complete the work. Schultz made a motion to send a certified letter to the township supervisors and assessors with the following points: a response is required by September 6 to let the County Board know if the township assessor is going to complete the work required by the assessment office no later than September 28 or if they wish the County to complete the work. If the County will do the work, then the request will be placed on the County Board agenda for September 11 to hire out the work and charge the township \$4/parcel. But, if the township assessor is going to complete the work then minimum weekly requirements must be met. Carroll seconded and the motion passed.
- b) Treasurer. Treasurer Carol Soat reported that two tax distributions have been made and a third one will be done on September 10.

13. Unfinished Business

- a) Soil and Water levy – no report
- b) FY2008 budget process report/update. Updated budget calendars were distributed to the committee members. Reimer reported that the CVB budget is not done yet. The next budget meeting will be the workshop on October 3 in order to complete steps 1-3 as per the schedule.
- c) Certificates of insurance policy. This item has been discussed with staff and they are working on a recommendation regarding the minimum requirements. All agree that the policy is necessary for risk management.

14. New Business

- a) Health Insurance. Yerda Potter reported that Medical Associates has waived the payment deadline of the 10th of each month for Jo Daviess County because they

- understand the timing fluctuations that occur in the County's processes. The insurance broker has discussed a wellness program for weight with the County Administrator and County Clerk and the topic was discussed at the department head meeting. A survey will be sent to the employees for their input. If this program is implemented, it will need to be included in the budget.
- b) Consider request to transfer funds from Contingency Fund to Election Equipment Upgrade Fund. Dimke reported that because of the delays in approving a state budget her receipt of the HAVA grant funds has been delayed. She has been invoiced for some equipment that needs to be paid for and would like to borrow the money from the Contingency Fund. The Contingency Fund will then be repaid when the HAVA funds are received. Now that the state budget has been approved, it is possible that the grant funds will be paid before claims checks are sent out and this transfer will not be necessary; she doesn't know for sure either way. Carroll made a motion to transfer from the Contingency Fund to the Election Equipment Fund for payment of equipment, if needed. Kent seconded and the motion passed.
 - c) Consideration of over-budget line items. Reimer reported that the Home Health Care Fund will have some over budget line items through the end of the fiscal year. Their requests for services have been higher than normal this year. While the expenses are higher, so also are the revenue receipts from insurance reimbursements and private pay. The committee discussed bundling the line items on the agenda and providing a list of the claims and amounts in the board packets to keep the agenda organized and not too lengthy. Kent made a motion to bundle the over-budget line items on the agenda as long as the list of claims is provided in the board packet. Mapes seconded and the motion passed.
 - d) Consideration of a request for bi-monthly mileage payments. This committee discussed this request from the Health Department. Carroll made a motion to keep payment of mileage claims on a monthly basis according to the current policy. Kent seconded and the motion passed.
 - e) Fees for office improvement design plan. Reimer reported that the Social and Environmental Committee has received a quote from All-Systems to provide drawings and estimates for the office renovations discussed at their recent meeting. The cost for the drawings is \$2,425 and half of that fee would be rebated if All-Systems Inc. receives the bid for the job. Potter advised the committee that Social & Environmental asked for drawing two options for the County Clerk's Office, one including the antique fixtures and one without. The committee discussed that this item was not budgeted and how it would be paid for. Carroll made a motion to recommend that the County Board approve this request and pay for the service from the Contingency Fund. Mapes seconded and the motion passed.
 - f) Health Insurance. Reimer stated the health insurance has been approved to renew with Medical Associates HMO, but now the HRA administration program must be renewed. The HRA program was a necessary concession to the deputies union in order to keep all the employees on the same health insurance program. There is a slight increase in the administration fee. Schultz made a motion to accept the increase in the fee to administer the HRA program. Kent seconded and the motion passed.

15. Other – none

16. Budget Review Session

- a) Special Service Area 2 & 4. The budget request from Elizabeth Ambulance was received and reviewed. The committee discussed the increase in the request from \$53,553 to \$62,925. Carroll made a motion to move this budget forward to the draft budget document as long as the EAV is established as correct. Mapes seconded and the motion passed.
- b) Regional Office of Education. Marie Stiefel distributed an informational brochure to the committee members about what the Regional Office of Education does for its counties. She reviewed some new programs that the ROE is participating in. She reviewed the budget submitted and noted that the increase in EAV for Jo Daviess County has increased its percentage of contribution toward the office's expenses. Mapes made a motion to move this budget forward to the draft budget document. Schultz seconded and the motion passed.
- c) Treasurer
 - i. County Treasurer. Soat reviewed the line items that changed in her budget. She also reviewed an unfunded request for additional part-time staffing. Since her staff has been more involved in the accrual accounting they are unable to help as much during tax season. The committee discussed at length the question of using part-time staff or extending work hours for full-time staff during peak operational times. The committee would like to know what options the department heads and employees would be willing to consider. Carroll made a motion to move the budget and unfunded request forward to the draft budget document. Schultz seconded and the motion passed.
 - ii. Tax Extension. Soat reported that the only increase in this budget is for postage per the guidelines. Carroll made a motion to move this budget forward to the draft budget document. Mapes seconded and the motion passed.
 - iii. Treasurer Automation. Soat reported that there have been no changes in this budget. She is hoping to purchase a new copy machine in FY09. Mapes made a motion to move this budget forward to the draft budget document. Carroll seconded and the motion passed.
- d) Assessments
 - i. Chief County Assessment Office. Berlage reviewed the line item changes in her budget. She also has three unfunded requests: 1) additional part-time staffing, 2) additional postage for mailing factor notices, and 3) computers. The committee discussed if the office can charge for services they provide in filling out paperwork for freezes; Berlage stated that they are not allowed to charge per state statute. The committee discussed the unfunded requests at length. Kent made a motion to move the budget to the draft budget document with a necessary increase of \$1,200 for postage and leaving the other two items as unfunded requests. Mapes seconded and the motion passed.
 - ii. Board of Review. Berlage reported that the only change in this budget is postage per the guidelines. She also reviewed three unfunded requests with the committee: 1) mileage, 2) class for new members, and 3) travel expenses to annual meeting. The committee discussed the requests at length. Carroll made a motion to move this budget forward with all three requests added as

necessary, recurring expenses to increase the target by \$1,950. Mapes seconded and the motion passed.

e) Other Budgets

- i. Miscellaneous. Reimer reported that the only increase to this budget was because of the contract for audit services. Carroll made a motion to forward this budget to the draft budget document. Mapes seconded and the motion passed.
- ii. Social Security. Reimer reviewed the revenue and expenses for this fund. The fund balance policy for this fund requires 50-60% of the estimated expense kept in reserve. Currently, the estimated year end fund balance will be 69.5%. Mapes made a motion to move this budget forward to the draft budget document. Carroll seconded and the motion passed.
- iii. IMRF. Reimer reviewed the revenues and expenses for this fund and stated that the fund balance policy is the same as for the Social Security Fund. Currently, the estimated fund balance is 50.16%. Reimer and Soat commented that because of the delay in receiving the tax distribution the balance in this fund became very low this year. Kent made a motion to adjust the tax levy so that the fund balance for the Social Security Fund is at 60% and put the remainder in the IMRF to bring its fund balance close to 60%. Mapes seconded and the motion passed.
- iv. Insurance. Reimer reviewed the line items and the projected fund balance is 107%; the fund balance policy recommends a minimum of 105%. Carroll made a motion to move this budget forward to the draft budget document. Schultz seconded and the motion passed.
- v. Capital Investment. Reimer reviewed the line items and expense detail for this budget. There are still some key expenses that are not included yet, such as the roof project and the unfunded requests for office renovations and zoning ordinance review. Reimer reviewed the FY07 budget amount for software that was approved for the Building & Zoning Office. The actual amount spent will be lower than budgeted, so the remainder will be transferred to the Capital Equipment Fund for automobile reserve. Carroll made a motion to move this budget forward to the draft budget document. Kent seconded and the motion passed.
- vi. Capital Equipment. Diane Williams reviewed the revenue and expenditure detail for this fund with the committee. Most of the departments set aside reserves each year in this fund for large purchases. One new item is the Coroner's equipment reserve that was established at one of the earlier joint committee meetings. Williams also advised the committee that there is a residual balance of \$3,300 from the County Board Room sound system project that could be used for further improvements in the County Board Room. Mapes made a motion to move this budget forward to the draft budget document. Kent seconded and the motion passed.
- vii. Contingency. Reimer reviewed this budget with the committee, identifying what the funds have been used for in FY07 and anticipated needs before the end of this fiscal year. At this time the committee has not decided what level of fund balance they would like to maintain in this fund. Schultz made a motion to move this budget forward to the draft budget document.

Mapes seconded and the motion passed.

viii. An updated list of unfunded requests was distributed to the committee.

The committee discussed the changes that were made tonight and currently the amount of unfunded requests totals \$206,670. Revised sheets will be sent to the committee.

17. Citizens' Comments – none

18. Board Member Concerns

Potter reported that Peg Murphy has received the salary survey for the Health Department from Honkamp Krueger.

The email from Terry Kurt regarding his opinion on the 708 Mental Health Board tax levy will be forwarded to all the County Board members.

Reimer and Potter reported that the IRS has not established a mileage rate yet for 2008.

Meeting adjourned at 10:05 p.m. following a motion by Mapes and seconded by Kent.