

COMMITTEE REPORT

COMMITTEE: Finance, Tax & Budgets
CHAIRPERSON: Yerda Potter, Chair
DATE/TIME: May 1, 2006. 8:00 p.m.

PRESENT:

Berlage
 Carroll

Kent
 Mapes

Potter
 Schultz

Other Board members:
Others: Diane Williams, Bill Tolva

MINUTES

1. Minutes

Merri Berlage made a motion to approve the minutes of the March 30, 2006 committee meeting. Ron Mapes seconded and the motion passed.

2. New Business

- a) Presentation by insurance broker for Better Business Planning, Bill Tolva. The committee viewed a presentation by Bill Tolva of Better Business Planning outlining their services as broker for employee benefit programs. The committee questioned and discussed the various benefits with Tolva. His service as a broker is free to the County and there are several value-added benefits of using their company.

3. Old Business

- a) Update on accrual conversion. Diane Williams reported that all the departments are entering their claims into the purchase order system. There have been some bugs with duplicate p.o. numbers and some printing glitches but the Clerk's Office has been in contact with the software provider and they are working to clear up those problems. The consensus of the committee is that the Claims Committee should continue to meet in May. Williams asked the committee how they want to review the over-budget claims and it was determined that they will be presented to the County Board members at the May meeting and an item will be placed on the agenda for review and possible approval. In the future, a deadline will be set and the claims that need action will be included in the County Board packets. The committee also discussed tracking those over-budget line items and that it could be a helpful tool in budgeting for the next year.
- b) New board member index/glossary. No new information was presented on this topic. It could be something that the new County Administrator can work to develop.
- c) Board of Review. As reported at the Executive Committee meeting, Berlage stated that she spoke with Representative Sacia regarding the sales ratio. The fact that the state is so late in sending it to the Assessment Office delays the whole property tax process. The CCAO sends their report monthly to the state, but the state office waits until the end of the

year to start inputting the information. Marvin Schultz made a motion that the County Board send a thank you letter to Representative Sacia for his assistance in the matter and offer help to develop a solution for the problem. Mapes seconded and the motion passed.

4. New Business

- a) Postage line item over budget. Williams explained to the committee that there will be a continuing over-budget situation with the postage line item in the Information & Communications budget. The Treasurer's Office purchases postage for the machine that serves the courthouse and public safety building and the departments reimburse the line item quarterly as the postage is used. Mapes made a motion to authorize a blanket approval for the Treasurer's Office to over-spend the budget line item 001-40110-703 for postage related purchases for the Pitney Bowes machine in the courthouse. Schultz seconded and the motion passed.
- b) IMRF contribution rates for 2007. The committee reviewed a letter from the Illinois Municipal Retirement Fund offering two options for the 2007 rate; a 25-year amortization or a 5-year contribution. Yerda Potter made a motion to recommend that the County Board direct the authorized IMRF agent to send a letter to IMRF accepting Option 1, 25-year amortization. Mapes seconded and the motion passed.

5. Other

- a) CCAO reports. There were no questions regarding the report that was included in the packet.
- b) Treasurer reports. There were no questions regarding the reports that were included in the packet.
- c) Board member concerns.
 - i. Potter stated that she has been thinking of goals for this committee and the County Board. She would like the County to be financially sound and to continue offering the services currently provided. She asked that the committee think about goals and they will be discussed at next month's meeting.
 - ii. Schultz stated that he would like to learn more about the IMRF program. The consensus of the committee is to see if representatives from IMRF and SLEP can attend the next meeting and share information, as well as Chief Deputy Clerk Angie Kaiser.
 - iii. The committee further discussed the information provided by Better Business Planning. The committee would like to know the costs that the County is paying now to receive services that BBP will provide for free, the amount of staff time involved in providing those services, and to get testimonials from local businesses that are clients of BBP. The topic will be placed on the next committee meeting agenda for further review and possible action.

iv. Berlage stated that it is the first of May and the initial budget contacts need to be made with the various agencies that receive funding from the County. The committee discussed the budget schedule and reviewed the initial letter that was sent last year. The consensus is that a preliminary schedule will be developed based on last year's activity and distributed to the County Board. Also, initial contact letters will be sent to the agencies instructing them to begin work on their budgets and to let them know that a schedule will be forthcoming.

6. Citizens' Comments – none

Meeting adjourned at 9:51 p.m. following a motion by Mapes and seconded by Berlage.