

## COMMITTEE REPORT

**COMMITTEE:** Finance Committee  
**CHAIRPERSON:** John Creighton  
**DATE/TIME:** January 15, 2003 7:00 pm

**PRESENT:**

<input checked="" type="checkbox"/> Alexander	<input checked="" type="checkbox"/> Hasken	<input checked="" type="checkbox"/> Schultz
<input checked="" type="checkbox"/> Berlage	<input checked="" type="checkbox"/> Jackson	<input checked="" type="checkbox"/> Sisler
<input type="checkbox"/> Bielenda	<input type="checkbox"/> Lyons	<input type="checkbox"/> Stoffregen
<input checked="" type="checkbox"/> Carroll	<input type="checkbox"/> Montelius	<input checked="" type="checkbox"/> Toepfer
<input checked="" type="checkbox"/> Cooper	<input checked="" type="checkbox"/> Potter	<input type="checkbox"/> Zillig
<input checked="" type="checkbox"/> Creighton	<input checked="" type="checkbox"/> Schubert	

Others: Duane Olivier - County Administrator; Jean Dimke - County Clerk/Recorder; Nancy Miller - Chief County Assessment Officer; Carol Soat - County Treasurer; Diane Williams - Administrative Assistant

**SUBJECT OF MEETING:** Regular meeting

The meeting was called to order by Chairperson Creighton at 7:00 p.m.

- 1. Minutes.** Marvin Schultz made a motion to accept the minutes of December 18, 2002. Jody Carroll seconded and the motion passed.
- 2. Tax Cycle Software .** Duane Olivier informed the committee that the County has used the current tax cycle software since 1996. It is a DOS-based program that resides on the old server, and that server's software is no longer supported. Manual backups must be performed by an outside vendor, costing money each month. There is some difficulty in finding software because it must specifically address the laws and regulations of Illinois. A change to DEVNET software would include a 3-year software and support license that would cost less than the County's current license with CIDNET. If the Board approves the purchase in February, installation and training will allow for a changeover in May or June. The money is in the budget. Changes to the law will be automatically implemented with this software. Vince Hasken made a motion to enter into an agreement with DEVNET for the proposed tax cycle software. Yerda Potter seconded and the motion passed.
- 3. Fee Study.** Duane indicated that the cost study report has not been completed by Lindgren, Callahan and Van Osdol. It is anticipated that the report will be available in draft form by January 28th or, at the latest, the February meeting of the Committee.
- 4. LCV engagement for FY2002 Annual Financial Report.** Lindgren, Callahan and Van Osdol (LCV) have submitted a proposal to perform the FY2002 annual financial audit. This would be the 2nd year for LCV to prepare the annual financial report. The committee discussed and agreed by consensus that the County should request proposals every three (3) years for preparation of the County's annual financial report. Vince Hasken made a motion to accept the LCV proposal to prepare County Annual

Financial Report for FY2002 for \$26,000 and to conduct a single audit in compliance with Federal requirements for a maximum cost of \$7,200. Domer Schubert seconded and the motion passed.

**5. Treasurer's Report.** Monthly financial reports from the County Treasurer were distributed, reviewed and placed on file by the Committee.

**6. County department/program review.**

a. Duane Olivier gave a presentation of the County Organization and how the elected positions and appointed positions relate to each other.

b. Jean Dimke reviewed her written report with the committee in detail, outlining the tasks and responsibilities of the County Clerk and County Recorder offices. The committee had questions about the Tax Sale process. Following her review, the committee discussed receiving compensation for property that is taken off the tax rolls by organizations such as the DNR. Also discussed payroll and the option of direct-deposit. Jean has 3 full- time positions in the County Clerk's office and 3 full-time positions & 1 part-time position in the Recorder's office.

c. Carol Soat reviewed her written report with the committee in detail, outlining the tasks and responsibilities of the County Treasurer's office. In addition to the report, the committee asked if her office also collected for 911 fees and was told that it does. Carol has 3 full- time positions in her office.

d. Nancy Miller reviewed her written report with the committee in detail, outlining the tasks and responsibilities of the Assessment office. The committee discussed the job of the 11 township assessors and how to get the work completed on time. Nancy has 4 full- time positions in her office (one position is shared by 2 individuals) and has the services of Bret Gempler in the GIS Office for 2½ days per week updating the GIS mapping system with assessment information.

e. John Creighton and the committee thanked the department heads for their enlightening reports and asked them to think about what is most needed for their departments and if any structural or streamlining changes need to be made.

f. Duane Olivier reported that the Courthouse report will depend on how the space study comes out, and so this discussion will be delayed.

g. A written report was distributed for the County Administrator's office and was reviewed by Duane. The County Administrator's Office is principally responsible for supporting the County Board and County Board Committees as well as being involved in the preparation and

administration of the annual budget, administration of employee personnel policies, management of the County's information technology system. The County Administrator has 1 full-time employee.

Marvin Schultz made a motion to adjourn at 10:10 p.m. John Creighton seconded and the motion passed.

The next meeting will be on January 28, 2003 at 7:00 p.m. in conjunction with the Information & Communications Technology Committee.