

## COMMITTEE REPORT

**COMMITTEE:** Finance, Tax & Budgets  
**CHAIRPERSON:** John Creighton, Chairman  
**DATE/TIME:** November 19, 2003 7:00 p.m.

**PRESENT:**

<input checked="" type="checkbox"/> Berlage	<input type="checkbox"/> Hasken	<input checked="" type="checkbox"/> Schubert
<input type="checkbox"/> Carroll	<input checked="" type="checkbox"/> Mapes	<input checked="" type="checkbox"/> Schultz
<input checked="" type="checkbox"/> Creighton	<input checked="" type="checkbox"/> Potter	

Other Board members: None

Others: Duane Olivier, County Administrator

Joe Nack, Public Defender

Shane Temple, Assistant State's Attorney

- 1. Minutes.** Merri Berlage made a motion to approve the minutes of October 15 and October 30, 2003. Yerda Potter seconded the motion and they were approved.
- 2. Letter regarding Public Defender Compensation.** The Committee reviewed a memorandum and letter prepared by the Glen Weber, State's Attorney, regarding additional compensation received by Joe Nack, Public Defender, for professional services rendered in conjunction with the Debord murder trial. The State's Attorney questioned the statutory basis for the compensation in his memorandum and requested in a letter that the Public Defender provide information regarding the legal basis for the compensation. Joe Nack commented on the matter, indicating that the additional compensation was authorized by Judge Kelly and fully in compliance with the law. Joe was especially concerned about the suggestion that there was some impropriety in this matter and its negative impact on his law firm. Following discussion, the Committee asked Merri Berlage to speak with Judge Kelly and/or Richard Veith, Court Administrator, regarding this matter and request a letter setting forth the basis for the compensation. The Committee felt that no further action was required.
- 3. Review of FY2002 Management Letter.** Leon Heires, representing Lindgren, Callihan, VanOsdol, reviewed item by item the various comments in the FY2002 Management Letter that accompanied the FY2002 Annual Financial Report and responded to questions from the Committee. Following review and discussion, on a motion by Domer Schubert, 2<sup>nd</sup> by Ron Mapes, the Committee accepted the FY2002 Management Letter and placed it on file for future reference.
- 4. Proposal by Lindgren, Callihan, VanOsdol to Conduct FY2003 Audit.** The Committee reviewed a proposal from Lindgren, Callihan, VanOsdol & Co., Ltd. (LCV) to conduct the annual audit for FY2003 (attached). The proposal is the same as for the FY2002 annual audit except that: the fee for the general audit would be \$27,000 (an increase of \$1,000); the fee for the federal funds audit would be \$7,500 (an increase of \$300); and the fee for the Circuit Clerk's Office audit would be \$5,000 (increase of \$150). This would be the third year for LCV to conduct the annual audit and in accordance with past policy next year the County will seek proposals from other firms to conduct the annual audit. On a motion by John Creighton, 2<sup>nd</sup> by Domer Schubert, the Committee recommended approval of the LCV proposal to conduct the FY2003 annual audit. Merri Berlage voted no on the motion.

5. **Ordinance Eliminating Indemnity Fund.** The Committee considered an ordinance providing for the elimination of the Indemnity Fund (attached). The proposed ordinance also provides for the distribution of the monies in the Indemnity Fund, currently \$124,635.95, as follows: \$50,000 to the Election Equipment Upgrade Fund; and the balance of the Fund to the Contingency Fund. On a motion by Merri Berlage, 2<sup>nd</sup> by Domer Schubert, the Committee recommended approval of the ordinance eliminating the Indemnity Fund.
6. **Working Cash Fund.** The Committee discussed the status of the Working Cash Fund, October 31 balance \$83,745.53. The purpose of this Fund is to make temporary interfund loans for cash flow purposes. Since the Fund has not been used in recent years, the Committee discussed eliminating it. If eliminated, the Fund could not be reestablished for 10 years. At this time, the Committee determined that no action should be taken relative to eliminating the Fund.
7. **FY2004 Annual Budget Preparation Discussion.** The Committee discussed several ideas related to early preparation for the FY2005 annual budget preparation, including: preparing and agreeing to a county government statement of purpose and setting priorities in accordance with the purpose statement; surveying the County Board about its priorities; determining the common interest of the County Board, if any; providing for more interaction between the Finance Committee and other Board committees in the budget review and preparation process; and following up on last year's County Board goal setting workshop with another similar workshop in early 2004. The Committee will solicit additional ideas from other County Board members.
8. **Revised Claims Submission Deadline.** The Committee discussed the claims review process and how it can be made more efficient and effective. One idea discussed is to provide more time for claims review. To that end, the Committee felt that there should be an earlier deadline for the submission of vendor bills for inclusion in the monthly claims review and approval process. On a motion by Merri Berlage, 2<sup>nd</sup> by Yerda Potter, the Committee approved establishing a deadline of the last day of the month preceding the County Board meeting for all claims to be considered at the monthly County Board meeting, effective with December bills payable in January 2004.
9. **Other.**
  - a. **Treasurer's Reports.** Monthly reports of the Treasurer were received and placed on file.
  - b. **Revenue and Expenditure Summary.** A monthly report of revenues and expenditures was reviewed and discussed.
  - c. **Year-to-date building permit information.** (Attached)

There being no further business the meeting adjourned.