

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
January 12, 2022

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin,
Vicki McMahon
Absent: Tim Carlson
Others present: Matt Wells, Betty Asmussen, Bryan Sharp and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, January 12, 2022 at 6:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Vicki McMahon and seconded by Linda Curtin to approve the claims presented for January. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

There were no public comments.

ARPA FUNDING/ORDINANCE(S)

Coroner Request

Chairman Wells advised that Coroner Winans has a request in for \$15,000 in ARPA funds. He would like to see that our Coroner has ARPA funds available to get PPE and equipment for COVID mitigation.

A motion was made by Ken Franklin and seconded by Vicki McMahon to recommend to the full Board to approve the ordinance for \$15,000 of ARPA funds for the County Coroner. A roll call vote polled all ayes. Motion carried.

Chairman Wells advised that a request for the Circuit Clerk will be presented on the January 18, 2022 Board agenda.

Treasurer Asmussen advised the committee of US Treasury changes to calculating revenue loss for ARPA funds less than \$10M. Included in the changes are loosening of restrictions for fund use. As a result of these changes, Bellwether will be holding a conference call with all County Treasurer's in Betty's association next Wednesday, January 19, 2022 at 10:00 a.m. Betty sent out an email to all Board members advising them of this call and hopes a few Board members can attend. We will need to be aware of quorum rules.

Chairman Wells asked the time period that ARPA funds would need to be spent and if that time period started when the County received the funds. Betty advised that she believed it was four years from receipt of the last trench but she would look into this and provide an update on Tuesday.

As Treasurer, Betty provided her opinion on spending the 1st ARPA fund trench as the Board had already approved. Commented that she would like to see employees receive a onetime flat amount compensation/bonus.

Ken Franklin noted he felt the original process to make spending decisions regarding ARPA funds was done with some haste and now with more leeway would like to look at this again. He also discussed issues raised at a recent 911 Board meeting as well as provided a summary of hourly rates, sign on bonuses, etc. that is making it difficult to bring on and/or retain staff.

Salary Reimbursement(s)

Because of the new US Treasury changes, Betty advised that she has halted work on salary reimbursements so no action will be needed or table these agenda items.

SURVEY RECORDS

Chairman Wells has made efforts to reach the Delay family and has no new information. The family still has the records as far as we know.

REFERRALS FROM OTHER COMMITTEES

Highway/Building/Grounds referred the matter of costs related to floor work in the basement on to the committee. Bill Kennedy secured some estimates from Two Brothers Tuck Pointing. The first cost estimate for \$2160.00 is to fill voids above the new and existing steel under the ROE office and the south bay of the County Clerk's records room where the floor was reinforced prior to moving the rolling file system in that room. The second cost estimate of \$4819.00 is to point up the approximate top 2' of the brickwork around the perimeter of the building.

Motion by Venise McWard and seconded by Vicki McMahon to recommend to the full Board to approve the cost estimate provided by Two Brothers Tuck Pointing for \$2160.00 to fill voids above the new and existing steel under the ROE office and the south bay of the Clerk's records room and \$4819.00 to point up approximately 2' of the brickwork around the perimeter of the courthouse with the funds coming from capital improvements. A roll call vote polled all ayes. Motion carried.

OTHER MATTERS

Bryan Sharp presented information regarding carbon sequestration project fees that was discussed at the Executive/Personnel Committee on Monday evening. Referring this matter on to the ZBA will be presented to the Board on Tuesday night.

Ken Franklin asked if we had any information on Build Back America.

Treasurer Asmussen advised that work she did to assist with the IEMA/FEMA grant(s) from last year have been completed and Jeff Stoner, EMA Director will be doing these grants from this point forward.

Treasurer Asmussen would like the matter of elected official salaries on the February agenda.

Motion by Ken Franklin and seconded by Vicki McMahon to adjourn. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
01/12/2022

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
February 9, 2022

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin,
Vicki McMahon
Absent: Tim Carlson
Others present: Matt Wells, Betty Asmussen, Bryan Sharp, Julie Mayer, Jacque Willison,
Chad Coady, Wes Poggenpohl, Jim Baker, Kim Jones and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, February 9, 2022 at 6:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Vicki McMahon and seconded by Ken Franklin to approve the claims presented for February. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

There were no public comments.

ASSISTANT STATES ATTORNEY SALARY(S)

States Attorney Poggenpohl would like discretion to modify the salary paid to his Assistant 1 (currently vacant) and Assistant 2 States Attorney positions. He is not asking for additional money as he will stay within the total amount budgeted. He is asking for this discretion as he is trying to hire another assistant. Should a qualified candidate be interested, he would like to have some discretion in regard to the salary offered. The budgeted current salary for Assistant 1 is \$76,000 and \$55,000 for Assistant 2.

Treasurer Asmussen advised that the salary for these and non-bargaining positions are specific in the approved budget. Members of the Committee felt to remain in compliance a specific number for each position would be needed. States Attorney Poggenpohl advised if specific numbers are needed he would recommend \$60,000 for an entry Assistant and \$71,000 for his 1st Assistant. There would not be a salary increase next year unless he is wanting to give 1 or both individuals in these positions a raise.

Motion by Venise McWard and seconded by Vicki McMahon to recommend to the full Board to modify the salary for States Attorney 1st Assistant to \$71,000 and States Attorney 2nd Assistant to \$60,000. Roll call vote polled all ayes. Motion carried.

LEVYING FOR SOLAR FARMS – 5% OR GREATER TRUTH IN TAXATION

Supervisor of Assessments, Chad Coady had presented an email to all Board members and was present to answer questions related to solar farm levies. This matter is complicated because the County is a PTELL (Property Tax Extension Limitation Law) county. In regards to the new first time value on the solar farms, all levying bodies can levy beyond the limits set by the CPI on new property assessed, but they can only do it the first year the property is assessed. That is the case with all property. A truth in taxation hearing is required if the levy is greater than 5% of the prior year levy, which would likely be the case for the solar farms. If it's not done in the first year, that opportunity for increased levy is missed. Another matter that differs in solar versus other property taxation is that solar properties depreciate. This could cause the tax rate to gradually increase over the life of the solar farm. Levying bodies in other PTELL counties that have projects like these usually levy for the maximum amount that 1st year.

ARPA FUNDING/ORDINANCE(S)

Updates

Treasurer Asmussen highlighted the recent guideline changes made by the U.S. Treasury which allows for entities who received less than \$10 million dollars to elect a standard allowance versus using the initial profit loss formula. The standard allowance option allows for the whole amount (\$6.2 for the County) be spent on county services. Bellwether advised in a recent conference call not to make any more disbursements until that ordinance election has been made. The County Board would need to approve their election in form of an ordinance by April 1st. Betty also advised that if the Board does approve a standard allowance ordinance, new ordinances for previously expended funds will be needed also. Additionally, future expenditures will also still need ordinances approved by the Board.

Motion by Ken Franklin and seconded by Venise McWard to recommend to the full Board to adopt a standard allowance ordinance for County ARPA funds. A roll call vote polled all ayes. Motion carried.

Circuit Clerk Ordinance

Circuit Clerk Julie Mayer and Chief Deputy Sheriff Jim Baker presented updated information on the digiTICKET proposal costs. As requested from the last meeting, Julie contacted the departments in the County that had not responded when initially asked about participation. After discussion, the remaining Counties would like to now participate. The new proposal, based on more participation, is based on 50 licenses.

Julie highlighted the citation fees that have been collected since 2016 for each department noting we would never be in a position to purchase digiTICKET based on our rate of funding. Funding is based on traffic tickets. She feels with the availability of the ARPA funds it's the County's chance to make this purchase.

The software license fees, professional service fees and equipment quote with a 15% discount, which will be honored if a contract is signed by the end of February 2022, is \$120,097. The Circuit Clerk will pay for training and lodging to get the system installed and running. At the end of the year, each department would pay their own per car licensing fee. The Circuit Clerk will pay for the hosting fee.

Chief Deputy Sheriff Jim Baker explained the records management systems used at the Sheriff's department and how everything interfaces. He recommends one more option through Motorola to ensure CJIS compliance. The cost for this feature for all departments in Christian County is an additional \$8571.23. At the end of the year, each department would pay their own return sharing maintenance fee.

Jim noted how easily the digiTICKET equipment could be moved from vehicle to vehicle and noted at some point there will be a mandate to have this system in place and echoed the benefit of using onetime ARPA funding. In regard to what happens if after the first year a department does not want to pay the costs, Jim advised that department just drops out of the system without any effect on the remaining participants.

Motion by Vicki McMahon and seconded by Ken Franklin to recommend to the full Board to approve the cost of \$128,668.23 for digiTICKET software license fees, professional service fees, equipment and software with Motorola solutions as presented using ARPA funds with each department paying their per car licensing fee and Motorola fee after the first year. A roll call vote polled all ayes. Motion carried.

HVAC System Costs/Engineering

Bill Kennedy has provided costs related to the installation of HVAC in the court house. The cost for a system on all floors that have HEPA filtration and independent zones is \$525,000 plus an additional 12% engineering cost.

Motion by Venise McWard and seconded by Vicki McMahon to recommend to the full Board to replace the HVAC system in the court house at the estimated cost of \$588,000 (\$525,000 plus \$63,000 for the 12% engineering fee) using ARPA funds. A roll call vote polled all ayes. Motion carried.

SURVEY RECORDS

Chairman Wells has no new information on the records.

REFERRALS FROM OTHER COMMITTEES

Committee Chairman McWard advised that there was a matter referred from the Executive/Personnel meeting on Monday night. With the appointment of Vince Harris to Solid Waste, Dwanna Kelmel will be doing the day to day operation of animal control. The Executive/Personnel Committee felt her duties were equivalent to a non-exempt employee and made a motion to pay her hourly with Finance determining the hourly rate for the added duties.

The Committee discussed the duties of the position and reviewed exempt and non-exempt status. Committee Chairman McWard noted that because of the duties, she felt the position should be paid the minimum salary of an exempt employee (\$35,568 annually). Dwanna currently is paid \$15.88 per hour. An hourly rate increase of \$1.00 to \$16.88 a hour with Dwanna working 40 hours a week (2080 a year) would be \$35,110 annually before overtime. This is only a \$458.00 difference before any additional overtime. Chairman Wells advised that the Executive/Personnel Committee made the decision that the employee was to be paid hourly and that the matter before Finance was to establish the new hourly rate.

Motion by Venise McWard and seconded by Linda Curtin to recommend to the full Board to increase Dwanna Kelmel's hourly rate from \$15.88 per hour to \$16.88 per hour for the additional duties of overseeing the day to day operation of animal control. A roll call vote polled all ayes. Motion Carried.

OTHER MATTERS

Treasurer Asmussen wanted to know why her request to put elected official salaries on Finance this month wasn't honored and why the request to put CDAP on Finance was put on the Board meeting instead. Betty advised in the past matters related to Finance started at committee and then went to the Board.

Chairman Wells advised regarding the elected officials salary, the Executive/Personnel needed to review the policy before the matter went to Finance. The matter of elected officials salaries is scheduled for the March Finance meeting. In regard to the CDAP request, Chairman Wells wanted the full Board to hear what information was provided.

Motion by Ken Franklin and seconded by Vicki McMahon to adjourn. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
02/09/2022

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
March 9, 2022

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Vicki McMahon,
Tim Carlson
Absent: None
Others present: Matt Wells, Betty Asmussen, Julie Mayer, Jacque Willison, Chad Coady,
Mary Rhodes, Jim Baker, Cecil Polley, Bruce Kettelkamp, D.J. Mathon, Kim
Jones and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, March 9, 2022 at 6:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Ken Franklin and seconded by Vicki McMahon to approve the claims presented for March. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

There were no public comments.

E-CITATION FUNDS

Treasurer Asmussen advised that when e-citation first came about in 2016 the funds were set up in the general fund for the Circuit Clerk's office as well as for the Sheriff but these funds need to be in their own separate fund. The annual fees for DigiTICKET can be taken out of the e-citation fund.

The Treasurer has discussed this matter with our auditor. The recommendation is the e-citation funds for the Circuit Clerk's office totaling \$24397.10 (001) and the Sheriff (005) totaling \$2602.80 received from the period of 2016 through November 30, 2021 be transferred to a separate account. Because these funds have been in the general fund, the recommendation is move the total of \$26,999.90 from contingency to a separate e-citation fund which will be 025.

Motion by Vicki McMahon and seconded by Linda Curtin to recommend to the full Board to move \$26,999.90 from contingency to a separate e-citation fund (025). Roll call vote polled all ayes. Motion carried.

JAIL BUDGET

Jail Administrator Cecil Polley advised the Committee that he would like to discuss two (2) matters.

- When he presented his budget for the jail, he requested 2 new full time correction officers but felt he could get by this current fiscal year with one (1) new full time hire and would re-evaluate for next year's budget. With almost 4 months into this fiscal year, he feels he needs the additional new hire for night shift this fiscal year instead of waiting. The additional staff that have been hired on that shift are new and need additional training. He would like the additional new full time position re-considered this year.
- He feels there are discrepancies in the jail budget for the jailers overtime and part time jailers salary. At the rate we are going with this just being into March of the fiscal year, he will be short. He is wondering why the numbers are that far off.

Treasurer Asmussen advised that the only changes she made from presented budgets were those related to the union contract negotiations as directed by the Finance Committee. She advised she will need to review what was submitted in the original budget.

Chairman McWard advised that she felt the Committee needed to look at the budget closer before making any further decisions.

COUNTY BOARD MEMBERS SALARIES

The salary(s) for positions up for election in November of 2022 must be set at least 180 days prior to the election. The current salary for County Board members is \$100 per month with \$25 per diem for meetings.

Motion by Vicki McMahon and seconded by Tim Carlson to recommend to the full Board to keep the elected County Board salary and per diem rate for meetings the same at \$100 per month and \$25 per meeting each year for the next 4 years beginning 12.01.2022 through 11.30.2026. A roll call vote polled all ayes. Motion carried.

CHAIRMAN OF THE COUNTY BOARD SALARY

Motion by Ken Franklin and seconded by Vicki McMahon to recommend to the full Board to set the salary for the position of Chairman of the County Board at \$20,000 per year for the next 4 years beginning 12.01.2022 through 11.30.2026. A roll call vote polled 4 ayes and 1 nay. Motion carried.

COUNTY CLERK'S SALARY AND STIPEND AS REQUIRED BY PUBLIC ACT

Motion was made by Vicki McMahon and seconded by Linda Curtin to recommend to the full Board to increase the salary for the elected position of County Clerk by 3.5% each year for the next 4 year term beginning 12.1.2022 through 11.30.2026 and to note the anticipated stipend. A roll call vote polled 4 ayes and 1 nay. Motion carried.

COUNTY TREASURER'S SALARY AND SUPERVISOR OF ASSESSMENT AND STIPEND(S) AS REQUIRED BY PUBLIC ACT

Motion by Linda Curtin and seconded by Vicki McMahon to recommend to the full Board to increase the salary for the elected positions of County Treasurer and Supervisor of Assessment by 3.5% each year for the next 4 year term beginning 12.1.2022 through 11.30.2026 and to note the anticipated stipend for each elected position. A roll call vote polled all ayes. Motion Carried.

Treasurer Asmussen stepped out of the meeting and came back in as the Committee was starting the Sheriff salary agenda item. She wanted to present a spreadsheet she made for each of the elected office holders up for re-election in November and also included the Circuit Clerk. The spreadsheet provided information on various percentage increases ranging from 5.90%, which had been received by some non-bargaining department heads, to 3%. She indicated that ½ of the Supervisor of Assessment's salary is reimbursed by the State and incorporated that reimbursement rate into the total cost for increases. She highlighted that some non-bargaining department heads that are compensated more than elected officials.

Chairman McWard mentioned the extra work Treasurer Asmussen took on with a grant that the former Christian-Montgomery County ESDA Director did not submit and a grant from the Health Department that wasn't going to be claimed. She felt the Treasurer should receive recognition for her hard work that without it, would have resulted in funding losses for the County. Chairman McWard considered making a motion but it wasn't an agenda item and the salary for the elected position had already been voted on.

Supervisor of Assessment Chad Coady advised the Committee that he had assisted the Sheriff's department on a 911 grant which secured funding for aerial photo costs which will save approximately \$100,000.00. He just received the approval information last week. The Committee thanked Chad for his work on this grant.

SHERIFF SALARY

Motion by Vicki McMahon and seconded by Ken Franklin to recommend to the full Board to increase the salary for the elected position of Sheriff by 3.5% each year for the next 4 year term beginning 12.1.2022 through 11.30.2026 and to note the anticipated stipend. A roll call vote polled all ayes. Motion carried.

SURVEY RECORDS

Chairman Wells advised that the DeLay family did schedule a meeting to see the survey records of their father. The County is not first on the list to purchase these records but the DeLay brothers advised that the County would get a change to buy records before leaving the County. There are 1400 survey books and 18 file cabinets of maps. He advised the States Attorney said that the records would be subject to FOIA if purchased. Ken Franklin advised that Chairman Wells invited him to attend the meeting and it is a very impressive collection that goes beyond just survey records because of their historical value. It was noted that approximately 25% of the records were recorded leaving 75% not recorded.

REFERRALS FROM OTHER COMMITTEES

None

OTHER MATTERS

None

Motion by Tim Carlson and seconded by Vicki McMahon to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
03/09/2022

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

April 13, 2022

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Vicki McMahon, Tim Carlson
Absent: None
Others present: Matt Wells, Dale Livingston, Betty Asmussen, Jacque Willison, Bruce Kettelkamp, Vince Harris, Jeff Stoner, Courtney Sharp, Mary Rhodes, Michelle Brown, Kim Jones and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, April 13, 2022 at 6:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

EMA ARPA FUND REQUEST

EMA Director, Jeff Stoner, reviewed costs for communication improvements that he is asking authorization for use of ARPA Funds. He indicated the problem with the current communication situation is that the majority of the departments in the County are not digital. The estimated \$276,572.00 costs are for equipment and related fees for the next 4 years. After 4 years, the departments in the County would have the responsibility of maintaining the related fees or they could opt out at that time.

CLAIMS

A motion was made by Vicki McMahon and seconded by Linda Curtin to recommend to the full Board to approve the claims presented for April. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

There were no public comments.

ADDITIONAL JAILER

Sheriff Kettelkamp noted during the FY2022 budget hearings, Jail Administrator Cecil Polley had originally asked for 2 additional jailers but thought he could get by with 1 for this fiscal year and ask for the 2nd additional jailer next year. However, after looking at staffing and how he wants the staff supervised, he would like approval to hire the 2nd additional jailer now. Sheriff Kettelkamp advised they had received \$62,000 from IDOC. He also noted the starting salary for a correctional officer is \$39,640.00 with the salary increase to \$54,439.00 at the end of 4 years. Chairman Wells also reminded the Committee that a consultant recently advised hiring additional correctional staff was the best way to reduce liability at the jail.

IMRF ACCELERATED RATE

County Clerk Chief Deputy, Courtney Sharp, provided information regarding IMRF accelerated rates as a result of increases of 6% or more which occur in the retirement calculation period. When this happens the Employer basically has not provided enough pension funding. Even when the increases are a result of a qualifying exemption, the employer still pays but pays in the form of increased employer rates for a few years. In situations where there is not a qualifying exemption, the employer must pay those costs plus any interest.

The County has 2 prior accelerated rate denials that were completed by the prior Chief Deputy Clerk whereby they were not carefully reviewed. In one of those denials, we have

requested a hearing because there should have been a partial qualifying exemption that would reduce the amount owed. That particular claim is approximately \$16,500.00. If we are successful in the hearing, the amount owed will be reduced. There were no qualifying exemptions for the other previously denied claim totaling approximately \$6,400.00.

The County recently received another accelerated rate notice of which part of that claim totaling \$9,400.00 should be approved for a qualifying exemption which would reduce the total cost owed.

Courtney noted that the Treasurer Asmussen advised there is plenty of IMRF reserve funds available and she would recommend paying the full cost to avoid additional interest expenses. IMRF confirmed that if the full amounts are paid and a hearing results in a decrease in funds owed, that portion would be refunded.

Motion by Vickie McMahon and seconded by Linda Curtin to recommend to the full Board to pay, from the IMRF reserve fund, up to \$32,300 plus interest for IMRF accelerated rate claims with any reimbursements going back into the IMRF reserve fund. A roll call vote polled all ayes. Motion carried.

WINDOWS COURT HOUSE

Chairman Wells advised that Bill Kennedy is working on this.

CAT ROOM BIDS

Vince Harris advised that the project is \$34,000.00 short on funds to build this room and would like to request the use of ARPA funds to complete this project.

SURVEY RECORDS

Chairman Wells advised that the DeLay family would give the County an opportunity to buy their father's survey records before they left the County. A member of the DeLay family reached out by letter advising the family wanted to donate Dappert's original surveying instruments used to survey the county and also advised \$120,000.00 would purchase all the survey records. While the family also included information on whether or not these records could be subject to FOIA, that still remains a big concern.

Motion by Ken Franklin and seconded by Vicki McMahon to provide the quote for the survey records to the full Board for review. A roll call vote polled all ayes. Motion carried.

REFERRALS FROM OTHER COMMITTEES

Treasurer Asmussen reviewed the language in the U.S. Treasury's final rule as well as a spread sheet she developed that was tailored from the specifications recently passed by the City of Taylorville. The criteria used to determine eligibility was employees who worked during the period of March 2020 through December 31, 2020, who were full time employees and who are currently employed. The Executive/Personnel Committee also asked her to do another spreadsheet to include part time staff.

Treasurer Asmussen advised that the majority of counties have changed their position on premium pay and are now paying it. She asked the Committee to keep an open mind on providing premium pay to the County employees.

Motion by Ken Franklin and seconded by Vicki McMahon to review ARPA as a whole and bring back a list of projects to the Committee in June. A roll call vote polled all ayes. Motion carried.

SALARY RANGE FOR EDUCATOR – SOLID WASTE

Vince Harris advised that his recommendation for the salary range for a full time educator would be \$36,000 to \$38,000. This position is vacant as a result of a retirement. The Committee discussed the need for a job description.

Motion by Ken Franklin and seconded by Vicki McMahon to recommend to the full Board to refer the matter of developing a job description to the Personnel Committee. A roll call vote polled all ayes. Motion carried.

OTHER MATTERS

None

Motion by Tim Carlson and seconded by Vicki McMahon to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget
Committee Chairwoman
04/13/2022

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

May 11, 2022

Present: Venise McWard, Chairman, Linda Curtin, Vicki McMahon, Tim Carlson
Absent: Ken Franklin
Others present: Matt Wells, Bruce Kettelkamp, Jim Baker, Wes Poggenpohl, Julie Mayer, Nichole Brown, Jared Blaudow, Rich Hooper, Courtney Sharp, Kent DeLay, Chris Madkins, David Brownback, Kim Curl, Mykal Fisher, Lucy Weddle, Jeanette Sheley, Andrew Voorhees, Bill Hogan, Chad Myers, Luke Millan, Tony Telford, Kayla Schneider, Kim Jones and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, May 11, 2022 at 6:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Vicki McMahon and seconded by Tim Carlson to recommend to the full Board to approve the claims presented for May. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

Circuit Clerk Julie Mayer noted that she likes to keep the Board updated on her staffing. Through the years with increase of technology, she has reduced the number of staff in her office. There was an opportunity for a member of her department to accept a position at Solid Waste Management. Due to upcoming installation of e-ticket, Julie will not be filling that position as the employee was a traffic clerk.

Kent DeLay asked why public comments are at the beginning of a meeting and not at the end.

Robert Goebel, Christian County Deputy highlighted that various department's around the area are receiving COVID compensation. He highlighted what Deputy's or Police officers have received. Taylorville Police \$3000.00; Shelby County Deputy's \$6.00 per hour plus their negotiated annual percentage increase and a 1 time \$6000.00 COVID bonus for employees from March of 2020 until 2 months ago; and Montgomery Deputy's \$5.50 per hour for each hour worked during COVID and a \$2000.00 one-time payment.

Phil Deal, Christian County Deputy commented that that is why everyone is here from the Sheriff's office. He asked everyone to introduce themselves so they could be on record. The names of those in attendance are noted in others present.

Kent DeLay asked the Committee not to forget the Health Department. When COVID started there was just Greg Seiders and Marcie May there to deal with the issue. Shortly thereafter there were 3 additional people brought on because of the demands of testing and/or vaccinations.

ANNUAL AUDIT PRESENTATION

Rich Hooper presented the County's FY2021 audit. He stated there were no material weaknesses or findings to report and it was a good audit. There were some areas that increased in revenue that the County will likely not see from year to year.

Regarding ARPA funds, Rich reiterated his comments from last year regarding use of the funds. He stated the County should use the funding wisely as this money will not likely occur again and to look for uses that will have a long value over time.

HEALTH/VISION/DENTAL INSURANCE 2022/2023 RENEWAL RATES

Jared Blaudow and Nichole Brown from Dimond Brothers Insurance provided Health/Vision/Dental Insurance renewal rates and options for the plan year effective July 1, 2022 through June 30, 2023.

There was a lot of discussion about the renewal options presented, overall cost of family insurance and whether or not more than 1 insurance option can be provided for employee election as well as CBA implications.

Motion by Vicki McMahon and seconded by Tim Carlson to recommend to the full Board to approve Option 3 of the renewal proposal for continuing BCBS Health insurance with increasing the deductible from \$1000.00 to \$3500.00 and maintaining the same HRA arrangement for employees. There is no rate changes for MetLife and EyeMed. Roll call vote polled all ayes. Motion carried.

There was an additional comment after the motion for the County to look into issues around affordability for dependent coverage before the next open enrollment period.

Venise McWard made a motion and seconded by Vicki McMahon to go into Closed Session pursuant to 5 ILCS 120/2 (c) (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal or when the public body finds that an action is probable or imminent, in which case the basis for the finding must be recorded and entered into the minutes of the closed meeting and to include in such Closed Session all County Board members in attendance, States Attorney Wes Poggenpohl, Sheriff Bruce Kettelkamp, Chief Deputy Jim Baker and Liz Hile. Roll call vote polled all ayes. Motion carried.

The Committee went into Closed Session at 7:45 p.m.

The Committee returned to Open Session at 7:58 p.m. Roll Call vote indicated that Venise McWard, Linda Curtin, Tim Carlson and Vicki McMahon were present.

LIABILITY, PROPERTY AND AUTO RENEWAL/BID

The liability, property and auto insurance expires on November 30, 2022. No action.

WORKER'S COMPENSATION RENEWAL/BID

The worker's compensation insurance expires on December 31, 2022. No action.

FUTURE GRANT – SHERIFF

Chief Deputy Jim Baker presented information on a COPS grant that he would like to apply for but because of the extensive application process, wants to make sure there is support.

The grant, if received, provides 75% reimbursement for salary and fringe benefits to hire an entry level Deputy for a period up to three (3) years. There are stipulations that you must maintain staffing and retention of the employee for 1 additional year after the three (3) year grant period.

While Chief Deputy Baker doesn't know if the County would receive the grant, it's his intention to move forward on the application process. If the grant is received, the department would have a five (5) year window to hire the entry level personnel.

Motion by Vicki McMahon and seconded by Linda Curtin to recommend to the full Board to include in the next budget \$38,603.32 to match the COPS grant, should it be received, which covers the estimated match for a three (3) period. A roll call vote polled all ayes. Motion carried.

Chief Deputy Baker also presented an information sheet regarding an additional correctional officer from Jail Administrator Cecil Polley as requested from a committee member.

ENVIRONMENTAL ATTORNEY

The Committee reviewed what they felt were costs to hire an outside attorney when the County dealt with the wind turbine issues. States Attorney Wes Poggenpohl advised in addition to the two (2) names he provided that were experienced in environmental issues, there was a third (3) individual who asked to be considered for providing a presentation to the Board.

Motion by Vicki McMahon and seconded by Linda Curtin to recommend to the full Board to allow Chairman Wells to make decisions related to the appropriate fee for environmental experienced attorney(s) to make a presentation to the Board. All members were in favor. Motion carried.

ZBA MEETING PAY

The ZBA current is paid \$40.00 per meeting plus mileage. An increase to \$100.00 was suggested in a committee meeting last month. No action taken.

SURVEY RECORDS

The Committee questioned the recent increase in cost from the family of Mr. Leroy DeLay to purchase their late father's survey records. FOIA continues to be a concern expressed as well as the work to get the records into our system.

Motion by Vicki McMahon and seconded by Tim Carlson to table and invite Mr. Kent DeLay to the next meeting to provide answers to some questions. All members were in favor. Motion carried.

REFERRALS

The Committee received several referrals from Executive/Personnel for approval of monetary amounts for ARPA funds requests.

Motion by Linda Curtin and seconded by Vicki McMahon to recommend to the full Board to approve Ordinance O2022CB015 in the amount not to exceed \$482,640.00 from ARPA funds for the purchase of materials and services necessary for the repairs, enhancement and/or upgrade for the removal and replacement of the existing windows at the Christian County court house. A roll call vote polled all ayes. Motion carried.

Motion by Vicki McMahon and seconded by Tim Carlson to recommend to the full Board to approve Ordinance O2022CB016 in the amount not to exceed \$5,000.00 from ARPA funds for the purpose of payroll and employer related expenses due to hiring a temporary employee to aid the Christian County Administrative Assistant to the County Board/HR. A roll call vote polled all ayes. Motion carried.

It was noted that the original amount referred from Executive/Personnel Committee did not contain related employer expenses such as FICA/FICA Medicare and unemployment insurance. The additional cost was recommended to be included by the County Treasurer.

Motion by Vicki McMahon and seconded by Tim Carlson to recommend to the full Board to approve Ordinance O2022CB017 in the amount not to exceed \$1,205.00 from ARPA funds for the purpose of purchasing materials and services necessary for the enhancement and/or upgrade of 1 wireless adaptor and 10 headsets at Christian County 911. A roll call vote polled all ayes. Motion carried.

Motion by Linda Curtin and seconded by Vicki McMahon to recommend to the full Board to approve Ordinance O2022CB018 in the amount not to exceed \$5,000.00 from ARPA funds for the purpose of purchasing materials and services necessary for the enhancements and/or upgrade for a

cash counter machine and printer in the County Treasurer's Office. A roll call vote polled all ayes. Motion carried.

Ordinance O2022CB019 – not to exceed \$100,000.00 for Safe Passages from ARPA funds. No action taken with a comment that it can be revisited.

Motion by Linda Curtin and seconded by Vicki McMahon to recommend to the full Board to approve Ordinance O2022CB020 in the amount not to exceed \$50,000.00 from the ARPA funds for the purpose of enhance behavioral and mental health services needs exacerbated by the pandemic as well as related public health and/or substance misuse treatment for Christian County Problem Solving Court. A roll call vote polled all ayes. Motion carried.

Motion by Venise McWard and seconded by Vicki McMahon to recommend to the full Board to approve Ordinance O2022CB021 in the amount not to exceed \$30,000.00 payable to Hired Help Handyman for the purpose of materials and services necessary for the repairs to the flooring at the Christian County court house. A roll call vote polled all ayes. Motion carried.

OTHER MATTERS

County Clerk Chief Deputy Courtney Sharp updated the Committee on the status of the previously denied IMRF accelerated rate claims. The claim that a hearing was requested and a new claim both have been determined to be acceptable qualifying events thereby not requiring County payment. The County will receive adjustments on our employer rate instead. The claim we knew we would owe totals \$6,270.81 and that has been paid out of the IMRF reserve fund.

Motion by Tim Carlson and seconded by Vicki McMahon to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
05/11/2022

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
June 15, 2022

Present: Venise McWard, Chairman, Linda Curtin, Vicki McMahon,
Tim Carlson, Ken Franklin
Absent: None
Others present: Matt Wells, Betty Asmussen, Kent DeLay, Abigail Murphy, Dani
Knecht, Rhonda Walters, Michelle Brown, Cindy Drea, Kelly Zanotti,
Mary Rhodes and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, June 15, 2022 at 6:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Vicki McMahon and seconded by Tim Carlson to recommend to the full Board to approve the claims presented for June. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

No public comments.

SURVEY RECORDS

The committee asked Kent DeLay why the asking price of his father's survey records increased from \$50,000.00 to \$120,000.00. Mr. DeLay advised that it was based on an appraisal of the records that occurred 40 years ago. Mr. DeLay and his brother want the County to have Boyd Dapperts original surveyor instruments used to survey Christian County. They would also like to donate other survey tools as their parents spent a lot of time at the court house.

Ken Franklin noted the historical value of the records but was concerned about implementation and manpower to convert. Where the records would be stored was also a concern. The family advised the price of the records is somewhat negotiable. No action was taken.

FLEXIBLE SPENDING – DEPENDENT CARE

Committee Chairperson McWard asked Liz Hile to provide information on this issue. Liz advised that since the County moved over to Ameriflex as their new 3rd party administrator for flexible spending and HRA, we have experienced a number of issues. This is one reason Ameriflex isn't being retained this upcoming year. We have one particular employee who has a flexible spending dependent care account that is being denied reimbursement. We aren't sure if information wasn't accurately provided or provided at all to the employee but Ameriflex has denied the employee's use of their money because the daycare provider doesn't have a tax ID number. A compliance consult was contact who advised that the County could override the decision and direct Ameriflex to pay the claims. While the consult has never seen an audit of a dependent care account, it could be pulled for audit. The County would need to determine if they want to take that risk should this account ever be audited. If the decision is to not sign documents to allow Ameriflex to authorize reimbursement, the employee will lose \$598.00 they contributed.

Motion by Vicki McMahon and seconded by Tim Carlson to recommend to the full Board to allow Chairman Wells to sign the appropriate documents to allow the employee's DCA claim to be reiumbursed by Ameriflex. A roll call vote polled all ayes. Motion carried.

BUDGET HEARINGS

Treasurer Asmussen highlighted the budget process with elected officials and department heads to receive budget worksheets and information by the end of June first of July. She would like no later than the July meetings to schedule 5 dates for budget hearings starting by the 2nd week of August.

ARPA FUNDS

Treasurer Asmussen reviewed the ARPA balance sheet that was provided to all members. She advised the second ARPA trench was deposited last week.

There was a question about the infrastructure bill that was signed by the President and how that might impact the ARPA spending. Betty noted that at a recent treasurer's conference that the Build, Back and Better which is the infrastructure grant could be a way to get some reimbursements to the ARPA funds for projects such as our HVAC and windows. Cliff would be in charge of this grant. She has talked to Cliff about it and he is going to get back with her. Chairman Wells asked if a consulting company like the one we used for ARPA funds might be able to assist with this grant.

Betty brought up consideration of the COVID appreciation/bonus pay that the committee wanted to delay until project spending could be reviewed. This item was referred originally from the Personnel/Executive Committee. She would like to see something to show appreciation. The committee discussed options in length.

Motion by Vicki McMahon and seconded by Ken Franklin to recommend to the full Board to approve the use of ARPA funds for appreciation pay to employees using the following criteria. A. employee would have had to have worked any time during the period of March 2020 to June 15, 2022 and is currently employed or worked and retired from the County and is drawing a pension. B. Department Heads are not eligible for appreciation pay. C. Appreciate pay will be \$3,000.00 for a full time employee and \$1,500.00 for a part time employee. A part time employee is defined as an employee who works less than 30 hours per week on a regular basis. A roll call vote polled all ayes. Motion carried.

REFERRALS

Highway, Building and Grounds referred the cost of \$2,400.00 to cut down two (2) trees on the court house lawn. Chairman Wells advised doing the job was approved. What line item it should come from is what being brought before this committee.

Motion by Venise McWard and seconded by Vicki McMahon to recommend to the full Board to take the cost of \$2,400.00 to cut down two (2) trees on the court house lawn from the capital improvement line item. A roll call vote polled all ayes. Motion carried.

Financial review for use of ARPA funds for renewal of ManageEngine cybersecurity maintenance at a cost of \$5,476.35 to CTI was referred from the Personnel/Executive committee.

Motion by Linda Curtin and seconded by Vicki McMahon to recommend to the full Board to approve Ordinance O2022 CB 027 for the use of ARPA funds for renewal of ManageEngine cybersecurity maintenance at a cost of \$5,476.35 payable to CTI. A roll call vote polled all ayes. Motion carried.

OTHER MATTERS

None

Motion by Tim Carlson and seconded by Vicki McMahon to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
06/15/2022

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

July 13, 2022

Present: Venise McWard, Chairman, Linda Curtin, Vicki McMahon,
Tim Carlson, Ken Franklin
Absent: None
Others present: Matt Wells, Jim Baker, Cecil Polley, Jeff Stoner, Chad Coady, Rebecca
Hile, Brandon Rarick, Dylan Cook, Lucas Domonowsky and Elizabeth
Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, July 13, 2022 at 6:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Vicki McMahon and seconded by Tim Carlson to recommend to the full Board to approve the claims presented for July. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

Rebecca Hile, a long time former volunteer at Animal Control spoke about being approached by a Board member who made comments about the content of her public comments at Monday and Tuesday night's committee meetings. Rebecca noted that her only motive in speaking is on behalf of the animals, her previous public comments were similar but contained different information and she has not sought the assistance of anyone nor is she here on anyone's behalf.

She further provided information on how the current Pet Fund originated as she was a volunteer at Animal Control at that time. In 2009, an animal named "Pal" needed surgery and the County didn't want to spend money on the pet. Joelynda Conrad, the former Animal Control Warden went to the Breeze Courier about this particular pet's situation, they ran an article which stimulated donations for the care of this animal. Pal had surgery and was adopted out to a family. The excess funds from the donations were made available for pet use under the new name of Pet Fund. The Pet Fund has been used for food, treats and supplies, veterinarian services and for other needs of the animals. It was started because the County didn't want to spend money for some animal services. The Animal Control budget has not contained a "food" line item for several years. This fund has never been in the County's general fund. Meeting minutes verify this fund has been audited by Richard Hooper under both former Animal Control Directors Joelynda Conrad and Vince Harris, the Treasurer has had access to view the account.

Over the years the Pet Fund has grown as a result of donations and memorials given to be used for the animals. She stated this fund needs to remain for the sole use by Animal Control and not for standard operating expenses, to be used at the discretion of the Treasurer, Finance Committee or County Board or placed in the general fund where departments can request it. Require accurate book keeping with detailed reports but leave the spending of those funds to Animal Control as the donors intended.

ACT INTERNET

Brandon Rarick, owner of ACT Internet provided maps showing areas for rural fiber access covering most of the County with the exception of about 3% of the County in the South Fork area. The cost to provide coverage for each map was provided. Map #1 is a \$2.4 million dollar project; map #2 a \$2.7 million dollar project; and both projects (map #1 and #2) a total

cost of \$3.4 million. Cost share for the project would be up to the County but if not provided 100%, ACT will apply for grants for cost share. A question was asked about who owns the fiber once installed. ACT replied that it depends on the agreed contract but most counties own with ACT maintaining the line. An inquiry about cost to the homeowner was also made. ACT offers several different plans depending on speed. Monthly costs start as low as \$20 per month up to \$150 per month for 2G. ACT has been in business for 3 years and currently provide services to rural homes in Shelby County, Moweaqua and east side of 51 in Christian County.

BUDGET HEARING SCHEDULE

The Committee will meet on their regular meeting night of Wednesday, August 10th starting at 6:00 p.m., Thursday, August 11th at 6:00 p.m. and Wednesday, August 17th at 6:00 p.m. to begin the budget hearing process.

WC AUDIT

Administrative Assistant/HR Liz Hile was asked to update the committee on the WC audit. She explained the WC audit process, how this year's audit process went to include the areas of concern. While the County did receive a refund of \$998.00, due to the concerns of how the audit was conducted, on behalf of the County an appeal was requested. Dimond Brothers was contacted, they felt requesting an appeal was a good call and advised the auditor would be contacted. To date we have received no reply from the auditor. Additional information will be provided as it becomes available.

REFERRALS

Additional Jailer

The Executive/Personnel Committee referred an amount not to exceed \$19,000.00 from ARPA funds for salary and related benefit costs for an additional jailer for the remaining FY2022 budget year.

Motion by Linda Curtin and seconded by Ken Franklin to recommend to the full Board that the salary costs and related benefits up to \$19,000.00 for an additional jailer for the remainder of the FY2022 budget year be taken from contingency fund instead of ARPA funds. A roll call vote polled all ayes. Motion carried.

EMA ARPA Request

The Executive/Personnel Committee referred an amount not to exceed \$65,500.00 from ARPA funds for purchase of 10 radios and updates to the communication and video capabilities at the Emergency Operation Center (EOC).

Jeff Stoner highlighted that since the Executive/Personnel Committee meeting, as a result of discussion and additional research, he feels he can go to a different radio model and still accomplish the overall goal. This reduces the cost of each radio from \$5000.00 to \$1,000.00 whereby he can purchase all 34 radios and stay within the \$65,000.00 recommended by the committee.

Motion by Vickie McMahon and seconded by Linda Curtin to amend the motion from Executive/Personnel for an amount not to exceed \$65,000.00 of ARPA funds for the purchase of 34 radios and updates to the communication and video capabilities/training at the Emergency Operation Center (EOC). A roll call vote polled all ayes. Motion carried.

Motion by Vickie McMahon and seconded by Linda Curtin to recommend to the full Board to approve Ordinance O2022CB028 for an amount not to exceed \$65,000.00 from ARPA funds for the purchase of 34 radios and updates to the communication and video capabilities/training at the Emergency Operation Center (EOC). A roll call vote polled all ayes. Motion carried.

Sheriff Department ARPA Request

The Executive/Personnel Committee referred an amount not to exceed \$64,500.00 from ARPA funds for the purpose of updating the camera recording systems at the courthouse and Sheriff's Department, replacement of 12 car radar units and a new hand held unit.

Motion by Ken Franklin and seconded by Linda Curtin to recommend to the full Board to approve Ordinance O2022CB029 for an amount not to exceed \$64,500.00 from ARPA funds for the purpose of updating the camera recording systems at the courthouse and Sheriff's Department, replacement of 12 car radar units and a new hand held unit. A roll call vote polled all ayes. Motion carried.

Non-Bargaining Starting Salary Policy

The Executive/Personnel Committee referred the matter of Non-Bargaining Starting Salary Policy to this committee for a GIS Coordinator position at the Supervisor of Assessment office. The Executive/Personnel reviewed the job description and because it's an exempt non-bargaining position noted the need for amending the Non-Bargaining Starting Salary Policy.

The committee reviewed the job description provided and noted salary comments. More than 1 committee member expressed concern of this position being paid more than a Chief Deputy position and felt it may be time to review the Chief Deputy salaries. Chad Coady noted that the base salary is the minimum per FLSA for an exempt position and the \$1000.00 additional was something a plat officer in the past had received.

Motion by Venise McWard and seconded by Vicki McMahon to recommend to the full Board to amend the Non-Bargaining Salary Policy adding a GIS Coordinator position with a starting salary of \$35,568.00. A roll call vote polled all ayes. Motion carried.

OTHER MATTERS

Chairman Wells wanted the committee to be aware at the Executive/Personnel meeting on Monday, a recommendation will be coming before the Board to remove the 911 Director position from the Non-Bargaining Starting Salary Policy. At the last Board meeting a question about who determines the salary for the 911 Director was addressed by the States Attorney. He advised it is the decision of the 911 Board. The choices discussed at the Executive/Personnel committee were to do nothing, remove the position from the policy or vote to provide notice to terminate the bi-county 911 agreement.

Motion by Tim Carlson and seconded by Vicki McMahon to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
07/13/2022

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

August 10, 2022

Present: Venise McWard, Chairman, Linda Curtin, Vicki McMahon,
Tim Carlson, Ken Franklin
Absent: None
Others present: Matt Wells, Jim Baker, Cecil Polley, Jeff Stoner, Chad Coady, Betty
Asmussen, Julie Mayer, Bruce Kettelkamp, Amy Toberman, Cliff Frye,
Tavia Leach, Lucas Domonowsky and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, August 10, 2022 at 6:00 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Tim Carlson and seconded by Linda Curtin to recommend to the full Board to approve the claims presented for August. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

There were no public comments.

BUDGET UPDATES – SHERIFF’S DEPARTMENT

Chief Deputy Jim Baker presented information regarding several budget line items that will or are projected to exceed the budgeted amount by the end of this fiscal year. Reasons cited were increased expenses for fuel, utilities, training and staffing issues creating overtime. The Committee appreciated the updated information.

ADDITIONAL APPRECIATION PAY REQUEST

Jail Administrator Cecil Polley asked the Committee to reconsider whom ARPA appreciation pay is provided to. He felt that employees who worked all through COVID who later left employment with the County shortly before the approval of the appreciation pay should be eligible as well as the inclusion of all department heads.

Members appreciated the comments but noted that a lot of consideration was given to the motion and did not believe it should be revisited.

SALE OF DELINQUENT PROPERTY

Motion by Linda Curtin and seconded by Vicki McMahon to recommend to the full Board to approve resolution R2022 TR 010 for the sale of delinquent property to the Village of Kincaid. A roll call vote polled all ayes. Motion Carried.

BUDGET HEARINGS

Supervisor of Assessor

Chad Coady presented his FY2023 budget with very minimal increases. The GIS budget was an overall decrease due to an employee retirement. No change to the Board of Review budget.

ESDA

Jeff Stoner presented his FY2023 budget. The vehicle expense line item decreased as a new vehicle was purchased last year. Increases were recommended in communications and telephone line item for new communication equipment. Many of the line items were left unchanged.

911

Amy Toberman presented the 911 budget. She recommended increases in pay for part time staff noting staffing shortage and problems securing employees. Related increases were seen in salaries and overtime.

Circuit Clerk

Julie Mayer reviewed her budget. Her department budget reflects a decrease mainly due to not filling a vacancy in her office which she felt with ecitation wouldn't be needed. She didn't propose any expenses from the support maintenance fund as she will try to build it back up. The new ecitation fund will see expenditures with the next budget cycle she predicted.

Julie was asked how the bail reform/no bond that goes into effect on January 1, 2023 will impact revenue. Julie advised that it is uncertain what the impact will be at this time.

Highway

Cliff Frye presented the various Highway Department budgets noting that MFT has held steady. Increases outside of adjusted levies, etc. were mainly salaries.

Treasurer Asmussen asked if Cliff has seen anything on the Build, Back, Better bill that was signed by the President. It's her understanding that engineers are responsible for this grant. Cliff has not seen any information. Betty will provide Cliff with information she has received from the Treasurer's Association.

Treasurer

Betty reviewed her budget which is an overall decrease due to a more senior employee moving to another County department.

Zoning

Treasurer Asmussen advised to avoid confusion in the future the zoning line items will no longer be noted with animal control. The zoning department within the general fund is now 02. She provided information on the last budget when the County had a standalone zoning officer. For FY23 budget proposal, nothing has been filled in for this budget due to the department head vacancy. The Board will need to decide on budget numbers.

REFERRALS

Personnel/Executive Committee referred establishing salary range for the positions of Zoning Administrator and Solid Waste Department Head. It was noted that the Zoning Administrator is also the noxious weed and flood plain officer as well.

Betty, as requested by Venise, had reached out to the Treasurer's Association group to see if she could get a quick response for salary ranges and years of service for a zoning administrator position. From the information she received from counties our size, the range was lower to mid \$50,000.

Motion by Ken Franklin and seconded by Vicki McMahon to recommend to the full Board to approve a salary range of \$45,000.00 to \$55,000.00 for the position of Zoning Administrator who will also serve as the County's noxious weed and flood plain officer.

Solid Waste department head salary was discussed noting this position will need to obtain credentials to do inspections. Betty noted some counties do not have Solid Waste directors but they usually don't have landfills either.

Motion by Vicki McMahon and seconded by Ken Franklin to recommend to the full Board to approve a salary range of \$40,000.00 to \$50,000.00 for the position of Solid Waste Department Head.

OTHER MATTERS

There were no other matters raised.

Motion by Tim Carlson and seconded by Vicki McMahon to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
08/10/2022

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

August 11, 2022

Present: Venise McWard, Chairman, Vicki McMahon, Tim Carlson, Ken Franklin
Absent: Linda Curtin
Others present: Matt Wells, Laura Cooper, Tiffany Senger, Ron Brown, Betty Asmussen, Amy Winans, Stephanie Verardi, Judy Gates and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Thursday, August 11, 2022 at 6:00 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

PUBLIC COMMENTS

There were no public comments.

BUDGET HEARINGS

Coroner

Coroner Amy Winans noted the last few years have been the most challenging years during any of her previous terms. Her budget includes an administrative deputy coroner, having a phone on FirstNet for emergency responders versus using a private phone and working on a plan to archive files that have to be kept. Staffing issues remain a concern as the deputy coroners all have full time jobs.

Building and Grounds

Maintenance Supervisor Ron Brown presented this budget. Outside of salary increases and some added equipment money, the budget didn't change much.

Probation

Laura Cooper reviewed the budget for probation noting with the establishment by the State of a pretrial officer, she didn't fill a position vacated due to retirement. She also noted the State would be taking over the responsibility of the electronic monitoring (GPS) which will result in a cost savings. The exact date of when this transfer will occur has not been officially announced but she believes will be around January 1st.

Public Defender

Tiffany Senger presented the budget for the Public Defender's Office. For the most part the budget is status quo outside increases to due and bonds and additional cybersecurity insurance she felt was needed. She highlighted a proposed salary increase for the assistant public defender position which has remained vacant since June.

U of I Extension - Levy

There was no noted increase in the levy proposal for FY 23.

ROE

Betty advised that ROE will not be presenting as the EAVs for all counties aren't available at this time.

Senior Citizens

Jennifer Verardi highlighted and presented the program budgets for Christian, South Fork Township, and Morrisonville-Palmer. Gas and meal prices have increased as well as insurance

costs which she will continue to look into. There is some maintenance on the building that will also be needed.

OTHER MATTERS

Betty noted that next Wednesday's meeting is a heavier presentation schedule and inquired if the meeting time should be moved up. Because the agendas have already gone out, the committee will meet at 6:00 p.m. as planned.

Motion by Tim Carlson and seconded by Vicki McMahon to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
08/11/2022

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

August 17, 2022

Present: Venise McWard, Chairman, Vicki McMahon, Tim Carlson, Ken Franklin, Linda Curtin
Absent: None
Others present: Matt Wells, Betty Asmussen, Brad Paisley, Wes Poggenpohl, Jim Baker, Jacque Willison, Sherri Craggs, Courtney Sharp, Jane Griffith and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, August 17, 2022 at 6:00 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

PUBLIC COMMENTS

Jane Griffith spoke to the committee about the Christian County Health Department. She advised the committee of two (2) Health Board members placing the administrator on administrative leave; highlighted the budget and their understanding of the pay increases and lack thereof, noted some past history of four (4) individuals leaving for better paying jobs; commented on the administrator developing and administering a COVID plan; questioned if the Health Board violated bylaws, HIPPA and possibly OMA.

BUDGET HEARINGS

County Clerk

Jacque Willison noted there were some areas of budget increases and in other areas decreases. She commented on the salary ordinance for the position of County Clerk and the motion regarding the rules related to serving in the position for 1 year and the lack of that change coming back for ordinance correction. She proposed a salary change to the Chief Deputy position and requested the policy be looked into. Indicated that of the grants normally received, one (1) was no longer available. Indicated there would be minimal loss of revenue as notaries will now go through the State of Illinois and not the Clerk's office. Jacque also noted that she plans to ask for ARPA funds for digitizing all the books in the County Clerk's office. She is still determining what she feels would be the best option.

States Attorney

Wes Poggenpohl presented the budget for the States Attorney's office. He noted the continued vacancy for a 2nd states attorney assistant and would like additional consideration for the salary of that position. He would like see what is done for the Chief Deputies positions be considered for the Victim Advocate employee. Additionally would like the County to consider adjustments for insurance and dependent coverage.

Chief Judge

Brad Paisley presented the Chief Judges budget. There were not a lot of changes noting some of the costs are difficult to predict.

Animal Control

Sherri Craggs presented the budget for animal control. She presented 2 different options on staffing costs for consideration. She also noted that a volunteer group would be picking up the balance of the cost for the tommy lift for the truck.

Health Department

A member of the Health Board presented the Christian County Health Department budget. The Care Grant which is a grant for paying for COVID contact tracers sunsets in December of 2022. The Board plans to increase the reserve in TB in case there were a TB crisis. Most of the department's revenue is received through grants with the exception of vaccines. The plan is to increase vaccines available to the public as well as increase revenue in optical through private pay. Expenses in this budget are being kept very tight.

Sheriff

Chief Deputy Jim Baker presented with detail the proposed Sheriff's budget. He highlighted the process he used and also indicated that because this is his first year even if expenses were lower than expected, he left the line item amount the same as he feels he will be in a better position next year to know if something could be decreased versus status quo or increased.

Solid Waste

Without a department head at this time, County Treasurer Asmussen presented a proposed budget off the history from last year. She adjusted the salary to the high end of the range approved by the Board which was \$50,000, otherwise there were no changes. She noted the budget did not include salary for an educator. After discussion, Betty will add that position to the budget. This can be changed after a department head is in place and provides a recommendation.

OTHER MATTERS

The committee discussed meeting to start drilling down the presented budgets. September 8th and September 14th, 2022 were noted as the next meeting dates with a meeting time of 5:30 p.m.

Motion by Tim Carlson and seconded by Vicki McMahon to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
08/17/2022

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
September 8, 2022

Present: Venise McWard, Chairman, Vicki McMahon, Tim Carlson, Ken Franklin, Linda Curtin
Absent: None
Others present: Matt Wells, Betty Asmussen, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Thursday, September 8, 2022 at 5:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

PUBLIC COMMENTS
None

BUDGET HEARINGS

Treasurer Asmussen provided reports for the offices who presented on the 1st night of budget hearings. She also provided a working budget for Zoning – 021. Betty advised the committee that she also discussed revising where the salaries from the County Clerk’s office were paid from in an effort to preserve the automation fund.

The committee directed the Treasurer to make some minor changes to mileage expenses in a couple of departments.

OTHER MATTERS

No other matters brought before the committee.

Motion by Tim Carlson and seconded by Vicki McMahon to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
09/08/2022

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
September 14, 2022

Present: Venise McWard, Chairman, Linda Curtin, Vicki McMahon,
Tim Carlson, Ken Franklin
Absent: None
Others present: Betty Asmussen, Craig Paulek, Mike Specha, Julie Mayer, Jeff
Voorhees, Jodie Badman, Courtney Sharp, Lucas Domonowsky and
Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, September 14, 2022 at 5:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Vicki McMahon and seconded by Tim Carlson to recommend to the full Board to approve the claims presented for September. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

There were no public comments.

Motion by Linda Curtin and seconded by Vicki McMahon to move referrals up on tonight's agenda. All members were in favor. Motion carried.

REFERRALS

Referrals from Personnel/Executive Committee

- Non-Bargaining Ordinance – Chief Deputies salaries

At the September 12, 2022 Personnel/Executive Committee, a motion will be going before the County Board to recommend changing the steps for salary increases from after 2 years of employment to 1 year; after 3 years of employment to after 2 years; adding a step for after 3 years of employment. Thereafter the Finance Committee would determine increases during annual review process. The matter of salary was referred to Finance.

Treasurer Asmussen advised that this policy impacts 3 chief deputies. One in her office, one in the Circuit Clerk's office and one in the County Clerk's office. Outside of a change from FLSA regarding the minimal salary an exempt employee can be paid, the policy has never been updated. Currently, an employee would wait for an increase after completing 2 years of employment. She commented that there is no employee in the county who waits for 2 years before getting an increase. Circuit Clerk Julie Mayer also spoke about the duties of these people and how these individuals may have to step in to fulfill the duties of the elected official. The elected officials for these offices have discussed what they feel should be a starting salary and presented for consideration a starting salary of \$45,500.00.

Motion by Ken Franklin and seconded by Vicki McMahon to table further discussion until the September 15, 2022 meeting. All members were in favor. Motion carried.

- ARPA Requests
Christian County Fair

Craig Paulek from the Christian County Fair Board highlighted the projects they would like to complete with the use of ARPA funds. The infrastructure projects at a cost of \$100,000.00 are for improvements to road(s) and concrete flooring for a building. The fairgrounds has and

continues to be used for a variety of Christian county events and is located in the county not the city.

Motion by Ken Franklin and seconded by Vicki McMahon to recommend to the full Board to approve Ordinance O2022 CB 035 for an amount not to exceed \$100,000.00 in ARPA funds for infrastructure improvements for the Christian County Fairgrounds.

Discussion – Linda Curtin noted the Fair’s importance to her family and the many events that have been hosted there throughout the years. She felt this was a good use of the money to benefit the residents of the county.

A roll call vote polled all ayes. Motion carried.

- Continuation of staffing to assist with records management – Board Office. Liz Hile highlighted that the original request for using ARPA funds for staffing was for a period not to exceed 90 days with a \$5000.00 limit for salary and related payroll expenses. Much progress has been made with more detailed work to be done. The 90 day time period has expired with use of only just less than \$3,000.00. She would like permission to extend the use of this staff through the end of the year at a cost of salary and related payroll expenses not to exceed \$5000.00.

Motion by Vicki McMahon and seconded by Linda Curtin to recommend to the full Board to approve Ordinance O2022 CB034 for extending staff to assist with records management in the Board Office for an amount for salary and payroll related expenses not to exceed \$5,000.00. A roll call vote polled all ayes. Motion carried.

Referrals from Highway/Building/Grounds

- Energy Solutions – LED lighting upgrades to various county buildings. Information was provided to the committee related to lighting improvement costs and estimated cost savings for the departments of health, highway, probation, solid waste and sheriff. The committee wanted a representative to come and provide more information.

Motion by Venise McWard and seconded by Linda Curtin to table further discussion until September 15th and ask a representative of Energy Solutions to be present to highlight the program and answer questions. All members were in favor. Motion carried.

- New Boiler Cost Estimates
The committee was provided with information from Bill Kennedy on a couple of different boiler cost estimates. The companies are offering that the county purchase the boilers direct and then hire the plumber to install. Even with this option, availability is approximately 6 months out. Bill has recommended that a new boiler be installed before the winter of ‘23/24.

Motion by Venise McWard and seconded by Ken Franklin to recommend to the full Board to purchase a new boiler from Hurst Boiler Company at a cost of \$48,675.00 with the expense coming from the capital improvement fund. A roll call vote polled all ayes. Motion carried.

- Roof Repairs – Solid Waste Management Office
Bill Kennedy advised the Highway/Building/Grounds committee of the need to repair the roof at the Solid Waste Management Office and provided a cost estimate from Bolash Roofing and Construction Company of \$14,569.00.

Motion by Linda Curtin and seconded by Tim Carlson to recommend to the full Board to approve the roofing repair cost estimate submitted by Bolash Roofing and Construction

Company at a cost of \$14,569.00 with the cost coming from the Local Solid Waste budget. A roll call vote polled all ayes. Motion carried.

ANNUAL CONTRIBUTIONS

Annual contributions that were approved in the FY2022 budget were referred back to this committee from the full Board. These contributions were to the Senior Citizens of Christian County for \$2,500.00; Christian County CEO program for \$1,000.00 and Christian County Economic Development for \$5,000.00.

Motion by Ken Franklin and seconded by Vicki McMahon to recommend to the full Board to approve the claims for annual contributions to the Senior Citizens of Christian County in the amount of \$2,500.00; Christian County CEO in the amount of \$1,000.00 and Christian County Economic Development in the amount of \$5,000.00. A roll call vote polled all ayes. Motion carried.

WORK COMP AUDIT APPEAL UPDATE

Liz Hile advised that the appeal to the previous worker's compensation audit has been completed and the County received an additional refund of \$3,194.00 for a total refund of \$4,192.00. She noted that while the county received a refund this year, because of some increased overtime expenses and whether or not the COVID appreciation pay will be considered wages subject to worker's compensation rates, it could be possible the County could pay additional premium after next year's worker's compensation audit.

Board member Mike Specha asked if he could address the committee before they continued budget hearings. Mike has been to all the committees this week to advise that he would like to see a process established regarding how the remaining ARPA funds will be allocated going forward. He indicated that to this point it seems ARPA funds have been approved on a first come first serve basis and is concerned that too many things may be approved with an important project being submitting later in the process whereby funding falls short of the project. He asked that this be placed on the Board agenda and wanted everyone to be aware of the issue.

BUDGET HEARINGS

ROE presented their budget reporting a budget decrease over last year of \$4,000.00.

The committee reviewed the budgets presented on the 2nd day of budget hearings and directed the County Treasurer to make some budget changes.

OTHER MATTERS

There were no other matters raised.

Motion by Tim Carlson and seconded by Vicki McMahon to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
09/14/2022

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
September 15, 2022

Present: Venise McWard, Chairman, Vicki McMahon, Tim Carlson, Ken Franklin, Linda Curtin
Absent: None
Others present: Betty Asmussen, Julie Mayer, Brent DeMichael, Curtis Ryen, Sherri Craggs, Courtney Sharp and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Thursday, September 15, 2022 at 5:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

PUBLIC COMMENTS

None

ENERGY SOLUTIONS

This was a referral from last night's Finance Committee as they requested a presentation. Curits Ryen from Energy Solutions was present to review the lighting replacement cost/savings sheets provided and answered any questions. Energy Solutions is a program ally for Ameren. They are a private contractor. Betty advised that probation's cost would fall under the general fund with the health, highway and solid waste being stand-alone funds.

A motion was made by Venise McWard and seconded by Linda Curtin to recommend to the full Board to approve the contracts with Energy Solutions for lighting replacement costs for the departments of Health, Highway, Solid Waste and Probation with the cost for Probation coming out of contingency from the general fund. A roll call vote polled all ayes. Motion carried.

Motion by Venise McWard and seconded by Linda Curtin to table further decisions on the Sheriff's Office project to next month pending additional information. All members were in favor. Motion carried.

BUDGET HEARINGS

Mental Health

Brent DeMichael with Christian County Mental Health presented the mental health annual budget. He noted that the 708 fund part of budget was established many years ago. He highlighted the services they continue to provide since the closing of the mental health center in 2019 as well as the group homes they continue to operate in the county.

Before continuing on in the budget review process, the committee was asked if they intended to take any action on the Non-Bargaining Ordinance for the Chief Deputy salaries which was referred from last night to tonight.

Motion by Vicki McMahon and seconded by Linda Curtin to table Non-Bargaining Ordinance until the October meeting. All members were in favor. Motion carried.

The committee continued reviewing the budgets presented on the 3rd night of the budget hearing schedule.

The committee reviewed the history of the ordinance establishing the salary of the County Clerk for the next 4 terms. By ordinance the starting salary for this position for FY 2023 is \$61,176.60.

The committee directed Treasurer Asmussen to make some modifications to some of the budgets to include but not limited to staffing option #2 presented for the Animal Control budget; staffing of the janitorial positions from budgeted 2 full time positions to 1 full time and a part time staff as in the past; estimated hours for part time court security; equipment changes in the Sheriff/Jail budget and increase in legal for Office Zero budget.

Vicki McMahon advised that as a member of the Health Board there may be some possible minor changes to the presented Health Board budget and will know more after their meeting on the 21st.

OTHER MATTERS

No other matters brought before the committee.

Motion by Tim Carlson and seconded by Vicki McMahon to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
09/15/2022

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
October 12, 2022

Present: Venise McWard, Chairman, Linda Curtin, Vicki McMahon,
Tim Carlson, Ken Franklin

Absent: None

Others present: Matt Wells, Betty Asmussen, Julie Mayer, Jacque Willison, Courtney Sharp, Debbie Phillips, Tricia Harkins, Erin Harkins, Curtis Ryen, Jim Baker, Shawn Hammers, Blake Tarr, Leslie DeVore, Lucas Domonowsky and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, October 12, 2022 at 5:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Vicki McMahon and seconded by Tim Carlson to recommend to the full Board to approve the claims presented for October. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

Debbie Phillips with the Christian County Health Department spoke about the proposed budget for the Health Department. She highlighted salaries for staff need to be competitive and also the need for staff overall. She noted that the only money received from the County for this department was that levied for TB. The remaining funding comes from grants.

ENERGY SOLUTIONS PROPOSAL – SHERIFF’S DEPARTMENT

Curtis Ryen from Energy Solutions was present to answer any questions related to the proposal for the Sheriff’s Department to include any questions regarding the proposed project incentive amount.

Motion by Vicki McMahon and seconded by Linda Curtin to recommend to the full Board to approval the lighting project improvement for the Sheriff’s Department at a cost of \$18,240.00 with the cost coming from capitol improvement. A roll call vote polled all ayes. Motion carried.

REVISIT PRESENTED BUDGETS

Solid Waste Management

Shawn Hammers indicated for the salary of educator, he would recommend \$40,000.00. He would also recommend increasing the recycling for schools.

Zoning

Blake Tarr highlighted the current mileage reimbursement for ZBA members and reimbursement for his zoning inspections mileage. He recommended increasing the line item total to \$1,250.00 - \$1,500.00.

Treasurer Asmussen recommended adding training line item for \$1,000.00 for membership fees should Blake feel this would be beneficial.

BUDGET HEARINGS

Chief Deputy Jim Baker asked the committee to reconsider the amount in the equipment operating expense for the Sheriff's Department. He highlighted annual costs that are paid at this time of the year showing the line item will end up at the budgeted \$30,000.00.

Leslie DeVore with the Christian County Health Department presented cost estimates to oil and chip the Health Department parking lot as referred by the Highway, Building, and Grounds Committee. The Health Board would have liked to have improved the parking lot to concrete but that option is not cost effective at this time. The estimate received to oil and chip the lot was \$5,454.50.

She also discussed an easement area along the side of Advanced Eyecare that has broken up which is felt to be a result of high COVID traffic. Advanced Eyecare has offered to partner with the County related to the cost to repair this section. The lowest estimated for repairing this section was \$8,400.00. Contact will be made with Advanced Eyecare on cost sharing. The matter will be taken back to Highway, Building and Grounds Committee next month. Leslie reminded the committee that the Health Department building is a county building. Grants received by the Health Department does not provide for infrastructure improvements.

Motion by Vicki McMahan and seconded by Tim Carlson to recommend to the full Board to approve an ordinance providing for use of ARPA funds not to exceed \$6,500.00 to oil and chip the parking lot at the Christian County Health Department. A roll call vote polled all ayes. Motion carried.

Leslie also discussed approved amendments to the Health Department budget for committee consideration. The Health Board since 1st presenting their budget has restructured positions. There was some discussion raised regarding proposed salaries. Leslie felt what was proposed was necessary as it may be difficult to hire positions. She advised that outside the funds levied for TB, all other funding was received from grants. COVID grants sunset the end of December 2022.

Treasurer Asmussen asked the committee to revisit the budget for Animal Control as there were 2 different staffing proposals presented. She also noted that the Coroner would like to increase communications line item to \$2,200.00.

Motion by Vicki McMahan and seconded by Tim Carlson to direct the County Treasurer to increase the communications line item for the coroner's budget to \$2,200.00. A roll call vote polled all ayes. Motion carried.

Motion by Vicki McMahan and seconded by Linda Curtin to direct the County Treasurer to return the equipment operating expense line item for the Sheriff's office back to presented \$30,000.00. A roll call vote polled all ayes. Motion carried.

Motion by Vicki McMahan and seconded by Linda Curtin to go into Closed Session pursuant to 5 ILCS 120/2 (c) (1) to discuss appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity and all subject matters relating thereto and to include the following persons to be present during all or part of such executive session namely, Venise McWard, Tim Carlson, Ken Franklin, Vicki McMahan, Linda Curtin, Matt Wells, Jacque Willison, Betty Asmussen, Julie Mayer and Liz Hile and such other person or persons as the Chairperson or Committee may decide during this meeting and/or during such closed session.

The Committee went into Closed Session at 6:30 p.m.
The Committee returned to Open Session at 8:11 p.m.

Roll Call – Venise McWard, Tim Carlson, Ken Franklin, Vicki McMahon and Linda Curtin were all present.

NON BARGAINING ORDINANCE

Motion by Vicki McMahon and seconded by Linda Curtin to recommend to the full Board to amend the salary section of the Non-Bargaining Starting Salary Policy for the positions of chief deputy in the Treasurer, Circuit Clerk and County Clerk's office to the following: Starting salary effective December 1, 2022 at \$42,500.00; after one (1) year of employment, it shall increase to \$44,000.00; after two (2) years of employment, it shall increase to \$46,500.00; after three (3) years of employment, it shall increase to \$48,000.00. A roll call vote polled all ayes. Motion carried.

BUDGETS

Motion by Linda Curtin and seconded by Vicki McMahon to direct the County Treasurer to reduce the salaries for part time employees at Animal Control to \$44,000.00. A roll call vote polled all ayes. Motion carried.

Motion by Vicki McMahon and seconded by Ken Franklin to approve the salary of 1st Assistant States Attorney - \$71,000.00; 2nd Assistant States Attorney - \$60,000.00; Victim Witness Coordinator - \$41,850 (\$22,000 is received by grant). A roll call vote polled all ayes. Motion carried.

Motion by Linda Curtin and seconded by Vicki McMahon to approve the salary of Assistant Public Defender - \$62,000.00. A roll call vote polled all ayes. Motion carried.

Motion by Vicki McMahon and seconded by Linda Curtin to approve the salary of Chief Deputy at the Sheriff's Department - \$75,500; Jail Administrator at the Sheriff's Department - \$61,417.00. A roll call vote polled all ayes. Motion carried.

Motion by Linda Curtin and seconded by Vicki McMahon to approve the salary of the Administrative Assistant to the Board/HR - \$54,000.00. A roll call vote polled all ayes. Motion carried.

Motion by Venise McWard and seconded by Vicki McMahon to approve the salary of ESDA Director - \$23,175.00. A roll call vote polled all ayes. Motion carried.

Motion by Venise McWard and seconded by Vicki McMahon to approve the salary of Animal Control Director - \$40,500.00. A roll call vote polled 4 ayes and 1 nay. Motion carried.

Motion by Venise McWard and seconded by Vicki McMahon to approve the salary of Zoning Administrator - \$52,000.00. A roll call vote polled all ayes. Motion carried.

Motion by Venise McWard and seconded by Linda Curtin to approve the salary of Maintenance Supervisor - \$65,000.00. A roll call vote polled all ayes. Motion carried.

Motion by Vicki McMahon and seconded by Linda Curtin to approve the salary of Christian County Health Department Administrator - \$87,750.00. A roll call vote polled all ayes. Motion carried.

Motion by Venise McWard and seconded by Ken Franklin to approve the salary of Solid Waste Department Head - \$48,500.00; Educator - \$40,000.00. A roll call vote polled all ayes. Motion carried.

Motion by Venise McWard and seconded by Linda Curtin to direct the County Treasurer to change the hourly rate increase of the Office Manager at the Highway Department to 3%. A roll call vote polled all ayes. Motion carried.

Highway Engineer's salary notice has not been received by the State. This salary to be announced.

Motion by Venise McWard and seconded by Vicki McMahon to approve the salary of Chief Probation Officer - \$95,093.00; Probation Supervisor/Trainer - \$57,273.00; Probation Supervisor/Trainer - \$55,087.00. A roll call vote polled all ayes. Motion carried.

Treasurer Asmussen will update the budgets and put the budget on file with the County Clerk by November 1st as required.

REFERRALS

The only referral was the cost of the parking lot repairs for the Health Department which was addressed earlier this evening.

OTHER MATTERS

Chief Deputy Baker advised that the x-ray machine for security was implemented in 1998 and parts are no longer available. If the machine goes down security will have to do hand checks of bags. This may be an upcoming ARPA request.

Motion by Tim Carlson and seconded by Vicki McMahon to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
10/12/2022

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
November 9, 2022

Present: Venise McWard, Chairman, Linda Curtin, Vicki McMahon,
Tim Carlson, Ken Franklin
Absent: None
Others present: Matt Wells, Cliff Frye, Dan McNeely, Tevia Leach and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, November 9, 2022 at 6:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

CLAIMS

A motion was made by Vicki McMahon and seconded by Linda Curtin to recommend to the full Board to approve the claims presented for November. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

There were no public comments.

INSURANCE RENEWALS

Dan McNeely with Dimond Brothers presented the renewals for Property, Liability, Auto and Worker's Compensation. Property, Liability and Auto insurance renews in December 1, 2022 and Worker's Compensation will renew on January 1, 2023. He also presented other pricing options recommending the Board consider increasing the excess liability limit as well as increasing the law enforcement deductible from \$5,000.00 to \$10,000.00. Dan mentioned if the Board would like, he can review all deductible levels during next year's renewal process. Cybersecurity quotes will be forthcoming.

Motion by Vicki McMahon and seconded by Ken Franklin to recommend to the full Board to approve the insurance renewals amending coverage for the Property, Liability and Auto by increasing the excess liability limit to \$8 million and increasing the law enforcement deductible to \$10,000.00. A roll call vote polled all ayes. Motion carried.

BUDGET HEARINGS

Statement of Salary Increases and/or New Salary Rates Granted to Non-Bargaining and Hourly Regular Full Time Employees

Motion by Venise McWard and seconded by Linda Curtin to approve the presented Statement of salary increases and/or new salary rates granted to non-bargaining and hourly regular full time employees as presented. A roll call vote polled all ayes. Motion carried.

FY 2023 Budget

Motion by Venise McWard and seconded by Vicki McMahon to recommend to the full Board to approve the FY 2023 budget amended to reflect property, liability and auto coverage changes. A roll call vote polled all ayes. Motion carried.

Tax Levy Ordinance

Motion by Venise McWard and seconded by Vicki McMahon to recommend to the full Board to adopt the Tax Levy Ordinance number O2022 CB 041. A roll call vote polled all ayes. Motion carried.

REFERRALS

There were two (2) ARPA referrals from the Personnel/Executive Committee.

Ordinance O2022 CB 037 - Cost not to exceed \$6,308.00 of ARPA funds for a control gate operator for Animal Control with input from Bill Kennedy was referred for committee review/approval. Bill Kennedy would be providing input for a less expensive option. If Bill is able to provide a less expensive option, only that cost would be spent. No action.

Ordinance O2022 CB 038 – Cost not to exceed \$7,161.79 of ARPA funds for a repeater as requested by EMA Director was referred for committee review/approval.

Motion by Venise McWard and seconded by Linda Curtin to recommend to the full Board to approve Ordinance O2022CB 038 for expenditure of ARPA funds not to exceed \$7,161.79 for a repeater. A roll call vote polled 4 ayes and 1 nay. Motion carried.

Comments - Ken Franklin noted that he did not want to vote on any more ARPA requests until such time that a request procedure plan like that presented by Mike Specha was in place.

OTHER MATTERS

Liz Hile provided information on the upcoming UCCI training for current and newly elected officials.

Motion by Tim Carlson and seconded by Vicki McMahon to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
11/09/2022