

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
January 11, 2023

Present: Venise McWard, Chairman, Linda Curtin, Tim Carlson, Ken Franklin
Absent: Vicki McMahan
Others present: Bryan Sharp, Jim Baker, Lucas Domonousky, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, January 11, 2023 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 second by Tim Carlson to recommend to the full Board to approve the claims presented for January. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

There were no public comments.

REFERRALS

There were several referrals related to ARPA fund requests.

Ordinance O2023 CB 001 – allowing for the use of ARPA funds for a cost not to exceed \$5,000.00 for one-half the cost to replace a common driveway used by Advanced Eyecare and the Christian County Health Department. Advanced Eyecare has agreed to pay the other half of the cost.

Motion by Linda Curtin and second by Tim Carlson to recommend to the full Board to approve Ordinance O2023 CB 001 for expenditure of ARPA funds not to exceed \$5,000.00 for one-half the cost to replace a common driveway used by Advanced Eyecare and the Christian County Health Department. A roll call vote polled all ayes. Motion carried.

Ordinance O2023 CB 002 – as previously requested, Bill Kennedy at Highway/Building/Grounds provided input on the cost and need for gate operator at CCAC. He felt the cost of the gate operator and labor to include electric could be done for \$5,000.00. He recommended this operator be installed as well. The ordinance referred from Executive/Personnel allowed for up to \$6,300.00 of ARPA fund use for equipment, labor, etc. for this project adding some cushion. No action taken.

Ordinance O2023 CB 003 – allowing for the use of ARPA funds to replace carpet on the stairs of the court house and an office on the 3rd floor. It should be noted all committees that reviewed this request questioned the number of bids received. Only 1 bid was received throughout a 2.5 month attempt to get bids which included return calls regarding receipt of bids. It was felt every effort had been made to secure more bids.

Motion by Ken Franklin and second by Tim Carlson to recommend to the full Board to approve Ordinance O2023 CB 003 for expenditure of ARPA funds not to exceed \$13,500.00

for new carpet to include installation on the court house stairs and an office on the 3rd floor. A roll call vote polled all ayes. Motion carried.

Ordinance O2023 CB 004 – allowing for the use of ARPA funds not to exceed \$28,770.00 for installation of Astrophysics X-ray inspection system and walk through metal detector for the court house. The committee did talk about attempts to receive other bids which was explained by Chief Deputy Baker. Due to the specific type of equipment it was felt appropriate efforts to receive bids was taken. Chief Baker did offer to check to see if there may be a State bid available on this equipment as well.

Motion by Ken Franklin and second by Linda Curtin to recommend to the full Board to approve Ordinance O2023 CB 004 for expenditure of ARPA funds not to exceed \$28,770.00 payable to Protective Technologies International for installation of Astrophysics X-ray inspection system and walk through metal detector for the court house. A roll call vote polled all ayes. Motion carried.

Ordinance O2023 CB 005 – allowing for the use of ARPA funds not to exceed \$26,400.00 payable to Meals on Wheels to provide hot meals to seniors as the need for meals increased substantially since COVID and continues to remain constant. The committee discussed this at length and while they recognize the need, the previous approval of ARPA funds was noted to mainly been for capital improvement projects. No action taken.

Ordinance O2023 CB 006 – allowing for the use of ARPA funds not to exceed \$125,000.00 for the purchase of 2 new vans for the Senior Citizens of Christian County. Items discussed included high mileage of the current vans as well as the purchase of 2 new vans versus 1 new and 1 used van siting limited savings on used combined with warranty on new equipment.

Motion by Ken Franklin and second by Tim Carlson to recommend to the full Board to approve Ordinance O2023 CB 006 for expenditure of ARPA funds not to exceed \$125,000.00 payable to Southern Bus and Mobility for the purchase of two (2) new vans for the Senior Citizens of Christian County. A roll call vote polled all ayes. Motion carried.

Ordinance O2023 CB 007 – allowing for the use of ARPA funds not to exceed \$6,500.00 for payroll and employer related expenses extending a temporary employee to aid the Administrative Assistant to the County Board in the completion of records project.

Motion by Linda Curtin and second by Tim Carlson to recommend to the full Board to approve Ordinance O2023 CB 007 for expenditure of ARPA funds not to exceed \$6,500.00 for the purpose of payroll and employer related expenses due to extending a temporary employee to aid the Administrative Assistant to the County Board. A roll call vote polled all ayes. Motion carried.

OTHER MATTERS

Chairman Sharp noted he has spoken with Jodie Badman and Liz reference software to assist them both to reduce time spent on preparation of minutes. He also noted that he plans to look into the possibility of notebooks/tablets that the Board would use for receipt of meeting packets, emails, etc. again in an effort to better manage time and resources in these areas. Bryan also noted the possibility of only reading action items at Board meetings.

The resignation of Matt Wells, District 4, from the Board and need for appointment for this vacancy was noted with encouragement to contact the Chairman should there be any questions.

Chairman Sharp expressed his disappointment with “Springfield” and action taken this week especially on statewide siting standards for wind and solar that take away authority at local levels.

Chief Deputy Baker read a statement from Sheriff Kettelkamp reference HB5471. The Board previously passed a resolution of opposition on this bill as it was felt to be unconstitutional violating 2nd amendment rights. The Sheriff is joining many sheriffs across the State who “will not enforce”.

Motion by Tim Carlson and second by Ken Franklin to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
01/11/2023

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
February 15, 2023

Present: Venise McWard, Chairman, Linda Curtin, Tim Carlson, Ken Franklin, Vicki McMahan
Absent: None
Others present: Betty Asmussen, Pam Moses, Larry Barry, Lucas Domonousky, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, February 15, 2023 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 McMahan and second by Ken Franklin to recommend to the full Board to approve the claims presented for February. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

There were no public comments.

REFERRALS

Taylorville Food Pantry ARPA Fund Request

A request for \$14,164.00 for a 7 X 14 tandem axle trailer, a 2600# capacity straddle stacker forklift and four (4) custom thermal blankets was referred from Executive/Personnel Committee. Ms. Pam Moses, coordinator and Mr. Larry Barry, volunteer presented information about the Taylorville Food Pantry to include the number of residents from all over Christian County the pantry serves and information related to the reason for the equipment and thermal blanket request.

Motion by Linda Curtin and seconded by Ken Franklin to recommend to the full Board to approve Ordinance O2023 CB 014 for ARPA funds not to exceed \$14,164.00 for the purchase of a 7 X 14 tandem axle trailer from Stephens Trailer Sales, 2600# capacity straddle stacker forklift from Pennel Forklift and thermal blankets from Midwest Foodbank for the Taylorville Food Pantry. A roll call vote polled all ayes. Motion carried.

Treasurer Asmussen noted to committee members and to the representatives of the Taylorville Food Pantry that she will need an invoice for the equipment items before checks are made out to the specific vendor.

Local Solid Waste/Zoning Building Repair

The estimates received for repairing the LSW/Zoning building to be paid for using ARPA funds was referred from Executive/Personnel Committee. The committee reviewed the cost estimates. Mr. Bill Kennedy does recommend the estimate from Bolash Roofing and Construction totaling \$14,569.00.

Motion by Ken Franklin and second by Tim Carlson to recommend to the full Board to approve Ordinance O2023 CB 013 for ARPA funds not to exceed \$14,569.00 payable to Bolash Roofing and Construction for costs to repair the roof at the Christian County Local Solid Waste/Zoning building. A roll call vote polled all ayes. Motion carried.

Direct Deposit/Payroll

This item was referred from Executive/Personnel Committee.

Treasurer Asmussen advised she received a scam email that appeared to be from an employee requesting a change to their direct deposit. This request was forwarded to the payroll clerk at in the County Clerk's Office who then sent the employee a direct deposit form to complete. Upon return of the completed form, the change to the direct deposit for the specific employee was made.

Approximately 1 week later the employee called inquiring why they had not be paid. The matter of direct deposit was discussed with the employee returning the next day advising they did not make a direct deposit change. The money paid out at this point could not be retrieved. Betty advised that she took money from contingency to cover the non- retrievable funds and needs a motion for approval.

Motion by Vicki McMahan and second by Tim Carlson to recommend to the full Board that up to \$2,600.00 be paid out of the contingency fund to cover non-retrievable funds as a result of a scam email. A roll call vote polled all ayes. Motion carried.

OTHER MATTERS

Treasurer Asmussen advised that she plans to make a recommendation to Chairman Sharp regarding the process of review/approval of ARPA funds. Since ARPA funds are special her recommendation will be instead of ARPA fund requests going through multiple committees that requests go to Finance. She advised it is difficult with these requests running through multiple committees to develop ordinances the day before meetings and stay in the loop with what is going on. She asked if there was any objections to her recommendation. None were voiced.

Motion by Tim Carlson and second by Ken Franklin to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
02/15/2023

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
March 15, 2023

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

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, March 15, 2023 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 Tim Carlson and second by Ken Franklin to recommend to the full Board to approve the claims presented for March. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

There were no public comments.

SALE OF DELINQUENT PROPERTY

The committee was provided a copy of the resolution regarding collection of delinquent mobile home taxes for the purchase of property at 9 Valley View MH Park Permanent Parcel Number: 17-13-21-HA-009.

Motion by Ken Franklin and second by Tim Carlson to recommend to the full Board to approve Resolution R2023 TR 033. A roll call vote polled all ayes. Motion carried

REFERRALS

The committee had 2 referrals from the Executive/Personnel Committee.

The first referral was for the consideration of ARPA funds to purchase 17 Surface Go 3 tablets and related accessories and expenses for the county board members and county clerk. During discussion a question was asked about additional bids of which Chairman Sharp advised that Amazon and Best Buy were researched with the cost being comparable. CTI was the recommendation due to the need for tech support. Some other benefits noted were reduction of resources and manpower by going to an electronic version for meeting packets and FOIA requirements. Treasurer Asmussen advised statutorily purchases over \$20,000.00 require 3 bids.

Motion by Ken Franklin and second by Tim Carlson to recommend to the full Board to approve Ordinance O2023 CB 015 for ARPA funds not to exceed \$13,149.98 payable to CTI for the purchase of 17 Surface Go 3 Tablets, related accessories and expenses. A roll call vote polled all ayes. Motion carried.

The second referral related to review of the budget for Animal Control supporting a salary recommendation of \$45,000.00 for the Animal Control Director position.

Motion by Venise McWard and second by Linda Curtin to recommend to the full Board to approve a starting salary of \$45,000.00 for the position of Animal Control Director at Christian County Animal Control. A roll call vote polled all ayes. Motion carried.

OTHER MATTERS

Treasurer Asmussen wanted to make sure members were receiving the ARPA fund reports. Members advised they were receiving them.

A meeting on March 16th at 6:30 p.m. related to CO2 would be held at the Edinburg Community Building was noted.

Chairman Sharp advised all members of a Special CB meeting that has been scheduled on Wednesday, March 22 at 6:15 p.m. At that meeting, Mike Specha will be giving a presentation from Jail Advisory Group (JAG). Additionally that evening beginning at 5 p.m., Chief Deputy Jim Baker has been asked to be available for tours of the Sheriff's Department for those members who have not had the opportunity to do so.

A question was asked about AFSCME union negotiations. There is no new information to report.

Motion by Tim Carlson and second by Ken Franklin to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
03/15/2023

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
April 12, 2023

Present: Venise McWard, Chairman, Linda Curtin, Tim Carlson, Vicki
McMahon
Absent: Ken Franklin
Present Via Phone: Bryan Sharp
Others present: Betty Asmussen, Nichole Brown, Dan McNeely, Jared Blaudow,
Greg Vasilion, Any Byars, Chase Stephens, Lucas Domonousky, and
Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, April 12, 2023 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 second by Tim Carlson 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.

INVENERGY PROJECT

Greg Vasilion, Developer for the Invenergy Hickory Point Solar Energy Project provided a slide presentation to the committee which highlighted information about solar farms in general and about their specific project. The intent was to provide information and answer questions. Economic impact and land use analysis data as well as the Agricultural Impact Mitigation Agreement was provided.

CEO ACKNOWLEDGEMENT FORM

Chairman Sharp advised that a request to sign the CEO Acknowledgement Form from our local Workforce Innovation area was received and he would like Linda Curtin who represents the Board to provide some information on what that group does.

Linda noted there are 5 counties in the group which meets quarterly in Springfield. The purpose of the group is to assist individuals who have been laid off, or lost jobs to gain employment through education, assistance with interviewing, writing resumes, etc. She said the program has had many success stories and is a very worthwhile group.

REFERRALS

The committee had 1 referral from Highway, Building, and Grounds Committee this month.

Bill Kennedy has prepared bid specifications for fire/smoke detection for the attic and steeple area of the court house. He anticipates that project will run between \$5000.00 and \$6000.00. The recommendation from the Highway, Building and Grounds Committee was to recommend the project go out for bid with the cost coming from capital improvement.

Motion by Linda Curtin and second by Tim Carlson to recommend to the full Board to accept bids for a fire/smoke detection system using the bid specifications developed by Bill Kennedy with the cost of the project coming from capital improvement. A roll call vote polled all ayes. Motion carried.

OTHER MATTERS

Representatives from Dimond Brothers Insurance presented initial insurance renewal numbers and discussed other possible options. They are continuing to work on firm numbers and are hopeful to receive those in the next two weeks.

Motion by Tim Carlson and second by Linda Curtin to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
04/12/2023

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE
May 10, 2023

Present: Venise McWard, Chairman, Tim Carlson, Vicki McMahan
Absent: Linda Curtin
Present Via Phone: Bryan Sharp
Others present: Mike Specha, Bruce Kettelkamp, Cecil Polley, Jim Baker, John McWard, HOPETrust representatives, Dimond Brothers representatives, Dr. Chad Anderson, Lucas Domonousky, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, May 10, 2023 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 McMahan and second 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

There were no public comments.

HEALTH/VISION/DENTAL INSURANCE 2023/2024 RATES

Dimond Brothers representatives presented various renewal rates for renewal year beginning July 1st through June 30, 2024. The current carrier BCBS initially came in at 16.67% increase coming down to 12.2% increase. IF the county was willing to send an email that they were done “shopping” BCBS would come down additional 1%. Springfield Clinic is will out of network with BCBS. Health Alliance come in at a 0.08% decrease with Springfield Clinic being in network. With Health Alliance a HRA administrator change would be required. Renewal rates with Health Alliance historically, per representatives, tend to fluctuate more than BCBS or UnitedHealth Care. UnitedHealth Care was a 7.4% increase with Springfield Clinic being in network and provides a nationwide network versus the extended network with Health Alliance. UnitedHealth care administers the HRA in house saving administration costs. Two (2) self-funded options were explored but not recommended by Dimond representatives. Dimond Brothers also looked into high deductible HSA qualifying plans which were not viable at this time.

HOPETrust presented information regarding their group and plan options. HOPETrust offers a traditional major medical plan similar to what the employees currently have. This plan offers no office visit co-pays, seamless HRA administration and under the unique preferred network it offers no out-of-pocket cost for care. HOPETrust offers additional option qualified high-deductible plans using Health Savings Accounts (HSA). The rates provided carry an 18 month guarantee with firm renewal annually in August of each year.

Motion by Ken Franklin and second by Vicki McMahon to recommend to the full Board to change health insurance carriers to UnitedHealth Care with Dimond Brothers for health insurance year effective July 1, 2023 through June 30, 2024 and allow Chairman Sharp to execute the agreements. Roll call vote polled 3 nays and 1 aye. Motion failed.

Motion by Vicki McMahon and second by Tim Carlson to recommend to the full Board to change to the HOPETrust plan options for the period of July 1, 2023 through December 31, 2024 with the County funding the HSA option at \$750.00 every six (6) months for employees who enroll in that option and allow Chairman Sharp to execute the agreements. Roll call vote polled 3 ayes and 1 nay. Motion carried.

DISCUSSION PERTAINING TO STATES ATTORNEY HIRING INTERIM ATTORNEY

States Attorney plans to bring in a summer college interim compensating her for mileage expenses of \$3,000.00 and a high school student as there is an employee in his department that will be going out on maternity leave this summer also compensating her \$3,000.00 both out of the attorney salary line item in the budget. Committee Chairperson Venise McWard felt no motions were needed.

EVALUATE COSTS ASSOCIATED WITH HOUSING FEDERAL INMATES

The committee discussed in length the cost(s) breakdown on federal inmates as provided by Sheriff Kettelkamp. Determining the direct and indirect costs of housing federal inmates is difficult to determine.

REFERRALS

The committee reviewed 5 referrals coming from Highway, Building, and Grounds and/or Executive/Personnel committees this month.

Engineering Agreement for County Highway Building Electrical Upgrade Project

The Highway, Building and Grounds Committee made a motion to approve \$18,700.00 for engineering fees to update bid documents for the wiring project at the Highway Department. Estimated total project cost is anticipated to be approximately \$400,000.00 for 2 buildings. 100% of the project cost for the back shed and 80% of the project cost for the office building will come from MFT. The cost for the engineering fees to update the bid documents would come from building maintenance fund from Highway Department.

Motion by Venise McWard and second by Vicki McMahon to recommend to the full Board approval of the agreement with Berners-Schober Associates, INC. in the amount of \$18,700.00 and to authorize Chairman Sharp to execute the agreement. Roll call vote polled all ayes. Motion carried.

Disconnecting Cell Phone – Animal Control

The Highway, Building and Grounds Committee referred the matter of disconnecting an unused cell phone line with a current \$61.00 monthly fee to the Finance Committee.

Motion by Vicki McMahon and second by Tim Carlson to recommend the Animal Control Director have an unused cell phone disconnected saving a \$61.00 monthly charge. Roll call vote polled all ayes. Motion carried.

Committee Chairperson McWard commented that she felt the department head could have discontinued this cost on their own but appreciated it being brought before the committee.

ARPA Request for an elevator for the Autistic Movement Project

The motion to approve the recommendation cost of up to \$200,000.00 for an elevator for the Autistic Movement Project location subject to final ARPA allocation plan was moved from Highway, Building and Grounds to Executive/Personnel who referred the matter to Finance.

Motion by Vicki McMahon and second by Tim Carlson to recommend approval by the full Board of up to \$200,000.00 for an elevator for the Autistic Movement Project subject to final ARPA allocation plans. Roll call vote polled all ayes. Motion carried.

Purchase of former Christian County Mental Health Building

A motion to approve the purchase of the former Christian County Mental Health Building potentially with the use of ARPA funds subject to inspection was forwarded to Finance from both the Highway, Building and Grounds and Executive/Personnel committees.

Motion by Vicki McMahon and second by Tim Carlson to recommend to the full Board to purchase the former Christian County Mental Health Building, subject to inspection, potentially using up to \$350,000.00 of ARPA funds. A roll call vote polled all ayes. Motion carried.

Historical Society Project

A motion to approve the bid from Schrock for \$60,324.00 for the project to protect the historic home located on the Christian County Historical grounds was referred to Finance.

Motion by Ken Franklin and second by Tim Carlson to recommend to the full Board to approve bid provided by Schrock for \$60,324.00 subject to final ARPA allocation plans. A roll call vote polled all ayes. Motion carried.

OTHER MATTERS

None

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

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
05/10/2023

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

June 14, 2023

Present: Venise McWard, Chairman, Tim Carlson, Linda Curtin
Absent: Vicki McMahan
Others present: Cindy Drea, Bryan Sharp, Betty Asmussen, Lucas Domonousky, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, June 14, 2023 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 Venise McWard and second 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

There were no public comments.

VCVA GRANT

Cindy Drea from the States Attorney's office explained applying and awards for the Violent Crime Victims Assistance Act (VCVA) grant that funds a portion of her salary. The County has applied for and has continued to receive this grant since 1997. This year she is very pleased to announce the County's award is a \$5000.00 increase in that portion of her salary. Appropriation of the funds must begin effective July 1, 2023. Cindy noted she is very proud of the program she administers here at the County indicating other counties have asked her to share contents of the program packet she has developed.

2022 WC AUDIT

Elizabeth Hile advised that the worker's compensation audit for FY 2022 was recently completed and even with the increased wages as a result of the ARPA bonuses that were subject to worker's compensation premiums, the additional premium owed was \$442.00.

FY 2024 BUDGET HEARINGS AND DATE(S) TO BE SET

Bellwether will be meeting with departments at the end of June beginning of July in regard to budgets. The Finance Committee will begin budget hearings in August. The meetings dates established for August are August 9th, 2023; August 16, 2023; and August 22, 2023 with the meetings beginning at 5:30 p.m.

REFERRALS

There were no referrals.

OTHER MATTERS

None

Motion by Tim Carlson and second by Ken Franklin to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
06/14/2023

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

July 12, 2023

Present: Venise McWard, Chairman, Tim Carlson, Linda Curtin, Vicki McMahan
Absent: None
Others present: Bryan Sharp, Betty Asmussen, Rich Hooper, Lucas Domonousky, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, July 12, 2023 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 McMahan and second 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

There were no public comments.

ANNUAL AUDIT PRESENTATION

Rich Hooper, Lively, Mathias, Hooper & Noblet, presented the County's annual audit for FY2022 and highlighted the Overview Audit Report. The numbers shown in the report are the same numbers seen in monthly reports provided by County Treasurer Asmussen as there were no adjustments or changes. Revenue was better than expected with expenditures being below projected. He noted it was a good audit and the process went well. He complimented County Treasurer Asmussen on a job well done noting the care and dedication she demonstrates. He also complimented the County office holders and department heads for diligence on adhering to budgets.

A question was asked regarding a good number to have in reserve should it be needed to continue operations. Rich felt a year to two years of reserves on hand would be a reasonable number.

CHILD ADVOCACY CENTER AGREEMENT AND RELATED COSTS

The committee discussed where the fees would be paid from for the cost of services in accordance with an Intergovernmental Cooperation Agreement presented to the County related to child advocacy center service expenses provided by Sangamon County. The cost would be \$500 per case.

Treasurer Asmussen noted a new expense line item could be created for the current States Attorney budget and for the FY2024 States Attorney budget providing a budgetary number.

Motion by Ken Franklin and seconded by Vicki McMahan to recommend to the full Board to authorize Treasurer Asmussen to add a new expense line item to the current States Attorney budget for the expenses related to the Child Advocacy Center services. Roll call vote polled all ayes. Motion carried.

REVIEW OF POLICY/REQUIREMENTS FOR USE OF THE COURT HOUSE LAWN

Chairman Sharp provided information regarding various situations that have occurred after permission is received to use the court house lawn and inquired if there shouldn't be some sort of check list of items to ask when considering approval for the use of the lawn. Additionally, a few situations have occurred where permission was not received and he was contacted at the last minute. While the Chairman could contact Board members for opinions before he moves forward, he would prefer the matter come before committee or county board. A comment was made that it was out of line to have an approval process.

REFERRALS

There were two (2) referrals from the Highway, Building and Grounds committee.

1. Smoke/Fire Detection – This project was advertised for bid without receipt of any bids. Mr. Kennedy advised the Highway, Building and Ground members that he was aware of one (1) estimate that was coming. The motion that came out of Highway, Building and Grounds was that if an estimate was received in time for the Finance, Audit Committee, that the estimate be referred to them for recommendation. An estimate was provided to committee members from Young's Security Systems, Inc. in the amount of \$7,512.00.

Motion by Vicki McMahon and second by Linda Curtin to recommend to the full Board to approve the estimate of \$7,512.00 for a smoke/fire detection system in the attic of the court house with the cost to be paid from Capital Improvement. A roll call vote polled all ayes. Motion carried.

2. The committee reviewed an estimate from Two Brothers for removal of the current boiler and to set in place the new boiler at a cost estimate of \$8,000.00.

Motion by Ken Franklin and second by Tim Carlson to recommend to the full Board to approve the cost estimate of \$8,000.00 from Two Brothers for the removal of the current boiler and to set in place the new boiler with the cost to be paid from Capital Improvement. A roll call vote polled all ayes. Motion carried.

OTHER MATTERS

None

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

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
07/12/2023

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

August 9, 2023

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Vicki McMahon
Absent: Tim Carlson
Others present: Bryan Sharp, Shawn Hammers, Jeff Stoner, Kim Curl, Ron Brown, Cliff Frye, Julie Mayer, John McWard, Dr. Chad Anderson, Lucas Domonousky, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, August 9, 2023 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 Linda Curtin and second by Ken Franklin 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.

MOVING FUNDS FROM GENERAL FUND TO CAPITAL IMPROVEMENTS

Committee Chair McWard advised the Treasurer is on vacation and she was not able to have a discussion with her regarding her opinion on the dollar amount she would recommend moving from the General Fund to Capital Improvements. Venise asked the committee members if they had any thoughts. Chairman Sharp suggested \$500,000 but due to a referral coming to the committee tonight and the overall budget process, the committee may want to discuss further next month. It was the consensus of the committee to table to the September meeting.

BUDGET HEARINGS

The committee heard budget presentations from Solid Waste, ESDA, 911, Building/Grounds, Highway, Circuit Clerk, States Attorney and Health Department for FY 2024.

Each department highlighted increases and decreases from their respective budgets for consideration. The highlighted items included:

- Solid Waste a part time educator;
- ESDA Hyper-reach costs and community reimbursement as well as an UTV request;
- States Attorney's salary requests for Assistant States Attorneys, salary increase for incoming Office Manager and additional salary costs for an individual to assist with FOIA for a brief time period;
- Health Department – preliminary budget not yet approved by the Health Board and a line item amount that the County would need to support of \$2,000 for nuisance violation enforcement as no grants would cover related expenses for personnel.

REFERRALS

There was one (1) referral from the Highway, Building and Grounds committee related to the bids for the HVAC and window replacement projects. Chairman Sharp reviewed the project bids resulting in \$750,000 over original estimated costs and above the ARPA funds appropriated to date. The referral to the committee was to address the need for additional costs to properly complete the projects.

HVAC

In February of 2022 the engineers estimate for the HVAC system was \$525,000. The only bid received was for \$975,290 from Henson Robinson. There was one area, remove chases specified that would reduce the bid by \$160,000 bringing the cost to \$815,290. The ARPA ordinance for this project was \$588,000 which included a 1% engineering fee.

Windows

The original engineers estimate was \$445,500, without asbestos removal. The only bid received was for \$1,048,000 from Morrisey Construction, Godfrey IL. This does include the asbestos removal. The engineers caught an error Pella made in the specified window units totaling approximately \$100,000 with the exact amount to be determined by Pella. Deduction of this error brings the project to \$948,000.00. The ARPA Ordinance for the window project was for \$482,640 which included 8% engineering fee and a \$1500 fee for asbestos testing.

The committee discussed the additional appropriated ARPA funds for court house projects totaling approximately \$464,830. Chairman McWard noted caution in considering the use of all remaining appropriated money for the HVAC and window project overage at this time but discussed possibly considering the use of \$250,000. The committee could consider the \$500,000 balance to be moved from the General Fund to Capital Improvement but felt input from the Treasurer was necessary.

Motion by Venise McWard and second by Vickie McMahon to table this referral to the August 16, 2023 Finance Committee agenda. All members were in favor. Motion carried.

OTHER MATTERS

Venise updated that committee regarding information received from Laura Cooper reference the GPS monitoring costs. During budget hearings last year, Laura was anticipating the GPS monitoring would be assumed by the State in January of 2023 resulting in no further costs to the County. Those costs have continued, however, Laura did confirm that August will hopefully be the last bill for GPS monitoring with the State taking it over at that time.

Chairman Sharp reminded the committee of the various locations where information is available noting there should not be any reason a member is not informed. He additionally highlighted an email from Treasurer Asmussen about ARPA funds and her opinion that once those funds have been approved there is not further need to present to any committee. Final comments from Chairman Sharp were in reference to review of the CB Rules by the new Assistant States Attorney Mary Barry. Mary just came on to the County and based on the work she has been assigned, she will get to review of the rules but to please be patient.

Motion by Ken Franklin and second by Linda Curtin to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
08/09/2023

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

August 16, 2023

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin, Vicki McMahon
Absent: Tim Carlson
Others present: Betty Asmussen, Christy Moore, Mike Specha, Jodie Badman, Dwanna Kelmel, Blake Tarr, Amy Winans, Amanda Cole and Lucas Domonousky.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, August 16, 2023 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

There were no public comments.

BUDGET HEARINGS

The committee heard budget presentations from Coroner, Animal Control, County Clerk, U of I Extension Levy and Zoning for FY 2024.

Each department highlighted increases and decreases from their respective budgets for consideration. The highlighted items included:

- Coroner the need for a Chief Deputy.
- Animal Control stated that the cost of janitorial supplies and animal food will be going up as the nonprofit that funded these items was dissolving.
- County Clerk – there will be two elections to fund in FY24.
- Zoning – Added a new line item for Court Reporter, increased postage.
- U of I Extension Levy stayed the same as FY23.

REFERRALS

Discussion was had referencing a referral from the Highway, Building and Grounds committee from the August 7, 2023 meeting regarding the bids received for the HVAC and window replacement projects that were over the original bid amount.

Ken Franklin made a motion, second by Vicki McMahon, to recommend to the full Board to use the previously allotted ARPA funds for the HVAC (\$588,000.00) and the window replacement (\$482,640.00) projects with the remaining balance from each project to come from the FY24 Budget. A roll call vote polled all ayes. Motion carried.

OTHER MATTERS

Mike Specha spoke to the committee regarding a possible need in the future for a policy on how to handle reserved funds.

Motion by Ken Franklin and second by Linda Curtin to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
08/09/2023

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

August 22, 2023

Present: Venise McWard, Chairman, Ken Franklin, Vicki McMahan
Absent: Tim Carlson, Linda Curtin
Others present: Bryan Sharp, Jim Baker, Betty Asmussen, Chad Coady, Jennifer Verardi, Tiffany Senger, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Tuesday, August 22, 2023 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

There were no public comments.

BUDGET HEARINGS

The committee heard budget presentations from Assessor, Sheriff, County Board, Office "0", Public Defender, and Senior Citizens. Additional budgets presented to committee members were for the Circuit Court Judge and Probation for FY 2024.

Each department highlighted increases and decreases from their respective budgets for consideration. The highlighted items included:

- Salary increases for non bargaining staff
- Sheriff's office – 2 new vehicles and additional staffing. Payment of medical for inmates
- Public Defender discussion about records storage and possible need to include funds for renting storage
- County Board and Office "0" discussion regarding staffing and inclusion of funds in the overall FY24 budget for property and improvements

OTHER MATTERS

Chairman Sharp noted there may be a need for a Special County Board meeting to award the window and HVAC projects.

Reminder that will be some salary ordinances for upcoming elections that will need to be addressed.

Motion by Ken Franklin and second by Vicki McMahan to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
08/22/2023

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

September 13, 2023

Present: Venise McWard, Chairman, Tim Carlson, Linda Curtin, Vicki McMahon
Via Phone: Ken Franklin
Absent: None
Others via Phone: Bryan Sharp
Other Present: Mary Barry, Betty Asmussen, Jeff Stoner, Tiffany Senger, Lucas Domonousky, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, September 13, 2023 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 second by Linda Curtin 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.

MOVING FUNDS FROM GENERAL OBLIGATION FUND TO CAPITAL IMPROVEMENTS

Treasurer Asmussen stated funds are needed to replenish the Capital Improvement Fund and to cover renovations of county offices.

Motion by Venise McWard and second by Vicki McMahon to recommend to the full Board to approve the transfer of \$650,000.00 from the General Obligation Fund to Capital Improvement for the FY24 budget. A roll call vote polled all ayes. Motion carried.

SALE OF DELINQUENT TAX PROPERTIES

Treasurer Asmussen provided copies of resolutions for the recent sealed bid sale of delinquent tax properties. She recommended one (1) motion to include all resolutions.

Motion by Linda Curtin and second by Vicki McMahon to recommend to the full Board to adopt Resolutions R2023 TR 010 through R2023 TR 037 for the sealed bid sale of delinquent tax properties. A roll call vote polled all ayes. Motion carried.

BUDGET HEARINGS

The committee reviewed all budgets with the exception of non-bargaining salaries which will be reviewed at a future meeting.

The committee directed County Treasurer Asmussen to make the following budget changes:

ESDA – reduce Vehicle Expense to \$15,000.00; reduce Communication to \$5,000.00

Coroner – remove \$20,000.00 for a new Chief Deputy position. The reason was because the current Coroner isn't running for re-election and it was felt future Coroners should make that determination.

Animal Control – reduce Training back to \$2,000.00

Sheriff – reduce by the salary for new roster on salary budget; court security was submitted at \$18.00 per hour – increase to \$19.00; other areas within the budget will need revisited

Office Zero – increase Website expense to \$5,000.00 to include estimate to update the County's current website; add \$6,000.00 for Bellwether expenses; Treasurer advised there are other areas within the budget will need updated such as liability insurance, etc.

PD – committee discussed information the Treasurer received from the Chief Judge in regard to funding that will be available for PD services that with supplement county funding. The funds that will be available will be required to be in a separate account for use only for PD services. The Act which provides for this is very vague. Tiffany Senger advised that Judge Brad Paisley is more versed on what the county might expect in funding but much is still unknown. Tiffany noted the funding appears to be based on population and poverty level. It is felt the county may receive roughly \$95,000.00.

At the next meeting the committee anticipates revisiting Zoning, Sheriff, transfers from General Fund Reserve for items such as overage on projects (HVAC, windows) property, property improvements, etc., Office Zero if updates are available, other outstanding issues, if any and non-bargaining salaries.

The next Finance Committee meeting will be scheduled for Monday, October 2, 2023 at 5:30 p.m. and the normal monthly meeting on October 11, 2023 will begin at 5:30 p.m. instead of 6:30 p.m.

REFERRALS

Chairman McWard reviewed the referrals from Highway, Building and Grounds. The 1st referral was related to new carpet in the former ROE room. It is hopeful that a 3rd bid will be received before the full Board meeting on September 19th but where the expense would come from was referred to Finance.

Motion by Venise McWard and second by Linda Curtin to recommend to the full Board to use Court House Maintenance expense line item for the cost of new carpet in the former ROE office with a limit of up to \$4,000.00. A roll call vote polled all ayes. Motion carried.

The 2nd referral was related to records storage expense for the PD Office for the remainder of FY23. Chief Public Defender Tiffany Senger was present and advised that for the short time remaining in FY23 that her office budget could support the \$120.00 per month fee. This cost will be added to FY24 budget for the PD's Office.

OTHER MATTERS

None

Motion by Tim Carlson and second by Linda Curtin to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
09/13/2023

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

October 11, 2023

Present: Venise McWard, Chairman, Tim Carlson, Linda Curtin, Vicki McMahon, Ken Franklin
Absent: None
Others via Phone: Bryan Sharp
Other Present: Mary Barry, Betty Asmussen, Cliff Frye, Blake Tarr, Chad Coady, Jim Baker, Kim Curl, CTI representatives, Lucas Domonousky, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, October 11, 2023 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 second by Linda Curtin to recommend to the full Board to approve the claims presented for October. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

County Engineer Cliff Frye highlighted duties of his Office Manager and projects she has initiated that have improved the office. He spoke in support of his proposed wage increase for FY 2024 for the committee's consideration.

CTI PRESENTATION

Lindsey Davis from CTI highlighted the recent acquisition of CTI by Joink and benefits that merge provides. She noted over the last 3 years CTI has provided the County on average 96 hours monthly of support as well as daily monitoring of internal network system as well as upgrade of the county's IT infrastructure.

The approximate costs for the current annual service contract combined with current additional software costs are approximately \$83,300.00 annually.

CTI is moving to a new managed services contract which is structured with a per user and per server cost. The County's current user count is at 120 and after the completion of the final server migrations, there will be 10 servers. The total user count will vary from month to month as staff come and go. The total annual cost based on a rate of \$79 per month per user and \$199 per month per server is the approximate annual cost of \$137,640.00. Email billing is separate from the managed services contract.

Various questions were asked about training, etc. as well as issues currently being experienced at the Sheriff's office/911 mainly in conjunction with the Motorola system. CTI noted they are not always in the loop with what is happening with Motorola and that it is a very complex system.

Motion by Ken Franklin and second by Vicki McMahon to table the CTI contract. All members were in favor. Motion carried.

STAFFING GRANT

Chief Deputy Jim Baker reviewed his original staffing request for an additional deputy for FY 2024 to ensure there were no misconceptions as he was unable to attend last month's budget meeting when the staffing portion of the budget was reviewed.

Last FY funding was put into the budget to provide for one additional deputy provided a grant was received. That grant process has been extended so if that grant were to be received in the upcoming FY there wouldn't be any budget numbers to support it. Additionally Jim provided a worksheet which highlighted adding an additional

office how it would impact reduction of overtime. His goal in adding additional staff was to provide coverage for the county, coverage when agencies are short and to reduce back to back overtime shifts for current deputies.

BUDGET HEARINGS

Betty advised she has a list of items related to the budget to review and a noted a few department heads were present to discuss additional budget changes for their departments.

Blake Tarr spoke on the Zoning budget advising the largest change is the addition of a line item for professional services. Due to changes on renewable energy there is a foreseeable need to hire professionals in areas such as geologists, structural engineers, and/or attorneys to name of few to review projects and/or project documents. These costs would be offset with permitting fee changes.

Betty highlighted discussions with Bellwether related to these fees and expenses advising she has input \$80,000 as possible revenue on renewable energy. The committee had no issue with this revenue projection number.

Chad Coady, Supervisor of Assessment advised that he would like to increase his salary recommendation for his GIS Coordinator to be closer to the pay scale for a chief deputy. While he recognizes she is not a chief deputy, she does perform similar duties and could test to obtain the required certifications to be the Assessor should something occur where he was unable to fulfill the obligations of his position.

Betty reviewed items in various budgets as follows.

Sheriff – \$14,000.00 line item for a janitor. At one point there was a MOU with the Union allowing for a part time janitor. There is no current MOU nor has there been a part time janitor for well over a year. It was the consensus of the committee to leave the budgeted amount in the line item.

Office Zero was reviewed based on direction the Treasurer was given last month. Additionally it was noted worker's comp and property liability renewal rates are not in yet and the numbers will be updated once that information has been received. Open issue is CTI contract.

Capital Improvement - Treasurer Asmussen advised she met with Maintenance Supervisor Ron Brown regarding upcoming projects, renovations, etc. She reviewed the expenditures noted for the transfer from the General Obligation Fund to Capital Improvement as previously directed, and budgeted expenditures for renovations, repairs and miscellaneous with the removal of boiler and air conditioning line items as those projects will be completed and funding is appropriated through ARPA and Office Zero. The committee had no issues with the numbers presented by the Treasurer.

ARPA – Betty highlighted the investment interest of \$149,138.02 which will go back into the general fund. She also noted projects that had remaining expenditures available that are not needed as projects are completed as well as the need to rescind ordinances.

Treasurer Asmussen said the matter of the purchase/reimbursement of the current LSW building which was paid for by tipping fees is something that could need to be included in this FY budget. Question of who will be paying for the LSW building and at what cost was noted.

ROE budget was received today and presented to the committee. The committee would like more information on how the percentages are obtained as the consensus was Christian County's percentage seems high in comparison to other counties.

Probation – There are revenue and expense changes that the Treasurer has made in regard to the State taking over the electronic monitoring.

Levy – Bellwether is working on the levy and will have that soon.

Public Defender – As a follow up to last month’s discussion on the new funding the PD’s office will receive in the amount of \$92,000, a special fund has been established. The committee will not see claims for this fund as the Chief Judge approves those.

Outstanding items are non-bargaining salaries and the budget item depending on the amount to determine to purchase/reimburse the current LSW building for use by the Sheriff’s office.

A written note from the Chairman of the 708 Mental Health Board was discussed. The Treasurer advised those items would be approved by the 708 Board.

Motion by Vicki McMahon and second 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 McMahon, Linda Curtin, Betty Asmussen, Mary Barry, Liz Hile and via phone Bryan Sharp and such other person or persons as the Chairperson or Committee may decide during this meeting and/or during such closed session. Roll call voted polled all ayes. Motion carried.

The Finance Committee moved into Closed Session at 7:20 p.m.

The Finance Committee moved back to Open Session at 9:25 p.m. Roll call polled Venise McWard, Tim Carlson, Ken Franklin, Vicki McMahon and Linda Curtin were all present.

The next Finance Committee meeting will be scheduled for Thursday, October 19, 2023 at 5:30 p.m.

REFERRALS FROM OTHER COMMITTEES

None

OTHER MATTERS

Chairman Sharp provided a brief update on a conference call he participated in reference the Ameren Site location near Manner’s Park. Everything has at this point has been referred to the EPA. He also highlighted a document regarding consulting services to alter the current Enterprise Zone noting that he felt more discussions need to occur before further decisions are made. While he is the co-administrator of the Enterprise Zone and he probably doesn’t have to bring anything back to the Board for a vote, he will be bringing this matter back to the Board for a vote when appropriate.

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

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
10/11/2023

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

October 18, 2023

Present: Venise McWard, Chairman, Tim Carlson, Linda Curtin, Vicki McMahon, Ken Franklin
Absent: None
Other Present: Bryan Sharp, Mary Barry, Betty Asmussen, Chad Coady, John McWard, Cindy Drea, Jim Baker, Lindsey Davis, Bobbie Dean, Lucas Domonousky, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, October 18, 2023 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

Finalizing Departmental Budgets

The committee continued working through finalizing departmental budgets.

Discussion included CTI contract. Members asked questions related to open tickets, tickets per department per year and response time as well as number of CTI staff that serve the county departments. Lindsey from CTI advised not all work orders currently are done but the ticket system therefore, any information provided wouldn't be totally accurate. She reviewed the response time and staffing on our account. Lindsey also noted that contracts for all clients going forward will be a per user per server cost.

Salaries for Assistant States Attorneys. States Attorney McWard spoke on behalf of his request for salaries for a 1st and 2nd full time Assistant States Attorney. He also discussed the duties of the Victim Advocate Coordinator combined with need for a part time FOIA Officer. The Treasurer and committee reinforced that salaries are set by the committee per position and not as a total lump sum.

LSW Building. Committee discussed considering adding money to the budget for the acquisition of the current LSW building by the Sheriff's office.

Additional Staffing – Sheriff's Office. Chief Deputy Baker provided clarification on his request for one (1) additional staffing that at the last meeting was removed from the budget. He also noted that the difference of opinion on the commissary fund has been resolved and the funds will be migrating into the Treasurer's office by January and the committee will start to see that in reports.

Betty highlighted briefly interest earned on investments. She also indicated that while there are still some hard numbers needed, by statute, she is required to place a copy of the budget on file with the County Clerk by or on November 1st.

Motion by Vicki McMahon and second 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 McMahon, Linda Curtin, Betty Asmussen, Bryan Sharp, Mary Barry, Liz Hile and such other person or persons as the Chairperson or Committee may decide during this meeting and/or during such closed session. Roll call voted polled all ayes. Motion carried.

The Finance Committee moved into Closed Session at 6:50 p.m.

The Finance Committee moved back to Open Session at 7:17 p.m. Roll call polled Venise McWard, Tim Carlson, Ken Franklin, Vicki McMahon and Linda Curtin were all present.

Motion by Vicki McMahon and second by Linda Curtin to approve all non-bargaining salaries. A roll call vote polled all ayes. Motion carried.

Motion by Vicki McMahon and second by Ken Franklin to direct Treasurer Asmussen to make the following adjustments in the FY24 budget. (1) Add the new employee back in the Sheriff's office. (2) Update the WC, unemployment, property, auto and liability insurance and IT contract amounts. (3) Update in the States Attorney's budget an opioid settlement line item. (4) Change interest on revenue account in the General Fund. (5) Updating the federal equitable local sharing and (6) Update the levy. A roll call vote polled all ayes. Motion carried.

Treasurer Asmussen addressed questions from the committee related to the budget and reviewed the FY 2024 Budget document with the committee that are numbers prior to the direction to make changes approved tonight.

Motion by Venise McWard and second by Linda Curtin to direct Treasurer Asmussen to put the budget on file with the County Clerk on or by November 1, 2023. A roll call vote polled all ayes. Motion carried.

OTHER MATTERS

None

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

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
10/18/2023

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

November 15, 2023

Present: Venise McWard, Chairman, Tim Carlson, Linda Curtin, Vicki McMahon, Ken Franklin
Absent: None
Other Present: Bryan Sharp, Mary Barry, Betty Asmussen, Dan McNeely, Lindsey Davis, Bobbie Dean, Jim Baker, Bellwether representatives, Shawn Hammers, Lucas Domonousky, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, November 15, 2023 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

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

PUBLIC COMMENTS

None

INSURANCE RENEWALS

Dan McNeely with Dimond Brothers Insurance reviewed the renewal quotes for property, liability, auto and unemployment insurance as well as workers compensation.

The cost for property, liability, auto insurance is coming in at a 17% increase due to claims experience this year. Dan reviewed options the County could consider related to increasing deductibles and umbrella limits. The worker's compensation increase was an approximate 10% increased largely in part due to increased wages. The safety grant award the county will receive for FY24 is \$5,926.00. A \$2,477.00 increase over last year.

Motion by Ken Franklin and second by Vicki McMahon to recommend to the full Board to approve the property, liability, auto and unemployment insurance renewal quote provided by Dimond Brothers with the optional package quote of amending the property deductible to \$10,000.00. A roll call vote polled all ayes. Motion carried.

Motion by Linda Curtin and second by Vicki McMahon to recommend to the full Board to approve the worker's compensation renewal quote provided by Dimond Brothers. A roll call vote polled all ayes. Motion carried.

CTI CONTRACT

Chairperson McWard asked CTI to followup on her questions from last month regarding tracking tickets. CTI advised going forward the ticket history will be more defined and recorded by department. The contract is a one (1) year contract with a per person per server monthly fee structure.

Motion by Vicki McMahon and second by Venise McWard to recommend to the full Board to approve the IT contract with CTI with an update after six (6) months. A roll call vote polled all ayes. Motion carried.

Motion by Vicki McMahon and second by Ken Franklin 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 McMahon, Linda Curtin,

Betty Asmussen, Bryan Sharp, Mary Barry, Liz Hile and other person or persons as the Chairperson or Committee may decide during this meeting and/or during such closed session. Roll call voted polled all ayes. Motion carried.

The Finance Committee moved into Closed Session at 6:20 p.m.

The Finance Committee moved back to Open Session at 6:48 p.m. Roll call polled Venise McWard, Tim Carlson, Ken Franklin, Vicki McMahan and Linda Curtin were all present.

CIRCUIT COURT JUDGE BUDGET, SHERIFF'S DEPARTMENT BUDGET INCLUDING SALARIES AND STATES ATTORNEY'S OFFICE BUDGET

Treasurer Asmussen did not feel there needed to be any change in the Circuit Court Judge budget based on the email received on increased rates for conflict public defenders. The increase wasn't that much and she feels cost of these services should be eligible for payment from the new public defender funding.

The committee discussed the deficit in the inmate medical fund and recommendations to resolve the matter.

Motion by Venise McWard and second by Vicki McMahan to direct Treasurer Asmussen to pay \$77,803.83 from the contingency fund to inmate medical. A roll call vote polled all ayes. Motion carried.

The committee discussed the addition of a new communication line item of \$10,000.00 in the Sheriff's Department FY24 budget. This is the cost for portal radio services that was previously provided by a donor. As part of the discussion, the committee reviewed FY 23 budget versus actual expenses in the equipment operation line item as there was approximately \$10,000 of unused funds remaining.

Motion by Venise McWard and second by Vicki McMahan to direct Treasurer Asmussen to add a new communication line item for \$10,000.00 and reduce the equipment operation line item from \$30,000.00 to \$20,000.00 in the FY24 Sheriff's Office budget. A roll call vote polled all ayes. Motion carried.

Christian County's Sheriff's App

Chairman McWard asked for confirmation that there is no cost for the Sheriff's app or the need for a separate line item.

REVIEW AND SET SALARY – LOCAL SOLID WASTE DIRECTOR AND ZONING DIRECTOR

Motion by Vicki McMahan and second by Linda Curtin to approve the salary for the LSW Director and Zoning Director from \$62,000.00 to \$65,000.00 for each position. A roll call vote polled all ayes. Motion carried.

Treasurer Asmussen advised the committee there was an issue on the levy with IMRF and Bellwether representatives are working on correcting and numbers will be updated.

Motion by Vicki McMahan and second by Tim Carlson 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, Betty Asmussen, Mary Barry, Bryan Sharp, Liz Hile and such other person or persons as the Chairperson or Committee may decide during this meeting and/or during such closed session. Roll call voted polled all ayes. Motion carried.

The Finance Committee moved into Closed Session at 7:12 p.m.

The Finance Committee moved back to Open Session at 7:26 p.m. Roll call polled Venise McWard, Tim Carlson, Ken Franklin, Vicki McMahan and Linda Curtin were all present.

MOTION FOR RECOMMENDATION OF THE FY 24 BUDGET

Motion by Ken Franklin and second by Vicki McMahon to recommend to the full Board to approve the Annual Budget and Appropriation 2023 – 2024 Ordinance O2023 CB 043 with updates as directed. A roll call vote polled all ayes. Motion carried.

TAX LEVY ORDINANCE

Motion by Vicki McMahon and second by Linda Curtin to recommend to the full Board to approve O2023 CB 044, Levy Ordinance for Tax Year 2023 with updated numbers. A roll call vote polled all ayes. Motion carried.

Motion by Venice McWard and second by Linda Curtin to recommend to the full Board to approve O2023 CB 045, Raymond-Harvel Ambulance District Levy Ordinance for Tax Year 2023. A roll call vote polled all ayes. Motion carried.

REFERRALS FROM OTHER COMMITTEES

None

OTHER MATTERS

Treasurer Asmussen spoke in regard to the levy and the 708 Mental Health Board indicating this Board may want to consider finding someone to assist with grants as Bellwether has indicated there is a lot of funding available for those types of services.

Chairman Sharp informed the committee of a report at the Highway, Building and Grounds committee meeting this week from Mr. Bill Kennedy advising of the need to repair a leak before winter in the steeple area of the court house. Bill felt he could secure cost estimates in time for the November 21st County Board meeting. Chairman Sharp will have it on next week's CB agenda.

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

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
11/15/2023

AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

December 13, 2023

Present: Venise McWard, Chairman, Tim Carlson, Linda Curtin, Vicki McMahon, Ken Franklin
Absent: None
Other Present: Bryan Sharp, Mary Barry, Lucas Domonousky, and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, December 13, 2023 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

Motion by Vicki McMahon and second by Linda Curtin to recommend to the full Board to approve the claims presented for December. A roll call vote polled all ayes. Motion carried.

PUBLIC COMMENTS

None

CTI CONTRACT

Chairperson McWard provided the committee with an update from the December 5, 2023 meeting held with CTI representatives. In summary, the County budgeted for an expected contract amount based on what CTI/Joink had provided for next fiscal year only to learn there were additional costs that hadn't been provided. The additional costs are on backup sewer storage at \$450 per month and an unknown gigabyte rate for storage space. The previous contract was extended for the month of December. Assistant States Attorney Mary Barry will reach out to CTI representatives to see if there are any further updates.

REFERRALS FROM OTHER COMMITTEES

There were three (3) referrals from Highway, Building and Grounds this month.

BLH Contract

The negotiated Agreement for Recycling of Surplus Computer and Electronic Equipment with BLH that Shawn Hammers has negotiated reflects a negotiated lower rate spread over the term of the three (3) year agreement over the original proposed agreement. This matter was referred for full Board recommendation.

Motion by Tim Carlson and second by Vicki McMahon to recommend to the full Board to approve the three (3) year Agreement for Recycling of Surplus Computer and Electronic Equipment with BLH and to authorize Chairman Sharp to sign the agreement. A roll call vote polled all ayes. Motion carried.

Carpet Lobby area of Probation

Highway, Building and Grounds committee is recommending approval of the low bid of \$1,953.28 from DeMichiel Floors and More for carpet in the lobby area of Probation Department. This committee has been asked to determine funding line item. At the Highway, Building and Grounds meeting, Ron Brown indicated there was money available for this in maintenance.

Motion by Venise McWard and second by Vicki McMahon to recommend to the full Board to approve the low bid of \$1,953.28 from DeMichiel Floors and More for carpet in the lobby area of the Probation Department with the cost coming from maintenance line item. A roll call vote polled all ayes. Motion carried.

Steeple Repair Estimate

The need for masonry repair on the steeple needs to be done as soon as possible as it is leaking and before winter weather. Highway, Building and Grounds is recommending approval of the funds from the maintenance line item. The estimated cost from Two Brothers Tuck-Pointing is \$4,900.00 and that includes the lift.

Motion by Vicki McMahon and second by Linda Curtin to recommend to the full Board to approve the estimated cost of \$4,900.00 from Two Brothers Tuck-Pointing for steeple repair with the cost coming from the maintenance line item. A roll call vote polled all ayes. Motion carried.

OTHER MATTERS

Liz Hile noted that again this year the County will receive an 80% discount on the UCCI dues. Additionally, for each quarter a County representative is present, \$400 is reimbursed to the County along with mileage.

Chairman Sharp provided information about a meeting with Ameren representatives tomorrow in the County Board room. He additionally discussed a claim turned in from the Public Defender's office for a key pad system that didn't go through the approval process. Bryan spoke with Chief Deputy Baker regarding moving forward with cost options for a key pad system for the entire court house. Chairman Sharp highlighted information which Blake Tarr had provided in his Highway, Building and Grounds meeting report related to upcoming ZBA action items on next week's County Board agenda.

Motion by Vicki McMahon and second by Linda Curtin to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Venise McWard
Finance/Audit/Purchasing/Budget Committee
Chairwoman
12/13/2023