

FINANCE AND AUDIT COMMITTEE
McHenry County Government Center – Administration Building
667 Ware Road
Woodstock IL 60098

MINUTES OF TUESDAY, OCTOBER 23, 2007

Committee Chairman Marc Munaretto called the meeting to order at 9:30 a.m. The following Committee Members were present: Marc Munaretto; Marie Chmiel; John Hammerand; Lyn Orphal; and Daniel Ryan. Tina Hill and Barbara Wheeler arrived at 9:35 a.m. Also in attendance: Ralph Sarbaugh, Associate County Administrator – Finance; John Labaj, Deputy County Administrator; Peter Austin, County Administrator; Cathy Link, Purchasing; Pat McNulty; Health Department; Tom Sullivan, I.T.; Julie Courtney, Workforce Network; interested public; and the press.

Marc Munaretto, Chairman	
Marie M. Chmiel	John Hammerand
Tina Hill	Lyn Orphal
Daniel P. Ryan	Barbara Wheeler

MINUTES

Ms. Orphal made a motion, seconded by Ms. Chmiel, to recommend approval of the October 11, 2007 committee minutes. The minutes were approved as submitted with a unanimous voice vote of all ayes.

PUBLIC COMMENT: None

PRESENTATION: None

Mr. Austin commented that staff had met with KSA yesterday to discuss the Campus Plan Study and work completed to date.

NEW BUSINESS

Resolution authorizing acceptance of the Illinois Department of Commerce and Economic Opportunity Grant 06-676102 an emergency appropriation to the McHenry County Workforce Network FY 06/07 budget: Ms. Orphal made a motion, seconded by Mr. Ryan, to recommend the County Board approve a Resolution authorizing acceptance of the Illinois Department of Commerce and Economic Opportunity Grant 06-676102 an emergency appropriation to the McHenry County Workforce Network FY 06/07 budget. Ms. Courtney provided the new logo for the McHenry County Workforce Center. She noted that the grant will provide funding for new signage for the facility. On a roll call vote, the motion carried with all members present voting aye (Chmiel, Orphal, Hill, Hammerand, Wheeler, Ryan and Munaretto).

Resolution authorizing an emergency appropriation in the amount of \$75,898 in the Health Department's FY 07 budget: Mr. McNulty stated that this additional revenue will be used to help defray some of the cost of some of the remodeling at the new Crystal Lake facility, specifically to add a security system, and to purchase a trailer for the emergency response program. Mr. Ryan made a motion, seconded by Ms. Orphal, to recommend the County Board approve a Resolution authorizing an emergency appropriation in the amount of \$75,898 in the Health Department's FY 07 budget. Ms. Hill stated that the Building Projects Committee had wanted the Health Department to find funds for the Crystal Lake facility, but the Health Department went beyond that request by designating the use of those funds. Mr. Munaretto agreed that it was the role of the Building projects Committee to determine how to spend the funds for the facility. Ms. Chmiel voiced concerns that all costs are still undetermined for the facility including FFE and I.T. issues. Mr. McNulty stated that final costs are being determined including costs associated with commissioning the building. Mr. Munaretto commented that a disconnect in communications does exist but he would not want to punish the Health Department for procuring the grant. Ms. Hill asked that as a courtesy the Building Projects Committee should be kept informed. Mr. McNulty stated that both of the items had been included in supplement budget requests and both received a 2 ranking. He reported that this grant can be spent for any Health Department related items with up to a 50% reimbursement. Ms. Wheeler asked that the Resolution reflect that the funds will be used for the entire facility, not just the animal control area. After further discussion a roll call vote was called. The motion carried with all members present voting aye (Chmiel, Orphal, Hill, Hammerand, Wheeler, Ryan and Munaretto). The secretary was directed to change the Resolution to reflect Ms. Wheeler's comments.

Resolution authorizing an emergency appropriation in the amount of \$8,483 in the Health Department's FY 07 budget: Ms. Hill made a motion, seconded by Mr. Ryan, to recommend the County Board approve a Resolution authorizing an emergency appropriation in the amount of \$8,483 in the Health Department's FY 07 budget. Mr. McNulty stated that these funds will be used to purchase supplies, educational materials, and pay for some

mileage expenses associated with the Family Case management Program. In response to questions, he noted that to his knowledge there are no controversial items/issues with this program. On a roll call vote, the motion carried with all members present voting aye (Chmiel, Orphal, Hill, Hammerand, Wheeler, Ryan and Munaretto).

Four Worker's Compensation Resolutions: Claim #07-3210-06; Claim #06-3210-06; Claim #06-3210-11D; and, Claim #06-8200-01: Ms. Hill made a motion, seconded by Ms. Chmiel to recommend the County Board approve four Worker's Compensation Resolutions: Claim #07-3210-06; Claim #06-3210-06; Claim #06-3210-11D; and, Claim #06-8200-01. It was noted that these items had also been approved by the Human Resources and Management Services Committees. On a roll call vote, the motion carried with all members present voting aye (Wheeler, Hammerand, Ryan, Chmiel, Orphal, Hill and Munaretto).

Resolution authorizing monthly transactions for the Delinquent Tax Program: Ms. Hill made a motion, seconded by Ms. Chmiel, to recommend the County Board approve a Resolution authorizing monthly transactions for the Delinquent Tax Program. On a roll call vote, the motion carried with all members present voting aye (Wheeler, Hammerand, Ryan, Chmiel, Orphal, Hill and Munaretto).

Resolution establishing the guidelines for FY 08 Pay-for-Performance adjustments: Ms. Orphal made a motion, seconded by Ms. Chmiel to recommend the County Board approve a Resolution establishing the guidelines for FY 08 Pay-for-Performance adjustments. Mr. Austin stated that this item had gone through the Human Resources Committee yesterday. The Resolution has a 4% merit amount which is the same as it was last year. He reminded members that the Wage and Salary Study still needs to be completed. Ms. Wheeler suggested that a joint meeting with the Human Resources Committee and the Finance and Audit Committee be scheduled for presentation of the completed Wage and Salary Study. Members agreed and such a meeting will be scheduled at the appropriate time. After a discussion, a roll call vote was called. The motion carried with all members present voting aye (Wheeler, Hammerand, Ryan, Chmiel, Orphal, Hill and Munaretto).

Resolution authorizing approval of the County of McHenry's Property and Casualty Insurance Program for FY 07/08: Ms. Hill made a motion, seconded by Ms. Chmiel, to recommend the County Board approve a Resolution authorizing approval of the County of McHenry's Property and Casualty Insurance Program for FY 07/08. Mr. Labaj reported that the property and casualty insurance costs have increased by .8%. He reviewed changes in coverage, noting that a new category has been created entitled "Limited Physical and Sexual Abuse coverage. He reviewed the current causality costs for Valley-Hi and recommended increasing this coverage to the normal excess limit of \$9,000,000 for an additional premium of \$35,000. He summarized additional changes and recommendations. Members agreed to the recommendations and a roll call vote was called. The motion carried with all members present voting aye (Wheeler, Hammerand, Ryan, Chmiel, Orphal, Hill and Munaretto).

Resolution authorizing a Microsoft Enterprise Agreement: Mr. Ryan made a motion, seconded by Ms. Hill to recommend the County Board approve a Resolution authorizing a Microsoft Enterprise Agreement. Mr. Sullivan reviewed the proposed Resolution which provides for a thirty-eight month contract with Microsoft to license desktop operating system software, office automation software, server operating system, server monitoring, database, email, collaboration and desktop deployment software. After a review and discussion a roll call vote was called. The motion carried with all members present voting aye (Wheeler, Hammerand, Ryan, Chmiel, Orphal, Hill and Munaretto).

2008 Finance and Audit Committee Meeting Dates: Members agreed to keep the same meeting schedule for 2008, meeting on the second and fourth Tuesday of each month at 9:30 a.m.

OLD BUSINESS: None.

REPORTS TO COMMITTEE

Auditor's Report: None.

Contingency Reports: The Statement of Activity – Contingency for the Courts and Related Services Remodeling as of 10/22/07, the General Fund Contingency Account Statement of Activity as of 10/22/07 and the Sales Tax Analysis were distributed and reviewed by members.

Mr. Sarbaugh reported that there is a concern that a couple departments may exceed their budget by the end of the year and adjustments may be necessary. He asked if he could include a Resolution under new and unfinished business on the County Board agenda should this need arise. The Committee directed Mr. Sarbaugh to do so if necessary.

EXECUTIVE SESSION: None.

ADJOURNMENT

Noting no further business, Mr. Hammerand made a motion, seconded by Ms. Orphal, to adjourn the meeting at 10:36 a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR BOARD ACTION:

- Resolution authorizing acceptance of the Illinois Department of Commerce and Economic Opportunity Grant #06-676102 and an emergency appropriation to the McHenry County Workforce Network FY 06/07 budget
- Resolution authorizing an emergency appropriation in the amount of \$75,898 in the Health Department's FY 07 budget
- Resolution authorizing an emergency appropriation in the amount of \$8,483 in the Health Department's FY 07 budget
- Resolutions authorizing Workers' Compensation Claim Settlements
 - A. Claim Number 07-3210-06
 - B. Claim Number 06-3210-04
 - C. Claim Number 06-3210-11D
 - D. Claim Number 07-8200-01
- Resolution authorizing monthly transactions for the Delinquent Tax Program
- Resolution establishing the guidelines for FY 08 Pay-for-Performance adjustments
- Resolution authorizing approval of the County of McHenry's Property and Casualty Insurance program for FY 07/08
- Resolution authorizing a Microsoft Enterprise Agreement

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