

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

MINUTES OF TUESDAY, NOVEMBER 8, 2005

Chairman Munaretto called the meeting to order at 9:48 a.m. The following Committee Members were present: Marc Munaretto, Chairman; Ann Gilman; Don Brewer; John Hammerand; Marie Chmiel; Ann Gilman; and Perry Moy. Ann Kate arrived at 10:40 a.m., after the Management Services Committee adjourned. Also in attendance: John Labaj, Deputy County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Peter Austin, County Administrator; Pat McNulty, Health Department; UnderSheriff Gene Lowery and Rich Weinhandle, Sheriff's Department; Kathy Keefe, Clerk of the Circuit Court; Tom Sullivan, Information Technology; Donald Rahn, Virchow Krause (outside auditors); representatives from the Mental Health Board; interested public; and the press.

Marc Munaretto, Chairman	
Don Brewer	Marie Chmiel
Ann Gilman	John Hammerand
Ann Kate	Perry Moy

MINUTES

Mr. Moy made a motion, seconded by Ms. Chmiel, to approve the Finance and Audit Committee October 25, 2005 minutes. Ms. Chmiel asked that the minutes be amended to change "Ms". Stone to "Mr." Stone, that 90/100 days be changed to 90/120; and add that the employee incentive was to give a pay increase of 2.0%. The minutes were approved as amended with a unanimous voice vote.

PUBLIC PARTICIPATION

None

PRESENTATION

Paperless Board Training: Mr. Sullivan provided a training session for Committee members on how to access the agenda and supporting documents through their laptop computers. During the next six months the Committee will be receiving agendas only through their computers by use of a "jump" stick. This will be a trial period to see how "paperless" agendas will be accepted by the Board. Training sessions will be provided at the next few meetings. Members were reminded to bring their RSA card and laptop computers to the next meeting.

NEW BUSINESS

Discussion with Virchow Krause: Mr. Rahn addressed the Committee and reviewed the timeline for the 2005 audit. The preliminary field work will begin next week with the final field work to be complete in early February, 2006 after which the final document will be published by the end of May, 2006. Mr. Rahn asked that the members contact him if they had any questions regarding the process or if the Committee would like to receive more formal communications. Mr. Rahn explained how the outside auditors work with the Auditor's Department. The Committee raised concerns with recurrent issues raised in the Management Letter. Mr. Rahn noted that with only 22 days left in this fiscal year, the "die has already been cast" for the 2005 report, but noted that this would be an appropriate agenda item and should be part of the Committee's action plan. Chairman Munaretto suggested that the Committee discuss these concerns with the various departments in January, 2006. The Committee thanked Mr. Rahn for his input.

Resolution authorizing acceptance of the Illinois Department of Commerce & Economic Opportunity Grant #05-67102: Mr. Moy made a motion, seconded by Ms. Gilman, to recommend the County Board approve a Resolution authorizing acceptance of the Illinois Department of Commerce & Economic opportunity Grant #05-67102. The motion carried with all members present voting aye on a roll call vote (Chmiel, Hammerand, Moy, Brewer, Gilman and Munaretto).

Chairman Munaretto welcomed the new Director of the Mental Health Board, Sandy Lewis to the Committee meeting.

Resolution authorizing a position change in the Mental Health Department: Mr. Moy made a motion, seconded by Mr. Brewer, to recommend the County Board approve a Resolution authorizing a position change in the

Mental Health Department. The motion carried with all members present voting aye on a roll call vote (Chmiel, Hammerand, Moy, Brewer, Gilman and Munaretto).

Resolution authorizing acceptance of the Child Mental Health Initiative-Family Care Grant, changes to the Mental Health Departmental roster and adjustments to the FY 05-06 Mental Health Board budget: Ms. Gilman made a motion, seconded by Mr. Brewer, to recommend the County Board approve a Resolution authorizing acceptance of the Child Mental Health Initiative-Family Care Grant, changes to the Mental Health Departmental roster and adjustments to the FY 05-06 Mental Health Board budget. It was reported that the Mental Health Board had applied for this grant in 1997 and in 2003 but did not receive the award. They applied again in May of 2005 and were awarded this grant in October. This is a six year nine million dollar grant which will address and focus on youth with serious emotional disturbances. After a discussion, a roll call vote was called. The motion carried with all members present voting aye on a roll call vote (Chmiel, Hammerand, Moy, Brewer, Gilman and Munaretto).

Ms. Kate arrived at 10:45 a.m.

Resolution authorizing membership in the McHenry County Council of Government: Ms. Chmiel made a motion, seconded by Mr. Brewer, to recommend the County Board approve a Resolution authorizing membership in the McHenry County Council of government. Ms. Gilman asked that the Resolution be changed to "local governmental entities" and "resolving" issues...in the third whereas. Mr. Sarbaugh asked if this membership should be included in future fiscal year budgets or if the Committee would like to review this item again next year. Members noted that this is still a trial membership and asked that it be brought back next year for consideration. A roll call vote was called. The motion carried with all members present voting aye on a roll call vote (Chmiel, Hammerand, Moy, Kate, Brewer, Gilman and Munaretto).

Resolution authorizing a garage lease: Mr. Brewer made a motion, seconded by Mr. Moy, to recommend the County Board approve a Resolution authorizing a garage lease agreement. This lease mirrors the previous year's lease and is for garage space for the ESDA Communications Vehicle #52. The motion carried with all members present voting aye on a roll call vote (Chmiel, Hammerand, Moy, Kate, Brewer, Gilman and Munaretto).

Resolution authorizing a bid award for the purchase of a firearms training simulator for the Sheriff's Department: Mr. Brewer made a motion, seconded by Mr. Moy, to recommend the County Board approve a Resolution authorizing a bid award for the purchase of a firearms training simulator for the Sheriff's Department. The current simulator is no longer serviceable and will be given to a local training unit for parts in return for some training sessions. The motion carried with all members present voting aye on a roll call vote (Chmiel, Hammerand, Moy, Kate, Brewer, Gilman and Munaretto).

Resolution authorizing the purchase of a Robot System and a budget line item transfer in the Sheriff's budget: Mr. Brewer made a motion, seconded by Mr. Moy, to recommend the County Board approve a Resolution authorizing the purchase of a Robot System and a budget line item transfer in the Sheriff's budget. The first year funding will be taken out of the Sheriff's food service line item. Included in the Resolution was a request to include in the next year's budget the annual support for the system in the amount of \$1,950. It was noted that this is just a request and was included to keep the County Board aware of this annual expense. The motion carried with all members present voting aye on a roll call vote (Chmiel, Hammerand, Moy, Kate, Brewer, Gilman and Munaretto).

Resolution authorizing the purchase of an evidence barcode system and a budget line item transfer in the Sheriff's budget: Ms. Gilman made a motion, seconded by Mr. Brewer, to recommend the County Board approve a Resolution authorizing the purchase of an evidence barcode system and a budget line item transfer in the Sheriff's budget. The motion carried with all members present voting aye on a roll call vote (Chmiel, Hammerand, Moy, Kate, Brewer, Gilman and Munaretto).

Resolution authorizing the purchase of outboard motors for the Marine Patrol and a budget line item transfer in the Sheriff's FY 05 budget: Mr. Brewer made a motion, seconded by Mr. Moy, to recommend the County Board approve a Resolution authorizing the purchase of outboard motors for the Marine Patrol and a budget line item transfer in the Sheriff's FY 05 budget. The motion carried with all members present voting aye on a roll call vote (Chmiel, Hammerand, Moy, Kate, Brewer, Gilman and Munaretto).

Resolution authorizing a budget line item transfer in the Planning and Development Department's FY 05 budget: Ms. Gilman made a motion, seconded by Ms. Chmiel, to recommend the County Board approve a Resolution authorizing a budget line item transfer in the P & D Department's FY 05 budget. The motion carried with all members present voting aye on a roll call vote (Chmiel, Hammerand, Moy, Kate, Brewer, Gilman and Munaretto).

Resolution authorizing the creation of one new part time position and an emergency appropriation to the Health Department, the IMRF fund and the Social Security Fund FY 05 budgets: Mr. Moy made a motion, seconded by Ms. Gilman, to recommend the County Board approve a Resolution authorizing the creation of one new part time position and an emergency appropriation to the Health Department, the IMRF fund and the Social Security Fund FY 05 budgets. The motion carried with all members present voting aye on a roll call vote (Chmiel, Hammerand, Moy, Kate, Brewer, Gilman and Munaretto).

Resolution authorizing the reclassification and adjustment of hours to select positions in the Health Department's FY 05-06 roster: Mr. Moy made a motion, seconded by Ms. Kate, to recommend the County Board approve a Resolution authorizing the reclassification and adjustment of hours to select positions in the Health Department's FY 05-06 roster. The motion carried with all members present voting aye on a roll call vote (Chmiel, Hammerand, Moy, Kate, Brewer, Gilman and Munaretto).

Resolution authorizing increase to the Circuit Clerk Court Automation Fee and a Resolution authorizing increase to the Circuit Clerk Court Document Storage Fee: Mr. Brewer made a motion, seconded by Ms. Gilman, to recommend the County Board approve a Resolution authorizing increase to the Circuit Clerk Court Automation Fee and a Resolution authorizing increase to the Circuit Clerk Court Document Storage Fee. The motion carried with all members present voting aye on a roll call vote (Chmiel, Hammerand, Moy, Kate, Brewer, Gilman and Munaretto).

Resolution authorizing setting salaries for certain Elected Officials: Ms. Gilman made a motion, seconded by Ms. Kate, to recommend the County Board approve a Resolution authorizing setting salaries for certain Elected Officials. The motion carried with all members present voting aye on a roll call vote (Chmiel, Hammerand, Moy, Kate, Brewer, Gilman and Munaretto).

Adjustments to the FY 05/06 budget: Mr. Sarbaugh reviewed changes to the FY 06 budget since it has been on public display. He reported that the building projects (Valley-Hi, the Jail, and Courthouse remodeling) budgets were not included in the preliminary budget, but he will be working with the Purchasing Department to get this information and to make sure purchasing does not make any additional purchases from these funds until the next budget year. He noted it may be necessary to call a Finance & Audit Committee meeting just prior to the County Board meeting on the 15th. Members asked that if this meeting is called it be scheduled for 6:45 p.m.

EXECUTIVE SESSION

None.

OLD BUSINESS

Resolution approving the FY 05-06 Insurance Program: Mr. Brewer made a motion, seconded by Mr. Moy, to recommend the County Board approve a Resolution authorizing approval of the FY 05-06 insurance program. Mr. Labaj provided a brief update to the proposed insurance program. On a roll call vote, the motion carried with all members present voting aye (Chmiel, Hammerand, Moy, Kate, Brewer, Gilman and Munaretto).

Discussion (questions / comments) on the internal audit program: This item was deferred to the next meeting.

REPORTS TO COMMITTEE

Contingency Reports (General Fund; Jail Project; Valley-Hi Construction; Courthouse Remodeling): Member questioned a \$126,000 expense and Mr. Moy noted that this was a "bundling of 3 or 4 items. Chairman Munaretto asked that breakdowns be provided for future reports. He also asked that at the next meeting an update on the judicial center and the amount of funds that have been committed to this project.

ADJOURNMENT

Noting no further business, Mr. Brewer made a motion, seconded by Mr. Hammerand, to adjourn the meeting at 11:35 a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR BOARD ACTION:

Approve Resolution authorizing acceptance of the Illinois Department of Commerce & Economic Opportunity Grant #05-671002

Resolution authorizing a position change in the Mental Health Department

Resolution authorizing the acceptance of the Child Mental Health Initiative-Family Care Grant, changes to the Mental Health Departmental roster and adjustments to the FY 05-06 Mental Health Budget

Resolution authorizing membership in the McHenry County Council of Government

Resolution authorizing a garage lease agreement

Resolution authorizing a bid award for the purchase of a firearms training simulator for the Sheriff's Department

Resolution authorizing the purchase of a Robot System and a budget line item transfer in the Sheriff's budget

Resolution authorizing the purchase of an evidence barcode system and a budget line item transfer in the Sheriff's budget

Resolution authorizing the purchase of outboard motors for the Marine Patrol and budget line item transfer to the Sheriff's FY 05 budget (not in packet)

Resolution authorizing a budget line item transfer in the Department of Planning and Development FY 2005 budget

Resolution authorizing the creation of one new part time position and an emergency appropriation to the Health Department, the IMRF fund and the Social Security Fund FY 04-05 budgets

Resolution authorizing the reclassification and adjustment of hours to select positions in the Health Department's FY 05-06 roster

Resolution authorizing increase to the Circuit Clerk Court Automation Fee

Resolution authorizing increase to Circuit Clerk Document Storage Fee

Resolution authorizing setting salaries for certain elected officials

Adjustments to the FY 05/06 budget

Resolution approving the FY 05-06 Insurance Program

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MINUTES OF TUESDAY, NOVEMBER 15, 2005

Chairman Munaretto called the meeting to order at 6:45 p.m. The following Committee Members were present: Marc Munaretto, Chairman; Ann Gilman; Don Brewer; John Hammerand; Marie Chmiel; and Ann Kate. Perry Moy was absent. Also in attendance: Ralph Sarbaugh, Associate County Administrator-Finance; Peter Austin, County Administrator; Cathy Link, Purchasing; and the press.

Marc Munaretto, Chairman	
Don Brewer	Marie Chmiel
Ann Gilman	John Hammerand
Ann Kate	Perry Moy

MINUTES

None.

PUBLIC PARTICIPATION

None

PRESENTATION

None

NEW BUSINESS

Adjustments to the FY 05/06 budget: Mr. Sarbaugh presented several adjustments to the Fiscal Year 2006 budget. After a brief discussion, Mr. Brewer made a motion, seconded by Ms. Kate, to recommend the County Board approve the FY 2006 budget adjustments. The motion carried unanimously.

EXECUTIVE SESSION

None.

OLD BUSINESS

None.

REPORTS TO COMMITTEE

None

ADJOURNMENT

Noting no further business, Ms. Gilman made a motion, seconded by Ms. Kate, to adjourn the meeting at 6:53 p.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR BOARD ACTION: