

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

MINUTES OF TUESDAY, JANUARY 10, 2006

Chairman Munaretto called the meeting to order at 8:30 a.m. The following Committee Members were present: Marc Munaretto, Chairman; Ann Gilman; Marie Chmiel; Don Brewer; Ann Kate; and Perry Moy. John Hammerand was absent. Also in attendance: Ralph Sarbaugh, Associate County Administrator-Finance; Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Pam Palmer, Auditor's office; Cathy Link, Purchasing; Rich Weinhandl, Sheriff's Department; Kathie Schultz, County Clerk; interested public; and the press.

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

MINUTES

Mr. Brewer made a motion, seconded by Mr. Moy, to approve the Finance and Audit Committee January 3, 2006 minutes. The minutes were approved as presented with a unanimous voice vote.

PUBLIC PARTICIPATION

None

PRESENTATION

None

NEW BUSINESS

*Resolution authorizing the purchase of two cargo vans for the Sheriff's Department:* Mr. Brewer made a motion, seconded by Mr. Moy to recommend the County Board approve a Resolution authorizing the purchase of two cargo vans for the Sheriff's Department. Mr. Brewer stated this will be a 15 passenger van to transport detainees; the purchase will be from a McHenry County vendor. The motion carried on a roll call vote of all ayes (Moy, Chmiel, Brewer, Gilman, Kate and Munaretto).

Mr. Sarbaugh reported that there will be a need to purchase squad cars by mid-February and asked if he could take this request out-of-order since the L & J Committee will not be meeting until early February. After a discussion, Mr. Brewer stated he would schedule an L & J meeting prior to the next Finance and Audit Committee meeting so this item can be addressed accordingly.

*Resolution authorizing the acceptance of 2005 State Criminal Alien Assistance Program (SCAAP) award and an emergency appropriation to establish a budget in the Sheriff's FY 06 budget:* Ms. Gilman made a motion, seconded by Mr. Brewer to recommend the County Board approve a Resolution authorizing the acceptance of 2005 State Criminal Alien Assistance Program (SCAAP) award and an emergency appropriation to establish a budget in the Sheriff's FY 06 budget. These funds will be allocated for equipment purchases and repair. The motion carried on a roll call vote of all ayes (Brewer, Moy, Chmiel, Gilman, Kate and Munaretto).

*Resolution authorizing a salary increase for the Chief County Assessment Officer for FY 05-06:* Ms. Gilman made a motion, seconded by Ms. Chmiel, to recommend the County Board approve a Resolution authorizing a salary increase for the Chief County Assessment Officer for FY 05-06. Mr. Sarbaugh reported that the County budgets for the full salary amount and when funds are received from the stated they will show as revenue. The motion carried on a roll call vote of all ayes (Kate, Gilman, Brewer, Chmiel, Moy and Munaretto).

*Resolution authorizing a budget line item transfer in the FY 05 budget between General Fund Contingency and Court Administration:* Mr. Brewer made a motion, seconded by Ms. Chmiel, to recommend the County Board approve a Resolution authorizing a budget line item transfer in the FY 05 budget between General Fund contingency and Court Administration. The motion carried on a roll call vote of all ayes (Kate, Gilman, Chmiel, Moy, Brewer and Munaretto).

*Resolution authorizing a three year laptop computer lease and emergency appropriation in the FY 06 Non-Departmental Budget:* Mr. Brewer made a motion, seconded by Mr. Moy to recommend the County Board

approve a Resolution authorizing a three year laptop computer lease and emergency appropriation in the FY 06 Non-Departmental Budget. This request had not been budgeted for and will be tracked through non-departmental funds. The purchase is just for the laptop computers at this point. The purchasing department is researching additional pricing for other equipment for this program. The County Clerk also will have funds coming back along with grant funds that could offset this lease. Training of judges will be done by the I.T. Department. Ms. Gilman raised concerns that this could be a very confusing program and it could present many unforeseen problems. Ms. Kate added that election judges' capabilities could also be a problem. Ms. Gilman stated with training issues and additional problems she could not support this program. Ms. Kate added that this is a lot of money with a lot of equipment that could fail. Mr. Sarbaugh noted that the laptop computers can be used by other employees for various purposes so the equipment will not be a waste. The motion carried on a roll call vote four ayes (Chmiel, Moy, Brewer and Munaretto) and two nays (Kate and Gilman).

*Resolution authorizing a contract with eCivis and an emergency appropriation:* Mr. Moy made a motion, seconded by Ms. Kate to recommend the County Board approve a Resolution authorizing a contract with eCivis and an emergency appropriation. Mr. Labaj provided a report on this proposed contract which will increase the County's ability to research grants and secure external sources of funds. The grant locator service is designed for local government. Search options can be customized and in-house training is provided. An annual report will track usage; subscription to government employees is unlimited. Mr. Brewer asked if municipalities could be involved. The response was no. Chairman Munaretto stated that although the program is a lot of money it will broaden our base and expand knowledge on what is available and would be a worthwhile service. Mr. Labaj will be the designated person to oversee this program. Mr. Brewer made a motion to amend the Resolution to designate the Contingency Fund as the funding source. The motion to amend carried with all members present voting aye on a voice vote. The main motion carried on a roll call vote of all ayes (Kate, Gilman, Chmiel, Moy, Brewer and Munaretto).

*Resolution authorizing Workers' Compensation Claim Settlement:* Mr. Moy made a motion, seconded by Mr. Brewer to recommend the County Board approve a Resolution authorizing Workers' Compensation Claim Settlement. The motion carried on a roll call vote of all ayes (Brewer, Kate, Gilman, Chmiel, Moy and Munaretto).

*Resolution authorizing an emergency appropriation to the related Courts and related services building project FY 2006 budget:* Mr. Moy made a motion, seconded by Mr. Brewer to recommend the County Board approve a Resolution authorizing an emergency appropriation to the related Courts and related services building project FY 2006 budget. The motion carried on a roll call vote of all ayes (Kate, Gilman, Brewer, Chmiel, Moy and Munaretto).

*Resolution authorizing an emergency appropriation to re-appropriate into FY 05-06 the rolled forward encumbered budget dollars from FY 04-05:* Mr. Sarbaugh explained that there have been some computer problems and he asked that the Finance and Audit Committee meet on January 17, 2006 just prior to County Board meeting to consider this Resolution, if approved at that time it would go to the County Board that evening. Chairman Munaretto agreed and scheduled a meeting for 6:15 p.m. on January 17, 2006.

EXECUTIVE SESSION: None.

OLD BUSINESS: None.

#### REPORTS TO COMMITTEE

*Contingency Reports:* Reports were distributed for the members to review. Ms. Gilman questioned the purchase of a purchase of digital cassettes for the Coroner. Mr. Sarbaugh explained that these are new digitized x-ray plates since Centegra does not accept x-ray photos any longer. The Coroner x-rays bodies for additional investigative information.

Mr. Brewer asked that an update on the Financial Model be provided at the next regular meeting of the Committee. Mr. Sarbaugh stated his goal is to provide this information on a quarterly basis. Mr. Austin stated that he and Mr. Sarbaugh will be meeting next Tuesday to discuss with surrounding counties what budget procedures and tools they use to go through this process. Chairman Munaretto stated that McHenry County has developed a budget process that really works for this County and he strongly recommended against any change in that process at this time.

ADJOURNMENT

Noting no further business, Mr. Brewer made a motion, seconded by Mr. Moy, to adjourn the meeting at 10:20 a.m. The motion carried with a unanimous voice vote.

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**RECOMMENDED FOR BOARD ACTION:**

- Resolution authorizing the purchase of two cargo vans for the Sheriff's Department
- Resolution authorizing the acceptance of 2005 State Criminal Alien Assistance Program (SCAAP) award and an emergency appropriation to establish a budget in the Sheriff's FY 06 budget
- Resolution authorizing salary increase for the Chief County Assessment Officer for FY 05-06
- Resolution authorizing a budget line item transfer in the FY 05 budget between General Fund Contingency and Court Administration
- Resolution authorizing a three year laptop computer lease and emergency appropriation in the FY 06 Non-Departmental Budget
- Resolution authorizing a contract with eCivis and an emergency appropriation
- Resolution authorizing Workers' Compensation Claim Settlement
- Resolution authorizing an emergency appropriation to the related Courts and related services building project FY 2006 budget