

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

MINUTES OF TUESDAY, MAY 13, 2008

Committee Chairman Marc Munaretto called the meeting to order at 10:03 a.m. The following Committee Members were present: Marc Munaretto; Marie Chmiel; John Hammerand; Tina Hill; Lyn Orphal; Daniel Ryan; and Barbara Wheeler. Also in attendance: Cindy Kozlowski, Financial Analyst; Beverly Beyer, risk Management; Peter Austin, County Administrator; Sandy Lewis, Mental Health Board; Pat McNulty, Health; Undersheriff Gene Lowery, Sheriff's Department; Lou Czarny, Court Administration; Bill Kays, Circuit Clerk; 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. Chmiel made a motion, seconded by Mr. Ryan, to recommend approval of the April 22, 2008 committee minutes. The minutes were approved as submitted with a unanimous voice vote of all ayes. Chairman Munaretto reported that a recent meeting was held with the Valley-Hi Management to provide a better understanding of the Financial Model.

PUBLIC COMMENT: None.

NEW BUSINESS

Resolution authorizing the McHenry County Treasurer to invest idle funds in the Working Cash Funds – FY 2008: Ms. Chmiel made a motion, seconded by Mr. Ryan, to recommend the County Board approve a Resolution authorizing the McHenry County Treasurer to invest idle funds in the Working Cash Funds – FY 2008. It was noted that this is an annual "housekeeping" resolution done in accordance with the County's investment policy. Chairman Munaretto stated that the Committee should review the investment policy and Mr. Sarbaugh stated he would talk with the Treasurer and see if he could get a copy of the policy for the Committee members. The motion carried with all members present voting aye on a roll call vote (Wheeler, Ryan, Chmiel, Orphal, Hammerand, Hill and Munaretto).

Resolution authorizing the option to extend the contract with Virchow, Krause & Company, LLP for one additional year of audit services: Ms. Chmiel made a motion, seconded by Ms. Orphal, to recommend the County Board approve a Resolution authorizing the option to extend the contract with Virchow, Krause & Company, LLP for one additional year of audit services. Ms. Chmiel asked that the resolution reflect the cost of the additional year of 2009. It was agreed the amount will be added prior to presentation to the full County Board. A roll call vote was then called. The motion carried with all members present voting aye on a roll call vote (Wheeler, Ryan, Chmiel, Orphal, Hammerand, Hill and Munaretto).

Resolution authorizing acceptance of the Illinois Department of Commerce and Economic Opportunity Grant #08-681002, a Resolution authorizing modification to the Illinois Department of Commerce and Economic Opportunity Grant #07-681002 and a Resolution authorizing acceptance of the Illinois Department of Commerce and Economic opportunity Grant #06-672002 to the McHenry County Workforce Network FY 08 budget: Ms. Orphal made a motion, seconded by Mr. Ryan, to recommend the County Board approve the above three resolutions as presented. After a discussion, a roll call vote was taken. The motion carried with all members present voting aye on a roll call vote (Wheeler, Ryan, Chmiel, Orphal, Hammerand, Hill and Munaretto).

Resolution authorizing the creation of a temporary CALEA Manager position within the Sheriff's departmental roster and an emergency appropriation and budget line item transfer within the Sheriff's FY 08 budget: Ms. Wheeler made a motion, seconded by Ms. Orphal, to recommend the County Board approve a Resolution authorizing the creation of a temporary CALEA Manager position within the Sheriff's departmental roster and an emergency appropriation and budget line item transfer within the Sheriff's FY 08 budget. Undersheriff Lowery provided an overview to the proposed resolution. He reported that the Sheriff's Office desires to hire a temporary employee to help with managing and completing the CALEA (Commission for the Accreditation of Law Enforcement Agencies) accreditation process. The funding for the temporary position will come from the Sheriff's Work Release program funds and the State Criminal Alien Assistance Program (SCAAP). Undersheriff Lowery noted that there are only a few County Sheriff's Departments with this accreditation. After discussion, a roll call vote was called. The motion carried with all members present voting aye on a roll call vote (Hammerand, Hill, Wheeler, Ryan, Chmiel, Orphal and Munaretto).

Resolution authorizing entering into a lease agreement to install, maintain and operate communications equipment on the property of Crown Castle and American Tower: Ms. Hill made a motion, seconded by Ms. Chmiel, to recommend the County Board approve a Resolution authorizing entering into a lease agreement to install, maintain and operate communications equipment on the property of Crown Castle and American Tower. The motion carried with all members present voting aye on a roll call vote (Hammerand, Hill, Wheeler, Ryan, Chmiel, Orphal and Munaretto).

Resolution authorizing participation in the Prairie Shield Grant award and emergency appropriation to establish the grant and local match: Ms. Orphal made a motion, seconded by Mr. Ryan, to recommend the County Board approve a Resolution authorizing participation in the Prairie Shield Grant award and emergency appropriation to establish the grant and local match. After discussion, a roll call vote was called. The motion carried with all members present voting aye on a roll call vote (Hammerand, Hill, Wheeler, Ryan, Chmiel, Orphal and Munaretto).

Resolution authorizing an emergency appropriation to the Court Automation Fund FY 08 budget: Ms. Wheeler made a motion, seconded by Mr. Ryan, to recommend the County Board approve a Resolution authorizing an emergency appropriation to the Court Automation Fund FY 08 budget. After discussion, a roll call vote was called. The motion carried with all members present voting aye on a roll call vote (Hammerand, Hill, Wheeler, Ryan, Chmiel, Orphal and Munaretto).

Resolution allowing for the purchase of up to 48 months of IMRF Service Credit for Service in the Armed Forces of the United States: Ms. Orphal made a motion, seconded by Mr. Hammerand, to recommend the County Board approve a Resolution allowing for the purchase of up to 48 months of IMRF Service Credit for Service in the Armed Forces of the United States. It was noted that the Human Resources Committee had reviewed this resolution and recommended approval by the County Board. On a roll call vote, the motion carried with all members voting aye (Wheeler, Ryan, Chmiel, Orphal, Hammerand, Hill and Munaretto).

Resolution authorizing the creation of a new position for the Law Library: Ms. Orphal made a motion, seconded by Ms. Wheeler, to recommend the County Board approve a Resolution authorizing the creation of a new position for the Law Library. Mr. Czarny reported that the requested position would assist the public with the self-help program that will be implemented the end of June. The position would also provide coverage during lunch hours enabling the department to remain open from 8-4:30. After discussion, the motion carried with all members present voting aye on a roll call vote (Wheeler, Ryan, Chmiel, Orphal, Hammerand, Hill and Munaretto).

Resolution authorizing acceptance of a \$14,000 grant from the Illinois Department of Public Health to conduct a West Nile Virus Mosquito Surveillance Program and an emergency appropriation to the Health Department's FY 08 budget: Mr. Hammerand made a motion, seconded by Ms. Orphal, to recommend the County Board approve a Resolution authorizing acceptance of a \$14,000 grant from the Illinois Department of Public Health to conduct a West Nile Virus Mosquito Surveillance Program and an emergency appropriation to the Health Department's FY 08 budget. The motion carried with all members present voting aye on a roll call vote (Wheeler, Ryan, Chmiel, Orphal, Hammerand, Hill and Munaretto).

Resolution authorizing Workers' Compensation Claim Settlement: Ms. Orphal made a motion, seconded by Ms. Hill, to recommend the County Board approve a Resolution authorizing Workers' Compensation Claim Settlement. Ms. Beyer reviewed the claim and the proposed Resolution. The motion carried with all members present voting aye on a roll call vote (Wheeler, Ryan, Chmiel, Orphal, Hammerand, Hill and Munaretto).

Resolution amending Resolution #R-200706-17-132 designating depositories for funds and other public monies in the custody of the County Treasurer: Ms. Chmiel made a motion, seconded by Ms. Wheeler, to recommend the County Board approve a Resolution amending Resolution #R-200706-17-132 designating depositories for funds and other public monies in the custody of the County Treasurer. Members noted that LaSalle Bank has changed their name to Bank of America and the Resolution should be amended to delete LaSalle Bank and add Bank of America. Mr. Sarbaugh stated he would confirm this with the Treasurer's office and make the change if necessary prior to the County Board meeting. On a roll call vote, the motion carried with all members present voting aye (Wheeler, Ryan, Chmiel, Orphal, Hammerand, Hill and Munaretto).

Resolution authorizing a budget line item transfer in the Division of Transportation's FY 08 budget for overtime salaries and a Resolution authorizing a budget line item transfer in the Division of Transportation's FY 08 budget for Fuel, Oil and Grease: Ms. Hill made a motion, seconded by Ms. Chmiel, to recommend the County Board approve a Resolution authorizing a budget line item transfer in the Division of Transportation's FY 08 budget for overtime salaries and a Resolution authorizing a budget line item transfer in the Division of Transportation's FY 08 budget for Fuel, Oil and Grease. On a roll call vote, the motion carried with all members present voting aye (Wheeler, Ryan, Chmiel, Orphal, Hammerand, Hill and Munaretto).

Resolution authorizing emergency appropriations and utilization of fund balance in the McHenry County Mental Health Board FY 08 budget and a Resolution authorizing emergency appropriations and utilization of fund balance in the McHenry County Mental Health Board FY 08 budget: Ms. Hill made a motion, seconded by Mr. Ryan, to recommend the County Board approve two Resolutions authorizing emergency appropriations and utilization of fund balance in the McHenry County Mental Health Board FY 08 budget. On a roll call vote, the motion carried with all members present voting aye (Wheeler, Ryan, Chmiel, Orphal, Hammerand, Hill and Munaretto).

Ordinance to adopt a real estate tax abatement for the residence of a surviving spouse of a fallen police officer, firemen, emergency or rescue worker: Chairman Munaretto pulled this item from the agenda noting that Mr. LeFew was ill today and would like to opportunity to discuss this Ordinance with the Committee.

Budget Policy: The proposed Budget Policy was distributed. Chairman Munaretto asked that members review the policy for discussion at the next meeting scheduled for May 27th.

Discussion – RTA Sales Tax Policy: Chairman Munaretto asked if the Committee would consider discussing this item at a joint meeting with the Transportation Committee. Members agreed that this would be appropriate. After discussion, it was agreed to schedule a joint meeting with the Transportation Committee, if possible this would be done on Wednesday, May 21st.

Ms. Orphal left the meeting at 10:55 a.m.

OLD BUSINESS: None

REPORTS TO COMMITTEE:

Auditor: Ms. Palmer reported that work with the outside auditor is coming to a close. If possible, a report will be presented to the Committee in June.

Contingency Report: This report was distributed to members for review.

EXECUTIVE SESSION: None.

ADJOURNMENT

Noting no further business, Mr. Hammerand made a motion, seconded by Ms. Hill, to adjourn the meeting at 11:07 a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR BOARD ACTION:

Resolution authorizing the McHenry County Treasurer to invest idle funds in the Working Cash Funds – FY 2008

Resolution authorizing the option to extend the contract with Virchow, Krause & Company, LLP for one additional year of audit services

Resolution authorizing acceptance of the Illinois Department of Commerce and Economic Opportunity Grant #08-681002

Resolution authorizing modification to the Illinois Department of Commerce and Economic Opportunity Grant #07-681002

Resolution authorizing acceptance of the Illinois Department of Commerce and Economic opportunity Grant #06-672002 to the McHenry County Workforce Network FY 08 budget

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Resolution authorizing an emergency appropriation to the Court Automation Fund FY 08 budget

Resolution allowing for the purchase of up to 48 months of IMRF Service Credit for Service in the Armed Forces of the United States

Resolution authorizing the creation of a new position for the Law Library

Resolution authorizing acceptance of a \$14,000 grant from the Illinois Department of Public Health to conduct a West Nile Virus Mosquito Surveillance Program and an emergency appropriation to the Health Department's FY 08 budget

Resolution authorizing Workers' Compensation Claim Settlement

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Resolution authorizing a budget line item transfer in the Division of Transportation's FY 08 budget for overtime salaries

Resolution authorizing a budget line item transfer in the Division of Transportation's FY 08 budget for Fuel, Oil and Grease

Resolution authorizing emergency appropriations and utilization of fund balance in the McHenry County Mental Health Board FY 08 budget

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Resolution authorizing Blue Cross & Blue Shield of Illinois as the provider of Administrative Services including stop loss coverage and employee medical, dental and optical insurance for the period of 7/1/08 through 6/30/09

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