

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

MINUTES OF TUESDAY, JULY 1, 2008

Vice- Chairman Lyn Orphal, called the meeting to order at 8:00 a.m. The following Committee Members were present: Marie Chmiel; Tina Hill; Lyn Orphal; Daniel Ryan; and Barbara Wheeler. John Hammerand and Marc Munaretto were absent. Also in attendance: John Labaj, Deputy County Administrator; Linda McMahon, Administrative Analyst; Adam Lehmann, Administrative Intern; Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; Pam Palmer, Auditor; Sandy Lewis and Jane Wacker, Mental Health Board; interested public; and the press.

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

MINUTES

Ms. Hill made a motion, seconded by Ms. Wheeler, to recommend approval of the June 10, 2008 Finance and Audit committee minutes. The minutes were approved as submitted with a unanimous voice vote of all ayes.

PUBLIC COMMENT: None

PRESENTATION: None

NEW BUSINESS

*Resolution authorizing the addition of an IDIS (Integrated Disbursement Information System) specialist to the Community Development Block Grant roster within the Planning and Development Department:* Ms. Hill made a motion, seconded by Mr. Ryan, to recommend the County Board approve a Resolution authorizing the addition of an IDIS (Integrated Disbursement Information System) specialist to the Community Development Block Grant roster within the Planning and Development Department. On a roll call vote, the motion carried with all members present voting aye (Ryan, Wheeler, Chmiel, Hill and Orphal)

*Resolution authorizing an emergency appropriation for the McHenry County Mental Health Board's FY 09 Continuation Funding Agreements:* Ms. Chmiel made a motion, seconded by Ms. Wheeler, to recommend the County Board approve a Resolution authorizing an emergency appropriation for the McHenry County Mental Health Board's FY 09 Continuation Funding Agreements. Ms. Lewis provided a review of the proposed resolution. After discussion, a roll call vote was called. The motion carried with all members present voting aye (Chmiel, Wheeler, Hill, Ryan and Orphal)

*Resolution rescinding Resolution No. R-200603-12-058 to correct a workers' compensation claim settlement:* Ms. Hill made a motion, seconded by Ms. Chmiel, to recommend the County Board approve a Resolution rescinding Resolution No. R-200603-12-058 to correct a Workers' Compensation Claim Settlement. Mr. Labaj reviewed the request noting that this Resolution is to rescind a Resolution that was approved in 2006. After discussion, a roll call vote was called. The motion carried with all members present voting aye (Ryan, Hill, Wheeler, Chmiel and Orphal).

*Resolution increasing the daily room rates at Valley-Hi Nursing Home:* Ms. Chmiel made a motion, seconded by Ms. Wheeler, to recommend the County Board approve a Resolution increasing the daily room rates at Valley-Hi Nursing Home. Mr. Sarbaugh reported that there has not been an increase in the daily room rates at Valley-Hi since 1996. The proposed Resolution will provide for rate adjustments to be done with a three-step process and will bring Valley-Hi's rates closer to market. Mr. Ryan questioned if the Valley-Hi Committee had approved this Resolution as presented. Mr. Austin reported that this Resolution was discussed and approved by the Committee at their last meeting. Mr. Kennedy confirmed that the Committee did approve the Resolution. A roll call vote was called. The motion carried with all members present voting aye (Chmiel, Wheeler, Hill, Ryan and Orphal).

*Resolution authorizing the resident payer mix at Valley-Hi Nursing Home:* Ms. Hill made a motion, seconded by Mr. Ryan, to recommend the County Board approve a Resolution authorizing the resident payer mix at Valley-Hi Nursing Home. The motion carried with all member present voting aye on a voice vote.

FINANCE AND AUDIT COMMITTEE

Minutes of Tuesday, July 1, 2008

Page: 2

*Revolving Loan Fund – millennium Electronics, Inc. Request:* Mr. Labaj reported that Millennium Electronics, Inc. has requested a \$200,000 loan to purchase equipment. He reviewed the company’s background as an electronic contract manufacturer that was founded in 1995 and has grown to 100 employees with a diverse customer base. In accordance with our underwriting procedures, the originating lender, Crystal Lake Bank and Trust, conducted the loan review and analysis. After discussion, Ms. Hill made a motion, seconded by Ms. Wheeler, to approve the loan request for Millennium Electronics, Inc. in the amount of \$200,000. The motion carried with all members present voting aye on a roll call vote (Chmiel, Wheeler, Hill, Ryan and Orphal).

OLD BUSINESS: None

REPORTS TO COMMITTEE:

*Auditor:* Ms. Palmer provided an update to the work being done in the Auditor’s Office. She reported that the Quarterly report has been produced by staff and will be available on the Department’s website. This document will also be provided to the Committee at the next meeting on 7/8/08. Staff is currently working on the PAFR (Popular Annual Financial Report), which will eventually be available on the website. Internal control reviews are being conducted. The IFMS training manual is being reviewed. The department is also implementing a book and media drive to provide an update stock of reading material to the residents of Valley-Hi.

*Contingency:* None.

EXECUTIVE SESSION: None.

ADJOURNMENT

Noting no further business, Mr. Ryan made a motion, seconded by Ms. Chmiel, to adjourn the meeting at 8:30 a.m. The motion carried with a unanimous voice vote.

\* \* \* \* \*

**RECOMMENDED FOR BOARD ACTION:**

- Resolution authorizing the addition of an IDIS (Integrated Disbursement Information System) specialist to the Community Development Block Grant roster within the Planning and Development Department
- Resolution authorizing an emergency appropriation for the McHenry County Mental Health Board’s FY 09 Continuation Funding Agreements
- Resolution rescinding Resolution No. R-200603-12-058 to correct a Workers’ Compensation Claim Settlement
- Resolution increasing the daily room rates at Valley-Hi Nursing Home
- Resolution authorizing the resident payer mix at Valley-Hi Nursing Home

:bjt