

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

MINUTES OF TUESDAY, NOVEMBER 10, 2008

Committee Chairman Marc Munaretto called the meeting to order at 9:30 a.m. The following Committee Members were present: Marc Munaretto; Lyn Orphal; John Hammerand; and Daniel Ryan. Marie Chmiel and Tina Hill arrived at 9:40 am. Barbara Wheeler was absent. Also in attendance: John Labaj, Deputy County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; Peter Austin, County Administrator; Barry Valentine, Emergency Management Agency (EMA); Bob Ivetic, Human Resources; Julie Courtney, Workforce Network; Captain Shepherd and Angela Wood-Zuzevick – Sheriff's Department; Jim Bernier, Auditor's Department; Bill LeFew, Treasurer; 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 Mr. Ryan, to recommend approval of the October 28, 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

REPORTS TO COMMITTEE:

Auditor's Report: None.

Contingency Reports: None.

Mr. Sarbaugh reported that a scrivener's error was found in a Resolution approved by the County Board in October to accept the Illinois Emergency Services Management Association EOC Grant. This should have been for the 2008 budget. He asked if the scrivener's error can be corrected and properly updated in the County Clerk's office without having to present another resolution. Members agreed and asked Mr. Sarbaugh to correct the error to address this concern.

NEW BUSINESS

Resolution authorizing a contract with Public Knowledge, LLC to provide strategic planning and performance measurement services: Mr. Austin reported that the proposed resolution to engage Public Knowledge in the County's strategic planning process will provide more detailed work and reporting than previously provided by NIU. He stated, if approved the firm would begin their work in December by looking at the County's current mission statement and meeting with Board Members and Elected Officials in January to provide background information at the Annual Strategic Planning meeting which is anticipated to be held in February. Information will then be disseminated and presented at a follow-up meeting in April. The County would have the option to take the process a step further with the development of an action plan. Ms. Orphal made a motion, seconded by Ms. Chmiel, to recommend the County Board approve a Resolution authorizing a contract with Public Knowledge, LLC to provide strategic planning and performance measurement services. On a roll call vote, the motion passed with five ayes (Hill, Chmiel, Orphal, Ryan and Munaretto) and one nay (Hammerand). Chairman Munaretto commented that he is concerned with the cost of the contract in light of the current economic situation.

Mr. Sarbaugh asked if concerns with the Workforce Network could be addressed at this time. Chairman Munaretto agreed noting that Ms. Courtney was using her vacation day to attend today's meeting. Mr. Sarbaugh reported that the federal and state have cut funding for the Workforce Network causing the office to cut staff and do their own landscaping and office maintenance. In discussing ways to assist the office, it was suggest that IMRF and FICA funds could be used to help fund employee benefits. A State's Attorney's opinion was request and a response was received later Friday afternoon. Mr. Sarbaugh noted that at this time, it does not appear these funds can be used since the Workforce Network employees are not considered County employees, but he would like to discuss this further with the State's Attorney before making a final decision. Mr. Hammerand stated he is not opposed to providing funding assistance, but was concerned with using FICA and

IMRF funds. Ms. Chmiel asked if there might be another funding option to assist the Workforce Network. Ms. Courtney stated she has researched possible grant funding, but has found nothing available to meet current needs. Without funding the department would need to close for at least two months. She stated that any assistance would be appreciated. Chairman Munaretto thanked all for this update.

Resolution authorizing the acceptance of the Illinois Emergency Management Agency Mitigation Program Grant Agreement and a budget adjustment in the Emergency Management Agency's FY 08/09 budget: Ms. Hill made a motion, seconded by Ms. Orphal, to recommend the County Board approve a Resolution authorizing the acceptance of the Illinois Emergency Management Agency Mitigation Program Grant Agreement and a budget adjustment in the Emergency Management Agency's FY 08/09 budget. Mr. Valentine reviewed the request after which a roll call vote was called. The motion carried with all members present voting aye (Hill, Chmiel, Orphal, Hammerand, Ryan and Munaretto).

Resolution authorizing entering into an agreement with Sprint/Nextel to implement the reconfiguration of the 800 MHz frequencies for which the County of McHenry holds licenses: Ms. Chmiel made a motion, seconded by Ms. Orphal, to recommend the County Board approve a Resolution authorizing entering into an agreement with Sprint/Nextel to implement the reconfiguration of the 800 MHz frequencies for which the County of McHenry holds licenses. Captain Shepherd provided background information and the proposed agreement with Sprint/Nextel, noting that the reconfiguration costs will be borne by Sprint/Nextel with no cost to the County. The motion carried with all members present voting aye on a voice vote.

Discussion – StarCom Radio Tower Update: Mr. Sarbaugh stated this item is just to keep the members informed as to an unusual situation with a radio tower located in McHenry. Additional equipment needs to be added to this tower, but prior to adding the equipment the tower's structure needs to be reinforced. The total cost of this project is \$6,700 of which Motorola has agreed to pay \$4,000. The additional \$2,700 will be funded from the Sheriff's radio equipment budget. Chairman Munaretto noted that since this cost is in the Sheriff's budget no action by the Committee is necessary and thanked staff for this update.

Resolution authorizing acceptance of the Integrated Mini-grant Enforcement Program (IMAGE) Grant from the Illinois Department of Transportation in the amount of \$51,869.00 and an emergency appropriation to the Sheriff's FY 08 budget: Ms. Hill made a motion, seconded by Mr. Ryan, to recommend the County Board approve a Resolution authorizing acceptance of the Integrated Mini-grant Enforcement Program (IMAGE) Grant from the Illinois Department of Transportation in the amount of \$51,869.00 and an emergency appropriation to the Sheriff's FY 08 budget. On a roll call vote, the motion carried with six ayes (Hill, Chmiel, Orphal, Hammerand, Ryan and Munaretto).

Resolution authorizing acceptance of a Child Passenger Safety Grant from the Illinois Department of Transportation in the amount of \$7,750.00 and a budget adjustment to the Sheriff's FY 09 budget: Ms. Orphal made a motion, seconded by Ms. Chmiel, to recommend the County Board approve a Resolution authorizing acceptance of a Child Passenger Safety Grant from the Illinois Department of Transportation in the amount of \$7,750.00 and a budget adjustment to the Sheriff's FY 09 budget. The motion carried with all members present voting aye on a roll call vote (Hill, Chmiel, Orphal, Hammerand, Ryan and Munaretto).

Resolution authorizing acceptance of the Department of Justice COPS Technology Grant Award for funding to establish a redundant backup dispatch capability between the Sheriff's Office and Southeast Communications (SEECOM) in the amount of \$444,268.00 and a budget adjustment to the Sheriff's FY 09 budget; (2) Resolution authorizing acceptance of the Department of Justice Cops Technology Grant Award for funding to establish redundant backup dispatch capability between the Sheriff's Office and Southeast Emergency Communications (SEECOM) in the amount of \$93,530.00 and a budget adjustment to the Sheriff's FY 09 budget; and (3) Resolution authorizing acceptance of the Department of Justice COPS Technology Grant Award for a Requirements Definition Study on integrated justice : Ms. Orphal made a motion, seconded by Mr. Ryan, to recommend the County Board approve the following three Resolutions: (1) Resolution authorizing acceptance of the Department of Justice COPS Technology Grant Award for funding to establish a redundant backup dispatch capability between the Sheriff's Office and Southeast Communications (SEECOM) in the amount of \$444,268.00 and a budget adjustment to the Sheriff's FY 09 budget; (2) Resolution authorizing acceptance of the Department of Justice Cops Technology Grant Award for funding to establish redundant backup dispatch capability between the Sheriff's Office and Southeast Emergency Communications (SEECOM) in the amount of \$93,530.00 and a budget adjustment to the Sheriff's FY 09 budget; and (3) Resolution

authorizing acceptance of the Department of Justice COPS Technology Grant Award for a Requirements Definition Study on integrated justice. The motion carried with all members present voting aye on a roll call vote (Hill, Chmiel, Orphal, Hammerand, Ryan and Munaretto).

Resolution authorizing a budget line item transfer in the State Criminal Justice Alien Assistance Program (FY 06 SCAAP) Grant FY 08 budget: Mr. Ryan made a motion, seconded by Ms. Hill, to recommend the County Board approve a Resolution authorizing a budget line item transfer in the State Criminal Justice Alien Assistance program (FY 06 SCAAP) Grant FY 08 budget. The motion carried with all members present voting aye on a roll call vote (Hill, Chmiel, Orphal, Hammerand, Ryan and Munaretto).

Resolution authorizing the acceptance of 2008 State Criminal Alien Assistance Program (SCAAP) Award and a budget adjustment in the Sheriff's FY 09 budget: Ms. Chmiel made a motion, seconded by Mr. Ryan, to recommend the County Board approve a Resolution authorizing the acceptance of 2008 State Criminal Alien Assistance Program (SCAAP) Award and a budget adjustment in the Sheriff's FY 09 budget. The motion carried with all members present voting aye on a roll call vote (Hill, Chmiel, Orphal, Hammerand, Ryan and Munaretto).

Resolution authorizing budget line item transfers in the Sheriff's FY 08 budget: Ms. Hill made a motion, seconded by Mr. Ryan, to recommend the County Board approve a Resolution authorizing budget line item transfers in the Sheriff's FY 08 budget. The motion carried with all members present voting aye on a roll call vote (Hill, Chmiel, Orphal, Hammerand, Ryan and Munaretto).

Resolution authorizing the adoption of the salary ranges for FY 08/09: Ms. Orphal made a motion, seconded by Ms. Chmiel, to recommend the County Board approve a Resolution authorizing the adoption of the salary ranges for FY 08/09. It was noted that the Human Resources approved this Resolution at their recent meeting. The motion carried with all members present voting aye on a roll call vote (Hill, Chmiel, Orphal, Hammerand, Ryan and Munaretto).

Resolution establishing the guidelines for FY 09 pay-for-performance adjustments: Ms. Hill made a motion, seconded by Ms. Orphal, to recommend the County Board approve a Resolution authorizing the guidelines for FY 09 pay-for-performance adjustments. This also was approved by the Human Resources Committee this morning. The motion carried with all members present voting aye on a roll call vote (Hill, Chmiel, Orphal, Hammerand, Ryan and Munaretto).

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

Resolution authorizing the acceptance of a Senior Services Grant award and an adjustment to the treasurer's FY 09 budget: Mr. Hammerand made a motion, seconded by Ms. Orphal to recommend the County Board approve a Resolution authorizing the acceptance of a Senior Services Grant award and an adjustment to the treasurer's FY 09 budget. Mr. LeFew reported that his department recently applied for a grant from Senior Services to establish a Senior Property Tax Ombudsman position to assist senior citizens in applying for discounts on their real estate tax bills. The grant was awarded and the proposed resolution is to accept the \$30,000 grant award and adjust the Treasurer's budget accordingly. Chairman Munaretto stated that traditionally that when a grant requires a match in funds, the department to which the grant is awarded pays that match. He asked Mr. LeFew if the Treasurer's department would be able to fund the benefit amount. Mr. LeFew responded there may be funds in the passport budget to meet this need. Ms. Hill made a motion to amend the Resolution to reflect that amounts about the \$30,000 grant award would be funded through the Treasurer's Office. Mr. Hammerand seconded the motion to amend. The motion to amend passed with all members present voting aye on a roll call vote (Hill, Chmiel, Orphal, Hammerand, Ryan and Munaretto). On a roll call vote of the main motion, all members present voted aye (Hill, Chmiel, Orphal, Hammerand, Ryan and Munaretto).

Resolution authorizing a cost of living adjustment to the State's Attorney's salary and an emergency appropriation in the State's Attorney's FY 08 budget; and (2) a Resolution authorizing a cost of living adjustment to the Public Defender's annual salary and an emergency appropriation in the public Defender's FY 08 budget:

Ms. Orphal made a motion, seconded by Mr. Ryan, to recommend the County Board approve a Resolution authorizing a cost of living adjustment to the State's Attorney's salary and an emergency appropriation in the State's Attorney's FY 08 budget; and (2) a Resolution authorizing a cost of living adjustment to the Public Defender's annual salary and an emergency appropriation in the public Defender's FY 08 budget. The motion carried with all members present voting aye on a roll call vote (Hill, Chmiel, Orphal, Hammerand, Ryan and Munaretto).

FY 08/09 budget adjustments: Mr. Sarbaugh reported that the budget adjustments made at today's meeting will be presented to County Board on November 18, 2008 for consideration along with any additional adjustments that may be necessary. He stated he would like the Finance & Audit Committee to meet just prior to that County Board meeting to review final adjustments to the budget. Members agreed to meet at 6 pm on November 18, 2008 to consider FY 08/09 budget adjustments prior to the County Board meeting at 7 pm.

Mr. Austin announced that an Orientation meeting is being planned for newly elected board members. It is anticipated that this meeting will be on December 2, 2008.

Chairman Munaretto stated that the Finance & Audit Committee will also have an orientation meeting to familiarize new members with the budget process and strategic plan. He stated it would be best to hold this meeting separate from the orientation meeting proposed by Mr. Austin.

OLD BUSINESS: None

EXECUTIVE SESSION: None.

ADJOURNMENT

Noting no further business, Ms. Orphal made a motion, seconded by Mr. Ryan, to adjourn the meeting at 10:50 a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR BOARD ACTION:

Resolution authorizing a contract with Public Knowledge, LLC to provide strategic planning and performance measurement services

Resolution authorizing the acceptance of the Illinois Emergency Management Agency Mitigation Program Grant Agreement and a budget adjustment in the emergency Management Agency's FY 08/09 budget

Resolution authorizing entering into an agreement with Sprint/Nextel to implement the reconfiguration of the 800 MHz frequencies for which the County of McHenry holds licenses

Resolution authorizing acceptance of the Integrated Mini-grant Enforcement Program (IMAGE) Grant from the Illinois Department of Transportation in the amount of \$51,869.00 and an emergency appropriation to the Sheriff's FY 08 budget

Resolution authorizing acceptance of a Child Passenger Safety Grant from the Illinois Department of Transportation in the amount of \$7,750.00 and a budget adjustment to the Sheriff's FY 09 budget

Resolution authorizing acceptance of the Department of Justice COPS Technology Grant Award for funding to establish a redundant backup dispatch capability between the Sheriff's Office and Southeast Communications (SEECOM) in the amount of \$444,268.00 and a budget adjustment to the Sheriff's FY 09 budget

Resolution authorizing acceptance of the Department of Justice Cops Technology Grant Award for funding to establish redundant backup dispatch capability between the Sheriff's Office and Southeast Emergency Communications (SEECOM) in the amount of \$93,530.00 and a budget adjustment to the Sheriff's FY 09 budget

Resolution authorizing acceptance of the Department of Justice COPS Technology Grant Award for a Requirements Definition Study on integrated justice

Resolution authorizing a budget line item transfer in the State Criminal Justice Alien Assistance Program (FY 06 SCAAP) Grant FY 08 budget

Resolution authorizing the acceptance of 2008 State Criminal Alien Assistance Program (SCAAP) Award and a budget adjustment in the Sheriff's FY 09 budget

Resolution authorizing budget line item transfers in the Sheriff's FY 08 budget

Resolution authorizing the adoption of the salary ranges for FY 08/09

Resolution establishing the guidelines for FY 09 pay-for-performance adjustments

Resolution authorizing monthly transactions for the Delinquent Tax Program
Resolution authorizing the acceptance of a Senior Services Grant award and an adjustment to the treasurer's FY 09 budget
Resolution authorizing a cost of living adjustment to the State's Attorney's salary and an emergency appropriation in the State's Attorney's FY 08 budget
Resolution authorizing a cost of living adjustment to the Public Defender's annual salary and an emergency appropriation in the public Defender's FY 08 budget

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