

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

MINUTES OF TUESDAY, JUNE 22, 2010

Vice-Chairman Lyn Orphal called the meeting to order at 9:30 a.m. The following Committee members were present: Lyn Orphal; John Hammerand; Tina Hill; Scott Breeden; Mary Donner; and Daniel Ryan. Marc Munaretto was absent. Tina Hill arrived at 9:35 a.m. and Daniel Ryan arrived at 9:40 a.m. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Cindy Kozlowski, Financial Analyst; John Labaj, Deputy County Administrator; Pam Palmer and Shannon Teresi, County Auditor's Office; Jane Wacker and Bob Lesser, Mental Health; interested public; and press.

Marc Munaretto, Chairman	
Scott Breeden	Mary L. Donner
John Hammerand	Tina Hill
Lyn Orphal	Daniel P. Ryan

MINUTES: Ms. Donner made a motion, seconded by Mr. Breeden, to recommend approval of the minutes of the Finance & Audit Committee meeting of June 8, 2010, along with recommending the approval of the minutes of the Joint Finance & Audit Committee and the Natural and Environmental Resource Committee meeting of June 8, 2010. Vice-Chairman Orphal asked if there were any corrections or alterations – there were none. The minutes were approved as submitted with all members present voting aye on a voice vote.

PUBLIC COMMENT: None.

PRESENTATION: None.

Tina Hill arrived at 9:35 a.m.

NEW BUSINESS:

Resolution Authorizing an Appropriation for McHenry County Mental Health Board's FY11 Continuation Funding Agreements: Committee members reviewed a Resolution Authorizing an Appropriation for McHenry County Mental Health Board's FY11 Continuation Funding Agreements. Ms. Donner made a motion, seconded by Mr. Hammerand to recommend approval of the Resolution as presented. Mr. Sarbaugh informed the Committee that this Resolution is administrative. Ms. Wacker stated that this is a request to facilitate the receipt and disbursement of various continuation funding agreements that have various start dates which do not coincide with the County budget fiscal year. She stated that these are the grants that they have had in the past. Mr. Hammerand asked Ms. Wacker if she thought all of the grants were shrinking. She replied that the grants this year are down in comparison to previous years. Mr. Lesser informed the Committee that they have made arrangements with Family Service wherein they lease space from them and they use the dollar cost from that lease as an in-kind match. After discussion, the motion carried with all members present voting aye on a roll call vote (Orphal, Breeden, Hammerand, Hill, Ryan and Donner.)

Dan Ryan arrived at 9:40 a.m.

Resolution Authorizing the Creation of a ETSB 9-1-1 PC Specialist Position in the Emergency Telephone System Board Department and a Budget Line Item Transfer in their FY2010 Budget: Committee members reviewed a Resolution Authorizing the Creation of a ETSB 9-1-1 PC Specialist Position in the Emergency Telephone System Board Department and a Budget Line Item Transfer in their FY2010 Budget. Ms. Hill made a motion, seconded by Ms. Donner to recommend approval of the Resolution as presented. Mr. Sarbaugh informed the Committee that Tiki Carlson was unable to attend the meeting and she asked him to speak on her behalf. He stated that E 9-1-1 has recently gone through a change and they are now with VisionAIR. VisionAIR is not a web-based product like the previous software, and that the previous vendor will no longer support the product. This is a change in software and will support more public safety agencies within the County.

Previously this department only had one technical person to support this and this Resolution will create another full-time technical support position. Mr. Sarbaugh stated that this is more of an urgent matter. All of the funds for this position come from within ETSB funds, and they are obtained from telephone land line and cell phone statements. Mr. Hammerand asked if this position will be filled from within, or will this be a new hire. Mr. Sarbaugh stated that this is a new position and it will be posted. After discussion, the motion carried with all members present voting aye on a roll call vote (Orphal, Breeden, Hammerand, Hill, Ryan and Donner.)

Resolution Authorizing Workers' Compensation Claim Settlement: Committee members reviewed a Resolution Authorizing Workers' Compensation Claim Settlement. Ms. Hill made a motion, seconded by Ms. Donner to recommend approval of the Resolution as presented. Mr. Labaj informed the Committee that this Resolution has already been in front of the Management Services Committee and Human Resources Committee. This settlement is for a process server who slipped on ice covered by water (black ice) while serving a civil order. He fell and sustained injuries to his right wrist, left wrist and left hand. He was terminated from his employment with the Sheriff's Department because he could not perform the essential functions of his job. This was a career ending injury. A negotiated settlement with the Special Assistant State's Attorney was \$103,638 and is recommended by the State's Attorney. This case, given the age of the petitioner, required that an MSA in the amount of \$18,693 for any future treatments. The motion carried with all members present voting aye on a roll call vote (Orphal, Breeden, Hammerand, Hill, Ryan and Donner.)

Resolution Amending Resolution #R-200805-17-144 Designating Depositories for Funds and Other Public Monies in the Custody of the County Treasurer: Committee members reviewed a Resolution Amending Resolution #R-200805-17-144 Designating Depositories for Funds and Other Public Monies in the Custody of the County Treasurer. Ms. Hill made a motion, seconded by Mr. Breeden to recommend approval of the above Resolution as presented. Vice-Chairman Orphal stated that this Resolution is just a ministerial update as to financial institutions. Vice-Chairman Orphal asked if there were any questions – there were none. The motion carried with a unanimous voice vote of all ayes.

Resolution Authorizing a Contract with FDC Digital Imaging: Committee members reviewed a Resolution Authorizing a Contract with FDC Digital Imaging: Ms. Hill made a motion, seconded by Mr. Breeden to recommend approval of the above Resolution as presented. Vice-Chairman Orphal stated that this Resolution has gone through the Planning & Development Committee. Ms. Hill asked Mr. Sarbaugh if this Resolution states that it is budgeted as a Planning & Development line item. Mr. Sarbaugh informed the Committee that it was not on the Resolution, but it would be corrected before being presented to the County Board for approval. The motion carried with all members present voting aye on a roll call vote (Orphal, Breeden, Hammerand, Hill, Ryan and Donner.)

Resolution Accepting the Comprehensive Annual Financial Report for Fiscal Year Ending November 30, 2009: Committee members reviewed a Resolution Accepting the Comprehensive Annual Financial Report for Fiscal Year Ending November 30, 2009: Ms. Hill made a motion, seconded by Mr. Ryan to recommend approval of the above Resolution as presented. Ms. Palmer informed the Committee that this Resolution is just a formality. Vice-Chairman Orphal asked if there were any questions – there were none. The motion carried with a unanimous voice vote of all ayes.

Resolution Authorizing an Emergency Appropriation in the Fiscal Year 2009-2010 Budget to Establish the Series 2010A Capital Projects Fund: Committee members reviewed a Resolution Authorizing an Emergency Appropriation in the Fiscal Year 2009-2010 Budget to Establish the Series 2010A Capital Projects Fund: Ms. Hill made a motion, seconded by Mr. Ryan to recommend approval of the above Resolution as presented. Mr. Sarbaugh stated that this was to establish a budget for the money borrowed for the County Archive Facility; purchasing, installing and renovating a Local Area Network; the build-out of a Courtroom; and the purchase of a new Storage Area Network. He is working with the Auditor's Office because this money is covering so many projects and they are requesting this Resolution so they are able to record the money because they had to pay debt issuing costs. In order to record it, the Auditor's Office had to override it. This Resolution is allowing a budget to be set up under OCA codes. This is the best way to handle the funds because the projects are

starting at different times. With this, they are allowed to create budgets as projects are ready to be started. Vice-Chairman Orphal asked if there were any questions – there were none. The motion carried with all members present voting aye on a roll call vote (Orphal, Breeden, Hammerand, Hill, Ryan and Donner.)

OLD BUSINESS: None.

REPORTS TO COMMITTEE:

Auditors Report: Ms. Palmer presented the Committee with a handout concerning the 2009 Grant Expenditures History. She stated that 2009 was a phenomenal year. There was only one single audit with over \$16 million expended in Federal pass-through grants for 2009. Ms. Teresi is learning about the Neighborhood Stabilization Program and is working with the CDBG. She will be going over her findings so that future closings will have a checklist and monitoring procedures. The RFP for outside audit services was sent out and has been posted on the County's website with responses due by July 7, 2010. Concerning the Comprehensive Annual Financial Report, Ms. Palmer asked for ideas on how to distribute the CAFR. Copies will be mailed to local libraries and other public bodies and it is a good document for citizens to know about. It will also be posted on the County's website.

Contingency Reports: A handout was provided to the Committee for the statement of activity as of 6/16/2010. Vice-Chairman Orphal asked if there were any questions – there were none.

Economic Development Corporation: Vice-Chairman Orphal stated that there was no meeting this month, but if anyone had read the newspapers lately, they would have read that Navistar may be interested in the Motorola building located in Harvard. It was mentioned that they are working on compiling a list of all of the large buildings available so people who are looking for these types of buildings will have a listing. Ms. Orphal mentioned businesses and vendors interested in doing business with McHenry County Government can learn how at an upcoming meeting scheduled for July 19, 2010 from 3:00 to 7:00 p.m. at the County Administration Building. The event is open to the public. Members were asked to make copies of the handout from the Purchasing Department notice and provide a copy to anyone who may be interested.

Convention & Visitors Bureau: None.

FUTURE TOPICS: None.

EXECUTIVE SESSION: None.

ADJOURNMENT:

Noting no further business, Ms. Hill made a motion, seconded by Mr. Ryan to adjourn the meeting at 10:05 a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR BOARD ACTION:

Resolution Authorizing an Appropriation for McHenry County Mental Health Board's FY11 Continuation Funding Agreements

Resolution Authorizing the Creation of a ETSB 9-1-1 PC Specialist Position in the Emergency Telephone System Board Department and a Budget Line Item Transfer in their FY2010 Budget

Resolution Authorizing Workers' Compensation Claim Settlement

Resolution Amending Resolution #R-200805-17-144 Designating Depositories for Funds and Other Public Monies in the Custody of the County Treasurer

Resolution Authorizing a Contract with FDC Digital Imaging

Resolution Accepting the Comprehensive Annual Financial Report for Fiscal Year Ending November 30, 2009

Resolution Authorizing an Emergency Appropriation in the Fiscal Year 2009-2010 Budget to Establish the Series 2010A Capital Projects Fund

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