

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

MINUTES OF THURSDAY, APRIL 7, 2011

Chairman Breeden called the meeting to order at 8:15 a.m. The following Committee members were present: Scott Breeden, Chairman; Jim Heisler; Tina Hill; and Bob Bless. Mary Donner arrived at 8:20a.m.; Mary McCann arrived at 8:25a.m. John Hammerand arrived at 8:35a.m. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Pam Palmer, Auditor; Pat McNulty, Health Department; Cathy Link, Purchasing; Angela Wood-Zuzevich and Under Sheriff Andy Zinke, Sheriff's Department; Julie Courtney, Workforce Network; Tom Annarella, Valley Hi; Jeff Young and Jason Osborn, Division of Transportation; and Cindy Kozlowski, Financial Analyst.

Scott Breeden, Chairman	
Bob Bless	Mary L. Donner
John Hammerand	James Heisler
Tina Hill	Mary McCann

MINUTES

Committee members reviewed the committee minutes from March 8, 2011. Mr. Bless made a motion, seconded by Ms. Hill to recommend approval of the minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC COMMENT: None.

PRESENTATION

None

NEW BUSINESS

Chairman Breeden informed committee members they would review numbers 5.6 and 5.7 first as Ms. Courtney needs to leave to attend another meeting.

Resolution Authorizing a Lease Agreement for McHenry County Workforce Network: Committee members reviewed a Resolution Authorizing a Lease Agreement for McHenry County Workforce Network. Mr. Heisler made a motion, seconded by Mr. Bless to recommend approval of the above Resolution as presented. Committee members were informed that this is for the renewal of 500 Russel Court, which expires on June 30th. The rent has been frozen in light of the economy. There are out clauses in case funding for the WIB is not extended. The motion carried with all members present voting aye on a roll call vote (Bless, Heisler, Hill, Breeden)

Resolution Authorizing an Intergovernmental Agreement between the State of Illinois, Department of Central Management Services and the McHenry County Workforce Network: Committee members reviewed a Resolution Authorizing an Intergovernmental Agreement between the State of Illinois, Department of Central Management Services and the McHenry County Workforce Network. Ms. Hill made a motion, seconded by Mr. Bless to recommend approval of the above Resolution as presented. Committee members were informed that this is the intergovernmental agreement for the previously approved lease. The motion carried with all members present voting aye on a roll call vote (Bless, Heisler, Hill, Breeden)

Ms. Donner arrived at 8:20a.m.

Discussion concerning Micro-Loan Fund: Mr. Labaj pulled this item from the agenda for discussion at a future meeting.

Resolution Authorizing the Use of the Department of Commerce and Economic Opportunity (DCEO) Energy Rebate in the Amount of \$16,854.38 and an Emergency Appropriation to Facilities Management FY2010-2011 Budget: Committee members reviewed a Resolution Authorizing the Use of the Department of Commerce and Economic Opportunity (DCEO) Energy Rebate in the amount of \$16,854.38 and an Emergency Appropriation to Facilities Management FY2010-2011 Budget. Mr. Heisler made a motion, seconded by Mr. Bless to recommend approval of the above Resolution as presented. Mr. Hadley reminded committee members that these funds are a rebate received for the energy efficiency program. A portion of the funds will be used to place energy efficient LED lighting on the County's flag poles. The remaining funds will be used for energy efficiency items for the County. Purchases will be approved by the County Administrator. Mr. Hadley will report back to the committee whenever he has made any additional purchases. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Heisler, Hill, Breeden)

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Resolution Approving an Engineering Services Agreement and Appropriating Funds for Material Testing Services: Committee members reviewed a Resolution Approving an Engineering Services Agreement and Appropriating Funds for Material Testing Services. Ms. Hill made a motion, seconded by Mr. Heisler to recommend approval of the above Resolution as presented. This Resolution allows for the annual budget for material testing services to be performed on all active construction projects. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Heisler, Hill, Breeden)

Ms. McCann arrived at 8:25a.m.

Resolution Approving an Engineering Services Agreement for Public Outreach for the 2040 McHenry County Long Range Transportation Plan: Committee members reviewed a Resolution Approving an Engineering Services Agreement for Public Outreach for the 2040 McHenry County Long Range Transportation Plan. Mr. Bless made a motion, seconded by Ms. Donner to recommend approval of the above Resolution as presented. Committee members questioned why local firms were not chosen for this project. They were informed that they did a nationwide search and came of with a "suite" of firms to use for the project, including one in McHenry County. Committee members were informed that they follow the State Statute based on requirements and qualifications required. Committee members stated that our rules can require the use of local firms and noted that most of the County Board Members feel the same. Committee members were informed that the contract has been reviewed by the State's Attorney. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Heisler, Hill, McCann, Breeden)

Resolution Approving an Intergovernmental Agreement with the Chicago Metropolitan Agency for Planning for Federal Unified Work Program Grant Funds for Public Outreach for the 2040 Long-Range Transportation Plan: Committee members reviewed a Resolution Approving an Intergovernmental Agreement with the Chicago Metropolitan Agency for Planning for Federal Unified Work Program Grant Funds for Public Outreach for the 2040 Long-Range Transportation Plan. Ms. Donner made a motion, seconded by Ms. McCann to recommend approval of the above Resolution as presented. This is the intergovernmental agreement for the above project and will result in getting 80% of the funding back from the project. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Heisler, Hill, McCann, Breeden).

Resolution Authorizing the Paving of the Emergency Access Road at Valley Hi Nursing Home and a Budget Line Item Transfer in the Valley Hi Fund Fiscal Year 2011 Budget: Committee members reviewed a Resolution Authorizing the Paving of the Emergency Access Road at Valley Hi Nursing Home and a Budget Line Item Transfer in the Valley Hi Fund Fiscal Year 2011 Budget. Ms. Hill made a motion, seconded by Mr. Heisler to recommend approval of the above Resolution as presented. Committee members were informed that when the architectural survey was completed in 2010, they determined that the access road at the side of Valley Hi should be paved for use in case of an emergency. There has been a time limit placed on when this project is to be completed. The project went out for bid with the lowest responsible bidder receiving the contract. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Heisler, Hill, McCann, Breeden)

Mr. Hammerand arrived at 8:35a.m.

Resolution Authorizing the Acceptance of \$84,500 in Additional Grant Funding from the Illinois Department of Public Health for the Breast and Cervical Cancer Program and an Emergency Appropriation to the Health Department FY2011 Budget: Committee members reviewed a Resolution Authorizing the Acceptance of \$84,500 in Additional Grant Funding from the Illinois Department of Public Health for the Breast and Cervical Cancer Program and an Emergency Appropriation to the Health Department FY2011 Funding. Mr. Heisler made a motion, seconded by Ms. McCann to recommend approval of the above Resolution as presented. Committee members were informed that this is additional funding received in order to serve additional woman in the area. Reports on the program are available for review on the Health Department's website. Committee members noted that a program should be developed for men to receive prostate testing. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, Hill, McCann, Breeden)

Resolution Authorizing the Transfer of Work Release Funds to the General Fund; Work Release Commissary Funds to the "Inmate Commissary Account" and an Emergency Appropriation to the Sheriff's Fiscal Year 2011 Budget: Committee members reviewed a Resolution Authorizing the Transfer of Work Release Funds to the General Fund; Work Release Commissary Funds to the "Inmate Commissary Account" and an Emergency Appropriation to the Sheriff's Fiscal Year 2011 Budget. Mr. Heisler made a motion, seconded by Mr. Bless recommending approval of the above Resolution as presented. Committee members were informed that the Sheriff's Department previously implemented a work release program in the jail. A fee was charged to any incarcerated persons who met the eligibility requirements paid a fee to be kept in a separate account to be used to defray the costs of running this program. There was a second account, the

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Work Release Commissary Account which accounted for the profit earned on merchandise sold through the inmate commissary to persons participating in the work release program. Committee members questioned if these funds would be put towards inmate welfare. They were informed that the funds from the Work Release Program will be deposited into the Sheriff's General Fund and the other account, The Work Release Commissary funds would be transferred into the Inmate Commissary Account to be used for detainee welfare and not comingled with the County's General Fund. The funds placed into the Sheriff's General Fund will be used to put car printers into the squad cars. The motion carried with a majority of members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, Hill, Breeden) nay (McCann)

Resolution Authorizing the Transfer of Interest from the Prairie Shield Grant Fund (#59) to the General Fund (#1) and an Emergency Appropriation to the Sheriff's Fiscal Year 2011 Budget: Committee members reviewed a Resolution Authorizing the Transfer of Interest from the Prairie Shield Grant Fund (#59) to the General Fund (#1) and an Emergency Appropriation to the Sheriff's Fiscal Year 2011 Budget. Mr. Bless made a motion seconded by Ms. Donner to recommend approval of the above Resolution as presented. Committee members were reminded that McHenry County was the lead agency for the above grant. A match from all local agencies was required. Interest was generated on this account. The department has been informed they are entitled to the interest earned on the sub-recipients' local match funds held while the program was in process, per the grant rules. The funds will be placed in the account in order to pay for pre-employment physicals. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, Hill, McCann, Breeden)

Resolution Authorizing Entering into the PSIC Grant Agreement as Lead Agency for the City of DeKalb, a Member of the Prairie Shield Regional Alliance, and an Emergency Appropriation to the Sheriff's FY2011 Budget: Committee members reviewed a Resolution Authorizing Entering into the PSIC Grant Agreement as Lead Agency for the City of DeKalb, a Member of the Prairie Shield Regional Alliance, and an Emergency Appropriation to the Sheriff's FY2011 Budget. Ms. Hill made a motion, seconded by Ms. McCann to recommend approval of the above Resolution as presented. Committee members were informed that after the previous grant was closed out additional invoices were received that needs to be paid. A small second grant was created in order to address these outstanding invoices. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, Hill, McCann, Breeden)

Resolution Authorizing the Appointment of David Christensen to the Position of Director of the Emergency Management Agency: Committee members reviewed a Resolution Authorizing the Appointment of David Christensen to the Position of Director of the Emergency Management Agency. Committee members were informed there was a new Resolution placed on their desks that has a different start date. Ms. Hill made a motion, seconded by Mr. Bless to recommend approval of the above Resolution as presented. Committee members were informed that two interview teams were created to interview the prospective applicants for this position. Over 100 applicants applied for the position. The choices were narrowed down to nine applicants' to interview for the position, including the Assistant Emergency Management Director. Three individuals were requested to return for additional interviews. Committee members were informed that the Assistant Emergency Management Director was one of the three that returned for the additional interview. The top individual was chosen because he has more credentials than the other applicants. Committee members thanked Mr. Valentine for his 36 years with the County. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, Hill, McCann, Breeden) Ms. McCann stated that this is a very important position that includes a lot of networking within the County. She stated that the County needs to promote from within in order to retain trained personnel.

Resolution Adoption of HOME Investment Partnerships (HOME) Program Funding Recommendations and Amendment of the Action Plan for the 2010 Program Year: Committee members reviewed a Resolution Adoption of HOME Investment Partnerships (HOME) Program Funding Recommendation and Amendment of the Action Plan for the 2010 Program Year. Ms. Hill made a motion, seconded by Mr. Bless to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, Hill, McCann, Breeden)

OLD BUSINESS

None

REPORTS TO COMMITTEE

Auditor's Report: Ms. Palmer informed committee members that the first draft of the County's CAFR report was sent out. The department is continuing with the audits of the grant program.

Contingency Reports: Nothing has changed on the contingency report.

Approved 04 26 11

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Economic Development Corporation: Committee members were informed that Ms. Campata has stated that she would provide an update to the County Board during one of the future evening meetings.

Convention and Visitors Bureau: Committee members were informed that Cort Carlson is scheduled to attend the COW next Tuesday for the discussion on Redistricting.

FUTURE TOPICS

None

EXECUTIVE SESSION: None.

ADJOURNMENT: Noting no further business, Mr. Hammerand made a motion, seconded by Mr. Heisler to adjourn the meeting 10:55a.m. The motion carried with all ayes on a voice vote.

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RECOMMENDED FOR BOARD/COMMITTEE ACTION:

- Resolution Authorizing a Lease Agreement for McHenry County Workforce Network
- Resolution Authorizing an Intergovernmental Agreement between the State of Illinois, Department of Central Management Services and the McHenry County Workforce Network
- Resolution Authorizing the Use of the Department of Commerce and Economic Opportunity (DCEO) Energy Rebate in the amount of \$16,854.38 and an Emergency Appropriation to Facilities Management FY2010-2011 Budget
- Resolution Approving an Engineering Services Agreement and Appropriating Funds for Material Testing Services
- Resolution Approving an Engineering Services Agreement for Public Outreach for the 2040 McHenry County Long Range Transportation Plan
- Resolution Approving an Intergovernmental Agreement with the Chicago Metropolitan Agency for Planning for Federal Unified Work Program Grant Funds for Public Outreach for the 2040 Long-Range Transportation Plan
- Resolution Authorizing the Paving of the Emergency Access Road at Valley Hi Nursing Home and a Budget Line Item Transfer in the Valley Hi Fund Fiscal Year 2011 Budget
- Resolution Authorizing the Acceptance of \$84,500 in Additional Grant Funding from the Illinois Department of Public Health for the Breast and Cervical Cancer Program and an Emergency Appropriation to the Health Department FY2011 Funding
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- Resolution Authorizing Entering into the PSIC Grant Agreement as Lead Agency for the City of DeKalb, a Member of the Prairie Shield Regional Alliance, and an Emergency Appropriation to the Sheriff's FY2011 Budget
- Resolution Authorizing the Appointment of David Christensen to the Position of Director of the Emergency Management Agency
- Resolution Adoption of HOME Investment Partnerships (HOME) Program Funding Recommendation and Amendment of the Action Plan for the 2010 Program Year

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