

FINANCE AND ADMINISTRATION COMMITTEE

MONDAY, AUGUST 16, 2021 5:00 PM

Sheriff's Office Conference Room

Call to Order (5:00 PM)

Members Present: Ashley, Calandro, Comparato, D. Bost, Erbes and Rendleman

Members Absent: Mueller

Also present: Maureen Berkowitz, Emily Mirabella, Josh Barringer, Kenton Schafer, Cleta Shirley, Jill Stokes, Liz Hunter, Mary Beth Varner, Jennifer Lindsey, Julie Peterson, Chad Hill, Sharee Langenstein

Approval of Minutes

- I. [21-6234](#) Approval of July 12, 2021 Minutes
A motion was made by Erbes, seconded by Ashley, to approve the July 12, 2021 minutes as presented. The motion carried by unanimous vote.
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Chair's Report

Insurance

- II. [21-6235](#) Work Comp Update
The County Administrator commented that there was one item up for discussion during executive session.
- III. [21-6236](#) Payment of HOPE Trust Dental & Vision Claims in the amount of \$10,846.78
A motion was made by Calandro, seconded by Rendleman, to approve payment of HOPE Trust Dental & Vision Claims in the amount of \$10,846.78. The motion carried by unanimous vote.
- IV. [21-6237](#) Payment of HOPE Trust Medical Administration Claim in the amount of \$280,115.00
A motion was made by D. Bost, seconded by Calandro, to approve payment of HOPE Trust Medical Administration Claim in the amount of \$280,115.00. The motion carried by the following vote:
Yes: 6 - Ashley, Calandro, Comparato, D. Bost, Erbes and Rendleman
Absent: 1 - Mueller
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Finance

- V. [21-6238](#) Payment of County Monthly Claims in the amount of \$369,995.16
A motion was made by Erbes, seconded by Ashley, to approve payment of County Monthly Claims in the amount of \$369,995.16. The motion carried by the following vote:
Yes: 5 - Ashley, Calandro, Comparato, D. Bost and Erbes
Absent: 1 - Mueller
Abstain: 1 - Rendleman
- VI. [21-6239](#) Approval of On-Demand Claims in the amount of \$32,971.01
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- The County Administrator commented that the biggest item on the list was the purchase of a vehicle by the Sheriff's office. Rendleman questioned why this item was not scheduled for payment with the monthly claims. Varner replied that the vehicle was available and ready to take possession, therefore it had to be paid up front.
- A motion was made by Calandro, seconded by Erbes, to approve the On-Demand Claims in the amount of \$32,971.01. The motion carried by the following vote:
- Yes: 6 - Ashley, Calandro, Comparato, D. Bost, Erbes and Rendleman
- Absent: 1 - Mueller
- VII. [21-6240](#) Payment of Board Member Travel Expenses in the amount of \$5,037.87
- A few amendments were made to Board members per diems. The total corrected amount voted on was \$4,958.19.
- A motion was made by Rendleman, seconded by D. Bost, to approve payment of Board Member Travel Expenses in the amount of \$4,958.19. The motion carried by the following vote:
- Yes: 6 - Ashley, Calandro, Comparato, D. Bost, Erbes and Rendleman
- Absent: 1 - Mueller
- VIII. [21-6241](#) Flagpole Light Installation Bid
- The committee had a brief discussion on why there was a need for a bid to light the flagpole in front of the courthouse. The committee agreed it needed to be completed. The County Administrator commented that the committee needs to decide on which line item the money would be paid from. The consensus was to pay for the installation from building maintenance funds.
- A motion was made by D. Bost, seconded by Erbes, to approve the bid for the Flagpole Light Installation and to pay it out of Building Maintenance funds. The motion carried by unanimous vote.
- IX. [21-6242](#) BS&A Training
- The County Administrator discussed the need for BS&A training and noted that the last one had occurred in 2017. Rendleman questioned the usage of the system. He commented that in the beginning only 35% of the features were being used. The County Administrator estimated that about 75% of the features were being utilized and that with training, that percentage could potentially go up.
- A motion was made by Rendleman, seconded by Erbes, to approve payment up to \$18,725.00 for BS&A training from the contingency line item. The motion carried by the following vote:
- Yes: 6 - Ashley, Calandro, Comparato, D. Bost, Erbes and Rendleman
- Absent: 1 - Mueller
- X. [21-6270](#) Animal Control Tires
- The County Administrator commented that the Animal Control maintenance line item had not been budgeted correctly and therefore was not able to pay for new tires for the Animal Control vehicle. She suggested that they be paid for from contingency and noted that future budgeting would correct the mistake.
- A motion was made by Calandro, seconded by Rendleman, to approve payment of the Animal Control vehicle tires from the contingency line item. The motion carried by unanimous vote.
- XI. [21-6243](#) Cash Summaries by Bank
- This item was informational. Hunter gave a quick summary of the information she had on the cover page. Rendleman questioned whether the 911 Board money was still in 3 separate CD's. Hunter commented that only one was currently in a CD.
- XII. [21-6244](#) Revenue by Department
- This item was informational only.
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- XIII. [21-6276](#) Ambulance Department AFSCME #2464 Contract Renewal
The County Administrator commented that this item would be discussed in executive session.
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Old Business

D. Bost requested to have a PTELL Worksheet from 2018 and one from 2019. Rendleman questioned if there was an update on the natural gas contract from an earlier meeting. The County Administrator commented that she would follow up with the request.

New Business

- XIV. [21-6271](#) Budget PowerPoint
Comparato commented that during some initial budget meetings with the County Administrator, he noted some confusion between PTELL and Truth in Taxation. He asked if Ms. Stokes would come to the Finance meeting and discuss these items to help clear up any confusion. The committee reviewed a PowerPoint presentation while Stokes gave an explanation of PTELL reductions and answered questions from the committee. The committee thanked Ms. Stokes for her time and effort in putting this presentation together.
- XV. [21-6277](#) Budget Discussion
Comparato asked the committee if they had any ideas on where to set the levy for the FY22 budget so the County Administrator could begin work on the budget process. Rendleman reviewed the budget request email sent by the County Administrator to Department heads. He requested clarification on several items in the email. He also commented that he would like to see information from any accounts that exist for office holders in addition to their automation funds along with the department budget requests. Hunter pointed out that the Board is supposed to figure out how much money they need before they set the levy. The committee agreed with Hunter and ended the discussion.
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Executive Session

- XVI. [21-6278](#) Executive Session under 2 (c) 2 & 11 of the Illinois Open Meetings Act to discuss Collective Bargaining and Litigation
A motion was made by Calandro and seconded by Ashley to go into executive session. The motion carried by the following roll call vote:
Yes (6): Comparato, Ashley, D. Bost, Calandro, Erbes, Rendleman
Absent (1): Mueller
Once out of executive session, a motion was made by Rendleman and seconded by Erbes to authorize the work comp attorney to work towards a settlement up to the amount specified in executive session. The motion carried by the following vote:
Yes (6): Comparato, Ashley, D. Bost, Calandro, Erbes, Rendleman
Absent (1): Mueller
A motion was made by Calandro and seconded by Erbes to approve the Ambulance Department AFSCME #24634 Contract Renewal as presented. The motion carried by the following vote:
Yes (6): Comparato, Ashley, D. Bost, Calandro, Erbes, Rendleman
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Absent (1): Mueller

Adjourn (6:46 PM)

A motion was made by D. Bost and seconded by Erbes to adjourn, motion carried.