

FINANCE AND ADMINISTRATION COMMITTEE

MONDAY, JUNE 14, 2021 5:00 PM

Sheriff's Office Conference Room

Call to Order (5:03 PM)

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

Members Absent: Mueller

Mueller was present via phone. Also present: Jennifer Lindsey, Mary Beth Varner, Josh Barringer, Kenton Schafer, Chad Hill, Liz Hunter, Mitch Burdick, Sharee Langenstein

Approval of Minutes

- I. [21-6089](#) Approval of May 10, 2021 Minutes
A motion was made by Erbes, seconded by Calandro, to approve the May 10, 2021 minutes as presented. The motion carried by unanimous vote.
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Chair's Report

Insurance

- II. [21-6090](#) Work Comp Update
The County Administrator commented that she had received audit paperwork and that she was in the process of reviewing the information. She noted that she would be reaching out to department heads next year to create job descriptions for employees. She commented that this would ease the justification process for the audit and would save the County money by correctly classifying employees rather than being lumped into one or two general categories.
- III. [21-6091](#) Payment of HOPE Trust Dental & Vision Claims in the amount of \$13,482.29
A motion was made by Calandro, seconded by Rendleman, to approve payment of HOPE Trust Dental and Vision Claims in the amount of \$13,482.29. The motion carried by unanimous vote.
- IV. [21-6092](#) Payment of HOPE Trust Run Out Claims in the amount of \$400.40
Mueller questioned the run out claims as she thought the County would no longer be seeing these payment claims. The County Administrator noted that this was a one time fluke. A mistake had occurred on Trustmark's side, therefore creating the claim. She noted that there most likely would not be any more run out claims, but that it was not guaranteed.
A motion was made by Erbes, seconded by Ashely, to approve payment of HOPE Trust Run Out Claims in the amount of \$400.40. The motion carried by unanimous vote.
- V. [21-6093](#) Payment of HOPE Trust Medical Administration Claim in the amount of \$261,835.00
A motion was made by Rendleman, seconded by Calandro, to approve payment of HOPE Trust Medical Administration Claim in the amount of \$261,835.00. The motion carried by the following vote:
Yes: 6 - Ashely, Calandro, Comparato, D. Bost, Erbes and Rendleman
Absent: 1 - Mueller
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Finance

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- VI. [21-6094](#) Payment of County Monthly Claims in the amount of \$336,010.04
A motion was made by Erbes, seconded by D. Bost, to approve payment of County Monthly Claims in the amount of \$336,010.04. The motion carried by the following vote:
Yes: 6 - Ashely, Calandro, Comparato, D. Bost, Erbes and Rendleman
Absent: 1 - Mueller
- VII. [21-6095](#) Approval of On-Demand Claims in the amount of \$28,354.52
A motion was made by Calandro, seconded by Erbes, to approve On-Demand Claims in the amount of \$28,354.52. The motion carried by the following vote:
Yes: 6 - Ashely, Calandro, Comparato, D. Bost, Erbes and Rendleman
Absent: 1 - Mueller
- VIII. [21-6096](#) Payment of Board Member Travel Expenses in the amount of \$2,772.38
A motion was made by Rendleman, seconded by Calandro, to approve payment of Board Member Travel Expenses in the amount of \$2,772.38. The motion carried by unanimous vote.
- IX. [21-6097](#) Delinquent Tax Resolution 2021-50 Parcel #13-30-326-010
A motion was made by Ashely, seconded by D. Bost, to approve Delinquent Tax Resolution 2021-50 Parcel #13-30-326-010. The motion carried by unanimous vote.
- X. [21-6098](#) Delinquent Tax Resolution 2021-051 Parcel #16-23-200-005
A motion was made by Calandro, seconded by D. Bost, to approve Delinquent Tax Resolution 2021-51 Parcel #16-23-200-005. The motion carried by unanimous vote.
- XI. [21-6099](#) Highway Budget Amendment
Burdick commented that this request was due to reimbursements for Federal Construction Engineering, Material Testing as well as Maintenance Engineering that were anticipated revenues of FY20 that did not arrive until FY21. Various/other incomes included unexpected incomes due to insurance claims and CURE Act funding.
A motion was made by Erbes, seconded by Rendleman, to approve Highway Budget Amendment. The motion carried by unanimous vote.
- XII. [21-6100](#) RFP for Property and Liability Insurance
Rendleman questioned Langenstein on the Willis building as to whether it was included in the RFP draft. Langenstein commented that she wrote the RFP with all County buildings included
A motion was made by D. Bost, seconded by Erbes, to approve the RFP for Property and Liability Insurance. The motion carried by unanimous vote.
- XIII. [21-6105](#) Property and Liability Insurance Bid
A motion was made by Calandro, seconded by Ashely, to approve the Property and Liability Insurance Bid. The motion carried by unanimous vote.
- XIV. [21-6101](#) FY22 Assessment Lease
The committee discussed this item in detail. There were questions about the lease in terms of the language. The Committee agreed to have the State's Attorney Office review the lease for changes/updates before final approval.
A motion was made by D. Bost, seconded by Calandro, to approve the FY22 Assessment Lease pending State's Attorney review. The motion carried by unanimous vote.
- XV. [21-6102](#) County Administrator Contract
A motion was made by Calandro, seconded by Erbes, to approve drawing up a County Administrator 3 year contract with a \$10K increase each of the 3 years. The motion carried by unanimous vote.
- XVI. [21-6103](#) Cash Summaries By Bank
Rendleman questioned why the 911 Board account was not on the cash summaries by bank report. Ms. Hunter noted that the report she gave was for County General accounts. She noted
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that she could provide all County accounts on the report to the committee each month, but that it would be a fairly large report.

XVII. [21-6104](#)

Revenue by Department

Ms. Hunter reviewed some revenue highlights with the committee including the gaming tax, sales tax, and cannabis tax line items. Ms. Hunter also reported that she has received the current tax rates and the her department would be printing bills and mailing them out in July.

Labor

Old Business

New Business

Executive Session

Adjourn (5:50 PM)

Calandro moved and Basden seconded to adjourn, motion carried.