FINANCE AND ADMINISTRATION COMMITTEE

MONDAY, APRIL 10, 2023 5:00 PM

Jackson County Sheriff's Office Conference Room

Call to Order (5:01 PM)

Members Present:	Battrell, Comparato, D. Bost, Erbes and Rendleman
Members Absent:	Ashley and Snyder

Also present: Mary Beth Varner, Kevin Lister, Brian Chapman, Joni Bailey, Liz Hunter, Cleta Shirley, Chad Hill, Robert Burns, Kenton Schafer

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Approval of Minutes

I. 23-8023 Approval of March 6, 2023 Minutes

A motion was made by Erbes, seconded by Battrell, to approve the March 6, 2023 minutes as presented. The motion carried by unanimous vote.

Chair's Report

Insurance

II. 23-8024 Work Comp Update

Comparato commented that this item would be discussed in executive session.

III. 23-8025 Payment of HOPE Trust Dental & Vision Claims in the amount of $26,778.39

A motion was made by Rendleman, seconded by Erbes, to approve the HOPE Trust Dental & Vision Claims in the amount of $26,778.39. The motion carried by unanimous vote.

IV. 23-8026 Payment of HOPE Trust Medical Administration Claim in the amount of $304,324.00

A motion was made by Rendleman, seconded by Battrell, to approve the HOPE Trust Medical Administration Claim in the amount of $304,324.00. The motion carried by the following vote:

Yes:	4 - Battrell, Comparato, Erbes and Rendleman
Absent:	3 - Ashley, D. Bost and Snyder

Finance

V. 23-8027 Payment of Board Member Travel Expenses in the amount of $5,263.46

(D. Bost arrived)

Comparato commented that the amount for Board Member Travel Expenses on the agenda was incorrect and that the correct amount they would be voting on would be $5,380.01. The Committee also had a brief discussion of whether a Board member could charge for a committee meeting that he or she had attended but was not assigned to. Bailey responded by quoting the County by-laws, "A per diem of $55 may be charged for attending meetings of the Jackson County Board and those Jackson County committees to which the board member is assigned."

A motion was made by Rendleman, seconded by Battrell, to approve payment of Board Member Travel Expenses in the amount of $5,380.01. The motion carried by the following vote:

Yes: 5 - Battrell, Comparato, D. Bost, Erbes and Rendleman

Absent: 2 - Ashley and Snyder

VI. 23-8028 Approval of On-Demand Claims in the amount of $88,606.99

The County Administrator commented on a few of the items with respect to why the claims were higher than normal this month.

A motion was made by Erbes, seconded by Battrell, to approve the On-Demand Claims in the amount of $88,606.99. The motion carried by the following vote:

Yes: 5 - Battrell, Comparato, D. Bost, Erbes and Rendleman

Absent: 2 - Ashley and Snyder

VII. 23-8029 County Administrator Professional Development Academy Enrollment

The County Administrator commented that she had applied for a grant to cover the costs for her Professional Development Academy on-line program that begins this fall. She commented that the grant covered all but $500 and was asking the Board to cover the remaining cost.

A motion was made by Erbes, seconded by Battrell, to approve the County Administrator Professional Development Academy Enrollment in the amount of $500. The motion carried by unanimous vote.

VIII. 23-8030 Ordinance 2023-02 Authorizing Statutory Fee Increase for Recordings in Jackson County, Illinois

The committee had a brief discussion on what other counties in the state were doing about the fee increase.

A motion was made by Rendleman, seconded by D. Bost, to approve Ordinance 2023-02 Authorizing Statutory Fee Increase for Recordings in Jackson County, Illinois. The motion carried by unanimous vote.

IX. 23-8031 Ambulance Building Purchase

Schafer began the discussion by commenting that most of the questions the board had regarding the purchase of the property were answered in the meeting document that was provided. The committee discussed the purchase of the property and asked questions regarding what to do with traffic and what will happen with the current buildings the ambulance department is using. Schafer commented on some of the benefits of purchasing the building including better staffing and better performance. The committee continued the discussion and came to the consensus to make the purchase decision at the Real Property meeting.

X. 23-8052 Ambulance Budget Adjustment

A motion was made by Rendleman, seconded by Erbes, to approve the Ambulance Budget Adjustment in the amount of $450,000.00. The motion carried by unanimous vote.

XI. 23-8032 Space Needs Study

The County Administrator commented that she had requested this item to be on the agenda to find out if the Board was in favor of a new space needs study for the County, noting the last one had been completed in 2015. She commented that she could begin reaching out to the new architect of record to find out what the process would be and how much they would charge for a space needs study. Rendleman commented that he felt the request should have gone to the Real Property committee first before the Finance and Administration Committee. Battrell questioned what has changed since 2015 and what improvements have been made in the County. The committee discussed the topic further. Comparato ended the discussion by asking for a consensus of the committee to have the County Administrator begin looking into what a new space needs study would entail, including cost, which could then be brought to the Real Property committee for discussion.

XII. 23-8033 Cash Reserves Presentation

Hunter began the presentation by discussing the County General (101) fund balance, noting that in the last 5 years, $7,172,727 has been added to the fund balance due to several factors. Most notably, the County received more revenue than expected during the pandemic with less money being spent over the last 5 years. Hunter suggested the County Board should establish the following:

- A policy establishing minimum cash to maintain in County General beginning Dec. 1 of each year in order to have enough cash flow to supplement operations until property tax distribution time. Treasurer recommendation: Begin with $3M and project a 4% increase each year.
- A policy addressing minimum and maximum “reserve” funds in excess of cash flow requirements as well as actions the board will take to maintain the amounts set in the policy.
- A “rainy day fund” policy.
- A Capital Improvement, Repair, or Replacement Fund (under 55 ILCS 5/6-1002.5).

Chapman continued the presentation commenting on why having some type of cash reserve policy would be beneficial for Jackson County. Chapman also discussed the issues that come with having a cash reserve including the need for formal guidance specifying the purpose of this accumulation and how it is to be used, and the need to keep a minimum of $3M in the general ledger for cash flow. Chapman ended the presentation by suggesting that the Finance Committee begin considering the following:

- Adopt a cash balance policy that maintains a minimum of $3 million in the general ledger for yearly cash flow with a 4% annual increase.
- Adopt an Unrestricted/Unreserved (Rainy Day) policy maintaining a minimum of 2 months of operations ($3.8 million.)
- Create a Capital Improvement, Repair, or Replacement Fund with a starting balance of $4.2 million.

The Board discussed their options but did not make any decisions on the above-mentioned suggestions.

XIII. 23-8034 Cash Summaries by Bank
Hunter commented that one 6-month CD had been rolled over to a 36-month CD which will offer a higher interest rate.

XIV. 23-8035 Revenue and Expense by Department
No update was given.

Labor

Old Business

New Business

Executive Session

XV. 23-8036 Executive Session under 2 (c) 5 and 11 of the Illinois Open Meetings Act to discuss Real Property and Litigation

Erbes motioned and Bost seconded to go into Executive Session under 2 (c) 11 of the Illinois Open Meetings Act to discuss Litigation. The motion carried by the following Roll Call vote:

Yes (5): Comparato, Bost, Erbes, Battrell, Rendleman

Once out of Executive Session, Erbes motioned and Rendleman seconded to authorize the insurance adjuster to settle the first case up to the amount that was discussed in Executive Session. The motion carried by unanimous vote.

A second motion was made by Rendleman and seconded by Erbes to accept the insurance adjuster's recommendation to settle the second case as discussed in Executive Session. The motion carried by unanimous vote.

Adjourn (6:32 PM)

Bost moved and Rendleman seconded to adjourn, motion carried.