

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF DECEMBER 12th, 2012

Committee Chair Tim Shafer called the meeting to order at 6:00 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

Present: Shafer, Bullard, Campbell, Cohlman, Runyon, Vietti, Wittenberg

Absent:

Also Present: Marty Fannin, Kathy Arbogast, Carolyn Gerwin, Alina Hartley, June Slagel, Barb Sear, David Winters, Carol Flessner, Amy Zick, Sheriff Meredith, Superintendent Cox

Shafer called for any additions or changes to the agenda with none being requested. *Motion by Vietti, second by Heath to approve the agenda as amended. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the November 7th, 2012 meeting. *Motion by Vietti, second Campbell to approve the minutes of the November 7th, 2012 meeting. MOTION CARRIED WITH ALL AYES.*

DevNet Inc. Real Estate Software Contract – Barb Sear was present to request approval of a five year contract with DevNet. Sear stated that DevNet is the real estate tax software used by the county. Sear stated that the contract includes a 5% increase. *Motion by Bullard, second by Campbell to recommend approval of the DevNet Contract with a 5% increase. MOTION CARRIED WITH ALL AYES.*

Highway Department Request for Contingency Funds for Sewer Issue – David Winters reported that in the process of connecting the elevation pump it was discovered that there were cracked iron pipes that extend under the building. Winters the cost is estimated at \$19,358, plus an additional \$1,921.79. Winters stated there was only \$6,000 budgeted for the project. Slagel stated that she would not want to take from contingency this early in the year. Winters stated that he could pay from the Highway fund now and then ask for reimbursement later if necessary. Discussion took place. *Motion by Bullard, second by Wittenberg to allow Winters to pay from the highway fund now and revisit the issue later if needed. MOTION CARRIED ON VOICE VOTE.*

Mental Health Request for Amended Levy – Carol Flessner was present to request the Committee reconsider the decision to lower the levy amount requested. Flessner stated that the Illinois State Comptroller's Office recommends governmental agencies have four to six months of reserves to be considered financially healthy. Flessner stated that GASB Statement No. 54 states that as a general rule the unassigned fund balance should represent no less than two months of operating expenses. Flessner reported that the 708 fund is estimated to have one and one half months of reserves based on an average

monthly expense of \$85,000 and the 377 fund is estimated to have two and one half months of reserves based on an average monthly expense of \$30,000.

Flessner stated that because the levy is not received until late in the year with the final payment expected in January 2013, the boards must maintain enough cash to operate for nine to ten months until the levies are received. Flessner stated that this levy will not be expended until December 1, 2013. Flessner reported that mental health has taken a large hit in funding and what surplus they do have on hand is a contingency in case one of their agencies need assistance.

Flessner stated that Mental Health Recovery Court is commencing in 2013 and the Mental Health Board is funding the kick off of this program. Flessner stated that the Mental Health Recovery Court is going to save Livingston County money, by keeping these individuals out of the county jail and finding proper services to assist these individuals. Flessner stated that the Mental Health Board also funds jail crisis including detainees with mental illness and substance abuse disorders.

Sheriff Meredith and Superintendent Cox were present to discuss the service that mental health provides to the jail. Cox stated that the mental health service they provide is crucial to the jail.

Slagel stated that the amount of the reduction was \$40,500. Slagel stated that other funds such as the highway fund and the general fund use what is levied this year to operate this year. Slagel reported that the ending fund balance in 2008 was \$745,000 and \$968,000 in 2011, so the reserve position is increasing. Flessner stated that these amounts include the state contract from developmental disabilities case coordination and is not all county money.

Discussion took place. *Motion by Wittenberg, second by Campbell to forward to the full board without recommendation.* **MOTION CARRIED ON ROLL CALL VOTE.**

Ayes: Shafer, Campbell, Cohlman, Vietti, Wittenberg; Nays: Bullard, Runyon

June Slagel – 2012 Year End Summary – June Slagel reviewed the year end transfers that were authorized in November. Slagel reported she had sent an email at the end of October notifying departments of their budget balances and requesting that they let her know if they anticipate going over budget. Slagel stated that she only received two responses and those two departments did not end up going over budget. Slagel stated that there was one department that went over budget that had not responded. Slagel reported that one of the big overages was the telephone expenses due to the temporary relocations. Slagel stated that Scott Koeppel is working on improving the long distance rate.

Slagel then reviewed the general fund balance, revenues, expenditures and transfers with the Committee. Slagel stated that these figures are on a cash basis and she will be doing the accruals. Slagel reviewed the bookkeeping procedures and annual calendar with the Committee. Slagel stated that the departments are responsible for getting the payment requests to bookkeeping in a timely manner and ensuring they are coded correctly.

Slagel stated they have also expressed the need to have the original invoices and receipts, but not all departments have complied. Fannin stated that he will send a memo to department heads that this is a requirement. Slagel stated that if there is anything questionable they first talk to the person who submitted the request in an attempt to resolve, then to the attention of the County Board Chairman or States Attorney depending on the situation.

Regional Office of Education Quarterly Report – The Committee reviewed the Regional Office of Education Quarterly Report. *Motion by Vietti, second by Cohlman to recommend approval of the Regional Office of Education Quarterly Report.* **MOTION CARRIED WITH ALL AYES.**

Approval of Bills – The Committee reviewed the bills submitted. *Motion by Runyon, second by Vietti to approve the bills.* **MOTION CARRIED WITH ALL AYES.**

Motion by Vietti, second by Bullard to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 8:30 p.m.

Alina Hartley
Administrative Resource Specialist