

## **Finance & Insurance Committee Meeting**

**May 14, 2008**

### **Tentative Minutes**

- 1) Call to Order: Chairman Jim Swanson called the meeting to order at 2:30 p.m. Present: Skip Kenney, Ed Rice, Paul White, Lyle Hopkins, Kim Gouker, and Rich Gronewold. Others: Treasurer John Coffman, County Administrator Jim Mielke, Director of Court Services Greg Martin, Don Conn, Greg Query with Query Insurance and Brian LeFevre with Sikich.
- 2) Approval of Minutes: April 9, 2008: Motion by Skip Kenney, 2<sup>nd</sup> by Paul White to approve the minutes as presented. Motion carried.
- 3) Finance Report:
  - a) Review of 2007 Audit: Brian LeFevre of Sikich, LLC: Mr. LeFevre presented an overview of the Annual Financial Report and Management Letter. He noted the Management Discussion & Analysis / Single Audit / Fund Balance / Retirement Funds and Debt Service. Management Letter: Review of Control Deficiencies – Funds maintained outside of Treasurer Office and Highway Department Invoices. It was noted that the preference of the County Engineer and Road & Bridge Committee is to continue to have the original invoices maintained at the Highway Office. Mr. LeFevre noted that going forward, with continued lack of irregularities, the noted control deficiency will be removed from the Management letter.

Regarding Funds Maintained Outside of Treasurer Office – Administrator Mielke noted that he has spoken to the respective Department Heads and has offered a solution of having the information conveyed to the Treasurer’s Office on a quarterly basis starting this fiscal year. Mr. LeFevre noted that reporting information quarterly and having it entered onto the County’s system would eliminate the identified Control Deficiency. Treasurer Coffman will work with setting up the reporting procedure with the Department Heads.
  - b) Juvenile Detention Expense: Director of Court Services Martin provided an overview of detention costs. With the recent home invasion case and the holding of two juveniles, the department’s detention line item budget of \$10,000 will be exceeded. Consensus of the committee to continue to charge the detention expense to the proper line item and amend the budget at the end of the fiscal year.
- 4) Insurance Report:
  - a) Recommendation – Liability Insurance: Mr. Query stated quotes are still pending and will have final numbers on May 20<sup>th</sup>. The committee will need to have a mini-meeting after the May 20<sup>th</sup> County Board meeting.
  - b) Review of Health Plan Document and Proposed Changes: Motion by Ed Rice, 2<sup>nd</sup> by Skip Kenney to approve the change as presented. Motion carried.
  - c) Consideration of Wellness Proposal: Administrator Mielke presented an overview of the Oregon Park District Proposal for corporate membership. Discussion regarding corporate membership vs. tangerine weight loss program. Consensus of the Committee to obtain additional information for the June meeting.

d) Insurance Aggregate Loss Fund: Treasurer Coffman distributed a copy of the fund summary.

- 5) Approval of Bills: Motion by Richard Gronewold, 2<sup>nd</sup> by Kim Gouker to approve Treasurer bills in the amount of \$2,075.54. Motion carried.

Motion by Ed Rice, 2<sup>nd</sup> by Skip Kenney to approve Finance & Administrator bills in the amount of \$14,206.97. Motion carried.

Motion by Lyle Hopkins, 2<sup>nd</sup> by Paul White to extend payment of \$32,299.43 to Rockford Memorial Hospital out of Sheriff Arrestee Medical Fund for cost incurred by a jail prisoner. Motion carried.

- 6) New Business: None

- 7) Public Comment: None

- 8) Closed Session: Discuss Imminent or Probable Litigation of Byron Nuclear Power Plant Assessment (5 ILCS 120/2 (c) (11). The Committee did not convene into Closed Session.

- 9) Adjournment: Motion by Paul White, 2<sup>nd</sup> by Richard Gronewold to adjourn. Motion carried. Time 3:55 p.m.

## Ogle County

### Special Finance & Insurance Committee Meeting

May 20, 2008

#### Minutes

1. Call to Order: Chairman Jim Swanson called the meeting the order at 7:50 p.m. Present – Kim Gouker, Ed Rice, Skip Kenney, Rich Gronewold and Lyle Hopkins. Others: Treasurer John Coffman, Administrator Jim Mielke and Greg Query. Absent: Paul White
2. Public Comment: None
3. Review Property & Casualty Insurance Proposals / Select Property & Casualty Coverage: Greg Query distributed an updated Property & Casualty Premium Summary as of May 20<sup>th</sup>. The current carrier, St. Paul Travelers submitted a proposal in the amount of \$235,502.00 which represents a 5.14% increase compared to the 2007 premium. Houston Casualty has submitted a premium of \$227,690.00. Mr. Query provided a comparison of the two proposals which included a comparison of proposed deductibles of each plan. Mr. Query stated he is continuing to work with each carrier regarding their respective proposals.

#### Deductibles:

Law Enforcement: Travelers \$25,000  
Houston \$10,000

Employment Practices: Travelers \$15,000  
Houston \$25,000

Public Officials Errors & Omissions: Travelers \$5,000  
Houston \$25,000

Motion by Lyle Hopkins, second by Skip Kenney to accept the Property & Casualty proposal submitted by St. Paul – Travelers at \$235,502. Motion carried.

4. Adjournment: As no further business was before the Committee, Chairman Swanson declared the meeting adjourned at 8:00 p.m.