Finance, Revenue & Insurance Committee
Tentative Minutes
September 13, 2011

1) Call to Order: Chairman Gouker called the meeting to order at 5:04 p.m. Present: White, Finfrock, Gronewold, Hopkins and Welty. Others: Barnes, Simms, Kilker, Heuer, Boes, DeArvil, Sheriff Michael Harn, Treasurer John Coffman, Health Dept. Administrator Doreen O'Brien, Circuit Clerk McDermott (arrived at 5:09), Solid Waste Director Steve Rypkema, Asst. Director of Focus House Matt Mekeel, Probation Caseload Supervisor Frank Mallory, Greg Query, Brett Webber, Jeanette Bennett, Larry Callant, Don Conn and Marty Typer.

2) Approval of Minutes – August 9, 2011: Motion by Finfrock to approve the minutes as presented, 2nd by White. Motion carried.

3) Approval of Bills:
   - Treasurer: Motion by Hopkins to approve the bills in the amount of $448.68, 2nd by White. Motion carried.
   - Finance: Motion by Welty to approve the Finance bills in the amount of $4,348.23, 2nd by Finfrock. Discussion took place regarding more IT bills that were passed on from LRP. Motion by Hopkins to amend the motion to include an additional $56.04, 2nd by White. Motion for amendment carried; new total is $4,404.26. Amended motion carried. Welty stated it seems like every month we are manually adding additional invoices, why can't this be done ahead of time. Gouker said all the committees meet the same week, and it's unavoidable when another committee sends us a bill at this meeting.

4) Reports:
   - Insurance:
     - Monthly Insurance Report: Mr. Query distributed a monthly report; discussion took place regarding the squad car claim.
     - Health Insurance: Treasurer Coffman distributed the monthly aggregate report, and deductible options for the committee's consideration. Welty stated he had previously requested a deductible comparison to the private sector and hasn't received any information; Mr. Query stated he has looked into it but the information is outdated, he will work along with Group Administrators in compiling current information. Mr. Query explained his 2nd page of his report regarding the deductibles, HSA accounts and Concierge Program. Mr. Webber gave suggestions to encourage the program usage; $250 penalty if no call was placed or County pays travel expenses if the recommended doctor was used. Discussion continued, including use of a wellness program. Welty stated he is in favor of the health screening one. Treasurer Coffman stated he is inquiring into KSB's wellness program. It was stated that the expense would come from the insurance fund and it would not be an annual general fund budget expense. Mr. Webber recommended it every 3 years since we have little turn around. Mr. Query and Mr. Webber stated they would bring additional information regarding deductible choices, HSA options and the Concierge and Health Screening programs and costs. Gouker stated to the committee, since changes like these need to be effective 1/1, that a final decision should be made at the October meeting.

       Treasurer Coffman distributed a copy of the health care plan amendment and stated the changes are due to new health care laws. Motion by White to recommend approval of the Compliance Amendment to the Ogle County Health Care Plan, 2nd by Finfrock. Motion carried. Welty questioned the schedule of benefits as shown in the Amendment, and if adoption of the Amendment precludes benefit changes. Mr. Webber mentioned benefit changes can be made at any time, but typically are made effective for the beginning of a benefit calendar year.

Treasurer Coffman distributed a health insurance history report which included percent of claims vs. percent of premium for the various entities under the County health insurance. Coffman stated that the premium rates need to be discussed; he is recommending a 7.4% increase. He isn't recommending the 12.8% increase because it is uncommon that we have met our max 2 years in a row on claims. Gouker stated that whatever increase we adopt, will also increase the general fund budget by that percentage, and that a 12.8% increase in cost would only occur if we had a second high claim year, like the current one, which Webber had stated is rare for consecutive worst possible years. Gouker said that if actual claims exceed a lower premium increase, the difference could be absorbed by the insurance reserve fund, which Coffman stated was sufficient to do, without jeopardizing the reserve fund. Because of this, and due to the fact the budget might allow small salary increases this year, if any, Gouker suggested a 5% increase. White suggested maybe a 6.4% increase, half of the max. Welty stated he cannot support either suggestion. Motion by White to increase the health insurance premium 5% effective November 1, 2011 for outside agencies and December 1, 2011 for Ogle County Employees, 2nd by Hopkins. White requested a roll call. Roll Call: Gronewold-yes, Hopkins-yes, Welty-no, White-yes, Finfrock-no and Gouker-yes. Motion carried.

- Finance: No report
- Treasurer: No report

5) Review, Update & Planning Discussion:
   - Treasurer: Revenue/Property Tax/State Revenue Update: No report

6) Old Business:
   - Supervisor of Assessment & Sheriff Department Budgets: Gouker stated we need to pay these shortages and need to figure out how. He also stated his projection is that at the end of the budget year, we should have almost enough leftover to cover the shortages. Discussion continued.
   - Treasurer Coffman requested direction from the Committee on how to handle the Circuit Clerk salary line when there is no money left in it. Gouker stated the transfer was approved in June. Discussion continued and it was determined it needed to go before the full board.
   - Review of electric & gas contract: Gouker said the Sheriff and Mr. Mudge will discuss next month.
   - Early Retirement Plan: Gouker stated that we need to continue to look into this further. Sheriff Harn stated one drawback to him as a dept head was the rehire restriction.

7) New Business:
   - HEW Senior Tax Levy: Brief discussion; will be on next month's agenda.
   - Gouker stated he has most department budgets and is reviewing them now. He has a few more meetings schedule with dept heads. Committee discussed the need for some special meetings. Consensus of Committee to have a meeting Sept. 27 and Sept. 29 at 3p.m.

8) Committee Comments/Suggestions: None

9) Department Head Comments/Suggestions: Treasurer Coffman questioned how he should handle the request for a new computer server; they directed him to go to the Long Range Planning Committee.

10) Public Comment & Any Other Business: None

11) Adjournment: Since no further business was before the Committee, Chairman Gouker declared the meeting adjourned. Time: 7:01 p.m.

Respectfully submitted,
Tiffany O'Brien

Special Finance, Revenue & Insurance Committee
Tentative Minutes
September 27, 2011

1) Call to Order: Chairman Gouker called the meeting to order at 3:03 p.m. Present: White, Finfrock, Gronewold, Hopkins and Williams. Others: Barnes, Kilker, Sheriff Michael Harn, Chief Deputy Michael Schabacker, Lt. Randy Hilliard, Coroner Lou Finch, Treasurer John Coffman, County Engineer Curtis Cook, Assessor Jim Harrison, Health Dept. Administrator Doreen O'Brien, Solid Waste Director Steve Rypkema, Judge Robert Hanson, Focus House Director Mike Dale (arrived at 3:12), Director of Court Services Greg Martin (arrived at 3:12), State's Attorney Ben Roe (arrived at 3:53), Probation Deputy Director Frank Mallory (arrived at 3:12), Larry Callant, Brian Peterson (left at 3:44) and Marty Typer. Absent: Welty.

2) Old Business: FY 2012 Budget Discussion: Gouker distributed a proposed budget and stated that there are a few mistakes that he is aware of that needs to be corrected. One is in revenues and another in Sheriff Dept.

   Revenues: Hopkins questioned why the increase in liquor licenses; it was decided to be reduced to $20,000. Gouker stated, in order to not overstate revenues, that a reduction on sales tax receipts should be roughly $50,000 and that #3215 –Probation Salary Reimbursement will be dropped back to $300,000. Gouker also pointed out that #3599 – Zoning Licenses & Permits were increased by Reibel due to the Baileyville permits that are anticipated next year. Discussion continued regarding Dept. 62-Emergency Communications; decision is to zero out line #3900. With those minor changes revenue total is at $11,485,946.18

   Williams questioned the tower rent and Sheriff Harn stated the contract expires at the first of the year and he is looking into some changes on the contract. Finfrock questioned if the departments are obtaining any grants; Treasurer Coffman stated that various departments already do receive grants however they are not part of the general fund.

   Expenses:
   County Clerk Department: Gouker pointed out the changes proposed from the previous year, also stated that 2012 has two elections. White questioned the fund usage for office supplies. Finfrock questioned the travel expense line when the previous years have never reached $4,000. White questioned the zeros in office equipment and office equipment maintenance lines.

   Treasurer Department: Gouker pointed out the changes proposed from the previous year. Finfrock questioned the part-time staff; Coffman stated he has 2 part-time employees who job share and 1 seasonal employee. Williams questioned the office supply line; Coffman stated the majority of the expense there is the postage for tax bills.

   HEW Department: White stated that #4520 Soil & Water Conv. Allotment should be $22,500. White also questioned the outcome of the Regional Superintendent of Schools office since the State cut their funding. Finfrock questioned the contractual expenses; Gouker stated that is based on a few factors between Ogle and Lee County. Finfrock also questioned the staffing level and building size. Gouker stated most of the revenue comes from the State and grants, and a relatively small portion from Ogle and Lee Counties.

   Judiciary & Jury Department: Gouker stated he used last year's figures since he has not yet received a proposed budget. Judge Hanson stated they are requesting a 2% increase in salaries for the administrative assistant and public defenders. They also would like to increase #4345 – Interpreter line by $1,000 and office supplies by $5,581. He stated that they are over on the interpreter line already this year.

3) Committee Comments/Suggestions: Gouker requested the Committee to review the remainder of the document in preparation for Thursday's meeting. White stated that we need to also look at the other tax

levies and fund budgets. Gronewold asked if we heard anything regarding the land fill assessment; Harrison stated he has not. Martin asked if the Committee would have a direction for the departments on Thursday. Gouker said that would not be likely.

4) Department Head Comments/Suggestions: None

5) Public Comment & Any Other Business: None

6) Adjournment: Since no further business was before the Committee, Chairman Gouker declared the meeting adjourned. Time: 4:34 p.m.

Respectfully submitted,
Tiffany O'Brien

Special Finance, Revenue & Insurance Committee
Tentative Minutes
September 29, 2011

1) Call to Order: Chairman Gouker called the meeting to order at 3:05 p.m. Present: White (arrived at 3:14), Finfrock, Gronewold and Hopkins. Others: Barnes, Kilker, DeArvil, Heuer (arrived at 3:35), County Clerk Becky Huntley, Sheriff Michael Harn (arrived at 3:12), Chief Deputy Michael Schabacker (arrived at 3:12), Lt. Randy Hilliard (arrived at 3:12), Coroner Lou Finch, Treasurer John Coffman, County Engineer Curtis Cook, Assessor Jim Harrison, Circuit Clerk Ron McDermott, Health Dept. Administrator Doreen O'Brien, Solid Waste Director Steve Rypkema, Focus House Director Mike Dale (arrived at 3:11), Director of Court Services Greg Martin, Susan Montavon, Probation Deputy Director Frank Mallory, Larry Callant, Vinde Wells and Marty Typer. Absent: Welty and Williams.

2) Old Business: FY 2012 Budget Discussion: Gouker distributed a new copy with the changes that were discussed at Tuesday's meeting; with the changes the deficit is approximately $1.5 million. He also distributed and discussed two hand-outs regarding sales tax and discussed their trends.

   Gouker then distributed a salary summary per department and asked the Committee if they would like to tackle that issue first, since it represents more than three-quarters of total expenses and with such a large deficit, we need to discuss the obvious impact of salary increase requests. White stated he will find it difficult to give raises with a potential lay-off as a result. Finfrock asked if we were talking about increases or bringing employees up to the salary schedule. Gouker stated the department requests include some of both and that we really need to look at raises in some of the departments where employees have not had any raise during the last four years. Hopkins stated the County has very good employees and we should use the funds from landfill. Gouker stated the economy is improving but improving slowly and that using reserves has been done the last few years and the economy will be sub-par for several more years, we need to get on a current account balance budget. Gronewold stated only part of the deficit comes from salaries. White suggested they finish looking at the dept. budgets and then decide where to go from there.

   Circuit Clerk Dept – Gouker stated that the 2011 figures do include the amendments granted. Hopkins questioned the big jump in salary line; McDermott stated that it included figures that were not included in 2011 budget. Gouker said when compared to the total department salaries for this year, the increase will be 3%. Finfrock questioned if office equipment can be purchased from dedicated funds; McDermott said yes.

   Probation Dept – Hopkins questioned if there were any staffing level increases; Martin stated no. Finfrock questioned if the contract stated any raise; Martin stated no.

   Focus House Dept – Gouker pointed out the increase in salaries and the addition to the telephone expense line. Dale stated that the telephone expense line is used to pay all utilities not just telephone service. Gouker stated these expenses have been paid from the Dependent Children's Fund for several years, except 2011. White questioned the out-of-county client boarding fees. Gronewold questioned why part-time is so high; Dale stated they have more part-time employees vs. full-time employees and therefore no benefit costs.

   Assessment Dept – Gouker stated the only increase in this budget was for salaries. Harrison stated that it included the salary that was cut from the current budget due to a retirement and he would like to fill that position in 2012. Finfrock questioned the percent of increase for salaries; Gouker stated this is one of the departments that have not had any raise for the last four years. Harrison stated he requested 6%. Finfrock also questioned his office supply expense line; Harrison stated majority of that are postage expenses for assessment notices. White questioned why the Board of Review has an office supply expense line; Harrison stated by state statue the Board of Review is responsible for the senior freeze and other various items and he feels those expenses should be kept separate from his regular budget.

Zoning Dept – Gouker stated the only change is in salaries.

Sheriff Dept – Gouker stated the spreadsheet includes $110,000 salary adjustment twice and $110,000 needs to be removed. Finfrock questioned vehicle maintenance expense line. Hopkins questioned the 911 Coordinator salary; Harn stated he is looking into more revenue funds from 911.

Coroner Dept – Finch stated the amount included money that was cut from the current budget plus an increase to bring his staff up to the minimum level on the Personnel Committee's salary schedule. Hopkins questioned the decrease in autopsy fees. Finch stated that the office supply, office equipment and vehicle maintenance lines can be zero due to a fund that will cover those expenses.

State's Attorney Dept – Gouker stated the only increase is a 3% on salaries.

Insurance Dept – Only increase is the 5% on health insurance.

Finance Dept – Gouker stated the salary line should be increased due to the committee structure. Finfrock questioned the contingency line; Coffman said typically that line is used for legal fees or the Exelon appraisal and other miscellaneous items.

Administrator Dept – Gouker stated everything has been zero since the position is not filled. Coffman stated that copy paper and postage meter lines need to be addressed in this dept or moved to another dept. He stated the amount should be at least the same as this current budget.

IT Dept – Everything stayed the same. Cook questioned if the right amount was budgeted for salaries; 70% of Callant's salary should come from IT Dept.

Corrections Dept – Harn stated the change in salary line is due to the shortage of funds; he also requested an increase in part-time/extra-time to help clean up the time on the books. He also explained that the holiday line was increased due to the union contracting stating 13 holidays vs. 5 holidays that was budgeted.

3) Committee Comments/Suggestions: Gouker stated the next meetings will be Tuesday and Thursday of next week at the same time. Barnes asked if there was any more thought on the early retirement. Gouker suggested implementing a deferred account line for depts. to use for office supplies and postage. White stated that instead of padding different lines, they need to cut cost and add to another to save a few. Hopkins stated that sounds more complicated. White asked if the service contracts were going to come from the Long Range budget.

4) Department Head Comments/Suggestions: None

5) Public Comment & Any Other Business: None

6) Adjournment: Since no further business was before the Committee, Chairman Gouker declared the meeting adjourned. Time: 4:45 p.m.

Respectfully submitted,
Tiffany O'Brien