

AUDIT/FINANCE/PURCHASING COMMITTEE

June 20, 2011

Present: Paul Schmitz, Chairman Tim Butcher
 Dick Breckenridge Tony Woods

Absent: Jack Pearce, Jr.

Others present: John Curtin, Jeff Brown, Colleen Hadley, Tom Finks, Angela Kirby, Larry Craig, Phil McCarty and Jan Bland.

The Audit/Finance/Purchasing Committee met on Monday, June 20, 2011 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to approve claims and any other matters.

A motion was made by Tim Butcher and seconded by Tony Woods to approve the claims as presented for payment in June. The motion carried.

States Attorney Tom Finks appeared to request the reinstatement of one secretary position which was eliminated during the last budget session. Noting that other positions in the judicial offices had been replaced upon vacancy, he was making the request as the demands on his office staff are often increased due to circumstances of an intermittent medical leave. The Committee agreed that supplemental staffing would help alleviate some burdens and upon return to discussion of this topic a motion was made by Tim Butcher and seconded by Tony Woods to approve the hire a temporary part time (under 30 hours/week) person at \$10/hour. The motion carried.

Two bids were opened and read for the County-Wide P25 Law Enforcement Radio System project to be funded by a federal grant award of up to \$250,000. The total project totals were \$241,729.82 from Global Technical Systems, Inc. in Jacksonville, Illinois and \$244,667.90 from Craig Antenna Service in Pana, Illinois. [A more itemized breakout is attached.] A motion was made by Tim Butcher and seconded by Dick Breckenridge to approve the low bid from Global Technical Systems, Inc. pending the inspection of the low bid meeting the specs and the availability of the federal funds. The motion carried. Sheriff Deputy Jeff Brown will review the documents.

Angela Kirby from CDS Office Technologies presented a price quote on toner after doing an inventory of copier and printers in the courthouse. Her proposal to the County was to accept the pricing of toners for our offices to purchase. This information will be taken to the Department Heads for further discussions. CDS also offers office equipment, video equipment office supplies and other office technology. The Committee thought this type of program may have some merit.

The annual Prevailing Wage Ordinance was presented for adoption with a motion by Dick Breckenridge and seconded by Tim Butcher. The motion carried with one opposed.

In May, the Flexible Spending Plan was approved as a new program of which employees can participate. The Certificate of Corporate Resolution was motioned for approval to include with the Benefits Plan and Summary Plan. A motion was made by Tony Woods and seconded by Tim Butcher to adopt the resolution for the Flexible Spending Plan ending 6/30/2012. The motion carried.

Treasurer Colleen Hadley presented a resolution to approve the sale of property from delinquent taxes to the City of Stonington for the sum of \$660.00. A motion was made by Dick Breckenridge and seconded by Tony Woods to adopt the resolution. The motion carried.

The Public Defender's contract was reviewed concerning the July 1 annual salary increase of \$10,000. Treasurer Hadley noted we are receiving the reimbursements from the State, but at about five months in arrears.

Budget hearings were scheduled for August with the following schedule:

- July 29, 2011--Department Heads will receive their year-to-date expenditures and budget packets.
- August 8, 2011--Each office budget will be due back.
- August 23, 2011-All budget hearings will take place

A motion was made by Tim Butcher and seconded by Tony Woods to adjourn. The motion carried.

Respectfully submitted by,

Paul Schmitz, Chairman,
Audit/Finance Committee