

FINANCE COMMITTEE MEETING MINUTES

December 19, 2016

The Finance Committee of the St. Clair County Board met in the County Board Conference Room on December 19, 2016, the meeting was called to order by Asst. Chairman Marty Crawford at 6:45 p.m.

MEMBERS PRESENT

Marty Crawford, Asst. Chairman
Lonnie Mosley
June Chartrand
Carol Clark
Dixie Seibert
John West

MEMBERS ABSENT

Ken Easterley

Others Present:

Debra Moore, Director of Administration
Stephen Reeb, County Board
C. David Tiedemann, County Board
Robert Allen, County Board
Craig Hubbard, County Board Member
Tom Knapp, Sheriff's Department
Brenda Kelly, State's Attorney
John Hughes, Central Services
Frank Bergman, Human Resources
Terry Beach, Economic Dev. / IGD
Bill Schwartz, Citizens
Edward Miller, Citizen
Randy Pierce, Fairview Heights Tribune

Mark Kern, Chairman SCC
Bryan Bingel, County Board
Fred Boch, County Board
Frank Heiligenstein, County Board
Sue Schmidt, Financial Analyst
Anne Markezich, Zoning / Mapping
Rod Thompson, Attorney
Herb Simmons, 9-1-1 / EMA
Charles Briggs, Citizen
R. Powers, Citizen
Craig Miller, Citizen
Joseph Bustos, News Democrat
Sue Gooberman, Citizen

Pledge of Allegiance was recited

There were no Public Comments made or Questions asked.

Upon a motion by Mr. West and seconded by Ms. Clark, it was unanimously agreed to approve the December 12, 2016 Meeting Minutes.

Dr. Debra Moore gave comments on the budget.

Upon a motion by Mr. Mosley and seconded by Ms. Clark, it was unanimously agreed to approve the 2017 Annual Appropriation Ordinance.

States Attorney Brendan Kelly commented on the need for the Public Safety Tax.

Upon a motion by Mrs. Chartrand and seconded by Mr. West, it was unanimously agreed to approve the Resolution providing for and requiring the submission to the Electors of the County at the consolidated election held on the 4th day of April, 2017 a proposition authorizing the imposition of a Retailers' Occupation Tax and a Service Occupation Tax to be used exclusively for Public Safety purposes.

Dr. Debra Moore presented the Engagement Letter designating Hays as a Medical Broker of record for St. Clair County.

Upon a motion by Mrs. Seibert and seconded by Mr. West, it was unanimously agreed to approve the Engagement Letter designating Hays as Medical Broker of record for St. Clair County.

Dr. Debra Moore Presented the amended UMR Agreement to include Optum RX as the Pharmacy Benefits Manager for St. Clair County.

Upon a motion by Mrs. Chartrand and seconded by Ms. Clark, it was unanimously agreed to approve the amended UMR Agreement to include Optum RX as the Pharmacy Benefits Manager.

Upon a motion by Mrs. Seibert and seconded by Mr. Mosley it was unanimously agreed to approve Impact Strategies Contract for Juvenile Detention/Probation, GMP proposal cost (\$307,573.00).

Upon a motion by Mr. West and seconded by Ms. Clark, it was unanimously agreed to approve Scheffel Boyle's Engagement Letter to perform 2016 Audit Services for St. Clair County including the PBC and Circuit Clerk's Office.

Upon a motion by Mrs. Chartrand and seconded by Mrs. Seibert, it was unanimously agreed to approve the Supplement to the 2016 Joint Use Agreement.

Upon a motion by Mrs. Seibert and seconded by Mr. West, it was unanimously agreed to approve the Regular – Expense Transfers. Attached is a copy of the transfers.

Upon a motion by Ms. Clark and seconded by Mrs. Chartrand, it was unanimously agreed to approve the Contingency Transfers. Attached is a copy of the transfers.

Upon a motion by Mrs. Seibert and seconded by Mr. West, it was unanimously agreed to approve the Demolition Bid Project with Shafer Excavating for (\$22,100.00).

Upon a motion by Mrs. Chartrand and seconded by Ms. Clark, it was unanimously agreed to approve the Pictometry International Corp. Contract with St. Clair County for (\$216,945.00).

Upon a motion by Mr. Mosley and seconded by Mr. West, it was unanimously agreed to approve the December 2016 payroll.

Upon a motion by Mr. West and seconded by Mr. Mosley, it was unanimously agreed to approve the Treasurer's Monthly Report and Funds Invested.

Upon a motion by Mr. Mosley and seconded by Mrs. Chartrand, it was unanimously agreed to approve the Expense Claims – Claims Subcommittee Reports.

Upon a motion by Mrs. Chartrand and seconded by Mr. West, it was unanimously agreed to adjourn.

Respectfully Submitted,

Debra Moore, Director of Administration

DECEMBER 19, 2016 EXPENSE TRANSFERS					
			FROM:		
				TO:	
General Fund-County Board				General Fund-Coroner	
100-1001-89000	Contingencies	(67,995.48)		100-1095-63020	Autopsy Services
					67,995.48
General Fund-County Board				General Fund-County Clerk	
100-1001-89000	Contingencies	109,851.13		100-1066-60120	Payroll Election Judges
					109,851.13
General Fund-County Board				General Fund-Sheriff Jail	
100-1001-89000	Contingencies	8,117.39		100-1107-63060	Medical and dental services
					8,117.39

FROM:			TO:		
Emergency Telephone 253-2530-6370C	Repair & Maint-Building	(1,000.00)	Emergency Telephone 253-2530-63500	Custodial Services	1,000.00
General Fund-States Attorney 100-1075-6309C	Other professional services	(1,100.00)	General Fund-States Attorney 100-1075-61000	Office supplies	100.00
			100-1075-62100	Travel	1,000.00
					1,100.00
Veterans 225-2250-62000	Training	(228.20)	Veterans 225-2250-61000	Office supplies	228.20
Supt of Schools 100-1070-61010	Postage	(1,360.85)	Supt of Schools 100-1070-65000	Lease payment	3,844.65
100-1070-65150	Telephone	(1,290.87)			
100-1070-62100 01	Travel	(1,192.92)			
		(3,844.65)			
General-States Attorney 100-1075-63090	Other Professional Services	(321.00)	General-States Attorney 100-1075-62100	Travel	161.00
			100-1075-61000	Office Supplies	160.00
					321.00
Detention 290-2900-60650	Health and Life	(10,000.00)	Detention 290-2900-61400	Medical, Food and All Others	10,000.00
General Fund-States Attorney 100-1075-65150	Telephone	(150.00)	General Fund-States Attorney 100-1075-62000	Training	85.00
100-1075-61020	Books and periodicals	(350.00)	100-1075-61400 07	Transcripts	2,612.00
100-1075-62200	Dues	(980.00)	100-1075-62100	Travel	60.00
100-1075-68510-01	Program Expense	(1,250.00)			2,757.00
100-1075-63090	Other Professional Services	(27.00)			
		(2,757.00)			
General Fund-EMA 100-1035-63750	Repair & main-Communication Equ	(5,000.00)	General Fund-EMA 100-1035-61400	Program supplies	5,000.00
			100-1035-65150	Telephone	500.00
					6,000.00
Highway Equipment 206-2060-61400	Program supplies	(6,500.00)	Highway Equipment 206-2060-63720	Repair & maint-machine & equipment	5,000.00
			206-2060-61350	Shop tools and supplies	1,500.00
					6,500.00

Highway			Highway		
200-2000-61350	Shop tools and supplies	<u>(2,000.00)</u>	200-2000-61000	Office supplies	<u>2,000.00</u>
General Fund-States Attorney			General Fund-States Attorney		
100-1075-63090	Other Professional Services	<u>(1,316.53)</u>	100-1075-62000	Training	199.50
			100-1075-61000	Office supplies	263.00
			100-1075-62100	Travel	785.19
			100-1075-61400-07	Transcript	68.84
					<u>1,316.53</u>
Law Library			Law Library		
268-2680-60110	Payroll-Part time	<u>(12,617.84)</u>	268-2680-62200	Dues and memberships	<u>12,617.84</u>
General Fund-Human Resources			General Fund-Human Resources		
100-101060100	Office supplies	(150.00)	100-1010-62000	Training	150.00
100-1010-61000	Office supplies	<u>(350.00)</u>	100-1010-61020	Books, manuals and periodicals	350.00
		<u>(500.00)</u>			<u>500.00</u>
General Fund-County Board			General Fund-County Board		
100-1001-68540	Program Reimbursements	<u>(4,200.00)</u>	100-1001-65050	Rental Expense	<u>4,200.00</u>
General Fund-Coroner			General Fund-Coroner		
100-1095-62000	Training	(325.00)	100-1095-61400	Program supplies	1,354.79
100-1095-62100	Travel	(1,914.27)	100-1095-63020	Autopsy services	4,965.31
100-1095-62200	Dues & memberships	(85.00)			<u>6,320.10</u>
100-1095-60000	Payroll Elected Officials	<u>(3,995.83)</u>			
		<u>(6,320.10)</u>			
General Fund-Auditor			General Fund-Auditor		
100-1040-60100	Payroll Full Time	(7,169.11)	100-1040-60110	Payroll Part Time	4,239.00
100-1040-62200	Dues and memberships	(14.00)	100-1040-62000	Training	2,875.00
		<u>(7,183.11)</u>	100-1040-61000	Office supplies	69.11
					<u>7,183.11</u>
Employees Medical Trust and Agency			Employees Medical Trust and Agency		
550-5500-63150	Administrative Services	<u>(59,200.00)</u>	550-5500-70100-05	Ct Ins Premiums-Medical	<u>\$9,200.00</u>

General Fund-Sheriff Administration

100-1100-60310	Sick Pay	(2,000.00)
100-1100-61000	Office supplies	(250.00)
100-1100-61380	Uniforms	(500.00)
100-1100-61400-03	Program supplies other	(477.60)
100-1100-61400-04	Program supplies staff	(1,000.00)
100-1100-62000	Training	(190.00)
100-1100-63630	Maintenance contracts-software	(300.00)
		<u>(4,717.60)</u>

General Fund-Sheriff Patrol

100-1102-60100	Payroll Full Time	(16,696.63)
100-1102-62200	Dues and memberships	(1,500.00)
		<u>(18,196.63)</u>

General Fund-Jail

100-1107-60100	Payroll Full Time	(15,029.27)
100-1107-62000	Training	(1,799.60)
100-1107-62200	Dues and memberships	(250.00)
		<u>(17,078.87)</u>

General Fund-Human Resources

100-1010-60650	Health and Life Insurance	(436,320.35)
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General Fund-Grant Match

100-1005-60100	Payroll Full Time	(29,688.48)
100-1005-95200	Grant match transfer	(93,103.78)
		<u>(122,792.26)</u>

General Fund-Data Processing

100-1016-60100	Payroll Full Time	(50,500.11)
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General Fund-Mapping

100-1020-60100	Payroll Full Time	(17,037.85)
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General Fund-Zoning

100-1021-60100	Payroll Full Time	(69,706.80)
100-1021-60100	Payroll Part Time	(24,603.74)
		<u>(94,310.54)</u>

General Fund-Animal Control

100-1030-60100	Payroll Full Time	(22,606.17)
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Total Transfers to Sheriff (783,560.38)

General Fund-Sheriff Administration

100-1100-60100	Payroll Full Time	2,031.16
100-1100-60110	Payroll Part Time	1,354.88
100-1100-60200	Overtime	1,309.65
100-1100-60320	Standby Pay	16.00
100-1100-60400	Educational Incentive	849.94
100-1100-60410	Clothing maintenance allowance	1,882.96
100-1100-62100	Travel	962.78
100-1100-62200	Dues and memberships	232.00
		<u>8,639.37</u>

General Fund-Sheriff Patrol

100-1102-60200	Overtime	60,634.09
100-1102-60300	Holiday Pay	4,281.05
100-1102-60310	Sick Pay	2,800.29
100-1102-60320	Standby Pay	1,331.83
100-1102-60400	Educational Incentive	1,600.90
100-1102-60410	Clothing maintenance allowance	12,493.99
100-1102-61380	Uniforms	6,335.72
100-1102-61400-03	Program supplies other	1,946.81
100-1102-61400-04	Program supplies staff	40.53
100-1102-62000	Training	1,695.32
100-1102-62100	Travel	2,850.02
100-1102-65150	Telephone	898.01
		<u>96,108.56</u>

General Fund-Jail

100-1107-60200	Overtime	103,449.86
100-1107-60300	Holiday Pay	86,017.60
100-1107-60310	Sick Pay	9,709.91
100-1107-60320	Standby Pay	216.00
100-1107-60400	Educational Incentive	1,839.82
100-1107-60410	Clothing maintenance allowance	35,607.43
100-1107-61380	Uniforms	2,846.58
100-1107-61400-02	Program supplies food	13,917.88
100-1107-61400-03	Program supplies other	47,511.52
100-1107-61400-04	Program supplies staff	48.75
100-1107-62100	Travel	6,899.22
100-1107-63060	Medical and dental services	360,803.11
100-1107-63630	Maintenance contracts-software	9,944.77
		<u>678,812.45</u>

Total Sheriff Shortfall 783,560.38

All Sheriff

General Fund-Jury Commission

100-1086-61000	Office supplies	(915.60)
100-1086-68060-01	Juror cost fees	(160.53)
		<u>(1,076.13)</u>

General Fund-Judicial

100-1085-60100	Payroll Full Time	<u>(11,959.00)</u>
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General Fund-Grant Match

100-1005-95200	Grant match transfer	<u>(42,527.03)</u>
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General Fund-County Board

100-1001-60000	Payroll Elected Officials	(2,423.95)
100-1001-60100	Payroll Full Time	(7,862.23)
100-1001-60110	Payroll Part Time	(170,384.99)
100-1001-60130	Payroll Appointment/Commissions	(6,075.00)
		<u>(186,744.17)</u>

General Fund-Grant Match

100-1005-95200	Grant match transfer	<u>(79,072.00)</u>
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General Fund-County Clerk Election

100-1066-65110	Waste Disposal	<u>(43.88)</u>
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Total Transfer to County Clerk(265,860.05)**General Fund-Collector**

100-1061-60100	Payroll Full Time	<u>(20,419.17)</u>
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General Fund-Board of Review

100-1050-60110	Payroll Full Time	(530.59)
100-1050-61000	Office supplies	(1,758.55)
100-1050-62000	Training	(1,729.80)
		<u>(4,018.94)</u>

General Fund-Assessor

100-1045-60100	Payroll Full Time	<u>(4,754.50)</u>
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General Fund-Grant Match

100-1005-60490	Labor Contingencies	<u>(73,809.81)</u>
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General Fund-Jury Commission

100-1086-60100	Payroll Full Time	<u>1,076.13</u>
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General Fund-Jail Population

100-1083-60100	Payroll Full Time	<u>11,959.00</u>
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General Fund-County Clerk

100-1065-60100	Payroll Full Time	4,617.53
100-1065-60110	Payroll Part Time	37,909.50
		<u>42,527.03</u>

General Fund-County Clerk Election

100-1066-60120	Payroll Election Judges	218,246.70
100-1066-60200	Overtime	9,295.33
100-1066-65050	Rental expense	25,440.50
100-1066-68540	Program reimbursements	12,877.52
		<u>265,860.05</u>

Total County Clerk Shortfall265,860.05**General Fund-Treasurer**

100-1061-60110	Payroll Part Time	14,250.25
100-1060-60000	Payroll Elected Official	9.97
100-1060-60100	Payroll Full Time	6,158.95
		<u>20,419.17</u>

General Fund-Board of Review

100-1050-60000	Payroll Elected Officials	<u>4,018.94</u>
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General Fund-Assessor

100-1045-60110	Payroll Part Time	<u>4,754.50</u>
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General Fund-EMA

100-1035-60200	Overtime	<u>73,809.81</u>
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County Clerk

100-1035-60100	Payroll Full Time	(65,556.16)	100-1035-60110	Payroll Part Time	75,643.82
100-1035-63750	Repair & maint communication Equip	(30,000.00)	100-1035-60300	Holiday Pay	28,096.88
100-1035-61900-05	Small Cap Purch-Commun Equip	(7,000.00)			<u>103,740.70</u>
100-1035-61900-02	Small Cap Purch-Office Furn & Equip	(1,184.64)			
		<u>(103,740.70)</u>			
General Fund-County Board			General Fund-Administration		
100-1005-60100	Payroll Full Time	(3,103.78)	100-1002-60100	Payroll Full Time	<u>3,103.78</u>
General Fund-County Board			General Fund-County Board		
100-1001-69003-03	Community Development-Smolt	(34,000.00)	100-1001-61000	Office supplies	4091
100-1001-69003-04	Community Development-Elderly	(17,000.00)	100-1001-61010	Postage and mailings	35.55
100-1001-68540	Program reimbursements	(11,150.00)	100-1001-68070	Contribution to Judges salaries	3,142.53
100-1001-65050	Rental expense	(25,100.00)	100-1001-63050	Legal services	105,298.71
100-1001-63150	Advisory & consulting	(13,000.00)	100-1001-68050	Court orders & related payments	25,473.71
100-1001-62200	Dues and memberships	(15,625.00)			<u>133,991.41</u>
100-1001-62050	Conference & meetings	(5,111.12)			
100-1001-62100	Travel	(3,875.71)			
100-1001-63250	Security services	(4,450.00)			
100-1001-68060	Juror costs	(2,500.00)			
100-1001-63000	Audit services	(2,169.58)			
		<u>(133,991.41)</u>			
GIS			GIS		
130-1300-63200	Technical services	<u>(312.40)</u>	130-1300-63630	Maintenance contracts-software	<u>312.40</u>
Landfill Surcharge			Landfill Surcharge		
241-2410-60110	Payroll Part Time	(19,324.27)	241-2410-60200	Overtime	17,274.69
240-2410-60510	IMRF Employer	(9,445.15)	241-2410-60800	FICA Employer	3,407.99
240-2410-63710	Repair & maint-Office equipment	(246.34)	241-2410-60620	Workmen's Comp	8,086.74
		<u>(29,015.76)</u>	241-2410-63720	Repair & maint-machine & equipment	246.34
					<u>29,015.76</u>
Emergency Telephone			Emergency Telephone		
253-2530-60100	Payroll Full Time	<u>(1,285.00)</u>	253-2530-60110	Payroll Part Time	<u>1,285.00</u>
Bailiff Fund			Bailiff Fund		
269-2690-60100	Payroll-Full Time	(30,899.09)	269-2690-60110	Payroll-Part Time	38,435.55
269-2690-60200	Overtime	(6,654.40)	269-2690-60410	Clothing maintenance allowance	1,414.17
269-2690-60300	Holiday Pay	(862.06)			<u>39,849.72</u>
269-2690-60600	FICA Employer	(1,414.17)			
		<u>(39,849.72)</u>			

Sheriff Asset Forfeitures 315-8130-68510 Program expense		16,828.03	200-1900-61900-07 Small Cap purchase other mach & equip	2,828.10
Sheriff Asset Forfeitures 315-8130-68510 Program expense		467.00	Sheriff Asset Forfeitures 315-8130-81000-08 Major Cap purchases vehicles	407.08
Approval St. Clair County Auditor: <u>Patty Proctor</u>				
Approval County Administrator: <u>Debra H. Ma</u>				