Ogle County Finance & Insurance Committee
Wednesday, June 10, 2009
Tentative Minutes

1. Call to Order: Chairman Hopkins calls the meeting to order at 2:30.

2. Members present: Hopkins, Rice, Saunders, Diehl, Kenney, Gronewold and White.

3. Members absent: None

4. Approval of Minutes/May 13, 2009 Meeting and May 19, 2009 Meeting: Motion by Kenney, 2nd by Rice. Motion carried.

5. Approval of Bills:
   - Treasurer Invoices: Motion by Saunders to approve bills in the amount of $346.99, 2nd by White. Motion carried.
   - Finance & Administrator: Motion by White to approve bills in the amount of $23,822.70, 2nd Rice. Motion carried.

6. Public Comment: None

7. Insurance Report:
   - Builders Risk: Greg Query noted this item is on hold until after the Tuesday Board vote to choose the desired courthouse renovation contractor since we need specific project costs, deductibles, and time lines to move forward.
   - Property/Liability: No further updates
   - Health Insurance Renewal: Query presented the Ogle County Renewal Comparison summary highlighting current and optional renewal contracts. Rice motioned to secure the 103% County Insurance Renewal Plan with a $5,000 deposit (which will stop the underwriting process and apply to August premiums.)White 2nd. Motion carried. Rice commented we should consider passing the 3% increase through this year instead of absorbing it given current budget constraints. Treasurer Coffman suggested reviewing this topic in more detail, which we have time to do given pass through rates wouldn't start in Ogle County until December 1. Query also indicated we must increase coverage up to age 26 for dependents, and requested that the committee vote to amend the plan accordingly in next month's Finance Committee meeting.
   - Other Discussion:
     - Kenney noted that he, Greg Query and John Coffman visited the IPMG offices in St. Charles recently to review open workers comp files and procedures. They were each pleased with the high levels of automation, effective organization, and current servicing levels, noting they were given access to everything they needed and treated with respect.
     - White asked where the claim hits if a county employee driving a county vehicle to work experiences an altercation in route but before their shift

starts. Query indicates he has seen coming and going included for an organization's liability, while Kenney says he has seen coming and going not included. Further discussion confirmed that sworn deputies are on duty any time in their call and are always covered. There is less clarity relating to non-deputy jobs. Query will follow up on this question to see what our possible exposure is.

8. Finance Report: Treasurer Coffman solicited questions regarding the current month's General Fund Budget Performance report. Discussion followed, including:
   - Payments in Vacation: The committee voiced concern regarding the growing dollar amount of payments in vacation, which are often as large as the bills submitted to Committees for payment. Saunders noted concern that these payments bypass the committee review process and create additional work outside the normal bill payment cycles. She recalls Bill Spencer passing a resolution stating payments in vacation was reserved for utilities, payroll, and some emergency billing. Meggon McKinley agreed to work with the department heads to gain a better understanding of valid needs for payments in vacation and help minimize unnecessary requests. The Committee also asked her to identify specific credit card issuance and reimbursement needs within the departments since this often makes up a large portion of the payments in vacation amounts, presumably because we don't want to miss timely payments and incur additional fees or interest. The Committee would like to know if there is opportunity to change billing cycles to allow these to flow into the normal bill pay process. John Coffman noted that if the volumes and needs are significant enough, we may want to consider moving to a County Purchasing card option, which allows specific limits and more controllable billing cycles.
   - Projected 2009 revenues and spend: White noted that due to state income tax revenue decreases, our budget could potentially be off by about $400,000. Coffman indicated he thinks we'll be about $200-300k short with jail boarding coming in about $100,000 ahead of plan. White noted specific areas where it appears departments are overspending, and if left uncorrected could result in a $500,000 overrun. The Committee agreed they would like to better understand each department's plans for staying within the approved 2009 budget to avoid problems later in the year. Meggon McKinley agreed to work with the department heads to understand and report back to the committee how each department is ensuring they stay within their 2009 approved budget.

9. New Business:

- Shortfall in Circuit Clerk Budget: Hopkins and Meggon McKinley met with Typer recently and he noted having a $4,500 grant check that might be used to offset some of the Circuit Clerk salary shortfall due to the recently negotiated labor contract. McKinley presented this idea to the Committee, noting the discussion with Typer included discussions about trying to meet in the middle on the budget shortfall. Discussion followed. With the current budget pressures, the Committee decided they would like to wait to review McKinley's summary of department plans to stay within the 2009 budget before taking any action on the Circuit Clerk budget shortfall. McKinley will communicate this information to Mr. Typer.
- Budget Planning Timeline: McKinley provided an update regarding the 2010 projected budget planning timeline and recent discussions with the department heads focusing on balanced budgets within each department. Such work is underway. Preliminary discussions are taking place in June with department budgets due to McKinley July 16, after next month's committee meetings. The Committees will formally review the budgets August 11, 12. The General Fund budget will be presented to the Finance Committee September 9 with final review October 14. Public hearings and the initial County Board budget presentation are planned for October 20 with final presentation and adoption by the County Board November 17.
- Change of Next Meeting Date/Time: Next month's meeting will be moved to Tuesday July 14 at 1:00 in the Sheriff's Training Room.

10. Old Business:

11. Adjournment: At 3:57 p.m. the meeting was adjourned by Hopkins.

Respectfully Submitted,

Meggon McKinley
Ogle County Administrator