

Winnebago County Board
Operations and Administrative Committee Meeting
County Administration Building
404 Elm Street, Room 510
Rockford, IL 61101

Monday, April 24, 2017
Immediately Following Caucus Meetings

Present:

Gary Jury, Chairman
Dorothy Redd
Eli Nicolosi
Keith McDonald
Jean Crosby

Others Present:

Frank Haney, County Board Chairman
Carla Paschal, Chief Financial & Budget officer
Amanda Hamaker, County Administrator
Charlotte LeClercq, Assistant Deputy State's Attorney
Ann Johns, Purchasing Director
Chris Green, RRS

Absent:

Angie Goral
Joe Hoffman

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of March 2, 2017 Minutes
- D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Resolution for Window Cleaning Services Contract
- F. Resolution for Telecommunications Service Contract Renewal
- G. Staff Report
 - Forest Preserve Conversation
- H. Other Matters
- I. Adjournment

Chairman Jury called the meeting to order at 6:30 PM.

Motion to approve the Minutes of March 2, 2017

Moved: Mr. Nicolosi, Seconded: Ms. Crosby.

Motion passed by unanimous voice vote.

Public Comment

Chairman Jury omitted reading the Public Comment section of the Agenda due to no one present

to speak.

Mr. Jury – Motion to place two Resolutions and a Staff Report on the table for discussion.
Moved: Mr. Nicolosi, Seconded: Ms. Crosby.

Resolution for Window Cleaning Services Contract

Ms. Johns presented.

- We went out for bid and had one response. We advertised it as well as we could. We made a few phone calls to get a few other bidders. The same company bid that already does our work, Skyline Window Cleaning. The price went up like \$6,000 from what it has been because an Ordinance had changed the regulations. They can no longer use cherry pickers under the new rules to do window cleaning.
- A discussion followed.

Motion passed by unanimous voice vote.

Resolution for Telecommunications Service Contract Renewal

Ms. Johns presented.

- All of the phones throughout the County have this Mitel package. This year when they came to me, I said we need to procure it properly. There was a Federal contract as well as a cooperative purchasing. We looked at the cooperative purchasing and actually saving \$2,036 a year by using the proper purchasing over the current method. Plus we are procuring it properly.

Motion passed by unanimous voice vote.

Staff Report

- **Forest Preserve Conversation**
- Mr. Jury – We used to govern the Forest Preserves. I thought we did a pretty good job over the years but the public wanted the Forest Preserves to go on its own. Since that has happened the Forest Preserves has never been on their own. A lot of people don't know or understand this because of the close connection with the previous Chairman and some County Board members. We should get the right amount of money for the administrative work we do.
- Ms. Hamaker – The majority of the administrative services we provide to the Forest District separate from the physical infrastructure services Mr. Jury described are related to finance and financial processing. When we looked at the IGA and the services being provided, I continued to have concerns with the fact they are still on our payroll. Forest Preserve employees are on our health insurance. We are not necessarily in a position today to recommend to anyone on this committee what we think an adequate financial compensation would be for the services they provide.
- Ms. Paschal – The IGA that exists now is broken into different sections based on the services we are providing. Under the Finance Department, we are responsible to process accounts payable, payroll, and assist with payroll related questions. As part of that, they had added Klehm Arboretum to the payroll processing tag under theirs. We have informed them that as of January 1, 2018 we will no longer process the payroll for Klehm Arboretum. That is something the committee will need to decide if we want to continue processing payroll and accounts payable for the district. We used to be involved in the approval process for their invoices and payroll but we shifted the responsibility to district officials. We would like to clarify if we continue providing these services they are responsible for all internal controls surrounding these processes. We have informed them

that they needed to appoint their own IMRF authorized agent. They are working on naming an administrator for all of the other employee benefit programs.

- We are responsible for financial accounting interim and year-end financial statements, audit preparation, and coordination. We currently are not preparing any interim financial statements and I propose we do not include that if we continue these services. They are responsible for all internal controls surrounding financial reporting.
- Treasurer's Office is responsible for reconciling bank statements, performing wire transfers, and data entry functions. They are responsible for all controls surrounding bank reconciliation, wire transfers, and data entry. We are providing a processing function only. They are responsible for all cash received.
- Under Purchasing, we are providing assistance with formal bid processes as needed in minor purchasing issues. Forest Preserves would be responsible for selecting the successful bidder. We are taking responsibility for only the processes.
- Regarding Human Resources, we are responsible for processing payroll changes, administering the County health plan, and various other minor items. I would take out the various other minor items as that could encompass a lot. I think the big decision is whether we want to allow them to participate in our County health plan.
- Under County Administrator, financial consultation budget assistants, I propose we remove those services. The former County Administrator was their Treasurer and he is currently working with them. Notice to terminate the IGA must be given by July 1st.
- We need to address Munis. There has been talk that possibly they would be required to have a separate instance, which would have a cost associated with it. We should have in the agreement, should the separate instance be required, that they would be responsible for all costs associated with that.
- Chairman Haney – There was an internal audit not long after Carla got here. I think she mentioned that we needed to look at this relationship. Later there was an internal audit where there were some control concerns. Regarding what we do with the health insurance, the fee for service needs to be fixed. If we continue it and if there is a way administratively to find a win-win, then it is more in line with IT services doing fee for service with other public entities.
- Mr. Jury – We will work something up and bring it back.
- Ms. Hamaker – The IGA they currently have we would need to terminate by July 1st.
- Ms. Paschal – Give notice by July 1st. We do not want to draft an IGA that's going to change significantly. I think the big thing is health insurance, yes or no.
- A discussion followed.

Motion to Adjourn. Moved by Mr. Nicolosi and then Seconded.
Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant