

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

Monday, May 22, 2017
Immediately Following the Republican Caucus Meeting

Present:

Gary Jury, **Chairman**
Angie Goral
Joe Hoffman
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

AGENDA:

- A. Call to Order
- B. Roll Call
- C. 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.
- D. Resolution Authorizing Execution of an Intergovernmental Agreement Between the Forest Preserves of Winnebago County and the County of Winnebago for Administrative Services
- E. Ordinance Adopting Revised Discrimination/Harassment Policy
- F. Staff Report
 - a. Winnebago County Forest Preserve – Health Insurance
 - b. Purchasing Card Audit
- G. Other Matters
- H. Adjournment

Chairman Jury called the meeting to order at 6:29 PM.

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 items D, E, and F on the table for discussion.

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

Resolution Authorizing Execution of an Intergovernmental Agreement Between the Forest Preserves of Winnebago County and the County of Winnebago for Administrative Services

- Mr. Jury – Fees were not collected but should have been. We are going to forward this Agreement to the Forest Preserves. We were collecting a total of \$65,000.
- Ms. Paschal – The last time we discussed this, this portion of the Agreement included health insurance. Between our discussions and delving into all of the information, we decided it would be best to have two Intergovernmental Agreements, one for financial services and one for health insurance.
- Services to be provided by the County Finance Department are process accounts payable, payroll, and assist with payroll related questions. The County will not be responsible for any internal controls surrounding these processes including appropriate approvals and will provide a processing function only. The district agrees to appoint their own IMRF authorized agent and an administrator for any employee benefit programs. Preserves will be responsible for all internal controls surrounding financial reporting and the County will provide a processing functional only.
- Treasurer will reconcile bank statements, perform wire transfers, and data entry functions. Preserves are responsible for all internal controls surrounding bank reconciliations, wire transfers, and data entry functions and the County will provide a processing function only.
- Purchasing will assist with formal bid process as needed. Preserves will be responsible for all internal controls surrounding purchasing including compliance with all Federal and State laws and regulations. Preserves will be responsible for selecting the successful bidder.
- Human Resources will process payroll changes. Preserves will be responsible for internal controls surrounding payroll changes including appropriate approvals and all human resource functions. County will provide processing function only.
- The County currently uses Munis to provide the services described above to the Preserves and is not currently required to pay additional licensing fees or separate instances of Munis related to the Preserves. Should Munis require additional software licensing fees or separate instances of Munis to process Preserves transactions, these costs will be paid for by the Preserves.
- Administration is proposing compensation for these services to be \$100,000 per year to increase by either the rate of inflation or 3% annually. Payments would be made in 4 installments due October 1, January 1, April 1, and July 1.
- Chairman Haney – We met with Executive Director Mike Holan. They are a partner of ours and we want to have a good relationship with them.
- Ms. Hamaker – They will no longer be able to access our HR Department for everyday HR.
- A discussion followed.

Motion passed by unanimous voice vote.

Ordinance Adopting Revised Discrimination/Harassment Policy

Ms. Hamaker presented.

- This is a restatement. When the committee and the Board passed the previous Discrimination and Harassment Policy, we prepared and presented it to you in Resolution format but it needs to be in an Ordinance format.

Motion passed by unanimous voice vote.

Staff Report

a. Winnebago County Forest Preserve – Health Insurance

b. Purchasing Card Audit

Ms. Hamaker presented.

- Our auditor released this audit at the same time the Purchasing Department and Finance were already looking into various purchasing policies and issues. Regarding looking at new policy and procedures in terms of timeline, Ann is working on a RFP. Regarding our Chase credit card services, we have been out of contract for about a year and a half. The previous Purchasing Director had started some of the legwork towards a new contract. Ann is working with me, Carla, and Sue Goral to put together a purchasing card proposal to bring in a modern card system. We have to go out to bid, choose a card provider, and talk about implementation. This is coming at a time when the Finance Department is in the middle of budget season and Ann has several other RFP's. I am going to respond to the auditor with what we are going to do but it could take us a few months.
- Mr. Hoffman – I would like to see some type of safeguard to make sure what they say they are buying is going to the right place and people.
- Mr. Jury – Amanda and I talked about gasoline cards. We will be addressing it.
- Ms. Johns – One of the things we are looking for is receipt imaging. It is one of the requirements. When you buy something, you would take a picture of it with your cell phone and immediately load it into the credit card software.
- Ms. Hamaker – A lot of this has to do with controls and documentation. The systems we are looking at have the documentation piece built-in. We can have tighter controls and tighter management responsibility for verifying purchases. There are a lot of categories of spending that people will find are not allowed anymore.
- A discussion followed.

Other Matters

None

Motion to Adjourn. Moved: Ms. Crosby, Seconded: Ms. Goral and Mr. Hoffman.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant