

**APPROVED 5/23/23**

**FINANCE AUDIT AND LEGISLATIVE AFFAIRS COMMITTEE**

**April 25, 2023**

**@ 3:00 p.m.**

|                                   |   |
|-----------------------------------|---|
| <b>COMMITTEE MEMBERS PRESENT:</b> | <b>Sharon Williams</b> –Chairperson; <b>Brandy Bryant</b> –Vice-Chairperson; <b>Camille Coates, Linda Daley, Betty Duncan, Daniel Kelch, Danny Phelan, Rob Reneau, Steven Rieker, Paul Rosenbohm, Phillip Salzer</b>  |
| <b>MEMBERS ABSENT:</b>            | <b>Jennifer Groves Allison, Eden Blair, James Dillon, Matt Windish</b>  |
| <b>STAFF PRESENT:</b>             | <b>Scott Sorrel</b> - County Administrator; <b>Shauna Musselman</b> – Asst. County Administrator; <b>Jennie Cordis Boswell</b> - State's Attorney's Office; <b>Gretchen Pearsall</b> – County Administration; <b>Heather McCord</b> – Chief Financial Officer; <b>Julie Kusturin</b> – Finance; <b>Brian Brown</b> – Probation & Court Services; <b>Mark Little</b> – Chief Information Officer; <b>Rachael Parker, Brooke Sommerville</b> – County Clerk; <b>Nicole Bjerke</b> – Treasurer |
| <b>VISITORS</b>                   |   |

**Call to Order**

Chairperson Williams called the meeting to order at 3:00 p.m.

**Approval of Minutes**

A motion to approve the minutes of February 28, 2023 was made by Ms. Duncan and seconded by Ms. Daley. The motion carried (11-0).

**Informational**

➤ Monthly Financial Report

➤ Ms. Kusturin provided an overview of financial activity through December 31, 2022. Highlights include:

- General Fund revenues were 121% of anticipated budget and General Fund expenditures are at 94% of anticipated budget. No departments exceeded their appropriations.
- Local Use Tax ended the year above budget expectations, which was offset by a revenue shortfall in Sales Tax.

➤ Heddington Oaks Financial Report

Ms. McCord provided a summary of Heddington Oaks accounts receivable as of December 31, 2022. She stated that a recommendation for additional write-offs will be coming forward within the next several months.

Ms. McCord advised that three payments have been made in a settlement agreement with a hospice. She said that staff is working with RSM on the Medicare Cost Report for Fiscal Year 2022, which will be filed May 31, 2023.

➤ March 2023 Accounts Payable Review

Ms. McCord noted that a payment related to Heddington Oaks is related to erosion repair work at the facility.

Ms. Daley asked how the county negotiates its wireless cellphone contracts, and Mr. Sorrel advised that although the process is somewhat decentralized, the majority are via a cooperative purchasing agreement. At the request of Ms. Daley, he stated that staff will review options to reduce cost.

➤ Purchase Order Encumbrance Rollover Appropriations

Ms. Kusturin advised that the report provides a complete listing of open purchase orders and amounts re-appropriated to Fiscal Year 2023.

➤ External auditing firm for FY23 audit

Ms. McCord advised that the contract with the County's external auditor, Sikich, is in its last year and staff will be issuing bids for an external auditor.

**Joint Resolution**

➤ Tyler Enterprise Supervision (joint with County Operations Committee)

A motion to approve was made by Mr. Rieker and seconded by Mr. Reneau. Mr. Little advised that after the Illinois Supreme Court mandated that Probation Departments collect new data set variables in 2021, the IT Department engaged with the Probation Department and Tyler Technologies to review the data sets. He stated that after months of configuration and testing, it was determined that the current system utilized by Probation, implemented in 2013, does not have the capability to collect the mandated data.

Mr. Little advised that Tyler Technologies has recommended an upgrade from the current system utilized by Probation to Tyler Enterprise Supervision CMS, a cloud-based software service solution.

Mr. Little advised that funding in the amount of \$376,995.00 for the implementation of the Tyler Enterprise Supervision system will be appropriated from the Fund Balance Reserves of the IT Service Fund.

Mr. Brown explained the impact of the new mandates on the Probation Department, and the efforts to find alternative solutions prior to recommending the implementation of the new system.

The motion to approve carried (11-0).

**Public Comments**

Chairperson Williams called for any public comment. There were no public comments.

**Miscellaneous**

None.

**Adjournment**

The meeting was adjourned by Chairperson Williams at 3:23 p.m.

*Recorded & Transcribed by: Jan Kleffman*