

FINANCE COMMITTEE MINUTES

DATE OF MEETING: October 20, 2015 at 6:01 p.m.

MEMBERS PRESENT: Terry Ferguson, David Newberg, Cris Rogers, Melonie Tilley and Camille Redman, Chair

MEMBERS ABSENT: None

SUMMARY OF DISCUSSION:

- Motion by Newberg, 2nd by Tilley to approve last month's minutes. Voice vote, motion carried.
- Motion by Ferguson, 2nd by Rogers to approve all claims. Voice vote, motion carried.
- Dana Smith, County Clerk, presented a delinquent tax resolution. Motion by Tilley, 2nd by Newberg to recommend to the full board to adopt the delinquent tax resolution. Voice vote, motion carried.
- Remove and replace outside lights at the restrooms by the ramp at the marina at a cost of \$785.00. Motion by Ferguson, 2nd by Newberg to authorize the replacement of the lights at the restrooms by the ramp at the marina at a cost of \$785.00. Voice vote, motion carried.
- Discussed purchasing a scheduling/time keeping software package from Aladtec for \$4800 per year. This system will be used county wide to assist with department scheduling and timekeeping/payroll records as required by the Department of Labor. Motion by Rogers, 2nd by Tilley to recommend to the full board to subscribe to the Aladtec scheduling/timekeeping software for \$4800 per year. Voice vote, motion carried. The goal to completely convert to this system no later than January 1, 2016. This should be enough time for everyone to get accustomed to clocking in/out daily.
- Reviewed the 2016 Holiday List. Motion by Ferguson, 2nd by Rogers to recommend to the full board to adopt the 2016 Holiday List. Voice vote, motion carried.
- Purchase two SQL service licenses for the recording system in the County Clerk's office for a total of \$5680.44. Motion by Tilley, 2nd by Newberg to recommend to the full board to purchase two SQL service licenses for the recording system in the County Clerk's office for \$5680.44. Voice vote, motion carried.
- Purchase three 24" monitors for the recording system in the County Clerk's office for at total of \$1012.23. Motion by Tilley, 2nd by Ferguson to recommend to the full board to purchase three 24" monitors for the recording system in the County Clerk's office for \$1012.23. Voice vote, motion carried.
- The Circuit Clerk submitted a revised fee schedule to replace the one adopted last month to include the fees charged for foreclosures. Motion by Rogers 2nd by Tilley to recommend to the full board to adopt the resolution for the revised fee schedule in the Circuit Clerk's office replacing the one adopted last month. Voice vote, motion carried.
- Review of a resolution for creating and appointing a County Administrator with an initial salary. Motion by Tilley, 2nd by Newberg to recommend to the full board to adopt the resolution for creating and appointing a county administrator with an initial salary. Discussion on giving the executive administrative assistant to the county board position the proper title of county administrator. This change reflects the duties that are currently being performed as the executive administrative assistant. Also discussed the need to look into possibly hiring an assistant in fiscal year 2017. Voice vote, motion carried.

- Discussion and review of the fiscal year 2016 budget and expenditures. Redman indicated that she had met with the Circuit Clerk yesterday concerning the reduction in full time employee's line item and the Clerk proposed reducing one full time position to part time with the document storage fund picking up \$5000 of the part time salary and the general fund picking up \$4880. Committee discussed this proposal and felt that the budget should remain as is. The proposed total expenditures for fiscal year 2016 are \$21,223,596. The general fund levy is set at \$1,500,000 which is a \$.27 levy with total expenditures of \$6,375,661 and \$7,322,834 in revenue. This would leave an ending balance of \$1,287,111 which includes \$236,700 in escrow. The total county rate would be approximately \$.7971 compared to a county rate of \$.9408 this year. The ambulance district will require a truth and taxation hearing due to that rate going from \$.0805 this year to \$.0890 next year. This is due to the fact that the fund did not have enough money to make two months of payments that were due before tax distribution. Motion by Tilley, 2nd by Ferguson to recommend to the full board to put the fiscal year 2016 budget on file as presented. Voice vote, motion carried.
- Discussion on dates for the truth and taxation hearing and the adoption of the fiscal year 2016 budget. Will hold the truth and taxation hearing on November 18, 2016 at 6:00 p.m. and the adoption of the fiscal year 2016 budget on November 23, 2016 at 6:00 p.m.
- Motion by Tilley, 2nd by Rogers to adjourn at 6:54 p.m. Voice vote, motion carried.

COMMITTEE ACTION:

Approve last month's minutes.

Approve all claims.

Recommend to the full board to adopt the delinquent tax resolution.

Authorize the replacement of the lights at the restrooms by the ramp at the marina at a cost of \$785.00.

Recommend to the full board to subscribe to the Aladtec scheduling/timekeeping software for \$4800 per year.

Recommend to the full board to adopt the 2016 Holiday List.

Recommend to the full board to purchase two SQL service licenses for the recording system in the County Clerk's office for \$5680.44.

Recommend to the full board to purchase three 24" monitors for the recording system in the County Clerk's office for \$1012.23.

Recommend to the full board to adopt the resolution for the revised fee schedule in the Circuit Clerk's office replacing the one adopted last month.

Recommend to the full board to adopt the resolution for creating and appointing a county administrator with an initial salary.

Recommend to the full board to put the fiscal year 2016 budget on file as presented.

RECOMMENDATIONS TO THE FULL BOARD:

Recommend to the full board to adopt the delinquent tax resolution.

Recommend to the full board to subscribe to the Aladtec scheduling/timekeeping software for \$4800 per year.

Recommend to the full board to adopt the 2016 Holiday List.

Recommend to the full board to purchase two SQL service licenses for the recording system in the County Clerk's office for \$5680.44.

Recommend to the full board to purchase three 24" monitors for the recording system in the County Clerk's office for \$1012.23.

Recommend to the full board to adopt the resolution for the revised fee schedule in the Circuit Clerk's office replacing the one adopted last month.

Recommend to the full board to adopt the resolution for creating and appointing a county administrator with an initial salary.

Recommend to the full board to put the fiscal year 2016 budget on file as presented.

DATE OF NEXT MEETING: October 20, 2015 at 6:00 p.m.

AGENDA FOR THE FINANCE COMMITTEE

Date and Time of Meeting: October 20, 2015 at 6:00 p.m. County Building

1. Call Meeting to Order
2. Persons Wishing to Address the Committee (If requesting action, also list below in section three)
 - a.
3. Items for Discussion and Possible Action
 - a. Approve last month's minutes
 - b. Approve claims
 - c. Delinquent tax resolution
 - d. New lights above outhouse restrooms at marina
 - e. Aladetec scheduling/time keeping software package
 - f. 2016 holiday list
 - g. Purchase (2) SQL service licenses for recording system
 - h. Purchase (3) 24" monitors for recording system
 - i. Resolution for passing revised Circuit Clerk fee schedule
 - j. Resolution for creating and appointing County Administrator position with salary
 - k. Fiscal year 2016 budget
 - l.
4. Items for Discussion Only (No Action Requested)
 - a.
 - b.
5. Executive Session
 - a.
6. Motion to adjourn

Posted: October 16, 2015 at 1:00 p.m.

By: Dee Rentmeister

RESOLUTION



WHEREAS, The County of DeWitt, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of DeWitt, as Trustee for the Taxing Districts, has acquired an interest in the following described real estate:

DEWITT TOWNSHIP

PERMANENT PARCEL NUMBER: 09-19-291-002

As described in certificate(s) : 201100080 sold November 2012

and it appearing to the County Board that it would be to the best interest of the County to dispose of its interest in said property.

WHEREAS, Kenneth L. Trone, has bid \$1,055.01 for the County's interest, such bid having been presented to the County Board at the same time it having been determined by the County Board and the Agent for the County, that the County shall receive from such bid \$568.01 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$37.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is \$1,055.01.

THEREFORE, your County Board recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF DEWITT COUNTY, ILLINOIS, that the Chairman of the Board of DeWitt County, Illinois, be authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$568.01 to be paid to the Treasurer of DeWitt County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, _____

ATTEST:

CLERK

COUNTY BOARD CHAIRMAN



Aladtec System Quote Prepared For:
DeWitt County

Quote Date:
Oct. 5th, 2015 (Quote valid for 90 days)

Price	Employee Scheduling- \$4.00 per member/per month up to 80 members \$3840.00/yr up to 80 time clock users (\$1.00 per member/per month) \$960.00/yr Setup and support (telephone and email) FREE Unlimited text and email notifications FREE Unlimited use of our forms tool FREE Training (telephone and email) FREE Configuration changes (phone and email) FREE Off-site backups (daily) FREE System upgrades FREE Hosting FREE Upgrades & Maintenance FREE
	\$4800.00/yr

Refund We try to make purchasing Aladtec as low risk as possible. After deciding to purchase the system, we build your custom system that same day and you can start using it immediately, before paying for it. Cancel in the first 30 days and owe us nothing. Cancel in the first year and we'll send you a prorated refund.

Renewal You are never obligated to renew. You own all data you've entered into the system. We can export your data and send it to you. We send renewal invoices 45 days in advance. With exception of increasing the number of users, your price will not increase greater than 5% year-over-year.

System Includes

Advanced Online Scheduling System

Multiple schedule formats, shifts of any length, availability submission, sign-ups, repeats and rotations, shift trading, work limits rules, qualification matching, time off requests, custom access levels, etc...

Emailing and Text Messaging Communication

Emails and Text Messages can be sent regarding trades, opens shifts, time off, shift reminders and more.

Forms

Create your own custom forms such as rig checks, incident reports, maintenance reports, inventory, facility checks, expense reports, and much more. Save time, hassle, paper, and ink by moving your old paper forms to the cloud.

Employee Database

Track phone numbers, emails, certifications, immunizations, be alerted of expirations, and more.

Library

200GB of storage for your documents, pictures, videos, training materials, meeting minutes, forms, etc...

Required Messages and Forum

Post messages employees must sign-off on. Employees can also participate in conversations via the forum.

Events Calendar

A convenient way for administrators to post meetings, training classes, special events, etc...

Detailed Reports

Create your own custom reports for hours worked, overtime, availability, payroll and more.

Free Support & Free Setup

Unlimited phone and email support. Setup is free and we'll continue to customize your system until you are satisfied.

Free Upgrades, Data Back-ups and Hosting on our Servers

You're NOT required to purchase and manage your own servers. We take care of this for you using multiple dedicated servers. All data is backed-up to a remote location daily. We typically release several optional upgrades per year at no additional cost which we install for you.

24/7 Unlimited Access via Computers, Tablets & Mobile Phones

Aladtec is available to all employees and staff from any location with Internet access.

Optional Add-ons

Time Clock System (\$1/month per user)

Create Time Clock Kiosks on any computer. Your employees can punch-in and punch-out as they come and go from work. You can track their punch location and see if they are early or late.

Bio-Metric Fingerprint Scanner (\$395/each)

These are not required. The Time Clock can be used with the users login and password. Only if you are having "buddy punch" problems do we recommend investing in bio-metric fingerprint scanners.

Custom Payroll Export (one-time fee of \$3,000)

99% of our customers are able to skip this feature by using our existing Reports Tab. If you need something our Reports Tab is unable to do, this will create a file that can be imported directly into your payroll software.

Custom Programming

If you need our software to perform specific tasks it does not currently perform, we may be able to custom build it. We will work with you to spec out your needs and quote a custom programming fee.

API (free)

Provides approved third-party developers access to the data within your Aladtec system. This allows developers to build custom apps that leverage your data in unique ways, or to integrate our apps with other existing apps - allowing you to centralize and consolidate your information.

Outcomes from using System

The following are just a few of the outcomes our customers have told us they experience by using Aladtec.

Save Administrator Time

Scheduling managers each save hundreds of hours per year and can concentrate on other activities. No more calling down phone lists, sorting through papers, totalling numbers, or manually creating spreadsheets.

Save Employee Time

Employees will have real-time data in the palm of their hand and can quickly request time off, trades, extra shifts, check balances, etc... No more calling or driving to work to check the schedule or make these types of requests.

Reduce Overtime

Easily find qualified and available employees who are not going into overtime. Many services report Aladtec paying for itself from just the overtime savings within the first few weeks.

Minimize Compliance Risk

Makes sure you're meeting your minimum requirements per shift and following labor and union rules. Be alerted when an employee's certification is expiring.

Improve Communication & Morale

Reduce employee turnover & burnout due to improved communication, transparency and fairness. Everything is tracked: Who traded with who, who is on vacation, who approved it, etc...eliminating any "he said/she said".

Simplify Payroll

Automatically track and calculate scheduled hours, overtime, time types, time-clock hours, pay codes, time off, etc... Create your own custom reports to send to payroll or give them access to pull the data directly.

View our Testimonials page here to read many letters our customers have sent us.

About Aladtec:

We have been building and improving upon our system every day since 2002. We continue to grow and hire additional staff because we are committed to having the best and easiest-to-use system available. With over 1,200 customers, more public safety agencies use our system than any other online employee scheduling system by a wide margin. We are experts who understand the industry's specific and unique needs. We are committed to providing amazing support and are proud that 90%+ of our customers renew with us every year.

Proposed 2016 Holiday Schedule

January 1	New Year's Day	Friday
January 18	Martin Luther King, Jr. Day	Monday
February 12	Lincoln's Birthday	Friday
February 15	Washington's Birthday (Obsvd)	Monday
March 25	Spring Holiday	Friday
May 30	Memorial Day	Monday
July 4	Independence Day	Monday
September 5	Labor Day	Monday
October 10	Columbus Day (Obsvd)	Monday
November 11	Veteran's Day	Friday
November 24	Thanksgiving Day	Thursday
November 25	Day following Thanksgiving Day	Friday
December 26	Christmas Day (Obsvd)	Monday



Viscon Networking Innovations, Inc.

467 Devonshire Dr.
 Champaign, IL 61820
 Phone 217-352-4404
 Fax 217-352-4464

QUOTE

Quote # VISQ3794
Date 10/14/15
Sales Rep

Quote To:

Dewitt County Building
 DeeDee Rentmeister
 201 W. Washington St.
 Clinton, IL 61727
 United States
 (217) 935-7771

Ship To:

Qty	Description	Unit Price	Ext. Price
	SQL Processor License		
2	Microsoft SQL Server 2014 Standard - License - 2 Core - Government Use - Local, Microsoft Qualified - MOLP: Open License for Government - PC - English	\$2,840.22	\$5,680.44
	Monitors		
3	Samsung S24E650BW 24" LED LCD Monitor - 16:10 - 4 ms - Adjustable Display Angle - 1920 x 1200 - 16.7 Million Colors - 250 Nit - 1,000:1 - WUXGA - DVI - VGA - USB - 25 W - Black - ENERGY STAR, TCO Certified Displays	\$337.41	\$1,012.23
	Sub Total		\$6,692.67
	Sales Tax		\$0.00
	Shipping		\$0.00
	Total		\$6,692.67

QUOTE GOOD FOR 30 DAYS

Resolution No. _____

**RESOLUTION FOR THE PASSING
OF
CIRCUIT CLERK FEE SCHEDULE**

(County of DeWitt
(STATE OF ILLINOIS

WHEREAS, the Clerk of the Courts Act, 705 ILCS 105/0.01 et seq. imposes various fees that are subject to change by the Illinois Legislature; and

WHEREAS, the County Board of DeWitt County desires the public to be aware of changes in court costs as reflected in the DeWitt County Code of Ordinances.

NOW BE IT DECLARED that the County Board of DeWitt County Illinois enacts the fees attached to this resolution and amends Chapter 33 of the DeWitt County Code of Ordinances to reflect the updated fees contained within the attachment.

NOW BE IT ALSO DECLARED that the publishing company contracted by the County of DeWitt shall number the above ordinance or ordinances as appropriate during the annual publication of the DeWitt County Code of Ordinances. Until such time this ordinance shall be maintained by the County Clerk and be available for inspection or copying with the current publication of the DeWitt County Code of Ordinances, and shall be referred to as the "Circuit Clerk Fee Schedule" until a number is assigned. This change to the current ordinance/ordinances shall take effect immediately.

Pursuant to a roll-call vote of _____ ayes and _____ nays, such vote being a majority of the members of the DeWitt County Board in attendance and such vote having the required majority of members in attendance voting in favor, this resolution is hereby passed on this _____ day of _____, 2015.

_____ Ritter	_____ Brown	_____ Ferguson	_____ Hoffman
_____ Newberg	_____ Perring	_____ Pruser	_____ Redman
_____ Rogers	_____ Savage	_____ Tilley	_____ Whitted

County Board Chairman _____
David Newberg

Subscribed and sworn to me this _____ day of _____, 20____

County Clerk: _____

**COUNTY OF DE WITT
STATE OF ILLINOIS
RESOLUTION NO. 2015-_____**

WHEREAS the DeWitt County Board has established the position of "Executive Administrative Assistant to the County Board"; and,

WHEREAS said position has become more complex and detailed in its duties and the performance of various functions on behalf of the County Board; and,

WHEREAS said position has grown beyond duties and requirements of an administrative assistant; and,

WHEREAS the duties and responsibilities of said position has grown more towards the daily administrative management of County operations and functions:

NOW, THEREFORE, BE IT RESOLVED, BY THE COUNTY OF DE WITT THAT:

1. The position of "Executive Administrative Assistant to the County Board" is rescinded; and,
2. The position of "County Administrator" is hereby created, with said position being chosen solely on the basis of executive and administrative qualifications and skill without regard to political affiliation; and,
3. The position of "County Administrator" shall be appointed by the DeWitt County Board Chairman with the advice and consent of the County Board members present at the time; and,
4. The County Board Chairman appoints and the County Board consents to the appointment of DeeDee Rentmeister to the position of "County Administrator", at an initial salary of \$58,500.00 annually; and,
5. The job description for the position of "County Administrator" is adopted and approved herein and may not be amended or otherwise revised without at least a ¾ majority vote of voting members of the DeWitt County Board.

PRESENTED, PASSED, APPROVED AND RECORDED THIS ____th DAY OF _____, 2015:

HON. DAVID NEWBERG
Chairman
County of DeWitt
State of Illinois

HON. DANA SMITH
County Clerk
County of DeWitt
State of Illinois

(seal)

ayes: _____
nayas: _____
pass: _____
present: _____

COUNTY ADMINISTRATOR JOB DESCRIPTION

Section 1 (CREATION OF OFFICE; APPOINTMENT)

The position of "County Administrator" is hereby created. The County Administrator shall be appointed by Chairman of the County Board with the advice and consent of the County Board members present at the time. He/She shall be chosen solely on the basis of executive and administrative qualifications and skill without regard to political affiliation. At the time of his/her appointment, he/she need not be a resident of the County or of the State, but during their tenure of office, they shall reside within the County.

Section 2 (BOND AND COMPENSATION)

A: Bond Requirements: The County Administrator shall furnish a bond in such amount and with such surety as may be approved by the County Board, said bond to be conditioned upon the faithful performance of his/her duties. The cost of the bond shall be paid by the County.

B: Compensation: The County Administrator shall receive such compensation as the County Board shall fix from time to time.

Section 3 (VACANCY; REMOVAL)

In case of a vacancy in the position of County Administrator, the County Board Chairman shall appoint a temporary County Administrator who shall perform the duties and responsibilities of County Administrator until such time as a new County Administrator is appointed. The compensation to be paid to such temporary County Administrator shall be fixed by the County Board.

The County Board Chairman shall be responsible for discipline of the County Administrator, pursuant to the progressive steps of discipline and only subject to the "just cause" standard of discipline. The progressive steps of discipline shall constitute the following: Step 1: oral warning; Step 2: written warning; Step 3: suspension; Step 4: termination. The advise and consent of the County Board members present at the time is required when imposing either Step 3 (suspension) or Step 4 (termination).

Section 4 (POWERS AND DUTIES)

The County Administrator shall serve as the Chief Administrative Officer of the County. He/She shall be responsible to the County Board for the proper administration of all affairs of the County. He/She shall have the responsibility and shall be required to perform all duties as set forth herein:

A. Attend meetings of the County Board and its various committees, taking and transcribing minutes; prepares agenda for County Board committee meetings; follow up on action taken; prepares documents for filing and actions for the County Board meetings; takes roll call at meetings; performs various duties requiring specialized knowledge of procedures.

B. Recommend to the County Board and its committees such measures as in his/her judgment deems to be in the best interest of the County.

C. Investigate or direct investigation of all complaints in relation to matters concerning the administration of County government and services provided to the public.

D. Oversee and maintain various budgets related to the administration of county governance. Establish and maintain all information required to the county budgetary process and oversee the administration of the county budget. Prepares budgets for County Board and all County Departments, Information Systems, Marina, and the various insurance budgets. Prepare, mail and process slip rental agreements along with collecting slip rent and maintaining budget for marina.

E. Keep a current inventory of all real and personal property of the County and location of such property which is not assigned to some other officer or body for care and control.

F. Devote his/her entire time to the discharge of his/her duties and to perform such other lawful duties as may be required by direction of the County Board and its officers.

G. Establish and maintain all files pertaining to County Board Committee agendas, resolutions, reports, pending files, tickler files for processing of committee documents.

H. Purchase equipment and supplies for various county departments; edit and process requisitions; determine most qualified vendor, obtain prices and negotiate delivery date; check quality of material to meet specification guidelines; liaison with vendors for resolution of procurement; resolve problems and concerns.

I. Issues claims and computers costs; maintains records and requisitions; maintain files of current catalogs, specifications and qualified vendors; maintains records of all equipment under maintenance; maintains department accounts showing expenditures and appropriation balance.

J. Responsible for the central administration and management of all employee benefit programs and labor agreements entered into on behalf of the County and/or its elected officers. Attends all labor negotiations and other related meetings as the representative of the County Board and its members and officers, reporting back to the County Board on labor related developments. Represents County at personnel related hearings and investigations. Administers policies, procedures and programs. Administers salary administration program to insure compliance and equity within the County. Administers benefits programs such as life, health, dental insurances, and other related employee benefit programs.

K. Record employee information such as personal data, compensation, benefits, attendance, performance reviews or evaluations, and termination date and reason. Update employee files to document personnel actions and provide information for payroll and other uses. Compiles and maintains records for use in employee benefits administration. Prepares and files reports of accidents and injuries.

L. Perform any and all other duties so directed by the County Board and County Board Chairman.

Section 5 (Pre-Emption)

The County Administrator shall be subject to the personnel policies of the County in effect at the time only so long as they do not conflict with any provision contained in this job description. Any such conflicting provision within this job description shall pre-empt and supersede any personnel policy provision in conflict thereof.

Section 6 (Amendment/Revision)

Any amendment, revision or other form of change to this job description shall require a $\frac{3}{4}$ vote of the voting members of the DeWitt County Board.