

FINANCE COMMITTEE MINUTES

DATE OF MEETING: December 22, 2016 at 5:30 p.m.

MEMBERS PRESENT: Camille Redman – Chair, Melonie Tilley, David Newberg, Cris Rogers and Terry Ferguson. Also present Dee Rentmeister, County Administrator.

MEMBERS ABSENT: None

SUMMARY OF DISCUSSION:

- Motion by Ferguson, 2nd by Rogers to approve last month's minutes. Voice vote, motion carried.
- Motion by Tilley, 2nd by Ferguson to approve the claims. Voice vote, motion carried.
- Discussion on recreating the EMA Assistant Coordinator position. This position was budgeted for in this year's budget. Lana Ophorst who is currently the administrative assistant would take over this position and give authority to her to act in the absence of the EMA Coordinator. The administrative assistant position would remain unfilled. Motion by Newberg, 2nd by Rogers to recreate the EMA Assistant Coordinator position. Voice vote, motion carried.
- Motion by Tilley, 2nd by Ferguson to recommend to the full board to adopt the highway union contract with the term of one year and a 2% wage increase. Voice vote, motion carried.
- Referred from property committee to either install a surge protector on the air handler at the ambulance building or install a surge protection for the entire building. Cost for a surge protector on the air handler would be \$232.12 and the cost to install surge protection for the entire building would be \$2905.00. After discussion, a motion was made by Ferguson, 2nd by Rogers to recommend to the full board to install surge protection to the entire ambulance building at a cost of \$2905.00. Voice vote, motion carried.
- Motion by Rogers, 2nd by Tilley to recommend to the full board to adopt revisions to the employee travel policy (38.265 – 38.273) effective 1-1-17. Voice vote, motion carried.
- The circuit clerk would like to hire a part time employee to assist with scanning and microfilming records. This position would be paid out of the document storage fund with a wage of \$10.00 per hour with no more than 19 hours per week. Motion by Tilley, 2nd by Ferguson to create a part time position in the circuit clerk's office to assist with scanning and microfilming with said position to be paid out of the document storage fund. Voice vote, motion carried.
- Motion by Tilley, 2nd by Ferguson to adjourn at 5:40 p.m. Voice vote, motion carried.

COMMITTEE ACTION:

Approve last month's minutes.

Approve the claims.

Recreate the EMA Assistant Coordinator position.

Recommend to the full board to adopt the highway union contract with the term of one year and a 2% wage increase.

Recommend to the full board to install surge protection to the entire ambulance building at a cost of \$2905.00.

Recommend to the full board to adopt revisions to the employee travel policy (38.265 – 38.273) effective 1-1-17.

Create a part time position in the circuit clerk's office to assist with scanning and microfilming with said position to be paid out of the document storage fund.

RECOMMENDATIONS TO THE FULL BOARD:

Recommend to the full board to adopt the highway union contract with the term of one year and a 2% wage increase.

Recommend to the full board to install surge protection to the entire ambulance building at a cost of \$2905.00.

Recommend to the full board to adopt revisions to the employee travel policy (38.265 – 38.273) effective 1-1-17.

DATE OF NEXT MEETING: January 17, 2017 at 6:00 p.m.

EMPLOYEE TRAVEL POLICY

§ 38.265 GENERAL TRAVEL POLICY.

Because some officers and employees of the county are required to travel during the course of their employment, it is necessary that established guidelines be followed. This policy affects business trips, but is also applicable to travel that directly relates to seminars, conventions and training courses. Officers and employees are encouraged to attend the closest site.

(Ord. passed 11-28-2011; revised 12-22-16; effective 1-1-17)

§ 38.266 AUTHORIZATION FOR TRAVEL.

I. General Travel Reimbursement

(A) There are three basic criteria that must be met prior to reimbursement for any travel for which reimbursement is to be requested from the county.

(B) These criteria are:

(1) *Need.* A definite need is identified that the travel is necessary;

(2) *Expenditure.* The proposed expenditure is budgeted and does not exceed the maximum amounts for travel, meals and lodging as set forth in the Employee Travel Policy; and

(3) *Approval.* A travel reimbursement form is submitted which identifies:

(a) the estimated dollar amount of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;

(b) the name of the individual who received or is requesting the travel, meal or lodging expense;

(c) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and

(d) the date or dates and the nature of the official business in which the travel, meal, or lodging expense was or will be expended.

II. Authorization for Travel Reimbursement Exceeding Maximum Amounts

(A) Any officer or employee that seeks reimbursement that exceeds the maximum expense allowed for travel, meals, or lodging under the Employee Travel Policy, shall seek approval for such expenditure by roll call vote at an open meeting before the County Board or before such committee as may hereafter be authorized by the County Board.

(B) Criteria to be provided for authorization for reimbursement exceeding maximum amounts shall be the same as provided for General Travel Reimbursement.

(C) Whenever practicable, authorization under this section should be sought prior to incurring the expense.

(Ord. passed 11-28-2011; revised 12-22-16; effective 1-1-17)

§ 38.267 TRANSPORTATION.

(A) All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements.

(B) Modes of transportation authorized for office travel include; automobiles, railroads, airplanes, buses, taxicabs and usual means of conveyance. County vehicles may be used when the most practical, upon approval.

(C) Arrangements on airplanes, trains and boats shall be the least costly reasonably available alternative.

(D) Chartered aircraft, boats, trains, buses or other conveyance shall be used only as the last resort or if proven to be the most economical for the circumstances. A full explanation for the use of the transportation must accompany the voucher.

(E) The rental of an automobile while on travel status is allowed, if the circumstances require. The most economical vehicle available that is for county business shall be obtained. Collision damage and personal accident insurance on rented vehicles are not reimbursable.

(F) Privately-owned vehicles may be used when the use conforms to division (A) of this section. Private vehicles used for county business must have adequate insurance coverage. Prior to the authorization, employees are required to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or the certification shall be noted on the travel voucher. Reimbursement for use of a private vehicle shall be on mileage basis and shall be at the rate of \$0.40 per mile, effective 12-1-2008.
(Ord. passed 11-28-2011)

§ 38.268 ROUTING OF TRAVEL.

(A) Travel shall be by the most direct route with the following exceptions: travel by less direct route saves time; less direct route is safer; or detour was necessary because of highway construction. Travel by other routes may be allowed when officially necessary.

(B) Distances between destinations shall be shown on the state highway map published by the Secretary of State. Where no mileages are available, odometer readings may be used. Mileage in and around a city of destination may be claimed as such.

(C) Individuals choosing to travel by an indirect route or interrupt travel by direct route shall bear all additional expenses. Reimbursement for expenses shall be on the most direct mileage unless deviation is authorized.

(D) Mileage reimbursement will be payable to the owner of the vehicle.

(E) Car pooling or use of county-owned vehicles should be encouraged.
(Ord. passed 11-28-2011)

§ 38.269 EXPENSES RELATED TO TRANSPORTATION.

(A) Reimbursement for the cost of automobile parking fees and tolls shall be allowed.

(B) When the use of a common carrier is a reasonable alternative, the mileage payment shall not exceed the cost of its use. A reasonable alternative exists when the cost of travel, taking into account both transportation times, meal expenses, would be less if a common carrier were used.

(C) (1) Where the nature and location of work at a temporary duty station are such that suitable meals cannot be procured there, the expenses of daily travel required to procure meals at the nearest available place shall be considered necessary transportation.

(2) A statement of the necessity for the delay travel shall be provided with a reimbursement voucher. (Ord. passed 11-28-2011)

§ 38.270 LODGING.

(A) Only commercial lodging may be reimbursed. Lodging allowances are as follows:

- (1) Downstate Illinois – Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago - \$70.00 per night;
- (2) Downstate Illinois – All other counties - \$60.00 per night;
- (3) Chicago Metro - \$190.00 per night;
- (4) Collar Counties - \$80.00 per night;
- (5) Out-of-State - \$90.00 per night
- (6) If a conference is held at a hotel and the governmental rate sought to be reimbursed is more than the above listed maximum, approval for such expenditure shall be as set forth in §38.266 II.

(B) The county does not permit reimbursement for the use of employee owned or controlled housing while on travel status.

(C) Lodging expenses shall only be reimbursed for county officers or employees.

(D) The county does not permit reimbursement for lodging within a 50-mile radius of Clinton.

(E) No lodging will be reimbursed for one-day seminars.
(Ord. passed 11-28-2011; revised 12-22-16; effective 1-1-17)

§ 38.271 MEAL ALLOWANCE.

(A) A meal allowance of \$35 per day shall be paid with itemized receipts being submitted.

(B) Breakfast is payable when an employee is on travel status and leaves the county or residence, if reporting directly to the destination, at or before 6:30 a.m. in the amount of \$7.00.

(C) Lunch is payable when the employee is on travel status during the standard lunch hour in the amount of \$13.00.

(D) Dinner is payable when an employee is on travel status and arrives back in the county or at residence, if reporting directly from destination, at or after 7:00 p.m. in the amount of \$15.00.

(E) Reimbursement for the cost of meals for official meetings or seminars, which are billed separately from the registration fee for the seminar or meeting, will be allowed in full when approved, whenever practicable, in advance as an essential part of the employee's attendance.

(F) Meals when travelers are attending an official meeting or seminar and meals are provided or the cost of meals is included in the registration fee are payable in full.

(G) Meals purchased for non-county employees while on travel status and in connection with county business are reimbursable in reasonable amounts. A statement specifying why, for whom and certifying that the claim does not include alcoholic beverages, shall be attached to the reimbursement voucher.

(Ord. passed 11-28-2011; revised 12-22-16; effective 1-1-17)

§ 38.272 REIMBURSABLE EXPENSES.

(A) The cost of business related special expenses, if reasonable, shall be reimbursed with proper receipts.

(B) Examples are:

- (1) Hire of room, exhibit space and setup for official business;
- (2) Laundry and dry cleaning if on travel status for at least seven consecutive days;
- (3) Storage and handling of baggage;
- (4) Taxis, including reasonable tips not to exceed 15% of the total bill;
- (5) Telephone calls on official business including calls of three minutes or less to announce safe arrival or delay/change in plans; and

(6) Telephone calls to secure lodging.
(Ord. passed 11-28-2011)

§ 38.273 NON-REIMBURSABLE EXPENSES.

(A) The cost of certain business related expenses are not allowable.

(B) Examples are:

- (1) Alcoholic beverages;
- (2) Coat check;
- (3) Entertainment;
- (4) Late check-in and room guarantee charges;
- (5) Meals for other county employees or officers;
- (6) Parking tickets or other traffic tickets; and

(7) Tips incurred beyond the accepted rate (15% of total bill).
(Ord. passed 11-28-2011)

TRAVEL EXPENSE REIMBURSEMENT FORM

Name and Job Title: _____

Department/Office: _____

Dates: _____

Nature of travel: _____

Meals Total: _____

Lodging Total: _____

Mileage Total: _____

ATTACH ALL RECEIPTS AND MILEAGE DOCUMENTATION

Date approved: _____