

Minutes approved 03-19-12



Finance Committee

Justice Center Community Room
Tuesday, February 21, 2012 – 3:35 p.m.

Committee Members Present: Chairman Tim Neuhauser, Jim Carius, Russ Crawford, Jim Donahue, Dean Grimm, Linc Hobson, Carroll Imig, Darrell Meisinger, Jerry Vanderheydt, Terry VonBoeckman

Absent Committee Members: Mike Harris

MOTION **MOTION BY CARIUS, SECOND BY MEISINGER** to approve the minutes of the January 17, 2012 meeting.

On voice vote, motion carried.

**NEW
BUSINESS**

Chairman Neuhauser asked Treasurer, Mary Burress, to introduce staff from DigiTool to the Committee. Burress stated they had talked to her office and she is interested in bringing positive changes to the County. She was impressed with their presentation. They have an information storage system that would work for the entire County. She introduced Kyle Pearson and Jacqueline Scott to the Committee.

Pearson provided the Committee with a power point presentation. Their system is document management. They have built their system for large entities to organize documents. They transform documents from paper to digital for easy searches. Their system is designed to do two things: long term document storage and manage exchanges between multiple departments.

He stated they spent time with the staff in the Treasurer's office. Five hours per day is spent in paper document handling. Their goal is to help the County take a step forward. Their DigiDoc system could reduce those five hours per day to five minutes per day. Access to the system could be authorized to categories within the database. It would save time, money, paper, printer life and physical storage space. Their system has unlimited storage. Paper storage is expensive and risky as it can be exposed to intrusion or destruction. They are HIPAA and FACTA compliant.

He stated the monthly fee is \$20.00 per gigabyte. Scanning is available for less than 4 cents per page. They have a detail oriented

team of people to clean, organize and scan. They maintain the integrity of the files by protecting them from outsiders and their own employees. They have encryption on site. Their employees sign multiple documents. Tazewell County would be their first public organization.

Chairman Neuhauser thanked them for their presentation. He stated this is something that we need to think about. We need to continue to research.

John Ackerman suggested this be a top priority of the IT Manager when hired.

MOTION

F-12-04

MOTION BY IMIG, SECOND BY CARIUS to recommend to County Board to approve transfer request for County Board.

On voice vote, MOTION CARRIED.

MOTION

F-12-07

MOTION BY VANDERHEYDT, SECOND BY DONAHUE to recommend to County Board to approve transfer request for Building Administration

On voice vote, MOTION CARRIED.

MOTION

F-12-05

MOTION BY CRAWFORD, SECOND BY CARIUS to recommend to County Board to approve a quarterly agreement with EDC.

Chairman Neuhauser explained that the contract expired on November 30, 2011. There had been an annual contract until then. An evaluation was needed. There have been discussions between Vickie Clark of EDC of Central Illinois, County Board Chairman and Neuhauser as to how to move forward. A third party is doing an evaluation of economic development and a report to Tri-County Regional Planning Commission is expected within the next 30 – 45 days with recommendations. A long term commitment is not right at this time. Economic development is very important to Tazewell County. The EDC has done well as far as communication and funding stream.

Neuhauser recommends a three month extension with the same language and amounts retroactive to December 2011 and will expire at the end of February 2012. He hopes to bring further recommendations at that time.

Donahue inquired as to the status of Peoria County. Vickie Clark stated that they have a contract that is to be reviewed in March.

Crawford stated he has been involved since Tri-County Regional Planning Commission facilitated a regional discussion and what needs to be done. He stated that David Parkinson, chairman of the EDC Board, understands what and why we are doing this. Parkinson's concern is cash flow. An expected time frame to address recommendations would be approximately a year.

Crawford stated that the Resolution needs to be amended to be done in concert with Peoria and Woodford counties. It is a regional approach.

MOTION

MOTION BY CRAWFORD to amend F-12-05 to include "subject to Peoria and Woodford counties either entering into at least a quarterly contract/extension and, or a commitment of financial investment for cash flow."

Dean Grimm inquired if our payment was in arrears. Neuhauser stated that payment would be retroactive to 12-01-11. Grimm asked if we felt obligated to pay if we don't want the contract ongoing. Neuhauser stated we need to pay as it was the right thing to do. They have done good things for the county.

Brett Grimm stated if we owe them we should pay them. Other entities beside Tazewell County have expressed little satisfaction with EDC. He stated he would vote no for continuing.

Donahue stated he agreed with Grimm and asked why we were in arrears. Neuhauser explained that the contract expired. After the County Administrator, left this project was not picked up.

Crawford stated that even with a County Administrator we would likely be in the same place. This was very delicate. By approving this it does not mean the County is happy with the economic development model. If approved, it would only be for one quarter and both Peoria and Woodford counties would also be participating.

Imig stated that the EDC services are not always seen or recognized. He stated they recently helped Hopedale to bring in new business.

Dean Grimm wanted to clarify that there was no current contract. It expired on 11-30-11 and we opted not to sign a new one. He stated that legally we don't owe this money but have a moral obligation to pay.

Neuhauser reminded the Committee that there was a motion to amend on the floor.

**MOTION
SECONDED**

MOTION TO AMMEND SECONDED BY IMIG.

Donahue asked why the County was doing this now as recommendations are forthcoming. Neuhauser explained they would only be recommendations. They could be accepted or not. An action plan would need to be in place. That will take time to complete. Donahue stated this was a difficult situation as EDC has done good work for Tazewell County.

Crawford stated that with the amendment Peoria or Woodford could indicate they were not ready. It would only be triggered when both counties agree. Neuhauser clarified that Peoria County's contract expired in December 2011.

Auditor Grashoff stated that the County is not late on any payment to the EDC. Dean Grimm stated there was no contract in place.

Vickie Clark, President of EDC, stated they were asking for an extension. She understands the changes discussed. They want to be part of the discussions. She stated they were listening and adapting. Last year they exceeded their contract expectations.

On voice vote, MOTION TO AMMEND CARRIED.

On voice vote, MOTION TO APPROVE CARRIED.

MOTION

MOTION BY MEISINGER, SECOND BY HOBSON to approve training request for Assessment staff and the Board of Review.

On voice vote, MOTION CARRIED.

**MOTION
F-12-06**

MOTIION BY CARIUS, SECOND BY GRIMM to recommend to County Board to approve the Investment Policy Revision.

Chairman Neuhauser stated that Treasurer Burress had made him aware that the investment policy used by her office had not been updated in 10 – 15 years. An investment division of a local lending institution provided guidance. A draft copy was reviewed line by line to fit our structure. Treasurer Burress made the necessary changes. Neuhauser stated he was impressed with the information we

received. It is now more robust, accurate and the statute is included. He stated he appreciated the work the Treasurer did on this.

Another recommendation that was received was that the Treasurer provides a quarterly report on investments to the Finance Committee. She provided the Committee members with a report and walked them through the information.

MOTION

MOTION BY DONAHUE, SECOND BY MEISINGER to recommend to County Board to approve the bills as presented.

On voice vote, MOTION CARRIED.

Chairman Neuhauser recessed the meeting at 4:25 p.m.

(transcribed by S. Beeney)