COMMITTEE REPORT

COMMITTEE: Finance, Tax & Budgets
CHAIRPERSON: John Schultz, Chairman
DATE/TIME: February 25, 2021 at 6:30 p.m.

PRESENT: ☒ John Schultz	☒ Staci Duerr	☐ Vacant
☒ Diane Gallagher	☒ John Lang	☒ Scott Toot

Other Board members:

Others: Mary Althof, Michelle Bennett, Tammy Cahill, Laura Edmonds, Melisa Hammer, Anna Marie Kowalik, Hillary Phelps, Dan Reimer and Larry White

1. **Call to Order –** John Schultz called the meeting to order at 6:32 pm.
2. **Roll Call –** A quorum was established.
3. **Approval of Minutes -**
   a) Minutes from January 28, 2021 Finance, Tax & Budgets Committee Meeting – **John Lang made a motion to approve the minutes from January 28, 2021 Finance, Tax & Budgets Committee meeting. Seconded by Diane Gallagher. A roll call vote resulted in all ayes; motion passed.**
4. **Citizens Comments:** None.
5. **Unfinished Business**
   a) FY2019/FY2020 Strategic Goals and Plans – Review Committee Assignments from 2019 County Board Retreat – Update Status/Progress – The committee reviewed each of their strategic goals and plans that were assigned at the 2019 County Board Planning Retreat.
      i. Fund exterior Courthouse repairs, immediately - 2021 Project, repair/paint fascia/soffit Courthouse/PSB
      ii. Fund County-wide space needs study for all County facilities - No action - on hold
      iii. Research expense saving measures (using employee incentive, i.e.) No action, however implemented three Category 2 expense reducing options in FY2020 which were carried over to FY2021.
      iv. Investigate and implement additional revenue sources for the County – Ongoing
      v. Revise practice of splitting 1% sales tax with the Highway Department and put it all into the General Fund - Completed, implemented with the FY2021 budget.
      vi. Increase contingency fund to $500,000 by 2022 - In progress.
      vii. Establish and objective rubric/criteria for making Board decisions - No action

   b) Update on Hotel/Motel Tax/Guest Accommodations/OTA's/Education and Enforcement – Melisa Hammer, County Treasurer, reported that there is nothing new to report at this time. The County continues to collect the 8% administrative fee.

c) Update on Jo Daviess County Purchasing Card Policy – Dan Reimer reported that there been no issues reported with the purchasing card policy.

d) Discussion and possible action on C-PACE Program – **Scott Toot made a motion to move forward a recommendation on a Resolution Establishing an Agreement between the County of Jo Daviess and the Illinois Energy Conservation Authority NFP, to Provide Commercial Property Assessed Clean Energy Improvement Administrator Services. Seconded by Diane Gallagher. A roll call vote resulted in four (4) ayes and one (1) nay; motion passed.**

6. New Business

a) Discussion and possible action on a Resolution to Pay Eligible FY2021 COVID-19 Expenses from the Contingency Fund (016) – **John Lang made a motion to approve a Resolution to Pay Eligible FY2021 COVID-19 Expenses from the Contingency Fund (016). Seconded by Staci Duerr. A roll call vote resulted in all ayes; motion passed.**

b) Discussion and possible action on a request by County Administrator, Dan Reimer to fill a future vacant position (Per Policy P2020-8, FY2021 Prioritized Options for Reducing Expenses, Hiring Freeze – any new or vacant positions to be filled only with approval of the County Board) – **Scott Toot made a motion to approve a request by County Administrator, Dan Reimer to fill a future vacant position. Seconded by John Lang. A roll call vote resulted in all ayes; motion passed.**

c) Discussion and possible action on a request by County Administrator, Dan Reimer to contract with a staffing agency to temporarily fill a future vacant position – **Scott Toot made a motion to approve a request by County Administrator, Dan Reimer to contract with a staffing agency to temporarily fill a future vacant position. Seconded by John Lang. A roll call vote resulted in all ayes; motion passed.**

7. Staff Reports

a) Chief County Assessment Office – Laura Edmonds, Chief County Assessor, reported that on Wednesday, February 17, 2021 we received our final multiplier, it was a 1.00. They had 6 applicants for their current job opening; conducted interviews and then had three second interviews. A job offer was offered & accepted by Michelle Bennett. We are working with the County Administrator for a smooth transition. Edmonds attended our semi-annual Area 1 meeting, Friday, February 19, 2021, via Zoom. Discussion was geared toward: IDOR Updates - Legislation – no changes were made which would affect the county assessment offices (exemption rolls) – ran out of time; it passed Senate, but sat in House and didn't get called. IPAI continuing education programs are back running for the year, but at limited capacity. PTAC (property tax advisory committee) – discussion on TA Vacancies throughout the state & reducing the cost of publication. On Saturday, February 20, 2021 Edmonds met with Gerarda, Dunleith Township Assessor. We started training on the DevNet software program; how to enter notes, sketching and values. A courtesy letter which Edmonds is planning on sending out to Multi-Township Districts who do not have an "elected" township assessor was included in the packet. The absence of not having a township assessor is proving to be issue; and she only sees it getting worse as time goes on. – Any recommendation are welcome. Each day seems to be getting busier with walk-ins and phone calls pertaining to exemption deadlines and how to complete the forms. The office will most likely be going back to full staff mid-March. Next month Edmonds will not be in attendance for the Finance Meeting. She will be in Bloomington-Normal for the week for the Spring Conference, completing her continued education requirements.

b) **Treasurer's Office** – Melisa Hammer, County Treasurer, welcomed and introduced Tammy Cahill as the new Grant Administrator. Hammer thanked Cahill for continuing to help in the Treasurer Deputy position during the transition of duties and while we are in the hiring process of her replacement. Hammer stated that she did make an offer to someone and is waiting for an answer of acceptance of the position. Our office has given the trial balance to the auditors and we can no longer make entries for FY2020. All entries forward will be made by auditors as posted by client. The auditors from WIPFLI have been here all week and all seems to be going well just waiting on final information to finish up fixed assets reports to give to them. The Treasurer's office is back to running full staff with regular hours. We are still requesting that the public call for an appointment to come into the office.

c) **Grants Administrator –** Tammy Cahill, Grants Administrator, reported that she worked with Colleen Farrell, 708 Mental Health Board president, on FY20 contracts and with their service providers on getting back-up information for the contracts. Funding was distributed for FY20 to six providers. Cahill and Farrell are currently working on FY21 contracts before the next 708 Board meeting in March. Cahill has been continuing past responsibilities in her former position by helping prepare for the audit which includes lots of year-end balancing and journal entries. Cahill and Melisa Hammer listened to a webinar put on by Blackhawk Hills Regional Council last week for a new website called Grantfinder. She is set up with them now as a contract for Jo Daviess County. Cahill is doing some research for the grants module included with our current general ledger program with Civic. Cahill looks forward to serving Jo Daviess County in this new role.

d) **County Administrator** – Dan Reimer, County Administrator, reported on the pre audit summary of revenue and expenditures for all funds. FY20 All Funds revenue is projected to be at an increase of 4% than the FY20 budgeted amount. The FY20 All Funds expenditures are projected to be at a decrease of 26.7%.

8. **Citizens' comments –** None.

9. **Board Member Concerns** – None.

The next Finance, Tax & Budgets Committee meeting will be on Thursday, March 25, 2021 at 6:30 p.m.

Scott Toot made a motion to adjourn at 8:10 pm. Seconded by John Lang. A roll call vote resulted in all ayes; motion passed.