

Jefferson County
Finance Committee Minutes
March 13, 2008

Committee members: Buchanan, Ron (Chair)
Mode, Jim
Molinaro, John
Rogers, Pamela
Schmeling, Sharon L.

The meeting was called to order at 8:30 a.m. by Ron Buchanan. All committee members were in attendance. Also present were Dave Ehlinger, Barb Frank, Gary Petre, Phil Ristow, and Paula Sumpter.

Gary Petre certified that the meeting was in compliance with the Open Meetings Law.

A motion was made by Mode/Schmeling to approve the meeting minutes of 2/7/08, 2/14/08, 2/28/08, and 3/5/08 as amended. The motion passed 5-0.

Barb Frank indicated that between elections and year end processing, the County Clerk's office has not had time to try to develop a possible financial summary report.

Gary Petre indicated that the Administrative and Rules Committee is meeting today at 1:00 p.m. regarding the financial function realignment.

General discussion ensued regarding committee review of invoices. By general consensus, it was agreed that the Finance Committee, Human Services Personnel & Finance Committee, Countryside Board of Trustees, and Highway Committee should continue to review the invoices, with the preference of reviewing before payments are disbursed. Phil Ristow was directed to draft an ordinance for County Board approval regarding which payments may be sent out before review by the appropriate committee.

Kevin Stapleton requested approval for raising the Sheriff Department's petty cash fund from \$35 to \$75. A motion was made by Rogers/Schmeling to increase the Sheriff's petty cash fund to \$75. The motion passed 5-0.

Kevin Stapleton presented the request to purchase "Total Station" equipment/software for crime and accident scene investigations. The proposed funding method to pay for the \$19,000 purchase would be \$9,000 in 2008 and \$10,000 in 2009, with the 2008 funds to come from estimated capital surplus in the Sheriff's department budget for 2008 at \$16,617. A motion was made by Molinaro/Schmeling to allow the full purchase in 2008 with a possible transfer of funds at year end if needed. The motion passed 5-0.

Barb Frank indicated that the Highway Department has withdrawn their request to increase the credit limit on their credit card.

A motion was made by Rogers/Schmeling to approve the bills in the amount of \$679,546.04. The motion passed 5-0.

A motion was made by Rogers/Schmeling to adjourn at 9:45 a.m.

Respectfully submitted,

Pamela Rogers
Finance Committee Secretary
Jefferson County