

Minutes of a Committee of the Hanover Township Board

Finance

Held at 250 S. Route 59, Bartlett, IL 60103

January 21, 2011

Finance Committee Chair Trustee Sandra Westlund-Deenihan called the meeting to order at 9:05 a.m.

Present were Committee members Supervisor McGuire and Administrator James Barr. Also present were Assistant to the Administrator Katie Starkey; Trustee Krick joined the meeting at 9:09 a.m.

All Trustees were notified by e-mails and other means of the time and place of this meeting.

Trustee Westlund-Deenihan asked the Committee to appoint Katie Starkey Secretary pro temp. Supervisor McGuire made the motion; seconded by Mr. Barr. All in favor.

Trustee Westlund-Deenihan briefed those present that today we would hear each department's budget and the reasons for the amounts proposed.

Assessor's Office: Assessor Tom Smogolski presented his budget to the Committee which was approved with no amendments.

Clerk's Office: Clerk Katy Dolan Baumer presented her budget to the Committee. The line item Passport Postage was added to the budget to help account for actual passport costs through the year. Passport Expenditures, Dues, Subs, & Publications, Legal Notices, Equipment Maintenance & Rental, Printing, and Furniture & Equipment line items all decreased. The Committee discussed excess funds in Salaries line item. The Committee removed excess funds of \$10,000 from the Salaries line item above and beyond Board approved positions.

Department of Youth & Family: Director John Parquette presented the Committee his proposed budget for Youth and Family Services Department, highlighting the added line item of Transportation to account for travel costs related to Open Gym and when implementing Alternative to Juvenile Justice and Alternative to Suspension programs. Income line items for MHB Grants and Tutoring were also added in the proposed budget. The Committee discussed with Mr. Parquette expenses related to the findings from the Juvenile Justice Summit to ensure the proposed budget could sustain additional programming costs. The Committee increased the Cell Phone line item from \$2,000 to \$4,000 to account for the use of smart phones by Outreach staff. The Committee discussed excess funds in Salaries line item. The Committee removed excess funds of \$10,000 from Administration Salaries, and \$12,000 from Outreach Salaries line items above and beyond Board approved positions.

Highway Department: Commissioner P. Craig Ochoa presented his budget to the Committee; there was some discussion regarding increasing the Gasoline line item from \$9,944 to \$12,000 and increasing the Community Affairs line item from \$2,750 to \$5,000, as well as the feasibility of the purchase/building of

land for a garage. Additional line items for Training & Conferences at \$3,000 and Miscellaneous at \$2,000 were also approved.

Department of Welfare Services: Director Mary Jo Imperato presented her proposed budget to the Committee. A Postage line item has been added at \$600, Home Relief Travel Expenses increased to \$5,000 to accommodate for fuel and vehicle insurance reimbursements, as well as an increase in Emergency Assistance to a total of \$50,000.

Department of Facilities & Maintenance: Director Steve Spejcher presented his department's proposed budget for consideration by the Committee. Total overall budget has a net reduction of .1%. The Committee added a line for Project Assistance at \$10,000 and a Cell Phone/Communications line item at \$2,000. The Committee inquired about the department's vehicles. Mr. Spejcher indicated a newer used pickup truck with plowing capabilities would cost around \$20,000.

Mental Health Board: Coordinator Suzanne Powers briefed the committee on a 31% reduction in administrative costs from the previous year. The Postage line item decreased due to making the TIDE program paperless. The Committee inquired about reimbursement for maintenance labor costs now that the Facilities & Maintenance Department is in charge of the Burgundy building.

Office of Community Health: Director Trish Simon noted that the department has a 0% increase, with a decrease in Travel & Seminars and an increase in Office Supplies to better accommodate the functions of the department. The Committee inquired about the Embracelet program. Ms. Simon discussed her special request of permanently keeping the Receptionist position at 32 hours due to increased demand on the office as well as her CNA training for field work. The Committee asked Ms. Simon to document phone calls. The Committee increased Office Supplies by \$500, Medical Supplies by \$500, and Communications to \$4,000 to allow staff in the field to cover phone expenses.

Department of Senior Services: Director Barbara Kurth-Schuldt asked the Committee to discuss the Nutrition program that has been budgeted for \$25,000. After discussion, the Committee kept the Nutrition line item at \$16,200 and asked the Senior Department to run a nutritious meal program that would pay for itself with the exception of a \$13,000 part-time staff person. The Committee asked Ms. Kurth-Schuldt to begin counting the number of meals that the CNN program produces on a daily basis from now through August. Ms. Kurth-Schuldt also discussed her special request with the Committee which is to hire a Program Assistant at \$30,000-\$33,000 and raise a senior staff member salary to accommodate for increased responsibilities within the department. The Committee also discussed using the employee placement firm to hire a temporary employee to fill temporary vacancies in the Social Services division of the Senior Department. Supervisor McGuire made a motion to present this proposal to the Board with a second from Trustee Westlund-Deenihan. All in favor. The Committee removed excess funds of \$10,000 from Transportation Salaries above and beyond Board approved positions.

Department of Emergency Services: Administrator James Barr discussed the proposed department budget with no major changes. The Committee asked that an Income line item of \$1 for Grants be added to the department's budget.

Town Fund: Administrator James Barr highlighted the fact that the Retirement fund in FY2012 will be split between IMRF and Social Security because we levy separately for IMRF. The Salaries line item was adjusted in Administration to accommodate current positions in the department. Also added was the Facility Lease line item for Station #1. The Committee increased Equipment Purchases by \$5,000.

Capital Fund: Administrator James Barr highlighted the revenue and expenditures in the proposed budget. The Committee asked to change the Generator expenses to \$120,000 and Senior L.L. Build Out to \$535,000.

Vehicle Replacement: Administrator James Barr highlighted the revenue and expenditures in the proposed budget. The Committee discussed possible allocations for the Vehicle Purchase line item.

The Committee discussed the special requests from the Office of Community Health and Senior Services Department. The proposed full-time Receptionist with Community Health was approved with salary expenses coming from the Senior Health line item. The proposed Program Assistant with Senior Services was approved at a salary of \$30,000 from the existing budget. Both positions were approved with a start date of June 1, 2011. The Committee delegated the decision on the staff salary increase to Administrator Barr.

The Committee discussed Township-wide fees and asked the Administrator to provide updated fee proposals by April 1st to the Committee specifically in the areas of transportation, tutoring, Senior programming, and trips.

The Committee discussed the annual audit. Corrections in the audit include addressing the audit to "Hanover Township Board," "Emergency Services" on page 25, "Community Health" on page 26, and "Youth and Family Services" on page 27. Supervisor McGuire moved to approve the audit at the Regular Board Meeting with noted corrections. Motion was seconded by Administrator Barr. All in favor.

There being no further business to come before this Committee, Trustee Sandra Westlund-Deenhian asked for a motion to adjourn the meeting at 3:30 PM. Motion made by Supervisor McGuire and seconded by Administrator Barr. All in favor.

Respectfully submitted,

Katie Starkey, Secretary pro temp