

**FINANCE COMMITTEE MINUTES**

**CAMPTON HILLS VILLAGE HALL  
40W270 LAFOX ROAD, SUITE B  
CAMPTON HILLS, ILLINOIS**

**January 24, 2018, 7:00 P.M.**

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**I. Call to Order**

The meeting was called to order by Chair Timothy Pearce at 7:04 p.m.

**II. Roll Call.**

**Present**

Chair Pearce  
Member Bruggeman  
Member Olson  
Treasurer Fischer

**Absent**

Member Marc Falk  
Trustee Michael O'Dwyer  
President Blecker

**Also Present**

Administrator Searl

**III. Approval of the January 10, 2018 Minutes**

**Member Olson made a motion to approve the minutes of January 10, 2018;** seconded by Member Bruggeman.

Voice Vote: [AYES: 4] [NAYES: 0] [ABSENT: 3] Motion **CARRIED**

**IV. Reports**

- a. **Treasurer- Financial Report.** Treasurer Fischer distributed the Treasurers Report for December 31<sup>st</sup>. She stated that “we” should be about 67% through our budget as that is our position in the Budget year. Presently we have received 77% of our projected income and 73% of our projected expenses. We have an expected surplus in our budget of \$169,000 and we are currently sitting at \$249,000 for the fiscal year. In the General Fund we have expended 75% of our expenses and the reason for this is a large portion our risk management expenses come due in December. This explains why we are overall ahead of the projected budget expenses. This should even out over time. Administrator Searl explained that this year we obtained 3 different liability and casualty insurance quotes. We switched our coverage for non WC to the IMLRMA. The anticipated savings to the Village is approximately \$20,000 over the renewal quote we received from Wine Sergi.

Treasurer Fischer went on to explain that there is an overage in MFT Fund as the Village paid out the full amount of the 2017 road surfacing project. The Campton Township Highway Department is reimbursing the Village for its portion of the project cost. Treasurer Fischer briefly commented on the MFT Fund audit by IDOT. They are looking at the 2017, 2013 and 2014 MFT fund usage. IDOT MFT audits are expected. Treasurer Fischer also commented on her with with Building & Zoning Officer Matt Fitzgibbons to recover escrow monies owed to the Village for the Norton Lakes Development.

**b. Administrator – IPBC Presentation (A.J. Gallagher) Board Action Update**

Administrator Searl reported on the Board’s action on the Committee’s recommendation to send a Letter of Intent to the IPBC which the Board did approve. Searl further reported on his attendance of NWHIP sub pool meeting in Lake Zurich earlier in the day. While the NWHIP sub pool did not vote on the Village’s letter of intent they will

do so at their next meeting in March. This vote will take place before the full IPBC March meeting to consider the Village's letter of intent.

Searl also reported that Treasurer Fischer, President Blecker and he had met with Paychex to discuss their insurance brokerage services. The Village is waiting on additional information from Paychex.

**V. New Business.** No new business to discuss

**VI. Unfinished Business**

- a. **Employee Medical Coverage – Cost Sharing Scenario's.** Treasurer Fischer distributed and discussed a spreadsheet that details employee compensation and benefit cost. Treasurer Fischer explained that the information starts with the current situation which is the Village pay's 99% the cost of medical insurance and the employee pays 1% for full time enrolled employees. Then Treasurer Fischer directed the Committee's attention to the next set of spreadsheets that detailed the costs if the Village were to increase the employee contribution from 1% to 25%. Administrator Searl reminded the Committee that the Village Board discussion was about considering a plan to gradually "increase" the employee contribution rate from 1% to a cap of 10% over time. A jump from 1% to 25% would be too dramatic. Searl further cautioned the Committee that we need to better balance the cost share of the medical cost increases with the potential effect on employee retention and recruitment. While 10% is a fairly common threshold for public employee contributions in the Chicago suburban area we do not offer as robust of compensation and benefits as do many other communities in our area.

Chair Pearce discussed with the committee what the actual dollar cost impact would be on employees based upon the scenarios provided by the Treasurer. Searl stated that one idea discussed at the Board level was freezing the cost sharing at the current 1% amount that then dividing up each year the incremental increase over and above the 1% contribution. The Village medical costs increase from \$34,000 to about \$41,000 with the December 1, 2017 renewal. If the Village joins IPBC July 1, 2018 the Village cost will go up to a total of \$43,000 for the balance of Fiscal Year 2018-19. Based upon the total increase in Village cost for FY 2018-19 to be about \$9,000 and the fact that Village tends to struggle to compete in the labor marketplace for employees, particularly police officers, Chair Pearce suggested to the Committee that it recommend keeping the employee contribution level at 1% and re-evaluate it next fiscal year. It was also suggested that communication go to employees explaining the financial pressure of the medical cost increases, what the Village is attempting to do (by joining a pool with – hopefully – more predictable rate changes) and begin the conversation of raising the employee contribution percentage.

**b. Part time employee benefits- Discussion**

Administrator Searl explained that President Blecker and the Village Board wanted the Committee to discuss extending medical coverage benefits to some class of part time employees and coupling it with some paid time off (PTO).

**Member Bruggeman made a motion to recommend maintaining the 1% employee medical, dental and life insurance contribution rate this year, to be reviewed again next fiscal year with an annual review thereafter.** Motion seconded by Member Olson and passed unanimously.

Voice Vote: [AYES: 4] [NAYES: 0] [ABSENT: 3] Motion **CARRIED**

**Member Olson made a motion to recommend the Part Time Employee Paid Time Off Schedule** (listed below). Motion seconded by Member Bruggeman and passed unanimously.

Voice Vote: [AYES: 4] [NAYES: 0] [ABSENT: 3] Motion **CARRIED**

All 30 hour/week Employees will accrue the vacation portion of PTO hours according to the following table:

PTO must be used in the year it is available or it is lost.

**Based upon an 6 Hour Work Day**

<b>On January 1 following:</b>	<b>Hours per Pay Period</b>	<b>Days per Year</b>
1 Year of service	0.27	1
2 Years of service	0.27	1
3 Years of service	0.27	1
4 Years of service	0.27	1
5 Years of service	0.54	2
6 Years of service	0.54	2
7 Years of service	0.54	2
8 Years of service	0.54	2
9 Years of service	1.35	5
10 Years of service	1.35	5
11 Years of service	1.35	5
12 Years of service	1.35	5
13 Years of service	1.35	5
14 Years of service	1.35	5
15 + Years of service	1.35	5

All 35 hour/week Employees will accrue the vacation portion of PTO hours according to the following table:

PTO must be used in the year it is available or it is lost.

**Based upon an 7 Hour Work Day**

<b>On January 1 following:</b>	<b>Hours per Pay Period</b>	<b>Days per Year</b>
1 Year of service	1.35	5
2 Years of service	1.35	5
3 Years of service	1.35	5
4 Years of service	1.35	5
5 Years of service	1.35	5
6 Years of service	2.69	10
7 Years of service	2.69	10
8 Years of service	2.69	10
9 Years of service	2.69	10
10 Years of service	2.69	10
11 Years of service	2.69	10
12 Years of service	2.69	10
13 Years of service	2.69	10
14 Years of service	4.04	15
15 + Years of service	4.04	15

**Member Bruggeman made a motion to recommend that Part Time Employee that average at least 35 hours per week medical coverage with the Village contributed 50% of the employee cost.** Motion seconded by Member Olson and passed unanimously.

Voice Vote: [AYES: 4] [NAYES: 0] [ABSENT: 3] Motion **CARRIED**

- c. **Reserve Policy – Review/Discussion** – The Committee briefly discusses this item but postponed due to the late hour. Agreed to think about how to fund reserves and continue the discussion at the next meeting.

**VII. Public Comments- None**

**VIII. Motion to adjourn** made by Member Bruggeman at 9:05pm. Motion seconded by Member Olson and passed unanimously.

Voice Vote: [AYES: 4] [NAYES: 0] [ABSENT: 3] Motion **CARRIED**

**NEXT: Regular Meetings (2.28.2018; 3.28.2018)**

Submitted:



Ronald R. Searl  
Village Administrator