

FINANCE COMMITTEE MINUTES

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

October 25, 2017, 7:00 P.M.

I. Call to Order.

The meeting was called to order by Chair Timothy Pearce at 7:02 p.m.

II. Roll Call.

<i>Present</i>	<i>Absent</i>	<i>Also Present</i>
Chairman Pearce	Trustee Michael O'Dwyer	Administrator Searl
Member President Blecker	Member Falk	Treasurer Fischer
<i>Member Bruggeman</i>		
<i>Member Olson</i>		

III. Approval of the August 23, 2017 Minutes

Motion #1. Member Olson made a motion to approve the minutes and corrected to reflect the name change from Tim to Timothy; seconded by Member Bruggeman.

Voice Vote: [AYES: 4] [NAYES: 0] [ABSENT: 2] Motion **CARRIED**

IV. Reports

a. Treasurer- Financial Report Update.

Treasurer Fischer stated that as of September 30, 2017 our income was at \$1,683,806 and our expenses were at \$1,202,368. Further she noted that our income percentages should be at least 42% of the overall budget number and our expenses should not exceed 42% of the overall budget. Our income is currently at 53% of budget income and our expenses are at 40% which is great.

Treasurer Fischer also noted that as September 30th the State of Illinois is up to date on payment of all vouchers owed the Village.

President Blecker warned that information from MetroWest indicated that the State's change from 12 to 14 month payout's of LGDF may cause as much as a 10% reduction in the Village's LGDF revenues.

Administrator

- i. **Part time employee benefits survey update.** Administrator Searl described the survey distribution for the part time employee benefits. Administrator Searl briefly summarized the survey results.

Next Administrator Searl distributed and explained the draft part time benefits policy that staff had prepared and was discussed and reviewed by the Village Board. The policy was modeled after the policy used by the Carol Stream Park District.

The Committee discussed that the goal is to provide some level of benefits to part time employees who work 30 or more hours on average per week. Member Olson asked if the Village had any “job shares”. Administrator Searl stated that the Village does not.

The Committee discussed that the Village is not covered under the Affordable Care Act (ACA) because the Village has less than 50 employees. So there is no ACA legal mandate to offer medical coverage. President Blecker stated that the thought is to offer paid time off which is time that is already budgeted whether or not it is holidays, vacation or personal time. The budget is calculated using 52 weeks for each position.

Administrator Searl explained in there is an under 40 hour, 35 hour and 30 hour table in the draft document under review. Chair Pearce questioned how and employee who works more hours than a part time employee would feel about gaining same benefit level in terms of number of days off. The Committee concluded the draft policy is too generous and needs to be modified.

The Committee discussed the ramifications of a potential 10% cut in revenue from the State and how part time benefit could be valuable to incentivize people to do more with less.

In summary Chair Pearce stated that it appears that the Committee members are in agreement of the need to move forward in recommending something. The question is what that policy recommendation should look like.

- Reduce the definition of part time schedules from 3 to 2
- Reduce the number of days that the policy allocates per schedule

V. New Business

a. Police Department- Cost and Sustainability Analysis (Rolling 5 Year Plan)¹

Administrator Searl explained that the Police Department Cost/Sustainability plan (PDCSP) comes from the strategic plan process. Administrator Searl stated that he feels the Village needs to identify a new revenue source and dedicate it to Police services funding. The Committee also discussed whether or not the PDCSP should include the Police Pension fund or should that be broken out. One possible revenue source the committee discussed was Video gambling. The Committee discussed the need to determine the gap between Police Department expenditures and revenues and try to figure out who to “plug” that gap.

b. Managed Time Off (MTO) Usage Report – Treasurer update²

Treasurer Fischer passed out the “Managed Time Off” report that she uses to track the police department member’s times. Treasurer Fischer explained that the

¹ Identified in the 2016-2018 Strategic Plan Implementation Timeline. To be coordinated by Trustee O’Dwyer, Chief Hoffman and the Finance Committee.

² Review the accrued and potential financial liability. This is a benefit available to certain Police Department employees.

maximum accrued MTO hours is 288 and the maximum comp time to hold over is 80 hours. Holiday pay must be claimed within 12 months for compensation. Generally when a FT department member takes time off his or her shift is filled by a part time employee. The Committee briefly discussed whether or not it had reviewed the financial liability of MTO in the past.

c. **Employee Medical Coverage – Cost Sharing Scenario’s**

Administrator Searl explained that with the Village’s recent medical/dental insurance renewal there was a Board discussion about developing a strategy to increase employee contributions from 1% to something closer to 10%. Searl described the medical contribution chart he prepared showing the financial impact of the percentage changes.

VI. Unfinished Business

a. **Village Investment Policy discussion**

i. **Implementation procedures update.** Treasurer Fischer reported that the Village Board has approved the Investment Policy and that certain administrative processes are being implemented.

b. **FY 2018-2019 Budget Schedule Distribution.** Administrator Searl noted that the final FY 2018-19 Budget Schedule has been distributed to the Committee. No one had any questions or comments.

c. Administrator Searl explained that one item that was left of the agenda was the Committee’s review and discussion of possible changes to the Village’s Reserve Policy. This will be on the next agenda for consideration.

VII. Public Comments. None.

VIII. Adjournment

Motion #2. Member Bruggeman made a motion to adjourn at 9:02pm; seconded by President Blecker. Following a voice vote, the motion carried.

Submitted:



Ronald R. Searl
Village Administrator
[Approved: 1/10/2018]