

Minutes of a Committee of the Hanover Township Board

FINANCE

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

JUNE 22, 2009

Trustee and Finance Committee Chair Howard Krick called the meeting to order at 2:42 PM for the purpose of conducting the Finance Committee meeting.

Clerk Dolan Baumer called the Roll; present were Supervisor McGuire, Trustee Krick, Clerk Dolan Baumer and staff present included Administrator James Barr, accountants Lee Howard and Mike Howard, and James Bruno and John Wacaster from Chase Bank.

Banking Services: Chase Bank was invited to submit a proposal for banking services to the Township. Mr. Bruno described his role at Chase as it would be for the Township. The focus of their services would be to streamline the process, keep fiduciary responsibility a high priority, and save Township money. Mr. Wacaster presented the pro forma, comparing Chase services to those of Harris, as well as better rate of return options. With the option of the montly Quick Deposit, a scanner is required to make scanned check deposits. Fraud prevention tools may be purchased and may be important to the Township because of the volume of checks we write. JP Morgan Access is the program that we would use.

Discussion ensued regarding the use of credit cards, acceptance of credit cards, how better to administer Welfare Services checks to prevent fraud, use of P-cards, and pay cards, etc.

Overall savings at first glance is about \$1,000 to \$1,200 per year Chase over Harris. Chase also provides for seven years access to check scans online, on-site scanning, credit cards, and streamline payables (no need for paper checks). The transition takes about two to three months for the operating account; it is quicker for savings. Compliance with Township policy is the key.

Messrs Wacaster and Bruno left the meeting at 3:45 PM.

Community Health: Supervisor McGuire briefed the committee members that the demand for growth in the Community Health office is continuing to increase due to conditions in our economy and community: no let up in the demand forecast. Continuity of operations is the key. He proposed that the budget take into consideration the creation of a new position, an individual working about 32 hours (full time) with RN status. This individual would not only take on many duties of the CHO, but would also train closely with current Director Simon to assume her duties in her absence. Mr. McGuire will submit a proposed organization chart, job description, and objective with features and benefits with the associated costs and funding options to the Finance Committee prior to going before the Board.

Mr. McGuire left the meeting at 3:45 PM.

Finance Update: Mr. Barr briefed the committee members on the role of Lee Howard & Associates and Governmental Accounting as it pertains to the Township.

Minutes of a Committee Meeting of the Hanover Township Board

FINANCE

June 22, 2009

Page 2

Messrs Howard and Howard then reviewed the standard financial reports and provided detailed information on the budget, reporting to budget, and levy process.

Adjournment: There being no further business to come before this Committee, Trustee Krick adjourned the meeting at 4:10 PM.

Respectfully submitted,

Katy Dolan Baumer, Clerk
Hanover Township

Copy: Supervisor
(4) Trustees
Administrator