

VILLAGE OF MANSFIELD
FINANCE COMMITTEE MEETING CLOSED SESSION
February 19, 2020

atty recomm OPEN

The Village of Mansfield Finance Committee moved to Closed Session to discuss compensation of the Treasurer.

Gilbert said Tom Gilbert makes about \$300/month now. The committee thought it was low compared to other similar sized villages, as they have heard from Amy Rupiper.

Stiger said the pay could start at \$300 and go up with experience. Gilbert thought the range of \$300-500 would be good because it allows wiggle room.

Gilbert listed items Tom Gilbert said he does currently so the committee had an idea of what the position was in charge of, which included budget, tax levy, treasurer's report, CDs, money market funds, and more. He said Tom Gilbert completed his monthly duties in around 8 hours a month and a new person would likely take longer until they learned the job.

Clerk Place was asked her opinion on the pay if she was the one to do the job. Place mentioned her own current pay and that the board may want to think about putting a cap on it, as it keeps getting a percentage increase each year and may soon need to be capped and get just a flat dollar amount as a bonus. If this was the case, then a clerk/treasurer job for her may not go up by the \$300 the treasurer is currently making, but possibly a little less.

Deffenbaugh had to leave the meeting at this point, but said he agreed with the dollar amount for the job and having Finance Committee do interviews.

Gilbert moved, Konen seconded to move back into Open Session. Roll call: ALL YES. Motion carried 3-0.

Submitted by:
/s/ Melissa Place
Melissa Place, Village Clerk

VILLAGE OF MANSFIELD
FINANCE COMMITTEE MEETING CLOSED SESSION
via ZOOM
March 31, 2020

atty recomm
OPEN

The Village of Mansfield Finance Committee moved to Closed Session to conduct interviews for the Treasurer position. Gilbert, Konen, and Deffenbaugh were present.

Kris Blazek joined the Zoom meeting.

Gilbert: Please describe the experience you have related to this position.

Blazek: The closest experience is with school groups in the past where she was Treasurer for Jr High Boosters. At the U of I she helps manage the budget for her office.

Gilbert: Do you have any experience with IMRF?

Blazek: Not other than being a member.

Gilbert: Any experience with audits?

Blazek: She works with auditors at work.

Gilbert: What programs are you familiar with?

Blazek: Several different softwares, spreadsheets, access, Quicken and QuickBooks with her personal business.

Gilbert: What challenges do you see with a budget the size of Mansfield's?

Blazek: Who needs what more and when and what is needed most in the village. What could be cut and how to be more productive with what you do have. At U of I she has to worry about what money can be used for what reason due to how it's funded.

Deffenbaugh: Is the meeting day/time an issue?

Blazek: No

Gilbert: How available are you for questions during the day?

Blazek: Very responsive and would be able to call/text/email back within hours if not quicker.

Blazek: Are there other required things other than meetings?

Gilbert: No

Blazek: Will there be time for training?

Gilbert: Yes, current Treasurer will stay on until not needed.

Kris Blazek left the meeting.

Lisa Lehnert joined the meeting.

Gilbert: Please describe the experience you have related to this position.

Lehnert: 6 years as Fire District secretary doing minutes, payroll, billing, tax levy, budget and audit. Current Township Supervisor and do the same duties. 2 years as Library bookkeeper.

Gilbert: Do you have any experience with IMRF?

Lehnert: Understands how IMRF works.

Gilbert: What skills could you bring to this job?

Lehnert: Organized, timely, has used QuickBooks and is familiar with Village current auditors

Blazek: Several different softwares, spreadsheets, access, Quicken and QuickBooks with her personal business.

Gilbert: What challenges do you see with a budget the size of Mansfield's?

Lehnert: Not having the financial knowledge of how the village operates in the beginning and finding out what the priorities are from the Board members.

Gilbert: How available are you for questions during the day?

Lehnert: Can definitely text/email during the day and could respond further in the evening if reports are needed

Lehnert: When is the Village's fiscal year?

Gilbert: May 1-April 30

Lehnert: Is Village QuickBooks online?

Clerk Place: Not at this time. It's on a shared laptop.

Lisa Lehnert left the meeting.

Keara Browne joined the meeting.

Gilbert: Please describe the experience you have related to this position.

Browne: Worked in healthcare as Manager, mental health. Payroll, budget reports, finance for her departments.

Gilbert: Any experience with a budget the size of Mansfield's?

Browne: Kirby Hospital has a very large hospital budget, so she would be okay with this.

Gilbert: Do you have any experience with IMRF?

Browne: Understands payroll taxes, insurance and child support deductions on paychecks, so could figure it out.

Gilbert: Any experience with auditors:

Browne: Familiar with Medicare audits at work

Gilbert: What skills could you bring to this job?

Browne: A fresh view and opinion, organized, Type A personality

Gilbert: What challenges do you see with this job?

Browne: Finding out everyone's wants/needs

Gilbert: How available are you for questions during the day?

Browne: Easy to get in touch with her during day

Gilbert: Is the day/time of the monthly meeting going to work for her?

Browne: Yes, no problem

Brown: Why did the current Treasurer leave?

Konen: He was not reappointed back to the position.

Keara Browne left the meeting.

Deffenbaugh said the committee would give their recommendation to the Board President and he would appoint a person at the next meeting. Gilbert said he talked with the attorney and if they choose to abolish the position, it has to happen at the April meeting and set it up for the May agenda to combine the Clerk and Treasurer position. Attorney said the board could hire the position any time without needing it to be before the next fiscal year begins. Deffenbaugh said he would like the positions to stay separate and the faster they could act on getting someone hired, the more budget experience they would get with Tom Gilbert.

Gilbert said Lisa Lehnert would be his first choice because of her comparable experience and did like Keara Browne's idea of bringing a fresh view to the table. Deffenbaugh said he liked that too and he knew Lehnert was very organized. Deffenbaugh & Konen said Lehnert would be their first choice and Browne their second if needed.

Regarding the rate of pay, Gilbert said he would like \$350/month and that current Treasurer Tom Gilbert should also be paid the same rate during the months of training. All agreed on \$350/month for both incoming and outgoing Treasurers.

Gilbert will run the choice by Stiger and will call on references. He will offer the job to Lehnert at \$350/month, pending Stiger's agreement to appoint at next meeting.

Gilbert moved, Konen seconded to move back into Open Session. Roll call: ALL YES. Motion carried 3-0.

Submitted by:
/s/ Melissa Place
Melissa Place, Village Clerk