

**MINUTES**  
**Finance Committee Meeting**  
**June 27, 2017 – 7:30 p.m.**  
**Council Chambers at**  
**Tinley Park Village Hall**  
**16250 S. Oak Park Ave.**  
**Tinley Park, IL 60477**

Members Present: M. Mangin, Chair  
M. Pannitto, Village Trustee  
C. Berg, Village Trustee

Members Absent: None

Other Board Members Present: B. Brady, Village Trustee  
B. Younker, Village Trustee

Staff Present: D. Niemeyer, Village Manager  
P. Carr, Assistant Village Manager  
P. Connelly, Village Attorney  
D. Framke, Marketing Director  
L. Godette, Deputy Clerk  
S. Kisler, Planner  
L. Valley, Executive Assistant  
T. Woolfalk, Commission Secretary

**Item #1** - The meeting of the Finance Committee Meeting was called to order at 7:30 p.m.

**Item #2 -CONSIDER APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON MARCH 21, 2017** - Motion was made by Trustee Berg, seconded by Trustee Pannitto to approve the minutes of the Finance Committee held on March 21, 2017. **THE FINANCE COMMITTEE MEETING HELD ON MAY 23, 2017**- Motion was made by Trustee Pannitto, seconded by Trustee Berg to approve the minutes of the Finance Committee held on May 23, 2017. Vote by voice call. Chairman Mangin declared the motion carried.

**Item #3 - REVIEW THE MAY 2017 BOARD REPORT** - Trustee Mangin presented revenue update for May, 2017. Updates of true financial activity will be provided each month going forward.

A summary status of revenues and expenses of Sales Tax, Home Rule Sales Tax, Use Tax, Income Tax, Property Tax and Video Gaming were the subjects of the report.

**ITEM #4 - REVIEW FRAUD ASSESSMENT RFQs** – Village Manager Dave Niemeyer provided a Risk Management Assessment update. The purpose of the Risk Management Assessment was the result of the intent of the Village to hire an internal auditor to conduct a fraud prevention assessment. This assessment will development an understanding of all procedures including payroll and how bills are paid. An independent contractor will come in to review Village processes and practices to make sure they are up to date and provide minimal risk.

An RFQ was conducted a few months ago and six (6) proposals were received:

- Baker Tilly

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- BKD
- KPMG
- Plante Moran
- Sargent Consulting Group, LLC
- Sobel & Co., LLC

Trustee Mangin, Brad Bettenhausen and David Niemeyer interviewed the following three (3) companies:

- Plante Moran
- BKD
- Baker Tily

After interviewing the three (3) firms BKD was chosen as the most qualified. Trustee Mangin will manage the project and Village Manager Dave Niemeyer and Village Treasurer Brad Bettenhausen will work with Trustee Mangin.

The company chosen will review all staff procedures to ensure that procedures are done in the most efficient manner.

The next step is to take the contract to the board.

Trustee Pannitto commends Trustee Mangin on the processes taken. He believes that this will be good for the staff.

Motion was made by Trustee Pannitto, seconded by Trustee Berg to recommend to the Village Board that BKD be hired to do a fraud assessment for the Village in the amount of \$45,000 plus a 4% administrative fee. Vote by voice call. Chairman Mangin declared the motion carried.

**ITEM #5 - REVIEW HEALTH INSURANCE BROKER RFQ –**

**Trustee Mangin** removed this item from the Finance Committee agenda and will be discussed at a later date.

**ITEM #6 – RECEIVE COMMENTS FROM THE PUBLIC -** Mike Paus asked if the report received from the internal audit will be put on the website. The Committee stated that the scope of what was found in the audit is in the agenda packet and is included on the website.

Motion was made by Trustee Pannitto, seconded by Trustee Berg to adjourn this meeting of the Finance Committee. Chairman Mangin declared the motion carried and adjourned the meeting at 7:40 p.m.

tw

cc: *Village Board*  
*Village Manager*  
*Assistant Village Manager*  
*Village Treasurer*  
*Deputy Village Clerk*