



**Gloria M. Palmblad**  
**Supervisor**

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**SPECIAL BUDGET MEETING MINUTES**

**Ela Township Town Hall, 1155 East Route 22, Lake Zurich**

8:30 am, Tuesday, February 5, 2019 (upper level conference room)

1. Call to Order

Meeting was called to order by Supervisor Palmblad at 8:45 am.

2. Roll Call

Present were Trustees Bos, Bowman, Jennings and Sikes, SW Director Fackler, Assessor Barrington, and Manager Stefaniuk

3. Discussion –

Budget for the following departments:

A. Social Work

A preliminary social work budget was distributed. This department operates on a lean budget with very few line items to discuss. A couple of mathematical changes were needed in regards to employee benefits and liabilities.

B. Assessor's Department

A preliminary budget was provided by Assessor Barrington and reviewed line item by line item. The Assessor's Department recently went through some employment changes due to the retirement of one of their full-time employees. The department started the budget year with 4FT and 3PT/seasonal employees. During the year, another individual was contracted to fill in part-time for the remainder of the year. As of the start of the new calendar year, the department now has 3 FT and 5 PT/seasonal employees. After reviewing his budget, a couple of items regarding benefits and liabilities needed to be updated to reflect the change in employees.

C. General Assistance

Discussed Administrative Staff expenses. Again, staffing changes required us to make some necessary salary changes; otherwise, everything else was kept the same for the upcoming year.

NOTE: Overall, a few line item numbers and descriptions are being modified for consistency across all funds and departments.

4. Adjournment

Meeting adjourned at 10:20 pm.

Respectfully submitted: *Supervisor Palmblad*