

**SPECIAL MEETING OF THE
DUPAGE TOWNSHIP
BOARD OF TRUSTEES
Thursday, February 28, 2019
MINUTES**

- I. **CALL TO ORDER:** Meeting was called to order at 7:00 p.m. by Supervisor George.
- II. **PLEDGE OF ALLEGIANCE:** Pledge of Allegiance was recited by all led by Supervisor George.
- III. **ROLL CALL FOR QUORUM:** Trustees Raga, Oliver, Burgess and Supervisor George were present. Trustee Benford was absent.
- IV. **APPROVAL OF AGENDA:** A motion was made by Trustee Burgess and seconded by Trustee Oliver to approve the agenda as presented by Supervisor George. Upon roll call vote the following voted yes: Trustees Raga, Oliver, Burgess and Supervisor George. There were no nay votes. The motion passed.
- V. **MEETING MINUTES:**

A motion was made Trustee Burgess and seconded by Trustee Raga to approve the minutes from the February 15, 2019 Special Board Meeting. Upon roll call vote the following voted yes: Trustees Burgess, Oliver, Raga and Supervisor George. There were no nay votes. The motion passed.

A motion was made by Trustee Burgess and seconded by Trustee Raga to approve the minutes from the February 19, 2019 Regular Board Meeting. Upon roll call vote the following voted yes: Trustees Burgess, Oliver, Raga and Supervisor George. There were no nay votes. The motion passed.
- VI. **SUPERVISOR'S REPORT**

Review for Approval 2017-2018 Audit Mack & Associates. Tawnya R. Mack presented the audit findings, based on a testing sample, which included; unauthorized and undocumented payroll advances to three employees, General Assistance spending with no back-up showing proof of expenditures, plus payments made to employees and non-profit agencies that did not meet criteria for General Assistance, lack of formally documented policies and procedures, lack of cross-training and incomplete financial information and/or appropriate financial reporting is not provided to the Board. Ms. Mack requested that the management representation letter to approve finalized audit be signed within a short timeframe as she was recently informed by Trustee Benford to rescind the signature of Supervisor George. Ms. Mack made several recommendations to the Board for better internal controls.

A motion was made to accept Mack & Associates audit and recommendation to approve Supervisor George to sign management representation letter as presented by Mack & Associates by Trustee Burgess and seconded by Trustee Oliver. Upon roll call vote the following voted yes: Trustees Burgess, Oliver, Raga and Supervisor George. There were no nay votes. The motion passed.

VII. QUICKBOOKS UPDATE

Supervisor George requested Linda Youngs to find someone to assist Township in implementing QuickBooks conversion. Linda Youngs confirmed Township purchased QuickBooks program in previous year and also have a laptop with QuickBooks program installed on it. Trustee Burgess stated he wanted the Board to approve the QuickBooks conversion instead of the accountant and one Trustee making the decision independently. Tawnya R. Mack of Mack & Associates interjected and confirmed Klein Hall Accounting can assist with conversion to QuickBooks with a recommended turnover date of April 1, 2019. Trustee Oliver confirmed she was not aware that a Trustee's daughters were contracted to do the QuickBooks conversion. Linda Youngs confirmed some additional research is required and findings will be provided during March 19, 2019 to meet the April 1, 2019 conversion date.

VIII. STATUS ON MEETING WITH STAFF AS A BOARD

Supervisor George stated he spent a full day last week speaking with staff members. He stated everyone is happy and willing to move forward. Trustee Burgess questioned if staff understands that there is a chain of command and that staff understands that their direction comes from their supervisor and not individual Board members. Supervisor George said he feels good about the staff's willingness to come together.

IX. APPROVAL OF TOWNSHIP BILLS - \$180,334.91

- i. **OPEN PAYABLES - \$29,840.38**
- ii. **PAID PAYABLES \$150,494.53**

A motion was made by Trustee Burgess and seconded by Trustee Oliver to approve the bills as presented for payment. Upon roll call vote the following voted yes: Trustees Burgess, Oliver, Raga and Supervisor George. There were no nay votes. The motion passed.

X. OLD BUSINESS / NEW BUSINESS

None.

XI. PUBLIC COMMENTS:

- (1) Petra Burgess
- (2) Gary Marschke
- (3) Christine Mayer

XII. TRUSTEE'S COMMENTS:

- a. Alyssa Benford: Trustee Benford was absent.
- b. Ken Burgess: Trustee Burgess stated he learned a lot through the Mack & Associates audit. Will go through and address the shortcomings in several departments.

- c. Maripat Oliver: Trustee Oliver also stated she learned a lot through Mack & Associates audit. She is hopeful the next audit will be 100% gold star as we are moving on the right path.
- d. Dennis Raga: Trustee Raga stated he was enlightened by recommendations made by auditors. He said he was in the dark for two years and he stated he will be more attentive.

XIII. ADJOURNMENT:

A motion was made by Trustee Burgess and seconded by Trustee Oliver to adjourn at 8:01 p.m. Upon roll call vote the following voted yes: Trustees Burgess, Oliver, Raga and Supervisor George. All were in favor and the meeting adjourned.

Respectfully submitted,

Kulsum Ali
DuPage Township Clerk