

**MACOUPIN COUNTY BOARD
RESOLUTION No. 2011.14**

**Resolution Establishing practices and Procedures for Administration of the
County's Health, Dental and Life Insurance Policies**

WHEREAS, the Macoupin County Board recognizes and understands the challenges posed to the long term fiscal health of the County due to the growing cost of maintaining the health insurance plan for County employees; and

WHEREAS, the County Board recognizes the need to be fiscally prudent and implement policies that seek proper and necessary checks and balances on monthly payments made for the cost of the county's health, dental and life insurance plans for employees by the County and all Departments and agencies included in the plan; therefore

BE IT RESOLVED, new policies shall be implemented across all County offices and Departments to insure County funds are spent properly in regards to expenditures related to the County's health, dental and life insurance plans; and therefore

BE IT FURTHER RESOLVED, that a procedure shall be established by the Chief Financial Officer of the County Board in consultation with the Macoupin County Clerk to verify each month that the bills being paid for health, dental, and life insurance are accurate and reflect the actual, current headcounts of employees of the County and its departments; and therefore

BE IT FURTHER RESOLVED, that in order for this procedure to be effective, the Chief Financial Officer of the County Board shall monthly submit a document to all County officeholders, and designated directors and office heads that lists the current monthly census information of County employees for their respective offices; and therefore

BE IT FURTHER RESOLVED, that all County officeholders and Department Directors must acknowledge with their signature on a monthly basis provided for them by the Chief Financial Officer, verifying that all such employees listed are currently employed by the respective office, before sending the signed document to the Chief Financial Officer of the County Board within 48 hours of receipt; and therefore

BE IT FURTHER RESOLVED, that all County officeholders, and designated directors and office heads shall promptly notify the County Clerk, the County Treasurer and the Chief Financial Officer of the County Board in writing when the employment status of an employee changes; and therefore

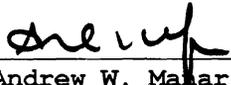
BE IT FURTHER RESOLVED, that the Chief Financial Officer of the County Board shall and the Macoupin County Clerk shall require verification that all monthly bills for health, dental, or life insurance are accurate prior to payment.

ADOPTED and SIGNED this 8th day of February, 2011.

SIGNED this 8th day of February, 2011.

Voting Yes: 25

Voting No: 0



Andrew W. Malar
Chairman of the Board
Macoupin County, Illinois



Pete Duncan
Clerk
Macoupin County, Illinois