

EMERGENCY TELEPHONE SYSTEM BOARD OF DU PAGE COUNTY

Consolidated 9-1-1 Services for DuPage County 421 N. County Farm Road, Wheaton, Illinois 60187 630-550-7743 ETSB911@dupageco.org

BOARD MEMBERS:

Mr. Greg Schwarze

Chairman DuPage County Board Representative

Mr. Mark Franz

Vice Chairman Village of Glen Ellyn DuPage Mayors & Managers Conference Representative

Mrs. Gwen Henry, Ex-Officio **DuPage County Treasurer**

Ms. Jean Kaczmarek, Ex-Officio Secretary - DuPage County Clerk

Mr. Grant Eckhoff

DuPage County Board Representative

Mr. Michael Guttman

DuPage Public Safety Communication (DU-COMM) Representative

Vacant

Public Representative

Chief Erik Kramer

Addison Fire Protection District DuPage County Fire Chiefs Association Representative

Mr. Joseph Maranowicz

Village of Addison DuPage Mayors & Managers Conference Representative

Chief David Schar

Village of Winfield DuPage County Police Chief Association Representative

Mr. William Srejma

Addison Consolidated Dispatch Center (ACDC) Representative

Deputy Chief Eric Swanson

DuPage Sheriff's Office Representative

Mr. Michael G. Tillman, RPL

Superior Air-Ground Ambulance Services Inc. **Emergency Services Representative**

Ms. Yeena Yoo **DuPage County Board** Representative

Ms. Linda Zerwin **Executive Director** 9-1-1 System Coordinator TO: DuPage County Treasurer's Office

FROM: Greg Schwarze, Chairman

Emergency Telephone System Board of DuPage County

DATE: August 24, 2023

SUBJECT: ETSB Payment of Claims List FY23 – August 24, 2023

The payment of the below listed accounts has been approved by the ETS Board at a Special Call meeting held on August 24, 2023. You are hereby authorized to pay the invoices as listed on the attached DuPage County Payment Listing Transaction report dated July 28, 2023.

FY2023 Equalization Fur	nd (4000-5820):	\$	74,254.06
Total:		\$	74,254.06
	APPROVE	D BY:	
	Greg Schw	varze, Cl	nairman
	ATTEST:		
	Secretary		

EMERGENCY TELEPHONE SYSTEM BOARD OF DU PAGE COUNTY FY23 EXPENDITURE VS. BUDGET

					ANNUAL	ACTUAL		YEAR TO DATE		F	REMAINING	% YTD	% YTD		
COMP	AU	Account	Description	AP	PROPRIATION		BUDGET		EXPENDED	Е	NCUMBERED		AVAILABLE	EXPENDED	REMAINING
4000	5820	50000-0000	REGULAR SALARIES	\$	908,742	\$	908,742	\$	424,292	\$	-	\$	484,449.98	47%	53%
4000	5820	50050-0000	TEMPORARY SALARIES/ON CALL (new)	\$	13,728	\$	13,728	\$	6,569	\$	-	\$	7,158.92	48%	52%
4000	5820	50080-0000	SALARY & WAGE ADJUSTMENT	\$	34,952	\$	34,952	\$	-	\$	-	\$	34,952.00	0%	100%
4000	5820	51000-0000	BENEFIT PAYMENTS	\$	13,260	\$	13,260	\$	-	\$	-	\$	13,260.00	0%	100%
4000	5820	51010-0000	EMPLOYER SHARE I.M.R.F.	\$	108,595	\$	108,595	\$	34,776.03	\$	-	\$	73,818.97	32%	68%
4000	5820	51030-0000	EMPLOYER SHARE SOCIAL SECURITY	\$	69,519	\$	69,519	\$	31,594.10	\$	-	\$	37,924.90	45%	55%
4000	5820	51040-0000	EMPLOYEE MED & HOSP INSURANCE	\$	191,040	\$	191,040	\$	36,026.05	\$	-	\$	155,013.95	19%	81%
4000	5820	51050-0000	FLEXIBLE BENEFIT EARNINGS	\$	3,000	\$	3,000	\$	350.00	\$	-	\$	2,650.00	12%	88%
4000	5820	52000-0000	FURN/MACH/EQUIP SMALL VALUE	\$	44,000	\$	44,000	\$	-	\$	-	\$	44,000.00	0%	100%
4000	5820	52100-0000	I.T. EQUIPMENT-SMALL VALUE	\$	67,653	\$	67,653	\$	14,943.73	\$	52,652.59	\$	56.27	22%	0%
4000	5820	52200-0000	OPERATING SUPPLIES & MATERIALS	\$	2,000	\$	2,000	\$	828.79	\$	-	\$	1,171.21	41%	59%
4000	5820	52210-0000	FOOD AND BEVERAGE	\$	750	\$	750	\$	434.64	\$	-	\$	315.36	58%	42%
4000	5820	52250-0000	AUTO/MACHINERY EQUIPMENT/PARTS	\$	60,000	\$	130,000	\$	50,397.12	\$	48,818.88	\$	30,784.00	39%	24%
4000	5820	52260-0000	FUEL & LUBRICANTS	\$	2,500	\$	2,500	\$	-	\$	· -	\$	2,500.00	0%	100%
4000	5820	52270-0000	MAINTENANCE SUPPLIES	\$	2,000	\$	2,000	\$	67.47	\$	-	\$	1,932.53	3%	97%
4000	5820	52280-0000	CLEANING SUPPLIES	\$	500	\$	500	\$	20.91	\$	-	\$	479.09	4%	96%
4000	5820	53000-0000	AUDITING & ACCOUNTING SERVICES	\$	107,400	\$	107,400	\$	13,300.00	\$	30,400.00	\$	63,700.00	12%	59%
4000	5820	53020-0000	INFORMATION TECHNOLOGY SERVICES	\$	749	\$	749	\$,	\$, -	\$	749.00	0%	100%
4000	5820	53030-0000	LEGAL SERVICES	\$	60,000	Ś	60,000	Ś	_	Ś	_	\$	60,000.00	0%	100%
4000	5820	53040-0000	INTERPRETER SERVICES	\$	20,000	Ś	20,000	Ś	6,982.98	Ś	12,999.47	\$	17.55	35%	0%
4000	5820	53090-0000	TECHNICAL/PROFESSIONAL SERVICES	\$	102,000	\$	102,000	Ś	44,550.00	\$	-	\$	57,450.00	44%	56%
4000	5820	53130-0000	PUBLIC LIABILITY INSURANCE	\$	106,794	\$	106,794	\$		\$	2,500.00	\$	12,498.00	86%	12%
4000	5820	53200-0000	NATURAL GAS	\$	3,700	\$	3,700		-	Ś	_,=====================================	\$	3,700.00	0%	100%
4000	5820	53210-0000	ELECTRICITY	\$	25,000	\$	25,000	\$	9,676.16	\$	_	\$	15,323.84	39%	61%
4000	5820	53220-0000	WATER & SEWER	\$	500	Ś	500	Ś	-	Ś	_	\$	500.00	0%	100%
4000	5820	53250-0000	WIRED COMMUNICATION SERVICES	\$	1,129,906	\$	1,129,906	\$	121,692.46	\$	797,478.77	\$	210,734.77	11%	19%
4000	5820	53260-0000	WIRELESS COMMUNICATION SVC	\$	11,100	\$	11,100	Ś	4,670.33	\$	2,743.04	\$	3,686.63	42%	33%
4000	5820	53300-0000	REPAIR & MTCE FACILITIES	\$	45,000	\$	45,000	\$,	\$	2,743.04	\$	40,801.00	9%	91%
4000	5820	53310-0000	REPAIR MAINT INFRASTRUCTURE	Ś	50,000	\$	50,000	\$,	\$	_	\$	50,000.00	0%	100%
4000	5820	53370-0000	REPAIR & MTCE OTHER EQUIPMENT	\$	55,826	\$	62,126	Ś		\$	26,300.35	\$	9,845.73	42%	16%
4000	5820	53400-0000	RENTAL OF OFFICE SPACE	\$	20,580	\$	20,580	\$	-,	\$	20,300.33	\$	20,580.00	0%	100%
4000	5800	53410-0000	RENTAL OF MACHINERY & EQUIPMENT	\$	15,000	\$	15,000	Ś	7,278.10	\$	_	\$	7,721.90	49%	51%
4000	5820	53500-0000	MILEAGE EXPENSE	\$	2,000	\$	2,000	\$	•	\$		\$	1,836.25	8%	92%
4000	5820	53510-0000	TRAVEL EXPENSE	\$	100,000	\$	100,000	Ś	15,041.43	Ś	_	\$	84,958.57	15%	85%
4000	5820	53600-0000	DUES & MEMBERSHIPS	\$	1,483	\$	1,483	\$		\$		\$	828.00	44%	56%
4000	5820	53610-0000	INSTRUCTION & SCHOOLING	\$	110,000	\$	110,000	Ś	27,065.81	\$	_	\$	82,934.19	25%	75%
4000	5820	53800-0000	PRINTING	\$	5,000	\$	5,000	Ś	27,005.61	\$	-	\$	5,000.00	0%	100%
4000	5820	53800-0000	ADVERTISING	\$	3,000	\$	3,000		41.40	\$	-	\$	2,958.60	1%	99%
4000	5820	53801-0000	MISCELLANEOUS MEETING EXPENSE	\$	1,500	\$		\$	41.40	\$	-	\$	1,500.00	0%	100%
	5820 5820	53803-0000		\$,	\$	1,500	7	1 200 10	т.	-	\$,	0% 87%	100%
4000			POSTAGE & POSTAL CHARGES	\$	1,500		1,500	\$	1,299.10	\$	-	\$	200.90		
4000	5820	53805-0000	OTHER TRANSPORTATION CHARGES	\$	1,500	\$	1,500		360 050 00	-	-	\$	1,500.00	0% 100%	100%
4000	5820	53806-0000	SOFTWARE LICENSES (new)	\$	330,193	\$	369,193	\$		\$	2 005 004 05		537.00	100%	0% 7%
4000	5820	53807-0000	SOFTWARE MAINT AGREEMENTS		3,077,533	\$	3,038,533	\$		\$	2,085,904.85	\$	209,271.17	24%	7%
4000	5820	53808-0000	STATUTORY & FISCAL CHARGES (new)	\$	-	\$	4,243	\$		\$	0.11	\$	4,242.78	100%	0%
4000	5820	53810-0000	CUSTODIAL SERVICES	\$	54,200	\$	54,200		,	\$	1,200.00	\$	13,000.00	74%	24%
4000	5820	53830-0000	OTHER CONTRACTUAL EXPENSES	\$	5,341,478	\$	5,341,478	\$		\$	3,971,837.00	\$	196,300.00	22%	4%
4000	5820	54100-0000	IT EQUIPMENT	\$	1,655,057	\$	1,655,057	\$		\$	685,384.60	\$	689,997.03	17%	42%
4000	5820	54107-0000	SOFTWARE (new)	\$	136,875	\$	136,875	\$		\$	52,978.31	\$	83,896.69	0%	61%
4000	5820	54110-0000	EQUIPMENT AND MACHINERY	\$	1,983,197	\$	8,634,597	\$		\$		\$	1,960,632.49	77%	23%
			Total	\$	16,080,309	\$	22,812,252	\$	10,253,685	\$	7,771,198	\$	4,787,369	45%	21%
EXPEN	NDITURE	S FOR PERIOD:	August 9, 2023					\$	74,272.48	Int	ernal Transfer:				
										L					
					ANNIIAI		ACTUAL		VFAR 1	0	DATE		REMAINING	% VTD	% VTD

REMAINING YEAR TO DATE % YTD % YTD ANNUAL ACTUAL COMP AU Account Description APPROPRIATION BUDGET TRANSFERRED ENCUMBERED BALANCE EXPENDED REMAINING 4000 5820 53828-0000 CONTINGENCIES (xfers to Personnel/Contracts/Commodities) 300,000.00 300,000.00 (80,543.00) 219,457.00 -27% 73% 4000 5820 54199-0000 CAPITAL CONTINGENCY (xfers to Capital) 29,446,769 29,446,769 \$ (6,651,400.00) \$ (1,900,000.00) \$ 20,895,369.00 -23% 71%

421 N. County Farm Road Wheaton, Illinois 60187 (630) 407-6075 FAX: (630) 407-6076 www.dupageco.org/auditor

To: Hon. Greg Schwarze, Chairman

DuPage County Auditor

DuPage County Emergency Telephone System Board (ETSB)

ETSB Members

From: Bill White, J.D., C.I.A. *WFW*

County Auditor

Subject: Internal Audit of Accounts Payable

#23-32

Date: August 2, 2023

The Office of the County Auditor has completed a limited scope internal audit of the transaction processing of ETSB invoices submitted for payment. The audit identified two exceptions that required correction by the Finance Department.

All invoices submitted have been reviewed and released for payment by the County Auditor. The results of the audit are presented below.

Results

My Office has performed voucher pre-audit procedures for the invoices submitted for approval by the ETSB at the August 9, 2023 Board Meeting. The invoices listed on the Bank Account Payment History Report dated July 28, 2023, have been examined and are recommended for payment. The total amount of the expenditures is \$74,254.06:

• FY2023 Equalization Fund (4000-5820) \$74,254.06

Two exceptions were identified by the County Auditor.

A FirstNet AT&T Mobility invoice for wireless phone service in the amount of \$374.19 was entered into the MHC system with an incorrect invoice number. The invoice was disapproved by the County Auditor on July 21, 2023. The Finance Department corrected the invoice number and resubmitted the invoice to the County Auditor for approval. The County Auditor recommended the invoice for payment on July 24, 2023.

A travel reimbursement for Shelley Vulpo to attend the NENA conference in the amount of \$280 was entered into the MHC system with an incorrect company number and invoice amount. The invoice was disapproved by the County Auditor on July 25, 2023. The Finance Department corrected the company number and invoice amount and resubmitted the invoice to the County Auditor for approval. The County Auditor recommended the invoice for payment that same day.

Objective

The County Auditor will perform a series of procedures designed to evaluate the internal controls involved in the processing of transactions in the accounts payable system. The actual procedures performed will depend upon the County Auditor's assessment of risks associated with the transactions.

Background/Audit Scope

Invoices and the related supporting documentation are initially prepared and submitted for payment processing by County departments to the centralized accounts payable function administered by the Finance Department.

The County Auditor performs audit procedures on the payment documentation after the information has been entered into the accounts payable system by the Finance Department. These procedures include reviewing the scanned images of the invoice and supporting documentation and comparing it to the information entered into the system. Significant discrepancies noted between the supporting documentation and the information recorded in the system are identified by the County Auditor as exceptions. In these situations, the County Auditor notifies the Finance Department of the problem. When the discrepancies are resolved, the County Auditor approves the invoice.

A Bank Account Payment History Report is generated by the Finance Department after the invoices have been approved and the County Auditor verifies that each of the recommended payments was properly posted to the County's General Ledger.

Audit Findings and Recommendations

The County Auditor audited 31 invoices submitted for payment, two exceptions were identified.

The Finance Department should verify the completeness and accuracy of invoices entered into the ERP and MHC systems prior to forwarding to the County Auditor for review and payment recommendation.

The ETSB should continue to regularly review available ERP reports and real-time transaction information to monitor the progress of invoices submitted for payment to preclude the potential for incorrect payments.

Thank you for your continued assistance.

cc: Linda Zerwin, Executive Director Jeff Martynowicz, Chief Financial Officer

AP255 Date: 07/28/23 Time: 11:37 JOB SUBMISSION PARAMETERS

User Name: DP\FNMAW Job Name: AP255-4000

Step Nbr: 1

Pay Group: 4000 Cash Code: 1414 Class C Accounts Payable

Payment Date: 072823 -Payment Numbers: Payment Code: 072823

AP255 Date 07/28/23 Time 11:37 Pay Group 4000 ETSB PAY GROUP Bank Account Payment History

Payment Date Range

07/28/23 thru 07/28/23

Cash Code 1414 Payment Code ACH

Bank 071923909

Payment Currency USD

USD

Vendor	Invoice	Voucher Au	ıth PL	Due Date Dsc D	ate Scheduled Amount	Discount Amount	Net Payment Amount
Payment Numb 10667 KR 10667 KS	40100	Date 07/28/23 IX	102	10667 08/12/23 08/16/23 yment Total	CDW GOVERNMENT INC 32.54 313.35 345.89	Status 0.00 0.00 0.00	Issued 32.54 313.35 345.89
		*** Paym		e ACH Total yment Count	345.89 1	0.00	345.89

AP255 Date 07/28/23 Time 11:37

Pay Group 4000 ETSB PAY GROUP Bank Account Payment History

07/28/23 thru 07/28/23 Payment Date Range

Cash Code 1414 Payment Code CHK Bank 071923909

Payment Currency USD

USD

Vendor In	voice	Voucher	Auth PL	Due Date Dsc Da	te Scheduled Amount	Discount Amount	Net Payment Amount
Payment Number 10008 3456389	1175841 Payment 9705 2023	Date 07/28/23	Vendor IX 102 *** Pa	10008 07/19/23 syment Total	AT&T 6,207.72 6,207.72	Status 0.00 0.00	Issued 6,207.72 6,207.72
Payment Number 10008 4328779	1175842 Payment 9701 2023	Date 07/28/23	TX 102	10008 07/19/23 Lyment Total	AT&T 2,408.84 2,408.84		2,408.84
Payment Number 10008 630R060	1175843 Payment 015906 2023	Date 07/28/23	Vendor IX 102 *** Pa	10008 07/16/23 yment Total	AT&T 1,821.38 1,821.38	Status 0.00 0.00	1,821.38
Payment Number 10008 S667122	1175844 Payment 2122-23172		IX 102		AT&T 983.03 983.03		983.03
Payment Number 10009 287316	1175845 Payment 512139X07082023	Date 07/28/23	Vendor IX 102 *** Pa	10009 07/30/23 yment Total	AT&T MOBILITY 374.19 374.19	Status 0.00 0.00	Issued 374.19 374.19
Payment Number 10216 3090963	1175846 Payment 34	Date 07/28/23	IX 102	10216 08/11/23 yment Total	CANON FINANCIAL SERVI 616.25 616.25	CES INC Status 0.00 0.00	616.25
Payment Number 10216 600479!	1175847 Payment 5434	Date 07/28/23	IX 102	07/31/23 nyment Total	CANON SOLUTIONS AMERI 337.34 337.34	0.00	337.34
Payment Number 10023 3669066 10023 8613500	1175848 Payment 6070 071423 0000 062023	Date 07/28/23	Vendor IX 102 IX 102 *** Pa	10023 08/13/23 07/20/23 syment Total	COM ED 1,149.66 202.21 1,351.87	Status 0.00 0.00 0.00	Issued 1,149.66 202.21 1,351.87
Payment Number 10850 106842 10850 106849	1175849 Payment 25732 91078	Date 07/28/23	Vendor IX 102 IX 102 *** Pa	10850 08/10/23 08/12/23 Lyment Total	DELL MARKETING LP 616.77 5,851.05 6,467.82	Status 0.00 0.00 0.00	Issued 616.77 5,851.05 6,467.82
Payment Number 32776 523	1175850 Payment	Date 07/28/23			DICK BUSS & ASSOCIATE 20,000.00 20,000.00		
Payment Number 39539 TRV2023	1175851 Payment 30618	Date 07/28/23	Vendor IX 102 *** Pa	39539 07/24/23 syment Total	DOBEY, DAVID MATTHEW 312.07 312.07	Status 0.00 0.00	Issued 312.07 312.07
Payment Number 10461 18679	1175852 Payment	Date 07/28/23	Vendor IX 102	10461 08/11/23	DUPAGE PUBLIC SAFETY 1,900.00	Status 0.00	Issued 1,900.00

AP255 Date 07/28/23 Time 11:37 Pay Group 4000 ETSB PAY GROUP Bank Account Payment History

> 07/28/23 thru 07/28/23 Payment Date Range

Cash Code 1414 Bank 071923909

Payment Code CHK

Payment Currency USD

USD

Vendor Invoice	Voucher	Auth PL Due Date Dsc Da	ate Scheduled Amount Discoun	t Amount Net Pay	ment Amount
Payment Number 1175852	2 Payment Date 07/28/23	Vendor 10461 *** Payment Total	DUPAGE PUBLIC SAFETY 1,900.00	Status Issued 0.00	1,900.00
Payment Number 1175853 39537 TRV20230618	3 Payment Date 07/28/23	Vendor 39537 IX 102 07/24/23 *** Payment Total	HERRERA, ERIKA DOMINIQUE 303.86 303.86	Status Issued 0.00	303.86 303.86
Payment Number 1175854 10809 1101063201	4 Payment Date 07/28/23	Vendor 10809 IX 102 07/14/23 *** Payment Total	INSIGHT PUBLIC SECTOR INC 17,511.12 17,511.12	Status Issued 0.00	17,511.12 17,511.12
Payment Number 1175855 41797 TRV20230618	5 Payment Date 07/28/23	Vendor 41797 IX 102 07/24/23 *** Payment Total	KHALIL, SARA 245.00 245.00	Status Issued 0.00	245.00 245.00
Payment Number 1175856 39549 314481476001 39549 323025848001 39549 323025848002 39549 323083159001	5 Payment Date 07/28/23	IX 102 06/14/23 IX 102 08/12/23	ODP BUSINESS SOLUTIONS, LLC	0.00	18.42- 152.28 45.87 15.99 195.72
Payment Number 1175857 31613 TRV20230611	7 Payment Date 07/28/23	Vendor 31613	THEUSCH, MATTHEW 583.30 583.30	Status Issued 0.00	583.30 583.30
Payment Number 1175858 11201 34855593 053123	3 Payment Date 07/28/23 3 ETSB	Vendor 11201 IX 102 06/30/23 *** Payment Total	UNITED STATES POSTAL SERVICE 24.30 24.30	Status Issued 0.00	24.30 24.30
Payment Number 1175859 41796 TRV20230618	Payment Date 07/28/23	Vendor 41796 IX 102 07/24/23 *** Payment Total	VALLEE, ERIN MARIE 268.71 268.71	Status Issued 0.00	268.71 268.71
Payment Number 1175860 10597 9937751246	Payment Date 07/28/23	TX 102 07/20/23	VERIZON 432.12 432.12	Status Issued 0.00	432.12 432.12
Payment Number 1175863 10125 072123	l Payment Date 07/28/23	Vendor 10125 IX 102 08/20/23 *** Payment Total	VILLAGE OF ADDISON 10,947.54 10,947.54	Status Issued 0.00	10,947.54 10,947.54
Payment Number 1175862 32401 TRV20230618	2 Payment Date 07/28/23	Vendor 32401 IX 102 07/24/23 *** Payment Total	VULPO, SHELLEY 280.00 280.00	Status Issued 0.00	280.00 280.00
Payment Number 1175863 41795 TRV20230618	3 Payment Date 07/28/23	Vendor 41795 IX 102 07/24/23	WILLADSEN, CHRISTOPHER D 312.82	Status Issued 0.00	312.82

AP255 Date 07/28/23 Time 11:37 Pay Group 4000 ETSB PAY GROUP Bank Account Payment History

Payment Date Range

07/28/23 thru 07/28/23

Cash Code 1414 Bank 071923909

Payment Code CHK

Payment Currency USD

USD

Vendor	Invoice		Voucher	Auth PL	Due Date Dsc	Date Scheduled Amount	Discount Amount	Net Paymer	nt Amount
Payment Numb	er 1175863	Payment Dat	te 07/28/23	Vendor *** Pa	41795 yment Total	WILLADSEN, CHRISTOPHE 312.82	R D Status	Issued	312.82
Payment Numb 18942 EX	er 1175864 P20230617	Payment Dat	te 07/28/23	Vendor IX 102 *** Pag	18942 07/17/23 yment Total	ZERWIN, LINDA 23.17 23.17	Status 0.00 0.00	Issued	23.17 23.17
			*** Pa	4	e CHK Total yment Count	73,908.17 24	0.00	73	3,908.17
			*** Cá		1414 Total yment Count	74,254.06 25	0.00	74	4,254.06
			*** Pay Gi	_	USD Total yment Count	74,254.06 25	0.00	74	4,254.06