



# the dispatch

members' update from the Illinois Government Finance Officers Association



## IGFOA offers a variety of CPE-eligible training opportunities

*Illinois Public Pension Institute I & II meet Trustee 16 hours of Continuing Education requirements*

In 2017, the IGFOA Professional Education Committee (PEC) is offering a diverse selection of training topics to meet the educational needs of members. PEC has planned training at the beginning, intermediate, and advanced levels that will cover both soft skills topics and technical topics of interest to government finance professionals.

A new initiative this year is to offer training to Public Police and Fire Pension Trustees that qualifies for the 16 hours of annual continuing education requirement as defined by the Illinois Pension Code.

The first eight hour offering is on March 16, with the *Illinois Public Pension and OPEB Institute* to be held at the Chicago Marriott Naperville Hotel. The second eight-hour offering, *Illinois Public Pension Institute II*, will be held on November 9 at NIU Naperville. Both Public Pension Institutes also qualify for CPE needed to maintain an active CPA license and the GFOA/CPFO designation.

Another new training initiative this year is to bring two State-level, group-live, training events to the Downstate region. First, IGFOA is offering Academy 1, a two-day course, on April 19 and 20 in Moline. Second, on June 22, IGFOA is offering *Control is*

*Everything: Building a Strong System of Internal Controls in Your Government*, in the Collinsville/O'Fallon area.

In response to many requests, IGFOA is offering *Intermediate Governmental Accounting* on May 25 and a new training seminar, *Advanced Academy* on July 19, both in group-live formats. IGFOA will hold its annual *Utility Billing Regional Webinar* and the *Payroll Update* on June 21 and October 27, respectively.

Finally, IGFOA's Government Finance Webinar Series is an excellent opportunity to learn and earn CPE in a time-efficient manner. The webinars are presented on the first Thursday of each month (except for July and September.) IGFOA offers a discount for webinar packages of five but they can also be purchased individually.

Especially notable in the webinar series is the June 1 webinar on *Implementing and Reporting GASBS No. 84, Fiduciary Activities* to be presented by Lisa Parker, Project Manager for the Governmental Accounting Standards Board.

More information and registration for these and other IGFOA training events is available on the IGFOA website: [www.IGFOA.org](http://www.IGFOA.org).

### 2017 IGFOA Training Plan highlights through July

Thursday, March 16:  
**Illinois Public Pension and OPEB Institute**  
Naperville

Thursday, March 30  
**Becoming a Certified Public Finance Officer – The Who, Why and How**  
Webinar

Wednesday & Thursday, April 19 & 20  
**Academy Level I**  
Moline

Thursday, May 25  
**Intermediate Governmental Accounting**  
Naperville

Wednesday, June 21  
**Utility Billing Seminar**  
Regional Webcast (multiple locations throughout the state)

Thursday, June 22  
**Control is Everything: Building a Strong System of Internal Controls in Your Government**  
Collinsville/O'Fallon

Wednesday, July 19  
**Advanced Academy**  
Naperville

**Register and find details at [www.igfoa.org](http://www.igfoa.org)**

# Executive Board authorizes new initiatives

*PEC/CPFO Team and Social Media Task Force move forward*

## PEC/CPFO Team

IGFOA President, Stephanie Masson, is a Certified Public Finance Officer (CPFO.) Because she found the program enhanced her understanding of fundamental skills and increased her knowledge of best practices in government finance, she would like more IGFOA members to participate in the program. Accordingly, the Executive Board authorized Professional Education (PEC) Chair, Rachel Musiala, Finance Director, Village of Hoffman Estates, to add a CPFO Team with the purpose of educating IGFOA members on the benefits of the CPFO designation and supporting members choosing to pursue the designation.

The CPFO designation is a rigorous self-study certification program sponsored by the Government Finance Officers Association (GFOA) in conjunction with Radford University. The program was created by the GFOA with the purpose of standardizing the core knowledge needed for government finance professionals with a focus on best practices. To achieve the CPFO designation, a candidate must meet the eligibility requirements and successfully complete a series of certification exams.

The PEC/CPFO Team will host a free webinar on March 30, 2017 from 10–10:50 am. The webinar will cover topics such as:

- An overview of the exam, including eligibility requirements, cost, and exam details;
- Frequently asked questions about the exam;
- Benefits of participating in the program and achieving the CPFO designation; and,
- How IGFOA plans to support members.

The webinar is eligible for 1 CPE and is free, but registration on the IGFOA website is required.

## PEC/CPFO Team Members

Rachel Musiala, Chair, Village of Hoffman Estates

Brian Bourdeau, Village of Vernon Hills

Julie Ciesla, CPFO, Village of Itasca

Kristin Kazenas, CPFO, Village of Hawthorn Woods

Patrice Sutton, Village of Libertyville

Laurel Warren, Village of Hoffman Estates

## Social Media Task Force

In the IGFOA Strategic Plan approved in May, 2016, the Executive Board recognized the importance of evaluating the use of social media to improve communications, to raise awareness of IGFOA, and to engage its members. Accordingly, Rita Kruse, then the IGFOA President, created a Social Media Task Force to advise the Executive Board on how to proceed with this initiative.

The Task Force, chaired by Tim Gavin, Klein Hall CPAs, conducted a survey of IGFOA members regarding their use of social media and expectations of IGFOA's participation. After analyzing the survey responses, the Task Force concluded that increasing IGFOA's social media presence will likely achieve the Executive Board's goals per the 2016 Strategic Plan.

Before moving forward on specific suggestions to improve IGFOA's social media presence, the Task Force recommended that the Executive Board adopt a Social Media Policy to ensure IGFOA maintains a professional social

media image, which adheres to standard content guidelines among members and the public. Therefore, the Task Force developed a proposed policy, which was approved by the Executive Board at its February 10, 2017 meeting. The policy is on the IGFOA website under "About" and "Executive Board."

As part of its initial evaluation, the Social Media Task Force proposed specific recommendations and suggestions for improvement, which were also approved by the Executive Board on February 10, 2017. The Task Force will begin working with IGFOA staff to implement those suggestions and recommendations. Going forward, the Task Force will continue to evaluate how the use of social media can benefit IGFOA members.

## Social Media Task Force

Tim Gavin, Klein Hall CPAs, Chair

Jon Beckmann, Waukegan Park District

Eric Burk, CPFO, Village of Deerfield

Michael Kumbera, Village of Algonquin

## Illinois Certified Finance Public Finance Officers as of February, 2017

Nadine Alletto, Village of Woodridge

James Bernier, McHenry County  
Auditor's Office

Christopher Black, Rock Valley College

Rita Boserup, IRMA

Eric Burk, Village of Deerfield

Brian Caputo, City of Aurora

Pat Chamberlin, Village of Sugar Grove

Paul Christensen, City of Woodstock

David Clark, City of Glencoe

Julie Ciesla, Village of Itasca

Jim Egeberg, Pace

Timothy Ervin, Bloomington and

Normal Water Reclamation District

Kristina Farnum, Frankfort Fire

Protection District

James Ghedotte, City of Joliet

Susan Griffin, Village of Lake Bluff

William Hannah, Village of North Aurora

Stan Helgersen

Mark Horton, Village of Oswego

Kristin Kazenas, Village of Hawthorn Woods

Nicole Larson, Village of Vernon Hills

Diane Lembesis

Stephanie Masson, City of Rock Island

Bonnie McLeod

Kent Newton, Sanitary District of Decatur

Steven Noble, Village of Northfield

Spencer Parker, Village of Westmont

Gail Paul, City of Countryside

Harry Sakai

Kimberly Schiller, Village of Lisle

Peter Stefan, DeKalb County Government

Gary Szott, Village of Bloomingdale

Kevin Wachtel, Village of Villa Park

Patricia Wesolowski

Bradley Wilson, City of Wood Dale

# Focus on IGFOA Partners

The IGFOA Partners' Forum is charged by the Executive Board to "Advise the Executive Board, as requested, on matters pertaining to Partner Program, Associate members' dues, benefits, and participation in the Annual Conference and other training events. Also assists with retention of Partners and Associate members and outreach to potential members." Therefore, the Partners' Forum is the connection to the IGFOA Executive Board for all Sustaining, Associate, and Individual Partner members.

In discussing how to improve the IGFOA Partner experience, the Partners' Forum believes that communication is key to a successful relationship with the IGFOA. Accordingly, to improve communication, the Partners' Forum started a new program – Partner Outreach. The purpose of the Partner Outreach program is to allow all IGFOA Partners to have a contact where questions or concerns can be quickly addressed. Each IGFOA Sustaining, Associate, and Individual Partner is assigned to a specific Partners' Forum member. All IGFOA Partners should have received an initial outreach email from their designated Partners' Forum member.

There are many benefits to being an IGFOA Partner member. Below are some of the highlights.

- Networking opportunities
- Serving as speakers or moderators at educational and training events as well as the IGFOA Annual Conference
- Hosting a booth at the IGFOA Annual Conference, September 17–19 in Peoria

- Participating in the Knowledge Exchange
- Attending the Partner Appreciation /Volunteer Recognition event
- Writing articles for the Weekly News or quarterly Dispatch

Any member of the Partners' Forum is an excellent source of information for networking and educational opportunities, social events, and Annual Conference information. In addition, be sure to review and register for upcoming events on the IGFOA website.

## The 2017 Partners' Forum

Jessica Govic, Chair; National Director – Sales, Arthur J. Gallagher Risk Management Services, Inc.

Chris Daly, Institutional Markets, BMO Harris Bank N.A.

Jill Hagen, Senior Vice President, Government Banking Division Manager, MB Financial Bank

Brian LeFevre, Partner, Sikich LLP

Danielle Melone, Account Executive, Siemens Industry, Inc.

Todd Sholeen, Vice President, Huntington National Bank

Mary Tomanek, Senior Vice President, Graystone Consulting

## IGFOA Associate Partners

Many thanks to the IGFOA Associate Partners for their continuing support and collaboration.

Amalgamated Bank of Chicago

BAIRD

BKD LLP

BS&A Software

Capital Gains, Inc.

Civic Systems, Inc.

CliftonLarsonAllen LLP

Crowe Horwath LLP

Ehlers

Fifth Third Securities, Inc.

First Midwest Bank

Foster & Foster

GovHR USA

Graystone Consulting

GW & Associates, PC

Huntington National Bank

InfoSend

Johnson Controls Inc.

Katten Muchin Rosenman LLP

Klein Hall CPAs

Lauterbach & Amen, LLP

Miller Cooper & Co., Ltd

Mitchell I. Serota & Associates Inc.

Mitchell, Vaught & Taylor, Inc

Moody's Investors Service

Plante Moran

RSM US LLP

Sebis Direct Inc.

Siemens Industry, Inc.

Speer Financial, Inc.

Standard and Poor's Ratings Services

Third Millennium Associates, Inc.

Tyler Technologies, Inc.

Learn more about the IGFOA Partners program at [www.igfoa.org/membership](http://www.igfoa.org/membership)

## Mark your calendar!

### IGFOA 2017 Annual Conference

Sunday, September 17 to  
Tuesday, September 19

Pere Marquette  
& Peoria Civic Center  
Peoria



# Why should I waste my time developing a fraud response plan?

by Jeremy Plank, CPA, C.J. Schlosser & Company, L.L.C.

If you have worked in government finance for any amount of time, it is almost certain that you have read or heard about the laundry list of reasons for having strong internal controls. You learned about the Fraud Triangle and the case studies about people who pilfered government coffers whose boldness eventually got them caught. As a result, your fear moved you to put in place simple and easy controls that assuaged your concerns in the moment. You know about the importance of writing policies and procedures that can be handed to your independent auditors and hope it will keep them from asking uncomfortable questions about weaknesses which exist due to forces outside your control. You agree with the benefit of controls, but the pushback over change and the urgency of your daily “to do” list prevents implementation. You are conflicted over the situation because you are naturally detail-oriented and risk averse.

This article takes a different approach to this conundrum. Specifically, I want to address the internal elements that may be preventing you from completing the one formalized plan that would address how you would respond to embezzlement and larceny if it should happen in your community – a Fraud Response Plan.

As government finance professionals, our tendency is to look at the uncertainty in the future with an honest level of fear. We see the variables and want to erase them from the outcome. We do everything we can to create guarantees. Regarding the security of our money, we buy health, home, renters, life, long-term care, auto and motorcycle insurance. We set up HAS's, FSA's, HRA's, IRA's and 401k's. We mitigate the risks in our future. We even work to control who gets a share of our money by setting up wills and trusts. We want such precise control over the future that we classify our control over trusts with terms like revocable and irrevocable. Those of us who have defined benefit plans, which are themselves designed to eliminate uncertainty, practically do the annuity math equation from memory as we draw close to retirement. Guarantees continually occupy our behaviors.

Risk aversion equals greater control over outcomes. In government, officials produce one year and multi-year budgets, pre-approve tax levies and develop “Five Year Plans” for capital projects. They implement tornado response plans, hurricane response plans and flood response plans. All this, in large part, is done to eliminate unmanageable surprises.

Why is it then that we rarely hear about development of Fraud Response Plans? Is it because it may expose our current policies and procedures as not being sufficient to prevent fraud? That could be a factor. However, even the strongest internal controls do not eliminate the risk of fraud. We could have the best team and the best system of separated duties and still receive a call from a whistleblower or detect patterns which raise suspicions. As the fraud stories have taught us, motivators often produce creative results.

On a macro level, what do Fraud Response Plans do for you? They get you to plan and practice for high pressure situations, which too often produce unrepairable mistakes and misunderstood quotes. When fraud is discovered, all eyes are focused on you and your elected officials. Fraud Response Plans prepare you to handle those situations with grace and confidence. They also give you the support and preparedness to plug the leaks in the ship more quickly because you planned and practiced. Your confidence under pressure gives you a better frame of mind to adjust.

On a micro level, Fraud Response Plans lay out your engagement team and the types of professionals to include. They also give you guidelines for addressing such issues as legal obligations, employee discipline, document preservation, and media engagement.

Fraud Response Plans give you the “What Next” after detection. We develop procedures and policies for prevention, but what happens after detection? As with so many other areas of our lives and our governments, protect your outcomes by developing your responses before fraud occurs.

## About the author

*Jeremy Plank is a CPA and Certified Fraud Examiner with C.J. Schlosser & Company, L.L.C.. He has developed and implemented internal control procedures for both large and small organizations. Jeremy grew up in a small town where there were no stop lights or team try-outs. He understands a small town approach where budgets are tight and pragmatism wins the day. Jeremy Plank can be contacted at [JPlank@cjsco.com](mailto:JPlank@cjsco.com), 618-465-7717.*

## Volunteer spotlight

### Jessica E. Govic, CLCS



**National Director of Sales;  
Area Senior Vice President – Public Sector  
Arthur J. Gallagher Risk Management Services, Inc.**

As Gallagher's National Director of Sales and Area Senior Vice President, Jessica Govic is accustomed to wearing a few hats. So adding the duties of Chairperson of the Partners' Forum and Executive Board member were a natural fit. “Yes, this position is a bit like having another job, but I love it,” she explains. “Our seven-member Forum helps Partners see why IGFOA membership is beneficial, and how they can get involved.” In December, they rolled out the Partner Outreach program which uses a personal approach to help members in the private sector meet and network with public sector members, give them a place to go with questions or concerns, and provide overall membership feedback to the Partners' Forum. “We want them to get the most out of their membership, from knowing what's going on to how to have articles published,” she says.

Jessica joined Gallagher nearly 10 years ago right after earning her BS in Finance from NIU, and has spent her entire career with the firm. “I seem to be one of those rare Millennials who stuck with a job,” she laughs. Reach Jessica at [Jessica\\_Govic@ajg.com](mailto:Jessica_Govic@ajg.com).



# IGFOA PARTNERS

## IGFOA Sustaining Partners supporting IGFOA and the Chapters

 <b>Arthur J. Gallagher &amp; Co.</b> <small>BUSINESS WITHOUT BARRIERS™</small>	 <b>redefining / standards®</b>	 <b>AZAVAR®</b> <small>GOVERNMENT SOLUTIONS</small>
 <b>BAKER TILLY</b> <small>Accountants and Advisors</small>	<b>BMO</b>  <b>Harris Bank</b>	<b>Chapman and Cutler LLP</b> <small>Attorneys at Law • Focused on Finance®</small>
<b>FHLB</b>  <b>Chicago</b> <small>Federal Home Loan Bank of Chicago</small>	<b>FORECAST5™</b> <small>ANALYTICS</small>	 <b>Illinois Metropolitan Investment Fund</b>
<b>J.P.Morgan</b>	 <b>financial bank</b>	 <b>MWM Consulting Group</b> <small>Taking Measure of Tomorrow</small>
 <b>PMA™</b> <small>FINANCIAL NETWORK</small>	 <b>The PFM Group</b> <small>Financial &amp; Investment Advisors</small>	 <b>Promontory Interfinancial Network™</b>
<b>SAWYER FALDUTO</b> <small>ASSET MANAGEMENT, LLC</small>	 <b>Sikich®</b>	<b>WINTRUST</b> <small>GOVERNMENT FUNDS</small>
<b>ZIONS BANK®</b> <small>CORPORATE TRUST SERVICES</small>	<p><b>Your organization could be here, too.</b></p> <p><b>Visit <a href="http://www.igfoa.org/membership">www.igfoa.org/membership</a> for details.</b></p>	



ILLINOIS

GOVERNMENT FINANCE  
OFFICERS ASSOCIATION

800 Roosevelt Road  
Building C Suite 312  
Glen Ellyn, Illinois 60137

# Illinois Public Pension and OPEB Institute

*A full day seminar addressing advanced and current issues in local government pension management.*

## Register by March 9:

IGFOA Member\* \$190  
IGFOA Government  
Staff Member\* \$210  
Non-Member \$250

## Register March 10-16

IGFOA Member\* \$215  
IGFOA Government  
Staff Member\* \$235  
Non-Member \$275

\*IGFOA Members are those  
Public Sector and Partner  
Members specifically listed  
in the IGFOA Membership  
Application or Renewal.  
IGFOA Government staff  
member rate applies to  
any other employee of a  
government with a current  
IGFOA membership.

**Thursday, March 16, 2017 • 8:30 a.m. to 4:30 p.m. • Lunch included**  
**Chicago Marriott Naperville • 1801 North Naper Blvd, Naperville, IL 60563**

<b>7:40 – 8:25 a.m.</b>	<b>Registration &amp; Continental Breakfast</b>	<b>1:40– 2:30 p.m.</b>	<b>Level with Me: The Difference Between the Level Dollar and Level Percentage of Payroll Actuarial Methodologies</b>
<b>8:25 – 8:30 a.m.</b>	<b>Welcome and Overview</b>		
<b>8:30 – 10:00 a.m.</b>	<b>It's Deja vu All Over Again ...GASB Statements 74 and 75</b>	<b>2:50 – 3:40 p.m.</b>	<b>Pension Investing in a Low Growth World</b>
<b>10:20 – 11:10 a.m.</b>	<b>Economic Forecast</b>	<b>3:40 – 4:30 p.m.</b>	<b>IMRF Update</b>
<b>11:10 – 12:15 p.m.</b>	<b>Legislative Update</b>	<b>4:30 p.m.</b>	<b>Closing Remarks</b>
<b>12:10 – 12:50 p.m.</b>	<b>Networking Luncheon</b>		
<b>12:50 – 1:40 p.m.</b>	<b>Going Down? Why is my Pension Liability Impacting My Bond Rating? What Can I Do About it?</b>		

**Earn about 8 CPE credit**

**Register and find more details and the Cancellation Policy at [www.igfoa.org](http://www.igfoa.org)**

*Meets Public Pension Trustee Continuing Education requirements*

*printed on 100% post-consumer waste recycled paper, using vegetable-based ink*



recycle symbol