



FINANCE COMMITTEE AGENDA
Room 700, Law and Justice Center

Tuesday, November 4, 2003

4:00 P.M.

1. Roll Call
2. Approval of Minutes – October 9, 2003
3. Departmental Matters:
 - A. Robert Kahman, Supervisor of Assessments
 - 1) Items to be presented for Action:
 - a) Request Approval of an Amendment to a Service Contract between the Sidwall Company and McLean County, Illinois: GIS Cadastral Mapping Services 1 - 2
 - 2) Items to be presented for Information:
 - a) Assessment Status Report 3
 - b) General Report
 - c) Other
 - B. Don Lee, Nursing Home
 - 1) Items to be presented for Information:
 - a) Monthly Report 4 - 6
 - b) General Report
 - c) Other
 - C. Ruth Weber, County Recorder
 - 1) Items to be presented for Information
 - a) Update from on Accounts Receivable Reconciliation 7
 - b) General Report
 - c) Other

- D. Becky McNeil, County Treasurer
 - 1) Items to be presented for Information:
(Documents to be provided at meeting)
 - a) Accept and place on file the County Treasurer's Report as of October 31, 2003
 - b) General Report
 - c) Other

- E. Jennifer Ho, Risk Management
 - 1) Items to be presented for Information:
 - a) Quarterly Status Report 8 - 9
 - b) General Report
 - c) Other

- F. John M. Zeunik, County Administrator
 - 1) Items to be presented for Action:
 - a) Review of Fiscal Year 2004 Recommended Budget:
 - 1) Veterans' Assistance Commission 10 - 12
 - 2) Tort Judgement Fund
 - a) Juvenile Detention Medical 13 - 15
 - b) Correctional Health Services 16 - 19
 - c) Risk Management 20 - 22
 - d) Civil Division – State's Attorney 23 - 24
 - 3) County Nursing Home 25 - 29
 - b) EXECUTIVE SESSION: Collective Bargaining
 - 2) Items to be presented for Information:
 - a) General Report
 - b) Other

4. Recommend payment of bills and transfers, if any, to County Board

5. Adjournment



October 22, 2003

Mr. Robert Kahman
McLean County CCAO
104 West Front Street, Room 705
PO Box 2400
Bloomington, Illinois 61702

Re: **Service Contract Amendment**

Dear Bob:

The purpose of this letter is to formally amend our service contract in the manner detailed in our recent proposal to McLean County and the City of Bloomington Township, and as discussed at our meeting on October 8, 2003. Specifically, we have agreed to modify the standing mapping services agreement:

- to provide for the maintenance of the McLean County GIS database
- to outline the workflow for service performed on the GIS database
- to establish a per-parcel fee for work performed on the GIS database

The existing "Service Contract between McLean County, Illinois and The Sidwell Company" (dated June 14, 1977) provides for Sidwell to perform the "servicing, updating and other services related to the cadastral aerial tax parcel maps of McLean County, Illinois, prepared under a contract dated February 20, 1974." This contract, which provides for "renegotiation concerning the services provided," is still in force as of this date.

McLean County has recently acquired a countywide, cadastral GIS database. This amendment modifies the original service contract by including the maintenance of the McLean County GIS database in the scope of services provided by Sidwell. Of course, all work performed by Sidwell on that database will be under your direct management and with your authorization.

The workflow that will be followed to bring the GIS database up-to-date and to provide ongoing maintenance will be as follows:

- Secure and sort (Area [Geographic Township] and Section) the documents that need to be processed.
- Obtain a list of the most current parcel numbers from McLean County. We will also add a column to our PCS (Parcel Control System) to distinguish between the City of Bloomington Township parcels and those within the remainder of the county. This will allow us to track the work performed for billing purposes.
- Extract the parcel numbers from the GIS.
- Compare the data from both sources and report all of the differences.
- Compare the list of mismatched parcels against our PCS database to determine which parcels are active and which have been made inactive.

THE SIDWELL COMPANY
GIS & Mapping Solutions

675 Sidwell Court • St. Charles, Illinois 60174-3492 • Phone: 630.549.1000 • Fax: 630.549.1111
www.sidwellco.com

Mr. Robert Kahman
October 22, 2003
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- Beginning in the most active Areas (Geographic Townships) of the county, process the documents and add the updated information to the GIS.
 - o Make a laser plot of the area affected by the update.
 - o Generate a change record form for the parcels removed and the new parcels added. To avoid any confusion, these change records will be in a different color from those normally generated through our map maintenance procedures.
 - o Check the PCS program to make sure that the information previously entered in the program coincides with the update to the GIS.
 - If the work was not previously entered in the PCS program, add in the information per standards.
 - o As each section is completed, review the list of mismatched parcels to make sure that all of the update work is accounted for.
 - o When a section is complete, check the work for completeness, accuracy, and adherence to the standards of the GIS Geodatabase.
 - o Upon completion of an area, forward the updated file, the laser plots, the change records, and the updated PCS file to the appropriate offices.
- Throughout the normal functions of updating, if we should find that the data is possibly incorrect we will notify the county with our concerns.

The scope of work outlined above will be invoiced on a per parcel basis. The parcel count computation will include parcels added and removed from the parcel database. Our fee for platted subdivisions will be \$15.00 per parcel. Our fee for all other areas of the county will be \$19.00 per parcel.

I trust that this letter is consistent with your understanding of our agreement. If so, please sign one copy of this letter as indication of your authorization to amend the service contract as stated herein and return it to my attention. The other copy is for your records.

Thank you for entrusting this important work to the employee-owners of The Sidwell Company. Please feel free to contact me if you have any questions or comments regarding this matter.

Regards,


Neal Carpenter
Executive Vice President

Authorized this ___ day of _____, 2003.

By: _____

Title: _____

cc: Randy Kobiella



Assessment Status Report

Township	Book to S/A	To Printer	To Publisher	Newspaper	Date of Publication	Final Filing Date	2002 Factor	2005 Factor	Complaints Filed	E/R'S Filed	Books Closed
Allin				Pantagraph			1.0561				
Anchor	06/30/03	09/18/03	09/18/03	Ridgeview Review	09/25/03	10/27/03	1.0323	1.0100	4		
Arrowsmith				Pantagraph			1.0000				
Bellflower				LeRoy Journal			1.0943				
Bloomington				Pantagraph			1.0215				
Blue Mound	07/03/03	09/08/03	09/15/03	Ridgeview Review	09/18/03	10/20/03	1.0419	1.1327	12		
Cheney's Grove				Ridgeview Review			1.0585				
Chenoa				Chenoa Town Crier			1.0177				
City				Pantagraph			1.0412				
Cropsey	07/30/03	09/18/03	09/18/03	Ridgeview Review	09/25/03	10/27/03	1.0000	1.0000	4		
Dale				Pantagraph			1.0283				
Darvers	10/15/03	10/16/03	10/20/03	Quill	10/23/03	11/24/03	1.0362	1.0390	1		
Dawson				Pantagraph			1.0000				
Downs	08/12/03	09/26/03	09/26/03	Pantagraph	10/01/03	10/31/03	1.1121	1.0525	1	2	
Dry Grove				Quill			1.0663				
Empire				LeRoy Journal			1.0526				
Funk's Grove				Heyworth Star			1.0906				
Gridley	10/24/03	10/27/03	10/27/03	Gridley Village Times	10/30/03	12/01/03	1.0122	1.0133			
Hudson	10/15/03	10/15/03	10/20/03	Quill	10/23/03	11/24/03	1.0702	1.0000	3	1	
Lawndale	08/01/03	09/18/03	09/18/03	Ridgeview Review	09/25/03	10/27/03	1.0000	1.0156	2		
Lexington				Lexingtonian			1.0192				
Martin	07/07/03	09/09/03	09/15/03	Ridgeview Review	09/18/03	10/20/03	1.0476	1.0085	8	1	
Money Creek				Lexingtonian			1.0539				
Mount Hope				Heyworth Star			1.0107				
Normal				Normalite			1.0396				
Old Town				Pantagraph			1.0490				
Randolph	09/26/03	09/30/03	09/30/03	Heyworth Star	10/09/03	11/10/03	1.0350	1.0228	3	26	
Towanda				Pantagraph			1.0582				
West				LeRoy Journal			1.1385				
White Oak				Quill			1.0000				
Yates	08/01/03	09/18/03	09/18/03	Chenoa Town Crier	09/25/03	10/27/03	1.0523	1.0723	3		
									41	30	

McLEAN COUNTY NURSING HOME

CENSUS Report - 2003

MONTH	AVG MEDICARE	AVG PVT PAY	AVG IDPA	AVG BED HOLD	AVG CENSUS	AVG VACANT
JANUARY	10.06	47.29	78.29	0.55	136.19	13.81
FEBRUARY	10.68	48.36	76.14	1.50	136.68	13.32
MARCH	7.13	50.29	76.42	1.65	135.49	14.51
APRIL	7.53	52.97	78.13	1.53	140.16	9.84
MAY	7.32	51.58	81.94	1.23	142.06	7.94
JUNE	9.40	47.57	83.80	0.87	141.63	8.37
JULY	4.84	49.55	84.94	0.90	140.22	9.78
AUGUST	8.00	50.13	82.19	1.13	141.45	8.55
SEPTEMBER	7.50	52.80	79.57	0.70	140.57	9.43
OCTOBER						
NOVEMBER						
DECEMBER						

YTD AVERAGE 8.05 50.06 80.16 1.12 139.38 10.62
 % OF CAPACITY 5.37% 33.37% 53.44% 0.74% 92.92% 7.08%



Ruth Weber
County Recorder

(309) 888-5171 Fax (309) 888-5927 e-mail: ruth@mclean.gov
104 W. Front, Room 708 P.O. Box 2400 Bloomington, Illinois 61702-2400

October 30, 2003

To: Finance Committee Chairman and Members

From: Ruth Weber, Recorder *Ruth Weber*

For the October meeting of the Finance Committee, we presented reconciliation sheets to the General Ledger for January, 2003 through September, 2003. Also presented were reconciliation sheets for the State Revenue Stamps. The next item, at your request, is to reconcile the Accounts Receivable.

After discussing the matter with the McLean County Treasurer, it was found that it is not possible to do this at this time. The reason is that our software system does not generate the right type of report. However, after discussing the matter with our vendor, they assured us that they could handle that problem. Thus, they have implemented and completed a pilot project for this program for us. The vendor felt that a couple changes were needed to make it user-friendly and to work as requested by us. It is scheduled to be ready for implementation into our system in approximately one week.

The Accounts Receivable matter has been discussed with Helen Barrick of the Clifton Gunderson firm. She feels that the new additions to our software system will handle the matter of the Accounts Receivable allocation issue. This followed a personal meeting with her regarding our accounts and any other matters to be adjusted. Arrangements have been made to be in contact with her during the week of November 17, so she can personally see the new software addition and the reports it will generate. She feels it should handle the allocation issue. Therefore, we shall give you a complete report at the next Finance Committee meeting.



RISK MANAGEMENT OFFICE

TEL: (309) 888-5940

FAX: (309) 888-5949

E-MAIL: riskmgt@mclean.gov

104 West Front Street

P. O. Box 2400

Bloomington, IL 61702-2400

Memo To: Mr. Matt Sorensen, Chairman
Members of the Finance Committee
c.c. John Zeunik

From: Jennifer Ho, Risk Manager

Jen Ho

Date: October 30, 2003

Subject: Risk Management Fund Report – Third Quarter 2003

Summary of the County's claims experience from 1992 to 2003 is provided in Table 1 for your perusal together with Table 2, which shows the comparative experience of the first nine months of claims experience. While Table 1 shows the maturity of all claims incurred by the County, Table 2 is indicative of the new claims experience for a given year.

As of September 30, 2003, we have no new liability claims settlement in excess of \$ 10,000 that required notification to the Committee. Since my last quarter report to you, we have incurred the following new claims – two general liability claims, one auto liability claim, three auto physical damage claims and twenty-four workers compensation claims.

If you should have any questions on this report, please contact me at 309/888-5940. Thank you.

**McLEAN COUNTY RISK MANAGEMENT FUND
AS OF September 30, 2003**

TABLE 1: CUMULATIVE CLAIMS SUMMARY BY LINE

CLAIM TYPE	ALL	OPN	PD LOSSES	RESERVES	RECOVRS	INCURRED LOSSES
A. AUTO PHYSICAL DAMAGE:						
PY 1992 - 1996	77	0	93,083	0	11,609	81,474
PY 1997	4	0	20,796	0	0	20,796
PY 1998	3	0	13,785	0	2,225	11,560
PY 1999	13	0	17,746	0	0	17,746
PY 2000	12	0	14,110	0	3,055	11,055
PY 2001	6	0	8,915	0	846	8,069
PY 2002	8	0	52,866	0	32,046	20,820
PY 2003	6	0	5,998	0	0	0
B. AUTO LIABILITY:						
PY 1992 - 1996	25	0	26,454	0	8,887	35,341
PY 1997	2	0	3,741	0	0	3,741
PY 1998	6	0	\$10,431	\$0	\$2,500	7,931
PY 1999	5	0	44,748	0	0	44,748
PY 2000	3	0	7,019	0	0	7,019
PY 2001	4	0	3,301	1,336	0	4,637
PY 2002	2	1	724	2000	0	724
PY 2003	1	0	2,506	0	0	0
C. GENERAL LIABILITY:						
PY 1992 - 1996	43	0	125,418	0	42,298	83,120
PY 1997	10	1	80,182	60,278	0	140,460
PY 1998	6	0	\$3,141	\$0	\$0	\$3,141
PY 1999	9	1	21,269	4,099	0	25,368
PY 2000	11	1	7,487	2,018	0	9,505
PY 2001	9	3	21,490	7,971	0	29,461
PY 2002	1	0	489	0	0	488
PY 2003	2	0	769	0	0	0
D. WORKER'S COMPENSATION:						
PY 1992 - 1996*	450	3	2,871,684	478,408	1,748,482	1,602,337
PY 1997**	76	1	228,690	53,173	10,520	271,343
PY 1998	105	4	\$311,848	\$4,256	\$0	316,104
PY 1999	73	2	339,349	250,513	0	589,862
PY 2000	64	3	248,611	51,304	0	300,302
PY 2001	71	7	211,120	71,825	0	282,945
PY 2002	76	7	228,487	132,829	0	361,316
PY 2003	48	18	38,410	29,024	0	67,434

* Includes catastrophic incident of 2/16/93 ** Includes Fatality of 8/15/97

Table 2: Historical First 9 Month Experience - 1999-2003

COVERAGES:	PY 1999		PY 2000		PY 2001		PY 2002		PY 2003	
	#	INCRD \$	#	INCRD \$	#	INCRD \$	#	INCRD \$	#	INCRD \$
Auto Physical Damage	8	12,165	11	9,131	3	8,004	5	18,550	5	5,998
Auto Liability	2	77,000	2	5,902	4	1,788	1	724	1	2,506
General Liability	8	2,036	9	6,788	4	1,499	1	489	2	769
Worker's Compensation	49	285,227	42	100,495	48	105,225	62	166,577	48	67,434
TOTAL:	67	376,428	64	122,316	59	116,516	69	186,340	57	76,707

McLEAN COUNTY

Fiscal Year 2004 Recommended Budget

Fund:	Veterans Assistance Commission 0136	Department: Veterans Assistance Commission 0065	Pages: 227 -- 230		
CATEGORY	FY 2002 BUDGET	FY 2003 BUDGET	RECOMMENDED FY 2004 BUDGET	AMOUNT OF INCREASE	% INCREASE OVER FY 2003
Revenue	\$ 144,697	\$ 148,120	\$ 149,190	\$ 1,070	0.72%
Salaries	\$ 64,018	\$ 58,062	\$ 57,054	\$ (1,008)	-1.74%
Fringe Benefits	\$ 12,187	\$ 12,173	\$ 13,695	\$ 1,522	12.50%
Materials & Supplies	\$ 2,855	\$ 2,670	\$ 2,970	\$ 300	11.24%
Contractual	\$ 65,087	\$ 75,215	\$ 72,471	\$ (2,744)	-3.65%
Capital Outlay	\$ 550	\$ -	\$ 3,000	\$ 3,000	N/A
Other	\$ -	\$ -	\$ -	\$ -	N/A
TOTAL:	\$ 144,697	\$ 148,120	\$ 149,190	\$ 1,070	0.72%

Please see attached highlights of the Recommended Budget.

McLean County
Fiscal Year 2004 Recommended Budget

Fund: Veterans Assistance Commission Fund 0136 Department: Veterans Assistance 0065

Highlights of the Recommended Budget:

REVENUE:

401.0001 General Property Tax: This revenue line item account has been increased from \$148,120 in the FY'2003 Adopted Budget to \$149,190 in the FY'2004 Recommended Budget. Pursuant to Chapter 55, Illinois Compiled Statutes (1994), 5/5-2006, the County Board is permitted to levy a property tax in an amount not to exceed \$0.03 per \$100 of equalized assessed valuation in counties where a Veterans Assistance Commission has been established.

EXPENDITURES:

Personnel:

There is no change in the staffing level in the FY'2004 Recommended Budget.

Materials and Supplies:

612.0001 Books/Videos/Publications: This line item account has been increased from \$200 in the FY'2003 Adopted Budget to \$500 in the FY'2004 Recommended Budget. This increase is to purchase additional reference materials for the Office staff. These reference materials will help the staff prepare claims for pension and disability benefits for veterans.

(2)

Contractual:

706.0001 Contract Services: This line item account has decreased from \$10,000 in the FY'2003 Adopted Budget to \$ 0 in the FY'2004 Recommended Budget. This appropriation reflects the completion of the consulting services provided by Mr. Sammy Ferrara to the new Veterans Assistance Commission Officer during FY'2003.

715.0001 Dues and Memberships: This line item account has increased from \$250 in the FY'2003 Adopted Budget to \$300 in the FY'2004 Recommended Budget. This increase is based on the annual cost of dues and memberships for the Veterans Assistance Commission Officer.

718.0001 Schooling & Conferences: This line item account has increased from \$500 in the FY'2003 Adopted Budget to \$2,000 in the FY'2004 Recommended Budget. This increase is based on the costs of regional and State meetings that the new Veterans Assistance Commission Officer will need to attend. This increase also includes the costs of attending the Annual Training Conference of the National Association of County Veterans Service Officers, which will be held during the last week of May, 2004 in Rapid City, South Dakota.

779.0002 Veterans' Emergency Assistance: This line item account has increased from \$46,000 in the FY'2003 Adopted Budget to \$51,000 in the FY'2004 Recommended Budget. This increase is based on an increase in the number of veterans seeking emergency assistance. The proposed increase reflects the year-to-date activity in the office.

793.0001 Travel Expense: This line-item account has been increased from \$500 in the FY'2003 Adopted Budget to \$1,000 in the FY'2004 Recommended Budget. This increase is based on the number of veterans who must be interviewed at home. This increase along with the proposed purchase of a laptop computer reflects the need to provide services to veterans in the County who are unable to come to the Veterans Assistance Commission office.

Capital Outlay:

833.0002 Purchase of Computer Equipment: This capital line item account includes funding for the purchase of the following capital items: laser printer and laptop computer.

McLEAN COUNTY

Fiscal Year 2004 Recommended Budget

CATEGORY	Fund:	Tort Judgment 0135	Department:	Tort Judgment 0077	Pages:	217 -- 218
		FY 2002 BUDGET	Program:	Juvenile Detention Health RECOMMENDED FY 2004 BUDGET	AMOUNT OF INCREASE	% INCREASE OVER FY 2003
Revenue		\$ 1,500		\$ 3,100	\$ -	0.00%
Salaries		\$ 45,746		\$ 44,582	\$ (1,004)	-2.20%
Fringe Benefits		\$ 2,300		\$ 2,800	\$ 250	9.80%
Materials & Supplies		\$ 2,000		\$ 2,200	\$ 200	10.00%
Contractual		\$ 40,369		\$ 42,329	\$ 806	1.94%
Capital Outlay		\$ 2,000		\$ -	\$ -	0.00%
Other		\$ -		\$ -	\$ -	
TOTAL:		\$ 92,415		\$ 91,911	\$ 252	0.27%

Please see attached highlights of the Recommended Budget.

McLean County
Fiscal Year 2004 Recommended Budget

Fund: Tort Judgment 0135 Department: Tort Judgment 0077 Program: Juvenile Detention 0022

Highlights of the Recommended Budget

REVENUE:

410.0037 Reimbursement for Services: This revenue line item account has been budgeted at \$3100 in the FY'2004 Recommended Budget, the same amount as in the FY'2003 Adopted Budget. This revenue line item accounts for reimbursement received for medical care provided to juveniles detained at the Juvenile Detention Center.

EXPENDITURES:

Personnel:

There is No Change in the FTE Staffing Level in the Juvenile Detention Program in the FY'2004 Recommended Budget.

Materials and Supplies:

All Materials and Supplies line item accounts have been budgeted in the FY'2004 Recommended Budget at the same level as in the FY'2003 Adopted Budget with the following exception:

622.0005 Vaccines/Prescriptions: This line item account has been added in the FY'2004 Recommended Budget to account for the purchase of vaccines and other prescription medicines at the Juvenile Detention Center. The line item account has been budgeted at \$200.

(2)

Contractual:

All Contractual line item accounts have been budgeted in the FY'2004 Recommended Budget at the same levels or less as in the FY'2003 Adopted Budget with the following exceptions:

706.0001 Contract Services: This line item account has increased from \$34,769 in the FY'2003 Adopted Budget to \$35,464 in the FY'2004 Recommended Budget. This increase reflects the annual increase in the contract with OSF St. Joseph Physicians Group for the physician services provided and the annual increase in the hourly rate for the mental health therapist.

715.0001 Dues and Memberships: This line item account has been increased from \$400 in the FY'2003 Adopted Budget to \$485 in the FY'2004 Recommended Budget. This increase reflects the annual increase in membership dues for the Illinois Nurses Association and the National Correctional Health – Juvenile Detention Division.

McLEAN COUNTY

Fiscal Year 2004 Recommended Budget

CATEGORY	Fund:	Tort Judgment 0135	Department:	Tort Judgment 0077	Pages:	219 -- 221
		FY 2002 BUDGET	Program: FY 2003 BUDGET	Correctional Health-Jail RECOMMENDED FY 2004 BUDGET	AMOUNT OF INCREASE	% INCREASE OVER FY 2003
Revenue		\$ 1,839,239	\$ 1,881,997	\$ 1,986,584	\$ 104,567	5.56%
Salaries		\$ 343,726	\$ 355,962	\$ 361,762	\$ 5,800	1.63%
Fringe Benefits		\$ 11,500	\$ 12,750	\$ 14,000	\$ 1,250	9.80%
Materials & Supplies		\$ 74,640	\$ 102,640	\$ 104,440	\$ 1,800	1.75%
Contractual		\$ 255,855	\$ 259,448	\$ 261,906	\$ 2,458	0.95%
Capital Outlay		\$ 2,500	\$ 7,000	\$ 7,000	\$ -	0.00%
Other		\$ -	\$ -	\$ -	\$ -	
TOTAL:		\$ 688,221	\$ 737,800	\$ 749,108	\$ 11,308	1.53%

Please see attached highlights of the Recommended Budget.

McLean County
Fiscal Year 2004 Recommended Budget

Fund: Tort Judgment 0135 Department: Tort Judgment 0077 Program: Jail/Correctional Health Services 0073

Highlights of the Recommended Budget

REVENUE:

401.0001 General Property Taxes: This revenue line item account has increased from \$1,881,997 in the FY'2003 Adopted Budget to \$1,986,564 in the FY'2004 Recommended Budget. This increase is based on the statutory authority to levy a property tax in an amount sufficient to meet the expenses of the County's Risk Management Program.

EXPENDITURES:

Personnel:

There is no change in the FTE Staffing level in the Correctional Health Services in the FY'2004 Recommended Budget.

Materials and Supplies:

All Materials and Supplies line item accounts have been budgeted in the FY'2004 Recommended Budget at the same level or less as in the FY'2003 Adopted Budget with the following exceptions:

622.0005 Vaccines/Prescriptions: This line item account has increased from \$90,000 in the FY'2003 Adopted Budget to \$91,800 in the FY'2004 Recommended Budget. This increase is based on a review of the year to date expenses, as of the date the Recommended Budget was prepared.

(2)

Contractual:

All Contractual line item accounts have been budgeted in the FY'2004 Recommended Budget at the same levels as in the FY'2003 Adopted Budget with the following exceptions:

706.0003 Center for Human Services: This line item account has increased from \$66,400 in the FY'2003 Adopted Budget to \$67,700 in the FY'2004 Recommended Budget. This increase reflects additional hours plus an increase in the hourly rate for the professional counseling and crisis team hours provided by the Center for Human Services.

709.0001 Garbage Disposal Services: This line item account has increased from \$460 in the FY'2003 Adopted Budget to \$630 in the FY'2004 Recommended Budget. This increase is based on the contract rate for disposal of medical wastes as approved in the bid and contract awarded by the County Board.

715.0003 Accreditation: This line item account has increased from \$1,150 in the FY'2003 Adopted Budget to \$1,215 in the FY'2004 Recommended Budget. This increase reflects the annual increase in the accreditation fee paid by Correctional Health Services.

751.0001 Medical Director Fee: This line item account has increased from \$43,680 in the FY'2003 Adopted Budget to \$44,100 in the FY'2004 Recommended Budget. This increase reflects the increase in the professional services fee for the Correctional Health Services physician. The contract for the physician is between the OSF Health Plans Medical Group and the County.

752.0001 Dental Services: This line item account has increased from \$18,000 in the FY'2003 Adopted Budget to \$18,360 in the FY'2004 Recommended Budget. This increase reflects the actual charges for services provided by the Dentist and the clinical patient care hours for the Correctional Health Services dentist.

Capital Outlay

832.0001 Purchase of Furnishings/Office Equipment: This line item account includes funding for the following capital item: replacement of office furniture, specifically replacement of existing office chairs and desks.

(3)

836.0001 Purchase of Medical Equipment: This line item account includes funding for the following capital item: purchase of new EKG machine at \$3500, and a replacement autoclave unit at \$2500.

McLEAN COUNTY

Fiscal Year 2004 Recommended Budget

CATEGORY	Fund:	Tort Judgment 0135	Department:	Tort Judgment 0077	Pages:	222 -- 224	
		FY 2002 BUDGET	Program: FY 2003 BUDGET	Risk Management-Insurance RECOMMENDED FY 2004 BUDGET	AMOUNT OF INCREASE	% INCREASE OVER FY 2003	
Revenue	\$	-	\$	-	\$	-	N/A
Salaries	\$	65,664	\$	70,323	\$	2,570	3.79%
Fringe Benefits	\$	2,300	\$	2,800	\$	250	9.80%
Materials & Supplies	\$	11,350	\$	10,350	\$	1,050	11.29%
Contractual	\$	794,650	\$	858,839	\$	73,273	9.33%
Capital Outlay	\$	1,500	\$	-	\$	-	N/A
Other	\$	-	\$	-	\$	-	
TOTAL:	\$	875,464	\$	942,312	\$	77,143	8.92%

Please see attached highlights of the Recommended Budget.

McLean County
Fiscal Year 2004 Recommended Budget

Fund: Tort Judgment 0135

Department: Tort Judgment 0077

Program: Risk Management
Insurance 0077

Highlights of the Recommended Budget

EXPENDITURES:

Personnel:

There is no change in the FTE Staffing level in the Risk Management Insurance Program in the FY'2004 Recommended Budget.

Materials and Supplies:

All Materials and Supplies line item accounts have been budgeted in the FY'2004 Recommended Budget at the same level or less as in the FY'2003 Adopted Budget with the following exceptions:

621.0001 Operational Supplies: This line item account has increased from \$750 in the FY'2003 Adopted Budget to \$850 in the FY'2004 Recommended Budget. This increase is based on the change in accounting for the purchase of certain office equipment and other supplies that are now expensed to this line item account.

622.0005 Vaccine/Prescription Medicine: This line item account has increased from \$6,500 in the FY'2003 Adopted Budget to \$7,500 in the FY'2004 Recommended Budget. This line item account provides funding for the following vaccinations: Employee Hepatitis B shots, Employee Hepatitis B Titer Test, and Lyme Disease (Lyme Disease) vaccinations to County employees in the Highway Department and at COMLARA Park.

(2)

Contractual:

706.0001 Contract Services: This line item account has increased from \$750 in the FY'2003 Adopted Budget to \$6,000 in the FY'2004 Recommended Budget. This increase reflects the change in budgeting for outside professional consultant expenses. Previously, these expenses were budgeted in 2 line item accounts - 705.0001 Consultants and 706.0001 Contract Services. In FY'2004, all expenses of this type will be charged to Contract Services.

719.0001 General Liability Insurance: This line item account has increased from \$155,000 in the FY'2002 Adopted Budget to \$175,000 in the FY'2003 Recommended Budget. This increase is based on an anticipated increase in the cost of the premium for the Excess Insurance due to the market conditions.

719.0004 Property Insurance: This line item account has increased from \$26,750 in the FY'2002 Adopted Budget to \$35,000 in the FY'2003 Recommended Budget. This increase is based on an anticipated increase in the cost of the premium due to the market conditions.

719.0006 Inland Marine Insurance: This line item account has increased from \$9,750 in the FY'2002 Adopted Budget to \$12,000 in the FY'2003 Recommended Budget. This increase is based on an anticipated increase in the rates and an adjustment in the County's exposure base.

719.0010 Unemployment Insurance: This line item account has increased from \$13,000 in the FY'2002 Adopted Budget to \$20,000 in the FY'2003 Recommended Budget. This increase is based on an increase in rates and an adjustment for average wage increases in FY'2003.

719.0012 Theft Insurance: This line item account has increased from \$6,000 in the FY'2002 Adopted Budget to \$7,500 in the FY'2003 Recommended Budget. This increase is based on an increase in rates.

McLEAN COUNTY

Fiscal Year 2004 Recommended Budget

CATEGORY	Fund:	Tort Judgment 0135	Department:	Tort Judgment 0077	Pages:	225 -- 226	
		FY 2002 BUDGET	Program:	Risk Management-Civil RECOMMENDED FY 2004 BUDGET	AMOUNT OF INCREASE	% INCREASE OVER FY 2003	
Revenue	\$	-	\$	-	\$	-	N/A
Salaries	\$	167,334	\$	172,033	\$	10,915	6.34%
Fringe Benefits	\$	6,900	\$	7,650	\$	750	9.80%
Materials & Supplies	\$	800	\$	800	\$	-	0.00%
Contractual	\$	9,605	\$	9,986	\$	4,199	42.05%
Capital Outlay	\$	-	\$	-	\$	-	N/A
Other	\$	-	\$	-	\$	-	
TOTAL:	\$	184,639	\$	190,469	\$	15,864	8.33%

Please see attached highlights of the Recommended Budget.

McLean County
Fiscal Year 2004 Recommended Budget

Fund: Tort Judgment 0135 Department: Tort Judgment 0077 Program: Civil Division 0078

Highlights of the Recommended Budget

EXPENDITURES:

Personnel:

There is no change in the FTE Staffing Level in the Civil Division Program in the FY'2004 Recommended Budget.

Materials and Supplies:

All Materials and Supplies line item accounts have been budgeted in the FY'2004 Recommended Budget at the same level as in the FY'2003 Adopted Budget.

Contractual:

All Contractual line item accounts have been budgeted in the FY'2004 Recommended Budget at the same levels as in the FY'2003 Adopted Budget with the following exception:

718.0001 Schooling & Conferences: This line item account has increased from \$1,500 in the FY'2003 Adopted Budget to \$5,750 in the FY'2004 Recommended Budget. This increase is attributable to the additional training and preparation that the State is requiring for all attorneys who handle capital cases. Since this additional training is intended to reduce the County's liability, the additional expense has been budgeted in the Risk Management program.

McLEAN COUNTY

Fiscal Year 2004 Recommended Budget

	Fund:	Nursing Home 0401	Department:	Nursing Home 0090	Pages:	246 -- 253
CATEGORY	FY 2002 BUDGET	FY 2003 BUDGET	RECOMMENDED FY 2004 BUDGET	AMOUNT OF INCREASE	% INCREASE OVER FY 2003	
Revenue	\$ 5,276,119	\$ 5,476,822	\$ 5,732,018	\$ 255,196	4.66%	
Salaries	\$ 2,937,982	\$ 2,998,047	\$ 3,120,749	\$ 122,702	4.09%	
Fringe Benefits	\$ 640,598	\$ 693,294	\$ 795,272	\$ 101,978	14.71%	
Materials & Supplies	\$ 537,825	\$ 609,731	\$ 641,077	\$ 31,346	5.14%	
Contractual	\$ 987,364	\$ 1,007,380	\$ 1,013,626	\$ 6,246	0.62%	
Capital Outlay	\$ 172,350	\$ 168,370	\$ 161,294	\$ (7,076)	-4.20%	
Other	\$ -	\$ -	\$ -	\$ -	N/A	
TOTAL:	\$ 5,276,119	\$ 5,476,822	\$ 5,732,018	\$ 255,196	4.66%	

Please see attached highlights of the Recommended Budget.

McLean County
Fiscal Year 2004 Recommended Budget

Fund: Nursing Home 0452 Department: Nursing Home

Highlights of the Recommended Budget:

REVENUE:

410.0140 JDC Laundry Reimbursement: This line item account has been budgeted at the same dollar amount (\$7,100) as in the FY'2003 Adopted Budget. This amount reflects the Nursing Home's costs to provide laundry services to the Juvenile Detention Center.

410.0141 JDC Food Reimbursement: This line item account has been budgeted at the same dollar amount (\$31,501) as in the FY'2003 Adopted Budget. This amount reflects the Nursing Home's costs to provide meal services to the Juvenile Detention Center.

404.0006 Medicare Reimbursement: This line item account has been budgeted at the same dollar amount (\$775,400) as in the FY'2003 Adopted Budget. This revenue amount is based on the Nursing Home's projection of the number of Medicare eligible residents and the Medicare reimbursement rate.

407.0040 Illinois Public Aid/Medicaid: This line item account has increased from \$2,454,698 in the FY'2003 Adopted Budget to \$2,581,280 in the FY'2004 Recommended Budget. This proposed increase is based on the Nursing Home's projection of the number of Medicaid eligible residents and the increase in the Medicaid reimbursement rate. The Board recently approved an Intergovernmental Agreement with the Illinois Department of Public Aid that will result in an increase in the Medicaid reimbursement to the Nursing Home.

(2)

410.0028 Private Pay Patient: This line item account has increased from \$1,766,600 in the FY'2003 Adopted Budget to \$1,862,960 in the FY'2004 Recommended Budget. This proposed increase is a result of an increase of \$4.00 in the Private Pay rate and a projected increase in the census of private pay residents.

415.0001 Interest on Investments: This line item account has decreased from \$60,000 in the FY'2003 Adopted Budget to \$41,604 in the FY'2004 Recommended Budget. This proposed decrease reflects the low interest rate market for investments.

450.0011 Transfer from Other Funds: This line item account has increased from \$373,723 in the FY'2003 Adopted Budget to \$424,373 in the FY'2004 Recommended Budget. Because Medicare and Medicaid reimbursement do not cover 100% of the Nursing Home's costs to care for a resident, the Nursing Home's budget includes a transfer from the FICA/Social Security Fund and the IMRF Pension Fund. This transfer amount reflects the Board's decision to increase the ratio of private pay residents from 15% to 25%. This increase is largely attributable to the increase in the County's IMRF rate from 4.66% this year to 6.34% in FY'2004.

EXPENDITURES:

Personnel:

There is no change in the FTE staffing level in the FY'2004 Recommended Budget.

Materials and Supplies:

All of the Materials and Supplies 600 line item accounts have been budgeted at the same level or less as in the FY'2003 Adopted Budget with the following exceptions:

608.0001 Gasoline/Oil/Diesel Fuel: This line item has increased from \$1,200 in the FY'2003 Adopted Budget to \$1,600 in the FY'2004 Recommended Budget. This line item includes \$1,200 for gasoline and oil for the Nursing Home's passenger van and maintenance truck and \$400 for diesel fuel for the emergency generator.

(2)

622.0003 Medication/Medicare: This line item account has increased from \$71,117 in the FY'2003 Adopted Budget to \$91,200 in the FY'2004 Recommended Budget. This increase is a result of the increasing costs for medication and prescription drugs for Medicare patients. This line item projects 9 Medicare residents/day x \$27.50/day x 365 days = \$90,000.00. Medicaid reimbursement is projected at \$100/month x 12 months.

623.0001 Paper Supplies: This line item account has increased from \$34,933 in the FY'2003 Adopted Budget to \$40,415 in the FY'2004 Recommended Budget. This line item projects paper usage in Nursing services, Dietary services, and Housekeeping services.

Contractual:

All of the Contractual 700 line item accounts have been budgeted at the same level or less as in the FY'2003 Adopted Budget with the following exceptions:

759.0001 Special Therapy/Medicare: This line item account has increased from \$126,865 in the FY'2003 Adopted Budget to \$146,065 in the FY'2004 Recommended Budget. This line item projects spending for the following special therapy services: Speech Therapy - \$9,600; Occupational Therapy - \$57,600; Physical Therapy - \$78,865.

790.0004 Equipment Rental: This line item account has increased from \$4,480 in the FY'2003 Adopted Budget to \$5,320 in the FY'2004 Recommended Budget. This line item projects spending for medical equipment rental (\$4,720) for Nursing services and equipment rental for Facilities Management (\$600).

795.0002 Gas Usage: This line item account has increased from \$56,500 in the FY'2003 Adopted Budget to \$65,000 in the FY'2004 Recommended Budget. This increase is based on last year's actual expenses and the year-to-date expenses, as of the date the Recommended Budget was prepared.

795.0003 Telephone Service: This line item account has increased from \$25,908 in the FY'2003 Adopted Budget to \$29,088 in the FY'2004 Recommended Budget. This increase is based on the year-to-date expenses, as of the date the Recommended Budget was prepared.

(4)

Capital Outlay:

801.0001 Capital Improvement: This line item account includes funding for the following Capital Improvements: replace furniture (\$20,000); replace 30 doors (\$9,000); replace lobby and main reception area (\$10,000); replace center of rear parking lot (\$10,589); and replace outer section of rear parking lot (\$21,405).

832.0001 Purchase of Furnishings/Office Equipment: This line item account includes funding to replace over-bed tables, replace manual beds and mattresses, replace bedside tables.

833.0002 Purchase of Computer Equipment: This line item account includes funding to purchase new Personal Computers and network printer/copier.

833.0004 Purchase of Computer Software: This line item account includes funding to purchase the following software: Resident Trust (\$3,000); dietary software (\$4,000); and Genesis MDS/CarePlan (\$3,000).

835.0001 Purchase of Kitchen/Laundry Equipment: This line item account includes funding to purchase the following capital equipment: 6 quart food processor (\$3,000); 1 range (\$4,000); and 1 floor scrubber (\$6,000).

836.0001 Purchase of Medical/Dental Equipment: This line item account includes funding to purchase 1 mechanical lift.