



FINANCE COMMITTEE AGENDA
Room 700, Law and Justice Center

Tuesday, July 1, 2003

4:00 P.M.

1. Roll Call
2. Approval of Minutes – June 3, 2003
3. Departmental Matters:
 - A. Jack Mitchell, Highway Department
 - 1) Items to be presented for Action:
 - a) Request Approval of the Resolution Amending the FY 2003 Funded Full-Time Equivalent Positions Resolution – GIS Specialist 1
 - 2) Items to be presented for Information:
 - a) General Report
 - b) Other
 - B. Becky McNeil, County Treasurer
 - 1) Items to be presented for Action:
 - a) Request Approval of a Resolution for Addendum to Professional Service Contract Between McLean County and Joseph E. Meyer 2-4
 - 2) 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 June 30, 2003
 - b) Accept and place on file the County Treasurer's Investment Report as of June 30, 2003
 - c) Employee Fund Benefits Report and CDAP Report
 - d) General Report
 - e) Other

- C. Bob Keller, Health Department
- 1) Items to be presented for Action:
 - a) Request Approval of an Ordinance of the McLean County Board Amending the 2203 Combined Appropriation and Budget Ordinance for Fund 0106 5-6
 - b) Request Approval of the Resolution Amending the FY 2003 McLean County Full-Time Position Resolution Associated with an Ordinance to Amend the FY 2003 McLean County Combined Appropriation and Budget Ordinance for Fund 0106 7
 - 2) Items to be presented for Information:
 - a) General Report
 - b) Other
- D. Ruth Weber, County Recorder
- 1) Items to be presented for Information:
 - a) Semi-Annual Report
 - b) General Report
 - c) Other
- E. Don Lee, Nursing Home Administrator
- 1) Items to be presented for Information: 8-10
 - a) Monthly Report
 - b) General Report
 - c) Other
- F. John M. Zeunik, County Administrator
- 1) Items to be presented for Action:
 - a) Presentation by Clifton Gunderson, L.L.C. of Audit for the Fiscal Year Ended December 31, 2002
 - 1) Comprehensive Annual Financial Report for Fiscal Year Ended December 31, 2002
 - 2) Management Letter of Advisory Comments
 - 3) Single-Audit Report for Fiscal Year 2002
 - 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

**RESOLUTION AMENDING THE FISCAL YEAR 2003
FUNDED FULL-TIME EQUIVALENT POSITIONS RESOLUTION**

WHEREAS, the McLean County Board adopted a Funded Full-Time Equivalent Positions (FTE) Resolution on November 19, 2002, which became effective on January 1, 2003; and,

WHEREAS, the McLean County Highway Department has recommended that the McLean County Geographic Information System (GIS) Program Grant include a GIS Specialist, at Grade 11, in order to further develop this program for McLean Counties specialized departments; and,

WHEREAS, the County Board of McLean County, Illinois, at its meeting on April 15, 2003, approved the GIS Grant contract with IDOT that includes the GIS Specialist; and,

WHEREAS, IDOT has signed said contract; and, therefore,

BE IT RESOLVED, by the County Board of McLean County, Illinois, now in regular session, that the 2003 Funded Full-Time Equivalent Positions Resolution be and hereby is amended as follows:

<u>Fund-Dept-Program</u>	<u>Pay Grade</u>	<u>Position Classification</u>	<u>Full-Time</u>		
			<u>Now</u>	<u>Amend</u>	<u>New</u>
0120-0055-0056	11	0503.0001 GIS Specialist Highway Department	0.00	1.00	1.00

This amendment shall become effective and be in full force as of July 23rd, 2003.

ADOPTED by the County Board of McLean County, Illinois, this 22nd day of July, 2003.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the County Board,
McLean County, Illinois

Michael F Sweeney, Chairman
McLean County Board

MCLEAN COUNTY DELINQUENT TAX AGENT

TELEPHONE (618) 656-5744
TOLL FREE (800) 248-2850
FACSIMILE (618) 656-5094

141 ST. ANDREWS AVE.
P. O. BOX 96
EDWARDSVILLE, IL 62025-0096

March 24, 2003

Treasurer Rebecca McNeil
McLean County Treasurer
P.O. Box 2400
Bloomington, IL 61702

Re: Minimum Pricing for Auction Sales

Honorable Treasurer McNeil:

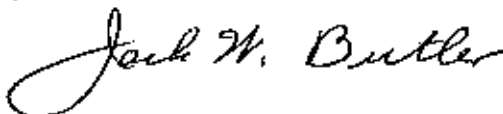
For several years, the auction sale process has used a minimum bid of \$350.00. We feel this minimum bid amount should now be increased. Operating expenses such as postage, publication, supplies, fees, and employee costs have dramatically escalated for all. Parcels selling for \$350.00 often do not generate sufficient funds to fully cover county and agent expenses.

We propose to increase the minimum auction sale bid from \$350.00 to \$450.00. This will produce an additional \$50.00 per item for both the county and our firm. It is our opinion that a minimum bid of \$450.00 will not affect sales. A prospective purchaser will as readily pay \$450.00 as \$350.00 if they wish to purchase an item. This change incurs no additional county costs and will increase county revenue.

Enclosed is a resolution and addendum to our "Service Agreement". Please present these documents to the County Board at their next available meeting. Upon passage, we can increase the minimum bid amount to \$450.00 and hopefully generate additional funds.

To complete processing, please return to our office one signed copy of the resolution and two signed copies of the addendum. We hope to have this change in effect before printing this year's auction sale catalog. If you have any questions, please contact me at (800) 248-2850.

Sincerely yours,



Jack Butler
Auction Sale Department

RESOLUTION NO. _____

WHEREAS, on May 18, 1999, this County Board of McLean County, Illinois, entered into a certain written "PROFESSIONAL SERVICE AGREEMENT" with Joseph E. Meyer providing for the creation and administration of a Delinquent Tax Liquidation Program; and

WHEREAS, the costs of conducting said Program, including costs of obtaining title to tax delinquent parcels and conveying such parcels through public auctions, have substantially increased since the date of said Agreement; and

WHEREAS, increasing the minimum auction sale bid to \$450.00 per parcel will recover such increased program costs;

NOW THEREFORE BE IT RESOLVED by the County Board of McLean County, Illinois, that the minimum auction sale bid for parcels sold at public oral or sealed bid auction sales through the Delinquent Tax Liquidation Program shall be, and is hereby, increased to \$450.00 per parcel; and

FURTHER, that the increase in minimum bid hereby effected shall be applied so as to increase by \$50.00, to a total of \$250.00, the minimum fee paid to the said Joseph E. Meyer for his services on account of the sale of any parcel pursuant to said Agreement and to increase the Taxing District's proceeds by an additional \$50.00 per item; and

FURTHER, that the Chairman of this County Board is hereby authorized to enter into and to subscribe, on behalf of this County Board, the written "ADDENDUM TO PROFESSIONAL SERVICE AGREEMENT" presented to this meeting and providing for the increase in minimum auction sale bid hereby effected, and that all other terms and provisions of the said "PROFESSIONAL SERVICE AGREEMENT", as heretofore amended, shall remain in full force and effect.

APPROVED AND ADOPTED at a regular meeting of the County Board of McLean County, Illinois, this ____ day of _____, A.D., 2003.

County Board Chairman

ATTEST:

County Clerk

ADDENDUM TO PROFESSIONAL SERVICE AGREEMENT

THIS AGREEMENT, entered into by and between the County of McLean, Illinois, hereinafter referred to as "County", and Joseph E. Meyer, hereinafter referred to as "Contractor";

WITNESSETH:

WHEREAS, the parties hereto have heretofore entered into a written instrument entitled "PROFESSIONAL SERVICE AGREEMENT" bearing date of May 18, 1999 (hereinafter referred to as "the Agreement"); and

WHEREAS, the parties desire to amend the Agreement as hereinafter set forth;

NOW THEREFORE, for and in consideration of the sum of TEN DOLLARS (\$10.00), and for other good and valuable consideration, the parties agree as follows, to-wit:

1. That Subparagraph B of Paragraph 4 of the Agreement is hereby deleted in full, and the following is hereby substituted therefor:

B. When a tax deed has been taken as to any parcel administered through the Program, and upon conveyance thereof to a new owner through a public oral or sealed bid auction sale, Agent shall receive a minimum of TWO HUNDRED FIFTY DOLLARS (\$250.00) or TWENTY-FIVE PERCENT (25%) of the purchase price, whichever is greater. In event the sale price of any parcel is TWO HUNDRED FIFTY DOLLARS (\$250.00) or less, the Agent shall receive the full sale price as compensation and no additional fee shall be paid on account of the sale of such parcel.

2. All other terms and provisions of the Agreement, as heretofore amended, shall remain in full force and effect between the parties hereto.

Agreed, entered and signed this _____ day of _____, A.D., 2003.

The County of McLean, Illinois
A Body Corporate and Politic

By _____
County Board Chairman

Joseph E. Meyer, Agent

ATTEST:

County Clerk

**Budget Narrative
Grant Fund 0106
HealthWorks**

The HealthWorks program commenced in 1995 for the purpose of developing a health care network and providing medical oversight for DCFS wards. The program was initiated through a cooperative agreement between the Illinois Department of Children and Family Services (DCFS) and the Illinois Department of Human Services (DHS). At its inception, the program was staffed by a 1.0 FTE registered nurse coordinator and a 1.0 FTE office support specialist. The original award for the program was \$73,200. The amount of funding for the program has not increased for 8 years.

As a result of the revenue stagnation, the 1.0 FTE office support position was decreased over the years to a .7 FTE, thus placing a strain on the program's operation. Further, during the course of the program, in addition to the information on the provision of initial and comprehensive examinations, DCFS required increased levels of data from DHS on health status of its wards - including immunizations, periodic physical examinations, and other evidence of ongoing medical services. Also, lag times between the time children were placed into protective custody and the assignment of a DCFS caseworker to a child began to increase, placing the HealthWorks program in a position of providing more support and medical information to foster parents and child welfare agencies regarding wards over the age of 6. Another phenomenon of note within the DeWitt, Livingston, and McLean counties HealthWorks region is that the frequency of placements is high, particularly for children placed from outside of the area. As a result, the HealthWorks program is constantly placed in a position of acquiring records for transfer from health care providers outside of the region. This is often time consuming and requires multiple attempts.

The proposal calls for utilizing Federal Financial Participation funds (FFP) generated through overhead allocation within grant fund 0106 to defray the cost of a .53 FTE grade 8 case manager to assist in providing direct support to substitute care providers as needed, work with health care providers to acquire medical information, assist in the provision of quality assurance of data derived through the Cornerstone computer system, and work with medical case management programs within the three county area. The change will allow the program to have a .7 FTE office support specialist and a .53 FTE case manager to support the coordinator, thus increasing the staffing compliment by .2 FTE's from its original design.

An Ordinance of the McLean County Board
Amending the 2003 Combined
Appropriation and Budget Ordinance for Fund 0106

WHEREAS, Chapter 55, Section 5/6-1003 of the Illinois Compiled Statutes (1992) allows the County Board to approve appropriations in excess of those authorized by the budget; and,

WHEREAS, the McLean County Health Department has requested an amendment to the McLean County Fiscal Year 2003 appropriation in Fund 0106 Family Case Management/Health Works program, and the Board of Health and Finance Committee concurs; and,

WHEREAS, the County Board concurs that it is necessary to approve such amendment, now, therefore,

BE IT ORDAINED AS FOLLOWS:

1. That the Treasurer is requested to increase revenue line 0407-0142 Federal Financial Participation in Fund 0106, Department 0061, Program 0062, and increasing the appropriation by \$15,830 from \$79,880 to \$95,710.
2. That the County Auditor is requested to increase the appropriations of the following line - item accounts in Fund 0106, Department 0061, Program 0062, Family Case Management/Health Works program as follows:

LINE	DESCRIPTION	PRESENT AMOUNT	INCREASE	NEW AMOUNT
0515-0001	Part Time Employees	\$ 0	\$14,095	\$ 14,095
0599-0001	County IMRF Contrib.	\$ 24,864	\$ 657	\$ 25,521
0599-0003	Social Security Contrib.	\$ 41,118	\$ 1,078	\$ 42,196
	TOTALS:	\$ 65,982	\$15,830	\$ 81,812

3. That the County Clerk shall provide a copy of this ordinance to the County Administrator, County Treasurer, County Auditor, and the Director of the Health Department.

Adopted by the County Board of McLean County this _____ day of _____, 2003.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of
the McLean County Board of
the County of McLean

Michael F. Sweeney Chairman of the
McLean County Board

A Resolution Amending the Fiscal Year 2003 McLean County Full-Time Equivalent Position Resolution Associated with an Ordinance to Amend the Fiscal Year 2003 McLean County Combined Appropriation and Budget Ordinance for Fund 0106.

WHEREAS, the County Board adopted a funded Full-Time Equivalent Position Resolution on November 19, 2002 which became effective on January 1, 2003; and,

WHEREAS, it becomes necessary to increase the Funded Full-Time Equivalent Position Resolution to authorize position changes associated with additional funding from Federal Financial Participation to be used to support the Health Works program;

Therefore, Be it resolved by the McLean County Board, now in regular session, that the said funded Full-Time Equivalent Positions Resolution be and hereby is amended as follows:

<u>Action</u>	<u>Fund</u>	<u>Program</u>	<u>Position Classification</u>	<u>Annual</u>		<u>Months</u>	<u>Now</u>	<u>New</u>
				<u>FTE</u>				
Increase	0106-0061	0062	0515-8123	.53		6.0	.00	.27

This Amendment shall become effective and be in full force immediately upon adoption.

Adopted by the County Board of McLean County this _____ day of _____ 2003.

APPROVED

Michael F. Sweeney, Chairman
McLean County Board

ATTEST:

Peggy Ann Milton, Clerk of McLean County
Board of the County of McLean

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McLEAN COUNTY NURSING HOME

ACCRUED EXPENDITURE

Pr Date: June 18, 2003

	2003 BUDGET	2003 MONTHLY ALLOC	MAY 2003 ACCRUED EXPENSE	YTD ALLOC	ADJUSTED YTD EXPENSE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET SPENT	PROJECTED EXPENSE 12/31/03	PROJECTED VARIANCE 12/31/03
SALARIES	3,038,047	258,026	275,933	1,256,836	1,291,464	1,746,583	34,628	43%	3,121,751	83,704
IMRF	141,573	12,024	12,858	58,569	59,272	82,301	704	42%	143,274	1,701
MED/LIFE	324,233	10,212	27,538	134,135	134,135	190,098	0	41%	324,233	0
SOC/SEC	232,411	19,739	21,109	96,148	97,303	135,107	1,155	42%	235,203	2,792
VAC LIAB	25,000	2,123	2,123	10,342	10,342	14,658	0	41%	25,000	0
SELLBACK	0	0	0	0	0	0	0	#DIV/0!	0	0
PERSONNEL	3,781,264	302,124	339,561	1,556,030	1,592,517	2,168,747	36,487	42%	3,849,462	88,199
COMMODITIES	609,731	51,785	45,826	252,245	236,716	373,015	(15,529)	39%	572,195	(37,536)
CONTRACTUAL	1,187,805	100,695	88,280	491,393	453,339	734,466	(38,055)	38%	1,095,818	(91,987)
CAPITAL	168,370	14,300	6,899	69,654	15,171	153,199	(54,484)	9%	36,671	(131,699)
GRAND TOTAL	5,727,170	468,904	480,566	2,369,322	2,297,742	3,429,427	(71,580)	40%	5,554,146	(173,02)

McLEAN COUNTY NURSING HOME

ACCRUED REVENUE

Pr Date: June 18, 2003

	2003 BUDGET	2003 MONTHLY ALLOC	MAY 2003 ACCRUED REVENUE	YTD ALLOC	ADJUSTED YTD REVENUE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET	PROJECTED REVENUE 12/31/03	PROJECTED VARIANCE 12/31/03
MEDICARE REVENUE	775,400	65,856	63,392	320,782	349,989	425,411	29,207	45%	846,000	70,600
IDPA REVENUE	2,454,698	208,481	206,164	1,015,505	957,123	1,497,575	(58,382)	39%	2,313,578	(141,12)
SCHOOLING REIMB	0	0	0	0	0	0	0	#DIV/0!	0	0
JDC LAUNDRY	7,100	603	455	2,937	2,819	4,281	(118)	40%	6,815	(28)
JDC FOOD	31,501	2,675	2,233	13,032	13,377	18,124	346	42%	32,336	83
MEALS	500	42	43	207	249	251	42	50%	602	10
PVT PAY REVENUE	1,766,600	150,040	184,272	730,840	856,765	909,835	125,925	48%	2,070,989	304,38
UNCLASS	7,300	620	60	3,020	792	6,508	(2,228)	11%	1,915	(5,38)
INTEREST EARNED	60,000	5,096	1,983	24,822	12,760	47,240	(12,062)	21%	30,844	(29,15)
SALE OF ASSETS	0	0	0	0	0	0	0	#DIV/0!	0	0
TRANSFER IN	373,723	31,741	33,708	154,609	157,531	216,192	2,922	42%	380,786	7,06
TELEPHONE REIMB	0	0	750	0	3,750	(3,750)	3,750	42%	9,065	9,065
TOTAL ACC REVENUE	5,476,922	465,155	493,060	2,265,754	2,355,156	3,121,666	89,402	43%	5,692,926	216,10

TOTAL ACC REVENUE	5,476,922	465,155	493,060	2,265,754	2,355,156	3,121,666	89,402	43%	5,692,926	216,10
LESS ACCRUED EXPENSE	(5,476,922)	(465,155)	(493,060)	(2,265,754)	(2,355,156)	(3,121,666)	(89,402)	40%	(5,554,146)	(173,02)
ACC REV - (ACC EXP)	(250,348)	(3,750)	12,493	(103,566)	57,413	(307,761)	(54,484)		138,781	
PLUS CAP EXP	0	14,900	6,899	69,654	15,171	153,199	(54,484)		36,671	
ACC BALANCE	(250,348)	10,550	19,392	(33,914)	72,584	(154,562)	106,498		175,452	

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						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

YTD AVERAGE	8.54	50.10	78.18	1.29	138.12	11.88
% OF CAPACITY	5.70%	33.40%	52.12%	0.86%	92.08%	7.92%

