



McLean County

**FINANCE COMMITTEE AGENDA**  
**Room 400, Government Center**  
**Wednesday, March 7, 2012**  
**4:00 p.m.**

1. Roll Call
2. Approval of Minutes: February 1, 2012  
January 17, 2012 Stand-Up
3. Departmental Matters
  - A. Kathy Michael, County Clerk
    - 1) Items to be Presented for Information:
      - a) Monthly Report, January 2012 1
      - b) General Report
      - c) Other
  - B. Lee Newcom, County Recorder
    - 1) Items to be Presented for Information:
      - a) Monthly Reports 2-5
      - b) General Report
      - c) Other
  - C. Becky McNeil, County Treasurer
    - 1) Items to be Presented for Information:
      - a) Accept and place on file County Treasurer's Monthly Financial Reports as of February 29, 2012
      - b) General Report
      - c) Other
  - D. Matt Riehle, Director, Nursing Home
    - 1) Items to be Presented for Information:
      - a) Monthly Reports 6-8
      - b) General Report
      - c) Other

- E. Walt Howe, Health Department Administrator
  - 1) Items to be Presented for Action:
    - a) Request Approval of an Ordinance of the McLean County Board Amending the 2012 Combined Appropriation and Budget Ordinance for Fund 0112 9-10
  - 2) Items to be Presented for Information:
    - a) General Report
    - b) Other
  
- F. Michelle Anderson, County Auditor
  - 1) Items to be Presented for Action:
    - a) Request Approval of an Ordinance of the McLean County Board Amending the 2011 Combined Annual Budget and Appropriation Ordinance 11-12
    - b) Request Approval of an Ordinance of the McLean County Board Amending the 2012 Combined Annual Budget and Appropriation Ordinance 13-14
  - 2) Items to be Presented for Information:
    - a) Audit Summary, Chestnut Health Systems, Inc. 15-16
    - b) Audit Summary, SHOW BUS 17-19
    - b) General Report
    - c) Other
  
- G. Bill Wasson, County Administrator
  - 1) Items to be Presented for Action:
    - a) Request Approval of Critical Personnel Hiring Requests 20-21
  - 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. Other Business and Communication
- 6. Adjournment

**McLean County Clerk  
2012 Monthly Activity Report  
(For Period Ending January 31, 2012)**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2011 YTD	2012 YTD	2012 Percent of Budget	
Example	Number Processed															
	Dollar Amount Generated															
Assumed Names	18												30	18		
\$6.00	\$108.00												\$90.00	\$108.00	98.2%	9.82%
Birth Record Requests	556												468	556		
\$13.00/\$7.00	\$6,370.00												\$5,514.00	\$6,370.00	7.77%	7.77%
Civil Union License Applications	5												N/A	5		
\$31.00	\$155.00													\$155.00	3.88%	3.88%
Civil Union Record Requests	7												N/A	7		
\$13.00/\$7.00	\$79.00													\$79.00	7.90%	7.90%
Death Record Requests	48												57	48		
\$11.00/\$5.00	\$408.00												\$519.00	\$408.00	7.85%	7.85%
Liquor Licenses	0												0	0		
Amount Varies	\$0.00												\$0.00	\$0.00	0.00%	0.00%
Marriage License Applications	28												31	28		
\$31.00	\$868.00												\$682.00	\$868.00	3.79%	3.79%
Marriage Record Requests	149												143	149		
\$13.00/\$7.00	\$1,655.00												\$1,643.00	\$1,655.00	6.97%	6.97%
Notary Public Commissions	44												33	44		
\$10.00/\$7.00	\$335.00												\$195.00	\$335.00	8.82%	8.82%
Take Notices	470												247	470		
\$15.69/\$15.75	\$7,342.98												\$3,838.38	\$7,342.98	73.43%	73.43%
Tax Redemption Fees	99												67	99		
\$75.00	\$7,415.00												\$4,690.00	\$7,415.00	11.15%	11.15%
Taxes Redeemed	\$263,966.97												\$261,340.30	\$263,966.97	N/A	N/A
Voter Registrations/ Address Changes/ Cancellations	752												990	752		

\* No Voter Registrations were entered during the month of May 2011 to allow for an upgrade of Voter Registration software.



H. Lee Newcom  
McLean County Recorder  
115 E. Washington Street, Room M-104  
Post Office Box 2400  
Bloomington, IL 61702-2400  
(309) 888-5170  
(309) 888-5927 Fax

February 13, 2011

To: Honorable Members of the Finance Committee

From: Lee Newcom, McLean County Recorder

Please be advised for the month of January 2012 that revenue, state stamp inventory and receipts, and receivables reconcile with the general ledger.

A copy of January 2012 "Monthly Account Balances" and the report to the county clerk are attached.



**H. LEE NEWCOM**  
COUNTY RECORDER

115 East Washington Street, Room M-104 • PO Box 2400 • Bloomington, Illinois 61702-2400  
Phone (309) 888-5170 • Fax (309) 888-5927  
Email: recorder@mcleancountyl.gov • Website: www.mcleancountyl.gov/recorder

MONTHLY REPORT  
OF  
OFFICIAL RECEIPTS

TO THE COUNTY BOARD OF MCLEAN COUNTY

I, H. Lee Newcom, Recorder, in and for the County of McLean and the State of Illinois, respectfully present the following report of all fees received for the Recorder's office, for and during the period of **January 1, 2012** through **January 31, 2012**

**RECEIPTS:**

Due IDOR-Rental Housing Program	\$	22,847.00
Copy Fees	\$	487.55
Recording Fees	\$	42,424.00
County Revenue Stamps	\$	20,215.00
Microfilm Sales	\$	-
Data Sales	\$	355.00
Recorder Receivable	\$	7,225.25
Rental Housing Support Program	\$	2,540.00
Document Storage	\$	8,208.00
GIS Document Storage	\$	2,736.00
Document Storage Receivable	\$	772.00
State Revenue Stamps	\$	40,641.75
State Revenue Stamps Receivable	\$	4,474.75
GIS Fund	\$	13,590.00
GIS Receivable	\$	905.00
Unclassified Revenue	\$	31.00
<b>Total Receipts</b>	<b>\$</b>	<b>167,452.30</b>

**Deposited with County Treasurer** \$ 167,452.30

**Balance on hand:**

Cash	\$	50.00
Accounts Receivable	\$	13,543.00
<b>Total</b>	<b>\$</b>	<b>13,593.00</b>

#N/A January 1900

H. Lee Newcom  
McLean County Recorder

**FILED**  
MCLEAN COUNTY, ILLINOIS  
FEB 13 2012

*Kathy Michael*  
COUNTY CLERK

Revenue Totals

Charge Payment Totals

Account Number	Account Description	Cash/Check (1)	Charge	Other Pay (2)	Sub Total	Cash/Check	Other Pay	Sub Total (3)	Drawer (1) + (2) + (3)
001002010700345	Due Idor-Rental Hsg Prog	\$20,435.00	\$1,588.00	\$2,412.00	\$24,435.00	\$1,588.00	\$0.00	\$1,588.00	\$24,435.00
001684100080340	Copy Fees	\$487.55	\$0.00	\$0.00	\$487.55	\$0.00	\$0.00	\$0.00	\$487.55
001684100290350	Recording Fees	\$38,472.00	\$3,213.00	\$3,952.00	\$45,637.00	\$3,119.00	\$0.00	\$3,119.00	\$45,543.00
001684100320360	County Revenue Stamps	\$20,215.00	\$2,343.25	\$0.00	\$22,558.25	\$2,343.25	\$0.00	\$2,343.25	\$22,558.25
001684101111111	Payment On Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001684101281001	Microfilm Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001684101321004	Data Sales	\$355.00	\$0.00	\$0.00	\$355.00	\$0.00	\$0.00	\$0.00	\$355.00
001684101950355	Rental Hsg Support Progrim	\$2,272.00	\$175.00	\$268.00	\$2,715.00	\$175.00	\$0.00	\$175.00	\$2,715.00
016841022222222	Balance Brought Forward	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
016841022222223	Balance Brought Forward/Crex	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
137684100892840	Document Storage	\$7,314.00	\$606.00	\$894.00	\$8,814.00	\$579.00	\$0.00	\$579.00	\$8,787.00
137684101811003	Gis Document Storage	\$2,438.00	\$202.00	\$298.00	\$2,938.00	\$193.00	\$0.00	\$193.00	\$2,929.00
151001260019032	State Revenue Stamps	\$40,641.75	\$4,474.75	\$0.00	\$45,116.50	\$4,474.75	\$0.00	\$4,474.75	\$45,116.50
167684101811002	Gis Fund	\$12,187.00	\$941.00	\$1,403.00	\$14,531.00	\$905.00	\$0.00	\$905.00	\$14,495.00
999999999999999	Refund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Final Totals :		\$144,817.30	\$13,543.00	\$9,227.00	\$167,587.30	\$13,377.00	\$0.00	\$13,377.00	\$167,421.30

Revenue Totals

Charge Payment Totals

Account Number	Account Description	Cash/Check (1)	Charge	Other Pay (2)	Sub Total	Cash/Check	Other Pay	Sub Total (3)	Drawer (1) + (2) + (3)
----------------	---------------------	----------------	--------	---------------	-----------	------------	-----------	---------------	------------------------

Counts/Totals For 1/2012

Cash Total :	\$2,272.80	+
Check Total :	\$155,921.50	+
Other Pay Total :	\$9,227.00	+
Change Total :	\$0.00	-
<b>Subtotal :</b>	<b>\$167,421.30</b>	
Charge Total :	\$13,543.00	+
<b>Grand Total :</b>	<b>\$180,964.30</b>	

Number of Cash Payments :	126
Number of Check Payments :	1,827
Number of Change Payments :	0
Number of Charge Payments :	119
Number of Other Payments :	265
Number of Receipts :	2,129
Number of Voids :	2

<b>Charge Information</b>
Open Item Information
Number of Payments on Account : 22
Total Paid on Account : \$13,377.00

Other Payment Breakdown

Other Payment Method	Total Count	Total Paid
ERECORDING ACH	258	\$8,904.00
FEDERAL EFT	7	\$323.00
<b>Total :</b>	<b>265</b>	<b>\$9,227.00</b>

**McLEAN COUNTY NURSING HOME**  
**ACCRUED EXPENDITURE**

Prt Date: February 23, 2012

	2012 BUDGET	2012 MONTHLY ALLOC	JAN, 2012 ACCRUED EXPENSE	YTD ALLOC	ADJUSTED YTD EXPENSE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET SPENT	PROJECTED EXPENSE 12/31/11
SALARIES	3,781,877	320,847	347,234	320,847	347,234	3,434,643	26,387	9.18%	4,088,404
IMRF	475,761	40,407	43,682	40,407	43,682	432,079	3,275	9.18%	514,321
MED/LIFE	658,410	55,920	55,920	55,920	55,920	602,490	0	8.49%	658,410
SOC/SEC	289,314	24,572	26,563	24,572	26,563	262,751	1,992	9.18%	312,763
VAC LIAB	30,000	2,548	2,548	2,548	2,548	27,452	0	8.49%	30,000
SELLBACK	0	0	0	0	0	0	0	0.00%	#DIV/0!
PERSONNEL	5,235,362	444,294	475,947	444,294	475,947	4,759,414	31,654	9.09%	5,603,898
COMMODITIES	797,015	67,692	78,412	67,692	78,412	718,604	10,720	9.84%	923,236
CONTRACTUAL	1,299,089	109,408	133,260	110,334	129,760	1,169,329	19,426	9.99%	1,527,817
CAPITAL	185,789	15,779	7,364	15,779	7,364	178,425	(8,415)	3.96%	86,709
<b>GRAND TOTAL</b>	<b>7,517,255</b>	<b>637,172</b>	<b>694,983</b>	<b>638,098</b>	<b>691,483</b>	<b>6,825,771</b>	<b>53,385</b>	<b>9.20%</b>	<b>8,141,660</b>

**McLEAN COUNTY NURSING HOME**  
**ACCRUED REVENUE**

Prt Date: February 23, 2012

	2012 BUDGET	2012 MONTHLY ALLOC	JAN, 2012 ACCRUED REVENUE	YTD ALLOC	ADJUSTED YTD REVENUE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET	PROJECTED REVENUE 12/31/11
MEDICARE REVENUE	823,875	69,973	78,573	69,973	78,573	745,302	8,600	9.54%	925,128
IDPA REVENUE	3,728,804	316,693	352,448	316,693	352,448	3,376,356	35,756	9.45%	4,149,796
EMPLOYEE TELE REIMB	0	0	0	0	0	0	0	#DIV/0!	0
JDC LAUNDRY	7,250	616	0	616	0	7,250	(616)	0.00%	0
JDC FOOD	26,800	2,276	0	2,276	0	26,800	(2,276)	0.00%	0
MEALS	1,469	125	113	125	113	1,356	(12)	7.69%	1,330
PVT PAY REVENUE	1,866,975	158,565	180,805	158,565	180,805	1,686,170	22,240	9.68%	2,128,836
UNCLASS	11,000	934	254	934	254	10,746	(680)	2.31%	2,993
INTEREST EARNED	60,000	5,096	3,962	5,096	3,962	56,038	(1,134)	6.60%	46,653
SALE OF ASSETS	0	0	0	0	0	0	0	#DIV/0!	0
TRANSFER IN	760,856	64,621	68,571	64,621	68,571	692,285	3,950	9.01%	807,363
TELEPHONE REIMB	0	0	836	0	836	(836)	836	#DIV/0!	9,843
<b>TOTAL ACC REVENUE</b>	<b>7,287,029</b>	<b>618,898</b>	<b>685,562</b>	<b>618,898</b>	<b>685,562</b>	<b>6,601,467</b>	<b>66,664</b>	<b>9.41%</b>	<b>8,071,943</b>
<b>TOTAL ACC REVENUE</b>	<b>7,287,029</b>	<b>618,898</b>	<b>685,562</b>	<b>618,898</b>	<b>685,562</b>	<b>6,601,467</b>	<b>66,664</b>	<b>9.41%</b>	<b>8,071,943</b>
<b>LESS ACCRUED EXPENS</b>	<b>(7,517,255)</b>	<b>(637,172)</b>	<b>(694,983)</b>	<b>(638,098)</b>	<b>(691,483)</b>	<b>(6,825,771)</b>	<b>(53,385)</b>	<b>9.20%</b>	<b>(8,141,660)</b>
<b>ACC REV - (ACC EXP)</b>	<b>(230,226)</b>	<b>(18,274)</b>	<b>(9,421)</b>	<b>(19,200)</b>	<b>(5,921)</b>	<b>(224,305)</b>	<b>13,279</b>		<b>(69,717)</b>
<b>PLUS CAP EXP</b>	<b>0</b>	<b>15,779</b>	<b>7,364</b>	<b>15,779</b>	<b>7,364</b>	<b>178,425</b>	<b>(8,415)</b>		<b>86,709</b>
<b>ACC BALANCE</b>	<b>(230,226)</b>	<b>(2,495)</b>	<b>(2,057)</b>	<b>(3,421)</b>	<b>1,443</b>	<b>(45,880)</b>	<b>4,864</b>		<b>16,992</b>





# McLEAN COUNTY NURSING HOME

CENSUS Report - 2012

MONTH	AVG MEDICARE	AVG HUM/OSF	AVG PVT PAY	AVG IDPA	AVG IN HOUSE	AVG BED HOLD	AVG CENSUS	AVG VACANT
JANUARY	6.68	0.00	38.19	92.35	137.23	1.10	138.32	11.68
FEBRUARY								
MARCH								
APRIL								
MAY								
JUNE								
JULY								
AUGUST								
SEPTEMBER								
OCTOBER								
NOVEMBER								
DECEMBER								

∞ YTD AVERAGE 6.68 0.00 38.19 92.35 137.23 1.10 138.32 11.68  
 % OF CAPACITY 4.45% 0.00% 25.46% 61.57% 91.48% 0.73% 92.22% 7.78%

An Ordinance of the McLean County Board  
Amending the 2012 Combined  
Appropriation and Budget Ordinance for Fund 0112

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 2012 appropriation in Fund 0112 Health Department Fund, and the Board of Health and Finance Committee concur; and,

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

BE IT ORDAINED AS FOLLOWS:

1. The Auditor is requested to increase revenue line 0112-0061-0060-0400-0000 Unappropriated Fund Balance by \$14,000 from \$0 to \$14,000.
2. That the County Auditor is requested to increase the appropriations of the following line item accounts in Fund 0112, Department 0061, Program 0060, Mental Health Program as follows:

<u>LINE</u>	<u>DESCRIPTION</u>	<u>PRESENT AMOUNT</u>	<u>INCREASE (DECREASE)</u>	<u>NEW AMOUNT</u>
0706-0002	Mental Health Services	\$914,989	\$14,000	\$928,989
TOTALS:		\$914,989	\$14,000	\$928,989

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

Adopted by the County Board of McLean County this \_\_\_\_\_ day of \_\_\_\_\_, 2012

ATTEST:

APPROVED:

\_\_\_\_\_  
Kathy Michael, Clerk of the McLean County Board of the  
County of McLean

\_\_\_\_\_  
Matt Sorensen, Chairman of the McLean  
County Board

U:/administration/budget/12MentalHealthAmendment

Narrative for Fund 0112  
Budget Amendment

In November 2011 the Center for Human Services approached the Health Department, United Way and John M. Scott Commission to request additional funding of \$75,000 to expand psychiatric services they offer to the community's non-Medicaid population that either does not have insurance or is underinsured. The Department of Human Services has significantly limited the services they fund to non-Medicaid individuals and that has had a devastating impact on the program's ability to provide psychiatric services to the working poor.

The proposal submitted by the Center for Human Services called for the recruitment of an Advanced Practice Nurse with a psychiatric specialty. The APN can assist the psychiatrist in providing medically necessary psychiatric services such as evaluation and psychotropic medication management at a reduced cost.

The proposal called for the additional funding to be split equally between United Way, John M. Scott Commission, and the Health Department. All three agencies approved the request and the new funding began in January, 2012. The McLean County Board of Health was well aware that this issue had no alternative but to be addressed by a local funding solution. That being the case, the McLean County Health Department funded the expanded program with Health Department funds covering the period of January 1, 2012 through June 30, 2012 in the original FY12 County budget request. This matches the fiscal year cycle of funding for local Mental Health agency funding by the Health Department. The additional \$14,000 is necessary to annualize the second ½ of FY '12, July – December 2012 of this project expansion.

CHS has successfully recruited an advanced practice nurse and she is expected to start seeing clients independently beginning in April 2012.

**An Ordinance  
Of the McLean County Board  
Amending the 2011 Combined  
Annual Budget and Appropriation Ordinance**

**WHEREAS**, it has become necessary to reappropriate the unliquidated encumbrances of the Fiscal Year 2011 budget, and

**WHEREAS**, appropriations in the amount of **\$8,627,705.13** for the Fiscal Year 2011 would be reduced and

**WHEREAS**, the Executive Committee has deemed it necessary and advisable to reappropriate the unliquidated encumbrances outstanding at the close of the 2011 Fiscal Year, now therefore,

**BE IT ORDAINED**, by the County Board of McLean County, Illinois, that the Fiscal Year 2011 budget is amended by reappropriation of the outstanding purchase orders at the close of the 2011 Fiscal Year as follows:

**COUNTY GENERAL FUND/0001**

**COUNTY BOARD**

2011-00000047	General Code	(5,837.00)
---------------	--------------	------------

<b>TOTAL COUNTY BOARD</b>		<b>\$ (5,837.00)</b>
---------------------------	--	----------------------

**PARKS & RECREATION**

2011-00000053	Hanson Professional Services	\$ (52,909.12)
---------------	------------------------------	----------------

<b>TOTAL PARKS &amp; RECREATION</b>		<b>\$ (52,909.12)</b>
-------------------------------------	--	-----------------------

**Facilities Management**

2011-00000043	A&R Mechanical	\$ (287,860.00)
---------------	----------------	-----------------

<b>TOTAL FACILITIES MANAGEMENT</b>		<b>\$ (287,860.00)</b>
------------------------------------	--	------------------------

<b>TOTAL COUNTY GENERAL FUND</b>		<b><u>\$ (346,606.12)</u></b>
----------------------------------	--	-------------------------------

**HEALTH DEPARTMENT/FUND 0112**

2011-00000050	Prairie Signs	(1,400.00)
---------------	---------------	------------

2011-00000051	McLean Co. Information Technology	(15,000.00)
---------------	-----------------------------------	-------------

2011-00000052	HLP, Inc.	(25,000.00)
---------------	-----------	-------------

2011-00000054	Dennison Corporation	(28,000.00)
---------------	----------------------	-------------

2011-00000055	CDW Government, Inc.	(1,120.00)
---------------	----------------------	------------

2011-00000056	McLean Co. Information Technology	(1,500.00)
---------------	-----------------------------------	------------

<b>TOTAL HEALTH DEPARTMENT/FUND 0112</b>		<b><u>\$ (72,020.00)</u></b>
--	--	------------------------------

**HIGHWAY DEPARTMENT/FUND 0120**

2011-00000057	Clark Dietz, Inc.	(8,205,106.36)
<b>TOTAL HIGHWAY DEPARTMENT/FUND 0120</b>		<b><u>\$ (8,205,106.36)</u></b>
<b>CIRCUIT CLERK - COURT DOCUMENT STORAGE/FUND 0142</b>		
2011-00000042	Byers Printing Company	\$ (3,972.65)
<b>TOTAL COURT DOC STORAGE/FUND 0142</b>		<b>\$ (3,972.65)</b>
<b>GRAND TOTAL COMBINED FUNDS</b>		<b><u>\$ (8,627,705.13)</u></b>

Adopted by the McLean County Board of McLean County, Illinois this 20th day of March 2012.

_____	ATTEST: _____
MATT SORENSEN	KATHY MICHAEL
CHAIRMAN, MCLEAN COUNTY BOARD	COUNTY CLERK, MCLEAN COUNTY

**An Ordinance  
Of the McLean County Board  
Amending the 2012 Combined  
Annual Budget and Appropriation Ordinance**

**WHEREAS**, it has become necessary to reappropriate the unliquidated encumbrances of the prior Fiscal Year 2011 budget, and

**WHEREAS**, appropriations in the amount of **\$8,627,705.13** for the Fiscal Year 2011 would be added; and

**WHEREAS**, the Executive Committee has deemed it necessary and advisable to reappropriate the unliquidated encumbrances outstanding at the close of the 2011 Fiscal Year, now therefore,

**BE IT ORDAINED**, by the County Board of McLean County, Illinois, that the Fiscal Year 2012 budget is amended by reappropriation of the outstanding purchase orders at the close of the 2011 Fiscal Year as follows:

**COUNTY GENERAL FUND/0001**

**COUNTY BOARD**

2011-00000047	General Code	5,837.00
---------------	--------------	----------

<b>TOTAL COUNTY BOARD</b>		<b>\$ 5,837.00</b>
---------------------------	--	--------------------

**PARKS & RECREATION**

2011-00000053	Hanson Professional Services	\$ 52,909.12
---------------	------------------------------	--------------

<b>TOTAL PARKS &amp; RECREATION</b>		<b>\$ 52,909.12</b>
-------------------------------------	--	---------------------

**Facilities Management**

2011-00000043	A&R Mechanical	\$ 287,860.00
---------------	----------------	---------------

<b>TOTAL FACILITIES MANAGEMENT</b>		<b>\$ 287,860.00</b>
------------------------------------	--	----------------------

<b>TOTAL COUNTY GENERAL FUND</b>		<b><u>\$ 346,606.12</u></b>
----------------------------------	--	-----------------------------

**HEALTH DEPARTMENT/FUND 0112**

2011-00000050	Prairie Signs	1,400.00
---------------	---------------	----------

2011-00000051	McLean Co. Information Technology	15,000.00
---------------	-----------------------------------	-----------

2011-00000052	HLP, Inc.	25,000.00
---------------	-----------	-----------

2011-00000054	Dennison Corporation	28,000.00
---------------	----------------------	-----------

2011-00000055	CDW Government, Inc.	1,120.00
---------------	----------------------	----------

2011-00000056	McLean Co. Information Technology	1,500.00
---------------	-----------------------------------	----------

<b>TOTAL HEALTH DEPARTMENT/FUND 0112</b>		<b><u>\$ 72,020.00</u></b>
--	--	----------------------------

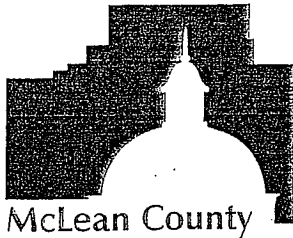
**HIGHWAY DEPARTMENT/FUND 0120**

2011-00000057	Clark Dietz, Inc.	8,205,106.36
<b>TOTAL HIGHWAY DEPARTMENT/FUND 0120</b>		<b><u>\$ 8,205,106.36</u></b>
<b>CIRCUIT CLERK - COURT DOCUMENT STORAGE/FUND 0142</b>		
2011-00000042	Byers Printing Company	\$ 3,972.65
<b>TOTAL COURT DOC STORAGE/FUND 0142</b>		<b>\$ 3,972.65</b>
<b>GRAND TOTAL COMBINED FUNDS</b>		<b><u>\$ 8,627,705.13</u></b>

Adopted by the McLean County Board of McLean County, Illinois this 20th day of March 2012.

_____	ATTEST: _____
MATT SORENSEN	KATHY MICHAEL
CHAIRMAN, MCLEAN COUNTY BOARD	COUNTY CLERK, MCLEAN COUNTY





Michelle L. Anderson

COUNTY AUDITOR

Government Center

115 E. Washington Street, Room 402 • PO Box 2400 • Bloomington, IL 61702-2012

(309) 888-5148 • Fax (309) 888-5209

michelle.anderson@mcleancountyil.gov • www.mcleancountyil.gov

RECEIVED

AUDITOR'S OFFICE

McLean County Auditor's Office

Chestnut Health Systems, Inc. Audit Summary

**Objective:**

To perform sub-recipient monitoring as required for federal monies passed to Chestnut Health Systems, Inc. in order to determine whether Chestnut Health Systems, Inc. is operating in compliance with the grant agreement between the Illinois Criminal Justice Information Authority (ICJIA) and McLean County on behalf of Chestnut Health Systems, Inc. (Agreement #809050).

**Scope:**

- The scope of this examination consisted of reviewing financial transactions and financial documents related to the amounts reported in financial reports, as well as examination of cash management procedures and other required reports.

**Background:**

- The grant is to be used for outpatient and intensive outpatient services to adult offenders with substance use disorders in McLean and Madison Counties in order to have long-term recovery management and reduce re-arrests and incarcerations.
- The grant period is May 1, 2010 through September 30, 2011. The Catalog of Federal Domestic Assistance (CFDA) Number and Title are: #16.803 ARRA Edward Byrne Memorial Justice Assistance Grant (JAG) Program.
- Chestnut Health Systems, Inc. requests drawdowns from ICJIA via quarterly expenditure reports. Once a drawdown has been filed, ICJIA pays McLean County. Once the money is received from ICJIA, McLean County disburses money to Chestnut Health Systems, Inc.
- Reports are due to ICJIA as follows:
  - Quarterly financial reports are due within 15 days of quarter-end
  - "Quarterly Data Report" for ARRA is due within 15 days of quarter-end
  - Closeout materials must be submitted within 45 days of the end of the grant period.
- Chestnut Health Systems, Inc. uses Microsoft Dynamics GP as their accounting system. A separate cost center is used to distinguish the Substance Abuse Management and Recovery Program.
- The Senior Accounting Supervisor, Payroll Supervisor, and Controller examine Substance Abuse Management and Recovery Grant expenses for accuracy and appropriateness and authorize them for payment.
- An audit of Chestnut Health Systems, Inc. is performed by external auditors for a financial audit and single audit (compliance report).

**Findings:**

- Reimbursements from ICJIA were traced to inclusion in Chestnut Health Systems, Inc. general ledger.
- Quarterly fiscal and ARRA reports and the closeout report have been filed within the appropriate filing deadlines for the grant year above.
- All expenditures reported on the financial reports for the quarters October through December 2010 and April through June 2011 were tested.
  - All expenditures were traced to the general ledger.
  - All payments appear to be for activities and costs allowed for the grants.
  - No issues were noted with internal controls. All invoices for expenditures were properly authorized for payment and appropriately billed to the grant based on the approved budget.
- Reviewed Chestnut Health Systems, Inc. and Subsidiaries external auditor's consolidated financial and compliance reports. Nothing noted in the review of the financial audit or compliance report that needed to be addressed in the grant review.

**Conclusion:**

After reviewing all the above, I believe my audit provides a reasonable basis for my opinion. This audit does not provide a legal determination on the Agency's compliance with the requirements. It is my opinion that Chestnut Health Systems, Inc. is operating, in all material respects, in compliance with the requirements referred to above that could have a direct and material effect on the grant agreement between the U.S. Department of Justice and McLean County (Agreement #809050).

Monica Paul

Monica Paul  
Chief Deputy Auditor  
McLean County

11/25/12

Date

Karen Rettick

Karen Rettick  
CFO  
Chestnut Health Systems, Inc.

1-27-12

Date



Michelle L. Anderson  
COUNTY AUDITOR

Government Center

115 E. Washington Street, Room 402 • PO Box 2400 • Bloomington, IL 61702-2400  
(309) 888-5148 • Fax (309) 888-5209

michelle.anderson@mcleancountyil.gov • www.mcleancountyil.gov/auditor

**McLean County Auditor's Office**

**SHOW BUS Audit Summary**

**Site Visit Audit Date: January 20, 2012**

**Objective:**

To perform sub-recipient monitoring as required for federal monies passed to SHOW BUS in order to determine whether SHOW BUS is operating in compliance with the following grant agreements between the Illinois Department of Transportation and McLean County for the period July 1, 2010 through June 30, 2011:

- Downstate Public Transportation Operating Grant, Contract #3989
- Section 5311 Operating Assistance, Contract #3952
- Job Access and Reverse Commute Operating and Administrative Assistance, Contract #4059
- New Freedom Operating and Administrative Assistance, Contract #4073

**Scope:**

- The scope of this examination consisted of reviewing financial transactions and financial documents related to the amounts reported in the Request for Payment letters, as well as examination of cash management procedures, physically observing the vehicle inventory, and other required reports. The examination parameters are based on the grant applications, grant agreements, and the A-133 Compliance Supplements parts 2 through 4.
- A site visit was conducted at the SHOW BUS location in Chenoa with Laura Dick, SHOW BUS Director, on January 20, 2011. A site visit for inventory purposes was conducted with Herb Clatterbuck on February 2, 2012.

**Background:**

- The grant agreements are all between the Illinois Department of Transportation (IDOT) and McLean County on behalf of SHOW BUS. The current grant information is as follows:
  - Downstate Public Transportation Operating Grant
    - State Grant #OP-11-41-IL, 7/1/10 – 6/30/11 (combined application with Section 5311)
  - Section 5311 Operating Assistance
    - State Grant #RPT-11-014, Federal Grant #IL-18-X026 & IL-18-X027, CFDA #20.509—Formula grants for Other than Urbanized Areas, 7/1/10 – 6/30/11 (combined application with Downstate Public Transportation Operating Grant)
  - Job Access and Reverse Commute Operating and Administrative Assistance
    - State Grant #JRC-11-008, Federal Grant #IL-37-X061-00, CFDA #20.516, 7/1/10 – 6/30/12
  - New Freedom Operating and Administrative Assistance
    - State Grant #NF-11-013, Federal Grant #IL-57-X017-00, CFDA #20.521, 7/1/10 – 6/30/12

- These grants are for various public transportation opportunities for non-urbanized areas in rural McLean County, as well as DeWitt, Ford, Iroquois, and Livingston Counties by SHOW BUS.
  - The Downstate and Section 5311 operating grants help fund SHOW BUS operations.
  - The JARC grant funds a work route along US Route 24 between and Pontiac.
  - The New Freedom grant funds an expansion of services to Tuesdays and Thursdays for individuals with disabilities.
- SHOW BUS uses QuickBooks as their accounting system. Individual accounts are used to distinguish McLean County and Kankakee County grants revenues and expenses, except payroll expenditures, which must be broken out in spreadsheets based on hours.
- Reports are due to IDOT as follows:
  - Quarterly financial reports due the first of the month 2 months following the quarter-end (e.g. July-Sept due Dec 1).
- Rolling stock (vehicles) purchased with grant money must be maintained on the books and must be in service.
- An insurance policy must be purchased that will protect SHOW BUS from any claims for damages to property or for bodily injury which may arise from the Project.
- An audit of SHOW BUS is performed by external auditors for a financial audit, single audit (compliance report), and grant-specific audits for the Downstate and Section 5311 grants.

**Findings:**

- Quarterly "Profit and Loss Detail" was compared with the Requests for Payment. All income and expenses agree with amounts reported. The "Profit and Loss Detail" reflected the accruals of each quarter's grant payment.
- Quarterly fiscal reports have been filed within the appropriate filing deadlines for the grant years above. Reimbursements from IDOT were traced to deposit in SHOW BUS bank statements and inclusion in the general ledger.
- A sample of expenditures reported on the financial reports for July 1, 2010 through June 30, 2011. Expenditures tested were pulled from the "Profit and Loss Detail." All invoices reviewed appear to be in compliance with the grants.
- The SHOW BUS vehicle inventory list was compared to the vehicles maintained in the McLean County accounting system's fixed asset module.
  - All vehicles on the SHOW BUS list match the vehicles on the McLean County list.
  - No McLean County SHOW BUS vehicles were purchased or disposed July 1, 2010 through June 30, 2011, but four vehicles were disposed December 9, 2011, and they were included in the disposed category on the SHOW BUS list at the time of the physical inventory.
  - A physical inventory was conducted, and all vehicles on the vehicle inventory were inspected between January 20, 2012 and February 16, 2012.

- Insurance policies were purchased from Acord (vehicle) and Cincinnati Insurance Company (liability) and are designed to protect SHOW BUS from any claims for damages to property or for bodily injury which may arise from the Project.
- Reviewed SHOW BUS auditor's financial audit, single audit, and McLean County grants audits, matching grant money to McLean County records for the grants under audit. No compliance findings were noted.

**Conclusion:**

After reviewing all the above, I believe my audit provides a reasonable basis for my opinion. This audit does not provide a legal determination on the Agency's compliance with the requirements. It is my opinion that SHOW BUS is operating, in all material respects, in compliance with the requirements referred to above that could have a direct and material effect on the grant agreements between the Illinois Department of Transportation and McLean County (Contracts #3989, 3952, 4059, and 4073).

Monica Paul

**Monica Paul  
Chief Deputy Auditor  
McLean County**

2/16/12

**Date**

Laura Dick

**Laura Dick  
Director  
SHOW BUS**

2/21/2012

**Date**



**OFFICE OF THE ADMINISTRATOR**

(309) 888-5110 FAX (309) 888-5111

115 E. Washington, Room 401 P.O. Box 2400 Bloomington, Illinois 61702-2400

TO: Honorable Chairman Benjamin Owens and Members, Finance Committee

FROM: Bill Wasson, County Administrator *Wasson*

DATE: February 29, 2012

RE: Critical Personnel Hiring Requests

The following is a list of critical personnel position requests which have been received by the County Administrator's Office through January 26<sup>th</sup>. All positions listed below are budgeted and funded through the end of FY 2012.

Circuit Clerk's Office

- 1) Fill a 1.0 FTE Office Support Specialist II position that has been vacated.

The retirement of a staff member has left a vacated 1.0 FTE in the Circuit Clerk's Traffic Division. The vacated position primarily provides customer service counter support – in brief, sets court dates, enters dispositions and sentences, assesses fine and costs, receipts money, enters appearances; and provides phone support. Additional duties include, but are not limited to, processing E-Pay payments; verifying court supervision, conditional discharge, and probation terminations; composing docket entries.

- 2) Fill a 1.0 FTE Office Support Specialist II position that has been vacated.

The resignation of a staff member has left a vacated 1.0 FTE in the Circuit Clerk's Administrative Division. The vacated position primarily oversees Appeals – in brief, prepares Records on Appeal; processes Notices of Appeal; processes returned Records on Appeal; monitors due dates of Appeal Records; tracks reports of proceedings for current Appeals; maintains inventory of Reports of Proceedings; maintains monthly statistics for AOIC (Administrative Office of the Illinois Courts). Additional duties include, but are not limited to, overseeing court exhibits; preparing notices of court authorized evidence destruction.

All positions listed below are budgeted and funded through the end of FY 2012 and identified as falling under the "critical patient care exemption" section of the hiring freeze guidelines.

Nursing Home

- 1) Fill 2.0 FTE Certified Nursing Assistant Positions which have been vacated

The Nursing Home has filled 2 Certified Nursing Assistant positions that have been vacated and filled to provide sufficient personnel to meet critical minimum staffing levels required to meet state guidelines. These positions fall under the "critical patient care exemption" section of the hiring freeze guidelines.