

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, July 2, 2008 at 7:30 a.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Vice Chairman Owens, Members Clark, Butler, Moss and Rackauskas

Members Absent: Chairman Selzer

Other Members Present: None

Staff Present: Mr. Terry Lindberg, Assistant County Administrator; Mr. Bill Wasson, Administrative Services Director; and Ms. Judith LaCasse, Recording Secretary, County Administrator's Office

Department Heads/
Elected Officials

Present: Mr. Don Lee, Director, Nursing Home; Mr. Will Scanlon, Trial Court Administrator - Eleventh Circuit Court; Mr. Lee Newcom, County Recorder; Ms. Peggy Ann Milton, County Clerk; Mr. Bill Yoder, State's Attorney; Mr. Eric Schmitt, County Engineer

Others Present: Ms. Carol Ash, Internal Auditor, County Auditor's Office

Vice Chairman Owens called the meeting to order at 7:30 a.m. He informed the Committee that Chairman Selzer's back surgery yesterday went very well and he expects to be discharged to OSF St. Joseph's Hospital or released to go home today.

Vice Chairman Owens presented the June 4, 2008 Committee minutes and the May 20, 2008 Stand-up Committee Meeting to the Committee for approval.

Motion by Butler/Clark to approve the Minutes of the June 4, 2008 Committee Meeting and the May 20, 2008 Stand-up Committee Meeting.
Motion carried.

Mr. Don Lee, Director, Nursing Home, presented his Monthly Report, noting that the Nursing Home ended the month in a positive stance and he predicts that it will end on a positive note at the end of the year.

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Mr. Lee pointed out that there continues to be a struggle with the census, but it is building up slowly. He indicated that the census today is 133 residents. Mr. Lee reminded the Committee that residents who are in the hospital are not counted in the census. He stated that the census has not affected the financial status of the Nursing Home.

Vice Chairman Owens asked if there were any questions. Hearing none, he thanked Mr. Lee.

Mr. Will Scanlon, Court Administrator, Circuit Court, presented a Request for Approval of a Resolution Amending the Funded Full-Time Equivalent Positions Resolution for 2008 – Law Library. He stated that 15 months ago the Prairie State Legal Services approached the County with grant funding to pay for a support person in the Law Library to assist persons who would otherwise go to Prairie State or other pro-bono services to help them conduct legal research or file cases. Mr. Scanlon added that this was supported by the Bar Association and Prairie State's Legal Services.

Mr. Scanlon advised that, currently, grant funding is paying for 20 hours per week for this position. He noted that the grant funding will be exhausted by August 31, 2008, at which time the Law Library fees will pay the personnel costs. Mr. Scanlon indicated that the position is a grade 5 (step 1) with an hourly pay rate of \$12.19 per hour.

Mr. Scanlon stated that the Bar Association proposes that the Bar would reimburse the County for an additional 5 hours of time for the position (10 hours per pay period) and would ask the Navigator to provide an equivalent time to the Bar. This additional time would result in the County paying for 25 hours per week for the position. Mr. Scanlon advised that Judge Robb's letter of June 20th indicated, incorrectly, that the Bar Association would make a monthly contribution. The Bar will, In fact, make a quarterly contribution to the County for these expenses.

Mr. Scanlon estimated that the cost to the County would be \$121.90 bi-weekly. He noted that, based on the Circuit Court's review of the 2007 expenditures, and the FY'2008 budget, the Law Library will have sufficient revenues to meet the personnel expenditures for this position.

Mr. Scanlon asked that the Committee consider an amendment to the FTE Resolution for the Law Library from 0.50 FTE to 0.667 FTE beginning on August 1, 2008. The reimbursement will begin on October 1st.

Motion by Clark/Moss to recommend approval of a Resolution Amending the Funded Full-Time Equivalent Positions Resolution for 2008 – Law Library.
Motion carried.

Mr. Scanlon presented a request for approval of a Memorandum of Agreement between McLean County and The McLean County Bar Association for Administrative and Clerical services for the Law Library.

Motion by Moss/Butler to recommend approval of a Memorandum of Agreement between McLean County and The McLean County Bar Association for Administrative and Clerical Services for the Law Library.
Motion carried.

Vice Chairman Owens asked if there were any questions or concerns. Hearing none, he thanked Mr. Scanlon.

Mr. Lee Newcom, County Recorder, presented his Monthly Report, noting that there was nothing unusual to report.

Mr. Newcom advised that he will be prepared to bring a Request for Proposal (“RFP”) to the Committee next month. He stated that the Recorder’s Office is doing a combined project of redacting Social Security Numbers on the images that are available on the internet, and indexing approximately 100,000 documents that were never indexed into the system over a 20-year period. Mr. Newcom explained that a typical residential mortgage search covers 30-35 years and a commercial search covers 100 years. He indicated that his goal is to make the 35 year mortgage search reliable. Mr. Newcom stated that McLean County has the most outstanding on-line research resources of any Recorder’s Office in the State.

Mr. Newcom noted that, as he was preparing the RFP and had ordered a computer analysis of all of the images and indexes the County has imported over the last two years, he discovered another block of 22,000 documents that had not been indexed, which will be incorporated into the project.

Mr. Newcom advised that the two projects are very large and will be expensive. He added that the funds are available through the Recorder’s Document Storage Fund, which is specifically targeted for this type of large, expensive project.

Mr. Newcom advised that the RFP will be submitted at the August meeting for consideration.

Ms. Rackauskas asked if the 22,000 documents are from a particular area or particular years. Mr. Newcom replied that the time period in question is 1971 to 1993. He indicated that 70,000 documents were discovered last year when the film was digitized. Mr. Newcom noted that McLean County possessed computer technology before most other Counties, with a database that began in 1971. He stated that he completed a project last year where all of the microfilm from 1973 to 1993 was digitized into digital images and imported into the system so that now both the index and the images from 1973 to current are available.

M. Rackauskas asked what is the difference between the index and the image. Mr. Newcom replied that the index is the record of the grantee, grantor, type of document, date of the deed, etc. and the image is the actual photograph of the document. He added that there should be microfilm of everything from 1831 to current.

Mr. Newcom advised that the next major project is to make sure that there is good microfilm of all of the old books. He pointed out that microfilm is the permanent archival record. Mr. Newcom reported that the culmination of the five years of projects is to be able to search, on-line, everything in McLean County from 1831 to present.

Mr. Newcom indicated that he is attempting to educate the Committee members on the history and operations of the Recorder's Office so that they will value the results of the projects and understand the expense of the projects.

Mr. Newcom informed the Committee that the RFP he will bring to the Committee next month is close to \$200,000.00. He indicated that the funding will come out of the Document Storage Fund, which is specifically to be used for these types of records' storage projects.

Ms. Rackauskas asked where is the County's microfilm stored. Mr. Newcom replied that a copy of the County's microfilm is stored here, on site, and the original roll is stored off-site for the sake of safety. He explained that all documents that are microfilmed from the Circuit Clerk's Office, the Health Department, etc. are sent off for storage elsewhere, with a copy kept here. Mr. Newcom explained that, until 1992, the microfilm was stored at the State Archives in Springfield. In 1992, the microfilm was placed in underground storage in Kansas City, which is an old salt mine where millions of government records and industry records are stored. In 2002, the storage was moved to a

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company in Rantoul. Mr. Newcom indicated that, at some point, he would like to consolidate the storage. He expressed concern with the storage of original recording books in the basement of the Juvenile Detention Center.

Vice Chairman Owens asked if there were any additional questions or observations. Hearing none, he thanked Mr. Newcom.

Ms. Carol Ash, Internal Auditor, County Auditor's Office, presented the Auditor's Quarterly Report for January 1 through April 30, 2008.

Ms. Ash presented the Disaster Recovery Plan Audit and the Fixed Asset Compliance Audit.

Vice Chairman Owens asked if there were any questions or concerns. Hearing none, he thanked Ms. Ash.

Ms. Peggy Ann Milton, County Clerk, presented a request for approval of the List of Judges of Election. She distributed the signature page for Mr. Penn and an amended page of judges to be placed in the packet. Ms. Milton noted that, pursuant to Statute *10 ILCS 5/13-2*, the County Board shall, at its meeting in July in each even-numbered year, select in each election precinct in the County five capable and discreet electors (two Democrat and three Republican per precinct) to be judges of election.

Ms. Milton advised that election judges will serve for a period of two years or until their successor(s) have been duly appointed as provided by the law. She indicated that some precincts do not have a sufficient amount of judges. In those instances, the County Clerk's Office works with each Central Committee in an attempt to fill the required number of judges. Ms. Milton added that some precincts have more than the required number of judges. She stated that the extra judges will be used as alternates to fill vacancies as needed.

Mr. Moss asked what does "rank" signify on the list of judges. Ms. Milton replied that the rank is the order in which the judge is to be called to work an election.

Motion by Rackauskas/Moss to recommend approval
of the List of Judges of Election as amended.
Motion carried.

Vice Chairman Owens asked if there were any other questions or concerns. Hearing none, he thanked Ms. Milton.

Mr. Bill Yoder, State's Attorney, presented a request for approval of a Resolution Amending the Funded Full-Time Equivalent Positions Resolution for 2008, State's Attorneys Office Fund 0001, Department 0020. He explained that this is a new position outside of the budget cycle for an investigator within the State's Attorney's Office to provide investigative support to the Children's Advocacy Center and the Major Case Unit. Mr. Yoder indicated that the position would be assigned primarily to the Children's Advocacy Center to assist in follow-up investigation. Additionally, the Investigator will be utilized to do special projects for felony cases.

Mr. Yoder stated that the reason that the appointment is being requested now and not through the normal budget cycle is that the State's Attorneys Office is facing some major cases. He advised that this position can be funded in the existing budget. Mr. Yoder explained that one of his attorneys was on military duty from January through June 2008. The funds from that position will be used to fund the Investigator position. Mr. Yoder noted that the new position will, thereafter, be funded in the regular cycle.

Mr. Clark expressed his support for this position, noting that it is a very important position for the State's Attorneys Office.

Ms. Rackauskas asked if the salary is competitive. Mr. Yoder replied that the salary is competitive and should allow the State's Attorneys Office to hire a qualified person.

Motion by Clark/Rackauskas to recommend approval of a Resolution Amending the Funded Full-Time Equivalent Positions Resolution for 2008, State's Attorneys Office Fund 0001, Department 0020.
Motion carried.

Mr. Eric Schmitt, County Engineer, presented a request for approval of a Resolution of the McLean County Board authorizing the County Engineer to offer a salary above the Maximum Starting Salary.

Vice Chairman Owens advised that if the Committee wishes to discuss details of this request, it will be necessary to go into *Executive Session*.

Mr. Schmitt explained that this request is to set the salary of the Assistant County Engineer above the maximum starting salary allowed by the County's Personnel Ordinance for promotion. He noted that he is requesting that the salary be set at Step 46 of the Assistant County Engineer pay range.

Mr. Clark asked if the salary increase is an attempt to off-set the loss of overtime pay for this employee. Mr. Lindberg advised that this is a typical situation when someone transitions from a non-exempt to a professional exempt position. In this case, the person has a Certified Professional Engineer designation and is allowed to receive overtime. Mr. Lindberg pointed out that the salary increase is a compromise because the Civil Engineer II made more money with overtime than the salary being requested.

Motion by Rackauskas/Clark to recommend approval of a Resolution of the McLean County Board authorizing the County Engineer to offer a Salary above the Maximum Starting Salary.
Motion carried.

Vice Chairman Owens asked if there were any additional questions or comments. Hearing none, he thanked Mr. Schmitt.

Mr. Bill Wasson, Administrative Services Director, reviewed the Early Retirement Incentive Program, May 31-June 31, 2008. He indicated that the Early Retirement Incentive Program has been in effect since May 31st. Mr. Wasson advised that, over the first month, there were seven retirements from several areas, including the Highway Department and Court Services.

Mr. Wasson explained that the report reflects the difference between personnel expenditures from the previous employee in that classification and the new employee in that classification. He stated that this reflects only the positions that have been filled and does not include the lower positions in the stair-step situation that will be filled in months to come. Mr. Wasson indicated that the process is slowly moving forward where upper level positions are being filled from below, creating openings below that will provide long-term cost savings.

Vice Chairman Owens asked if the current number of retirements is what was expected. Mr. Wasson replied that the employees who retired before June 30th did so in order to be eligible for the IMRF 13th check which is an additional payment they will receive next year. He predicted that retirements will slow down now and pick up again in January, with a potentially large number of retirements just before the May 31, 2009 deadline.

Vice Chairman Owens asked if there were any questions. Hearing none, he thanked Mr. Wasson.

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Mr. Terry Lindberg, Assistant County Administrator, advised that the Internal Revenue Service has changed the mileage reimbursement rate from 50.5 cents to 58.5 cents. This new rate is effective July 1 through December 31, 2008. Mr. Lindberg reminded the Committee that, in 2006, the County Mileage Reimbursement Policy was set to reflect the changes of the IRS mileage rate. He added that it is unlikely the increase will have a budget impact on the County.

Vice Chairman Owens presented the June 30, 2008 Finance Committee bills for review and approval as transmitted by the County Auditor, as well as a transfer in the Auditor's Office of \$1,518.00 from Schooling & Conference to Purchase Furniture/Equipment. The Finance Committee bills include a Fund Total of \$1,176,240.71 and a Prepaid Total that is the same.

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Motion by Butler/Moss to recommend approval of the Finance Committee bills and the transfer as of June 30, 2008 as recommended by the County Auditor.
Motion carried.

The Nursing Home bills include a Fund Total of \$465,699.56 with a Prepaid Total the same.

Motion by Clark/Rackauskas to recommend approval of the Nursing Home bills as of June 30, 2008 as recommended by the County Auditor.
Motion carried.

There being nothing further to come before the Committee at this time, Vice Chairman Owens adjourned the meeting at 9:25 a.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary