

Minutes of the Finance Committee

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

Members Present: Chairman Selzer, Members Owens, Clark and Moss

Members Absent: Members Rackauskas and Butler

Other Members Present: None

Staff Present: Mr. John Zeunik, County Administrator and Ms. Judith LaCasse, Recording Secretary, County Administrator's Office

Department Heads/
Elected Officials

Present: Mr. Robert Keller, Administrator, Health Department; Mr. Don Lee, Director, Nursing Home; Sheriff Mike Emery

Others Present: Ms. Jan Morris, Health Promotion Program Manager, Health Department; Ms. Carol Ash, Internal Auditor, County Auditor's Office; Ms. Michelle Anderson, Financial Reporting Specialist, County Auditor's Office

Chairman Selzer called the meeting to order at 7:32 a.m.

Chairman Selzer presented the minutes from the December 5, 2007 Finance Committee Meeting and the November 20, 2007 Stand-Up Meeting to the Committee for approval. Hearing no corrections to those minutes, Chairman Selzer advised that the minutes would stand approved as presented.

Chairman Selzer indicated that Ms. Becky McNeil, County Treasurer, was unable to attend the meeting. He recommended that the Committee members review the Treasurer's Office Monthly Financial Reports as distributed. Chairman Selzer noted that these are not the final 2007 Year-End Reports.

Mr. Bob Keller, Administrator, Health Department, presented the 2007 County Wellness Program Report and a request for approval of the 2008 Wellness Program. He stated that this year's program was further enhanced through collaboration with the Health Alliance Medical Plan wellness pilot, *Better Health by Choice*, which integrated the Health Risk Appraisal and the insurance product with the screenings and overall wellness activities.

Mr. Keller introduced Ms. Jan Morris, Health Promotion Program Manager, Health Department. He indicated that Ms. Morris, along with Ms. Jackie Lanier, oversees the Wellness Program with a committee comprised of Mr. Terry Lindberg, Assistant County Administrator; Ms. Lucretia Wherry, Human Resources Assistant and Ms. Bree Davis Communication Specialist, Health Department.

Ms. Morris advised that the Health Promotion and Assessment section of the Health Department is proposing to continue the McLean County Employee Wellness Program for the eleventh year. She stated that an on-going employee wellness program will increase health awareness, increase productivity, improve the overall health of the work force, and demonstrate the County's commitment to employee well-being. Ms. Morris indicated that research shows that having a healthier workforce reduces the increase in rising healthcare costs and absenteeism. She noted that the recommended plan would include biometric screenings, health risk assessment (HRA), wellness fair, and numerous wellness activities addressing risks determined by the HRA.

Ms. Morris reported that the McLean County Employee Wellness Program has provided benefits for County employees since its creation in 1998. The ultimate goal of the program has been to encourage employees to adopt healthy lifestyle behaviors and improve their health and well-being while reducing illnesses and medical expenses.

Ms. Morris reiterated that McLean County will participate for the second year in the Health Alliance (HAMP) pilot program, *Better Health by Choice*. This program will provide online HRA and online health modules for all employees as well as telephonic counseling for employees covered by HAMP and demonstrating at risk behaviors or screening results.

Ms. Morris advised that, as stated within the text of the report, the recommended intervention strategies for the entire workplace population included coronary and cancer risk reduction, weight management, stress management/mental health, physical activity, and better nutrition. She indicated that several potentially serious health problems were detected in past screenings.

Ms. Morris reviewed the 2007 Employee Wellness Report Executive Summary, noting the following:

- In 2007, 254 persons were screened, 611 participated in online wellness assessment, 213 attended the health fair, 1,885 participated in other wellness activities, with 447 unduplicated participation.

- 10th year for screenings – Carle Clinic has been a provider since 2004
 - 254 employees screened
 - 27 (11%) persons with no high risk factors;
 - 62 (24%) employees with one risk factor;
 - 165 (65%) with two or more risk factors;
 - 145 had Carle Primary care Physician (PCP)
 - 25 had an appointment with PCP
 - 25 had two or more risk factors.

- Compared screening numbers for employees screened in last two years
 - Positive Changes noted in Biometrics
 - Cholesterol less than 180 increased from 12.7% to 44%;
 - LDL less than 100 increased from 12.6% to 25.4%;
 - Triglycerides less than 150 increased from 52.6% to 84%;
 - Normal Blood pressure increased from 30.1% to 67%

- Cancer Risks noted on HRA
 - 108 of 588 (18.4%) employees reported to be smokers;
 - 3.4% used other forms of tobacco;
 - 21 (6.3% with previous cancers);
 - 35.3% categorized as obese or extremely obese;
 - 38 (8.3%) have 5 or more drinks per day.

- Participated in Health Alliance (HAMP) Pilot Project and linked Employee Wellness program activities to health modules in health risk assessment
 - Modules included stress management, weight management, insomnia, healthy eating, smoking cessation, depression;
 - Rebates/Incentives based on participation;
 - Online Health Risk Appraisal and Modules;
 - Activities addressing risks noted in HRA
 - More comprehensive picture of the health of employees because more than 89.3% of total employees participated in wellness activities;
 - More employees participated in wellness activities than ever in the past.

Ms. Morris reviewed the proposed events and activities for 2008. She advised that participation in *Better Health by Choice*, in 2008, will affect, to a greater degree, the coverage and deductible reimbursement amounts received by employees insured through HAMP.

Ms. Morris advised that Health Alliance subscribers and spouses will be required to complete the HRA between February 1, 2008 and February 28, 2008. They also must participate in at least one follow-up online module and must participate in biometric screenings if selected. If all three components are completed, employees are assured that, after the initial \$500.00 deductible is satisfied, the County will provide reimbursement for the second \$500.00 for individual expense and up to \$1,000.00 for family deductible expenses. Ms. Morris added that employees completing the recommended telephonic or online counseling or those who have completed the requirements and do not require counseling, will receive an additional \$500.00 deductible expenses reimbursement for singles and \$1,000.00 for families from the County. If telephonic or online counseling is not recommended, the County will treat the additional \$500.00 in additional deductible expenses as a wellness bonus.

Ms. Morris indicated that, in addition to the maximum deductible medical expense reimbursement, screenings, and health counseling, participants are eligible to receive incentives for participation in other employee wellness program activities. All persons participating in requirements listed above will be entered into drawings for prizes at the end of the year.

Ms. Morris stated that the Health Fair is being planned as well as a variety of activities throughout the year, beginning with a New Year's resolution message and ending the year with a Wellness Celebration. She noted that a Wellness Celebration was held last week with 80 employees in attendance.

Chairman Selzer asked if there are any programs in place with local health fitness facilities. Ms. Morris replied that there are reduced membership fee programs available with local health facilities, including the YMCA, YWCA, Gold's Gym, Four Seasons and Curves.

Mr. Moss asked if there is a way of knowing how many of the people who get screened are surprised to know that they have two or more health risk factors. Ms. Morris replied that the only way to know is if the employee reports that information to her.

Ms. Morris requested that the Committee recommend approval for the 2008 Wellness Program with a proposed budget of \$23,020.00.

Motion by Clark/Owens to Recommend Approval of the
Proposed 2008 Employee Wellness Program and the
proposed Budget.
Motion carried.

Chairman Selzer asked if there were any additional questions. Hearing none, he thanked Mr. Keller and Ms. Morris.

Mr. Don Lee, Director, Nursing Home, presented a request for approval of the purchase of a replacement bus for the Nursing Home. He reminded the Committee that he informed them last month that the Nursing Home's 1982 van was in need of major repair. He indicated that the garage reported the motor needed to be replaced at an estimated cost of \$4,000.00. Due to the age and condition of the vehicle, Mr. Lee felt it was more prudent to replace the vehicle.

Mr. Lee advised that he contacted IDOT and obtained the specifications for the "Medium-Duty Paratransit Vehicle" available under the State Contract. He stated that he reviewed the specifications and available options with IDOT and feels that this vehicle is a very good match to their needs.

Mr. Lee indicated that he also reviewed the specifications and options available with the supplier, Central States Bus Sales, Inc. in order to get a firm price to recommend to the Committee at this meeting. Unfortunately, due to the time of year, Mr. Lee noted that he was unable to get that figure at this time. He stated that, once an order is placed, it will take 90-120 days to build and deliver a vehicle. Mr. Lee advised that Central State indicated they are anticipating price increases from both Ford and GM in January and other suppliers in February. He added that, since the State Contract allows them to pass these increases along, they cannot offer a firm price today. Mr. Lee stated that Central States estimated that the date the order is placed may affect the cost by as much as \$750.00 to \$1,500.00 if the order is not placed before February.

Mr. Lee recommended that, pursuant to State Law and the County Purchasing Ordinance, the Committee authorize the Nursing Home to purchase a Medium-Duty Paratransit Vehicle off the State Contract at a cost not to exceed \$56,000.00.

Chairman Selzer advised that Ford has issued recall notices on their ambulances and buses due to a problem with the engine block. Mr. Lee replied that he will investigate the recall as he was planning to purchase a Ford.

Mr. Owens asked how is the Nursing Home providing transportation to its residents at this time. Mr. Lee replied that he has arranged to use the Bloomington-Normal Transit System special bus, which is the same vehicle he is requesting to purchase. He indicated that the Nursing Home is paying for the use of the special bus.

Motion by Moss/Owens to Recommend Approval to Purchase a Replacement medium-duty paratransit vehicle for the Nursing Home through the State Contract.
Motion carried.

Mr. Lee reviewed his Monthly General Report. He pointed out that this is the month he added back in the additional revenue that he had set aside to repay to the State of Illinois. He noted that it was not necessary to return the funds to the State, so the report was adjusted to reflect the revenue.

Chairman Selzer asked if there were any questions or comments. Hearing none, he thanked Mr. Lee.

Chairman Selzer presented the County Recorder's Monthly General Report as submitted by Mr. Lee Newcom, County Recorder. He pointed out that, as requested, the report has been condensed.

Chairman Selzer presented the Assessment Status Report as submitted by Mr. Robert Kahman, Supervisor of Assessments. He noted the number of assessment complaints filed in the different Townships.

Ms. Carol Ash, Internal Auditor, County Auditor's Office, presented audit reviews on Personnel, Tax Sale Automation Fund, ILEAS, Homeland Security Grant and IEMA Radio. She stated that the Tax Sale Automation is the last of the five funds that she is required to audit per Illinois law. Ms. Ash indicated that the other audits she reviewed are funds received from grants.

Chairman Selzer asked what is an "untagable asset." Ms. Ash replied that she plans to make a tag for the cameras that are placed above and around the perimeter of the Law and Justice Center.

Ms. Ash indicated that Sheriff Mike Emery was in attendance to answer questions regarding the "Sheriff's Donation Fund."

Sheriff Emery advised that the Sheriff's Donation Fund was established in August of 2002 for the purpose of receiving funds that were donated from community members, organization and corporations for specific reasons. For instance, the Kiwanis Club donated \$50.00 when the Canine Unit provided them with a demonstration. In order to account for that type of funding, this fund was established.

Sheriff Emery indicated that the Sheriff's Department has received funds from Wal-Mart to purchase tasers as well as a donation from Target. Sheriff Emery stated that monies have been deposited in this fund for such things as the purchase of tasers, the DARE Program, and to train and equip a tactical response unit to complement drug warrant searches at residences.

Chairman Selzer asked if the Auditor's Office has a statement on the purpose of this fund. He asked what is done with the unrestricted funds. Sheriff Emery responded that this fund was created for the purpose of accepting funds. He noted that he has records that indicate what the funding is for, but he does not have records of previous year's expenditures.

Chairman Selzer recommended that a statement be developed that explains the purpose of the fund and how the funds can be spent. He asked Ms. Ash to work with Sheriff Emery to see how much of the balance is restricted, to see if it has a specific purpose or can it be unrestricted, and to come up with a purpose statement for the fund.

Mr. Moss asked if there is a way of tracking to see if a \$75.00 donation to DARE actually goes to DARE. Sheriff Emery replied that he believes a record would be on file at the Auditor's Office. He noted that he has not received any donations to this fund since his administration.

Chairman Selzer asked Ms. Ash to provide a report on this fund at the next meeting.

Chairman Selzer asked if there were any other questions, Hearing none he thanked Ms. Ash and Sheriff Emery.

Ms. Becky McNeil, County Treasurer, arrived at the meeting at 7:45 a.m. Chairman Selzer advised her that the Committee perused her reports.

A review of her Financial Reports for the period ending December 31, 2007, as distributed, is as follows:

Summary of Retailers Occupation Tax, State Income Tax and Personal Property Replacement Tax Revenue Report for the month ending December 31, 2007:

- Retailers Occupation Tax Revenue Year to Date is \$5,670,480.40, which is -3.24% below last year and 94.34% of budget.
- State Income Tax Revenue is \$1,790,482.64, which is 8.01% above last year and 112.23% of budget.

- Personal Property Replacement Tax Revenue is \$1,752,636.14, which is 19.59% above last year and 117.23% of budget.
- General Fund Property Tax Revenue is at \$7,042,591.79 which is 99.99% of budget.

Statement of Revenues, Expenditures and Fund Balance for the General Fund as of December 31, 2007:

- The total Revenue as of December 31, 2007 is \$29,761,071.63, which is 98.90% of budget;
- Expenditures are \$29,293,297.71, which is 97.35% of budget;
- The Fund Balance as of December 31, 2007 is \$11,292,306.24.

Ms. McNeil reported that there will be several interfund transfers, as well as some additional accrued revenues and expenses. She indicated that she expects that revenues will exceed expenses for 2007.

Ms. McNeil advised that the CDAP Revolving Loan Fund Quarterly Report shows that all of the loans are current except for Boitnott Foods. She indicated that she will provide a monthly report on the CDAP Revolving Loan Fund. Ms. McNeil noted that there are currently five loans and two pending loans.

Chairman Selzer asked if there were any questions. Hearing none, he thanked Ms. McNeil.

Mr. John Zeunik, County Administrator, stated that he had nothing to present to the Committee but he would be glad to answer any questions.

Chairman Selzer presented the December 31, 2007 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee bills include a Fund Total of \$806,176.63 with a Prepaid Total the same and the Nursing Home Fund Total is \$372,743.76 with a Prepaid Total the same.

Finance Committee
January 2, 2008
Page Nine

Motion by Owens/Moss to recommend approval of the Finance Committee bills as of December 31, 2007 as recommended by the County Auditor.
Motion carried.

Mr. Moss asked if Ringger Foods, which is the most recent loan to be paid in full, was able to successfully meet the job creation requirement. Mr. Zeunik replied that they did fulfill that requirement. He added that the company was bought out by another company and then subsequently closed.

Chairman Selzer asked what will the County recover from the Boitnott Foods settlement. Mr. Zeunik replied that, based on conversations Mr. Eric Ruud, First Assistant State's Attorney, has had with U.S. Bank (the primary lender), the non-perishable items that remain in the store will come to the County. He noted that he does not know the date when that will occur.

Mr. Zeunik indicated that EDC has been to the store and inventoried the non-perishable items and taken digital pictures of all of the stock that falls into that category. He stated that Mr. Ruud has had conversations with the attorney representing Mr. Boitnott in this matter and the attorney indicated that they are prepared to offer a one-time financial payback to the County. Mr. Zeunik noted that it will be far less than the amount that is owed, but it is an attempt on their part to close this out. He advised that he does not have a date for the transfer of the non-perishable items to the County or for the payment from Mr. Boitnott to the County.

Chairman Selzer indicated that he and Ms. Jude LaCasse were originally scheduled to give a deposition in a case involving the Hundman group and Mr. Boitnott and Tom's Parkway Foods. He noted that the deposition was cancelled because the Hundman group made an out of court settlement with Mr. Boitnott. Chairman Selzer recommended that we find out what that settlement was before the County agrees to a settlement. Mr. Zeunik advised that Mr. Ruud has had conversations with the Dunn Law Firm, which is the law firm that represented the Hundman group in this matter.

There being nothing further to come before the Committee at this time, Chairman Selzer adjourned the meeting at 8:07 a.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary