

## Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Tuesday, November 7, 2006 at 4:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Sorensen; Members Nuckolls, Owens, Moss, Selzer and Butler

Members Absent: None

Other Members Present: Board Chairman Sweeney, Member Hoselton

Staff Present: Mr. John Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Ms. Jude LaCasse, Assistant to the County Administrator; Mr. Eric Ruud, First Assistant State's Attorney

Department Heads/  
Elected Officials  
Present:

Mr. Don Lee, Director, Nursing Home; Ms. Sandy Parker, Circuit Clerk; Mr. Lee Newcom, County Recorder; Ms. Becky McNeil, County Treasurer; Ms. Jackie Dozier, County Auditor; Ms. Jennifer Ho, Risk Manager; Mr. Walt Howe, Assistant Administrator, Health Department; Mr. Tom Anderson, Director, Environmental Health Division, Health Department

Others Present: Ms. Carol Ash, Internal Auditor, County Auditor's Office; Ms. Sally Scornavacco, Tax Administrator, County Clerk's Office; Mr. Chuck Schanaberger, Director of Development, Central Catholic High School

Chairman Sorensen called the meeting to order at 4:00 p.m.

Chairman Sorensen presented the minutes from the October 3, 2006 Finance Committee Meeting and the September 19, 2006 Stand-up Committee Meeting for approval. Hearing no corrections to those minutes, Chairman Sorensen advised that the minutes would stand approved as presented.

Chairman Sorensen presented a request for approval of an Extension of Intermittent Leave without Pay as submitted by Ms. Sandy Parker, Circuit Clerk.

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He explained that this is a request to extend five additional days leave without pay to an employee in the Circuit Clerk's Office.

Motion by Selzer/Butler to recommend approval of an  
Extension of Intermittent Leave Without Pay.  
Motion carried.

Ms. Jackie Dozier, County Auditor, introduced Ms. Carol Ash, who is the new Internal Auditor in the County Auditor's Office. Ms. Ash reported that she is currently auditing the General Ledger Petty Cash accounts and checking accounts in individual departments. She indicated that she will present her findings to the Finance Committee in the future. Ms. Ash stated that there are five mandated funds she will audit: Court Document Storage, Court Automation, Children's Waiting Room, Law Library and Tax Sale Automation. She reported that she will begin coordinating grants, including tracking grant funded positions.

Chairman Sorensen thanked Ms. Ash for her report and welcomed her to the Auditor's Office.

Motion by Owens/Selzer to Recommend the Finance  
Committee go into Executive Session at 4:05 p.m. to  
discuss Pending Litigation with the Committee  
Members; Ms. Jennifer Ho, Risk Management;  
Mr. Don Lee, Director, Nursing Home; Mr. Eric Ruud,  
First Assistant State's Attorney; Outside Counsel and  
the Administrator's Office Staff.  
Motion carried.

Motion by Owens/Selzer to recommend the Finance  
Committee return to Open Session at 4:13 p.m.  
Motion carried.

Motion by Selzer/Nuckolls to recommend Approval of  
the Proposed Settlement Agreement as  
recommended.  
Motion carried.

Mr. Don Lee, Director, Nursing Home, reviewed the Nursing Home Monthly Reports. He stated that the month of September was a positive month for the Nursing Home. Mr. Lee advised the Committee that he removed the extra month of Medicare billing he reported on last month in order to keep the report

consistent for this year. He noted that the billing will be reflected in the financial report at the end of the year.

Mr. Lee reported that the census for the month is remaining fairly constant, noting that currently there are 143 residents.

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

Ms. McNeil presented the County Treasurer's Monthly Financial Reports for the period ending October 31, 2006. She distributed a summary sheet that explains the Summary of Retailers Occupation Tax, State Income Tax and Personal Property Replacement Tax Revenue Report.

Ms. McNeil reviewed the Summary of Retailers Occupation Tax, State Income Tax and Personal Property Replacement Tax Revenue Report for the month ending October 31, 2006. She pointed out that the County will exceed the budgeted amount for 2006 in the State Income Tax Revenue and Personal Property Replacement Tax. Ms. McNeil pointed out the following statistics:

- Retailers Occupation Tax Revenue Year to Date is \$4,892,574.25, which is 6.19% over last year and 90.93% of budget.
- State Income Tax Revenue is \$1,452,565.09, which is 9.58% over last year and 109.56% of budget.
- Personal Property Replacement Tax Revenue is \$1,414,736.24, which is 7.75% over last year and 115.09% of budget.

Ms. McNeil reported that there will be one more Personal Property Replacement Tax payments in December.

Ms. McNeil stated that the Property Tax Revenue, year-to-date, is at \$6,906,828.86, which is 95.67% of budget. She noted that the Tax Sale was just completed last week and the Treasurer's Office is getting ready to make final distributions.

Ms. McNeil presented the Treasurer's General Pooled Investment Account. She stated that no CD's matured in October. Ms. McNeil informed the Committee that currently interest is being accrued each month at approximately \$23,000.00, which is double over a year ago. She reported that the interest rates are all at 4% to 5%, as compared to 1% to 2% in 2002-2003. Ms. McNeil reviewed the Money Market rates. She explained that this report is a summary of all investments held by the County Treasurer's Office. Ms. McNeil stated that there

is a list of Total Pooled Funds and a list of funds that are tracked separately. She indicated that the total amount invested for of all funds is \$33,227,279.75.

Ms. McNeil reviewed the Statement of Revenues, Expenditures and Fund Balance for the General Fund as of October 31, 2006. Ms. McNeil reported that the total Revenue as of October 31, 2006 is \$24,796,184.68, which is 86.88% of budget; Expenditures are \$24,082,807.10, which is 84.38% of budget; and the Fund Balance as of October 31, 2006 is \$9,419,082.82 as compared to \$7,271,618.28 in 2005.

Chairman Sorensen called for a motion to accept and place on file the County Treasurer's Month-end Financial Reports.

Motion by Nuckolls/Selzer to accept and place on file the month-end financial reports from the County Treasurer's Office for the month ending October 31, 2006, as submitted.  
Motion carried.

Ms. Becky McNeil, County Treasurer, presented several items for action, which can be acted upon together. She distributed a summary of the 2006 surplus auction. Ms. McNeil advised that on May 18, 1999, the McLean County Board entered into a service agreement with Joseph Meyer and Associates to create a Delinquent Real Estate Tax Liquidation program. The primary goal of the program is to recover delinquent real estate taxes for the benefit of all taxing districts. The second goal is to return unproductive and abandoned parcels to productive use and back onto the tax rolls.

Ms. McNeil reported that the 2006 surplus auction contained 18 parcels. Bids were received and awarded on seven of the parcels. Ms. McNeil noted that the spreadsheet that was distributed outlines the years of unpaid taxes, the overall delinquency, and the successful bid received on each parcel.

Ms. McNeil indicated that, since the start of this program, we have gone to deed on 53 parcels. Of this number, 40 have been conveyed through the auction process, one has been re-conveyed to the previous owner, one is paying towards re-conveyance and 11 remain in the County's portfolio. Ms. McNeil reviewed the list of parcels, pointing out the Total Prior Sales/Forfeiture, which is the amount of total delinquency the parcel owner would have had to pay to redeem. The Sales Bid Amount is the amount of the bid that was accepted. Ms. McNeil indicated that these parcels will be back on the tax rolls next year. The parcels, on the Agenda under 3.C.1)a-g) are, as follows:

- Request Approval of a Resolution to authorize the Chairman of the Board of McLean County to Execute a Deed of Conveyance to Chenoa Township on Parcel #03-02-432-006.
- Request Approval of a Resolution to authorize the Chairman of the Board of McLean County to Execute a Deed of Conveyance to Chenoa Township on Parcel #03-02-485-005.
- Request Approval of a Resolution to authorize the Chairman of the Board of McLean County to Execute a Deed of Conveyance to Chenoa Township on Parcel #03-02-485-006.
- Request Approval of a Resolution to authorize the Chairman of the Board of McLean County to Execute a Deed of Conveyance to Normal Township on Parcel #14-21-151-006.
- Request Approval of a Resolution to authorize the Chairman of the Board of McLean County to Execute a Deed of Conveyance to City of Bloomington Township on Parcel #21-05-356-011.
- Request Approval of a Resolution to authorize the Chairman of the Board of McLean County to Execute a Deed of Conveyance to Cheney's Grove Township on Parcel #25-21-354-002.
- Request Approval of a Resolution to authorize the Chairman of the Board of McLean County to Execute a Deed of Conveyance to Randolph Township on Parcel #28-33-427-003.

Motion by Selzer/Owens to recommend approval of Resolutions to Authorize the Chairman of the Board of McLean County to Execute a Deed of Conveyance to: Chenoa Township on Parcel #03-02-432-006; Chenoa Township on Parcel #03-02-485-005; Chenoa Township on Parcel #03-02-485-006; Normal Township on Parcel #14-21-151-006; City of Bloomington Township on Parcel #21-05-356-011; Cheney's Grove Township on Parcel #25-21-354-002; and Randolph Township on Parcel #28-33-427-003.

Motion carried.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Ms. McNeil.

Mr. Walt Howe, Assistant Administrator, Health Department, introduced Mr. Tom Anderson, Director, Environmental Health Division, Health Department. Mr. Howe presented a request for approval of an Amendment to McLean County Revised Code, Chapter 26, Food Service, and Chapter 28, Health and Sanitation. This will allow the Health Department to increase food and sewage fees by 3% and also establish adjustments in temporary multiple event permits. He noted that this coincides with the budgeted revenue in the FY-2007 Recommended Budget, which the Committee reviewed last month.

Motion by Selzer/Nuckolls to recommend approval of an Amendment to McLean County Revised Code, Chapter 26, Food Service, and Chapter 28, Health and Sanitation.

Motion carried.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Mr. Howe and Mr. Anderson.

Ms. Jennifer Ho, Risk Management, presented a request for approval of the recommendation of bids for Public Officials Bonds for Election Year 2006. She advised that the bids for the elective County offices of the 2006 election year were opened on October 26, 2006 at 2:00 p.m. in Room 404, Government Center, in the presence of Ms. Chris Colaw, Deputy County Auditor and herself. Ms. Ho stated that local agents were invited to participate and a legal notice was posted in the October 2, 2006 issue of The Pantagraph. Bids were received from three agencies representing carriers of size XV and A.M. Best rated "A" or better. Ms. Ho advised that the stipulated minimum requirements were carrier size X and A.M. Best rating of "A."

Ms. Ho reviewed the bid results, noting that carriers were consistently ranked in terms of price competitiveness across all requested bids. She recommended the bids be awarded to the Acordia/IRM agency, which submitted the most competitive bids for all positions totaling \$4,331.00.

Mr. Selzer asked who was the bond with for elected offices in 2004. Ms. Ho replied that it was with State Farm Insurance Company.

Motion by Owens/Selzer to recommend approval of the Recommendation of Bids for Public Officials Bonds for Election Year 2006 be awarded to the Acordia/IRM Agency.  
Motion carried.

Ms. Ho reviewed the Cumulative Report (Table 1) and the Historical Third Quarter Report (Table 2) of the Risk Management Fund as of September 30, 2006. Ms. Ho pointed out that Table 1 demonstrates the cumulative claims summary since 1992 and Table 2 provides a comparison of claims from 2002 through the new claims for FY'2006.

Ms. Ho reported that, for the third quarter in FY'2006, the County experienced an increase of \$68,794.00 for incurred liability claims, \$142,772.00 incurred worker's compensation claims, and \$4,628.00 for incurred auto physical damage claims, since the last quarter report of June 30, 2006. Ms. Ho noted that there were no changes in incurred losses for auto liability claims. She stated that, for general liability claims, the increase is due to the impact of the increase in compensation rate to outside counsel.

Ms. Ho advised the Committee that, for the third quarter experience of FY'2006, ten claims for the removal of road paint from vehicles accounted for the increase in general liability claims for the quarter, while there were 17 additional work injury claims. She added that the overall claims experience for the quarter ranks as the second highest in terms of claims count and highest in terms of incurred losses. A summary of the non-cumulative claims experience for the third quarter is included in Table 2.

Chairman Sorensen thanked Ms. Ho for her report.

Mr. Lee Newcom, County Recorder presented his Monthly Financial Reports for September, 2006.

Mr. Selzer commented that Mr. Don Everhart, Chief County Recorder, is doing an excellent job in the Recorder's Office. Mr. Newcom agreed.

Chairman Sorensen asked if there were any questions or comments. There were none.

Chairman Sorensen presented the Assessor's Monthly Status Report as submitted by Mr. Bob Kahman, Supervisor of Assessments.

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Ms. Sally Scornavacco, Tax Administrator, County Clerk's Office presented the County Clerk's Third Quarter Activity Report. She reported that the birth and marriage requests increased over the last quarter.

Chairman Sorensen asked if there were any questions. Hearing none, he thanked Ms. Scornavacco.

Mr. John Zeunik, County Administrator, presented a request for approval of a Class D Raffle License for Central Catholic High School. He introduced Mr. Chuck Schanaberger, Director of Development, Central Catholic High School. Mr. Zeunik stated that the application has been reviewed by the First Civil Assistant State's Attorney who has advised that everything is in order. He noted that this request will also require the approval of the County Board.

Motion by Owens/Selzer to recommend approval of a  
Class D Raffle License for Central Catholic High  
School.  
Motion carried

Mr. Selzer asked how many years this raffle has taken place. Mr. Schanaberger replied that the "Dream House" raffle has been offered for the past fourteen years.

Mr. Zeunik presented a request for approval of an Intergovernmental Agreement to Fund the McLean, DeWitt and Livingston Counties Educational Service Region. He explained that, by State law, McLean County, Livingston County and DeWitt County are required to fund the expenses of the Regional Office of Education. State law requires that the funding be determined on the basis of the equalized assessed value in each of those Counties, and the share is determined on a percentage basis. Mr. Zeunik advised that McLean County has done this by Intergovernmental Agreement for the past 10-12 years. He stated that the assessed values certified by the State show that McLean County should be paying 74% to 75%. With the Intergovernmental Agreement among the three Counties, McLean County's share is 66%, DeWitt County's share is 16% and Livingston County's share is 18%. Mr. Zeunik indicated that this Agreement stipulates the split for funding through Fiscal Year 2011-2012.

Mr. Zeunik informed the Committee that members of the Finance Committee serve on the Joint Education Committee and are familiar with the ROE budget. Chairman Sorensen indicated that the Finance Committee members who served on the Joint Education Committee this past year are Members Nuckolls, Selzer and Sorensen.



Motion by Nuckolls/Selzer to recommend Approval of an Intergovernmental Agreement to Fund the McLean, DeWitt and Livingston Counties Educational Service Region.

Motion carried

Mr. Zeunik distributed an Engagement Letter with Clifton Gunderson, LLP to perform a transition audit in the Sheriff's Department, which he is presenting for approval. He stated that, whenever there is a change in the office of an elected official, the County's outside auditor will come in on November 30<sup>th</sup>, the last day the elected official is in office, to complete several audit procedures and tests. The outside auditor will provide a report to the Finance Committee and the incoming Sheriff.

Motion by Selzer/Butler to recommend Approval of an Engagement Letter with Clifton Gunderson, LLP to Perform a Transition Audit in the Sheriff's Department.

Motion carried

Mr. Zeunik presented a request for approval of an Ordinance Regulating Smoking in Public Places and Places of Employment in the Unincorporated Areas of McLean County. He noted that four Public Hearings were held in McLean County, three in each of the rural districts of McLean County and one at the Government Center.

Motion by Selzer/Moss to recommend Approval of an Ordinance Regulating Smoking in Public Places and Places of Employment in the Unincorporated Areas of McLean County.

Mr. Ben Owens distributed proposed language changes/additions to the Smoking Ordinance, as follows:

- Under Section 39-2 – “Definitions,” the following will be added: *“Family” means one or more persons related by blood, marriage or adoption that owns and operates a business which employs no more than three unrelated persons.*

- Under Section 39-5 – “Where Smoking is not Regulated,” #1 will be changed to reflect the underlined changes and strikethroughs, as follows:

*Private residences and private residences wherein a home occupation or home office is permitted under the McLean County Zoning Ordinance, except when used as a licensed child day care home, adult care home, or health care facility, or a home-based business of any kind open to the public, provided, however, private sleeping rooms in nursing homes and assisted living centers are not subject to Section 39-4, unless a roommate objects to smoking in the room.*

- Under Section 39-5 – “Where Smoking is not Regulated,” #6 and #7 have been added, as follows:

6. *Public places that possess a current and valid Class “D” liquor license issued by the McLean County Liquor Control Commission.*
7. *Places of Employment which are solely operated as family businesses, except when used as a licensed child day care home, adult care home, or health care facility.*

- Under Section 39-5 – “Where Smoking is not Regulated,” add a final paragraph, as follows:

*Public places and places of employment which are exempt from the provisions of Section 39-4 shall have posted at every public entrance a conspicuous sign clearly stating that smoking is permitted.*

Motion by Owens//Butler to recommend Approval of additions and amendments to the Ordinance Regulating Smoking in Public Places and Places of Employment in the Unincorporated Areas of McLean County.

Mr. Selzer asked, for his own clarification, if Mr. Owens is recommending that the original Ordinance, that mirrored Bloomington’s Ordinance, be passed with exceptions and changes that would affect private residential offices, the five taverns located in the unincorporated areas of McLean County, and a pure family business unless it is a day care. Chairman Sorensen concurred that he was correct in his summation.

Mr. Nuckolls asked for clarification of the operations out of homes. Mr. Owens replied that if it is a family-owned business, they are allowed to smoke within their home. He noted that the home office could be attached to the home and would also be exempt from the Ordinance.

Mr. Owens stated that the Public Hearings helped him make a decision to offer these changes. He noted that the Smoking Ordinance, as written, would be a great disadvantage to the small taverns in the unincorporated areas of McLean County. Mr. Owens advised this his recommendations are a viable compromise to the Smoking Ordinance and if problems arise, the Ordinance can be revisited in the future.

Mr. Selzer informed the Committee that he supports a smoke-free environment; however, he supports Mr. Owens recommended changes and additions to the Ordinance. Mr. Selzer commented that you cannot, as a society, claim victory when another side clearly loses.

Mr. Moss asked how many businesses on the list of 200+ would be affected by the changes to the Ordinance. Mr. Ruud responded that there is no way to effectively obtain a list of strictly home-based businesses from the list. Chairman Sorensen added that it would be necessary to perform a survey of every business on the list to garner that information.

Mr. Moss expressed his concern with making a change in the Ordinance regarding home businesses when there is no clear understanding of how many businesses this will affect. Mr. Selzer suggested that if it is a "family business" it does not really matter if it is 20 or 200. Mr. Butler stated that he believes that the addition of #7 provides an out for businesses where there will never be a complaint filed. If #7 were not included, the home businesses would be in violation even though it would be impossible to enforce the Ordinance.

Mr. Moss stated that it appears that the health of those few isn't as important as the health of the next person.

Chairman Sorensen noted that there is a primary motion on the floor and a motion calling for amendments and additions that was moved and seconded. He asked for a vote on the amendments and additions to the underlying motion.

Mr. Selzer asked if the amendment passes, does the vote go back to the motion as amended and if it does not pass, the vote would go back to the original motion without the changes. Chairman Sorensen stated that he is correct.

Chairman Sorensen advised that a roll call was requested.

Member Selzer:	Yes
Member Nuckolls:	Yes
Member Butler:	Yes
Member Moss:	No
Member Owens:	Yes

Motion carried by a vote of 4 to 1 to recommend approval of the amendments and additions to the Ordinance as presented.

Chairman Sorensen called for a vote to the primary motion as amended.

Mr. Moss stated that everyone has heard the arguments for and against the Smoking Ordinance at the Hearings and in other discussions. He proclaimed that, by adding exemption #6 regarding the Class "D" liquor license holders, they are cutting meat from the bone and leaving the bone, and he believes this is a mistake.

Mr. Selzer asked if the Smoking Ordinance will then go to the County Board for approval. Chairman Sorensen replied that it goes to the full Board on November 21<sup>st</sup> if the Chairman of the Board chooses to put it on the Agenda.

A roll call was requested on the originally proposed Ordinance as amended.

Member Selzer:	Yes
Member Nuckolls:	Yes
Member Butler:	Yes
Member Moss:	No
Member Owens:	Yes

Motion carried by a vote of 4 to 1.

Chairman Sorensen stated that the document will be amended to reflect the changes for posting on the website and to be made available to the County Board members prior to the meeting on the 21<sup>st</sup>.

Mr. Zeunik introduced the review of the Fiscal Year 2007 Recommended Budget for the following departments:

**County Treasurer – 0001-0004** can be found on pages 13-16 of the FY'2006 Recommended Budget and pages 71-74 of the Summary in the Finance Committee Packet. Mr. Zeunik stated that interest rates continue to go up and the projected revenue in FY'2007 increases from \$660,175.00 in the FY'2006 Adopted Budget to \$1,035,175.00 in the FY'2007 Recommended budget, which is an increase of 56.80%. The expenses increased from \$326,047.00 to \$340,719.00, which is a 4.50% increase.

Mr. Zeunik pointed out the following increases in Revenue line item accounts from FY'2006 Adopted Budget to the FY'2007 Recommended Budget:

- Interest on Investments has increased from \$130,000.00 to \$380,000.00, which reflects the consolidation of the following line item accounts into one single account: Interest on Money Market Accounts, Interest on Illinois Public Funds, Interest on Sweep Accounts and Interest on Merrill Lynch. This increase is attributable to the Federal Reserve Bank's policy of raising the fed rate and the resulting increase in interest rates on money market accounts and certificates of deposit.
- Costs/Interest on Delinquent Taxes increased from \$440,000.00 to \$500,000.00, which is based on a review of the actual revenues received in FY'2005.
- Interest on Certificates of Deposit increased from \$85,000.00 to \$150,000.00, based on the higher interest rates on Certificate of Deposit investments offered by financial institutions.

Mr. Zeunik reported that there is no change in the staffing level in the FY'2007 Recommended Budget.

Mr. Zeunik reviewed the Materials and Supplies and Contractual expenses, noting that there is minimal increases in a few line item accounts, including Operating/Office Supplies, Non-Major Equipment, Copy/Microfilm Expenses, Postage, Advertising/Legal Notices, Contract Services, Schooling and Conferences and Office Equipment/Furniture Maintenance.

Motion by Selzer/Nuckolls to recommend tentative approval of the County Treasurer – 0001-0004 FY'2007 Recommended Budget as submitted.  
Motion carried.

**Collector Automation Fund – 0168-0004** can be found on pages 17-18 of the FY'2007 Recommended Budget and pages 75-76 of the Summary. Mr. Zeunik stated that this is a special revenue fund that was established to assist the County Treasurer's Office with automation and document storage. Through the collection of an Automation fee, the County Treasurer's Office has available funds which can be used to purchase capital equipment, computer hardware and software. Mr. Zeunik noted that, as a Special Revenue Fund, the fund must be balanced within the fund.

Mr. Zeunik noted that Ms. McNeil has requested that this money be appropriated as an Interfund Transfer so there are no expenses to her office. The money gets transferred from the Automation Fund to the County General Fund and appears as a transfer into Information Services, since Information Service provides all of the technology and support to the Treasurer's Office, including the new Property Tax Administration System that was implemented this past year.

Motion by Owens/Nuckolls to recommend tentative approval of the Collector Automation Fund – 0168-0004 FY'2007 Recommended Budget as submitted.  
Motion carried.

**County Recorder – 0001-0006** can be found on pages 27-30 of the FY'2007 Recommended Budget and pages 77-80 of the Summary. Mr. Zeunik reported that the Revenue is up from \$1,026,000.00 in the FY'2006 Adopted Budget to \$1,073,000.00 in the FY'2007 Recommended Budget, which is an increase of 4.58%. He indicated that expenses are projected to increase 4.71% from \$201,314.00 to \$210,803.00.

Mr. Zeunik stated that many of the line items in the Recorder's budget are projected at no increase, some at a slight decrease and very little overall change in terms of the proposed budget.

Motion by Selzer/Nuckolls to recommend tentative approval of County Recorder – 0001-0006 FY'2007 Recommended Budget as submitted.  
Motion carried.

**County Recorder Document Storage Fund – 0137-0006** can be found on pages 31-34 of the FY'2007 Recommended Budget and pages 81-83 of the Summary. Mr. Zeunik advised that the Document Storage Fund is a Special

Revenue fund that has been established to properly account for the receipt and expenditure of the Document Storage Fees assessed and collected by the Finance Committee  
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Recorder's Office. As a Special Revenue Fund, the fund must be balanced by using the fees collected and the available Fund Balance.

Mr. Zeunik reported that revenue is projected to be slightly down from \$442,406.00 to \$417,464.00. He noted that \$120,000.00 of that is Document Storage Fees collected in the office and the balance comes from the Unappropriated Fund Balance. As of December 31, 2005, the outside audit reported a total Unappropriated Fund Balance in the Recorder's Document Storage Fund of \$629,488.00.

Mr. Zeunik advised that this is the fund that is permitting the Recorder to undertake a major program of both digitizing and microfilming the records in the office. Most of the dollars spent in this fund in the Contract Services line items are to continue the program that was initiated this year with a contract previously brought to the Committee and approved by the Committee.

Mr. Selzer asked if the rule of using microfilm to save documents for long-term storage will change to allow documents to be saved on digital only. Mr. Newcom replied that State law allows them to do digital image, but requires them to do microfilm. Mr. Selzer asked if that will change. Mr. Newcom stated that he would oppose any attempt to remove the microfilm requirement. He explained that digital images are not a permanent archival storage method. Mr. Newcom assured the Committee that the only safe way to archive material is to store it on silver-based microfilm in a proper environment.

Motion by Owens/Butler to recommend tentative approval of the County Recorder Document Storage Fund – 0138-0006 FY'2007 Recommended Budget as submitted.  
Motion carried

**County Recorder GIS Fees Fund – 0167-0006** can be found on pages 35-36 of the FY'2007 Recommended Budget and pages 84-85 of the Summary. Mr. Zeunik explained that, pursuant to Illinois law, the County Board approved and authorized the County Recorder to collect a \$5.00 GIS fee. The GIS fee is remitted as follows: \$4.00 to the GIS Fees Fund 0167 and \$1.00 to the Recorder's Document Storage Fee Fund 0137. The fees remitted to the GIS Fees Fund are to be used to support the Countywide GIS (Geographic Information System) development project that is being managed by the Regional Planning Commission.

Motion by Selzer/Butler to recommend tentative approval of the County Recorder GIS Fees Fund – 0167-0006 FY'2007 Recommended Budget as submitted.  
Motion carried.

Mr. Zeunik presented a request for approval of Position Reclassification and Salary Upgrades recommended as part of the Fiscal Year 2007 Recommended Budget. He noted that, as has been done every year since the 2001 budget, the Position Appraisal Method (PAM) system developed by Public Administration Services, Inc. (PAS) was used to evaluate all requests. He asked Mr. Lindberg to review the requests.

Mr. Lindberg stated that Elected Officials, departments and agencies submitted 11 reclassification requests covering 12 incumbent employees as part of the Fiscal Year 2007 budget process.

Mr. Lindberg stated that the following recommendations are being made:

- One position be upgraded by two pay grades;
- Five positions be upgraded by one pay grade;
- Five positions remain in their current classification.

Mr. Lindberg advised that pages 91-96 of the Committee Packet lists all of the job classes and the various factor values for each of the positions and a total PAM score for them. He noted that it begins with the County Administrator with 805 points.

The Committee discussed the Pay Grades, upgrades and the salaries associated with them. Chairman Sorensen noted that the Committee discussed the 5% salary increase for a reclassification or promotion and talked about raising an employees upward potential in terms of their salary grade. Mr. Nuckolls recommended that the salary figures be included in the recommendations. Chairman Sorensen advised that the Committee would like to act on each request, one at a time.

Mr. Lindberg presented the 11 requests. The first one is for the Chief Deputy Clerk Position in the County Clerk's Office. It is currently at a Pay Grade 10 with 440 points. It was requested to be reclassified to a Pay Grade 15. Mr. Lindberg



stated that, based on the reorganization of that Office last spring, the recommendation is that the position be increased to Pay Grade 11.

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Mr. Selzer expressed a concern with the Chief Deputy salaries in general, citing an inequality in the salaries. Chairman Sorensen replied that the Administrator's Office worked very closely with the County Clerk to add direct management responsibilities to this position, which increased the score. Mr. Lindberg explained that a Grade 8 was reduced to a Grade 6 and more supervisory responsibility was given the Chief County Clerk. He stated that he felt the change is warranted.

Mr. Butler asked what is the "Values Line" on the Position Reclassification requests. Mr. Lindberg replied that this is a multiplier for the seven factors of the PAM scores and is the value placed on the position in terms of the organization.

Motion by Selzer/Owens to recommend tentative approval to move the Chief Deputy Clerk position from a Pay Grade 10 to a Pay Grade 11 as recommended by the Administrator's Office for FY'2007 Recommended Budget.  
Motion carried.

Mr. Selzer expressed his opinion that each of these requests should be taken very seriously. Mr. Lindberg advised that the Finance Committee takes a very conservative approach in making Job Reclassification recommendations. He also clarified that the Department Heads take the requests they submit very seriously and forward the requests only after much scrutiny.

Mr. Lindberg stated that, in the Public Defender's Office, the Public Defender has requested that an Assistant Attorney V slot, which is a Pay Grade 16 position, be added in the Public Defender's Office. He noted that, because the Public Defender's Office is smaller than the State's Attorneys Office, they have only used the series going from PD I to PD IV. He advised that the Public Defender has reorganized the office and has placed greater responsibility on her First Assistant Attorney and requested that it be an Assistant Attorney V, which would be a Pay Grade 16. Mr. Lindberg indicated that, after reviewing the need for an Assistant Attorney V level position in the Public Defender's Office, it is recommended that an Assistant Attorney Public Defender V position be created, but at a Pay Grade of 15. This is the only instance where a recommendation is being made to upgrade a position by two Pay Grades. Mr. Lindberg indicated that this would be at a salary range of \$64,226.00 to \$96,331.00. This position would fall in the \$70,000.00 range.

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Chairman Sorensen clarified that the State's Attorneys Office has three Assistant State's Attorney V's at Grade 16. This would be the only Assistant Public Defender V.

Motion by Selzer/Nuckolls to recommend tentative approval to create an Assistant Public Defender V position in the Public Defender's office and move the incumbent from an Assistant Public Defender IV to that position and from a Pay Grade 13 to a Pay Grade of 15 as recommended by the Administrator's Office for FY'2007 Recommended Budget.

Motion carried.

Mr. Lindberg indicated that the next three requests come from the Information Systems Department. He noted that it is not unusual for the Information Systems area to be one where the County faces competitive salary and technology pressure. The first request is to create a new Pay Grade at Grade 13 called Chief System and Database Coordinator. There are two incumbents in the current Pay Grade 12 class, which is called System and Database Coordinator. Mr. Lindberg advised that these two employees are heavily involved in the County's very large systems, such as the E-Justice System. He noted that these individuals are very difficult to find and very hard to keep. Mr. Lindberg stated that, over time as the systems mature, it is possible to have one position be a higher grade than the other because one is clearly a lead position that takes on the more complex support and maintenance jobs. He pointed out that the County has been very lucky to have as much stability as it has had in the IS Department. Mr. Lindberg noted that the County needs to stay current with the market.

Mr. Selzer expressed his appreciation that Mr. Nelson's estimates are very close to the Administrator's Office estimates. He indicated he would support all three requests. Mr. Lindberg pointed out that the second request, which is for a Network Support Specialist has two incumbents in that class, so it would affect two individuals. Mr. Lindberg also advised the Committee that the third request is not recommended. Chairman Sorensen indicated that it will not be necessary to act on the third request when it is not recommended by the Administrator's Office.

Motion by Selzer/Owens to recommend tentative approval to move a Network Support Specialist from a Pay Grade 8 to a Pay Grade 9 and to move a System Database Coordinator at Pay Grade 12 to a Chief System Database Coordinator at a Pay Grade 13 as recommended by the Administrator's Office for FY'2007 Recommended Budget.

Motion carried.

Mr. Lindberg reviewed the three requests made by the Supervisor of Assessment's Office, namely a request to change an Office Support Specialist to an Assessment Specialist; a request to upgrade the Senior Field Inspector from a Pay Grade 6 to a Pay Grade 7; and a request to upgrade the Assistant Chief County Assessment Officer from a Pay Grade 9 to a Pay Grade 10. Mr. Lindberg advised that the Assessment Office has been able to reduce the number of positions by two people over the last two years due to increased use of technology. He indicated that next year the Assessment Office will request a regrade of some of the non-specialized clerical positions to more specialized positions. Mr. Lindberg reported that the Administrator's Office is recommending that no changes be made in the Office Support Specialist or the Senior Field Inspector. However, he noted that it is clear that the increased amount of technology and the decreased number of clerical types has increased the technical needs of the Assistant Chief County Assessment Officer. Therefore, it is recommended that this position be upgraded from a Pay Grade 9 to a Pay Grade 10 position.

Motion by Selzer/Butler to recommend tentative approval to Upgrade the Assistant Chief County Assessment Officer from a Pay Grade 9 to a Pay Grade 10 as recommended by the Administrator's Office for FY'2007 Recommended Budget.

Motion carried.

Mr. Lindberg reported that the next request is from the Health Department to upgrade an existing Administrative Support Supervisor II to a Senior Administrative Supervisor in the Nursing Home. He stated that the Administrator's Office did not find merit to the request and it is recommended that no change be made.

Mr. Lindberg reviewed the request made by the Nursing Home to upgrade a Social Services Director position from a Pay Grade 8 to a Pay Grade 9. He explained that a Social Services Director is a position that provides support but  
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not medical, such as transferring patients from an acute care facility into the Nursing Home, dealing with Medicare and Medicaid issues and providing family support. Mr. Lindberg stated that this is a key function in the Nursing Home. He asked that the Finance Committee recommend approval to this request.

Motion by Owens/Selzer to recommend tentative approval to move Social Services Director Position from a Pay Grade 8 to a Pay Grade 9 as recommended by the Administrator's Office for FY'2007 Recommended Budget.  
Motion carried.

Mr. Lindberg presented the final request from MetCom to regrade an OSS II position from a Pay Grade 6 to a Pay Grade 7, Administrative Specialist. He recommended to the Committee that the position not be considered for approval.

Mr. Selzer reiterated his concerns regarding the Chief Deputy classifications. He expressed concern with the differences in classifications from the Chief Deputies for the major elected officials and for the minor elected officials. Mr. Selzer suggested that some parameters be established for the Chief Deputy positions. Mr. Lindberg offered to provide a matrix that lists all of the positions that are considered Chief Deputy positions and show the PAM scores for each one. Mr. Selzer asked that Mr. Lindberg provide that information in the December Finance Committee agenda packet. Chairman Sorensen added that the informational sheet did not need to list the incumbents.

Chairman Sorensen pointed out that the transcripts for the four Public Hearings were available in the packet or as a handout. Mr. Selzer asked that a copy of the recommended additions/changes to the Smoking Ordinance be provided to the full Board. Mr. Zeunik responded that the Board members will receive a copy in the Executive Committee Agenda packet.

Chairman Sorensen pointed out that there is an inaccuracy in the attendance of Committee and Board members at the Public Hearing in Lexington. He asked that that be corrected. Mr. Owens stated that the transcript shows that Members Nuckolls and Selzer were present when they were not and did not reflect that Members Cavallini, Hoselton and Board Chairman Sweeney did attend the meeting.

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Chairman Sorensen presented the October 31, 2006 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee bills include a Fund Total of \$928,585.58 with a Prepaid Total the same and the Nursing Home Fund Total is \$601,209.59 with a Prepaid Total the same.

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Motion by Owens/Selzer to recommend approval of  
the Finance Committee bills as of October 31, 2006.  
Motion carried.

There being nothing further to come before the Committee at this time,  
Chairman Sorensen adjourned the meeting at 6:10 p.m.

Respectfully Submitted,

Judith A. LaCasse  
Recording Secretary

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