

## **Minutes of a Special Finance Committee Meeting**

The Finance Committee of the McLean County Board held a special meeting on Tuesday, October 17, 2006 at 1:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, Illinois.

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

Members Absent: None

Staff Present: Mr. John Zeunik, County Administrator, Mr. Terry Lindberg, Assistant County Administrator and Ms. Jude LaCasse, Assistant to the County Administrator

Elected Officials/  
Department Heads: Mr. Bob Kahman, Supervisor of Assessments; Ms. Jackie Dozier, County Auditor; Mr. Jerry Vogler, Director, Veterans Assistance Commission; Mr. Don Lee, Director, Nursing Home; Ms. Charlene Stanford, Director, Bloomington Election Commission; Mr. Don Meyer; Unit Leader, McLean County Cooperative Extension Services; Mr. Bob Keller, Health Department Administrator; Ms. Joan Naour, Director, Correctional Health Service; Ms. Jennifer Ho, Risk Management; Ms. Peggy Ann Milton, County Clerk

Others Present: Ms. Connie Clifford, Assistant Chief County Assessment Officer; Ms. Julie Osborn, Chief Deputy Auditor; Ms. Robin Fewell, Administrative Assistant, Veterans Assistance Commission; Ms. Christina Rogers, Cooperative Extension; Ms. Charlotte Talkington, Cooperative Extension; Mr. Bob Bishop, Cooperative Extension; Mr. Walt Howe, Assistant Administrator, Health Department

Chairman Sorensen called the meeting to order at 1:00 p.m.

Chairman Sorensen stated that this is a special meeting of the Finance Committee to review FY'2007 Recommended Budgets for County offices and departments under the oversight of the Finance Committee. He thanked the Finance Committee for being available to meet during the business day.

Mr. John Zeunik, County Administrator, stated that almost all of the departments and offices under the oversight of the Finance Committee are scheduled for review at today's meeting.

**Supervisor of Assessments – 0001-0049** can be found on pages 162-165 of the FY'2007 Recommended Budget Book and pages 1-4 of the Summary in the Agenda Packet. Mr. Zeunik introduced Mr. Bob Kahman, Supervisor of Assessments and Ms. Connie Clifford, Chief Deputy, Supervisor of Assessments.

Mr. Zeunik reported that, on the expense side, the Budget increases from \$662,921.00 in the FY'2006 Adopted Budget to \$730,721.00 in the FY'2007 Recommended Budget, which is a 10.23% increase over last year. He noted that the projected revenue is down 1.19%.

Mr. Zeunik indicated that there is no recommended change in the staffing level and very little change in the Material and Supply line items. He noted that the one variable driving many of the increases in this budget is that 2007 is a quadrennial reassessment year. Mr. Zeunik stated that expenses such as printing, postage and advertising notices all increase in a quadrennial year. He indicated that many of the other expenses remain the same as last year or have decreased.

Motion by Owens/Nuckolls to recommend tentative approval of the Supervisor of Assessments – 0001-0049 FY'2007 Recommended Budget as submitted.  
Motion carried.

Chairman Sorensen advised that the County Recorder will not be available to review his budget today. The Recorder's budget review will be postponed to the November Finance Committee meeting. Chairman Sorensen indicated that the Treasurer's Office Budget review will be postponed to the November meeting as well.

**County Auditor – 0001-0003** can be found on pages 11-12 of the FY'2007 Recommended Budget and pages 5-7 of the Summary. Mr. Zeunik reported that there are no changes in the staffing level. However, he pointed out that the Internal Auditor position has been changed from a .75 FTE to 1.00 FTE. Mr. Zeunik indicated that there will be a full-time Internal Auditor for 2007. He reminded the Committee that the previous Internal Auditor was called to active military duty, and has decided to resign from the County in order to continue his military career.

Mr. Zeunik advised that the only notable change in terms of a large increase over the prior year is in the purchase of furnishings. There are two old desk units in the County Auditor's Office that cannot be repaired. The County Auditor requested that the units be replaced in FY'2007. Mr. Zeunik noted that \$4,000.00 has been budgeted for these furnishings.

Ms. Dozier asked for one change in the Budget, namely a change in the cost of the furnishings. She stated that the furniture company estimate on the furniture is \$4,410.00. Ms. Dozier would like to transfer the difference of \$410.00 from line item 620.0001 to line item 832.0001 to avoid transfers at the beginning of the year. Mr. Zeunik clarified for the Committee that the recommended budget under line item 620.0001, Operating/Office Supplies, will be reduced from \$3,000.00 to \$2,590.00 and line item 832.0002, Purchase of Furnishings/Office Equipment, will be increased from \$4,000.00 to \$4,410.00. He noted that there will be no change to the bottom line of the budget.

Motion by Moss/Owens to recommend tentative approval of the County Auditor – 0001-0003 FY'2007 Recommended Budget as amended.

There was some discussion regarding the Internal Auditor position. Mr. Selzer commented that moving the .75 FTE Internal Auditor position to 1.0 FTE is not an increase, rather it is going back to the FTE amount shown in the FY'2005 Budget. Chairman Sorensen concurred.

Motion carried.

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

**Veterans Assistance Commission – 0136-0065** can be found on pages 250-253 of the FY'2007 Recommended Budget and pages 8-10 of the Summary. Pursuant to the referendum which was approved in McLean County, the Veterans Assistance Commission is authorized to levy a property tax in an amount not to exceed \$0.03 per \$100.00 of equalized assessed valuation. Mr. Zeunik reported that the proposed tax levy for FY'2007 is \$160,876.00, which represents an increase of 3.02% over the FY'2006 Adopted Budget. He noted that there is no change in the staffing level.

Mr. Zeunik stated that most of the Material and Supply lines have remained constant or decreased except for Postage, which has increased from \$600.00 to \$650.00. He indicated that most of the 700 line items have been budgeted at the same or less dollar amount. Mr. Zeunik advised that the largest expense is line item 779.0002, Veterans Emergency Assistance, which increased from \$56,000.00 in the FY'2006 Adopted Budget to \$59,000.00 in the FY'2007 Recommended Budget.

Mr. Vogler stated that an effort was made to hold the budget down as much as possible. He pointed out that the Emergency Assistance line item is the single most important part of the Veterans Assistance Commission. Mr. Vogler reported that it was necessary in FY'2006 to dip into the contingency fund and to request an additional \$3,000.00 Emergency Appropriation from the Finance Committee. He expects this may happen again in FY'2007. Mr. Vogler indicated that they may come within the \$56,000.00 budget for that line item this year, noting there is currently \$16,000.00 remaining for the rest of this calendar year. However, vouchers such as rent, utility bills and food have all gone up. He noted that the rental voucher is \$250.00 for a single veteran and \$300.00 for a married veteran towards their monthly rent. This has not been changed since 2001-2002. Mr. Vogler advised that the voucher amounts are likely to go up, particularly gas vouchers. He also expects the rental allotment to go up as well to reflect the rental and mortgage market in McLean County.

Mr. Vogler stated that Ms. Robin Fewell, Administrative Assistant, went through accreditation training last year and he went through accreditation training this year. This will allow them to assist with writing VA Compensation Claims and Pension Claims, in addition to the gathering of Standard Form 180 requests for DDT 214's and separation papers, and helping veterans complete 1010 EZ forms, which is an application for medical benefits.

The Committee discussed various options veterans have for financial assistance that is available in the community, including Community Action.

Mr. Moss asked if there was a limited amount of months that the rental vouchers can be offered. Mr. Vogler stated that they cannot limit the length of time a veteran receives benefits, but it can limit the total amount of funds expended per year for a veteran.

Chairman Sorensen asked what is the status of the transportation issues discussed at last year's budget review. Mr. Vogler stated that transportation assistance to veterans comes out of the Veterans Emergency Assistance line item. He advised that the American Legion may also assist with transportation. Mr. Vogler also noted that they now have two volunteer drivers, which is very helpful. He pointed out that the VFW considered purchasing an 11-passenger van, which would supplement the VA in Peoria, but it was voted down. Mr. Vogler stated that they will submit another request to the VFW again this year. He estimated that they will make approximately 750 veteran trips to Danville and Peoria this year.

Motion by Owens/Nuckolls to recommend tentative approval of the Veterans Assistance Commission – 0136-0065 FY'2007 Recommended Budget as submitted.  
Motion carried.

**Nursing Home – 0401-0090** can be found on pages 267-274 of the FY'2007 Recommended Budget Book and pages 11-17 of the Summary. Mr. Zeunik reported that the Nursing Home is an Enterprise Fund and the recommended total operating budget for FY'2007 is \$6,804,808.00, which represents an 8.52% increase over the FY'2006 Adopted Budget. This is the County's only Enterprise Fund, which means that this budget operates more like a business. The revenue received actually funds the operation of the Nursing Home, with the exception of funds transferred into the Nursing Home's budget to cover FICA and IMRF pension expenses that are not reimbursed under Medicare and Medicaid. In terms of the operating expenses, there is no change in the Full-time Equivalent staffing level in FY'2007.

Mr. Zeunik advised that there are increases in the 600 line items. He pointed out that the average daily census in FY'2007 is projected to increase over the FY'2006 census, noting that the FY'2007 budget is prepared based on an average daily census of 142 residents, which accounts for a number of increases in the 600 line items. Mr. Zeunik pointed out that the 700 line items have also increased, particularly insurance, which continues to be a major issue. He noted that insurance is very difficult to secure, and liability insurance for Nursing Homes is expensive because the market is tight at the present time.

Mr. Zeunik pointed out that the Capital Improvements are itemized in the Summary.

Mr. Lee stated that some of the items that have gone up significantly are due to census, as well as changes implement by the State of Illinois. He indicated that the line items for medication for people on Medicare has significantly increased, primarily because the census during the early part of this year consisted of residents who were not only on Medicare, but also clients of the Cancer Center. The Medicare guidelines are such that the Medicare patient pays a flat rate and the Nursing Home has to provide all services for them. Mr. Lee advised that pre-treatment medication for Cancer patients is very expensive. Mr. Lee noted that line item #622.005, Vaccines/Prescriptions, has gone up significantly because the Illinois Department of Public Aid stopped paying for all non-prescription drugs for Public Aid residents, which means the Nursing Home must provide those drugs.

Mr. Lee indicated that another major increase in expense is for speech, occupational and physical therapy, which is all tied to the Medicare census and the acuity of the residents. Another significant increase is in utility expenses. Mr. Lee also noted the insurance premium increase of \$20,000.00 for Workmen's' Compensation is based on the increased amount charged to the Nursing Home through the Risk Management Program last year.

Mr. Selzer recommended that Mr. Lee investigate the possibility of buying prescription medications through Wal-Mart's prescription plan. Mr. Lee wasn't certain that the Nursing Home could buy the prescription medicines through Wal-Mart. The Nursing Home currently buys prescription medicines through a wholesale pharmacy.

Mr. Owens asked what is the status on line item #0527.0001, Performance Incentive. Mr. Lee stated that Performance Incentive is where he budgets for TOPS hours. The TOPS hours buy-back program doesn't take place until the end of the year.

Chairman Sorensen asked if the increase in expenses will be incorporated into the annual formula for the bed rate. Mr. Lee responded that it would. He indicated that the private pay bed rate will likely go from \$123.00 to \$131.00 per day.

Motion by Nuckolls/Butler to recommend tentative approval of the Nursing Home – 0401-0090 FY'2007 Recommended Budget as submitted.  
Motion carried.

**Bloomington Election Commission – 0001-0048** can be found on pages 159-161 of the FY'2007 Recommended Budget and pages 27-28 of the Summary. Pursuant to an Intergovernmental Agreement, the Election Commission is anticipated to reimburse the County \$75,000.00 in FY'2007, which is the same as the current FY'2006 budget. Mr. Zeunik reported that there is no change in the staffing level. He noted that the largest expense is line item #775.0001, Election Expense Reimbursement. Illinois Law requires the County to increase the amount given to the Election Commission to fund elections within the City of Bloomington by the same amount that the adjusted equalized assessed valuation is increasing. This is a 5% increase over the FY'2006 Adopted Budget, going from \$380,920.00 to \$399,928.00, for a total operating budget of \$497,249.00.

Ms. Stanford distributed the Bloomington Election Commission's five-year budget for the Committee's review. She noted that she expects to increase the funds returned to the County in future years.

Mr. Selzer asked how is the early election turnout. Ms. Stanford indicated that 20 people voted yesterday and she expects that many again today, which is an increase over the March election. She expects early voting to continue to increase, perhaps 30% by the Presidential Election. Ms. Stanford added that, rather than increasing voter turnout, it appears to just allow those people who would have voted anyway an opportunity to vote early.

Motion by Selzer/Moss to recommend tentative approval of the Bloomington Election Commission FY'2007 Recommended Budget as submitted.  
Motion carried.

**Cooperative Extension Services – 0133-0088** can be found on pages 233-234 of the FY'2007 Recommended Budget and pages 29-30 of the Summary. Mr. Zeunik reported that the proposed property tax levy is \$470,250.00, which is a 4.5% increase over the FY'2006 Adopted Budget. The expense is the contractual reimbursement paid to the Cooperative Extension in the amount of \$470,250.00. The referendum, approved by the voters of McLean County, permits the Board to levy a property tax in an amount not greater than \$0.05 per \$100.00 of equalized assessed value in support of the Cooperative Extension. Based on the Supervisor of Assessments' estimate of the County equalized assessed valuation, the proposed tax levy would result in a projected tax rate of \$0.01534 per \$100.00 of equalized assessed value.

Mr. Don Meyer, Cooperative Extension Services, distributed the Cooperative Extension's 2005 Annual Report and introduced Ms. Christina Rogers, Community and Economic Development Program representative; Ms. Charlotte Talkington, Chairman of the Council and a Master Gardener; and Mr. Bob Bishop, Council member and Master Gardener. Mr. Meyer stated that the County Extension Board met in August to review the budget, which is a State statute mandated activity.

Mr. Meyer mentioned the referendum process and the levy, noting that the local dollars raised are eligible for State match, and the match has remained strong.

Mr. Meyer stated that the Cooperative Extension's programs are organized in four categories, namely:

- Agriculture and Natural Resources, which encompasses working with farmers in pesticide certification and training workshops and activities related to improving their efficiencies, as well as environmental stability. The Master Gardener program is also a great asset, with nearly 100 Master Gardeners serving the County.
- The 4-H Youth Club is the largest 4-H Community Club program in the State, with 1,100 youth enrolled in 56 clubs led by volunteer leaders across the County.
- The CED Program is the Extension networking with other existing agencies to attract businesses to McLean County.
- Family Consumer Science includes nutrition education for limited resource families.

Mr. Moss asked how long has the levy been in place. Mr. Meyer replied that the levy has been in place since 2001.

Chairman Sorensen thanked Mr. Meyer for the fact that with a nickel available, based on the referendum levy, they have consistently conserved the public dollars by keeping the rate down.

Members of the Committee were invited to attend the Extension's Home, Lawn and Garden Day on March 10, 2007 at Central Catholic High School.

Motion by Selzer/Moss to recommend tentative approval of Cooperative Extension Services – 0133-0088 FY'2007 Recommended Budget as submitted.

Motion carried.



**Health Department** can be found on pages 166-209 of the FY'2007 Recommended Budget and pages 31-59 of the Summary. Mr. Zeunik noted that the Grant Funds are on pages 166-192 and the Property Tax Funds are on pages 193-209. He reported that the Grant Funds are budgeted to balance, based on the projected receipt of grant funds during the County's fiscal year. Mr. Zeunik stated that there are three property tax supported funds, namely Fund #110, Persons with Developmental Disabilities; Fund #0111 is the T.B. Care and Treatment, and Fund #0112, which is the Health Department's largest fund. He indicated that the Summary in the Agenda packet provides summaries of the three tax-supported funds and an overview of the entire budget that was prepared by Mr. Keller for the Health Board, which includes a summary of all of the information, as well as the increases and what is driving the increases.

Mr. Keller reviewed his budget, noting, again, that the Grant Funds #0102-0107 are on pages 166-192 of the FY'2007 Recommended Budget. He referred to page 38 of the Summary in the Committee Packet, which is the "McLean County Board of Health, TB Board, 377 Board Combined Proposed Aggregate Budget 2007" report, which depicts most of the changes in the budget. Mr. Keller pointed out the two major increases in the 2007 Budget, as follows:

- The Dental Program has gone up 19% because there is now a dentist working for the Health Department three days a week, which is generating more Public Aid revenue.
- The AIDS CD Bioterrorism Fund increased by 21.9%, which is almost exclusively attributable to Pandemic/Influenza funds that were received.

Mr. Keller advised that, in terms of the three taxing funds, there is not much new to report. The biggest increase in expense is the projected electrical rate increase.

Mr. Keller reviewed the Preliminary 2006 vs. 2007 Tax Levy Information report, which is page 43 of the Summary. He noted that the tax levy for Fund #0110 has gone up 2.5% with a rate decrease of 2.38%; the TB Program Fund has gone up 3.32% with a rate decrease of 1.6%; and the Health Department Fund has increased 0.44% with a rate decrease of 4.34%. Overall, the aggregate decrease in the rate is 3.47%. Mr. Keller advised that the Health Department has reduced its levy rates and the aggregate bases approximately 30% in the last 13 years. He indicated that he will come to the Finance Committee next month with proposed increases in the Ordinance for Food and Sewage fees of 3% to keep those rates even.

Mr. Keller indicated that one of the reasons he has been able to conserve expenses in the Health Fund is that there have been a significant number of retirements, particularly in the management/supervisory ranks.

Motion by Selzer/Moss to recommend tentative approval of the Health Department Grant Programs – Funds 102 through 107 FY'2007 Recommended Budget as submitted.  
Motion carried.

Motion by Selzer/Moss to recommend tentative approval of the Property Tax Supported Health Department Funds: Persons with Development Disabilities 0110-0061; T.B. Care and Treatment Fund 0111-0061; and Health Department Fund 0112-0061 FY'2007 Recommended Budget as submitted.  
Motion carried.

Mr. Keller advised that the Health Department has been requested to provide fiscal resources for the McLean County Drug Court. The reason for this is that the Health Department has the capability, under the financial structure of the Health Department Fund 0112 levy, to provide resources for mental health, developmental disabilities and substance abuse services. Mr. Keller indicated that he will come back to the Finance Committee in December for approval of a contract to begin January 1, 2007 that will be in the form of an amendment to the budget. It will not require additional tax resources for the initial year because the unencumbered fund balance stood at almost \$960,000.00 at the end of last year. In the future, it will be necessary to budget this into the tax levy to provide these services to Drug Court. Chairman Sorensen reminded the Committee that there may be some Federal Grant money to help offset this expense.

**Historical Museum – 0134-0072** can be found on pages 235-236 of the FY'2007 Recommended Budget and pages 60-61 of the Summary. Mr. Zeunik indicated that the proposed tax levy increases from \$58,410.00 to \$61,235.00, which is projected at two-tenths of one cent of equalized assessed value. He noted that the expense is the contribution to the Historical Museum of \$61,235.00, which is a 4.84% increase over last year.

Motion by Selzer/Owens to recommend tentative approval of the Historical Museum – 0134-0072 FY'2007 Recommended Budget as submitted.  
Motion carried.

Mr. Butler left the meeting at 2:15 p.m.

**Tort Judgment Fund – Juvenile Detention Health – 0135-0077** can be found on pages 237-239 of the FY'2007 Recommended Budget and pages 62-64 of the Summary. Mr. Zeunik explained that this is the medical services component of the Juvenile Detention Center. The total budget for Juvenile Health is \$99,216.00, which is up 2.85% over the FY'2006 Adopted Budget. Mr. Zeunik reported that the Revenue reflects the reimbursement received for medical care provided to juveniles detained at the Juvenile Detention Center, including in-County and out-of-County youth. This figure has increased from \$2,500.00 to \$2,700.00.

Mr. Zeunik reported that there is no change in the staffing level. There is one nurse and one part-time nurse to cover when the full-time nurse is on vacation. He noted that the only line item that has increased is the line item for vaccines and prescriptions, which is a change requested by the Auditor's Office. The Auditor's Office has directed that the prescription medicines be charged to this line item.

Mr. Zeunik stated that the Contract Services line item has increased from \$37,966.00 in 2006 to \$39,255.00 in the FY'2007 Recommended Budget, which is a 3% increase. This increase reflects the annual increase in the contract with OSF St. Joseph Physicians Group for the physician services provided and the annual increase in the hourly rate for the mental health therapist.

Chairman Sorensen questioned the need for this expense if the juveniles do not need this level of care. Mr. Zeunik indicated that the juveniles are routinely seen by the nurse and State Law mandates that the County provide this care.

Motion by Selzer/Moss to recommend tentative approval of the Tort Judgment Fund – Juvenile Detention Health – 0135-0077 FY'2007 Recommended Budget as submitted.  
Motion carried.

**Tort Judgment Fund – Correctional Health Services – 0135-0077** can be found on pages 240-243 of the FY'2007 Recommended Budget and pages 65-68 of the Summary. Mr. Zeunik reported that the total budget for Correctional Health Services is \$876,328.00, which is a 7.14% increase over the FY'2006 Adopted Budget.

Mr. Zeunik noted that there are no changes in the staffing level. He indicated that the largest increase is in Operating Supplies, which has gone from \$130,100.00 in the FY'2006 Adopted Budget to \$169,540.00 in the FY'2007 Recommended Budget. The two biggest increases in that area are in Medical/Nursing Supplies, Line Item #622.0001 and Vaccines/Prescriptions/Non-Prescription Medicines, Line Item #622.0005, which increased from \$115,900.00 to \$150,000.00.

Mr. Zeunik stated that, under Contractual, the Center for Human Services line item increased from \$68,100.00 to \$71,000.00. This increase is based on the 4.3% increase for the Crisis Intervention Team, psychological counseling services and psychiatric services provided by the Center for Human Services to the inmates in the Adult Jail. Other increases include the fees to the Medical Director, dentist services and optometrist expense. Mr. Zeunik pointed out that the Non-Employee Medical Services are services provided to the adult inmates in the Jail, including trips to the Emergency Room, diagnostic testing and in-patient hospitalization.

Mr. Zeunik reported that there are some nominal Capital Equipment expenses, including \$1,500.00 in office furnishings and \$5,000.00 for the purchase of medical equipment.

Ms. Naour advised that this budget was an attempt to realistically budget what the expenditures will be for the coming year. She noted that the two line items that are not as easily controlled include line item #622.0005 for Vaccines/Prescription/Non-Prescription Medication, which increased from \$115,900.00 to \$150,000.00. As the number of inmates increase and the number of inmates with chronic illness increases, the medication costs go up. Ms. Naour also noted that psychotropic medications and medications for HIV and Hepatitis C are very expensive. She indicated that a formulary is being developed to decrease these fees by the end of 2007.

Ms. Naour reported that a good job has been done in holding down the off-site expenses and she hopes that will continue.

Motion by Owens/Nuckolls to recommend tentative approval of the Tort Judgment Fund – Correctional Health Services – 0135-0077 FY'2007 Recommended Budget as submitted.

Motion carried.

**Tort Judgment Risk Management – 0135-0077** can be found on pages 244-247 of the FY'2007 Recommended Budget and pages 69-72 of the Summary. Mr. Zeunik reported that the total budget for the Risk Management program – Insurance Component – is \$1,087,809.00, which represents a 6.12% increase over the FY'2006 Adopted Budget. He stated that there are no changes in the staffing level. Mr. Zeunik stated that the 600 line items remain constant.

Mr. Zeunik reported that the bulk of expenses are in the Contractual lines, with the largest expenses in the insurance lines, beginning with Line #719.0001 on page 245 in the FY'2007 Recommended Budget. He noted that the General Liability Insurance claims experience is up, Automobile Liability claims experience is up, and the largest increase is in Worker's Compensation. This line item account has increased from \$275,000.00 in the FY'2006 Adopted Budget to \$420,000.00 in the FY'2007 Recommended Budget. Mr. Zeunik stated that this increase reflects the following:

- County's actual claims experience last year and year-to-date as of the date the Recommended Budget was prepared;
- Increase in statutory benefits now available in Illinois, which is very favorable towards employees; and
- The severity of Worker's Compensation claims filed against the County.

Mr. Zeunik explained that the single, largest Worker's Compensation claim was for the injury received by the Correctional Officer in the jail when she was attacked by a prisoner.

Ms. Ho gave a brief explanation on the Worker's Compensation Program, noting that, under the Program, the County must pierce the self-insured retention amount before the excess carrier will be responsible for coverage. She reminded the Committee that there are two very serious cases that will likely hit that retention level. Ms. Ho advised that she does expect some recovery in the future, but that will not be realized until these cases have been resolved.

Ms. Ho stated that Pinnacle Actuarial Resources, Inc will conduct an actuarial study. The purpose of the study is to provide the Risk Management Office, the Finance Committee and the outside Auditor an indication of what kind of trends the County is experiencing in terms of its self-insured program and to make certain that the County is setting aside the necessary reserves in accordance with generally accepted accounting principles.

Ms. Ho stated that the Liability market for public entities has been going through a series of changes over the years, noting that markets are tight for public entities. She indicated that the Nursing Home is still being excluded from the County's overall program. Ms. Ho stated that she is investigating ways to provide coverage for the Nursing Home and County together.

Motion by Owens/Nuckolls to recommend tentative approval of the Tort Judgment Risk Management – 0135-0077 FY'2007 Recommended Budget as submitted.

Motion carried.

**Tort Judgment – Civil Division – 0135-0077** can be found on pages 248-249 of the FY'2007 Recommended Budget and pages 73-74 of the Summary. Mr. Zeunik reported that there are no changes in the expense lines and the only adjustment in the Civil Program is in the Personnel line, which reflects the across the board increase and any merit increases that would be approved. The total budget is \$228,200.00, which is a 3.7% increase over the FY'2006 Adopted Budget. Mr. Zeunik noted that the only line item that increased was the administrative surcharge expense, which is the indirect cost surcharge which recovers some of the services provided by the General Fund to the Civil State's Attorneys.

Motion by Selzer/Owens to recommend tentative approval of the Tort Judgment – Civil Division – 0135-0077 FY'2007 Recommended Budget as submitted.

Motion carried.

**County Clerk – 0001-0005** can be found on pages 19-22 of the FY'2007 Budget and pages 75-79 of the Summary. Mr. Zeunik reported that the total revenue has decreased from \$568,010.00 in the FY'2006 Adopted Budget to \$227,595.00 in the FY'2007 Recommended Budget, which is a 59.93% decrease. This decrease is driven by the Help America Vote Grant, which was received last year and credited in line item #407.0011. These funds are not expected to be received in 2007. Mr. Zeunik indicated that all the other revenue line items are projected to be relatively flat. The only line item that is increasing is the Liquor Licenses, which are increasing from \$14,400.00 to \$16,500.00, which tracks the revenue received year-to-date in 2006.

Mr. Zeunik advised that, when the Recommended Budget was prepared, there was no change in staffing. Following a meeting with the County Clerk, a request is being submitted to the Committee to add a part-time position for a .50 FTE Deputy Clerk. This position would be a half-time position that would guarantee the Clerk 975 additional hours during election season. This permanent part-time position would give the Clerk the flexibility to have this position scheduled to commit guaranteed hours during the year.

Mr. Nuckolls asked if part-time employees are eligible for benefits. Mr. Zeunik responded that part-time employees who work 1,000 hours are eligible for benefits, including the IMRF County Pension, and half-time employees are eligible for health insurance.

Mr. Zeunik reported that many of the 600 line items show very little, if any, increase. The major difference between the FY'2006 Budget and the FY'2007 Recommended Budget is in the 700 line items. Mr. Zeunik advised that FY'2007 is an odd-year election. In odd year elections, fewer election judges are needed in each precinct, which means that election expenses go down. However, because of Early Voting, more election judges will be needed than in FY'2005, the last odd year election.

Mr. Zeunik advised that the Lease/Purchase Office Equipment, Line Item #832.002, expense is for the photocopier in the County Clerk's Office and the expense for 62 optical scan voting machines to replace the punch card voting machines.

Ms. Milton stated that, since she last spoke with Mr. Zeunik, she learned that the State Board of Elections is going to permit the County Clerk's Office to ask for grant money refunds in 2007. She noted that, after the Consolidated Elections in April, she may be able to ask for reimbursement from the State, which means revenue may be received in 2007 that was not anticipated.

Ms. Milton reported that the County Clerk's Office recently received \$100,000.00 from the State for reimbursement for polling place surveys and the balance of the optical scan not received previously. She indicated that she has also requested another \$10,000.00, which should be received in the near future.

Ms. Milton referred to the part-time employee request, noting that the occasional/seasonal employees are often high school and college students or individuals who are not interested in working a set schedule. Rather, the occasional/seasonal employees prefer the flexible schedule afforded by seasonal work.

With the new changes in Grace Period Voting and Early Voting, Ms. Milton indicated that it would be beneficial to have a guaranteed, part-time position.

Mr. Owens asked if this .50 FTE is reflected in the FY'2007 Recommended Budget. Mr. Zeunik replied that this additional .50 FTE must be added to line item #515.0023 in the Budget, and approval of the budget would need to indicate "as amended."

Mr. Selzer recommended that more effort be made to make the Early Voting option more convenient for those individuals who do not usually vote. He suggested using the EMA Command Van to take the voting machines to the citizens. Mr. Selzer expressed his belief that you need to go to the people to get them to vote. Ms. Milton advised that she is aware of a County that has a bookmobile-type vehicle that is equipped with election equipment that travels around the County. Mr. Selzer expressed his opinion that eventually more financial resources need to be expended to increase voter turnout. Ms. Milton agreed with the assessment that Early Voting has not increased voter turnout.

Motion by Owens/Moss to recommend tentative approval of the County Clerk – 0001-0005 FY'2007 Recommended Budget as amended.  
Motion carried.

**County Clerk Document Storage Fund – 0137-0006** can be found on pages 23-26 of the FY'2007 Recommended Budget and pages 80-82 of the Summary. Mr. Zeunik reported that this is a Special Revenue Fund, which has a small budget of \$47,117.00, which is an increase of 5.28%. He stated that the Document Storage Fee line item account has been budgeted at \$27,500.00, which is based on a review of last year's actual revenue and the year to date revenue, as of the date the Recommended Budget was prepared. The Unappropriated Fund Balance has been budgeted at \$19,617.00. Per the outside auditor's Fiscal Year 2005 audit, the fund balance on December 31, 2005 was \$47,420.00. Mr. Zeunik stated that the primary expense is the expense of one position. The Contract Services line item has been budgeted at \$10,000.00 and is funding that will be available to assist the County Clerk's Office with microfilming and indexing of the permanent vital records that must be retained by the office.

Motion by Moss/Nuckolls to recommend tentative approval of the County Clerk Document Storage Fund – 0164-0005 FY'2007 Recommended Budget as submitted.  
Motion carried.



Chairman Sorensen informed the Committee that, at the November Committee meeting, the Finance Committee will complete the budget reviews and the Reclassification requests.

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

**F.I.C.A. Social Security – 0130-0069** can be found on pages 229-230 of the FY'2007 Recommended Budget and 83-84 of the Summary. Mr. Zeunik reported that Illinois law allows the County Board to levy a property tax sufficient to meet the cost of participating in the Social Security Program (FICA), which includes the Social Security expense and participation in the Federal Medicare Program. He stated that the rate remains the same at 7.65%. Mr. Zeunik stated that the total Budget for 2007 is \$2,096,300.00, which is a 2.36% increase over the FY'2006 Adopted Budget. Mr. Zeunik noted that the Interfund Transfer is the amount to be transferred to the Nursing Home to cover approximately 75% of the FICA expense at the Nursing Home and the transfer to the County Board's budget for 100% of the FICA expense at MetCom.

Motion by Selzer/Moss to recommend tentative approval of the F.I.C.A. Social Security – 0130-0069 FY'2007 Recommended Budget as submitted.  
Motion carried.

**I.M.R.F. Illinois Municipal Retirement Fund – 0131-0069** can be found on pages 231-232 of the FY'2007 Recommended Budget and pages 85-87 of the Summary. Mr. Zeunik advised the Committee that Illinois law authorizes the County Board to levy a General Property Tax in an amount sufficient to meet the cost of participating in the Illinois Municipal Retirement Fund pension program for County employees and for Sheriff's Department Law Enforcement personnel.

Motion by Selzer/Moss to recommend tentative approval of the I.M.R.F. Illinois Municipal Retirement Fund – 0131-0069 FY'2007 Recommended Budget as submitted.  
Motion carried.

Mr. Selzer expressed concern with the County Recorder's Budget. He stated that, in looking at other budgets, several indicate a decrease in fees, while the Recorder's budget continues to show a 5% increase in fees that are heavily dependent upon the Real Estate industry. Mr. Selzer requested that the Recorder

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bring supporting documentation to the review of his budget in November to substantiate the reason for the fee increase.

Chairman Sorensen announced that the November 7<sup>th</sup> Finance Committee meeting will be a lengthy meeting. He noted that three funds from the Recorder's Office and the Treasurer's Office will be reviewed, as well as the Reclassifications for the FY'2007 Budget. Mr. Owens reminded the Committee that the Smoking Ordinance will also be under consideration at that meeting.

There being nothing further to come before the Committee at this time, Chairman Sorensen adjourned the meeting at 3:05 p.m.

Respectfully submitted,

Judith A. LaCasse  
Recording Secretary