

## **Minutes of the Finance Committee**

The Finance Committee of the McLean County Board met on Tuesday, June 6, 2006 at 4:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Sorensen; Members Berglund, Moss, Selzer and Owens

Members Absent: Member Nuckolls

Staff Present: Mr. John Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Ms. Jude LaCasse, Assistant to the County Administrator; Ms. Lucretia Wherry, Human Resources Assistant

Department Heads/  
Elected Officials

Present: Mr. Lee Newcom, County Recorder; Ms. Becky McNeil, County Treasurer; Ms. Peggy Ann Milton, County Clerk; Mr. Robert Keller, Health Department Administrator; Mr. Don Lee, Director, Nursing Home

Others Present: Ms. Chris Colaw, Accounting Specialist; Mr. Don Everhart, Chief Deputy Recorder, Recorder's Office; Ms. Sally Scornavacco, Tax Administrator, County Clerk's Office; Ms. Cathy Coverston-Anderson, Emergency Response Coordinator for the Health Department

Chairman Sorensen called the meeting to order at 4:03 p.m.

Chairman Sorensen presented the minutes from the May 2, 2006 Finance Committee Meeting for approval. Hearing no corrections to those minutes, Chairman Sorensen advised that the minutes would stand approved as presented.

Mr. Lee Newcom, County Recorder, presented a request for approval to award the bid for a Microfilm Back-File Conversion Project to ACS State and Local Solutions, Inc. He noted that a complete RFP request for proposal process was conducted, with several vendors submitting bids. The low bidder was ACS. After a complete review of the vendors, it was determined that the low bidder was also the best vendor for the project.

Mr. Newcom advised that the McLean County Board included funds in the Fiscal Year 2006 budget to begin the process of converting records from paper and film to digital imaging and indexing. This conversion will eliminate the need to restore and re-inventory the physical film images, now largely used for searches in the Recorder's Office. Mr. Newcom reported that, when completed next year, all Recorder's records from 1831 will be accessible on the computer, eliminating the need to use book or film records in the office.

Mr. Newcom stated that the current computerized document indexing system begins in 1970 but does not include document images until 1993. He explained that the proposal covers the first part of the digital image conversion process by converting film images to digital images from 1971 to 1993 and inserting them into the index. The two proposals will cover the microfilm conversion and the merge into the software index.

Mr. Newcom stated that ACS State and Local Solutions, Inc., if approved, will proceed with the image conversion. The project was bid on a per-image basis so the ultimate expenditure could be less than the proposal total. Mr. Newcom advised that Information Services reviewed the test DVDs sent in by the vendors and also prefers this vendor over the others.

Mr. Newcom stated that, with the conversion to digital imaging, a person can do a complete search of the database without needing to come in to the Recorder's Office. This will result in a decreased need to maintain the film inventory and an increased advantage to the public who can execute their search from any location. Mr. Newcom added that this will provide a long-term solution in terms of keeping an accurate database of all of the holdings of the Recorder's Office.

Mr. Newcom reported that the bid received from ACS is far less than the anticipated cost of the project.

Mr. Owens asked for clarification of the year the project will begin. Mr. Newcom replied that the current project will convert documents from 1971 to 1993. Next year, the project will continue and will update documents from 1831 to current. He noted that the documents from the very early years will not be indexed.

Chairman Sorensen pointed out that there is not a contract in the Agenda Packet for the project. Mr. Newcom stated that the contract was not available when the Packet was constructed and it is currently being reviewed by Mr. Eric Ruud, First Assistant Civil State's Attorney. He asked that the project be approved today

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and the contract be approved at a Stand-up Meeting prior to the County Board meeting.

Chairman Sorensen recommended that Mr. Newcom make sure there are quality clauses in the contract to ensure that it is possible to get out of the contract should the quality of the product not be acceptable.

Mr. Selzer asked what are the plans for the old books that are in storage. Mr. Newcom replied that he anticipates making a decision on possible preservation of the books in the future. He stated that he believes the books need to be preserved. Mr. Newcom informed the Committee that every book has been inventoried.

Mr. Selzer expressed his concern and belief that the preservation of the books should be a project conducted by the Historical Society. Ms. Berglund advised that the Committee previously made a decision to approach the Historical Society once a decision on preservation has been made.

Mr. Selzer asked if the State Statute allows the County to retain records only in a digital format. Mr. Newcom stated that the State Statute requires the Recorder's Office to have microfilm. Mr. Selzer pointed out that the digital format will mostly benefit title companies, not the taxpayers.

Mr. Selzer noted the large discrepancy between the bid amounts, noting that some of the bids were in the \$200,000.00 range while the bid from ACS was \$68,640.00. Mr. Newcom replied that ACS is the largest company that provides this data. He stated he did not know why there was such a large spread.

Chairman Sorensen recommended that the Committee provide Mr. Newcom an indication of their willingness to support his request when they consider approval of the ACS contract, which is expected to be presented at a Stand-up Meeting prior to the County Board Meeting. After some discussion, it was the consensus of the Committee to approve the Contract at the Stand-up Meeting with the Contract information provided in the County Board Packet. No action was taken at this time. Ms. Berglund and Mr. Selzer advised that they will not be at the Board Meeting on June 20<sup>th</sup>.

Mr. Newcom presented a request for approval of an Addendum to the End User Software License Agreement between Cott Systems, Inc. and McLean County for Backfile Import and related services. He explained that this is for the actual importation of the images into the Cott Systems, which must be done by Cott and

was not part of the previous bid. Mr. Newcom further explained that ACS does all of the imaging and then they send the images to Cott Systems and Cott Systems then imports them into the software and "marries" them to the index records.

Chairman Sorensen advised that this proposal will also be carried over to the Stand-up Meeting prior to the County Board Meeting. No action was taken at this time.

Mr. Newcom presented a request for approval of the renewal of the End User Software License Agreement between Cott Systems, Inc. and McLean County to continue Software Assurance Services. He stated that this is simply the renewal of the Contract with Cott Systems which has expired. Mr. Newcom noted that this will be a four year renewal ending in 2010. The contract extension has been approved by the State's Attorneys Office, which made minor modifications that were accepted by Cott Systems. Mr. Newcom stated that the price increase is \$100.00 per month, for a new total of \$1,525.00 per month, which will start at the beginning of the Fiscal Year, 2007 and continue for four years.

Motion by Owens/Berglund to recommend Approval  
of the Renewal of the End User Software License  
Agreement between Cott Systems, Inc. and McLean  
County to continue Software Assurance Services.  
Motion carried.

Mr. Newcom reviewed the Monthly Financial Reports for April, 2006. He distributed a document flow spreadsheet. Mr. Newcom pointed out that the summer months have the most activity.

Mr. Newcom reviewed the project being conducted to correct documents dating from 1993. These include documents that have no image with them, documents that were improperly indexed and documents that could not be read. A part-time employee was hired to correct the documents and the project is progressing very well.

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

On behalf of Mr. Robert Kahman, Supervisor of Assessments, Chairman Sorensen announced that the Annual Farmland Assessment Review Committee Public Meeting will be held in Room 400 of the Government Center, June 23,

2006, 10:00 a.m. Chairman Sorensen asked if there were any questions. There were none.

Ms. Becky McNeil, County Treasurer, presented a request for approval of a Resolution to approve an Addendum to the Professional Service Agreement with Joseph E. Meyer, McLean County Delinquent Tax Agent. She explained that this Resolution is to increase the minimum bid amount for the parcels that are in the Trustee Program. When a parcel goes to Tax Sale and if it is not picked up by a tax buyer, the County's Trustee, Joseph E. Meyer, picks up the parcel. If the parcel is not redeemed, it goes to Tax Deed. From there, the County holds an auction. Ms. McNeil stated that, since the program was initiated in 1999, there have been 46 parcels that had gone to Deed and then onto the auction block. Of that 46, only eleven parcels remain unsold and in the County's portfolio. Ms. McNeil stated that what Joseph E. Meyer and Associates is doing for the County is successful in getting the parcels back onto the tax roll.

Ms. McNeil advised that Joseph E. Meyer has requested that an addendum be added to the original Service Agreement to increase the minimum first time bid amount from \$450.00 to \$600.00 per parcel. For every successful bid at the new amount, Joseph E. Meyer will retain \$350.00 as their minimum fee and \$250.00 will go to the taxing bodies. Ms. McNeil reported that the current minimum bid amount is \$450.00 per parcel. For every successful bid at the current amount, Joseph E. Meyer retains \$250.00 as their minimum fee and \$200.00 goes to the taxing bodies.

Ms. McNeil stated that this request for an increase will only affect the first time minimum bid request, and it would offset the increased operational costs such as postage, publication, supplies, fees and employee costs. The change will also increase the taxing districts proceeds by an additional \$50.00.

Ms. McNeil indicated that the addendum also allows the County Collector and the County Board to establish a minimum bid amount for all parcels that have already been through the initial auction process. She noted that items that are not sold upon first offering can be re-offered in all future auctions at a reduced selling price as deemed necessary by the County Collector and the County Board.

Motion by Selzer/Owens to recommend Approval of a Resolution to Approve an Addendum to the Professional Service Agreement with Joseph E. Meyer, McLean County Delinquent Tax Agent.  
Motion carried.

Ms. McNeal reviewed the General Fund Statement of Revenues, Expenditures and Fund Balance for May 31, 2006. She noted that this is the only report that will be submitted at this time due to the large volume of Property Tax Revenue currently being processed in the Treasurer's Office. She stated that the remaining reports will be passed out in the near future.

Ms. McNeil reported that the total General Fund Revenue so far for this year is at \$8.2 million, which is 28.94% of budget. She stated that this is slightly over last year. Expenses are \$11.7 million compared to \$10.4 million a year ago. The Fund Balance is \$5,186,126.59 compared to \$3,309,780.36 a year ago. Ms. McNeil stated that the increase in the Fiscal Year 2006 Fund Balance is approximately \$1.4 million over the Fiscal Year 2005 Fund Balance. She noted that the following revenue lines are a large reason for the increase in the Fund balance:

- Retailer Occupation Tax, State Income Tax and Personal Property Replacement Tax are all significantly above a year ago by about \$900,000.00 in additional revenue;
- County Treasurer's interest on investments is considerably higher;
- County Clerk's Office received a \$300,000.00 grant this year;
- County Recorder's Office received an additional \$20,000.00 in Tax Revenue Stamps;
- Circuit Clerk's Office Percentage Share of Circuit Clerk Fees is up by \$60,000.00 compared to last year;
- State's Attorney's Office received grant revenue of \$40,000.00.

Ms. McNeil noted that a property tax distribution to the taxing bodies has not been made yet, and the County's share of the first distribution would be reflected as additional revenue in the June Report.

Chairman Sorensen called for a motion to accept and place the Month-end General Fund Statement of Revenues, Expenditures and Fund Balance Report on file.

Motion by Owens/Selzer to accept and place on file the Month-End General Fund Statement of Revenues, Expenditures and Fund Balance Report from the County Treasurer's Office for the month ending May 31, 2006, as submitted.  
Motion carried.

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

Ms. Peggy Ann Milton, County Clerk, introduced Ms. Sally Scornavacco, Tax Administrator, County Clerk's Office.

Ms. Milton reviewed the 2006 Monthly Activity Report for April 30, 2006. She noted that there was a shortage of vital records paper in the County Clerk's Office and fewer record requests were processed. Paper has since been purchased.

Ms. Milton indicated that the issuance of Liquor Licenses is down, but the yearly liquor license applications have been reviewed and will be issued, which will increase the liquor license revenue.

Ms. Milton reported that Voter Registration is up, which is consistent with a general election year.

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

Mr. Robert Keller, Health Department Administrator, introduced Ms. Cathy Coverston-Anderson, Emergency Response Coordinator, Health Department.

Mr. Keller presented a request for approval of the McLean County Board Amending the 2006 Combined Appropriation and Budget Ordinance for Fund 0107. Mr. Keller explained that the Illinois Department of Public Health received authorization from the Centers for Disease Control (CDC) to award supplemental federal funding to local health departments for pandemic influenza planning. The grant of \$32,142.00 for McLean County begins retroactively on April 1, 2006 and runs through August 30, 2006. The award is based upon a per capita cost distribution. Mr. Keller announced that the Health Department may receive additional funds that run from September through August 30, 2007.

Mr. Keller stated that the three deliverables include:

- Completion of an internal Capacity Assessment;
- Development and completion of a pandemic influenza response plan for McLean County;
- Participation in a regional pandemic influenza exercise to be held during late July or early August.

Mr. Keller reported that the Health Department will use the majority of the funds to cover compensation and fringe benefits for time devoted to the project by the director, emergency response coordinator, public health communications specialist and a number of other department staff.

Motion by Selzer/Berglund to recommend Approval of the McLean County Board Amending the 2006 Combined Appropriation and Budget Ordinance for Fund 0107.  
Motion carried.

Chairman Sorensen asked if there were any questions or comments for Mr. Keller. Hearing none, Chairman Sorensen called for a motion to go into Executive Session to discuss a personnel issue with Mr. Don Lee, Director, Nursing Home.

Motion by Owens/Selzer to recommend the Finance Committee go into Executive Session at 4:55 p.m. to discuss a personnel issue with the Committee members, the Administrator's Office staff, and Mr. Don Lee, Director of the Nursing Home.  
Motion carried.

Motion by Owens/Moss to recommend the Finance Committee return to Open Session at 5:22 p.m.  
Motion carried.

Mr. Lee presented a request for approval of a Resolution Authorizing the Nursing Home Administrator to Offer a Salary above the Starting Maximum Salary under the McLean County Personnel Ordinance.

Motion by Selzer/Moss to recommend Approval of a Resolution Authorizing the Nursing Home Administrator to Offer a Salary above the Starting Maximum Salary under the McLean County Personnel Ordinance.  
Motion carried.

Mr. Don Lee, Director, Nursing Home, reviewed the Nursing Home Monthly Report. He noted that the month of April was a good month and he projects to be in a positive stance by the end of the year. The census for April was 140 residents, which should hold constant for the month of May as well.



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Chairman asked if there were any questions. Hearing none, he thanked Mr. Lee for his report.

Mr. John Zeunik, County Administrator, presented a request for approval of an Ordinance for Prevailing Rate of Public Works Wages for McLean County. He noted that this is a routine item that is brought to the Finance Committee each June. Mr. Zeunik stated that the County is required by law to pay prevailing wages on any major capital improvement project. The County is required to adopt an Ordinance in June, effective July 1 and the Ordinance must be available in the County Clerk's Office as well as in the County Administrator's Office. A certified copy must also be sent to the State of Illinois.

Motion by Selzer/Berglund to recommend Approval of  
an Ordinance for Prevailing Rate of Public Works  
Wages for McLean County.  
Motion carried.

The Finance Committee discussed an alternate date for their July meeting as it falls on a holiday. The Committee agreed to meet on Wednesday, July 5, 4:00 p.m.

Chairman Sorensen presented the May 31, 2006 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee bills include a prepaid total of \$954,678.68 with a Fund Total that is the same. The Nursing Home Fund is \$525,476.02 with the prepaid total the same.

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Motion by Berglund/Moss to recommend approval of  
the Finance Committee bills as of May 31, 2006.  
Motion carried.

There being nothing further to come before the Committee at this time,  
Chairman Sorensen adjourned the meeting at 5:30 p.m.

Respectfully Submitted,

Judith A. LaCasse  
Recording Secretary

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