

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Tuesday, December 6, 2005 at 4:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

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

Members Absent: None

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. Robert Kahman, Supervisor of Assessments; Mr. Don Lee, Director, Nursing Home; Mr. Lee Newcom, County Recorder; Mr. Jerry Vogler, Director, Veterans' Assistance Commission; Ms. Jackie Dozier, County Auditor; Ms. Becky McNeil, County Treasurer; Ms. Peggy Ann Milton, County Clerk

Others Present: Ms. Connie Clifford, Chief Deputy Assessment Officer; Mr. Derick Love, Chief Deputy Sheriff; Ms. Chris Colaw, Accounting Specialist; Mr. Mark Kazzaz, Illinois State University Intern; 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 November 1, 2005 Finance Committee, the September 20, 2005 Stand-up Finance Committee and the September 29, 2005 Special Finance Committee Meetings for approval.

Motion by Owens/Moss to approve and place on file the minutes of the November 1, 2005, September 20, 2005 and September 29, 2005 meetings.

Motion carried

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Mr. Bob Kahman, Supervisor of Assessments, presented a request for approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance, General Fund 0001, Supervisor of Assessments Office 0049 – Property Assessment/Review Program 0054.

Motion by Selzer/Nuckolls to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance, General Fund 0001, Supervisor of Assessments Office 0049 – Property Assessment/ Review Program 0054.
Motion carried.

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

Mr. Don Lee, Director, Nursing Home, presented a request for approval of the FY'2006 Private Pay Rate Increase from \$119.00 to \$123.00 per day, effective January 1, 2006. Mr. Lee reviewed how the private pay rate at the Nursing Home is calculated. Mr. Lee noted the difference between the private pay rate and the Medicare rate.

Motion by Selzer/Owens to Recommend Approval of the FY'2006 Private Pay Rate Increase to \$123.00 per day, effective January 1, 2006.
Motion carried.

Mr. Lee reviewed the Nursing Home monthly reports for November, 2005. He stated that there was nothing significant to report.

Mr. Selzer asked what is the current census. Mr. Lee replied that there are currently 146 residents.

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

Chairman Sorensen informed the Committee that there would be a Finance Committee Stand-up meeting prior to the Board meeting to address a change in the mileage reimbursement for use of private vehicles for County business.

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Mr. Selzer asked if new language would be included in the Resolution to authorize the Administrator's Office to make those changes in conjunction with the Internal Revenue Service mileage reimbursement guidelines. Chairman Sorensen replied that this change is being made in the proposed Resolution.

Mr. Lee Newcom, County Recorder, presented the Recorder's General Report, and asked if anyone had any questions.

Mr. Selzer asked if the volume of business had decreased in the Recorder's Office due to the economy. Mr. Newcom responded that business is on track with what was projected at this time.

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

Mr. Jerry Vogler, Director, Veterans' Assistance Commission, submitted a request for approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance, County Veterans' Assistance Fund 0136, Veterans' Assistance Office 0065. Mr. Vogler distributed a Summary of Activity Report for 2003, 2004, 2005 year-to-date. He reminded the Committee that, during the budget meetings, there was a discussion on the possibility of a shortfall for 2005 in the Veteran's Emergency Assistance line item account. This request for an Emergency Appropriation for \$6,000.00 is a result of that shortfall.

Mr. Vogler reviewed the Summary of Activity Report, noting that, over the last three years, there has been a consistent increase in Vouchers for Veterans to assist with rent, utilities, food, transportation and medicine. He pointed out that transportation continues to be a significant need. Mr. Vogler stated that he will work with Mr. Lindberg to try to find a solution for transportation. He also pointed out that there has been an increase in incoming phone calls, which have a potential of generating a voucher or expense for the Office, as well as an increase in walk-ins. Mr. Vogler stated that the increased volume of veterans needing financial assistance precipitated the need for the Emergency Appropriation request.

Chairman Sorensen asked for clarification on the vouchers. Mr. Vogler replied that the vouchers are the number of transactions, and the dollars put towards rent, utilities, etc. are the result of the vouchers.

Mr. Vogler reviewed the increase in the number of trips transporting veterans to Peoria, noting that it increased from 119 in 2004 to 141 in 2005 to date. He reminded the Committee that the Veteran's Assistance Office lost the individual who transported veterans to Peoria, which necessitated the Veteran's Office staff to take over that duty. Mr. Vogler also reviewed the increase in trips to the Veterans Administration Hospital in Danville. He noted that occasionally a veteran will need to be transported to Indianapolis or Iowa City. The Veteran's Assistance Office assists with these transports either financially or with transportation.

Mr. Selzer asked if the Office gets more walk-in traffic since they moved from the McBarnes Building. Mr. Vogler replied that there is not more walk-in traffic, rather most of their referrals are from word of mouth, veteran's organizations, The Mission, Safe Harbor, Bloomington Housing Authority and the Township.

Chairman Sorensen suggested an amendment to the Emergency Appropriation Ordinance, citing the section that says "...to cover the remaining costs of said contract...." He recommended that "contract" be replaced with "Veteran's Emergency Assistance."

Motion by Moss/Selzer to Recommend Approval of an
Emergency Appropriation Ordinance Amending the
McLean County Fiscal Year 2005 Combined Annual
Appropriation and Budget Ordinance, County
Veterans' Assistance Fund 0136, Veterans'
Assistance Office 0065 as amended.

Mr. Vogler commended the Auditor's Office, particularly Ms. Chris Colaw, for their assistance.

Ms. Berglund asked if he anticipates a similar Emergency Appropriation at the end of next year. Mr. Vogler replied that he does not believe an Emergency Appropriation will be needed next year. He advised, however, that he may come back to the Committee for assistance when the transportation issue is reconciled.

Mr. Selzer informed Mr. Vogler that the Robert Wood Johnson Foundation recently gave a grant to a group in Bloomington, Faith in Action, to be used to recruit people to do volunteer work driving people to appointments. He suggested it might be an organization to consider for their transportation issues.

Chairman Sorensen asked if there were any other questions for Mr. Vogler. Hearing none, he called for the question on the previous motion.

Motion carried.

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

Ms. Jackie Dozier, County Auditor, reviewed the report on the Audit of the Domestic Violence Multi-Disciplinary Grant. She pointed out that the proposed form for reviewing an initial grant application by a County office was prepared by Mr. Kazzaz.

Chairman Sorensen stated that he appreciates the preparation of a form to help keep track of grants. He suggested that the Health Department not be included as part of this program. Ms. Dozier assured the Committee that the Health Department would be exempt from this process.

Mr. Selzer requested clarification on the form and asked if it should include the period of time of the grant and list the personnel associated with the grant. Mr. Kazzaz responded that the process will include several different forms requiring different information. The form included in the packet is the first step for a department to receive and track a grant.

Chairman Sorensen asked if there were any further questions. Hearing none, he thanked Ms. Dozier and Mr. Kazzaz.

Ms. Becky McNeil, County Treasurer, presented the County Treasurer's Monthly Financial Reports for the period ending November 30, 2005. She reviewed the Summary of Retailers Occupation Tax, State Income Tax and Personal Property Replacement Tax Revenue Report, noting the following:

- Retailers Occupation Tax Revenue is at \$5,104,028.95, which is 7.69% over last year and 99.76% of budget.
- State Income Tax Revenue is at \$1,424,626.17, which is 18.54% over last year and 118.14% of budget.
- Personal Property Replacement Tax Revenue is at \$1,312,989.92, which is 37.61% over last year and 159.85% of budget.

Mr. Selzer asked why there was such a significant increase in the Retailer's Occupation Tax over last year. Ms. McNeil replied that it is the result of several factors, including a turn around in the market, price of fuel, etc. She noted that the interest earnings from a year ago are almost double.

Ms. McNeil reported that the State of Illinois is still lagging behind, noting that the October payment was not received until December 1 and November has not yet been received. She noted that it is better than a few years ago when they were two and three months behind.

Ms. McNeil stated that a final distribution will be made on Property Taxes to the County and the other taxing bodies. Next month, the Property Tax revenue line items should be at 100% of distribution.

Ms. McNeil reviewed the Statement of Revenue, Expenditures and Fund Balance. She indicated that as of November 30, 2005, the Fund Balance was approximately \$7,000,000.00 compared to \$5.3 million a year ago. Ms. McNeil stated that there are several areas with significant increases and interest on investments is up \$188,000.00 over last year. She pointed out that the Permit Fees for Building and Zoning are up \$120,000.00 due to the Wind Farm.

Ms. McNeil advised that Revenue is at 92.81% of budget, which is on target. She noted that Expenses are at 88.80% of budget, which is slightly over last year. The Fund Balance is \$7,022,271.78.

Ms. McNeil included a Balance Sheet Summary in the reports. She stated that the cash balance is \$5,641,800.51; the Receivables are \$3,476,486.18; and the Liabilities are at \$2,096,084.91. Ms. McNeil noted that there are some Receivables lagging behind, particularly the reimbursement from the State of Illinois for Probation Officer salaries, which totals \$650,000.00 at this time. That figure, along with other miscellaneous taxes due from the State, comes to \$3.4 million right now. Of the Fund Balance of \$7,000,000.00, only \$5,600,000.00 is in the bank and guaranteed and \$2,000,000.00 will be used in December for three payrolls.

Mr. Selzer asked if all of the states are in the same situation with refunds from the State and if there is any recourse that can be taken to recoup that money. Ms. McNeil replied that everyone is in a similar situation. She indicated that she expects the money to come in soon.

Ms. McNeil reviewed the Treasurer's General Pooled Investment Account. She noted that the Federal Reserve Bank raised the rate last month and the report reflects the ¼% increase. Ms. McNeil advised that a lot of the money market accounts increased from 1/10% to ¼%, for example:

- Bank One (now Chase) Money Market last month was 2.5%, currently is 2.700%
- Heartland Bank last month was 2.4%, currently is 2.690%
- National City Bank last month was 3.5%, currently is 3.745%
- State Farm Bank last month was 3.4%, currently is 3.680%

Ms. McNeil stated that a six month CD was taken out this month on Township Motor Fuel Tax Fund, at 4.25%.

Motion by Owens/Moss to accept and place on file the month-end financial reports from the County Treasurer's Office for the month ending November 30, 2005, 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, presented a request for approval to increase County fees for Birth and Marriage Certificates and an increase in Death certificates.

Mr. Owens pointed out a discrepancy from her requested increases and the letter from Mr. Bob Keller, Director, Health Department, referring to an increase from \$10.00 to \$12.00. Ms. Milton concurred that the final fee to the customer is \$12.00 per record of birth, death and marriage. However, the previous County Ordinance only reflected the County portion of the charge, not the State fee and the Automation Fee. Therefore the birth, death and marriage certificate fee is \$10.00 plus the \$2.00 automation fee for a total of \$12.00 and the death certificate is \$8.00 plus the \$2.00 automation fee and a \$2.00 State fee for a total of \$12.00.

Motion by Selzer/Owens to recommend approval to Increase Fees for Birth and Marriage Certificates to a total of \$12.00 and to Increase Death Certificates to a total of \$12.00.

Mr. Owens asked that the wording in the memo be corrected to better reflect the method of the increases. Ms. Milton agreed to make the changes in the memo.

Motion carried.

Ms. Milton presented a request for approval to award the Bid received from Fidler Election Company for the purchase of the DRE Voting System. She advised the Committee that the proposal should include the following changes which were incorporated in the Request for Proposal that the Clerk's Office prepared::

- Page one, the number of "Supervisor Cards" should be increased from 10 to 132, with no adjustment in price.
- Top of signature page, under "...Financing Options..." a third line should be added for Election Judge Training, at no additional cost.
- Schedule B page, add a line under "...*This amount or a prorated amount..." that will allow for an additional 56 voter cards coder and an additional 140 voter access cards should she need them, at no additional cost.

Chairman Sorensen asked Ms. Milton if she sent out a request for bids and was she satisfied with Fidler. Ms. Milton stated that Fidler was the only bid she received and she is pleased with the company and has worked with them in the past.

Chairman Sorensen asked for verification that the purchase of this voting system is 100% reimbursable from the State Board of Elections. Ms. Milton concurred that it is 100% reimbursable except for the Maintenance Agreement. She stated that the first year is free; thereafter, there would be a fee of \$125.00 for each machine for maintenance.

There was a lengthy discussion on the merits of a Maintenance Agreement versus negotiating for a guaranteed price to purchase replacement machines.

Chairman Sorensen recommended that Ms. Milton contact the company about getting a guaranteed price to purchase replacement machines, and to revise the contract and present it at a Stand-up Meeting on Tuesday, December 20th.

Mr. Zeunik reminded the Committee that Fidler and the other vendors know exactly how much reimbursement the County will receive from the State to purchase this equipment and set their prices accordingly. Chairman Sorensen stated that he would be content if the price does not exceed the current price for future purchases.

Mr. Lindberg advised that it might be necessary to know the time and materials rate for maintenance if the company does not agree to a guaranteed price and the Committee denies a Maintenance Contract.

Chairman Sorensen reminded the Committee that the first year maintenance contract is free and a decision on an on-going maintenance contract can be dealt with next year.

The Committee agreed to hold approval over to a Stand-up Meeting on Tuesday, December 20th.

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

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 Civil Assistant State's Attorney who has advised that everything is in order.

Mr. Selzer asked if the Committee had amended the Raffle Ordinance to require that the license number be printed on the raffle tickets to prove that the raffle was approved by the County. Chairman Sorensen replied that establishing such a rule is the responsibility of the Finance Committee and it has not been done.

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

Mr. Zeunik presented a request for approval of a Resolution Approving the McLean County Cafeteria Plan, Section 125 of the Internal Revenue Service Code.

Mr. Lindberg explained that this recommendation is to change the Cafeteria Plan to allow for new provisions in the IRS Code, which provides a lapse period to allow County employees to use the money they placed in their Cafeteria Plan accounts after the end of the fiscal year. In the past, there has been a rush to use the money just before the end of the year, which has discouraged people from putting in the amount of money they should. The new provision allows a three-month period after the end of the normal calendar year to catch up and spend on eligible expenses to use up the money in the plan.

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Mr. Lindberg indicated that, additionally, Plan Administration and Financial Reporting has been incorporated into the overall health insurance program to make it conveniently accessible online so that employees can monitor the activity on the Cafeteria Plan. He advised that this will be better, faster and less expensive for the County in terms of administrative costs.

Mr. Lindberg also presented a request for approval of a Resolution approving Qualified Parking Expenses as an Exclusion from the Employee's Gross Income and establishing a Parking Expense Benefit Program. He explained that this would allow the downtown employees to pay their parking fees on a pre-tax basis.

Motion by Selzer/Nuckolls to Recommend Approval of a Resolution Adopting the McLean County Cafeteria Plan, Section 125 of the Internal Revenue Service Code; and to Recommend Approval of a Resolution Approving Qualified Parking Expenses as an Exclusion from the Employee's Gross Income and Establishing a Parking Expense Benefit Program.

Motion carried

Chairman Sorensen stated that he would entertain a motion to go into Executive Session to discuss Collective Bargaining.

Motion by Moss/Owens to recommend the Finance Committee go into Executive Session at 5:15 p.m. to discuss Collective Bargaining with the Committee members, Administrator's Office staff and Chief Deputy Derick Love.

Motion carried.

Motion by Moss/Selzer to recommend the Finance Committee return to Open Session at 5:32 p.m.

Motion carried.

Mr. Zeunik pointed out the information item regarding the ASSIST First-Time Homebuyer Down Payment Assistance Program included in the packet.

Chairman Sorensen presented the November 30, 2005 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee Fund total is \$823,793.14 with the prepaid total the same. The Nursing Home Fund is \$675,752.16 with the prepaid total the same.

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Motion by Selzer/Owens to recommend approval of the
November 30, 2005 Finance Committee bills as
presented by the County Auditor.
Motion carried

There being nothing further to come before the Committee at this time, Chairman
Sorensen adjourned the meeting at 5:35 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

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