

Minutes of a Special Finance Committee Meeting

The Finance Committee of the McLean County Board held a special meeting on Thursday, September 29, 2005 at 9:00 a.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, Illinois.

Members Present: Chairman Sorensen, Members Berglund, 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; Ms. Becky McNeil, County Treasurer; Mr. Don Meyer, Unit Leader, McLean County Cooperative Extension Services; Mr. Lee Newcom, County Recorder; Mr. Bob Keller, Health Department Administrator; Ms. Jennifer Ho, Risk Management

Others Present: Ms. Connie Clifford, Assistant Chief County Assessment Officer; Ms. Julie Osborn, Chief Deputy Auditor; Ms. Mary Ann Griffin, Cooperative Extension; Mr. Walt Howe, Assistant Administrator, Health Department

Chairman Sorensen called the meeting to order at 9:00 a.m.

Chairman Sorensen stated that this is a special meeting of the Finance Committee to review several Departments' FY'2006 Recommended Budgets. 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 today's meeting.

Supervisor of Assessments – 0001-0049 can be found on pages 154-157 of the Recommended Budget Book and pages 1-4 of the Summary. Mr. Zeunik reported that the projected revenue is up 9.6% over last year.

Mr. Zeunik indicated that the Revenue line item accounts are budgeted at the same dollar amount as in the FY'2005 Adopted Budget, with the exception of Supervisor of Assessments Salary Reimbursements, which reflects the anticipated reimbursement to be received from the State for a portion of the Supervisor of Assessment's salary. He indicated that the transfer in the amount of \$35,830.00 is to cover the salary expense of a GIS Technician position. The transfer of funds from the GIS fees collected by the Recorder's Office will cover 100% of the salary and fringe benefit expenses for the GIS Technician position.

Mr. Zeunik stated that one of the significant changes is the decrease in the Gasoline/Oil/Diesel Fuel line item from \$500.00 in the FY'2005 Adopted Budget to \$0.00 in the FY'2006 Recommended Budget. This change was based on a policy decision by the Supervisor of Assessments to eliminate the County-owned vehicle used by Office staff and to pay mileage reimbursement for use of personal vehicles when traveling on County business. Because of this change, line item 793.0001 Travel Expense is up from \$200.00 in this year's budget to \$1,100.00 next year.

Mr. Zeunik noted that other summaries, such as Contract Services, GIS Intergovernmental Agreement with Regional Planning and Sidwell Appraisal Services are typical expenses that occur every year. He advised that there is one other change that will be seen with regard to all of the budgets, namely a change by the County Auditor's Office in line item 620.0001 -- Operating/Office Supplies is a combination of two line items that previously existed, one for office supplies and one for operating supplies and equipment. Also, line item 621.0001, which is non-major equipment, is a result of the GASB 34 Policy regarding equipment that would not fall under the capitalization or depreciation requirements. Mr. Zeunik stated that this change will be seen throughout all of the budgets.

Mr. Moss asked what happens to the vehicle they will no longer use. Ms. Clifford replied that it was sold at the Surplus Sale through the Highway Department. She stated that it was a 1995 Plymouth Acclaim that sold for \$285.00.

Motion by Selzer/Owens to recommend tentative approval of the Supervisor of Assessments – 0001-0049 FY'2006 Recommended Budget as submitted.

Chairman Sorensen asked what budget pays for the large capital expense in 2006 for the flyovers. Mr. Zeunik replied that it comes out of the General Fund, with most of the expense in Information Services. In the Information Services Budget, \$165,000.00 is budgeted as part of the cost for the five-year flyover of the County. Since the Highway Department is a significant user of GIS, there is \$25,000.00 budgeted in Fund 120. Mr. Zeunik noted that this is a total of \$185,000.00 in 2006 for the five-year flyover. Based on information from Regional Planning, it is anticipated that this will be a sufficient amount of money to cover the County's share of that expense.

Chairman Sorensen broached the subject of inter-departmental service fees, such as Recorder's Office fees. Mr. Zeunik replied that there is no line item for this type of expense. He noted that the total amount budgeted in line item 0450.0011 Transfer from other Funds, is \$35,830.00, which is the salary and employer medical expense for the GIS Technician who works in the Supervisor of Assessments office and is funded from the County's share of the GIS fee. Chairman Sorensen indicated that he is still confused about whether or not there are interdepartmental fees that need to be budgeted in this department that will then show up as revenue in another department. Ms. Clifford stated that they have never had that happen in the past. Mr. Zeunik further explained that the GIS Technician is full-time in the Supervisor of Assessments office and works with the GIS staff in the Information Services Department. He asked Mr. Kahman to elaborate.

Mr. Kahman asked Chairman Sorensen if what he is referring to is their need to pay other offices for services rendered. Chairman Sorensen stated that he is just curious to see what is paid from one department to another and how much work is being done to complete the process of transferring the funds from department to department. Mr. Kahman indicated that if it becomes necessary to start paying other departments for their services, it will become necessary to charge other departments (and other townships) for the work they do and it could become more labor intensive.

Mr. Moss asked who are "per diem" employees. Ms. Clifford replied that they are the members of the Board of Reviews.

Mr. Owens asked what is the "Intergovernmental Supervisor of Assessment Salary." Mr. Zeunik replied that the State of Illinois Department of Revenue assigns a County-wide multiplier. If the Supervisor of Assessments completes and submits the County assessment books, and they fall within the range set by the Department of Revenue, the County will receive 50% reimbursement of the Supervisor of Assessments' salary.

Mr. Zeunik noted that the 50% portion of the Supervisor of Assessment salary from the State, via the Department of Revenue, is usually received in a timely manner, while that portion of the Probation Officers' salaries due from the Administrative Office of the Illinois Courts are very difficult to receive.

Chairman Sorensen asked if there were any further questions. There were none.

Motion carried.

County Auditor – 0001-0003 can be found on pages 10-11 of the Recommended Budget and pages 5-7 of the Summary. Mr. Zeunik reported that this is strictly an expense budget and, in terms of the total budget, \$309,588.00 is a 4.9% increase over the FY'2005 Adopted Budget. He noted there is no change in the recommended staffing and minor changes in the non-major equipment line and the consolidated 0620 line. Mr. Zeunik stated that the biggest change is in the reimbursement for travel and telephone expense line. The Capital expense is the lease purchase for the copier. He stated that the employee medical insurance cost is driven by the County's share of a permanent, full-time equivalent employee.

Ms. Dozier asked about her request for an increase in the salary grade for her positions. Mr. Zeunik replied that her request will be addressed at the regular Finance Committee meeting on Tuesday, October 4th. He noted there were a number of reclassification requests that will be dealt with at that time.

Mr. Owens asked how the outcome of the reclassification requests will affect the budget being approved today. Chairman Sorensen replied that if the reclassification is approved, the draft budget will be amended at that time.

Chairman Sorensen asked about the large increase in letterhead, printing and postage budgets. Ms. Dozier stated that letterhead and printing is always up and down depending upon checks and printed forms needed. Chairman Sorensen also asked about the large increase in telephone expense. Ms. Dozier replied that there was an increase in charges with the new contract. Mr. Zeunik stated that certain telephone instruments were assessed at a higher cost than others.

Motion by Owens/Moss to recommend tentative approval of the County Auditor – 0001-0003 FY'2006 Recommended Budget as submitted.
Motion carried.

County Treasurer – 0001-0004 can be found on pages 12-15 of the Recommended Budget and pages 8-11 of the Summary. Mr. Zeunik stated that interest rates continue to go up and the projected revenue in FY'2006 increases from \$570,000.00 this year to \$660,475.00 in FY'2006, a projected increase of 15.82%. On the expense side, the budget decreases from \$338,544.00 to \$326,047.00, which is largely driven by the change made from the Accelerated Property Tax Bill cycle to just one tax bill for the full amount.

Chairman Sorensen asked why the Delinquent Revenue Line Item 0415.0003 is trailing behind. Ms. McNeil replied that the funds will not be transferred into the General Fund until December when the tax cycle is completed.

Ms. McNeil reported that the budget for next year is about \$50,000.00 higher than this year due to changes made two years ago in regard to mobile homes. Previously, people who did not pay their mobile home tax bills (ranging from \$59.00 and \$90.00) were charged a penalty of 1 ½ percent per month. The State law changed and is now enforcing a penalty of \$25.00 per month. Ms. McNeil stated that this should bring down the ratio of delinquent mobile homes and raise more money from the increase in penalties.

Ms. McNeil stated that the overall tax levy extension is going up every year, which affects the penalties the County collects.

Motion by Berglund/Nuckolls to recommend tentative approval of the County Treasurer – 0001-0004 FY'2006 Recommended Budget as submitted.
Motion carried.

Collector Automation Fund – 0168-0004 can be found on pages 16-17 of the Recommended Budget and pages 12-13 of the Summary. Mr. Zeunik stated that this is a special revenue fund where the Collector is allowed to assess a fee which goes to automate the collection activity in the office. He 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 Selzer/Owens to recommend tentative approval of the Collector Automation Fund – 0168-0004 FY'2006 Recommended Budget as submitted.

Motion carried.

Bloomington Election Commission – 0001-0048 can be found on pages 152-153 of the Recommended Budget and pages 14-15 of the Summary. Mr. Zeunik reported that Ms. Charlene Stanford, Bloomington Election Commission, could not attend the meeting and asked if the Finance Committee would like to review the budget or hold it over until the regular Finance Committee meeting.

Mr. Seltzer asked for a review of last year's motion, remembering that it was not recommended for approval. Mr. Zeunik stated that Ms. Charlene Stanford, Executive Director and Mr. Esaw Peterson, Chairman, Bloomington Board of Election Commissioners attended the Special Finance Committee Meeting on October 15, 2004 to discuss and review their budget.

Mr. Zeunik reported that the revenue to the County is increasing, noting that the reimbursement to the County went from \$25,000.00 in FY'2005 to \$75,000.00 in the FY'2006 budget. He stated that Ms. Stanford advised him that the Election Commission held money back to meet the HAVA requirements imposed by the Federal Government for the Optical Scan Voting Machines and, now, for the Handicapped Accessible Voting Machines. Further, because they held the money back and because the ADA Accessible Voting Machines are to be 100% reimbursed by the State Board of Elections, they now have sufficient money on hand to increase the reimbursement to the County.

Mr. Zeunik indicated that the Election Commission expenses are driven by State Law, which mandates that the Election expense reimbursement must increase by the same percentage increase projected in the County's assessed value and they are required to pay for full-time employees in the office. He noted that the projected increase in full-time salaries in FY'2006 is up 3% which is in line with the County's recommended increase of 2.5% across the board. Mr. Zeunik stated that one of the concerns the Finance Committee expressed last year was that the salary expense of the Election Commission was going up two and three times more than County employees received. He noted that, last year, the Election Commission assured the Committee they would be more on par with County salaries and would increase their reimbursement to the County.

Mr. Zeunik reported that he attended a meeting hosted by the Peoria County Administrator, and held at the McLean County Government Center, for all Election Commissions throughout the State (eight) and all of the Counties that have Election Commissions. The reason for the meeting was to discuss whether or not a consensus could be reached amongst City Election Commissions and County governments on legislation to present in Springfield that would provide a funding mechanism for the Election Commissions that would be separate from County General Funds and a funding mechanism for the Elections expense in County Clerk offices. Mr. Zeunik indicated that they arrived at a general consensus and Peoria County is working with the Legislative Reference Bureau in Springfield to draft legislation to be circulated among the Counties and Election Commissions. If they can reach an agreement among the eight or nine Counties in Illinois with Election Commissions, they will then go to the other 93 Counties in Illinois to get a consensus from them on a permanent way to fund election expenses that would be equitable and fair, possibly in two years.

Mr. Selzer stated that he thought the Election Commission had agreed to supply a copy of their balance sheet to the Committee after last year's budget meeting and he is still interested in knowing the balance. Mr. Lindberg replied that, two months ago, the Election Commission had a fund balance of \$160,000.00.

Chairman Sorensen acknowledged the progress the Election Commission has made in getting the reimbursement to the County back to near \$100,000.00, which is consistent with the Intergovernmental Agreement and on their more prudent plan on employee compensation increases in the FY'2006 budget.

Chairman Sorensen asked if the Committee wanted to review this budget now or wait for Ms. Stanford's attendance at a meeting. He advised that, historically, the Committee has silently objected by advancing the budget without recommendation even if the budget is good because the County is required, by State law, to allocate a certain percentage of the EAV to this budget and to pass the budget, without oversight. Mr. Owens suggested that, because they have made strides to agree to the Intergovernmental Agreement, the Committee should consider recommending approval of the budget.

Mr. Selzer recommended that the budget review be held over to a time when Ms. Stanford can attend. He also asked that the minutes from last year be reviewed to see if Mr. Peterson agreed to provide the Committee with Election Commission statements. The Committee concurred.

Chairman Sorensen stated that the Finance Committee recommends that the Election Commission review be held at the regular Finance Committee meeting on Tuesday, October 4th with Ms. Stanford in attendance and also that the minutes be reviewed from last year to determine what commitments Mr. Peterson made on making available the Election Commission financial statements.

Mr. Owens asked how long is the Intergovernmental Agreement in effect. Mr. Zeunik replied that it is in effect until both entities decide to amend, change or terminate the Agreement.

Cooperative Extension Services – 0133-0088 can be found on pages 225-226 of the Recommended Budget and pages 16-17 of the Summary.

Mr. Don Meyer, Cooperative Extension Services, distributed their Annual Report 2004. Mr. Meyer stated that they have requested a 2.8% increase in the levy line from \$437,750.00 to \$450,000.00. He indicated that, in 2001, the voters approved the levy line for Extension activities in the amount of five cents and the Extension has been at the one and a half cent mark and decreasing each year. Mr. Meyer noted that they carried over unencumbered funds in the amount of \$140,000.00 this past year.

Chairman Sorensen reminded the Committee that this entity is tax-supported by a levy. He thanked Mr. Meyer for the fact that with a nickel available, based on the referendum levy, they have conserved the public dollars by keeping the rate down. Chairman Sorensen advised that the Committee's role is to make sure the levy does not get out of control.

Mr. Meyer reported that State sources are 51% of the budget, noting that the State tries to match them dollar for dollar (every local dollar matched with the State resource) and they also apply and receive grants. He stated that as long as State sources continue to help, the Extension Services can continue to program using a penny and a half of the levy. Mr. Meyer reported that the Cooperative Extension Services relies heavily on volunteer help.

Motion by Berglund/Moss to recommend tentative approval of Cooperative Extension Services – 0133-0088 FY'2006 Recommended Budget as submitted.

Motion carried.

County Recorder – 0001-0006 can be found on pages 25-27 of the Recommended Budget and pages 18-21 of the Summary. Mr. Zeunik reported that the Revenue is up 2% over the FY'2005 Adopted Budget. He noted that the major change was the new line item 410.0195 Rental Housing Support, which was the result of Public Act 94-118. This is a \$10.00 additional fee, a dollar of which stays in the County for use in the Recorder's Office.

Mr. Zeunik advised that two major revenue lines, 410.0029 Recording Fees and 410.0032 Sale of Revenue Stamps have no projected increase over the current year Adopted budget. He stated that Microfilm Sales is currently budgeted at \$5,000.00, but next year it will be split between two lines, \$3,000 in Microfilm Sales and \$3,000.00 in a new Line Item 410.0132 Compact Disk Sales.

Mr. Zeunik reported that, on the Expense side, staffing in 2006 reflects the changes that the Committee made for the Chief Deputy Recorder position and the change in the Office Support Specialist position to an Office Support Specialist II, which is reflected in both the General Fund budget and in the Recorder's Document Storage Fund 137. He pointed out an increase in copy and microfilm expenses and also in postage. In the Contractual Services lines, the expense is increasing for Schooling and Conferences, which reflects additional schooling the new Recorder has requested.

Mr. Zeunik indicated that the overall General Fund Recorder's Office budget for FY'2006 is up 4.74%.

Mr. Moss asked what is charged for the microfilm rolls. Mr. Newcom replied that he did not know, but the charge for the compact disk is \$5.00 per disk. He explained that microfilm is sold primarily to one company. Mr. Newcom indicated that the compact disk will be marketed to far more companies.

Chairman Sorensen asked what is Line Item 410.0195 Rental Hsg Support. Mr. Newcom explained that this is a new fee of \$10.00 per document of which \$9.00 goes to the State and \$1.00 stays in the County. He stated that this is the result of a new law passed by the Illinois legislature and signed by the Governor.

Mr. Newcom advised that the Rental Housing Support program fee and the increase in the GIS fee were done at the same time to avoid public displeasure. He indicated that there was a period of six weeks when the public objected to the fee increases.

Mr. Selzer asked how the budget is reconciled when revenue is less than expenses. Mr. Zeunik replied that the budget is reviewed monthly via the Treasurer's Office and if there is a major Revenue source that is significantly below what is budgeted, other revenue sources will be reviewed to see if there are revenue sources coming in over budget. If, at year-end, the total revenue in the General Fund is sufficient to cover what is budgeted, no action is taken. However, if the budget ends up short, all the Departments in the General Fund are asked to pare back expenses.

Motion by Moss/Owens to recommend tentative approval of County Recorder – 0001-0006 FY'2006 Recommended Budget as submitted.
Motion carried.

County Recorder Document Storage Fund – 0137-0006 can be found on pages 28-31 of the Recommended Budget and pages 22-24 of the Summary. Mr. Zeunik advised that the Document Storage Fund is a Special Revenue fund, and Document Storage Fees and the Unappropriated Fund Balance are the two sources of revenue. He noted a significant change in this year's budget over FY'2005. The first change is the staffing adjustments the Committee approved, which are reflected as moving forward into FY'2006. Mr. Zeunik stated that the most notable change in other expenses over the FY'2005 Adopted Budget is Line Item 0773.0001 Non-Contractual Services, which is for two major projects the Recorder's Office would like to undertake. The first is the preservation and inventory of the microfilm and the second is to preserve and rebind historic books and documents. Mr. Zeunik noted that the FY'2006 budget includes recommended appropriation in that Line Item of \$210,000.00 -- \$125,000.00 for the microfilm and \$85,000.00 for the preservation of the books.

Mr. Newcom stated that he intends to be fiscally responsible and will not spend approved budget items unless there is a need and it can be spent efficiently. He indicated that he is currently acquiring bids for the above stated projects.

Mr. Newcom presented a request to move \$25,000.00 of the \$210,000.00 from the stated projects to hire occasional and seasonal employees. He noted that this request is based on meetings and discussions with the Finance Committee. Chairman Sorensen asked on what the \$210,000.00 figure was based. Mr. Newcom replied that the figure was based on cost projections on the book preservation. He presented an overview of the process taken to preserve a book. Mr. Newcom suggested that one book be preserved as a sample of what can be done and be presented to the Committee for review.

Mr. Selzer asked what would be done with the books once they are preserved. Mr. Newcom informed the Committee that there are racks of historic books stored in the Juvenile Detention Center basement that are not protected against moisture and are deteriorating. Furthermore, should the sprinklers go off, the books would be destroyed. He stated that there appears to be no place to store the books in a safe environment. Ms. Berglund asked if they could be given to the Historical Society. Mr. Newcom replied that he thought the Historical Museum would be an appropriate place for the books once they have been restored.

Mr. Newcom reported that the first step in the project is getting all of the documents microfilmed so there is a thorough inventory.

Ms. Berglund asked if the Historical Society could do the preservation of the books. Mr. Newcom advised that the preservation process is very specialized and can only be done by professionals. He noted there are only a few companies that can do the restoration.

Mr. Selzer suggested he bring a book that needs to be preserved to a Committee meeting, have it preserved and then bring it back to the Committee again. He further stated that he supports the effort to microfilm all documents.

Chairman Sorensen asked Mr. Newcom to consider hiring a vendor, whenever possible, to complete various projects rather than adding staff. Mr. Newcom replied that he would do so.

Mr. Owens acknowledged the importance of attending schoolings and conferences. Mr. Newcom replied that he has gained tremendous knowledge at the conferences he has attended. He indicated that he learned about electronic recording at a conference and now plans to incorporate that process into the Recorder's Office this year through Cott Systems. Mr. Newcom stated that electronic recording could take several years to implement but it could potentially bring huge cost savings to the County.

Chairman Sorensen asked the Administrator's Office for their input on Mr. Newcom's requested change to his budget. Mr. Lindberg reported that moving \$25,000.00 from the Contract Line to the Occasional Seasonal line to hire a person at Step I of the Office Support Specialist I would give the Recorder's Office 2,155 hours of labor for about 1.1 Full-time Equivalent positions. Mr. Zeunik stated that the change is budget-neutral.

Motion by Selzer/Moss to recommend tentative approval of the County Recorder Document Storage Fund – 0138-0006 FY'2006 Recommended Budget with the change -- decreasing Line Item 0773-0001 to \$185,000.00 and adding Line Item 0516-0001, Occasional/Seasonal Employees in the amount of \$25,000.00.

Motion carried

County Recorder GIS Fees Fund – 0167-0006 can be found on pages 32-33 of the Recommended Budget and pages 25-26 of the Summary. Mr. Zeunik explained that this is the fee collected in the Recorder's Office. The majority of the fee is transferred to Regional Planning as they operate the county-wide GIS system, with \$1.00 staying in the Recorder's Document Storage Fund. He reminded the Committee that there was a fee increase earlier this summer in conjunction with the other fee that was increased by the State, thus more revenue is anticipated in FY'2006.

Motion by Berglund/Nuckolls to recommend tentative approval of the County Recorder GIS Fees Fund – 0167-0006 FY'2006 Recommended Budget as submitted.

Motion carried.

Mr. Newcom raised the issue of charging of documents between departments. He reported that he had proposed a new three-tiered price schedule: public price, County departments' price and one price to other local governments. Mr. Newcom indicated he felt County departments should not be paying full-price for services rendered. He stated that the State's Attorneys Office advised him that he could not charge separate prices and they must legally charge County Departments the same price as everyone else. The Committee discussed this issue in terms of volume of services between Departments and ways to avoid extra work for the departments in reimbursing for the services. Chairman Sorensen expressed his desire that it be a periodic accounting exercise as opposed to a daily reimbursement issue.

Ms. Berglund asked how much money goes into the Document Storage Fund each year. Mr. Newcom replied that about \$12,000.00 per month goes into the Fund.

Historical Museum – 0134-0072 can be found on pages 227-228 of the Recommended Budget and pages 39-40 of the Summary. Mr. Zeunik stated that this is a very small account. Chairman Sorensen indicated that, like Cooperative Extension, this is run by a tax levy of two-tenth's of one cent.

Motion by Owens/Nuckolls to recommend tentative approval of the Historical Museum – 0134-0072 FY'2006 Recommended Budget as submitted.
Motion carried.

Health Department can be found on pages 158-201 of the Recommended Budget and pages 27-38 of the Summary. Mr. Keller reviewed his budget, noting that there are four separate sections that should be acted upon independently. He started with the Grant funds 0102-0107, which are administered by the Health Department. He noted that the budget report represents the appropriation that would cover the calendar year. Mr. Keller reported that 0110-0061 represents the Persons with Developmental Disabilities Fund, which is a tax supported fund. Fund 0111 is the T.B. Care and Treatment, and Fund 0112 is the Health Department's largest fund.

Mr. Keller indicated that Grant Funds 0102-0107 can be found on pages 158-184 of the Recommended Budget book. He reported that these cover the Dental Sealant Program, WIC Program, Health Promotion, Preventive Health Program, Family Case Management and AIDS/Communicable Disease Control.

Mr. Selzer asked if there were any major FTE changes in those grant funds. Mr. Keller replied that the only change was the elimination of a portion of a position.

Motion by Selzer/Moss to recommend tentative approval of the Health Department Grant Programs – Funds 102 through 107 FY'2006 Recommended Budget as submitted.

Mr. Owens asked what caused the large increase in Line Item 0622 – Medical and Nursing Supplies in Fund 103. Mr. Keller replied that it was the increase in purchasing breast pumps.

Ms. Berglund asked for confirmation that programs are discontinued when funding no longer exists. Mr. Keller assured her that was the case.

Motion carried.

Mr. Keller noted that Fund 0110 Persons with Development Disabilities can be found on pages 185-186 of the Recommended Budget. He reported that this is a Special Revenue fund that was established in 1987. Mr. Keller stated that the single line item for this fund is a Mental Health Levy for developmental disabilities persons programs through the MARC Center and the Occupational Development Center. He informed the Committee of a 2% adjustment for existing contracts and programs. As far as the tax portion is concerned, the levy is up 2% and the rate is down 2.82%. The Health Department is levying this at approximately two cents and it has a levy maximum of ten cents.

Motion by Owens/Berglund to recommend tentative approval of the Health Department Fund 0110-0061 – Persons with Development Disabilities – FY'2006 Recommended Budget as submitted.
Motion carried.

Mr. Keller presented Fund 0111 Tuberculosis Care and Treatment levy, which can be found on pages 187-191 of the Recommended Budget. He reported that the expenses are up only 1% as they are able to control expenditures in vaccine and medication supply lines due to the fact that there are fewer patients on second-line medications. Mr. Keller reported that the tax levy is up about 1% and the rate is down 3.8%.

Motion by Nuckolls/Berglund to recommend tentative approval of the T.B. Care and Treatment Fund 0111-0061 FY'2006 Recommended Budget as submitted.
Motion carried.

Mr. Keller indicated that Fund 0112-0061 is the largest Health Department fund and it can be found on pages 192-210 of the Recommended Budget. He reported that the expenses are up 3.4% and the Tax Levy is up 3% with a 1.8% reduction in the rate. Mr. Keller stated that there are no changes to the Fund. However, he noted that there are a few resolutions which will increase fees by 3% to coincide with increases in operating costs for Environmental Health Programs that he will bring before the Finance Committee in November. Ms. Berglund asked how many years the fees have been increasing. Mr. Keller replied that they have increased every year since 1990-91. He explained that before that they tried to rely on growth which did not work and they had to increase the fees significantly to catch up. Since that time, it was determined that they be adjusted annually. Ms. Berglund indicated she wanted the Committee to be aware of the reasons for the increase.

Motion by Bergland/Owens to recommend tentative approval of the Health Department Fund 0112-0061 – FY'2006 Recommended Budget as submitted.

Chairman Sorensen asked if there were FTE changes in the fund. Mr. Keller replied that there is a slight reduction from 5.14 to 5.109 which reflects a small reduction in Vision and Hearing technicians.

Motion carried.

Chairman Sorensen commended Mr. Keller on the Health Department budget control and presentation.

Tort Judgment Risk Management – 0135-0077 can be found on pages 234-235-236 of the Recommended Budget and pages 46-49 of the Summary. Mr. Zeunik reported that the total budget for the Risk Management program – Insurance Component – is \$1,025,089.00, which represents a 6.15% increase over FY'2006 Adopted Budget. He stated that there are no changes in staffing. Mr. Zeunik noted that Line Item 620.0001 reflects the newly combined line for Operating and Office Expenses. He pointed out a decrease in the Vaccine Prescriptions based on the need for inoculations in 2006.

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 235. He indicated that Inland Marine Insurance went from \$10,000.00 to zero based on the fact that the property insurance carrier is picking that up under the Property Insurance Line. Mr. Zeunik reported that there was an increase from \$200,000.00 to \$275,000.00 in claims for Worker's Compensation. He noted that Risk Management is dealing with a tight insurance market, particularly as it relates to insurance for the Nursing Home and for public sector insurance in general. Mr. Zeunik advised that there was some aggressive bidding for the property line and for the premium for Worker's Compensation.

Mr. Owens asked for an explanation of Line Item 0719.0014 Public Official's Bond. Mr. Zeunik replied that the County is required by State law to have a bond on County-wide elected officials. He explained that the amount of the bond varies depending upon the office and is set by statute. Mr. Zeunik noted that this account increases every two years – in the odd years, it drops down as there are no county-wide elections. In 2006, there is an election for County Clerk, County Treasurer and County Sheriff, which are the three offices with the highest bonds. The budget reflects that election in FY'2006 with an increase from \$100.00 to \$10,000.00. Mr. Zeunik indicated that Ms. Ho will prepare bids in 2006 for those

bonds. Ms. Ho stated that she likes to have the bonds completed and decided upon in September or October before the November elections, as the newly elected officials must be bonded before they take office.

Motion by Selzer/Owens to recommend tentative approval of the Tort Judgment Risk Management – 0135-0077 FY'2006 Recommended Budget as submitted.
Motion carried.

Tort Judgment – Civil Division – 0135-0077 can be found on pages 237-239 of the Recommended Budget and pages 44-45 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 and reflects the across the board increase and any merit increases that would be approved.

Motion by Owens/Moss to recommend tentative approval of the Tort Judgment – Civil Division – 0135-0077 FY'2006 Recommended Budget as submitted.
Motion carried.

Tort Judgment Fund – Juvenile Detention Health – 0135-0077 can be found on pages 229-230 of the Recommended Budget and pages 41-43 of the Summary. Mr. Zeunik explained that this is the Health component of the Juvenile Detention Center. This budget includes a full-time nurse at the Juvenile Detention Center, two contracts, one for mental health services and one for a physician. The total budget for Juvenile Health is \$96,471.00, which is up 1.87%. Mr. Zeunik reported that the Revenue is unchanged at \$2,500.00. He noted that some revenue comes in when juveniles receiving medical care are covered under insurance and if a juvenile from another County is receiving medical care, the other County will be billed. Mr. Zeunik stated that there is very little change in the line items as most of the juveniles, by law, do not stay for long periods of time and the majority of them are healthy. He indicated that, on the contract side, the OSF-St. Joseph's Physicians group provides the medical care and a mental health person comes out on an as-needed basis and is billed hourly.

Motion by Moss/Selzer to recommend tentative approval of the Tort Judgment Fund – Juvenile Detention Health – 0135-0077 FY'2006 Recommended Budget as submitted.
Motion carried.

Veterans Assistance Commission – 0135-0065 can be found on pages 240-243 of the Recommended Budget and pages 50-52 of the Summary. Mr. Zeunik reported that the total budget is \$156,153.00, which represents an increase of 6.67%. He noted that there is no change in the staff level, though the IMRF contribution increases significantly from 6.5% to 8.58%. Mr. Zeunik stated there is little change in contractual and operating-supplies. He advised that the big increase under Contractual is in Veteran's Emergency Services, which is a \$3,000.00 increase from \$53,000.00 to \$56,000.00.

Mr. Zeunik noted that the number of veteran's who seek emergency assistance increases when there are decreases in payroll in the community and with the Armed Forces actively engaged overseas.

Mr. Vogler reported that when the \$56,000.00 figure was submitted in the budget, it was based upon late spring-early summer volume of assistance and, since that time, volume has increased significantly. He explained that, by the end of the month, there will be only \$12,000.00 remaining for the remainder of the year. He alerted the Committee that he may need to come back for an adjustment. Mr. Vogler stated that there are far more veterans and guardsmen coming back who would not ordinarily be eligible for aid, but, since they have been overseas, they are now qualified for assistance. He assured the Committee that they are spending the \$56,000.00 wisely, noting a \$1,000.00 payment for support of a van to take veterans from Peoria to Bloomington and to Danville every day for mental care at the Danville VA facility -- approximately 60-70 people a month. Mr. Vogler advised that the \$1,000.00 fee will likely increase due to gas prices. He noted that the amount of veterans receiving vouchers and other assistance continues to increase, which is a major concern for the program.

Motion by Nuckolls/Moss to recommend tentative approval of the Veterans Assistance Commission – 0135-0065 FY'2006 Recommended Budget as submitted.

Mr. Moss asked which Line Item reflects the transportation costs. Mr. Vogler replied that it is included in the \$56,000.00. He detailed the various methods they use to help veterans travel, including a \$20.00 voucher to get someone to Peoria, gas vouchers of \$25.00, bus tickets to Iowa City at \$81.00. He noted that these come out of the funds that would otherwise be spent on rent assistance, utilities and food. Mr. Vogler advised that they now have a food pantry, initiated through the Amvets, so when someone gets a food voucher, they are given a couple bags of donated groceries.

Ms. Berglund asked if there is a way to promote the food pantry for other donations. Mr. Vogler responded that they do not have the storage space for more donations.

Chairman Sorensen asked about the frequent transportation of veterans by Mr. Vogler and his office support person. Mr. Vogler replied that the expense comes out of the same line item under "personal transportation." He stated that, previously, he had a gentleman who drove veterans to Peoria, but, because of liability concerns and due to his health, he no longer is available.

Chairman Sorensen expressed his concern with liability issues associated with Mr. Vogler and his staff person using their own private vehicles. Mr. Vogler stated that he and his assistant each make approximately 3-4 trips to Peoria per month.

The Committee discussed, at length, their concerns about Mr. Vogler and his assistant transporting the veterans, including:

- liability issues
- time away from the office
- wage hour compliance issue

Mr. Vogler reported that he encourages veterans to find their own transportation to Peoria, with voucher assistance.

Mr. Zeunik stated that County insurance would cover Mr. Vogler and his assistant when they transport veterans to Peoria.

Mr. Selzer suggested that it might be possible to investigate finding a courier that goes back and forth to Peoria daily that would transport the veterans. Mr. Vogler advised that the veterans' appointments in Peoria are at all different times of the day and it would be difficult to depend upon a courier.

Mr. Vogler reiterated that he encourages the veterans to be independent and to find their own transportation to their doctor appointments.

Chairman Sorensen assessed the discussion, noting the following solutions to transportation needs:

- County provides automobile insurance for trips taken by Mr. Vogler and his assistant to transport veterans to Peoria.
- The trips are not too frequent (3-4 each per month)

- The Committee encouraged Mr. Vogler to consider finding a replacement volunteer driver, including providing insurance for the driver

Motion carried.

Chairman Sorensen announced that the reclassification requests will be considered at the regular Finance Committee meeting on Tuesday, October 4th. Other budgets to be considered at that time are:

- Bloomington Elections Commission
- Tort Judgment Fund – Correctional Health Services
- County Clerk
- County Clerk Document Storage Fund

Mr. Zeunik announced that the only other budgets remaining are the I.M.R.F. and Social Security, which will be done after all budgets are completed.

There being nothing further to come before the Committee at this time, Chairman Sorensen adjourned the meeting at 11:52 a.m.

Respectfully submitted,

Judith A. LaCasse
Recording Secretary