

Minutes of a Special Meeting of the Finance Committee

The Finance Committee of the McLean County Board met on Tuesday, December 21, 2004, at 8:00 a.m. in Room 404 of the Government Center, 115 E. Washington Street, Bloomington, Illinois.

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

Members Absent: Member Nuckolls

Staff Present: Mr. Terry Lindberg, Assistant County Administrator, Ms. Judith LaCasse, Assistant to the County Administrator

Elected Officials/
Department Heads: Mr. Lee Newcom

Chairman Sorensen called the meeting to order at 8:02 a.m.

Chairman Sorensen presented six items for approval. They are as follows:

1. Request Approval of Emergency Appropriation Ordinance Amending the Fiscal Year 2004 Combined Annual Appropriation and Budget Ordinance— County Recorder's Document Storage Fund, 0137— County Recorder's Office 0006
2. Request Approval of Resolution Amending the Fiscal Year 2004 Full-Time Equivalent Positions Resolution—County Recorder's Office
3. Request Approval of Resolution of the McLean County Board Authorizing the County Recorder of Deeds to Offer a Salary Above the Starting Maximum Salary—County Recorder's Office
4. Request Approval of Emergency Appropriation Ordinance Amending the Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance— County Recorder's Document Storage Fund, 0137— County Recorder's Office 0006
5. Request Approval of Resolution Amending the Fiscal Year 2005 Full-Time Equivalent Positions Resolution—County Recorder's Office.
6. Request Approval of a Resolution Approving General Compensation Plan for Non-Union Employees and Position Classifications and Pay Ranges for Fiscal Year 2005.

Chairman Sorensen reported that the first five items are related to the County Recorder's request to facilitate the reorganization of the office. He explained that there are three different types of actions that need to be considered. The first is whether or not to reclassify the Chief Deputy Recorder from a pay grade 7 to a pay grade 8, to add an Office Specialist II in the office and to eliminate an Office Specialist I. The second action relates to determining the starting salary step for the Chief Deputy Recorder. The third item is related to the method of payment for the changes.

Ms. Berglund indicated that she met with Mr. Newcom, who answered all of her questions and she is satisfied with his explanations.

Motion by Berglund/Moss to recommend Approval of the following items:

Request Approval of Emergency Appropriation Ordinance Amending the Fiscal Year 2004 Combined Annual Appropriation and Budget Ordinance—County Recorder's Document Storage Fund, 0137— County Recorder's Office 0006

Request Approval of Resolution Amending the Fiscal Year 2004 Full-Time Equivalent Positions Resolution—County Recorder's Office

Request Approval of Resolution of the McLean County Board Authorizing the County Recorder of Deeds to Offer a Salary above the Starting Maximum Salary—County Recorder's Office.

Request Approval of Emergency Appropriation Ordinance Amending the Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance—County Recorder's Document Storage Fund, 0137— County Recorder's Office 0006.

Request Approval of Resolution Amending the Fiscal Year 2005 Full-Time Equivalent Positions Resolution—County Recorder's Office.

Mr. Owens asked how the classification step was set for the Chief Deputy Recorder. Mr. Lindberg replied that the position was a Grade 7. Based on the Position Appraisal material submitted by Mr. Newcom and the recommended changes in supervisory responsibilities, it was determined that the position could be upgraded to a Grade 8. The statutory duties and responsibilities of the office have not changed. However, the

proposal would use this position in a much more supervisory manner and with an emphasis on using technology.

Mr. Moss reported that he met with Mr. Newcom last week regarding his plans for the office. He indicated that he is very excited about Mr. Newcom's vision for the office and the necessary changes he is making in the office.

Mr. Owens concurred that he, too, approves of the changes.

Chairman Sorensen explained that the Finance Committee has historically been inclined to grant newly elected officials some level of discretion in terms of reorganization of their office even when it requires reclassification of a position.

Mr. Selzer joined the meeting and Chairman Sorensen gave him an overview of the proposals and the motion made by Ms. Berglund and seconded by Mr. Moss.

Mr. Selzer expressed concern with the changes in the Recorder's Office in comparison with some of the other offices in the County. Mr. Lindberg explained that the proposal is to change the Chief Deputy Recorder from a Grade 7 to a Grade 8. He further explained that this is still the lowest pay grade of any Chief Deputy. Mr. Selzer asked about the pay. Mr. Lindberg replied that this topic is looked at separately from the grading of the job.

There was some discussion among the Committee members regarding the reclassification. Some items touched upon were the reclassifications made in the State's Attorneys Office and other offices upon the arrival of newly elected officials.

Mr. Selzer indicated that he has received several phone calls from McLean County employees who are concerned about the changes in the Recorder's Office, which has only six employees as compared to some of the other County offices.

Mr. Selzer expressed concern that the reclassification in the Recorder's Office will create problems internally with other offices. Mr. Owens responded that he understands the precedence to allow newly elected officials to make changes when they take office and that other County officials, including the State's Attorneys Office and the County Clerk's Office, made similar reclassifications when they took office. Mr. Owens asked Mr. Newcom if there was anyone else qualified to do the job of the Chief Deputy Recorder in light of the technological experience needed.

Mr. Newcom responded to Mr. Selzer and Mr. Owens' questions. He applauded the work of the Finance Committee and assured them that he was conservative in his proposal. He indicated that the reason for the reclassification is based upon the PAM score ratings, which he used as a guide in making his decision. Mr. Newcom noted that the Chief Deputy position has changed significantly to reflect the technological and supervisory aspects necessary for the position. He invited members of the Committee to visit the Recorder's

Office to observe the positive changes being made in that office.

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Mr. Selzer reiterated his concern that this issue goes beyond the Recorder's Office. He indicated his belief that it affects other offices and other requests.

Chairman Sorensen responded that the Finance Committee works with newly elected officials as they restructure their offices. He indicated that it is his perspective that the Finance Committee also gives other departments the opportunity to make requests.

Mr. Selzer indicated he felt that the Committee needs to establish parameters on what is needed versus what is wanted.

Mr. Moss indicated that he felt the message the Committee is sending, if the proposal is approved, is that a newly elected official is determined to make improvements in an office. He further stated that he believes the circumstances associated with this proposal are unique and do not apply to other offices in the County. Mr. Moss commented that he feels Mr. Newcom's proposal was both conservative and properly presented.

Chairman Sorensen commented that the Finance Committee is doing a good job by addressing the issues and debating the merits. He asked for a vote on the motion made by Ms. Berglund and seconded by Mr. Moss.

Motion carried.

Ms. Berglund asked if the PAM scores are periodically reviewed. Mr. Lindberg responded that the PAM scores are reviewed for three reasons, 1) if there is a request from a department, 2) if there is difficulty in hiring or retaining employees in a particular position, and 3) if there is a change in organization driven by statute or action, such as in Springfield.

Chairman Sorensen presented the final item for action, namely a request for approval of a Resolution Approving General Compensation Plan for Non-Union Employees and Position Classifications and Pay Ranges for Fiscal Year 2005. He explained that this is consistent with the 2005 Budget as approved last month. He noted that there will be one clerical amendment to this document, which reflects the moving of the Chief Deputy Recorder position just acted upon.

Motion by Selzer/Owens to Approve the of Resolution Approving the General Compensation Plan for Non-Union Employees and Position Classification and Pay Ranges for Fiscal year 2005.

Motion carried.

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Mr. Zeunik distributed the proposal that the Circuit Clerk received from Guthoff, Mehall & Allen to complete the AOIC audit as was requested by Mr. Owens at the December Finance Committee Meeting. He noted that the major difference in reviewing the proposals from Guthoff, Mehall & Allen, Clifton Gunderson and McGladrey & Pullen is in the number of hours, which accounts for the difference in cost. The Circuit Clerk's recommendation to go with Guthoff, Mehall & Allen is because Guthoff has proposed 100+ hours of work. The other two firms proposed 50 hours of work. Mr. Zeunik noted that new guidelines have just been issued by the Administrative Office of the Illinois Courts, which have expanded some of the requirements of the audit. The hourly rates are comparable to both the rates proposed by Clifton Gunderson and the rates proposed by McGladrey. It is the difference in hours that drives the additional cost for this audit.

With no further business to come before the Committee at this time, Chairman Sorensen adjourned the meeting at 8:40 a.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary