

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, February 1, 2012 at 4:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Owens, Members O'Connor, Butler, Wollrab, Rankin, and McIntyre

Members Absent: None

Other Members Present: None

Staff Present: Mr. Bill Wasson, County Administrator; and Ms. Judith LaCasse, Recording Secretary, County Administrator's Office

Department Heads/
Elected Officials
Present:

Ms. Michelle Anderson, County Auditor; Ms. Jennifer Ho, Risk Management; Mr. Robert Kahman, Supervisor of Assessments; Ms. Becky McNeil, County Treasurer; Mr. Matt Riehle, Director, Nursing Home; Mr. Walt Howe, Health Department Administrator; Mr. Ron Dozier, State's Attorney; and Mr. Don Everhart, Circuit Clerk

Others Present: Ms. Monica Paul, Chief Deputy County Auditor, Auditor's Office; and Ms. Jan Morris, Health Promotion Program Manager, Health Department; Mr. Rusty Thomas, Chief Deputy Sheriff; and Mr. Greg Allen, Jail Superintendent, Sheriff's Department

Chairman Owens called the meeting to order at 4:00 p.m.

Chairman Owens presented the minutes of the January 4, 2012 Finance Committee Meeting and the December 20, 2011 Stand-up Meeting for approval.

Motion by O'Connor/Butler to approve the Minutes of the January 4, 2012 Finance Committee Meeting and the December 20, 2011 Stand-up Meeting.
Motion carried.

Ms. Monica Paul, Chief Deputy County Auditor, reviewed the Audit Summary Reports for the Tax Sale Automation Fund and the Children's Home & Aid. She noted that an audit of the McLean County Tax Sale Automation Fund was completed on January 12, 2012 for the tax sale that occurred in 2011 as mandated by the Illinois Compiled

Statutes (ILCS). She advised that after reviewing the information gathered, there was nothing that would indicate the Treasurer's Office is not in compliance with statutory requirements regarding the fund account.

Ms. Paul stated that the Site Visit Audit for the Children's Home & Aid was October 28, 2011. That audit resulted in the following recommendations:

- Recommends that Children's Home & Aid maintain a spreadsheet listing actual expenditures for the Safe Havens grant by month. The Spreadsheet will help with quarterly expenditure reports, monitoring the budget, and billings to McLean County;
- Recommends that Children's Home & Aid record Safe Havens revenues based on actual expenses. Children's Home & Aid should submit actual expenses to McLean County Monthly for reimbursement based on the spreadsheet of actual expenses. The invoices submitted should be accompanied by the spreadsheet.
- Recommends that any future money passed through to Mid-Central Community Action should be recorded on the cash basis, but it is up to Children's Home & Aid how they record pass-through money.
- Recommends that Children's Home & Aid submit actual quarterly expenditures on the DOJ expenditure reports for the remainder of the grant.

Ms. Paul advised that this audit does not provide a legal determination on the Agency's compliance with the requirements. She stated that the Children's Home & Aid is operating, in all material respects, in compliance with the requirements that could have a direct and material effect on the grant agreement between the U.S. Department of Justice and McLean County.

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

Ms. Jennifer Ho, Risk Management, presented a request for approval of the proposed Insurance Program for Policy Year 2012.

Ms. Ho included a brief summary of the renewal for each line in the packet, as follows:

- 1) **Property Insurance premiums** – Reflective of the increase in appraised values from the physical appraisal completed in 2011, premiums increase by 38%. Given the completion of renovations and construction at various locations, to include the renovations at the Law & Justice Center and the Government Center, and the completion of the new garage at the Highway Department, it was timely and appropriate to update the replacement costs for our properties for insurance purposes.

- 2) **Excess Liability Insurance** – Reinsurance rates for public risks are increasing. However, the County has been able to realize a reduction of 5% due to a reduction in its underwriting basis and the long-term relationship with the incumbent carrier, States. The States program remains a viable safety net for the County's liability exposures as this member-owned program is now backed by four A+ rated large reinsurers – ACE, Swiss Re, Gen Re and Munich Re.
- 3) **Nursing Home Liability Insurance** – CNA remains competitive for renewal. No changes were made.
- 4) **Excess Workers Compensation Insurance** – This marks the second year of a two-year policy, with the slight increase due to actual payroll being slightly more than projected payroll at inception of the policy in PY-2011, which was based on FY'2010 payroll. As a result, we are able to shield the County from higher loss retentions that insurers are requiring of public risk entities, especially for law enforcement exposures.
- 5) **Theft and Bond Insurance** – The County's blanket fiduciary policy is prepaid for three years, effective March 1, 2012. Faithful performance for public officials was endorsed into the County's blanket fiduciary policy December 1, 2010, replacing the need for individual bonds for elected officials. By doing so, the County saves the expense for these bonds, which has ranged from \$3,868 to \$15,000, every two-years, and the time and expense for marketing the bids and securing underwriting approval for higher value bonds. We had also found that the use of blanket coverage allows for ease of meeting statutory filing requirements.
- 6) **Brokerage Services** – This is the fourth year of engagement with Arthur J. Gallagher Risk Management Services, Inc. (AJG), which includes resources to augment the County's efforts in loss control, safety and risk management.
- 7) **TPA Services** – This is the third year of a three-year engagement with Brentwood Services Administrators. Brentwood became the County's TPA effective January 1, 2010, following a RFP selection process approved by the Committee in December 2009.

Ms. Ho advised that for insurance purposes, the appraisal is not the market value of the buildings but what it would cost to rebuild the buildings should there be a total loss. She noted that it is necessary to bring the values up to date, which is the reason for the increase in property insurance.

Ms. Ho indicated that the insurance carrier reported that because the claims experience in Worker's Compensation at the Nursing Home has increased, the County would be getting a rate increase. She pointed out that the Nursing Home Liability Insurance remained the same only because it was a two-year policy.

Ms. Ho concluded that the County experienced a 5% increase in insurance costs over the previous years because of the changes in the marketplace. She advised that in the future, rates will probably be increasing, so it will be necessary to do a more aggressive effort in seeking out other carriers.

Ms. Wollrab asked if Gallagher is responsible to bid on the insurance contracts for the County. Ms. Ho replied that before a renewal process is completed, she would meet with Gallagher to discuss the options and make a determination on coverage.

Chairman Owens asked how long the brokerage agreement is with Gallagher. Ms. Ho replied that the agreement was a one-year annual renewable agreement. She added that the fourth year renewal agreement was approved in November.

Motion by Butler/Rankin to Recommend Approval of the
Proposed Insurance Program for Policy Year 2012.
Motion carried.

Ms. Ho presented the Fourth Quarter FY'2011 Risk Management Fund Report. She stated that, as of December 31, 2011, the County experienced an overall improvement in its self-insured claims experience, with a net reduction of \$195,134 in its reserve position and a net reduction in open claims by 3 from December 31, 2010. The reserve position for the County on December 31, 2010 was \$643,101 with twenty-five (25) open claims vis-à-vis a reserve position of \$447,967 and twenty-two (22) open claims, for all years since 1992, as of December 31, 2011. Ms. Ho noted that the County initiated self-insurance in 1992.

Ms. Ho advised that over that 12-month period, the County added a total of 80 new claims, for all lines of coverage's. A net reduction in open claims indicate that most new claims were closed within the calendar year, a measure of the less severe claims activity for the County. Ms. Ho indicated that reserves for casualty lines were adjusted to reflect the exposure for the County. Correspondingly, a net reduction in reserves is an improvement to the County's financial position.

Ms. Ho stated that the improvement in workers compensation claims contribute significantly to this reduction, due to favorable settlements, reduction in the number of work injuries and the severity of injuries. For the fiscal year ending December 31, 2011, the County has seven less claims than in FY'2010. Ms. Ho noted that the valuation of FY'2010 claims also indicate the improved picture of the County's work injury experience. There is reason to be optimistic that the reduced valuation of FY'2010 claims shows an improved picture of work injuries. Ms. Ho added that the County has also recovered \$145,000 on a FY'2009 claim during the last quarter.

Ms. Ho indicated that in the area of auto physical damage and auto liability claims, there is a total of eight claims, which is an improvement over the combined 16 auto claims in 2010. She added that no bodily injuries were involved. Ms. Ho cautioned that the cost of repairs increased in FY 2011.

Chairman Owens asked if there were any additional questions or comments. Hearing none, he thanked Ms. Ho.

Mr. Bob Kahman, Supervisor of Assessments, reviewed his Monthly Assessment Report, noting that on January 10, 2012, he submitted the Board of Review abstracts to the Illinois Department of Revenue (ILDOR) and rolled the assessments to the County Clerk. He stated that on January 13, 2012, the Clerk submitted her abstracts of assessment to ILDOR. Mr. Kahman thanked County Clerk Kathy Michaels and Tax Extensionist Megan Nelson for their kind assistance and support in this process.

Mr. Kahman indicated that the Certificate of Status forms have been mailed to owners of tax exempt property for their annual reporting of the use of their property. The Senior Citizens Assessment Freeze Homestead Exemption (SCAFHE) applications will be mailed around February 1, 2012 to all taxpayers that have applied for the senior homestead exemption. Mr. Kahman noted that, after the situation last year with a City Council member, the Assessor's Office is checking exemptions very carefully.

Mr. Kahman noted that, included in the packet, were two documents for information. One was an article on the web publication *Farmdocdaily*, entitled "Farmland Prices: Where to from Here?" He stated that *Farmdocdaily* is a publication of the University of Illinois, Department of Agricultural and Consumer Economics. The article provides the connection between interest rates and farmland prices. Mr. Kahman noted that neither the University of Illinois nor he believe the prices are in a "bubble."

Mr. Kahman advised that the other two-page item in the agenda packet is his annual McLean County Parcel Breakdown by Property Class and EAV report. He noted that the County has almost 1600 more farmland parcels today than in 1989. Mr. Kahman stated that the increase in farmland parcel count is twofold, namely:

- The County has lost almost 700 farm homestead in these 22 years;
- Existing farmland parcels continue to be chopped up smaller and smaller, especially in the path of urbanization.

Mr. Kahman indicated that there is a concern that the County is losing a lot of land to urbanization, but he assured the Committee that farmland is not being lost terribly fast. He added that farmland values are almost the same as 20 years ago.

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

Chairman Owens noted that Kathy Michael, County Clerk, was unable to attend the meeting today. He stated that her report is on page 16 of the packet. There were no questions on the report.

Chairman Owens presented the County Recorders Monthly Report as submitted by Mr. Lee Newcom, County Recorder.

Ms. Becky McNeil, County Treasurer, presented the Financial Reports for the period ending January 31, 2012, as distributed.

Ms. McNeil reviewed the Summary of Tax Vouchers for Sales, Income, Local Use and Personal Property Replacement Tax, as follows:

January 2012 Vouchers:		<u>January 2011 Vouchers</u>	
Sales Tax	\$405,233.17	375,964.22	1.7%
Revenue Sales Tax	52,977.91	59,645.21	-11.2%
Local Use Tax	22,904.37	29,318.24	021.9%
Income Tax	140,599.36	138,914.25	1.2%
PPRT	<u>206,239.04</u>	<u>149,835.72</u>	<u>37.6%</u>
Total	\$805,237.49	753,678.64	6.8%

Monthly Comparison

January 2011 Vouchers	805,237.49	
January 2012 Vouchers	<u>753,678.64</u>	
Difference	51,558.85	6.8%

YTD Comparison

YTD 2011 Vouchers	805,237.49	
YTD 2012 Vouchers	<u>753,678.64</u>	
Difference	51,558.85	6.8%

Budget Comparison

2012 Annual Budget:	\$8,930,000.00	
Budgeted Revenue per Month:	\$744,166.67	
Budgeted Revenue thru 1/31/12:	\$744,166.67	
YTD Actual Vouchers	\$805,237.49	
Amount Over (Under) Budget:	\$61,070.82	8.2%

Ms. McNeil pointed out that the County had its first month of Sales Tax Revenue for 2012, which was higher than last year at this time.

Ms. McNeil reviewed a Balance Sheet through December 31, 2011. She cautioned that this is not a final balance sheet. Ms. McNeil stated that the preliminary fund balance is \$11,044,860.30 compared to the audited fund balance of \$10,323,825.37, which is a net change of \$721,034.93 for 2011. She indicated that the Revenues are \$41,094,727.07 and Fund Expenses are \$40,383,692.14. Ms. McNeil added that this is for the Governmental Funds, namely General Fund, Tort Fund, and the Recorder's Revenue Stamp Fund. Mr. Wasson advised that when you see the audit and see the fund balance for the General Fund, it combines all of those funds together. He noted that it is necessary to look at them in that manner when discussing the issue of the unappropriated fund balance of last year.

Ms. McNeil reported that the State Receivables as of December 31, 2011, across all funds, has a receivable balance of \$2.9 million. The receivables that are currently booked that affect the General Fund are a little over \$1 million right now. Ms. McNeil stated that in the Nursing Home Fund \$1.2 million is booked from 2011. In the Health Funds there is about \$480,000 booked from 2011 that has not been received. She indicated that if those funds are not received prior to March 31st, those funds will be backed out of Revenue. Ms. McNeil added that there are a few numbers that have not been received from the State of Illinois yet that will not be released until this month. She added that these numbers will definitely be deferred revenue.

Ms. McNeil reviewed the Treasurer's Investment Report. She noted that the Freestar Bank has been bought out by First Financial Bank. Ms. McNeil stated that a couple CD's (Repo's) came due this week with First Financial, but the rates they came in with were so bad that she cashed them out this week.

Ms. McNeil indicated that because the Nursing Home has a sufficient fund balance, she was able to invest in a \$1 million Fannie Mae callable Step Up Bond at the end of December for 1%. This Bond is scheduled to be out until 2016, and it steps up a percentage each year.

Ms. McNeil reported that the total cash on hand is \$37,638,139.18.

Chairman Owens asked if there are any concerns with investing in a Fannie Mae Bond. Ms. McNeil responded that Fannie Mae is about 70% own by the U.S. Government and the ratings are all very positive.

Mr. Butler asked if the bonds are insured. Ms. McNeil replied that the bonds have securities pledged against them.

Motion by Butler/Rankin to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending January 31, 2012, as submitted.
Motion carried.

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

Mr. Matt Riehle, Director, Nursing Home, reviewed his Monthly Reports. He stated that there was nothing unusual to point out in the reports.

Mr. Riehle stated that he finally received an August payment from the State last week, but is still waiting for September through December. Once that is received the Nursing Home will be in a good position.

Mr. Riehle indicated that Senate Bill 3088, called the "Provider Tax" (others call it the "Granny Tax"), is a bill where the State of Illinois is trying to add an additional \$6.07 per occupied bed per day, minus Medicare bed, which is in addition to the \$1.50 that the Nursing Home has always paid. He stated the County Nursing Home Association supported this bill because the tax will be used to increase the Federal Matching Assistance percentage from the Federal Government because the 2011 Rate Sheet showed that Illinois is far and away the lowest reimbursement state. Mr. Riehle indicated that in essence, that \$6.07 will be used to increase the Federal Matching Percentage that will come back to the nursing homes in terms of Public Aid reimbursement thereby increasing the Nursing Home rates. He noted that the last study done shows that that the tax would be to the Nursing Home's benefit by about \$39,000. Mr. Riehle added that the Federal Government has blessed the plan. He added that the State does not have an implementation plan at this time.

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

Mr. Walt Howe, Administrator, Health Department, presented the 2011 County Wellness Program Report and a request for approval of the 2012 Wellness Program. He introduced Ms. Jan Morris, Health Promotion Program Manager who works closely with the County on the Employee Wellness Program. Mr. Howe stated that the Committee packet contains a summary of the 2011 Employee Wellness Program. He advised that the number one goal of the program is to assist employees in improving their own

health, which would reduce absenteeism, increase productivity, increase morale and, ultimately reduce medical and disability claims. Mr. Howe advised that in 2011 there were three targeted areas, namely General Wellness Activities; policy and environmental changes to lead to more healthy behaviors by employees; and the influenza vaccination program that is no charge to the employees.

Ms. Morris thanked the County Board and the County Administrator's Office for their support. She noted that this was the 14th year for the County Wellness Program. Ms. Morris indicated that the Wellness Program started very small and continues to work to empower employees to adopt healthy lifestyles. Ms. Morris advised that the goal has always been to empower employees to become healthier and the challenge continues to be how to involve the employees most at risk.

Ms. Morris noted that the report is different than in the past as she has not yet received the Executive Summary from Blue Cross/Blue Shield. The report provides a summary of all of the programs that have been done.

Ms. Morris stated that a total of 463 County employees participated in the Employee Wellness Program in 2011 (does not include total employees that completed the Health Risk Appraisal), which was an increase from 442 employees in 2010. She indicated that the total participation from all activities was 1,295, which was an increase from the 1,071 employees in 2010. Ms. Morris noted that more than 350 employees completed the HRA. She added that thirty departments/sections were represented. Many of the activities were based on increasing physical activity and improving nutrition. Ms. Morris pointed out that these are the two areas that were found to need the most improvement among employees based on the health risk assessment.

Ms. Morris indicated that in 2011 a portion of a storage room on the 4th floor of the Health Department was converted into a fitness room for County employees. The room holds Zumba, Pilates, and fine tuning classes, which have been well-received.

Ms. Morris reported that more employees participated in a Smoking Cessation program this year.

Ms. Morris advised that on June 1, 2011, the property at 200 West Front Street was designated a smoke-free campus. The McLean County Health Department is committed to the promotion of quality health care and the prevention of disease. Ms. Morris added that providing a smoke free campus can help ensure that clients, visitors, volunteers and employees are not exposed to the harmful components of tobacco smoke.

Ms. Morris stated that, for 2012, the Health Department would like to begin a pilot program to work with Benefit Planning Associates and a fitness organization where they would come to campus to work with at least 40 people at a time for on-site, 3-day a week classes for eight weeks. She noted that a BMI would be done and nutritional counseling would be provided. Ms. Morris indicated that the program will target people whose BMI is 25 or over and who do not exercise. A survey will be conducted and employees will be encouraged to participate in the program. Ms. Morris added that there will be no cost to the employees, although the value of the program is \$250.00. She estimated that there may be four or five groups.

Ms. Morris advised that the program also budgeted for the flu vaccine which has been offered for the last two years.

Ms. Morris requested that the Committee recommend approval of the 2012 Wellness Program with a proposed budget of \$25,000.

There was a general discussion about the merits of the Wellness Program and its efforts to target those employees who are most in need of the program.

Mr. Rankin asked if the County still has a partnership with Four-Seasons and are employees taking advantage of the service. Mr. Wasson replied that the County continues its partnership with Four-Season and many employees belong. He indicated that he will try to find out how many employees belong to Four Seasons. Mr. Wasson added that, through the Blue Cross-Blue Shield Employee Health Plan, employees also have the ability to sign up for a basic membership at the YMCA in Bloomington for \$25.00 per month, which is very conveniently located for the majority of County employees.

Chairman Owens thanked the Health Department for providing this Wellness Program to County employees. He noted that County Board members can also take advantage of the Wellness Program.

Motion by O'Connor/Wollrab to Recommend Approval of the
Proposed 2012 Employee Wellness Program and the
proposed Budget.
Motion carried.

Chairman Owens asked if there were any other questions or comments. Hearing none, he thanked Mr. Howe and Ms. Morris.

Mr. Bill Wasson, County Administrator, presented one Resolution and two Ordinances that allow the County to transfer monies between funds until the first installment of property taxes takes place. He noted that these three items are annual housekeeping items that can be acted upon together. They are: Request Approval of a Resolution transferring monies from the Working Cash Fund 0002 to the F.I.C.A./Social Security Fund 0130, Fiscal Year 2012; to Request Approval of an Ordinance transferring monies from the TB Care and Treatment Fund 0111 and the Health Department Fund 0112 to the Persons with Developmental Disabilities Fund 0110, Fiscal Year 2012; and Request Approval of an Ordinance Transferring Monies from the County General Fund 0001 to the Children's Advocacy Center Fund 0129, the I.M.R.F. Fund 0131, and the Tort Judgment Fund 0135, Fiscal Year 2012.

Motion by Wollrab/O'Connor to Recommend Approval of a Resolution Transferring Monies from the Working Cash Fund 0002 to the F.I.C.A./Social Security Fund 0130, Fiscal Year 2012; to Recommend Approval of an Ordinance Transferring Monies from the TB Care and Treatment Fund 0111 and the Health Department Fund 0112 to the Persons with Developmental Disabilities Fund 0110, Fiscal Year 2012; and to Recommend Approval of an Ordinance Transferring Monies from the County General Fund 0001 to the Children's Advocacy Center Fund 0129, the I.M.R.F. Fund 0131, and the Tort Judgment Fund 0135, Fiscal Year 2012.
Motion carried.

Mr. Bill Wasson, County Administrator, presented the request for approval of the critical personnel position requests which have been received by the County Administrator's Office through January 26th. All positions listed below are budgeted and funded through the end of FY 2012. He noted that the appropriate Department Heads are available to answer any questions.

State's Attorney Office

- 1) Fill 1.0 FTE Office Support Specialist I Position which has been vacated

The State's Attorney's Office has previously had a 1.0 FTE OSS I reduction in the January, 2010 Budget and an additional 1.0 FTE Part-time position reduction in the 2012 budget. The vacated position has taken on a portion of the redistributed workload of these two support staff reductions.

Sheriff's Department

- 2) Fill a 1.0 FTE Patrol Deputy position that has been recently vacated

The Sheriff's Department has two open deputy positions that are half funded and the Department is planning on retaining these vacancies to mid-year in compliance with the 2012 budget. However, a Deputy resigned effective on January 28th, making a third open position. The Sheriff's Office is requesting to fill the open position left by this Deputy's resignation.

- 3) Fill a 1.0 FTE Office Support I position that has been recently vacated in the Jail. The sheriff's Department has previously had a 1.0 FTE OSS I reduction in the January, 2010 Budget. This support position provides assistance to Jail visitors that would otherwise impact minimum staffing requirements within the Jail.

Circuit Clerk's Office

- 4) Request to fill a 1.0 FTE Office Support Specialist I position that has been vacated.

The retirement of a staff member has left a vacated FTE in the Circuit Clerk's Traffic Division. The vacated position primarily provides daily entry of new citations into EJS. Additional duties include, but are not limited to, entering weekend custody information, running receipts for posted cash bonds, and assisting in a portion of work previously performed by a 1.0 FTE eliminated by 2009-2010 budget reductions.

All positions listed below are budgeted and funded through the end of FY 2012 and identified as falling under the "critical patient care exemption" section of the hiring freeze guidelines.

Health Department

- 5) Fill 1.0 FTE Communicable Disease-Nurse Position which have been vacated

The request to fill the vacant CD Nurse position, starting February 12 2012, is respectfully submitted. This position has responsibility as Lead Reportable Disease Nurse for McLean County Health Department- CD Section. This entails managing lab reports, case initiation and investigation, and surveillance for over 70 reportable diseases. This position also assists in weekly STD clinic, has available STD appointments throughout the week, and rotates with three other nurses to staff daily TB skin test clinic.

Communicable Disease section is currently down a nurse with a vacant Communicable Disease Coordinator position. Due to drastic de-funding in our HIV grant, another nurse has been reallocated to Emergency Preparedness program three work days of the week. Leaving this position vacant would mean three nurses would have to cover STD, HIV, TB and Reportable Disease issues.

This can have negative implications on the care and disease management of our community, especially when an outbreak occurs, and the other responsibilities of CD Section need to be met.

Nursing Home

- 6) Fill 3.0 FTE Certified Nursing Assistant Positions which have been vacated
- 7) Fill 1.0 FTE Registered Nurse Position which has been vacated

The Nursing Home has filled 3 Certified Nursing Assistant position and 1 Registered Nurse position that have been vacated and filled to provide sufficient personnel to meet critical minimum staffing levels required to meet state guidelines. These positions fall under the "critical patient care exemption" section of the hiring freeze guidelines.

Motion by O'Connor/Rankin to Recommend Approval of the
Critical Personnel Hiring Requests.
Motion carried.

Mr. Rankin asked for an update on the search for an Assistant County Administrator. Mr. Wasson replied that he has some good candidates. Mr. Wasson added that he hopes to finalize the search soon.

Chairman Owens presented the January 31, 2012 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee bills include a Prepaid Total of \$1,468,680.55 and a Fund Total that is the same.

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Motion by Butler/Wollrab to recommend approval of the Finance Committee bills as of January 31, 2012 as recommended by the County Auditor.
Motion carried.

Chairman Owens presented the January 31, 2012 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Prepaid Total of \$156,239.80 and a Fund Total that is the same.

Motion by O'Connor/Butler to recommend approval of the Nursing Home bills as of December 31, 2011 and January 31, 2012 as recommended by the County Auditor.
Motion carried.

Chairman Owens presented a request for approval of two transfers within the Records Office, namely Fund 0001 for \$30,219 and Fund 0137 for \$19,070. Mr. Wasson noted that these are end of year transfers.

Motion by Butler/Rankin to recommend approval of the Nursing Home bills as of December 31, 2011 and January 31, 2012 as recommended by the County Auditor.
Motion carried.

There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 5:05 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary