

Minutes of a Special Finance Committee Meeting

The Finance Committee of the McLean County Board held a special meeting on Tuesday, October 12, 2004 at 5:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL, at 5:00 p.m.

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

Members Absent: Member Kalapp

Staff Present: Mr. John Zeunik, County Administrator, Mr. Terry Lindberg, Assistant County Administrator, and Ms. Jude LaCasse, Assistant to the County Administrator

Department Heads/
Elected Officials
Present:

Mr. Bob Keller, Administrator, Health Department;
Mr. Walt Howe, Assistant Administrator, Health Department; Mr. John Hendershott, Senior Staff Sanitarian; Ms. Karen Mayes, Director of Personal Health Services, Health Department; Ms. Jen Ho, Risk Manager; Ms. Ruth Weber, Recorder; Ms. Jackie Dozier, County Auditor

Others Present: None

Chairman Sorensen called the meeting to order at 5:12 p.m.

Chairman Sorensen asked Mr. John Zeunik, County Administrator to present the first item for action. Mr. Zeunik stated that this is a special meeting of the Finance Committee to review several Departments' FY'2005 Recommended Budgets. Mr. Zeunik stated that the first Department on the agenda is the Health Department. Mr. Zeunik informed the Committee that the Health Department's Budget includes a number of grant supported funds, as well as three property tax supported funds. Mr. Bob Keller, Administrator, Health Department, prepared an extensive summary. Mr. Zeunik asked Mr. Keller and Mr. Walt Howe, Assistant Administrator, Health Department to present this item to the Committee.

Mr. Keller stated that the information he provided is an overview of a complex multi-fund budget. Mr. Keller informed the Committee that, in summary, Funds 102 – 107 are grant related funds. Mr. Keller noted that those funds are operated on a different fiscal year than the County's calendar year and are

generally funded through State or Federal grant programs. Mr. Keller stated that, in years past, this Committee has approved those funds as appropriations and pass through grant funds. Mr. Keller stated that he would leave that up to the Committee's pleasure.

Mr. Keller stated that this is the 11th year that he and his staff have prepared the Health Department's Budget with the aggregate tax rate below the previous year's rate. Mr. Keller advised the Committee that since 1993 the tax rate has declined 26%. The expenses in the tax funds are only up 1% in the Persons with Developmental Disabilities Fund, 1% in the TB Fund, largely due to some of the reductions that were made in the prescription medication line, and 3% in the Health Fund. Mr. Keller stated that is a very quick overview of the budget and that he would be happy to answer any questions that the Committee may have.

Mr. Zeunik advised the Committee that the Health Department has not added any new positions to its staff in the Recommended Budget. Mr. Zeunik stated that the Animal Control function is 100% non-tax-supported. Mr. Keller replied that Animal Control is supported through a contract with Bloomington, Normal and other smaller municipalities. Mr. Keller stated that in the agenda are two ordinances which propose a 3% increase in the Food Sanitation Program Fees and the Private Sewage Program Fees 3% to coincide with the increase in the budget.

Chairman Sorensen asked if the Committee had any questions for Mr. Keller or any member of his staff. Mr. Moss asked how much of the Health Department's budget is received through Food Permit Fees. Mr. Keller responded that approximately 52% of the Food Program is taken up by Food Permit Fees. Mr. Keller also noted that the way the ordinance is structured, churches and other not-for-profit agencies are exempt from the permit fee.

Chairman Sorensen informed the Committee that in his perspective, the Committee should carry over the two ordinance requests to the next Finance Committee Meeting because they are not specifically listed on the Committee's agenda. Mr. Zeunik replied that the Committee can approve those Ordinances at its regularly scheduled meeting in November. Mr. Keller stated that approving the two Ordinances at the November meeting will work as long as the Committee bears in mind that the balanced budget for FY'2005 would have to include the proposed fee increases. Chairman Sorensen agreed.

Motion by Selzer/Berglund to recommend tentative approval of the FY'2005 recommended budget for the all Funds in the Health Department as presented, with the caveat that the Committee will hold over the two Fee Ordinances to the next regular Finance Committee Meeting so they may be placed on the agenda as required. Motion carried.

Chairman Sorensen thanked Mr. Keller and his staff for their excellent presentation of the budget. Chairman Sorensen stated that the next budget to be reviewed is the County Auditor's.

Mr. Zeunik stated that the Auditor's budget can be found in the Recommended Budget Book on pages 11-12. The total expenses are \$295,090.00, which represents a decrease of \$860.00 over the FY'2004 Adopted Budget. Mr. Zeunik stated that there is a very slight change in the salaries. The County's Internal Auditor is still on active military duty and is not anticipated back until the end of March or beginning of April 2005. The budget has been adjusted in anticipation of his return. There are no other changes in staffing levels.

Mr. Zeunik stated that this is a very lean budget and Ms. Jackie Dozier, County Auditor is present to answer any questions that the Committee may have. Ms. Dozier asked which budget would handle any paid assistance that may be needed next year with the New World Software Program. Mr. Zeunik stated that money will be allocated from the Information Services Budget. Chairman Sorensen asked if Ms. Dozier anticipated a need for on-sight assistance. Ms. Dozier replied that there will probably be a need for such service toward the end of next year. Ms. Berglund asked if Ms. Dozier is having current problems with the software. Ms. Dozier replied that there are some issues with the GASB 34 program which she has tried to resolve over the phone but, will probably need a support person to come in order to resolve.

Chairman Sorensen stated that finding funding for such a project could be a problem in the FY'2005 Information Services Budget. Mr. Zeunik responded that Mr. Craig Nelson, Director, Information Services has budgeted funds in the Contract Services line for miscellaneous services to be provided by software vendors.

Chairman Sorensen asked if any the Committee had any questions.

Motion by Moss/Nuckolls to recommend
tentative approval of the FY'2005 recommended
budget for the Auditor's Office as presented.
Motion carried.

Mr. Zeunik stated that the next budget to consider is the Recorder's Office. Mr. Zeunik informed the Committee that they can find the Recorder's Budget on pages 27-29 in the Recommended Budget Book. Mr. Zeunik stated that the projected revenue for FY'2005 is \$1,005,000.00, which represents a 14% decrease over FY'2004 Adopted Budget. The total operating budget in the Recorder's Office for FY'2005 is \$192,201.00, which represents a 2.36% decrease over the FY'2004 Adopted Budget. Mr. Zeunik explained that the major change in the revenue has to do with the Recording Fees and with the Revenue Stamp line items. The Recording Fees are projected to decrease from \$725,000.00 in FY '04 to \$600,000.00 in FY '05. Mr. Zeunik noted that this is primarily a function of the interest rates. The same is true with the Revenue Stamps. The change in the FTE staffing level is a result of the decision to try to include the positions that can be paid from fees in the Document Storage Fund.

Mr. Zeunik stated that the Recorder's Budget is, again, a very lean budget. Mr. Zeunik stated the Ms. Ruth Weber, County Recorder, is present to answer any questions that the Committee may have.

Chairman Sorensen asked if there were any questions from the Committee. Mr. Selzer asked if the half-time Clerical Assistant is included in Ms. Weber's present budget. Mr. Zeunik replied that position was originally budgeted in the General Fund and be paid by a transfer from the Recorder's Document Storage Fund, subject to Committee review every six months. Mr. Zeunik informed the Committee that the position has been shifted into the Document Storage Fund, which is on page 33 of the Recommended Budget. Mr. Lindberg reminded the Committee that this additional position began in FY '2003 and was slated to last for 6 months. It was up for review in June '03. The Recorder's Office continued to see high volume, so the position was extended, which made 5.0 FTE which were funded from the General Fund and 1 FTE funded from the Document Storage Fund. What is being proposed in the FY '05 Budget is 4.0 FTE positions being funded from the General Fund and 2.0 FTE being funded from the Document Storage Fund.

Mr. Zeunik stated that the position was funded for 2 years as an occasional/seasonal position and it really is a full-time position. The individual

that is in that position has not been afforded of any of the County's benefits that are available to regular full-time employees.

Ms. Weber added that the position in question is very important to the Recorder's Office. This individual does all of the scanning of the documents which come in and are recorded. Mr. Selzer asked if this is going to become a permanent full-time position. Mr. Zeunik responded that as it is proposed, it will be a permanent full-time position in the Document Storage Fund. Mr. Zeunik stated that with this year being an election year, there will be a new Recorder sworn-in in December and the new Recorder may or may not change one or all of these positions around.

Ms. Weber informed the Committee that the Recorder's Office has recorded 34,655 documents year-to-date. Mr. Zeunik asked how that compares to the documents recorded at this time last year. Ms. Weber replied that it is down slightly from last year, but still over prior years' recording numbers.

Chairman Sorensen stated that in adding up the FTE line items in the FY'2004 Budget and the FTE line item in FY'2005 Budget, it appears that the FY '05 FTE is budgeted at \$193,000.00 and FY '04 was adopted at \$173,000.00.

Mr. Lindberg responded that Chairman Sorensen is looking at the original budget and not the amended budget. Mr. Lindberg directed the Committee to look at page 28 in their Budget Books. The '04 Adopted Budget was amended to \$17,770.00 in the Occasional/Seasonal line item. Mr. Lindberg explained that the Occasional/Seasonal line item in the FY '05 Recommended Budget is at \$0.00 and there is an additional \$22,000.00 in the FTE line items.

Motion by Moss/Nuckolls to recommend tentative approval of the FY'2005 recommended budget for the Recorder's Office including the Recorder's General Fund 001, Recorder's Document Storage Fund 0137, and the GIS Fees Fund 0167, as presented. Motion carried.

Mr. Zeunik stated that the next budget to be reviewed is the City of Bloomington Election Commission. Mr. Zeunik stated that the City of Bloomington Election Commission's Budget can be found on pages 145 -147 of the Recommended Budget. Mr. Zeunik stated that the total operating budget is \$450,317.00. The revenue has decreased from \$100,000.00 to \$25,000.00 purely based on

the fact that the County has not received \$100,000.00 in revenue from the Election Commission in the last three years. In conversations with the Election Commission's Executive Director, that figure is an estimate of what the County can expect to receive next year.

Mr. Zeunik informed the Committee that the proposed FY'2005 Budget consists of salaries and contract services expenses. As the Committee is aware, the County is required by law to fund the expense of the City of Bloomington Election Commission. The County is also required by law to increase the election expense reimbursement by the projected increase in the County's adjusted Equalized Assessed Value, which is why this budget shows an overall increase of 1.99% in FY'2005. Mr. Selzer asked why their Executive Director is not present at today's meeting. Mr. Zeunik responded that, historically, they do not take part in this meeting. Mr. Selzer asked if they are aware that their budget will be reviewed at this meeting. Mr. Zeunik replied that they are made aware.

Motion by Selzer/Berglund to *not* recommend tentative approval of the FY'2005 City of Bloomington Election Commission's recommended budget.

Mr. Selzer asked why do the people in the County of McLean have to fund the City of Bloomington Election Commission. Mr. Selzer stated that this is an antiquated law. Mr. Lindberg responded that the original law dates from the 1880's. It worked and had some reasonable effect. In the 1980's, when the separate levy for Elections was eliminated, it placed the burden on the County General Fund, without a corresponding levy for that purpose. Mr. Lindberg also noted Representative Brady indicated he would be willing to sit on a joint "ad hoc" committee in order to get the City and the County at the same table to hold a discussion. Mr. Lindberg said that he believes the only chance for success in the Legislature is with mutual agreement between the City and the County, but it was unlikely the City would want that discussion because the current status is to their advantage. Chairman Sorensen responded that he thought it would be advantageous to the City to eliminate the Bloomington Election Commission and roll the responsibilities into the Clerk's Office. However, he recognized that the Committee has had this conversation in the past and no action has been successful to change the current status.

Chairman Sorensen asked Mr. Zeunik if, historically, there is an agreement regarding the \$100,000 revenue. Mr. Zeunik replied that there is an Intergovernmental Agreement which does not specify a number, but indicates

that the Commission will return to the County any monies that are not spent for the conduct of elections within the City of Bloomington. Historically, because this election expense number must go up every year and, in those years when the County's Adjusted EAV was growing significantly, the Election Commission was getting quite a bit of money, always more than enough to conduct their elections, and they returned the surplus money to the County. When the Agreement was first adopted, the amount returned was \$50,000.00 and then it increased to \$100,000.00. In recent years, the County has not received close to \$100,000 in revenue, with the explanation that they needed to set aside money for replacing voting equipment, contracting with their software vendor and other election issues. Mr. Zeunik indicated the last time they reviewed the financial information, which the City keeps, there was a fund balance of \$400,000.00 that had accumulated for the Election Commission. Mr. Selzer asked if they were allowed to build these reserve funds. Mr. Zeunik replied that the Commissioners are accountable to a sitting Circuit Judge, which is currently Judge Dozier.

Mr. Zeunik informed the Committee that the last County that attempted to refuse to appropriate monies for their Election Commission was Peoria County. Mr. Zeunik stated that the Peoria City Election Commission took the County of Peoria to court. The Court issued an order to the Peoria County Board to appropriate the funds for the Peoria City Election Commission or they would be found in contempt of court.

Motion by Selzer/Berglund to retract their original motion to *not* recommend tentative approval of the FY'2005 City of Bloomington Election Commission's recommended budget.

The Committee agreed to hold this item over until the Friday, October 15th Special Meeting of the Finance Committee pending further information be provided to the Committee. Chairman Sorensen asked if Mr. Zeunik would provide a copy of the Intergovernmental Agreement between the County and the City of Bloomington Election Commission and the percentage of increases that the employees of the Election Commission have received over the last couple of years.

Chairman Sorensen stated that because Ms. Jennifer Ho, Risk Manager has been waiting for some time he would like to review the Tort Judgement Fund next and save the Historical Museum until last.

Mr. Zeunik informed the Committee that the Tort Judgement Fund is a large fund which funds four separate programs. One of the programs that it funds is the Risk Management Insurance Program which can be found in your Recommended Budget Book on pages 223-224. Mr. Zeunik stated that the total budget proposed for FY'2005 is \$965,666.00 which represents a 2.48% increase over FY'2004. The largest increase is in the Contractual Services category which is where all of the insurance lines are located. Mr. Zeunik explained that the largest expense is in the insurance lines. General liability insurance went from \$207,313.00 in FY'2004 to \$310,000.00 in FY'2005. Mr. Zeunik stated that Ms. Ho provided him with a memo on October 7th, in which she suggested that the Office Support Specialist I (OSS I) position, which is a half-time position, be replaced with a half-time Safety Coordinator. Mr. Zeunik stated that Ms. Ho's objective would be to eventually restore that position to a full-time position. Mr. Zeunik stated that there would not be any change in the FTE complement. There would be a change in the pay grade. The OSS-I is a grade 4. The Safety Coordinator position is a grade 6. Mr. Zeunik noted that Ms. Ho is present at tonight's meeting if there are any questions.

Mr. Selzer stated that he thinks that this type of change is a good thing. If the County has an effective safety program, the County could reduce on the job accidents and so forth. Mr. Selzer asked what is the total amount of workers' compensation claims for last year. Ms. Ho stated that the County has experienced a great reduction in workers' comp. claims over the past several years. Ms. Ho stated that the County can contract a safety coordinator for safety services, but it is not a person that is in your employ. It would be better to have someone on staff for this type of situation. Ms. Ho stated that she would certainly encourage a full-time Safety Coordinator. Mr. Moss asked if it was approved at half-time for FY'2005, would Ms. Ho be proposing the position be upgraded to full-time in FY '2006. Ms. Ho stated she wanted to see how it worked the first year and reevaluate at the end of that time. Ms. Ho suggested a retired person with safety experience or a student currently studying in the field.

Chairman Sorensen asked Ms. Ho if she was intending to move the work that the current OSS-I does into the Safety Coordinator's role. Ms. Ho replied that is not her intention. Ms. Ho stated that her need of an OSS-I is very minimal. The Safety Coordinator and Ms. Ho would do their own correspondence. Chairman Sorensen noted that if Ms. Ho had a part-time position that was very minimally busy, that should have been addressed when budget cuts were being made over the past couple of years. Chairman Sorensen stated that he is not inclined to approve this request at this time. Chairman Sorensen stated that the

reports on insurance/workers' compensation cases filed do not show a need for any additional programs/personnel in place. Ms. Ho stated that she believes that the County could do better given additional resources.

Ms. Berglund asked why this position was done away with in year's past and now Ms. Ho wants to reinstate the position. Mr. Zeunik replied the problem has been that the County has had problems retaining a Safety Coordinator.

Chairman Sorensen stated that he would be in favor of tabling this item until the Friday, October 15th meeting of the Finance Committee. Chairman Sorensen stated the reason being is that he has not seen any evidence which proves that the County's safety program is any worse off than any company that spends millions on their safety program.

Mr. Zeunik informed the Committee that he was going to have to excuse himself because he has a 7:00 p.m. meeting. He advised the Committee to direct their questions to Mr. Lindberg in his stead.

Motion by Selzer/Berglund to hold the
Tort Judgement Fund 0135-0077 over
until the next Finance Committee Meeting
on October 15, 2004. Motion carried.

Chairman Sorensen asked Mr. Lindberg to present the Historical Museum Recommended 2005 Budget. Mr. Lindberg stated that in FY'2004 the Board approved a tax levy equal to 2/10 of \$0.01 per \$100.00 levy as provided by statute. That resulted in a \$54,470.00 over the year. In FY'2005 the overall value is up about 1.47%. Keeping that levy right where it is would increase the budget 1.47% to \$55,276.00. That represents an \$800.00 increase over last year.

Motion by Selzer/Berglund to recommend
tentative approval of the FY'2005
recommended budget for the Historical
Museum – 0134-0072 as presented.
Motion carried.

Chairman Sorensen asked Mr. Lindberg to if he would be prepared to give some background salary data and year end 2004 budget numbers for the Bloomington Elections Commission compared with the County Employees at the next Finance Committee Meeting on October 15th.

Minutes of the Special Finance Committee Meeting
October 12, 2004
Page Ten

The Committee discussed several options on how this situation could be handled and decided that this issue will need to be decided at the Finance Committee's next meeting.

Mr. Lindberg stated that he will provide the Intergovernmental Agreement that sets up the return of monies when available and the State Statute which lays out what the Committee is legally responsible to provide to the Election Commission. Mr. Lindberg stated that if the Committee wishes this issue to escalate into a court battle, that is certainly the prerogative of the Committee, but the State Statute is very clear in what the County is legally bound to provide to the Election Commission.

Mr. Selzer asked if the Director of the City of Bloomington Election Commission and the Chairman can be invited to the next Committee Meeting. Mr. Lindberg stated that he will be certain that they are invited.

Chairman Sorensen asked Mr. Moss what his thoughts were on this matter. Mr. Moss stated that he agrees with everything that has been said, but he noted that he needs to have a conversation with Mr. Eric Ruud, First Assistant State's Attorney, to be sure that he is not at a conflicted being a City of Bloomington employee.

Chairman Sorensen asked if there was any further business for the Finance Committee. Hearing none, the meeting was adjourned at 7:06 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

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