

## **Minutes of the Finance Committee Meeting**

The Finance Committee of the McLean County Board met on Tuesday, April 1, 2003 at 4:00 p.m. at the Regional Office of Education, second floor, main conference room, 905 N. Main St., Normal, Illinois.

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

Members Absent: Members Selzer and Kinzinger

Staff Present: Mr. John M. Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Ms. Lucretia Wherry, Human Resources Assistant; Ms. Christine Northcutt, County Administrator's Assistant

Elected Officials/  
Department Heads: Mr. Don Lee, Director, Nursing Home; Ms. Becky McNeil, County Treasurer, Ms. Jackie Dozier, County Auditor; Ms. Sandy Parker, Circuit Clerk, Mr. Phil Dick, Director, Building and Zoning and Mr. Mike Behary, County Planner

Others Present: Ms. Laura Dick, Director, Show Bus

Chairman Sorensen called the meeting to order at 4:06 p.m.

The minutes of the March 4, 2003 Finance Committee meeting were accepted and placed on file as presented.

Mr. Phil Dick, Director, Building and Zoning, directed the Committee to review the applications that were distributed in the agenda packets. He explained that there are two applications for federal funds to operate public transportation for Show Bus. One application is for three medium-duty, fourteen passenger paratransit vehicles. The other application is for operating assistance in the amount of \$283,180.00. There is also a purchase of service agreement with Meadows Mennonite Retirement Home and Show Bus to provide rural transportation in Livingston, Ford, Iroquois and McLean Counties. Mr. Dick informed the Committee that it is required to hold a Public Hearing at the next McLean County Board Meeting for comment on the capital assistance. Mr. Dick explained that Ms. Laura Dick, Director of Show Bus and Mr. Mike Behary, County Planner, were at the meeting to answer any questions that the Committee may have.

Chairman Sorensen explained to the Committee members that McLean County has Intergovernmental Agreements with Livingston, Ford and Iroquois Counties for Show Bus to provide transportation services in these counties. McLean County acts as the administrative entity for the purposes of processing agreements and distributing funds. The Committee had no questions.

Motion by Berglund/Nuckolls to approve the applications and purchase of service agreements for Show Bus. Motion carried.

Chairman Sorensen stated that Mr. Bob Kahman, Supervisor of Assessments, is not present at the meeting. His status report can be found in the agenda packet.

Mr. John Zeunik, County Administrator added that the County has received a tentative multiplier of 1.0 from the Illinois Department of Revenue. The Supervisor of Assessments' Office is in the process of completing the Board of Review work and adjusting the County's assessed valuation by actions taken by the Board of Review. Assuming that the Board of Review's actions do not dramatically change, the County anticipated that the final multiplier will be a 1.0.

Ms. Sandy Parker, Circuit Clerk, directed the Committee to review the request to amend the full-time equivalency for the Circuit Clerk's office. She informed the Committee that she has found money in the budget in the part-time and seasonal lines in order to offset the addition of a full-time employee. Ms. Parker advised to Committee that the deletion of the part-time and seasonal full-time equivalency results in a reduction in the FTE complement in the Circuit Clerk's Office.

Chairman Sorensen asked the Committee if there were any questions for Ms. Parker.

Mr. Nuckolls asked Ms. Parker if she has sufficient funds to cover the expense of the full-time employee. Ms. Parker responded that she did.

Motion by Berglund/Moss to approve a Resolution Amending the Fiscal Year 2003 Funded Full-Time Equivalent Positions Resolution for the Circuit Clerk's Office. Motion carried.

Ms. Jackie Dozier, County Auditor, informed the Committee that she would like to make some changes to a resolution previously passed by the County Board requesting a departmental credit card. She stated that the Sheriff's Department had previously made a request for a credit card which was approved with authorized users of Sheriff Dave Owens and Chief Deputy Derick Love. Without informing the County, Ms. Amy Smith from Commerce Bank amended the agreement to allow five authorized users. Ms. Dozier explained that next, Information Services applied for a credit card and the same situation happened with Commerce Bank. As a result, Ms. Dozier would like to request that the resolution be amended by Commerce Bank to reflect the County as a governmental entity. The only authorized users listed on the resolution should be herself, Ms. Julie Osborn, Assistant County Auditor and Mr. John Zeunik, County Administrator. Ms. Dozier explained that this change will not affect the Sheriff's credit card, but will affect the Information Services application.

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Motion by Nuckolls/Berglund to approve the amendment of the credit card Resolution with Commerce Bank. Motion carried.

Ms. Dozier explained that she would also like to request a credit card to be used for emergency purposes, with the aforementioned parties being authorized users.

Mr. John Zeunik informed the Committee that at last month's Executive Committee meeting, a request was made by several board members to research the possibility of having a general County credit card that would be available in the Administrator's office or the Auditor's offices, specifically for purchases that need to be made via the internet or for conference expenses. The Committee had no questions at this time.

Motion by Nuckolls/Berglund to approve the application of the Auditor's general credit card with authorized users:  
Ms. Jackie Dozier, Ms. Julie Osborn, and Mr. John Zeunik.  
Motion carried.

Ms. Becky McNeil, County Treasurer, presented a request for approval to reclassify the Staff Accountant position from grade 10 to a Senior Accounting Specialist grade 9. She explained that, due to her extensive knowledge of the office, she has decided to restructure some of the duties of the existing positions. She does not think that the duties of the Staff Accountant position will exist to the extent that they were before and that is the reason for the request to downgrade the position. It will result in a cost savings to the County and Ms. McNeil stated that her plan is to fill the position internally and it will create an Accounting II Specialist opening which she will fill.

Mr. Moss asked Ms. McNeil what grade level the Accounting II Specialist is. Ms. McNeil replied that it is a grade 7.

Mr. Nuckolls asked how much money will be saved by making the downgrade in this position. Ms. McNeil responded that for the remainder of 2003 there will be a \$7,000 savings. Mr. Terry Lindberg, Assistant County Administrator added that in July of 2002 there was an Office Support Specialist II position that was eliminated as part of the mid-year budget cut backs and was not restored in 2003.

Chairman Sorensen asked Ms. McNeil how many staff members are in her office. Ms. McNeil replied that besides the Treasurer, if the office was fully staffed, there would be a staff of four.

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Mr. Moss asked Ms. McNeil if the Treasurer's office had seen any hardships due to the loss of the position in July, 2002. Ms. McNeil replied that they are doing fine without the Office Specialist II, but she would like to hire an Account Specialist II as quickly as possible, because they are having hardships without it and property tax season is nearing. The Account Specialist II will not be fully up to speed for some time, but can help during tax season and perform the duties that a temporary employee usually is hired to do. That will be another \$1,000 savings for the County.

Motion by Moss/Nuckolls to reclassify the Staff Accountant Position (Grade 10) to Senior Accounting Specialist (Grade 9). Motion carried.

Ms. McNeil then presented the monthly reports. They are tentative due to the April 1<sup>st</sup> meeting date. Chairman Sorensen asked if Ms. McNeil would like for the Committee to approve the reports and place them on file or if a stand-up meeting needed to be scheduled in order to approve the actual reports. Ms. McNeil replied that it would not be necessary to have a stand-up, because the only changes that may occur is interest will be added to the revenue and that will not be significant enough to cause a large fluctuation.

Ms. McNeil began with the Statement of Revenue, Expenditures and General Fund Balance. As of December 31, 2002, the County closed at 99% of budget on expenses and 101% of budget on revenue. As a result of revenue exceeding expenditures, \$393,000.00 of the general fund balance was recovered. The fund balance was up 9% compared to 2001. The County is in the midst of an external audit so there may be some changes, but she expects revenue to exceed expenditures for the year 2002. As of March 31, expenditures exceed revenues, but that is typical at this time of the year. The general fund balance slightly exceeds \$3 million. It is higher than last year, as a result of the year-end gain in 2002. Ms. McNeil moved to the 2003 Balance Sheet Summary Report which shows that the General Fund balance is higher at the end of March this year than it was last year. Ms. McNeil stated that in regards to cash and receivables, the balance in cash a year ago was about \$180,000 higher and receivables were about \$200,000 lower. This is due to the State of Illinois lagging behind in payments to the County.

Chairman Sorensen asked Ms. McNeil about the Employee Benefit Fund report. Ms. McNeil stated that this report is provided on a quarterly basis. This fund is subsidized by employee and employer contributions insurance. The fund balance fluctuates due to the various expenses and the receipt of the employer's contributions quarterly.

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Ms. McNeil presented the last report, which is the summary of the Personal Property Replacement Tax (PPRT), Retailers Occupation Tax (ROT), and State Income Tax revenue. Ms. McNeil informed the Committee that she has also included last years

numbers for comparison. For the ROT, 26.73% of the budget is accounted for. It is down 6% from last year. For the State Income Tax, 24.57% has been collected. That is .68% over last year. The PPPR tax is down 10.21% from last year, with 19.49% in. Ms. McNeil explained that this is the one source of revenue that will continue to decrease. These are the three main sources to the General Fund.

Ms. McNeil noted that on the Investment report, interest rates are going down. She mentioned that she has renewed some CD's for around 2.0% at local banks which collect property taxes for the County. In order to maintain a relationship with these banks, she keeps small investments with these institutions.

Mr. Moss asked Ms. McNeil if some banks that the County has investments with are located outside of the County. She responded that they are all in the County. Chairman Sorensen stated that some of the banks only have branches here in McLean County. The Committee had no further questions of Ms. McNeil.

Motion by Moss/Berglund to accept and place on file the County Treasurer's Statement of Revenue, Expenditure and Fund Balance Report, as of March 31, 2003, the Treasurer's Investment Report, and the McLean County Employee Benefit Fund Report. Motion carried.

Mr. Don Lee, Director, McLean County Nursing Home, presented the monthly status report. He stated that the month of February ended with a fund balance of \$31,560.00. Mr. Lee mentioned that when he prepared the report last month, he failed to allow for an allocation for deprecation so the balance has been revised. Year to date, the fund balance is \$31,789.00. Mr. Lee stated that the average in-house census for February was 135. For the month of March, the average is going to be down one, because there were three or four residents in the hospital for several days. The Medicare population for the month of March will probably be around 7.8/day, where it had been around 10 for the previous months. The Committee had no questions for Mr. Lee at this time.

Chairman Sorensen stated that the next item is a personnel matter which needs to be discussed in Executive Session.

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Motion by Berglund/Nuckolls to enter into Executive Session to discuss Personnel/Employment Issues at the McLean County Nursing Home. The following administrative staff Are included in the Executive Session: Mr. Lee, Mr. John Zeunik, Mr. Terry Lindberg, and Ms. Christine Northcutt.

Motion carried.

Motion by Berglund/Moss to return to Regular Session.  
Motion carried.

The Committee returned to Open Session at 4:55 p.m. Chairman Sorensen asked if there was any other action for the Committee.

Motion by Moss/Nuckolls to recommend approval to reclassify the Nursing Home Facilities Maintenance Foreman from a Grade 9 to a Grade 10. Motion carried.

Motion by Berglund/Nuckolls to recommend approval to offer a Starting Salary above the minimum for the Nursing Home Facilities Maintenance Forman at a Step 70 in the pay scale. Motion carried.

Mr. John Zeunik stated that he had an item for the Committee to review. He handed out a memo from County Clerk Peggy Ann Milton. Mr. Zeunik informed the Committee that because today is the date of the consolidated election, Ms. Milton is unable to be here. Mr. Zeunik explained that in the Town of Normal, there are certain precincts which far exceed the statutory guidelines for the number of registered voters in a precinct. It is appropriate, now that the 2000 census has been completed, to redraw the precinct boundaries in Normal and to bring the registered voters per precinct into line with the guidelines that are established by State Law. The guidelines are a minimum of 500 and maximum of 800 total registered voters in each precinct. Ms. Milton is confident that she and her staff can address the issues in the outlying areas, but Normal is another concern. Mr. Zeunik spoke to Mr. Bob Trefzger, State Farm, who assisted the County Board to redraw the County Board Districts and assisted the City of Bloomington in redrawing their Districts. Mr. Trefzger indicated that because of the timing, he would not be able to complete the project. Ms. Milton has contacted Sidwell, Inc. and they have provided a work product, and a cost estimate of \$3,300. By doing this now, before the voter registration purge is completed, it will save the cost of two mailings. That cost is anticipated to be \$7,500 in postage. This will offset the cost of having Sidwell, Inc. do the work. Mr. Zeunik asked the Committee that, upon review, if they are comfortable bringing this issue to a stand-up meeting before the County Board meeting on April 15<sup>th</sup>.

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Ms. Berglund asked if the \$3,300.00 was in the County Clerk's budget. Mr. Zeunik replied that it would come from the savings in postage that Ms. Milton's office would realize.

Mr. Nuckolls verified that Ms. Milton was not asking for any additional dollars that are not already accounted for in her budget. Mr. Zeunik replied that is correct.

Chairman Sorensen asked the Committee if they wanted Ms. Milton to formalize the documents and bring them back for a stand-up. The Committee agreed.

Mr. Zeunik informed the Committee that he wanted to clarify that in Ms. Milton's memo, when she refers to the GIS, she is actually referring to the Regional Planning Commission. They maintain the GIS database for the County, the City of Bloomington, the Town of Normal, the City of Bloomington Township and Normal Township. He stated that it was Ms. Milton's understanding that Regional Planning would have time to complete this project. Last week, they informed her that they would not have the time to complete it before the deadline.

Mr. Moss asked if Regional Planning would have completed the project, would there be any costs charged to the County. Mr. Zeunik replied that there would have been some costs involved with the production and printing.

Chairman Sorensen presented the bills from the Nursing Home. The fund total and prepaid total are the same at \$344,085.66. The Finance Committee fund total is \$576,351.84 with the prepaid total being the same.

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Motion by Berglund/Moss to recommend approval of the Bills as presented to the Finance Committee by the County Auditor. Motion carried.

Mr. Moss stated that he wanted to thank Mr. Don Lee and Mr. Terry Lindberg for the tour of the Nursing Home that he received prior to the meeting. He noted that it was very helpful and informative.

There being nothing further to come before the Committee at this time, Chairman Sorensen adjourned the meeting at 5:09 p.m.



Respectfully submitted,

Ms. Christine Northcutt  
Recording Secretary

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