

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

The Finance Committee of the McLean County Board met on Tuesday, March 4, 2003 at 4:00 p.m. in Room 700 of the McLean County Law and Justice Center, 104 West Front Street, Bloomington, Illinois.

Members Present: Chairman Sorensen, Members Kinzinger, Berglund, Nuckolls

Members Absent: Members Selzer and Moss

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

Elected Officials/

Department Heads: Mr. Don Lee, Director, Nursing Home; Ms. Jennifer Ho, Risk Manager; Mr. Bob Kahman, Supervisor of Assessments; Ms. Becky McNeil, Assistant County Treasurer

Others Present: None

Chairman Sorensen called the meeting to order at 4:07 p.m.

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

Mr. Bob Kahman, Supervisor of Assessments, informed the Committee that his department is on track with assessments. The State of Illinois is lagging far behind in processing the Countywide multipliers and the Sales Notice studies. McLean County is the second to last County in the State that is awaiting processing. However, Mr. Kahman does not anticipate that this will interfere with the County's ability to send out timely tax bills. Complaints are running rather high. Mr. Kahman said that he feels that the complaints are a symptom of current times. The Board of Review is handling the complaints in an efficient manner. The Committee had no further questions for Mr. Kahman at this time.

Chairman Sorensen stated that there is an item for information from the Auditor's Office. Last month, the Auditor discussed a spot audit that was done in the County Highway Department, which identified a documented agreement with Park Developers'. The Auditor noted that the County was still awaiting payment in the amount of \$120,000 due from the developers. There is a copy of the receipt of payment in this month's packet.

Ms. Becky McNeil, Assistant County Treasurer, presented the summary report of the General Fund as of December 31, 2002. The bottom line numbers show that revenue exceeded expenditures for the year by \$327,000. The County recovered about 7½ % of the fund balance. The outside auditors have begun their audit right of fiscal year 2002.

Minutes of the Finance Committee Meeting

March 4, 2003  
Page Two

Ms. McNeil presented are monthly reports as of February 28, 2003. The General Pooled Investment Account Summary was distributed. Ms. McNeil informed the Committee that this report outlines the types of investments the County has made and which institutions the County has invested funds. Currently, most of the County's money is in invested money market accounts because of the flexibility those accounts offer. Flexibility is very important right now, because the State of Illinois is significantly behind in remitting payments due to the County.

Mr. Kinzinger asked Ms. McNeil why the County continues to invest with banks that offer very low interest rates. Ms. McNeil responded that the balances in the accounts with the lower rates are very low this is done as a show of good will. Many of the banks collect a large amount of property taxes. The County invests money with nearly every bank in the County.

Ms. McNeil presented the monthly report revenues. It is a Summary of the Retailers Occupation Tax, State Income Tax and the Personal Property Replacement Tax. Only two months into the year, the revenues look good compared to the proposed budget. The Treasurer's Office would like to see about 16.6% at this point in the year, and the actual is very close in the ROT and slightly above that in State Income Tax. These are some of the accounts that the State is lagging behind with payments.

Ms. McNeil presented the Fund Balance Sheet Summary. Currently the fund balance in the General Fund is \$3.5 million. That is a decrease from the month of January. The Cash and Investments balance has dropped significantly since January. Expenses have exceeded revenue. In looking back at reports from 2002, the same pattern occurred between the months of January and February. The Committee had no questions for Ms. Ms. McNeil.

Chairman Sorensen asked if there was a motion to accept and place the Treasurer's Reports on file.

Motion by Berglund/Nuckolls to accept and place on file  
the County Treasurer's Statement of Revenue,  
Expenditure and Fund Balance Report, as of  
February 28, 2003, the Treasurer's Investment Report  
and the Annual Summary Report as of December 31, 2002.  
Motion Carried.

Minutes of the Finance Committee Meeting  
March 4, 2003  
Page Three

Mr. Don Lee, Director, McLean County Nursing Home presented the general reports for the month of January. He noted January's reports are skewed because it is the first month of the year. He has tried to adjust the report to reflect the variables of year-end expenses and the first month of the year. Mr. Lee states that for the month of January, the Retained Earnings balance is positive and that the total is fairly realistic. The census averaged 136, which is slightly higher than usual. The Committee had no questions for Mr. Lee at this time.

Ms. Jennifer Ho, Director, Risk Management presented a Fee Service Agreement from Acordia (that goes along with the Brokerage Services Agreement that was approved last month) for the renewal of the 2003 insurance program. This document states that the County has agreed to pay them on a fee basis, rather than in a lump sum. This Agreement spells out that the County will be paying \$7,352.00 on dates: March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup>, and December 1<sup>st</sup>.

Motion by Kinzinger/Berglund to Recommend Approval of the Fee Service Agreement with Acordia. Motion carried.

Ms. Ho stated that the second item which she would like to present is an Authorized Provider Agreement with the Red Cross for provision of First Aid/CPR/AED training for County Employees with Ms. Ho being the trainer. Ms. Ho completed certification as a First Aid/CPR/AED trainer last December through the Red Cross. Ms. Ho stated that she would like to offer these services to County employees/departments that require this training, i.e. Parks and Recreation. As per the Agreement, Ms. Ho will be authorized to train in any County Facility. Appendix A attached to the Agreement shows the costs and fees associated with mannequin rental, AED trainer, and other Red Cross supplies. Ms. Ho informed the Committee that for a class of ten, the cost would be around \$70.

Chairman Sorensen asked where are the funds budgeted to pay for the classes.

Ms. Ho explained that there is \$5,000 in the Tort Judgement Fund left over from last year for contract services. Ms. Ho said she would consider this year as a pilot year to see how well it goes and how much money is spent.

Minutes of the Finance Committee Meeting  
March 4, 2003  
Page Four

Motion by Kinzinger/Berglund to Recommend Approval Of the Authorized Provider Agreement with the Red Cross.

Mr. Nuckolls stated that he must abstain due to his affiliation with the Red Cross. Motion carried, with Member Nuckolls abstaining.

Mr. John Zeunik, County Administrator informed the Committee that the County Board adopted a Resolution last November that states on the day of election, no meetings can be scheduled in the Law and Justice Center after 4:00 p.m. The consolidated election is scheduled for April 1<sup>st</sup> which is the date of the next Finance Committee meeting. The Committee has the option to change the scheduled time or move the meeting to the Health Department in an available conference room.

Chairman Sorensen asked Mr. Zeunik if there was any pressing business that is expected for the next meeting. Chairman Sorensen stated that the Treasurer's report won't even be available on the 1<sup>st</sup> of the month. Chairman Sorensen stated that the Committee had discussed visiting the McLean County Nursing Home and, perhaps, the April meeting is a good time. Chairman Sorensen asked if the Nursing Home has a meeting room available. Mr. Zeunik replied that they do. Chairman Sorensen asked the Committee if they would be open to meeting at the regular time at the Nursing Home. The Committee agreed.

Mr. Zeunik stated that Mr. Terry Lindberg, Assistant County Administrator should give the Committee an update on collective bargaining based on the outcome of the Illinois Labor Relations election because this could be an upcoming issue.

Mr. Lindberg stated that last week, the Illinois Labor Relations Board was present and conducted an election for the 54 eligible members of the Laborers Unit that represents the Correctional Officers, Jail Cooks, and other personnel. It was a representation election that had been brought about by more than 30% of the eligibles filing cards seeking an election. The three choices in the election were to vote to stay with the Laborers, vote for the Fraternal Order of Police or to vote for no union at all. The Fraternal Order of Police prevailed with 26 votes. The Laborers received 22 and no representation received 0 votes. The Labor Relations Board advised Mr. Lindberg that absent any challenges, the Administrator's Office should receive a letter certifying the FOP as the representative on or after March 11<sup>th</sup>. It will be incumbent on FOP after that to send a demand letter to take up collective bargaining. Mr. Lindberg stated that he does not think that FOP will accept the present contract with as tentatively approved. The FOP will want to start from scratch. There is nothing for the County to do until presented with a demand letter.

Minutes of the Finance Committee Meeting  
March 4, 2003  
Page Five

Mr. Kinzinger asked if it would be a couple of months before things will begin. Mr. Lindberg replied it could be as soon as late March, but the County should begin to think about how they plan to approach it in terms of representation, etc.

Chairman Sorensen presented the Finance Committee bills in the amount of \$458,914.41 with a pending total of \$9,040.64 and Nursing Home bills in the amount of \$382,160.62.

Minutes of the Finance Committee Meeting  
March 4, 2003  
Page Six

Motion by Kinzinger/Nuckolls to recommend approval of the  
Finance Committee bills, as presented by the County Auditor.  
Motion carried.

There being nothing further to come before the Committee at this time, Chairman  
Sorensen adjourned the meeting at 4:30 p.m.

Respectfully submitted,

Ms. Christine Northcutt  
Recording Secretary

E:/Ann/Minutes/Finance/Mar.03