

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, January, 2010 at 4:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Owens, Members Caisley and Moss

Members Absent: Members Rackauskas, Butler and O'Connor

Other Members Present: County Board Chairman Sorensen

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

Department Heads/
Elected Officials
Present:

Ms. Peggy Ann Milton, County Clerk; Ms. Becky McNeil, County Treasurer; Mr. Matt Riehle, Administrator, McLean County Nursing Home; Mr. Walt Howe, Administrator, Health Department; Ms. Michelle Anderson, County Auditor

Others Present: Ms. Jan Morris, Health Promotion Program Manager, Health Department and Ms. Cathy Dryer, Fiscal Services Supervisor, Health Department

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

Chairman Owens presented the minutes of the December 2, 2009 Finance Committee Meeting and the November 17, 2009 Stand-up Meeting.

Motion by Caisley/Moss to approve the Minutes of the December 2, 2009 Finance Committee Meeting and the November 17, 2009 Stand-up Committee Meeting.
Motion carried.

Ms. Peggy Ann Milton, County Clerk, presented a request for approval to change the polling place location for Blue Mound Township from the Cooksville Village Hall, 113 W. Garfield St., Cooksville, IL to the Cooksville Fire Station, 102 N. Jeffrey, Cooksville, IL. She explained that this change is due to the deteriorating condition of the Cooksville Village Hall. Ms. Milton noted that the building is AVA accessible. She asked for approval to move the Blue Mound Township Polling Place.

Motion by Moss/Caisley to recommend Approval to change the Polling Place Location for Blue Mound Township from the Cooksville Village Hall to the Cooksville Fire Station.
Motion carried.

Ms. Nelson reviewed the County Clerk's Monthly Report for November 2009. She indicated that there is nothing out of the ordinary on the report.

Ms. Milton announced that the election is on track. The end of registration was yesterday, January 5th, and absentee voting has been in effect for the last week or so. Ms. Milton added that the grace period started today and goes through the 26th, and early voting begins January 11th. The election is on February 2nd.

Mr. Moss asked where the early voting can be done. Ms. Milton replied that individuals can do early voting here, Downs and Chenoa.

Mr. Sorensen informed Ms. Milton and the Committee that the Township Supervisor for Empire Township passed away yesterday, Mr. Dick Dean (Rick Dean's cousin).

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

Ms. Becky McNeil, County Treasurer, presented the Financial Reports for the period ending December 31, 2009, as distributed.

Ms. McNeil reviewed the Investment Report, noting that there was very little activity this month. She noted that the rates continue to be low. Ms. McNeil indicated that two CD's came due this month that had a previous rate of 3.5%, which are now 1.4% and 1.5%.

Ms. McNeil reviewed the Summary of Retailers Occupation, State Income, and Personal Property Replacement Tax Revenue Report through December 31, 2009, which reflects how financial conditions are affecting revenue on our Sales and Income tax receipts. She noted the following:

		<u>% of change vs. 2008</u>
December 2009 Revenue:		
Sales Tax	\$384,603.34	-6.0%
Revenue Sales Tax	54,252.50	-6.6%
Local Use Tax	19,032.68	-26.0%
Income Tax	84,964.79	-3.9%
PPRT	<u>64,105.42</u>	17.0%
Total	\$606,105.42	

Monthly Comparison

December 2009 Revenue	606,958.73	
December 2008 Revenue	<u>651,267.82</u>	
Difference	(\$44,309.09)	-6.8%

YTD Comparison

YTD 2009 Revenue:	\$8,454,741.46	
YTD 2008 Revenue:	<u>9,469,727.40</u>	
YTD Difference:	(\$1,014,985.94)	-10.7%

Budget Comparison

2009 Annual Budget:	\$9,545,150.00
Budgeted Revenue per Month:	\$ 795,429.17
Budgeted revenue thru 12/31/09:	\$9,545,150.00

YTD Actual Receipts \$8,454,741.46

Amount Over (Under) Budget: **(\$1,090,408.54)** **-12.9%**

Chairman Owens asked when the final numbers will be available. Ms. McNeil replied that final numbers will be available in a few months. She added that she doesn't expect the numbers to change very much.

Ms. McNeil reviewed the Statement of Revenue, Expenditures and Fund Balance. She stated that the County's year-end just closed and there are many entries, revenue and expense, that have yet to be booked. Ms. McNeil noted the following:

- Total Revenue year to date as of December 31, 2009 was \$30,602,849.43, which is 93.36% of budget;
- Expenditures were \$30,755,465.70, which is 94.46% of budget;
- The Fund Balance as of December 31, 2009 was \$9,604,772.64;
- The YTD Net Fund balance shows a decline of \$152,616.27.

Ms. McNeil pointed out that the 90% of the final payroll that ended January 2nd will be backed into the above expenses.

Ms. McNeil reviewed the CDAP Revolving Loan Fund Quarterly Report. She noted that all loans are current as of December 31st, with the exception of Trace Design whose December payment has not yet been received. Ms. McNeil added that this company pays on a timely basis each month and she does not believe there is a delinquency problem. Ms. McNeil reported that a payment arrangement has been made with Victory Enterprises through the Economic Development Council (EDC). The loan balance was

extended for 60 payments. Ms. McNeil stated that the Victory Enterprises payments are now current. She added that the County will receive additional interest as a result of the extension to the loan.

Mr. Caisley referred back to the Summary of Tax Receipts Report (Sales, Income, Local use, PPRT). He asked why the Local Use Tax Revenue is down so much more than the Revenue Sales Tax. Ms. McNeil replied that the Local Use Tax Revenue has been lower all year. She indicated that she will investigate the situation and report back to the Committee.

Ms. McNeil presented the Employee Benefit Fund Quarterly Report as of December 31, 2009. She advised that, looking over the Revenue and Expenses, the Fund appears to be in good shape. Ms. McNeil indicated that the expenses for the health insurance, the HRA Rebate Program, the Employee Assistance Program and the Administration fees should be offset by the contributions from the employee and employer to Health Alliance, the life insurance contributions, and the interest on investments. She noted that these did very well.

Ms. McNeil stated that, as of December 31, 2009, there is a gain in this fund of \$178,359, and a fund balance of \$334,275.

Ms. McNeil presented the State of Illinois Receivables Report as of December 31, 2009. She indicated that the balances due to the County continue to grow. Currently, there is \$1,808,143.99 due to the County from the State. Ms. McNeil advised that when the audit is completed in March 2010, it will be necessary to back off the receivables that are over 90 days old. She added that this report does not include the December figures. Ms. McNeil reiterated that as of March 31 any of these amounts that are outstanding will have to be deferred to 2010 as far as revenue goes, which would affect the County's Fund Balance. She indicated that she has not received any notification that these amounts will not be coming through from the State.

Chairman Owens asked that this report include the total amount that was due from the previous month as a comparison to the amount in the current month. Ms. McNeil replied that she will add that information to the report.

Mr. Sorensen asked what the status is on the Nursing Home funds due from the State. Ms. McNeil responded that, as of December, the Nursing Home is still receiving IGT money.

Chairman Owens asked Mr. Matt Riehle, Administrator, Nursing Home, to provide an update on the Nursing Home funds due from the State.

Mr. Riehle reported that he attended a meeting in Peoria with Mr. Bill Dart, Bureau of Long Term Care, Illinois Department of Health and Family Services (HFS), and some of the reimbursement specialists for HFS. Mr. Riehle indicated that he was provided with a draft agreement that included the same payment model that was received in February 2009. He stated that another meeting is being scheduled in January, but he doesn't know the time or place. Mr. Riehle noted that he was assured that the reimbursement would be retroactive to October 1, 2009.

Mr. Riehle advised that the Nursing Home Monthly Reports are reflecting only the bare minimum rate that the State is providing at this time. He expects that when the reimbursement is made retroactive to October, 1st, the State will give the Nursing Home a bonus payment that will provide approximately \$2.00 more per day than is currently being received through the Intergovernmental Transfer.

Mr. Riehle stated that he is hoping to come to the Committee in February or March with the agreement that the State will want to have signed.

Mr. Caisley referred to the State of Illinois Receivables Report, noting that approximately half of the money due from the State is for Probation reimbursement. He noted that the Chief Justice made a special appearance before the State Assembly and had a meeting with the Governor, but nothing has changed. Mr. Lindberg stated that the Governor committed to restoring funds. He noted that, in rough numbers, the state-wide appropriation was going to be \$65 million, but was cut to \$31 million. Mr. Lindberg indicated that after the visit by the Chief Justice, the Governor agreed to restore \$14 million. He advised that there was a verbal agreement between the Chief Justice and the Governor that the \$14 million would be restored, but we don't know when the County will see any of the money.

Ms. McNeil advised that the County is not even receiving the funds for the Supervisor of Assessment, State's Attorney, Assistant State's Attorney, and Public Defender salary reimbursement. She noted that it has been made clear to the State that the funds that have been appropriated need to be released. Ms. McNeil added that once the vouchers have been sent to the Comptroller, we are then behind a big line as far as actually receiving funds.

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

Mr. Matt Riehle, Administrator of the McLean County Nursing Home, reviewed his General Report. He stated that there is nothing significant to point out in the reports.

Mr. Caisley pointed out that the census is still down with an average of 122.4 residents. Mr. Riehle responded that the state-wide average in this area is about 75%-78% vacancy. Mr. Riehle acknowledged that the census may have been affected by the current economy, with some individuals staying home longer. He added that, typically, there is also a lull in census over the holidays. Mr. Riehle advised that adjustments have been made in staffing to allow for the lower census.

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

Chairman Owens presented the Assessment Status Report as submitted by Mr. Robert Kahman, Supervisor of Assessments, who was unable to attend the meeting. There were no questions on the report.

Chairman Owens presented the County Recorder's Monthly reports as submitted by Mr. Lee Newcom, County Recorder. There were no questions on the report.

Mr. Walt Howe, Administrator, Health Department, presented two requests regarding Fund 0107 (ARRA Grant) which can be acted upon together. The first is a request for approval of an Ordinance of the McLean County Board Amending the 2010 Combined Appropriation and Budget Ordinance for Fund 0107 (ARRA Grant). The second is a request for approval of a Resolution amending the FY'2010 McLean County Full-Time Equivalent Position Resolution Associated with an Ordinance to amend the Fiscal Year 2009 McLean County Combined Appropriation and Budget Ordinance for Fund 0107 (ARRA Grant). He explained that the McLean County Health Department was notified by the Illinois Department of Public Health that it has been awarded a grant of \$33,000 covering the period October 1, 2009 through December 31, 2010 in order to address unmet immunization needs of adolescents and some other selected populations within your communities. This grant is being funded by the Federal American Recovery and Reinvestment Act of 2009.

Mr. Howe stated that the target of this initiative is a primary goal of the Health Department. He added that the resources generated by providing Medicaid services to support a Full-Time RN to assure the immunization needs of adolescents in our community are met.

Mr. Howe advised that the grant program objectives are to develop local strategies to promote and deliver pertussis (Tdap) vaccination to parents enrolled in WIC and family case management programming operated by the Health Department in order to reduce the risk of pertussis infections in newborns. The grant will also promote awareness of recommended vaccines to susceptible individuals to increase coverage levels against hepatitis B, influenza, measles, mumps, rubella, pertussis and varicella.

Mr. Howe indicated that the \$33,000 grant plus \$15,911 of FFP resources will be used to fund a Public Health Nurse who will oversee the grant program and provide immunizations to adolescents and other high risk adult segments of the population within the community.

Chairman Owens asked if this program will begin after the money has been received or go forward and wait for the money to be received. Mr. Howe replied that we will go forward. He noted that he is confident that these monies will be coming in.

Mr. Caisley asked what will happen to this position should the monies not be available next year. Mr. Howe replied that the position would disappear. He added that, as part of the hiring process, the candidates are aware of the position may not be sustained.

Motion by Moss/Sorensen to Recommend Approval of
an Ordinance of the McLean County Board Amending
the 2010 Combined Appropriation and Budget
Ordinance for Fund 0107 (ARRA Grant); and
Approval of a Resolution Amending the FY'2010
McLean County Full-Time Equivalent Position
Resolution Associated with an Ordinance to Amend
the Fiscal year 2009 McLean County Combined
Appropriation and Budget Ordinance for Fund 0107
(ARRA Grant)
Motion carried.

Mr. Howe presented two requests regarding Fund 0107 (H1N1 Grant) which can be acted upon together. The first is a request for approval of an Ordinance of the McLean County Board Amending the 2010 Combined Appropriation and Budget Ordinance for Fund 0107 (H1N1 Grant). The second is a request for approval of a Resolution amending the FY'2010 McLean County Full-Time Equivalent Position Resolution Associated with an Ordinance to amend the Fiscal Year 2009 McLean County Combined Appropriation and Budget Ordinance for Fund 0107 (H1N1 Grant).

Mr. Howe stated that the Health Department was notified by the Illinois Department of Public Health that it has been awarded two grants totaling \$474,080 covering the period July 31, 2009 through July 31, 2010 encompassing the planning and implementation phases of the Public Health Emergency Response to the pandemic influenza H1N1. He noted that notification of this grant was received after the completion of the 2010 budget process.

Mr. Howe advised that the Health Department has spent approximately \$172,000 of the grant in Fiscal Year 2009 and expects to spend \$301,759 during Fiscal Year 2010. He indicated that the spending plan includes personnel expenses associated with two part-time RN planners working on vaccination planning for public health organized clinics. Mr. Howe stated that increased staff time has also been budgeted for the enhancement of the Health Department website. The website is a crucial component of the information and communication process for this response plan. Mr. Howe noted that the information posted on a newly developed section of the Health Department website will include general information on H1N1, posting of community surveillance efforts, information on priority population information on the vaccine trials and schedules of organized clinics.

Mr. Howe stated that the personnel expenses associated with the implementation phase of the grant include Health Department employees working at mass vaccination clinics. This budget will allow for seven or more mass vaccination clinics and smaller clinics to be held as long as vaccine is available.

Mr. Howe indicated that in addition to personnel expenses, both phases of the grant include expenses associated with education and communication efforts including advertising costs, printing of forms and materials, training efforts, nursing supplies for the clinics, and rent to secure locations for large volume clinics.

Motion by Caisley/Moss to Recommend Approval of an Ordinance of the McLean County Board Amending the 2010 Combined Appropriation and Budget Ordinance for Fund 0107 (H1N1 Grant); and Approval of a Resolution Amending the FY'2010 McLean County Full-Time Equivalent Position Resolution Associated with an Ordinance to Amend the Fiscal year 2009 McLean County Combined Appropriation and Budget Ordinance for Fund 0107 (H1N1 Grant)
Motion carried.

Mr. Howe presented the 2009 County Wellness Program Report and a request for approval of the 2010 Wellness Program. He introduced Ms. Jan Morris, Health Promotion Manager, who will provide a brief presentation on the Health Program.

Ms. Morris thanked the Committee for their support. She advised that the Health Promotion and Assessment section of the Health Department is proposing to continue the McLean County Employee Wellness Program for the 13th year. She stated that an on-going employee wellness program will increase health awareness, increase productivity, improve the overall health of the work force, and demonstrate the

County's commitment to employee well-being, as well as decrease the number of health claims. Ms. Morris indicated that research shows that having a healthier workforce reduces the increase in rising healthcare costs and absenteeism. She noted that the recommended plan would include physical exams with their health care provider, online health risk assessment (HRA), wellness fair, and numerous wellness activities addressing risks determined by the HRA. McLean County will participate for the first time with the Blue Cross and Blue Shield Worksite Wellness program. This program will provide online HRA and online health information for all employees of the County.

Ms. Morris reported that the McLean County Employee Wellness Program has provided benefits for County employees since its creation in 1998. The ultimate goal of the program has been to encourage employees to adopt healthy lifestyle behaviors and improve their health and well-being while reducing illnesses and medical expenses.

Ms. Morris advised that, as stated within the text of the report, the recommended intervention strategies for the entire workplace population included coronary and cancer risk reduction, weight management, stress management/mental health, physical activity, and better nutrition. She indicated that several potentially serious health problems were detected in past screenings. Ms. Morris stated that the total cost to the County's Employee Benefit Fund in 2009 was approximately \$19,000. She noted that, left undetected, heart disease, stroke or cancer could cost the County considerably more in treatment costs.

Ms. Morris advised that the goal for the 2010 wellness program is to involve more than 600 employees in screenings, HRA and other wellness activities.

Ms. Morris reviewed the 2009 Employee Wellness Report Executive Summary, noting the following:

- Completed 12th year of the County Employee Wellness Program;
- There are a number of ways to measure the successes of the program, namely:
 - Increased participation by employees – largest participation in 12 years;
 - Changes noted in screening results;
 - Changes noted in the Health Risk Assessments comparing years 2007, 2008, and 2009;
 - Benefit Planning Associates reports that McLean County is ahead of the game compared to other companies they represent;
 - Asked to present at the Illinois Women's health Conference regarding McLean County's Employee Wellness Program.
- McLean County participated for the third year in the Health Alliance Medical Plans (HAMP), *Better Health by Choice*.

- Medical director of HAMP considers McLean County his “poster child”;
- In 2009, 292 persons were screened, 601 (90% of eligible insured) participated in online wellness assessment, 258 attended wellness fairs, 1,652 total participation in other wellness activities, with 552 unduplicated participants.
- 12th year for screenings – BroMenn was the provider for 2009
 - 292 employees screened
 - 15% increase from 2007; 207% increase from 1998;
 - 18 (6.2%) persons with no high risk factors;
 - 23 (7.8%) employees with one risk factor;
 - 251 (85.9%) with two or more risk factors.
- Compared screening numbers for employees screened in last three years
 - Positive Changes noted in Biometrics
 - Cholesterol less than 200 increased from 14% to 37%;
 - Optimal LDL (100 or less) increased from 25.4% to 33%;
 - Optimal HDL (greater than 69) increased from 19% to 25%;
 - Too low HDL (less than 40) decreased from 32% to 22%;
 - Triglycerides with a very high risk (greater than 500) have steadily declined since 2004;
- Cancer Risks noted on HRA
 - 15.11% of employees reported to be smokers compared to 16.7% of the general population and a decrease from when first tracking employee data;
 - 12% of those participating in biometric screenings were smokers;
 - 2.21% used other forms of tobacco;
 - Personal history of cancer;
 - 71.48% with BMI ≥ 25 ;
 - 36.84% are at moderate or high risk of alcohol abuse.
- Participated in Health Alliance (HAMP) Pilot Project and linked Employee Wellness program activities to health modules in health risk assessment
 - Modules included stress management, weight management, insomnia, healthy eating, smoking cessation, depression;
 - Rebates/Incentives based on participation;
 - Online Health Risk Appraisal and Modules;
 - Telephonic Counseling for employees demonstrating risks on HRA.

- Featured Activities to address risks noted in HRA as well as screenings. Since we have been in the pilot program we have:
 - More comprehensive picture of the health of employees because more than 90% of employees participated in HRA;
 - Identified the behaviors needing most attention were physical activity, weight management, alcohol use.

- On site influenza clinics
 - 201 participants for seasonal flu vaccine clinic;
 - H1N1 clinics for 208 employees and their family members.

Ms. Morris advised that there has been much progress since the wellness program began in 1998, but there is still much that can be done to improve the health of employees. Blue Cross Blue Shield of Illinois will be the insurance provider in 2010 offering an extensive wellness program including an online health risk assessment and many online wellness tools for the employees. BCBSIL has an extensive marketing plan and will assist the County to promote the wellness program.

Ms. Morris stated that the scheduled date for the annual employee wellness fair is Wednesday, May 26, 2010. The osteoporosis screening and tetanus immunizations will be held on the day of the fair and a flu clinic will be scheduled for October 2010.

Ms. Morris advised that the funds for this program are provided by the Employee Benefit Fund. A good measure of the cost of this program, particularly the screening, is born through the employee's group health insurance, so there is no cost to the employee.

Ms. Morris indicated that one change in the program is that there will be no on-site screenings. She stated that part of the requirement for employees to get their credit rebated back to them will be having a physical, which will be totally covered except for the \$20 co-pay. Ms. Morris noted that employees are being asked to get a physical where they would get their biometric numbers and the health risk assessment.

Ms. Morris requested that the Committee recommend approval of the 2010 Wellness Program with a proposed budget of \$20,000.

Chairman Owens asked if discontinuing the on-site screenings will result in fewer employees taking advantage of the wellness program. Ms. Morris replied that participating in the wellness program, including having a physical examination is part of the employees' rebate credit, so she expects that employees will cooperate. She added that by going to the doctor for a physical is advantageous because the biometric results can be addressed by the doctor.

Motion by Caisley/Moss to Recommend Approval of the Proposed 2010 Employee Wellness Program and the proposed Budget.
Motion carried.

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

Ms. Michelle Anderson, County Auditor, stated that the Internal Revenue Service (IRS) recently announced that, beginning January 1, 2010, the standard mileage rates for the use of a personal vehicle will be 50 cents per mile. She reminded the Committee that the County Board Resolution Establishing Mileage Reimbursement states that "the mileage reimbursement rate for the use of private vehicles for conducting County business for County officials and employees is hereby set at the rate approved and authorized by the Internal Revenue Service."

Ms. Anderson indicated that, in accordance with the resolution, a copy of which is included in the packet, the County Auditor's Office will reimburse all business mileage for conducting County business at 50 cents per mile starting January 1, 2010. The 2009 rate was 55 cents per mile.

Mr. Sorensen asked if the mileage rate change is being communicated to those employees who use their personal cars for County business. Ms. Anderson replied that she communicates the change to department heads. In addition, the staff in the Auditor's Office will provide the information to staff that they work with in other departments.

Chairman Owens asked if there were any questions. Hearing none, he thanked Ms. Anderson.

Mr. Caisley expressed concern with the meeting time of the Finance Committee. He pointed out the lack of a quorum today, as well as Mr. Moss' conflict with the Health Department meetings. Chairman Owens advised that Members O'Connor and Rackauskas were absent because they were on out-of-town vacations and Member Butler had a business meeting come up that he needed to attend. He also explained that the Health Department very graciously moved its meeting date to the second Wednesday of the month to accommodate Mr. Moss' attendance at the Finance Committee meetings.

After a brief discussion, it was determined that the Finance Committee meeting time will remain the same.

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Chairman Owens presented the December 31, 2009 Finance Committee bills for review. The Finance Committee bills include a Prepaid Total of \$942,062.58 and a Fund that is the same.

Motion by Moss/Caisley to recommend approval of the Finance Committee bills as of December 31, 2009 as recommended by the County Auditor.
Motion carried.

The Nursing Home bills include a Prepaid Total of \$401,551.26 and a Fund Total that is the same.

Motion by Caisley/Moss to recommend approval of the Nursing Home bills as of December 31, 2009 as recommended by the County Auditor.
Motion carried.

Chairman Owens presented a transfer in the Health Department in the amount of \$42,221 from one departmental line item to another departmental line item. He noted that the transfers do not increase the budget. Mr. Lindberg explained that primarily these transfers were misclassifications or changes in definition on the part of the Auditor's Office. He added that these are technical amendments and do not change anything in terms of the budget.

Motion by Caisley/Moss to recommend approval a transfer in the Health Department in the amount of \$42,221 from one departmental line item to another departmental line item.
Motion carried.

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There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 5:55 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

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