

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, May 5, 2010 at 4:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Owens, Members Butler, Moss, Caisley, Nuckolls and O'Connor (4:23 p.m.)

Members Absent: None

Other Members Present: None

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: Mr. Lee Newcom, County Recorder; Ms. Michelle Anderson, County Auditor; Ms. Peggy Ann Milton, County Clerk; Ms. Becky McNeil, County Treasurer; Mr. Matt Riehle, Director, Nursing Home; Mr. Walt Howe, Administrator; Health Department; and Ms. Jennifer Ho, Risk Manager; Ms. Beth Kimmerling, Coroner; Mr. Don Everhart, Circuit Clerk

Others Present: Ms. Cathy Dryer, Fiscal Services Supervisor, Health Department; Ms. Barb Nafziger, Chief Deputy Coroner

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

Chairman Owens presented the minutes of the April 7, 2010 Finance Committee Meeting for approval.

Motion by Moss/Butler to approve the Minutes of the April 7,
2010 Finance Committee Meeting.
Motion carried.

Ms. Michelle Anderson, County Auditor, presented the Quarterly Financial Statements for the First Quarter. She indicated that the prior fund balance is not audited. Ms. Anderson stated that the CAFR is very close to being finalized with the outside auditors, but it is currently a rough number.

Ms. Anderson advised that the revenues are a bit skewed because of the way revenue was deferred at the end of the year. She noted that over \$1 million was deferred at the end of 2009, which was then put into 2010 revenue, so revenue appears high in this report.

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

Ms. Peggy Ann Milton, County Clerk, reviewed the County Clerk's Monthly Report for March 2010. She indicated that most of the funds are tracking as expected.

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

Ms. Becky McNeil, County Treasurer, presented the Financial Reports for the period ending April 30, 2010, as distributed.

Ms. McNeil reviewed the Summary of Tax Vouchers, as follows:

		<u>% of change Over 2009</u>
April 2010 Vouchers:		
Sales Tax	\$312,865.35	
Revenue Sales Tax	51,673.55	
Local Use Tax	16,856.29	
Income Tax	152,798.43	
PPRT	<u>264,355.40</u>	
Total	\$798,549.02	
Monthly Comparison		
April 2009 Vouchers	858,514.93	
April 2010 Vouchers	<u>798,549.02</u>	
Difference	(\$59,965.91)	-7.0%
YTD Comparison		
YTD 2008 Vouchers	3,269,429.28	
YTD Comparison		
YTD 2009 Vouchers:	\$2,930,419.53	
YTD 2010 Vouchers:	<u>2,913,973.66</u>	
YTD Difference:	(16,445.87)	-0.6%

Budget Comparison

2010 Annual Budget:	\$9,125,150.00	
Budgeted Revenue per Month:	\$ 760,429.17	
Budgeted Revenue thru 4/30/10:	\$3,041,716.67	
YTD Actual Vouchers	\$2,913,973.66	
Amount Over (Under) Budget:	(\$127,743.01)	-4.4%

Ms. McNeil reviewed the Summary of Retailers Occupation Tax, State Income Tax and Personal Property Replacement Tax Revenue Report for the month ending April 30, 2010. Statistics are as follows:

- Retailers Occupation Tax Revenue for April 30, 2010 is \$381,395.19.
- Retailers Occupation Tax Revenue Year to Date is \$1,838,043.18 which is 2.8% above last year and 32.0% of budget.
- State Income Tax Revenue is \$558,376.48, which is 6.3% below last year and 30.2% of budget.
- Personal Property Replacement Tax Revenue is \$517,554.00, which is 5.4% below last year and 33.9% of budget.

Ms. McNeil stated that the Property Tax bills will be going out Friday, May 7th. She noted that the first installment due date is June 10th, and the second installment due date is September 10th. Ms. McNeil indicated that every effort will be made to get the first installment revenue distributed to the school districts by June 30th.

Ms. McNeil reviewed the State of Illinois Receivables as of April 30, 2010. She stated that the General Fund had an outstanding receivable from the State of Illinois of \$1,693,914.54. Ms. McNeil noted that the Health Department funds have a combined total of outstanding receivable from the State of \$644,023.01.

Ms. McNeil reported that on May 1st the County received the Court Services August payment of approximately \$150,000-\$200,000.

Ms. McNeil advised that across all funds there is an outstanding receivable from the State of \$2,464,527.29.

Ms. McNeil reviewed the State of Revenue, Expenditures and Fund Balance as of April 30, 2010. Statistics are as follows:

- Revenue as of April 30, 2010 is \$7,242,298.36, which is 22.7% of budget.
- Expenses as of April 30, 2010 are \$10,427,224.39 which is 32.57% of budget.
- Fund Balance as of April 30, 2010 is \$5,715,669.95.

Ms. McNeil noted that the Fund Balance is down compared to April 30, 2009, which was \$6,286,942.30.

Ms. McNeil advised that the Revenue as of April 30th of \$7,242,298.36 is inflated because revenue was deferred into 2010 from 2009. She added that the 2009 YTD revenue of \$6,911,113.83 included \$598,911.05 in deferred revenue from 2008.

Ms. McNeil reported that the Cash Balance as of April 30, 2010 is \$2,707,049.36.

Mr. Butler asked what the difference is between the Cash Balance and the Fund Balance. Ms. McNeil replied that the Cash Balance in the General Fund as of April 30, 2010 is \$2,707,049.36 and the Cash Balance as of April 30, 2009 was \$2,701,000.00. She added that the difference between the funds is the assets and liabilities. Right now there are a larger number of receivables than we have on outstanding liabilities.

Ms. McNeil indicated that the County's cash position as of the end of April is similar to where we were at the end of April 2009. She noted that there are two payrolls due in the month of May. Ms. McNeil added that she is not sure a distribution will be received by the end of the month, but she intends to try very hard to have that happen.

Mr. Butler asked how much each payroll is. Ms. McNeil replied that each payroll is approximately \$1.3 million.

Ms. McNeil stated that the Fund Balance at the beginning of the year was \$9,757,388.91. She indicated that we rely on that Fund Balance to get the County through January, February, March, April and May.

Ms. McNeil reviewed the Treasurer's Investment Report. She noted that the rates have gotten a little bit lower. Ms. McNeil added that current CD rates are 0.1% and 0.25% with the highest rate being 1.0%.

Motion by Nuckolls/Butler to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending April 30, 2010, as submitted.
Motion carried.

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, presented the Nursing Home Monthly Report. He indicated that there was nothing unusual to report. Mr. Riehle advised that, like everyone else, the Nursing Home is waiting on payments from the State.

Mr. Nuckolls asked about the Nursing Home census. Mr. Riehle responded that the census has been at 120-121 for the last year, which is about 80%. He noted that the state-wide average is 77%-78%, with some facilities at 50%-60%.

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

Mr. Walt Howe, Administrator, Health Department, presented a request for approval of an Ordinance of the McLean County Board amending the 2010 Combined Appropriation and Budget Ordinance for Fund 0110 (Persons with Developmental Disabilities). Mr. Howe explained that the 2009 budget included \$232,607 in contract funding to the Occupational Development Center which closed in July 2009. Applications were accepted from other organizations in the community to provide services designed to fill the gap left by the unexpected closing of ODC.

Mr. Howe advised that, after careful review, the McLean County Board of Health awarded contracts to Marcfirst and United Cerebral Palsey. In an effort to coordinate services funded by the Board of Health with those funded by the State of Illinois for Mental Illness, Developmental Disabilities, and Substance Abuse Services, the Board of Health funds these community service grants on the State Fiscal Year July 1 through June 30. The payments to these organizations began in December 2009 and were scheduled as seven monthly payments to end in July 2010 satisfying the State Fiscal Contract Year. Mr. Howe stated that, as a result, there was \$83,075 of the 2009 budget that was not expended in County Fiscal Year 2009, but will be expended in 2010.

Mr. Howe indicated that the Health Department would like to transfer the amount that was not spent from the 2009 budget and move it into the FY'2010 budget in order to allow for the payments being made.

Motion by Caisley/Nuckolls to Recommend Approval of an Ordinance of the McLean County Board Amending the 2010 Combined Appropriation and Budget Ordinance for Fund 0110 (Persons with Developmental Disabilities).
Motion carried.

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

Ms. Jennifer Ho, Risk Management, presented her First Quarter FY'2010 Risk Management Fund Report. She advised that the new partnerships in worker's compensation claims administration approved by the Finance Committee last December, are working out well. She reminded the Committee that the County engaged an early case management firm, RTWI, that works jointly with the new worker's compensation claims administrator, Brentwood Administrative Services, to improve the efficiency of our claims processes. Ms. Ho noted that we found early success in the reduction of lost work days through increased communication between departments, employees, providers, and claims adjusters that lead to reduced costs.

Ms. Ho stated that claims reserves have increased by \$183,950 for all reported claims. She added that a positive development is the reduction in lost work days from work injuries and a reduction in the severity of the injuries thus far. Ms. Ho reported that auto claims remain consistently low and we have experienced a slight improvement in the severity of work injuries.

Ms. Ho advised that a representation from nine County departments attended the Downstate Illinois Occupational Health Day in Peoria.

Ms. Ho stated that the County's overall loss experience for the first quarter in FY'2010 is shown on Table 2.

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

Mr. Lee Newcom, County Recorder, noted that there was nothing unusual to point out in his Monthly Reports.

Chairman Owens asked if there were any questions on the reports. There were none.

Mr. Terry Lindberg, County Administrator, presented a request for approval of a Resolution Amending the Funded Full-Time Equivalent Positions Resolution for 2010. He noted that this Resolution is closely related to the Budget Amendment which is the next item on the agenda.

Mr. Lindberg summarized the recommendations made in the Resolution. The first recommendation is to eliminate 24 positions that are currently in the FTE Resolution for the 2010 Budget. Of these 24 positions, eight are occupied, five full-time and three part-time. Mr. Lindberg noted that the math in the full-time equivalent column is now

amended and varies depending upon whether or not the position is vacant or full at this time. The savings that will be reflected in the Budget Amendment are based upon approval by the County Board and the positions would be eliminated effective July 1, 2010. Mr. Lindberg stated that this involved General Fund departments only.

Motion by Moss/Butler to Recommend Approval of a
Resolution Amending the Funded Full-Time Equivalent
Positions Resolution for 2010.

Chairman Owens afforded an opportunity for department heads that are affected by this Resolution to speak to the Committee.

Mr. Lee Newcom, County Recorder, reviewed and asked that the following memo be included in the Minutes of this Committee:

It is such an honor and privilege to serve in a political office with others who work collegially and cooperatively to handle difficult situations and make hard decisions like you have to make today. This is unavoidable and being handled with courage, compassion and openness to everyone by the County Administrator and County Board. For the people losing their jobs this is heartbreaking, but you are doing what must be done to keep this county in financial balance. If only the politicians in Springfield would take a few lessons from you in bipartisanship, financial integrity and management, none of us would be in this position.

I want to take this occasion to briefly state my support of the Administrator's recommendations regarding my department and your approval of those recommendations today. I don't want to lose an employee or cost that person her job. However, that is a heartbreaking reality of what we face and I accept that we can absorb that now as a department. I would like to further address what my office will be doing in the future regarding that FTE.

The number of documents that arrive daily dictates the number of employees it takes to do the job. The financial management of fees, the data to be entered per document, and physical processing of the imaging and mail do not provide any flexibility nor can we decide to reduce the data entry responsibility. My staff is highly trained and efficient, but when you have a very accurate and quick employee, there is no place else to go. Our income is directly related. For every 5,000 documents we produce an income to the county General Fund of approximately \$65,000, plus an additional income to the non-General Fund 0137

Document Storage Fund and 0167 County GIS system of approximately \$25,000. That is an income of about \$90,000 per 5,000 documents. An employee that produces that \$90,000 income costs the county about \$23,000 plus benefits.

What is not appreciated by those less familiar with the mandate of our office is what we do. We are the basis of all banking in this county, as real estate provides the majority of collateral for lending and business expansion. Without the County Recorder's records, real estate sales, lending and economic development of land stops. Obviously that is not going to happen. However, major economic developments like the wind farms or commercial development, new subdivisions and the like produce flurries of business as all of them must be extensively researched in our office records and the new records they produce indexed and retained. The economic competitiveness and vitality of this county is directly affected by the quality of Recorder's records as commercial developments require an accurate 100 year records search and it is figured into commercial development costs and potential. The speed of building is also directly related to the speed of searches in our office.

I estimate our 2010 document count will be around 23,000 at current numbers. Normally we would be in the 35-38,000 range. We will be able to compress three desks into two at the current workflow, but when we return to a workflow that approaches 30,000 documents per year, still a historic low for us, we must have that position reinstated or we will experience a rapid increase in our "gap" and be unable to complete the job with the financial and data checks we have today.

The "gap" is the financial term for the danger zone of the time between when a deed or mortgage is signed and when it is put on the public record in the Recorder's office. Before my tenure that "gap" had often been weeks long, a source of serious concern to the legal and financial community, which was communicated to the County Board leadership and Administrator at that time. In my tenure we were successful in reducing it to 1 to 3 weeks, depending on workload. However, we were always fighting to keep up. Since the county board authorized the additional FTE three years ago our "gap" has consistently been 24 hours or less and we now have a reputation in the financial community that is excellent. But there is more at stake than reputation when considering our efficiency. When we were struggling to keep up before, a crime which is now tops on the FBI watch list was not a major issue.

Various law enforcement agencies have identified land deed fraud as one of the fastest growing crimes in America. It is far easier and more profitable than other vices and is rapidly expanding as a tool of organized crime. The Chicago area is one of the top three areas of the country for this newer crime. One key to this crime is lax or slow document production procedure in county recorder's offices and lax document examination on intake, which allows fraudulent notaries and other tip-offs to go unnoticed. We have taken significant steps in the Recorders office to become educated about and take proactive steps to prevent this crime in McLean County, including increased security and more stringent document examination. To my knowledge it has not happened here yet, and I want to remain vigilant to protect our citizens from it. I have been told by FBI agents that what we do here insulates our citizens from this crime as we are not an easy mark due to our recorder's office procedures and speed.

When we return to normal document levels we must have that position back. There will be no place to absorb the additional work except through either greatly reducing our financial safeguards, document examination procedures or beginning the never-ending cycle of a significant "gap" in McLean County recordings. That opens us up to fraud and criminal activity. I do not want to endanger either our financial institutions or our citizens with being the downstate open door to that crime.

When the workload numbers return, and we don't know if this is 6 months from now or 2 years from now, I will return to this committee asking that employee to be rehired, which will be justified by the numbers in workload and the General Fund income, which will be several times over the expense of the employee to the General Fund.

Chairman Owens asked if there were any questions regarding Mr. Newcom's presentation. Hearing none, he thanked Mr. Newcom.

Ms. Peggy Ann Milton, County Clerk, stated that she, too, respects the tough decisions that have to be made during struggling economic times. She noted that the efforts of Mr. Lindberg and Mr. Wasson were done with openness and all were given the opportunity to share their thoughts.

Ms. Milton advised that her staff works very diligently to make sure that extension is done timely, and that elections are done efficiently. She noted that the staff works a lot of overtime during tax and election seasons, utilizing the Deputy Clerks to fill in the gaps at that time. Ms. Milton stated that losing an employee will create a hardship for the County Clerk's Office. She indicated that the office will be restructured in an effort to continue the goal of excellent public service.

Ms. Milton cautioned that the speed at which her staff will be able to fill record requests, and to accomplish election and extension demands could potentially be interrupted due to the loss of an employee. She added that the Office will be mindful of the statutory deadlines and requirements of the County Clerk's Office. Ms. Milton noted that mail and over-the-counter requests may be delayed with the loss of 37.5 hours of employee time.

Ms. Milton concluded that, while she would prefer not to eliminate the position, her Office will do what can be done to restructure the office to minimize delays and keep the office running smoothly. She pointed out that it will be a hardship to all of the Deputy Clerk's in the Office. Ms. Milton asked that the decision to eliminate the position be reversed, but also understands and will support the decision of this Committee and the County Board.

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

Chairman Owens asked if there were any other department heads who would like to speak regarding FTE's. Hearing none, he asked the Committee if they had any comments or questions.

Chairman Owens announced that a handout was distributed correcting a typographical error on page 27 of the Packet under Facilities Management that shows "Now: 1.00"; "Amend (1.00); and "New 1.00." The line under "New" should be "0.00." He added that the Total FTE Reduction of (18.39) is correct.

Mr. Caisley expressed concern with the reduction of FTE's in the Court Services Department, including Probation Officer FTE's. He acknowledged that Probation is one of the major sources of the County's budget imbalance, but he is concerned that if the Probation area is spread too thin, probation will not be effective. Mr. Caisley noted that if Probation is not effective, it could influence a rise in recidivism. Chairman Owens responded that there are many counties where the reduction in Probation Officers is much higher than McLean County. Mr. Lindberg advised that an attempt was made to balance the reduction in FTE's across all departments.

Mr. Nuckolls stated that the Committee needs to be sensitive to any changes that affect public safety and the Justice System. He acknowledged that these tough economic times require difficult economic decisions. Mr. Nuckolls added that he is cognizant and sensitive to all of the cuts in FTE's within the Justice System and throughout the County.

Chairman Owens called for a vote on the Motion.

Motion carried.

Mr. Lindberg presented a request for approval of an Emergency Appropriation Ordinance amending the McLean County Fiscal Year 2010 Combined Annual Appropriation and Budget Ordinance, General Fund 0001. He advised that pursuant to your approval of a resolution at the April 20, 2010 County Board Meeting to reduce General Fund budgeted expenditures to more closely reflect projected General Fund revenues, we have prepared an Emergency Appropriation Ordinance that reduces General Fund spending by \$861,751.00.

Mr. Lindberg stated that the elected officials and appointed department heads whose departments are supported by the General Fund identified savings in every area of their budgets. The hiring freeze, effective April 20th, has allowed us to meet with each Department and get their thoughts about current vacancies, overall staffing levels, and public service demands of their offices.

Mr. Lindberg indicated that the vacancies that exist when a freeze is enacted may not reasonably be those which should continue to be unfilled in the long-term. He noted that some savings can be obtained by not filling some of the current vacancies, but others may need to be filled in the coming months. Mr. Lindberg stated that a reduction in number of active General Fund positions is required. Departments have worked with the County Administrator's Office to identify positions for which:

1. workload can be distributed among a large number of similar positions in a sustainable manner;
2. current public service demand has decreased due to economic conditions; or
3. tasks involve activities which can reasonably be delayed without reducing direct customer support.

Mr. Lindberg advised that this saving cannot be obtained without some impact upon public services. While Departments will strive to maintain priority duties, reductions in active workforce can mean longer lines, reduced maintenance levels and longer waiting times for delivery of service.

Mr. Lindberg stated that, while it is his hope that these reductions will assist in addressing budgetary issues for 2010 and the foreseeable future, given the continuing economic uncertainty at the state and national levels, it may be necessary to recommend further actions later this year.

Motion by Caisley/O'Connor to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2010 Combined Annual Appropriation and budget Ordinance, General Fund 0001.

Chairman Owens asked the Administrator's Office to distribute a 2010 General Fund 0001 budget Amendment Summary. He indicated that this report will reflect, by Department, the amount adopted in the budget, the adjustment made and the percent of the budget that was cut. Chairman Owens pointed out that the percent of Departmental budget cuts ranged from .86% to 15.99%. He asked if there were any questions or discussion.

Mr. Nuckolls made a motion to amend the Emergency Appropriation Ordinance to make the following changes in Department 0031, Coroner's Office:

- Add line 0001-0031-0038-0728.0001, Transcript Expense, to the original Budget Amendment, and reduce that line by \$2,000 from \$10,000 to \$8,000.
- Amend Line 0001-0031-0038-0758.0001, Autopsies, and further reduced the original appropriation by an additional \$5,000 from \$115,000 to \$109,400.

Mr. Nuckolls stated that the affect of these two changes would be a total reduction in the Coroner's budget of \$11,400 or 2.20% of the original budget.

Mr. Moss asked for further explanation of this Motion. Mr. Lindberg explained that Page 35 of the Ordinance has a total of \$4,200 in recommended reductions in the Coroner's Office. He indicated that Mr. Nuckolls is proposing to take the Autopsies line, which shows a \$600 reduction and increase that by \$5,000 for a \$5,600 reduction and to add the Transcripts line to the original Ordinance amendment and then reduce it by \$2,000.

Motion by Nuckolls/O'Connor to Recommend Approval of an Amendment to the Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2010 Combined Annual Appropriation and budget Ordinance, General Fund 0001 by adding the and then reducing the Transcript Expense Line 0001-0031-0038-0728.0001 from \$10,000 to \$8,000; and Amend the Autopsies Line 0001-0031-0038-0758.0001 to further reduce the original appropriation by an additional \$5,000 from \$115,000 to \$109,400.

Ms. Beth Kimmerling, Coroner, introduced Ms. Barb Nafziger, Chief Deputy Coroner and the person who assists with the budget process on a yearly basis. Ms. Kimmerling noted that she met with Chairman Owens, Mr. Lindberg and Mr. Wasson yesterday afternoon. She indicated that one of the things brought to her attention was a concern that the Coroner's Office had not cut enough. Based upon that conversation, it was agreed that the \$2,000 reduction in transcripts would be recommended as a legitimate deduction. Ms. Kimmerling stated that there was no dollar amount agreed upon or talked about from the Autopsies line item, so that part of the motion perplexed her. Ms. Kimmerling noted that she would like to discuss that issue.

Ms. Kimmerling advised that her Autopsies line item is currently \$115,000. She pointed out that she has reduced that line item by \$600. Ms. Kimmerling explained that every year she makes a prediction on the number of autopsy cases that McLean County will perform for the future year. She noted that autopsies have been trending to approximately 120 autopsies every year. Ms. Kimmerling stated that in order for her to meet that 98% reduction, the trend number was reduced to 115 autopsies. She stated that at the time we had that discussion, the Pathologist's fee and the Autopsy Assistant's fee would have been around \$1,000 per case, so \$1,000 x 115 cases is \$115,000. Ms. Kimmerling advised that she is able to provide the \$600 reduction because the Autopsy Technician fee will be eliminated. She informed the Committee that her office is still using 35 millimeter film and the Autopsy Technician sorts, cuts, and files the negatives. This job will be moved to someone else on staff.

Ms. Kimmerling indicated that at last night's Justice Committee meeting she presented the numbers for the end of March 2010, which is one-quarter into the year. She noted that there is a downward trend in terms of the number of autopsies performed. The First Quarter Report for Fiscal Year 2010 showed that 24 McLean County autopsies were performed. Ms. Kimmerling added that 40 McLean County autopsies were performed in the first quarter of 2009. She stated that averages of 10-12 autopsies are performed each month. She noted that this year autopsies are running below that average.

Ms. Kimmerling advised that since she has been the Coroner, she has only had to go back to the Finance Committee to ask for an Emergency Appropriation at the end of the year. She indicated that she likes her budget to be accurate and that she expects to stay within the confines of the figures that she predicts to the Committee.

Ms. Kimmerling stated that Chairman Owens suggested that, since the autopsies are trending downward, the Coroner's Office could project that number out and return the funds that may not be used by the end of the year. She explained that she cannot control the number of deaths that occur.

Ms. Kimmerling advised that if she reduces the Autopsies line by \$5,000 now, she may need to come back with an Emergency Appropriation at yearend. She noted that if one major accident or event happened, she would need to ask for the money to be returned in the autopsies line. Ms. Kimmerling added that this particularly line item, if not used, will automatically go back into the General Fund.

Ms. O'Connor pointed out that there is no guarantee that the downward trend in autopsy needs will continue.

Chairman Owens stated that if the two line items in the Coroner's Office, as recommended by Mr. Nuckolls, it would reduce that Department by 2.2%, which is still less than what other many Departments are cutting.

Ms. Kimmerling stated that she made every effort to make as many cuts as possible in her very lean budget.

Mr. Caisley noted that it may be difficult to reduce a budget that is already lean, but it is even more difficult to reduce a small budget, which this office is.

Mr. Moss asked Mr. Nuckolls what his thinking was behind the motion. Mr. Nuckolls responded that his thought was to make the cuts in the Coroner's Office more in line with what other departments are cutting. Mr. Moss asked why he particularly chose the Autopsies line item as the one to reduce. Mr. Nuckolls replied that there was no particular reason that he chose that line item.

Mr. Butler asked what determines the need for an autopsy. Ms. Kimmerling replied that there are State statutes that provide guidelines that must be followed. Additionally, any non-natural death will likely receive an autopsy unless it is a delayed non-natural death. Ms. Kimmerling explained that a non-natural death is any homicide, suicide or accidental death. An example of a delayed non-natural death is if someone is injured in a car wreck and they die three days or three weeks after the accident. Ms. Kimmerling concluded that autopsies are performed on non-natural deaths that haven't been delayed. Autopsies are performed to determine cause of death and manner of death determination (natural, homicide, suicide, accidental and undetermined).

Ms. Kimmerling advised that assumptions on manner of death cannot be made. While a death may look one way, the answer isn't known until an investigation, including an autopsy, is conducted. Ms. Kimmerling stated that in 2009, there were 21 different cases that were non-natural deaths where autopsies were not performed. Rather, records were collected and the deaths were determined to be from falls.

Mr. Butler suggested that if Ms. Kimmerling is working within a specific budget, it would be wise to use more discretion in determining whether to conduct an autopsy whenever possible. He added that if the Autopsies budget is reduced by \$5,000 and then Ms. Kimmerling finds that she needs it at the end of the year, the Committee would likely be agreeable.

Mr. Moss asked what the Transcripts line item entails and how much of a hardship will it be to reduce that line item by \$2,000. Ms. Kimmerling replied that these are transcripts of autopsies and inquests, and she felt that this would be a legitimate cut. She noted that inquests are running lower due to the ability of the Coroner to make inquest judgments.

Mr. Nuckolls commended Ms. Kimmerling on the outstanding job done by the Coroner's Office. He indicated that his concern is that the Coroner's Office budget decrease is out of line with other departments. Mr. Nuckolls asked if there is another line in her budget that she could cut to be more in line with the other departments. Ms. Kimmerling responded that every attempt was made to come up with additional dollars without impairing the ability of her office to do its job.

Ms. O'Connor asked how much revenue was collected by performing out-of-County autopsies. Ms. Kimmerling responded that approximately \$60,000-\$70,000 was collected in 2009. Ms. O'Connor asked if that money goes into the Coroner's budget or the General Fund. Ms. Kimmerling replied that the money goes into the General Fund.

Mr. Moss called for a question on the amended motion made by Mr. Nuckolls. Chairman Owens indicated that a roll call vote will be taken.

Nuckolls:	Yes
Caisley:	No
O'Connor:	No
Moss:	No
Butler:	Yes
Owens:	Yes

Chairman Owens stated that, with a vote of three to three, the motion fails and goes back to the main motion.

Mr. Caisley made an alternative motion that the Transcript line item be cut by \$2,000 as proposed by Mr. Nuckolls.

Motion by Caisley/O'Connor to Recommend Approval of an Amendment to the Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2010 Combined Annual Appropriation and budget Ordinance, General Fund 0001 by adding the Transcript Expense Line 0001-0031-0038-0728.0001 to the Ordinance and then reducing that line item from \$10,000 to \$8,000 thereby reducing the County Coroner's Budget 1.2%-1.3%.

Mr. Moss advised that he voted "yes" on the motion because that is a further reduction that the Coroner says will not be too harmful to her Office, and not based on the fact that the Coroner's Office reductions don't reflect the same level of cuts as other departments. He stated that he does not believe that is a valid basis for making decisions about budgets.

Ms. Kimmerling thanked the Committee for its time and consideration.

Mr. Caisley asked if Glasener Beach lifeguard staff is reasonable considering the reductions in Probation Officers. Mr. Lindberg responded that many cuts are being made at Glasener Beach, but lifeguard safety cannot be compromised. Mr. Wasson added that the revenue generated by the facility more than pays for the cost of the staff, and there are minimum lifeguard requirements.

Chairman Owens called for a vote on the motion.

Motion carried.

Mr. Lindberg presented a request for approval of an Ordinance of the McLean County Board establishing the annual salary of the Sheriff, County Clerk, and County Treasurer.

Mr. Lindberg indicated that State Law provides that the County Board must set the salary of an Elected Official not less than 180 days prior to the beginning of their term in office (50 ILCS 145/2). The County Clerk, County Treasurer and Sheriff will all take office this December. Mr. Lindberg noted that the County Board passed an ordinance setting the salaries for these offices from 2007 through 2010, and now must pass an ordinance setting the salaries for 2011 through 2014. Salaries for the Circuit Clerk, Coroner, County Auditor and Recorder are set through their current terms, which expire in December of 2012, so no action can be taken regarding those offices at this time.

Mr. Lindberg advised that the County Administrator's Office gathered 2010 salary data from nine comparable Illinois counties (Exhibit A). He noted that McLean County ranks 4th in population among the nine-county group. Mr. Lindberg indicated that 2010 salaries for the seven Elected Officials rank from 1st to 5th. Exhibit B shows salaries per capita and corresponding rankings. Since all counties are on the same timetable for the salary setting process, we have no information as to what the other counties will enact for 2011-2014 salaries.

Mr. Lindberg stated that Exhibit C shows the salary history of the Countywide elected Officials since 2008. He indicated that, for a number of years, the County has followed a three group philosophy on the salary history. The Sheriff has been in a group of its own; the Treasurer, County Clerk and Circuit Clerk have been in a peer group together; and the Coroner, Auditor and Recorder have moved together as one group. The figures in bold print show the proposed annual salaries and percentage increases.

Mr. Lindberg indicated that the proposed ordinance provides a 4.50% annual increase for 2011 and 2012, and a 0.00% annual increase for 2013 and 2014. The proposed ordinance also provides a \$5,000.00 equity adjustment for the Office of the Sheriff. The County Board will be asked to set salaries for the Circuit Clerk, Coroner, County Auditor and Recorder for 2013 through 2016 in May of 2012. At that time, based upon the economic climate, the pay can be set at 0.0% for 2013 and 2014 and whatever is appropriate for 2015 and 2016.

Mr. Lindberg recommended that the Committee approve the increase for the Treasurer, County Clerk, and Circuit Clerk at 4.5% for 2011 and 2012, and 0.0% in 2013 and 2014. He further recommended that the Committee approve an additional \$5,000 equity boost with the 4.5%, 4.5%, 0.0%, and 0.0% for 2011-2104. Mr. Lindberg pointed out that this is a 2.25% increase per year over the four-year term. He noted that the Elected Officials do not receive another type of merit increase.

Ms. O'Connor asked why there was a change from 4.0% to 4.5%. Mr. Lindberg responded that there are currently Elected Officials in place at 4.5% which was done in 2008.

Mr. Caisley asked if these proposed figures been brought to the attention of the various officials and candidates? Mr. Lindberg responded that they do not go to the individuals and ask for their opinions, but he believes they are aware of this recommendation. He did note that he made the Sheriff aware of the proposed \$5,000 equity boost.

Chairman Owens called for a motion on the ordinance after which time additional discussion can take place.

Motion by Caisley/Butler to Recommend Approval of an Ordinance of the McLean County Board Establishing the Annual Salary of the Sheriff, County Clerk, and County Treasurer.

Chairman Owens expressed concern with the Elected Officials receiving a 4.5% increase the first two years and 0.0% increase the last two years. He asked Mr. Lindberg to investigate if it would be possible to reverse the recommendation so that there will be a 0.0% increase in 2011 and 2012 and a 4.5% increase in 2013 and 2014. Chairman Owens pointed out that the reason for this change is because there is no merit or cost of living increase to the regular County employees. He noted that in two years the economy may be better and increases can be provided to everyone. Mr. Nuckolls concurred with Chairman Owens' concern.

Mr. Lindberg reviewed the option that Chairman Owens recommends. He indicated that this option would cause the Sheriff's pay, by 2012, to be less than the Circuit Clerk's pay. In the next two years, 2013 and 2014, it would provide 4.5% and a \$2,500 equity increase of those two years. The resulting pay over the four year period would be about \$30,000 less than the recommendation originally proposed. Mr. Lindberg noted that, by providing a 0.0%, 0.0%, 4.5%, 4.5%, the Treasurer and the County Clerk will get up to the same pay of \$94,905 in 2014 as the Circuit providing the Circuit Clerk receives no increase in two years. He indicated that the concept of compensating the Treasurer, County Clerk and Circuit Clerk at the same level would be compromised with this recommendation, and trigger a \$16,000 total compensation difference. The only way to keep the County Clerk, Circuit Clerk and Treasurer equitable, if they are given a 0.0%, 0.0%, 4.5%, 4.5%, would be to reduce the salary of the Circuit Clerk for two years in the future. Otherwise, that position would always be ahead of the other two positions.

Ms. O'Connor asked if it would be possible to offer a 0.0%, 4.5%, 0.0% and 4.5%, or a 4.5%, 0.0%, 4.5%, and 0.0%. Mr. Lindberg responded that either of those variations would cause the Treasurer and County Clerk to be about \$4,000 a year behind their peer in that group, namely the Circuit Clerk.

Mr. Moss indicated that he would prefer the 0.0% for the Elected Officials being in sync with the 0.0% the rest of the County employees are receiving.

After additional discussion, Ms. O'Connor asked what would happen if the Sheriff received the \$5,000 equity boost and the four-year increases for the three Elected Officials under consideration today (Sheriff, County Treasurer and County Clerk) were changed to 0.0% in 2011, 0.0% in 2012, 4.5% in 2013, and 4.5% in 2014. Mr. Lindberg responded that if the Sheriff received the \$5,000 equity he would be at \$98,000 and would remain slightly ahead of the Circuit Clerk. The Treasurer and County Clerk would

be \$4,000 behind the Circuit Clerk the first year and \$8,000 behind the Circuit Clerk the second year. He stated that the Sheriff would be ahead by \$4,000 as of 2012.

Mr. Caisley indicated that he believes the original proposal is reasonable and should be recommended for approval.

Motion by O'Connor/Nuckolls to Recommend Approval to Amend an Ordinance of the McLean County Board Establishing the Annual Salary of the Sheriff, County Clerk, and County Treasurer to provide the Sheriff with a \$5,000 Equity Adjustment in 2011 and to establish the Four-year Salary increases to 0.0%, in 2011, 0.0% in 2012, 4.5% in 2013, and 4.5% in 2014 for the Sheriff, Treasurer and County Clerk.

Motion carried with Mr. Caisley voting "no."

Chairman Owens called for a vote on the original motion as amended.

Motion carried.

Mr. Lindberg presented a request for approval of an Ordinance of the McLean County Board setting salaries of the Members of the McLean County Board. Mr. Lindberg advised that for County Board members, salaries for members whose terms run through 2012 have already been set by ordinance as Shown on Exhibit D. However, the proposed ordinance needs to be enacted to set salaries for Members elected to serve a term running from 2010 through 2012. Mr. Lindberg stated that continuing with the process established in 2004, and to keep newly elected members at the same level as incumbent members, the ordinance proposes a 2.50% annual increase in County Board Members' salaries. However, the salary for the County Board Chairman and Members of the Executive Committee would not be increased from the current levels, which has been done in the past.

With this proposal, there will be a 2.5% increase for all members of the Board, which has already been set and cannot be changed. The Committee will be voting to approve a 0.0% additional increase for the Board Chairman and members of the Executive Committee.

Motion by Moss/O'Connor to Recommend Approval of an Ordinance of the McLean County Board Setting Salaries of the Members of the McLean County Board.

Motion carried.

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Mr. Wasson presented a request for approval of the Resolution Establishing the Budget Policy for Fiscal Year 2011. He advised that the Budget Policy resolution is identical to last year except for one modification on Page 51. Mr. Wasson pointed out that the strike outs noted on Page 52 and 53 were struck last year, but were left in the policy in that manner to emphasize that they were struck. He explained that the section that has been changed is the insertion of the paragraph concerning the hiring freeze for all County Offices and Departments. As with the policy brought forward in resolution this month effective for the remainder of 2010, the hiring freeze would remain in place in 2011.

Mr. Wasson advised that there is a provision for Elected Officials and Department Heads to come to the Finance Committee to request filling positions in emergencies or if necessity requires.

Motion by Butler/O'Connor to Recommend Approval of the
Resolution Establishing the Budget Policy for Fiscal Year
2011.

Motion carried.

Chairman Owens asked if there were any additional questions or comments. Hearing none, he thanked Mr. Lindberg and Mr. Wasson.

Chairman Owens presented the April 30, 2010 Finance Committee bills for review. The Finance Committee bills include a Pending Total of \$384,639.06 and a Prepaid Total of \$480,192.12 for a Fund Total of \$864,831.18.

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Motion by Butler/Moss to recommend approval of the Finance Committee bills as of April 30, 2010 as recommended by the County Auditor.
Motion carried.

The Nursing Home bills include a Prepaid Total of \$574,739.63 and a Fund Total that is the same.

Motion by Caisley/Butler to recommend approval of the Nursing Home bills as of April 30, 2010 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 6:06 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary