

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, September 1, 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, and O'Connor

Members Absent: Member Nuckolls

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. Phil Dick, Director, Building & Zoning; Ms. Becky McNeil, County Treasurer; Mr. Robert Kahman, Supervisor of Assessments; Mr. Matt Riehle, Director, Nursing Home; Mr. Lee Newcom, County Recorder; Ms. Peggy Ann Milton, County Clerk; Ms. Michelle Anderson, County Auditor; Chief Deputy Sheriff Rusty Thomas; Mr. Walt Howe, Administrator, Health Department; Ms. Lori McCormick, Director, Court Services; Ms. Cathy Waltz, Superintendent, Juvenile Detention Center

Others Present: Ms. Laura Dick, Executive Director, SHOW BUS; Mr. Tom Anderson, Director, Environmental Health Division, Health Department

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

Chairman Owens presented the minutes of the August 4, 2010 Finance Committee Meeting and the July 20, 2010 Stand-up Meeting for approval.

Motion by Caisley/O'Connor to approve the Minutes of the August 4, 2010 Finance Committee Meeting and the July 20, 2010 Stand-up Meeting.
Motion carried.

Mr. Phil Dick, Director, Building and Zoning presented a request for approval of a Capital Assistance Grant with the Illinois Department of Transportation for Vehicle Maintenance Equipment to be used by SHOW BUS to provide rural public transportation in McLean, Livingston, Ford, Iroquois and DeWitt Counties. He stated that this grant request is for \$100,000, which is 100% State funding. Mr. Dick advised that this will require a Public Hearing at the County Board Meeting on Tuesday, September 21. He noted that the Public Hearing notice has been published in the newspaper. Mr. Dick stated that Ms. Laurie Dick, Executive Director, SHOW BUS, is available to answer any questions.

Mr. Caisley asked what building is being purchased. Mr. Dick responded that no building is being purchased. Equipment is being purchased to work on the buses. Mr. Dick indicated that there is an old building in Chenoa that is being leased by SHOW BUS to park and maintain buses. Ms. Dick added that the money would include modification of the building to put in a lift, as well as to purchase diagnostic equipment.

Mr. Caisley asked if SHOW BUS has explored contracting with the Bloomington-Normal Transit System for bus maintenance. Ms. Dick replied that the process to purchase equipment was started eight months ago, long before the Transit System moved into its new facility. She added that most of the buses are services after hours. Ms. Dick noted that SHOW BUS will likely collaborate with social service agencies in Livingston and the northern part of McLean County versus bringing them to Bloomington.

Motion by Caisley/O'Connor to approve a Capital Assistance Grant with the Illinois Department of Transportation for Vehicle maintenance Equipment to be used by SHOW BUS to Provide Rural Public Transportation in McLean, Livingston, Ford, Iroquois and DeWitt Counties.
Motion carried.

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

Ms. Becky McNeil, County Treasurer, presented the Financial Reports for the period ending August 31, 2010, as distributed. She reported that the State has been sending the County money more frequently, which is very positive. Ms. McNeil stated that the State Income Tax is one of the County's biggest receivables. She advised that a State Income Tax payment was received yesterday. Currently, State Income Tax is due for May through August. Ms. McNeil indicated that the overall receivables for the General Fund are currently about \$886,000 and the Income Tax receivable makes up about \$554,000 of that amount. She noted that payments have been received from the State on a regular basis. One payment was received in August and two payments in July.

Ms. McNeil reviewed the Summary of Tax Vouchers for Sales, Income, Local Use and Personal Property Replacement Tax, as follows:

		<u>% of change Over 2009</u>
August 2010 Vouchers:		
Sales Tax	\$380,710.80	
Revenue Sales Tax	51,520.82	
Local Use Tax	19,300.31	
Income Tax	98,218.30	
PPRT	<u>24,706.64</u>	
Total	<u>\$574,456.87</u>	
Monthly Comparison		
August 2009 Vouchers	599,019.27	
August 2010 Vouchers	<u>574,456.87</u>	
Difference	(\$24,562.40)	-4.1%
YTD Comparison		
YTD 2009 Vouchers	5,852,726.60	
YTD 2010 Vouchers	<u>5,640,766.79</u>	
Difference	(\$211,959.81)	-3.6%
Budget Comparison		
2010 Annual Budget:	\$9,125,150.00	
Budgeted Revenue per Month:	\$ 760,429.17	
Budgeted Revenue thru 8/31/10:	\$6,083,433.33	
YTD Actual Vouchers	\$5,640,766.79	
Amount Over (Under) Budget:	(\$442,666.54)	

Ms. McNeil reviewed the Summary of Retailers Occupation Tax, State Income Tax and Personal Property Replacement Tax Revenue Report for the month ending August 31, 2010. Statistics are as follows:

- Retailers Occupation Tax Revenue for August 31, 2010 is \$451,531.93.
- Retailers Occupation Tax Revenue Year to Date is \$3,612,209.24 which is 2.5% above last year and 62.8% of budget.
- State Income Tax Revenue is \$1,112,924.25 which is -8.4% below last year and 60.2% of budget.

- Personal Property Replacement Tax Revenue is \$915,633.30, which is -17.9% below last year and 60.0% of budget.

Ms. McNeil stated that there is a pick-up on the Property Taxes coming in and distribution is scheduled for Friday.

Ms. McNeil reviewed the State Revenue, Expenditures and Fund Balance as of August 31, 2010. Statistics are as follows:

- Revenue as of August 31, 2010 is \$19,346,014.26, which is 60.63% of budget.
- Expenses as of August 31, 2010 are \$20,494,141.53 which is 65.64% of budget.
- Fund Balance as of August 31, 2010 is \$7,752,468.71.

Ms. McNeil noted that there a lot of accruals that have not been booked as of August 31st. She expects that August 31st balance will increase.

Ms. McNeil reviewed the Investment Report. She advised that she opened a new Money Market with Commerce Bank in the amount of \$4,500,000 at a rate of 0.30%, which is a good rate. The Illinois Funds rate is 0.21%.

Ms. McNeil stated that two CD's came due and were both rolled in. She noted that a new account was opened with PNC Bank called Federal Asset Forfeiture Fund. These are the federal asset forfeiture moneys received from the federal seizures. Ms. McNeil indicated that, in accordance with the guidelines, these funds should be segregated, which is why this fund was opened.

Ms. McNeil advised that, in the Nursing Home funds, she invested \$1 million in Callable Security with Commerce Bank. She noted that this is an investment that will be staggered over five years. The first year it will be 1.50%, then 1.75%, 2.00%, 3.00%, and 4.00%. Over the next five years, there will be almost \$122,000 in interest off this item. Ms. McNeil indicated that the Nursing Home has fund available that allows long-term investments.

Motion by Moss/Caisley to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending August 31, 2010, as submitted.
Motion carried.

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

Mr. Robert Kahman, Supervisor of Assessment, distributed an updated Assessment Status Report. He advised that the assessment notice process has begun for the 2010 assessment year. Mr. Kahman stated that Downs, Old Town and Randolph notices have been sent out for printing and publication. He added that the following townships should be completed by September 1st: Blue Mound, Empire, Martin and Money Creek.

Mr. Kahman reported that, to date, the multipliers are running low, as anticipated. He indicated that he analyzed 2010 sales through July and found that the County's median level of assessment is running almost exactly 33.33%. This means that the typical home is selling in 2010 for just about three times the 2009 assessed value.

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

Mr. Matt Riehle, Administrator, McLean County Nursing Home, presented the Nursing Home Monthly Report and the IDPA County Nursing Home Reimbursement 2010 Report. He indicated there was nothing specific to note in the reports.

Mr. Riehle pointed out that the annual concert hosted by the Nursing Home is Thursday, September 9th at 2:00 p.m. at the Nursing Home. He invited everyone to attend.

Chairman Owens asked if there were any questions or comments. Hearing none, he thanked Mr. Riehle for all of the work he does at the Nursing Home. Chairman Owens advised that he continues to hear high praise for the Nursing Home and its staff. Mr. Riehle responded that the Nursing Home is very fortunate to have a good staff.

Ms. Peggy Ann Milton, County Clerk presented the County Clerk's Monthly Report for July 2010. She pointed out that the Liquor License applications show a negative in July, which was the result of an overpayment by an establishment that had to be reimbursed.

Ms. Milton advised that a new State Statute requires that there be early voting at Illinois State University. She indicated that the County Clerk's Office is working with ISU to set up the security for the machines. Ms. Milton noted that there will be quite a bit of expense associated with this State mandate, including the cost of extra judges. She added that voters' parking expenses will be validated.

Ms. Milton stated that the Bloomington Election Commission will also have early voting at ISU.

Mr. Caisley asked if election judges can be co-appointed with the Bloomington Elections Commission. Ms. Milton replied that it would not be possible.

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

Mr. Lee Newcom, County Recorder, distributed to the Committee Members an updated software contract with Cott Software. He advised that he will not present this to the Committee for a vote today as negotiations are still underway and the contract is not finalized. Mr. Newcom indicated that Ms. Hannah Eisner, First Assistant Civil State's Attorney, was unable to review the contract. He stated that he is presenting a draft of the contract to be reviewed and discussed. Mr. Newcom asked that the Committee consider this item at a stand-up meeting prior to the Board meeting on September 21st. He added that if it is the pleasure of the Committee to put the item off until October, he will abide by their decision. Mr. Newcom noted that because of the timeline of the installation, he would prefer that the item be considered at a stand-up.

Mr. Newcom advised that Cott Systems has served the Recorder's Office land records system since 2002. The current contract with McLean County is up for renewal at the end of this year. Mr. Newcom stated that the current system is aging and unable to perform some functions required today. He indicated that it is desirable to purchase a new land records system to perform a major upgrade of the capability of the Recorder's Office. Mr. Newcom added that further integration with GIS, the Assessor's Office and the Treasurer's Office tax records was vital. The major goals for the new system include:

- A major upgrade in functionality and features;
- Increased financial reporting capability;
- Auto indexing to increase accuracy and entry efficiency;
- Increased electronic recording functionality;
- Online books viewing software for records from 1831 to 1973;
- Integration with other departments where appropriate and desirable.

Mr. Newcom stated that this search was limited to software companies which have several recorders' systems installed in Illinois as there are state-specific support and development issues to consider. The search was narrowed to Cott Systems and Fidar Technologies. Mr. Newcom noted that both companies presented excellent solutions. Mr. Newcom thanked Mr. Craig Nelson and members of the IT staff for their advice and input, along with Mr. Khalid Hasan of the GIS Department who provided valuable insight into integration issues. He indicated that Chief Deputy Recorder Amy Brooke and Lead Deputy Molly Shipley spent hours evaluating capabilities and provided needed insight and wisdom.

Mr. Newcom advised that after receiving proposals from both companies, he conducted. He stated that an agreement was reached with Cott Systems to provide the new system. Mr. Newcom reported that Cott Systems met all of the needs stated above and would provide a significant upgrade to the system.

Mr. Newcom stated that the initial cost estimates from Fidar were \$75,000 more over a five year period over what he eventually agreed to with Cott Systems. He advised that Cott Systems' initial bids were about \$60,000. Mr. Newcom continued negotiating with Cott Systems who eventually offered the complete new system at no charge. The only thing they asked for was a \$13,500 cost of adding the OCR character recognition, which was their cost. The monthly cost of the system for the next five years is slightly higher than what is being paid today. Mr. Newcom indicated that this is a win for McLean County not only because of the significant new capabilities that we will get, but for the small amount of money it will cost the County.

Mr. Newcom advised that, at this point, Ms. Eisner needs to review the areas of the Contract that she commented on and asked Cott to change. In addition, some housekeeping measures need to be added, namely:

- The addition of new State recording requirements that came into effect August 1st;
- The addition of the Book Inventory.

Mr. Newcom stated that this contract is being presented to the Committee today for review.

Ms. O'Connor asked how much more is the monthly support cost for the new system over the current system. Mr. Newcom replied that the current support cost is \$1,525 and the new cost will be \$1,725 to \$1,770 per month. The new system will allow electronic recording.

Mr. Newcom expressed that he is delighted with the capabilities of the new system.

Mr. Lindberg advised that if the Committee approves this contract before the beginning of Fiscal Year 2011, the contract should include a clause that makes it subject to appropriation. He noted that there shouldn't be any significant fiscal consequences this year. Next year, a recommendation will be made to fund the Document Storage Fund according to the cost of this contract. Mr. Lindberg cautioned that this is a five-year contract and future budgets are unknown. He stated that it is important to have a strong "subject to appropriation" clause in the contract in case something happens and funding is not available.

Mr. Caisley noted that there is a dedicated revenue source for this expense. Mr. Lindberg responded that the Document Storage Fund can be used for these purposes. He noted that the budget that will be brought to the Board on September 21st will include funding for this system in the Document Storage Fund. However, if the Committee chooses to make changes in the budget affecting that Fund, there may or may not be money available. Mr. Lindberg further cautioned that if you approve the contract before the budget is approved, you are locking yourself into a contract when funds may not be available.

Mr. Caisley asked if funds in the dedicated revenue source are limited. Mr. Lindberg replied that there is virtually no fund balance in the Document Storage Fund and other adjustments must be made to work this contract into that funding.

Mr. Newcom commented that the Recorder's Department requires a land records system. The contract is up December 31st and there are two choices that can be made, namely:

1. Renew the current contract, which means that the price will need to be renegotiated on a system that is out of date.
2. Negotiate for a new system.

Mr. Newcom stated that the cost of this new program was initially \$25,000 for the program and \$30,000 for the new on-line books program that will digitize all of the more than 1,000 paper books in the Recorder's office. He advised that this \$55,000 initial bid was all given to the County at no charge. Mr. Newcom indicated that the Committee would be approving two things, as follows:

1. A \$13,500 initial fee, which is what Cott pays to add the OCR capability to the system;
2. A \$200.00 monthly increase in the cost of the system.

Mr. Newcom noted that the Recorder's Office will have to either continue with an outdated system or update the system at a very minimal cost.

Mr. Newcom advised that, in budget meetings over the past three years, he has seriously warned the Board against using the Document Storage Fund 137 for payroll. He stated that payroll is not the legislative purpose of this Fund. Mr. Newcom noted that he was on the Finance Committee when that Fund was first tapped for the use of payroll. At that time, the Fund was almost \$1 million and the Recorder was not using the money for anything.

Mr. Newcom noted that there was an Attorney General's opinion from 1966 that determined the word "maintenance" in the Legislation authorizing that this Fund could be interpreted as being used for labor to maintain the system. He believes that the Legislation intends that this Fund is to be use for the technology needs of the office, for the acquisition of computers and software, for the placing of records on the internet and for the maintenance of the records of the office. Mr. Newcom stated that this Fund is not intended for labor costs. He indicated that when he assumed the Office of the County Recorder, he began to use the funds for their intended purpose since the records had been neglected for over 20 years.

Mr. Newcom reminded the Committee about the severe problems with microfilm and books that are deteriorating. He stated that all of these records must be preserved for the future, which is a very expensive undertaking.

Mr. Newcom advised that the Document Storage Fund 137 has been spent down to zero. He pointed out that there is no money to spend for the payroll or the money transferred to the Assessor's Office for a position. Mr. Newcom stated that this is not a question of the Sheriff losing a Deputy because the Recorder "won't give in." It is a question that this Fund is not there to fund the Sheriff's Department. Mr. Newcom asserted that this Fund is intended to support the technology needs and document storage needs of the Recorder's Office and it should only be used for that purpose.

Mr. Newcom noted that the amount of money required to complete the scanning of all deed books and inclusion of all of those records into the new program is about \$200,000. He indicated that this Fund should be allowed to build up over time so that it can be used for document storage needs. Mr. Newcom stated that we will have a brand new on-line books program, but will not have the funds available to transfer those images to the program next year. Based on the current income of that fund, even if it is freed of the payroll uses, it will take several years to recoup sufficient reserves to complete this project.

Mr. Newcom indicated that there is the issue of raising fees in order to complete the project. He advised that he is not willing to raise fees because he views that as a tax increase on people who cannot defend themselves. Mr. Newcom reiterated that there should be plenty of income in this fund for its intended purpose. He stated that when the income is taken out to be used for General Fund purposes, the money is not available for that which it is intended. Mr. Newcom indicated that the need for a tax increase is another political debate. Mr. Newcom noted using a micro-tax on filers of the Recorder's Office to pay for other needs is wrong. He added that since the income of the Fund is adequate to fund the technology needs for which it is intended, we should not increase fees.

Mr. Lindberg responded that there has never been a Court case or an Attorney General's opinion that says staffing cannot be funded out of the Document Storage Fund. When Mr. Newcom took office, there was a \$700,000 Fund Balance and now there is nothing. Mr. Lindberg stated that part of it went for staffing. However, he added that when positions are transferred from a Special Revenue Fund to the General Fund, it is another cost to the General Fund. Mr. Lindberg stated that the Committee is going to have to deal with that in the context of all the demands placed on the General Fund.

Chairman Owens asked if the Administrator's Office would be more comfortable considering this request after the budget has been approved. Mr. Lindberg cautioned that this request needs to be weighed in with all of the other budget decisions that need to be made. He added that there are other options the Committee needs to consider with the entire budget and all of the other priorities that might need to be dealt with in the budget. Mr. Lindberg advised that you are looking at one slice of the budget from one elected official today. If you choose to lock yourselves in on this contract, there may be consequences in the future.

Chairman Owens asked if a "subject to appropriation" clause has been included in contracts in the past. Mr. Lindberg replied that this clause is normally included in contract agreements because you never know from time to time what may happen. He noted that a copy machine lease is a good example. Most copy machine leases are five years and if the County gets to a point in that five year cycle that it cannot afford the lease, the copy machine is returned with no penalty.

Chairman Owens noted that the budget is approved in November. He asked if it is possible to postpone the contract with Cott Systems until after the budget has been approved by the full Board. Mr. Newcom responded that he does not know the other options to which Mr. Lindberg referred. Mr. Lindberg replied that the other options include:

- Increase fees;
- Reduce staff;
- Stay with the current system and negotiate a lower monthly cost.

Mr. Newcom stated that staffing is at bare bones, and there is no place to cut staff. He indicated that the Committee can recommend increasing the fees, but he believes he has the authority to say yes or no. Mr. Newcom noted that he has worked very collegially with this Committee. In terms of approving or not approving the contract, he indicated that the Recorder's Office must have a land records system to run the office. Mr. Lindberg responded that no one has suggested not approving a contract.

Ms. O'Connor expressed her confusion on whether we are discussing the \$200,000 to maintain these records or the \$200 a month increase in the new system. Mr. Lindberg replied that what we are facing is a budget of less than \$100,000 per year in the Document Storage Fund, and Mr. Newcom has other projects he would also like to fund from this source. He added that he is not including any positions or transfers for other functions. It is bare bones all going toward technology activities in the Recorder's Office. Mr. Lindberg stated that there are no degrees of flexibility. He recommended that the Committee preserve its flexibility when the whole budget is reviewed.

Ms. O'Connor asked if there is always the flexibility of raising fees. Mr. Lindberg responded that some fees can be raised while others are set by statute.

Mr. Newcom indicated that there is no flexibility on whether or not the Recorder's Office has a software system. He noted that we can accept the current system which is out of date and inefficient at whatever cost Cott would require to renew the contract. Mr. Newcom advised that Cott is essentially providing a brand new system at the old price. If we do not sign a new contract, the old contract automatically renews and we keep the old software. Mr. Newcom noted that the only difference is that the cost for the new system is only going up by \$200 per month. We can keep the old system at \$1,525 per month or get the new system for \$1,700 per month. He stated that the Recorder's Office must have a software contract next year. Mr. Newcom advised that one option to pay for the system is to increase fees, which he does not agree with, but understands it is the prerogative of the Finance Committee.

Ms. O'Connor asked if it came down to having the new system or not having the new system, would Mr. Newcom be willing to increase fees. Mr. Newcom replied that he would not agree to increase fees because the fees coming into the Fund now are adequate to support this need.

Judge Caisley asked how big a payroll burden is on this Fund. Mr. Newcom replied that there are two positions in the Recorder's Office plus a position in the Assessor's Office that are paid out of this Fund. Mr. Lindberg added that it is a cost of approximately \$85,000. Mr. Caisley advised that there are several other fees that have been increased within the County as well.

Mr. Moss commented that he thought the Finance Committee removed the personnel expenses from that Fund. Mr. Newcom replied that a vote was taken at last year's budget meeting to direct the County Administrator to remove the personnel from that fund. Mr. Lindberg responded that it was considered both ways as the budget was developed. He stated that he was not inclined to make those changes when Mr. Newcom initially presented the prices for the new software. Mr. Lindberg added

that he intended to bring the Finance Committee a budget with an explanation as to why the positions could not be taken out of the Fund and why it would not make any difference if they were removed, but Mr. Newcom brought back much lower prices from the vendor. Mr. Lindberg advised that he is not opposed to the idea of improving and updating the system. He indicated that the positions were removed from the proposed 2011 budget and funded in the General Fund. Mr. Lindberg cautioned that there are consequences. He pointed out that we will be confronted at some time in the year with labor contracts and other situations that will need to be addressed. He advised that the budget is extremely tight, which affects flexibility in the budget.

Mr. Newcom indicated that, with those positions out of the Document Storage Fund, the Recorder's Office will just squeak by. He explained that the \$200,000 is the cost estimate of importing all of the images into the system. Mr. Newcom stated that he will have to wait for the fund to build before the project can be completed. Ms. O'Connor added that he can also raise fees.

Chairman Owens asked, again, if the contract is approved in November, would there be time to get it up by December 1st. Mr. Newcom replied that he would prefer that this contract be approved this month to allow for the necessary time for installation. He indicated that he would like the system to be operational by January 1st.

Mr. Caisley proposed that the Committee consider this request at a stand-up meeting prior to the County Board meeting

Motion by Caisley/O'Connor to Recommend that this request
be considered at a Stand-up meeting on Tuesday,
September 21, 2010.

Ms. O'Connor pronounced that if the funds are not available to support this new contract, she will recommend that the fees be raised.

Chairman Owens recommended that the Committee consider holding this item over until the October meeting so adequate time can be spent on the item. Mr. Moss agreed with Chairman Owens. Mr. Newcom commented that he feels that a thorough discussion just took place. He asked what questions he should expect that would be different than the ones just discussed since the only two options are to continue with the old system or go with the new system with very little extra money involved. Mr. Newcom reminded the Committee that Cott Systems has agreed to provide the system free as they do not want to lose McLean County as a customer.

Mr. Butler stated that he would like to wait a month to get more information regarding the Document Storage Fund uses, and how difficult will it be to move the positions out of that Fund. Mr. Newcom responded that if it is the pleasure of the Committee, he will wait until next month.

Mr. Caisley withdrew his motion to move this action item to a Stand-up meeting.

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

Mr. Terry Lindberg, County Administrator, asked Mr. Wasson to present the next action item.

Mr. Bill Wasson, Assistant County Administrator, presented the request for approval of the Critical Personnel Hiring Requests. He indicated that the following is a list of requests to fill critical personnel positions which have been vacated since the Mid-year FTE reduction and received by the County Administrator's Office through August 24th. These positions listed below are budgeted and funded through the end of FY'2010:

Sheriff's Department

- 1) Fill 2.0 FTE Deputy Patrol Officer Positions which have been vacated

The Sheriff's Department reduced Deputy Patrol Officer Positions by 1.0 FTE in the May, 2010 Budget reduction. The Sheriff's Department currently has three Deputy Patrol Officer vacant positions. The Sheriff's Department is requesting the filling of two of the three current open positions in this class. These positions are necessary to maintain critical staffing levels.

Court Services – Juvenile Detention

- 1) Fill 1.0 FTE Juvenile Detention Officer which has been vacated

The Juvenile Detention Center reduced Juvenile Detention Officer by 1.0 FTE in the 2010 Budget and 2.0 FTE in the May 2010 Budget reduction. The Detention Center currently has 1.0 FTE Detention Officer Position vacant. This position is necessary to provide sufficient personnel to meet critical minimum staffing levels required to comply with state guidelines.

Nursing Home

1) Fill 2.0 FTE Certified Nursing Assistant Positions which has been vacated

The Nursing Home has filled two Certified Nursing Assistant positions that have been vacated and filled to provide sufficient personnel to meet critical minimum staffing levels required to meet state guidelines. These positions fall under the "critical patient care exemption" section of the hiring freeze guidelines.

Mr. Wasson noted that Chief Deputy Sheriff Rusty Thomas and Ms. Lori McCormick, Director, Court Services, are available for any questions.

Mr. Caisley asked what affect there will be on the Sheriff's Department if the positions are not filled. Mr. Thomas replied that it will affect overtime and staffing. He added that the mandatory training of officers is on a three year cycle which is coming up.

Mr. Caisley asked how many deputies are on each of the three shifts. Chief Deputy Thomas replied that there should be four deputies on each shift. He noted that there have been times when they have been down to three deputies on a shift.

Mr. Caisley asked if it is possible to recruit officers in the small towns to patrol County roads. Chief Deputy Thomas replied that the police agencies in the smaller towns are part-time certified, which could create a liability issue for the County.

Motion by O'Connor/Butler to Recommend Approval of the
Critical Personnel Hiring Requests.
Motion carried.

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

Chairman Owens invited Mr. Walt Howe, Administrator, Health Department, and Mr. Tom Anderson, Director, Environmental Health Division, Health Department to discuss the temporary food permit issue which has resulted in articles in the *Pantagraph* and disgruntled community members.

Chairman Owens turned the meeting over the Mr. Butler, Vice Chairman of the Finance Committee as he had to leave for another appointment.

Mr. Howe stated that misinformation has surfaced regarding the rules for temporary food permits. First of all, he advised that the roll of the Health Department is to protect the citizens of McLean County. In so doing, Mr. Howe wanted to make sure that everyone understood the guidelines and principals of food permits, both for organizations affiliated with schools and organizations not affiliated with schools. There was some confusion about what could be done under temporary food permits issued to schools and what is not allowed under special event permits. Mr. Howe indicated that to remedy that confusion, Mr. Anderson sent a memorandum to school districts and superintendents in July. Organizations that operate under the schools' limited blanket permits are limited in what they can actually serve to the public.

After a brief discussion, Mr. Howe assured the Committee that the Health Department is providing options to the schools that should allow for continuation of food services at special events.

Vice Chairman Butler presented the August 31, 2010 Finance Committee bills for review. The Finance Committee bills include a Prepaid Total of \$701,374.22 and a Fund Total that is the same.

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Motion by O'Connor/Caisley to recommend approval of the Finance Committee bills as of August 31, 2010 as recommended by the County Auditor.
Motion carried.

The Nursing Home bills include a Prepaid Total of \$457,660.02 and a Fund Total that is the same.

Motion by Caisley/O'Connor to recommend approval of the Nursing Home bills as of August 31, 2010 as recommended by the County Auditor.
Motion carried.

Mr. Lindberg advised that one extra Finance Committee meeting needs to be scheduled to review the budget. He noted that an email will be sent to you providing several potential dates for the additional meeting.

There being nothing further to come before the Committee at this time, Vice Chairman Butler adjourned the Finance Committee at 5:30 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary