

## Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, March 2 2011 at 4:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Owens, Members Butler, O'Connor (4:10 p.m.), Wollrab, Rankin, and McIntyre

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: Ms. Becky McNeil, County Treasurer; Ms. Michelle Anderson, County Auditor; Mr. Matt Riehle, Director, Nursing Home

Others Present: None

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

Chairman Owens announced that there are no minutes to be considered for approval as the Finance Committee did not meet in February due to the snow.

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

Ms. Becky McNeil, County Treasurer, presented the Financial Reports for the period ending February 28, 2011, as distributed. She noted that her report will focus on 2010 statistics, as it is too early to talk about 2011 statistics.

Ms. McNeil reported that the County's External Audit officially begins on Monday. She advised that the County has until March 31<sup>st</sup> to technically receive and cash all of the County's state receivables due to the County from the State of Illinois. If those funds are not received by March 31<sup>st</sup>, the revenue will be deferred from 2010 to 2011.

Ms. McNeil reviewed the State of Illinois Receivables Report as of March 2<sup>nd</sup>. She noted that all outstanding receivables for 2010 except the Health Department are \$1,426,589.54. Ms. McNeil advised that she received word yesterday that \$300,000 of Probation money is on its way to the County by check for July and August payments.

Ms. McNeil stated that, as of today, the General Fund has a receivable due of \$1,332,791.72, the IV-D Fund has a receivable of \$49,932.82 and the CAC Fund has \$43,865.00. She indicated that if the County does not receive this money by the end of march, it will be deferred into 2011.

Ms. McNeil advised that the Health Department Fund has an outstanding balance of \$637,295.46. Of that amount, \$342,000 goes back to 2010.

Ms. McNeil noted that on April 1<sup>st</sup>, she will evaluate the numbers and she will know by the April Finance Committee meeting how much money will be moved out of the 2010 revenue and into 2011, which will affect the fund balance.

Ms. McNeil reviewed the Summary Consolidated Balance Sheet. She pointed out that this is currently a preliminary estimate. Ms. McNeil stated that 2009 ended with \$7,869,952.19. As of right now, there is \$9,948,717.39 on the books. Ms. McNeil noted that the reason the amount jumped significantly is because \$1.3 million from 2009 was deferred into 2010. The fund balance of \$9.9 million is already inflated by \$1.3 million due to 2009 revenue that was pushed forward. Ms. McNeil reiterated that revenue from 2010 may be pushed forward to 2011.

Ms. McNeil indicated that this report does not include the December liability that the State owes the County for State Income Tax and Sales Tax. She stated that the State Income Tax figures should have been received by February, but the State was not ready to release them. Ms. McNeil added that State Income Tax and the Sales Tax get pushed back. She noted that the best case scenario is that for the General Government Funds will \$10.5 million and the worst case scenario is a fund balance of \$9 million.

Ms. McNeil reviewed the Investment Report. She noted that rates continue to be very low. As of February 20<sup>th</sup>, the total of all funds is \$34,386,154.45.

Motion by Butler/O'Connor to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending February 28, 2011, as submitted.

Motion carried.

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

Ms. Michelle Anderson, County Auditor, presented a request for approval to amend the Commerce Bank Corporate Resolution to obtain Credit Card Account. She explained that this resolution is to remove the soon-to-be-retired Chief Deputy in the County Auditor's Office.

Motion by O'Connor/Wollrab to Recommend Approval to Amend the Commerce Bank Corporate Resolution to Obtain Credit Card Account.  
Motion carried.

Ms. Anderson presented two requests that can be acted upon together. The first is a request for approval of an Ordinance of the McLean County Board Amending the 2010 Combined Annual Budget and Appropriation Ordinance. She advised that this Budget Ordinance is to reduce the existing 2010 Budgets by the amounts carried forward by purchase orders in the 2011 Annual Budget. The second is a request for approval of an Ordinance of the McLean County Board Amending the 2011 Combined Annual Budget and Appropriation Ordinance. She stated that this Budget Ordinance is to increase the existing 2011 Budgets by the amounts carried forward by purchase orders from 2010 Annual Budget.

Motion by McIntyre/Rankin to Recommend Approval of an Ordinance of the McLean County Board Amending the 2010 Combined Annual Budget and Appropriation Ordinance; and to Recommend Approval of an Ordinance of the McLean County Board Amending the 2011 Combined Annual Budget and Appropriation Ordinance.  
Motion carried.

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

Chairman Owens presented the Monthly Report for January 31, 2011 as submitted by Ms. Kathy Michael, County Clerk. There were no questions regarding the report.

Mr. Matt Riehle, Administrator, McLean County Nursing Home, reviewed the Nursing Home Monthly Report.

Mr. Riehle advised that he met with the County Nursing Home Association two weeks ago. He stated that they assured him that the Nursing Home is one or two on the priority list for the Joint Committee on Administrative Rules (JCAR) Intergovernmental Transfer Agreement. Mr. Lindberg explained that JCAR passes the rules that are subordinate to the statutes.

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

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

Mr. Bill Wasson, Assistant County Administrator, presented the request for approval of the Critical Personnel Hiring Requests. He noted that he will review the requests and then provide time for one Department Head to address the Committee with a proposal for a modification. Mr. Wasson indicated that the following is a list of critical personnel position requests which have been received by the County Administrator's Office through February 23. All positions listed below are budgeted and funded through the end of FY 2011.

#### Auditor's Office

- 1) Request to Fill a 1.0 FTE Staff Accountant position that has been vacated

The Auditor's Office has previously had a 1.0 FTE professional staff position reduction in 2010 budget cycle and another 1.0 FTE professional staff position reduction in the May, 2010 budget cuts. The workload of the 2.0 FTE reductions has been redistributed among the County Auditor and the Staff Accountant. This position will perform functions including but not limited to: Grant Oversight, internal auditing, maintaining vendor files and the annual processing of 1099's, as well as assisting with end-of-year responsibilities of the Auditor's Office. This position will have departmental supervisory responsibilities in the absence of the Auditor. This position is necessary to provide sufficient personnel to maintain critical staffing levels.

#### Parks & Recreation

- 1) Request to Fill a 1.0 FTE Maintenance Supervisor transferred to Nursing Home

The Parks & Recreation Department has previously had a 1.0 FTE maintenance staff position reduction in 2011 budget cycle and a .16 FTE (Full-time summer seasonal) staff position reduction in the 2010 budget cycle. The workload of the eliminated full-time and seasonal positions has been redistributed among current staff and maintenance cycles have been modified. This position performs functions including

but not limited to supervision of full-time and seasonal maintenance staff; maintenance of multiple support and recreational use buildings, underground electrical utilities for 137 campsites, EPA licensed wastewater reclamation plant and associated sewer system and lift stations, IDPH licensed water supply system, and grounds/forestry maintenance for 1400 acres of active use and conservation areas. This position is necessary to provide sufficient personnel to maintain critical staffing levels.

All Nursing Home positions listed below are budgeted and funded through the end of FY 2011 and identified as falling under the "critical patient care exemption" section of the hiring freeze guidelines.

#### Nursing Home

- 1) Fill 1.0 FTE Certified Nursing Assistant Position which have been vacated
- 2) Fill 2.0 FTE Registered Nurse Positions which has been vacated

The Nursing Home has filled 1 Certified Nursing Assistant position and 2 Registered Nurse 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.

#### Office of the Jury Commission

- 1) Request to Fill a 0.20 FTE Assistant Clerk Position which has been vacated

Two part-time employees currently provide part-time Assistant Clerk support. One works 4 days per week and the other works 1 day per week. Due to the fact that the Jury Commission only has one full-time staff person, it is necessary to provide a part-time staffing position on all business days to insure that the office is open and available for reporting jurors, processing mail, answering of telephones, preparation of jury summons and the processing of eligibility questionnaires, which is a two-person process.

Mr. Wasson advised that, based upon the number of staff in the Jury Commission Office, the County Administrator's Office recommended the replacement the part-time staff. He indicated that Ms. Cindy Brand, Jury Commission, would like to address the Committee to offer an alternative option.

Ms. Brand, Jury Coordinator, advised that the Jury Commission has only one full-time position and two part-time positions, namely one clerk who works four days a week and one clerk who works one day a week. She noted that several years ago there was a full-time clerk position that was subsequently changed to part-time. Ms. Brand stated that, for many years, the clerks were near retirement age, and were not comfortable with computers. Ms. Brand stated that the current part-time clerk is very computer proficient. She reported that the assistant that works one day a week left to take another job.

Ms. Brand asked the Committee to consider increasing the part-time assistant position to full-time, and eliminate the other part-time position. She explained that this will provide the office with two full-time employees. Ms. Brand added that the assistant would also be groomed to take her job when she retires in a couple years. She advised that the difference in cost to the County would be \$4,200 per year to pay for County benefits and insurance for the full-time employee.

After a discussion, the Committee determined that the original request to replace the one-day part-time person be recommended for approval and to not increase the four-day per week part-time assistant to full-time. The Committee recommended that Ms. Brand work with the County Administrator's Office during the regularly scheduled budget meetings to request that the position be increased to full-time. Further, Ms. O'Connor suggested that Ms. Brand request the additional one-day part-time position be requested as well.

Ms. Brand asked if the Committee was confident that the part-time position could be converted to full-time following the next budget cycle. She indicated that she would like to tell her part-time person that it is likely that the position could be changed to full-time. Chairman Owens responded that the Finance Committee will give careful consideration to Ms. Brand's proposal at that time.

Motion by Rankin/McIntyre to Recommend Approval of the  
Critical Personnel Hiring Requests.  
Motion carried.

Mr. Terry Lindberg, County Administrator, presented four transfer requests that can be acted upon together. He advised that these transfers are done each year. Mr. Lindberg explained that several funds run very lean and others have fairly substantial cash surpluses. He noted that Property Tax bills don't go out until May and the revenue from the tax will not be received until June. Mr. Lindberg stated that this puts a couple County funds in a difficult cash-flow position.

Mr. Lindberg reported that a number of years ago the General Assembly established the *Downstate Working Cash Fund*, for which the County levied. The *Downstate Working Cash Fund* produced \$742,423, which is forever on the County's books and which can be identified this time of year as the first step in helping the County through this cash flow problem.

Mr. Lindberg advised that if the County actually gets to the point where it is necessary to borrow the funds, it must be paid back prior to the end of October.

Mr. Lindberg presented the four requests as follows:

- Request for approval of a Resolution transferring monies from the Working Cash Fund 0002 to the F.I.C.A./Social Security Fund 0130, Fiscal Year 2011.
- Request for approval of an Ordinance transferring monies from the Health Department Fund 0112 to the Persons with Developmental Disabilities Fund 0110, Fiscal Year 2011.
- Request for approval of an Ordinance transferring monies from the Nursing Home Fund 0401 to the Tort Judgment Fund 0135, Fiscal Year 2011.
- Request for approval of an Ordinance transferring monies from the County General Fund 0001 to the I.M.R.F. Fund 0131 and the Tort Judgment Fund 0135, Fiscal Year 2011.

Mr. Lindberg stated that the County has very seldom gotten to the point where it was necessary to make these transfers, but it is necessary to have the transfers approved should the need arise.

Motion by Butler/O'Connor to Recommend Approval of a Resolution Transferring Monies from the Working Cash Fund 0002 to the F.I.C.A./Social Security Fund 0130, Fiscal Year 2011; to Recommend Approval of an Ordinance Transferring Monies from the Health Department Fund 0112 to Persons with Developmental Disabilities Fund 0110, Fiscal Year 2011; to Recommend Approval of an Ordinance Transferring Monies from the Nursing Home Fund 0401 to the Tort Judgment Fund 0135, Fiscal Year 2011; and to Recommend Approval of an Ordinance Transferring Monies from the County General Fund 0001 to I.M.R.F. Fund 0131 and the Tort Judgment Fund 0135, Fiscal Year 2011.  
Motion carried.

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Chairman Owens presented the February 28, 2011 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee bills include a Prepaid Total of \$824,690.12 and a Fund Total that is the same.

Motion by Wollrab/Butler to recommend approval of the Finance Committee bills as of February 28, 2011 as recommended by the County Auditor.  
Motion carried.

The Nursing Home bills include a Prepaid Total of \$184,843.42 and a Fund Total that is the same.



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Motion by Butler/O'Connor to recommend approval of the Nursing Home bills as of February 28, 2011 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 4:50 p.m.

Respectfully Submitted,

Judith A. LaCasse  
Recording Secretary

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