

## **Minutes of the Finance Committee**

The Finance Committee of the McLean County Board met on Wednesday, March 7, 2012 at 4:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Owens, Members O'Connor, Butler, Wollrab, Rankin, and McIntyre

Members Absent: None

Other Members Present: None

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

Department Heads/  
Elected Officials  
Present:

Ms. Kathy Michael, County Clerk; Ms. Becky McNeil, County Treasurer; Mr. Matt Riehle, Director, Nursing Home; Mr. Walt Howe, Health Department Administrator; Ms. Michelle Anderson, County Auditor; Mr. Don Everhart, Circuit Clerk; Ms. Michelle Anderson, County Auditor; and Ms. Lori McCormick, Director, Court Services

Others Present: Ms. Monica Paul, Chief Deputy County Auditor, Auditor's Office; Mr. Rusty Thomas, Chief Deputy Sheriff; Ms. Cathy Dryer, Fiscal Services Supervisor, Health Department

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

Chairman Owens presented the minutes of the February 1, 2012 Finance Committee Meeting and the January 17, 2012 Stand-up Meeting for approval.

Motion by McIntyre/O'Connor to approve the Minutes of the February 1, 2012 Finance Committee Meeting and the January 17, 2012 Stand-up Meeting.  
Motion carried.

Ms. Kathy Michael, County Clerk, presented her Monthly Report for January 2012. She noted that there was nothing significant on the report.

Chairman Owens asked if everything is ready for the elections. She responded that the election process is going well.

Mr. Butler asked if there are enough judges. Ms. Michael responded that more judges are needed and asked the Committee to recommend individuals to be judges.

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

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

Ms. Becky McNeil, County Treasurer, presented the Financial Reports for the period ending February 29, 2012, as distributed. She noted that the outside audit began on Monday.

Ms. McNeil presented the Consolidated Summary Balance Sheet, which is a tentative look at where the County is as of December 31, 2011. She noted that all of entries are in right now that need to be made, but she cautioned that it is unknown at this time how much of that revenue will be deferred if the state has not paid the County by March 31, 2012. Ms. McNeil stated that the tentative December 31, 2011 Fund Balance is \$12,145,045.17. Revenue for 2011 was \$43,024,927.03 and expenses were \$41,203,707.23. Ms. McNeil reported that this is a Fund Balance growth of \$1,821,219.80 over 2010. She reiterated that it is still unknown how much of this will be deferred, but she expects it will be approximately \$800,000+.

Ms. McNeil stated that the General Fund balance is depleted during the first few months of the year as Property Tax revenue has not yet come for this year. The Fund Balance as of today is \$9,005,776.00, Revenue is \$3,713,912.29 and Expenses are \$6,853,181.46. Ms. McNeil stated that the difference between the revenue in 2012 (\$3,713,912.29) and revenue in 2011 (\$5,263,378.01) is due to the revenue that is deferred into that first quarter of last year from the prior year. She added that when deferrals have been determined, the March 31, 2012 figures should be similar.

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

| <b>February 2012 Vouchers:</b> |              | <u>February 2011 Vouchers</u> |       |
|--------------------------------|--------------|-------------------------------|-------|
| Sales Tax                      | \$397,829.55 | 388,013.56                    | 2.5%  |
| Revenue Sales Tax              | 52,763.06    | 40,697.88                     | 32.1% |
| Local Use Tax                  | 23,062.76    | 22,791.08                     | 1.2%  |
| Income Tax                     | 162,103.47   | 171,667.04                    | -5.6% |
| PPRT                           | -            | -                             | 0.0%  |
| Total                          | \$636,758.84 | 623,169.56                    | 2.2%  |

**Monthly Comparison**

|                        |                   |      |
|------------------------|-------------------|------|
| February 2011 Vouchers | 636,758.84        |      |
| February 2012 Vouchers | <u>623,169.56</u> |      |
| Difference             | 13,589.28         | 2.2% |

**YTD Comparison**

|                   |                     |      |
|-------------------|---------------------|------|
| YTD 2011 Vouchers | 1,441,996.33        |      |
| YTD 2012 Vouchers | <u>1,376,848.20</u> |      |
| Difference        | 65,148.13           | 4.7% |

**Budget Comparison**

|                                |                |
|--------------------------------|----------------|
| 2012 Annual Budget:            | \$8,930,000.00 |
| Budgeted Revenue thru 2/29/12: | \$1,424,583.33 |

YTD Actual Vouchers \$1,441,996.33

Amount Over (Under) Budget: **\$17,413.00** **1.2%**

Ms. McNeil stated that it is good news that these numbers are showing positive numbers over the prior year.

Ms. McNeil reviewed the Treasurer's Investment Report. She noted that due to the audit, she has not checked interest rates this month. Ms. McNeil advised that since the interest rates are not moving, she will update the rates on a quarterly basis.

Ms. McNeil reported that the total cash on hand is \$35,650,555.35

Motion by Rankin/Butler to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending February 29, 2012, as submitted.

Motion carried.

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

Mr. Matt Riehle, Director, Nursing Home, reviewed his Monthly Reports. He stated that there was nothing unusual to point out in the reports. Mr. Riehle noted that he is finishing up year end matters. He acknowledged that the Treasurer's Office and Auditor's Office have been very helpful in this effort.

Mr. Riehle indicated that some of the deferred revenue that Ms. McNeil mentioned will be Nursing Home revenue. He advised that County Lobbyist and the County Nursing Home Association met with the State Comptroller a week ago and received some assurances that the State will expedite these payments.

Mr. Riehle reported that the census has been very good.

Chairman Owens asked if there were any questions or comments. 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 2012 Combined Appropriation and Budget Ordinance for Fund 0112. He explained that in November 2011 the Center for Human Services approached the Health Department, United Way and John M. Scott Commission to request additional funding of \$75,000 to expand psychiatric services they offer to the community's non-Medicaid population that either does not have insurance or is underinsured. Mr. Howe stated that the Department of Human Services has significantly limited the services they fund to non-Medicaid individuals and that has had a devastating impact on the program's ability to provide psychiatric services to the working poor.

Mr. Howe advised that the proposal submitted by the Center for Human Services called for the recruitment of an Advanced Practice Nurse with a psychiatric specialty. The APN can assist the psychiatrist in providing medically necessary psychiatric services such as evaluation and psychotropic medication management at a reduced cost.

Mr. Howe indicated that the proposal called for the additional funding to be split equally between United Way, John M. Scott Commission and the Health Department. All three agencies approved the request and the new funding began in January 2012. Mr. Howe stated that the McLean County Board of Health was aware that this issue had no alternative but to be addressed by a local funding solution. Therefore, the McLean County Health Department funded the expanded program with Health Department funds covering the period of January 1, 2012 through June 30, 2012 in the original FY'2012 County budget request. Mr. Howe noted that this matches the fiscal year cycle of funding for local Mental Health agency funding by the Health Department. The additional \$14,000 is necessary to annualize the second half of FY'2012, June through December 2012 of this project expansion. Mr. Howe asked that the Committee approve a transfer of \$14,000.00 from the Unappropriated Fund Balance into this program to cover the balance of the psychiatric program, which will then be annualized within the FY'2013 Budget.

Mr. Howe advised that this is a program that is critical to the Community because there is no access to services for these individuals who are non-Medicaid. He added that the biggest problem is that they do not have access to a psychiatrist and without that they cannot access the medically indigent psychotropic fund. There is a center of psychotropic medications that are available through CHS. Mr. Howe noted that in FY'2010, CHS distributed \$644,856 worth of free medication to this community; in FY'2011 that dropped to \$491,000. If individuals get access to this program, they get access to free medications, which will often keep them from being a disruption in the community and ending up in jail.

Ms. Wollrab asked how many people are in this program. Mr. Howe replied that this program will serve about 150 clients that used to get serviced by CHS who now have no access to service.

Motion by McIntyre/O'Connor to Recommend Approval of an Ordinance of the McLean County Board Amending the 2012 Combined Appropriation and Budget Ordinance for Fund 0112.

Motion carried.

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

Ms. Michelle Anderson, County Auditor, presented two items that were acted upon together. The first is a request for approval of an Ordinance of the McLean County Board amending the 2011 Combined Annual Budget and Appropriation Ordinance, and the second is a request for approval of an Ordinance of the McLean County Board amending the 2012 Combined Annual Budget and Appropriation Ordinance. Ms. Anderson explained that the first Ordinance reduces the 2011 Annual Budget and the second increases the 2012 Budget by the same amount for purchase orders that are being carried forward from one year to the next. She noted that this is a standard procedure that is done each year.

Motion by Wollrab/O'Connor to Recommend Approval of an Ordinance of the McLean County Board Amending the 2011 Combined Annual Budget and Appropriation Ordinance; and to Recommend Approval of an Ordinance of the McLean County Board Amending the 2012 Combined Annual Budget and Appropriation Ordinance.

Motion carried.

Ms. Monica Paul, Chief Deputy County Auditor, reviewed the Pass-through Audit Summary Report for Chestnut Health Systems, Inc. and SHOW BUS. She indicated that no compliance findings were noted.

Ms. Anderson advised that when the County does a pass-through grant it is necessary to do recipient monitoring in order to stay compliant on the grant side.

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

Mr. Wasson presented a revised copy of the request for approval of Critical Personnel Hiring. The following is a list of critical personnel position requests which have been received by the County Administrator's Office through January 26<sup>th</sup>. All positions listed below are budgeted and funded through the end of FY 2012.

#### Circuit Clerk's Office

- 1) Fill a 1.0 FTE Office Support Specialist II position that has been vacated.

The retirement of a staff member has left a vacated 1.0 FTE in the Circuit Clerk's Traffic Division. The vacated position primarily provides customer service counter support – in brief, sets court dates, enters dispositions and sentences, assesses fine and costs, receipts money, enters appearances; and provides phone support. Additional duties include, but are not limited to, processing E-Pay payments; verifying court supervision, conditional discharge, and probation terminations; composing docket entries.

- 2) Fill a 1.0 FTE Office Support Specialist II position that has been vacated.

The resignation of a staff member has left a vacated 1.0 FTE in the Circuit Clerk's Administrative Division. The vacated position primarily oversees Appeals – in brief, prepares Records on Appeal; processes Notices of Appeal; processes returned Records on Appeal; monitors due dates of Appeal Records; tracks reports of proceedings for current Appeals; maintains inventory of Reports of Proceedings; maintains monthly statistics for AOIC (Administrative Office of the Illinois Courts). Additional duties include, but are not limited to, overseeing court exhibits; preparing notices of court authorized evidence destruction.

### Court Services

- 3) Fill 1.0 FTE Office Support Specialist II Position recently vacated due to resignation.

2.0 FTE Circuit Court Office Support Specialist I positions budgeted to perform court screening were eliminated in the FY 2011 budget and this Court Services Office Support Specialist Position performs court screening. In 2007-2009, Public Defender motions to withdraw in 110 felony cases were recommended by the screeners, causing 83 motions to be filed, 44 of which were granted by the court. In misdemeanor cases during that same time frame, 146 motions by the Public Defender to withdraw were recommended, 140 were filed, and 95 were granted. The Court Services Department currently has a 1.0 FTE vacant. This position is necessary to provide sufficient personnel to maintain critical staffing levels

The following positions are identified as falling under the "contracted services-grant funding exemption" section of the hiring freeze guidelines and are budgeted for 2012.

### Health Department

- 4) Fill 1.0 FTE Family Case Manager.

This is for a critical hiring posting of a Family Case Manager within the Maternal Child Health Division at the McLean County Health Department. The Family Case Management program is an Illinois Department of Human Services grant funded program that provides critical case management services to pregnant women and children under the age of one. The program is aimed at reducing McLean County's infant mortality rate through integrated efforts with the federally funded Women, Infants, and Children Nutrition Education and Supplemental Food Program (WIC). Case Managers typically manage caseloads of 150-200 participants. The program currently has two case manager vacancies. Due to the current economic climate of grant funded programs through the State of Illinois, it was initially anticipated that hiring could be delayed. However upon receiving a second program vacancy, the program does not have adequate staffing to provide core grant requirements.

- 5) Fill 1.0 FTE Nutritionist position in the WIC program.

The nutritionist positions within the McLean County WIC program fulfill a critical role in the federally funded grant program. Per federal guidelines, a minimum of 1 certified health professional (CHP) is recommended for every 1000 clients on the WIC program. The McLean County WIC program has a caseload of 2929 and at minimum should be staffed with 3 CHPs. The WIC program maintains three

nutritionist positions to sustain program growth and client load. The nutritionists are responsible for assigning risk factors, issuing special formula and certifying clients on the program.

- 6) Fill 1.0 FTE Communicable Disease-Office Support I Position which has been vacated.

The Communicable Disease OSS I position is the front line staff person that coordinates services for the clients seen in Communicable Disease (CD). Communicable Disease section is comprised of STD/HIV clinic, TB skin testing clinic, bi-monthly TB Care clinic, bi-monthly HIV Care management clinic, and Triage which is always staffed with a nurse; all of which check in with the CD OSS I. This position schedules appointments for TB clinic, schedules STD appointments for the nurses, answers phones and direct calls to the appropriate staff, check-in clients for the nurses/counselors, and generally maintains the flow of incoming clients.

All positions listed below are budgeted and funded through the end of FY 2012 and identified as falling under the "critical patient care exemption" section of the hiring freeze guidelines.

#### Nursing Home

- 1) Fill 2.0 FTE Certified Nursing Assistant Positions which have been vacated.

The Nursing Home has filled 2 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.

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

Chairman Owens presented the February 29, 2012 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee bills include a Prepaid Total of \$977,471.14 and a Fund Total that is the same.

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Motion by Butler/Wollrab to recommend approval of the Finance Committee bills as of February 29, 2012 as recommended by the County Auditor.  
Motion carried.

Chairman Owens presented the February 29, 2012 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Prepaid Total of \$365,941.79 and a Fund Total that is the same.

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Motion by Butler/McIntyre to recommend approval of the Nursing Home bills as of February 29, 2012 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 4:25 p.m.

Respectfully Submitted,

Judith A. LaCasse  
Recording Secretary

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