

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, April 2, 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 (4:05 p.m.), Butler, Wollrab, and McIntyre

Members Absent: Member Rankin

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:

Mr. Phil Dick, Director, Building and Zoning; Ms. Becky McNeil, County Treasurer; Mr. Matt Riehle, Director, Nursing Home; Ms. Michelle Anderson, County Auditor; Ms. Lori McCormick, Director, Court Services

Others Present: Ms. Laura Dick, Executive Director, SHOW BUS

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

Chairman Owens presented the minutes of the March 7, 2012 Finance Committee Meeting for approval.

Motion by Wollrab/Butler to approve the Minutes of the
March 7, 2012 Finance Committee Meeting.
Motion carried.

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

Mr. Phil Dick, Director, Building and Zoning presented several requests for SHOW BUS, as follows:

1. Request Approval of IDOT FY'2013 Combined Application for Section 5311 and Downstate Public Transportation Operating Assistance Grant. This is the annual operating assistance through the Federal Department of Transportation through 5311 and the Downstate Operating Assistance application.

Motion by Butler/Wollrab to Recommend Approval of IDOT FY'2013 Combined Application for Section 5311 and Downstate Public Transportation Operating Assistance Grant.

Motion carried.

Ms. Wollrab stated that as the County representative on the East Central Illinois Agency on Aging, she hears all of the time about the importance of SHOW BUS to the elderly in the community who might otherwise not have transportation to their medical appointments.

Mr. Dick noted that Ms. Laura Dick, Executive Director, SHOW BUS, is available to answer any questions.

2. Request Approval of the Purchase of Service Agreement between McLean County and SHOW BUS for the continuation of Rural Public Transportation Service in FY'2013. This is similar to the Agreement from last year.

Motion by McIntyre/Wollrab to Recommend Approval of the Purchase of Service Agreement between McLean County and SHOW BUS for the continuation of Rural Public Transportation Service in FY'2013.

Motion carried.

3. Request Approval of IDOT 2012 Consolidated Vehicle Procurement Rolling Stock Capital Assistance Technical Studies Grant Application for two replacement vehicles. This Grant Application is for the replacement of two new buses and will require a Public Hearing at the County Board Meeting at 9:00 a.m.

Mr. Butler asked how they determine which buses will be replaced. Ms. Dick replied that there are two ways to determine replacement; one is the mileage and the other is if they are in poor repair. She noted that these two are replacements for higher mileage vehicles.

Chairman Owens asked what happens to the vehicles being replaced. Ms. Dick replied that the replaced vehicles are kept until repairs can no longer be justified. The last few vehicles replaced were dismantled for parts.

Mr. McIntyre asked if the operation is being expanded without expanding the cost. Ms. Dick responded that the program is expanding, which is why she is applying for as many Federal Grants as possible. She added that the Downstate Operating Assistance Program continues to expand by 10% each year by State statute.

Chairman Owens asked what would happen if federal grant funds are cut. Ms. Dick replied that the advantage that SHOW BUS has over the urban transportation is that there have always been many funding sources, including Medicaid, service contracts, Area Agency on Aging, and multiple grant funding sources. She stated that in FY'2008 when SHOW BUS was approved for the Downstate Operating Assistance Program they have been, with IDOT's approval, putting aside funds from local matches every year to protect them against any downturn in federal money or increase in fuel. Ms. Dick stated that many not-for-profit agencies have given up providing transportation because of the cost and SHIOW Bus stepped in and signed contracts with them to provide transportation, which is one of the leading causes of their growth. She added that these agencies provide some financial assistance as well as in-kind vehicles.

Mr. Butler asked if there is a charge to ride the bus. Ms. Dick replied that if it is a service contract, there is not a fee; if it is a public fare, seniors over 60 make a suggested donation but are not required to pay anything, and people under 60 pay a fare. She noted that there are various programs that allow them to help those who cannot afford the fare (\$5.00 round trip within the County and \$7.00 if you cross County lines).

Motion by Butler/O'Connor to Recommend Approval of IDOT
2012 Consolidated Vehicle Procurement Rolling Stock
Capital Assistance Technical Studies Grant Application for
two replacement vehicles.
Motion carried.

Chairman Owens indicated that the next three items will be considered together as they are all related to expanding service.

4. Request Approval of IDOT Section 5317 New Freedom Calendar Year 2012 (CY'2012) Grant Application for Expansion of service hours in DeWitt County; Request Approval of IDOT Section 5317 New Freedom CY'2012 Grant Application for Expansion of service hours in Livingston County; Request Approval of IDOT Section 5317 New Freedom CY'2012 Grant Application for Expansion of service between Iroquois County and Kankakee County.

Motion by McIntyre/O'Connor to Recommend Approval of IDOT Section 5317 New Freedom Calendar Year 2012 (CY'2012) Grant Application for Expansion of Service Hours in DeWitt County; to Recommend Approval of IDOT Section 5317 New Freedom CY'2012 Grant Application for Expansion of Service Hours in Livingston County; and to Recommend Approval of IDOT Section 5317 New Freedom CY'2012 Grant Application for Expansion of service between Iroquois County and Kankakee County.
Motion carried.

5. Request Approval of IDOT Section 5317 New Freedom CY'2012 Grant Application to purchase equipment and provide service appropriate for those within the five Counties who exceed the Americans with Disabilities Act Requirements of Public Transportation.

Ms. Dick advised that this grant was actually approved in the last cycle, and a public hearing was held for the potential vehicle for this grant. She noted that IDOT did not issue a contract, which is why the application is being reissued. Ms. Dick added that IDOT has acknowledged that the money is reserved for SHOW BUS under the last grant cycle. As a reminder, this grant is being resubmitted.

Motion by Wollrab/O'Connor to Recommend Approval of IDOT Section 5317 New Freedom CY'2012 Grant Application to purchase Equipment and Provide Service appropriate for those within the Five Counties who exceed the Americans with Disabilities Act Requirements of Public Transportation.
Motion carried.

6. Request Approval of IDOT Section 5317 New Freedom CY'2012 Grant Application to continue and expand a program that addresses mobility barriers still remaining for residents in the five Counties even with the high level of service afforded by the current door to door, lift assisted service.

Ms. Dick stated that this is the voucher program that assists folks in the rural areas who can stay home, but might have various states of dementia. When these people go shopping, they can become confused, and the SHOW BUS drivers are not allowed to help them shop. This program allows SHOW BUS to provide funding for a case management supporter to help them shop. Ms. Dick stated that this program also allows SHOW BUS to provide alternate transportation for individuals who exceed the weight or width (i.e. stretcher) of the vehicles.

Motion by McIntyre/Wollrab to Recommend Approval of IDOT Section 5317 New Freedom CY'2012 Grant Application to continue and expand a program that addresses Mobility Barriers still remaining for Residents in the five Counties even with a high level of service afforded by the current door to door, lift assisted service.
Motion carried.

7. Request Approval of IDOT Section 5316 Job Access Reverse Commute CY'2012 Grant Application to continue a route that serves Ford, Livingston, and McLean Counties along the Route 24 Corridor. SHOW BUS has received preliminary approval to put bus shelters along that route.

Motion by O'Connor/Wollrab to Recommend Approval of IDOT Section 5316 Job Access Reverse Commute CY'2012 Grant Application to continue a Route that serves Ford, Livingston, and McLean Counties along the Route 24 Corridor.
Motion carried.

8. Request Approval of an Amendment to the Intergovernmental Agreement that provides Rural Public Transportation in DeWitt, Ford, Iroquois, Livingston and McLean Counties to allow Macon County to join the Agreement.

Chairman Owens asked why Macon County asked to join SHOW BUS. Ms. Dick responded that discussions started 12 years ago. She stated that in the last reallocation, IDOT allocated more rural money so that every county in the state had public transportation. Ms. Dick noted that it is difficult financially to run just a one-county operation. Therefore, after much discussion over the years, it was determined that this was the best solution for Macon County.

Motion by Wollrab/O'Connor to Recommend Approval of an Amendment to the Intergovernmental Agreement that provides Rural Public Transportation in DeWitt, Ford, Iroquois, Livingston and McLean Counties to allow Macon County to join the Agreement.
Motion carried.

Mr. Dick reminded the Committee that there will be a Public Hearing at 9:00 a.m. on Tuesday, April 17th at the Board meeting.

Mr. Butler asked what the "Providers List for 2013 Application" is on Page 44 of the packet. Ms. Dick replied that SHOW BUS is required to send out notices every year notifying transportation providers that they have the opportunity to express interest in the system. She noted that the problem for private providers to participate is that the regulations, certifications and assurances are daunting.

Mr. Dick advised that under the Federal Requirements, McLean County is required to see if anyone else wants to provide this transportation and have an open meeting to discuss that option. He expressed concern that if a company wanted to provide this transportation, they should provide it for all of the counties and not for individual counties. Mr. Dick indicated that the letters are sent out as a federal requirement, but it is not likely that any of them could provide the service to all of the counties.

Ms. Wollrab expressed some concern with the patchwork method of putting together the entire SHOW BUS program. She asked if there has ever been speculation about developing a public transportation system that would service this general vicinity. Ms. Dick stated that, by Section 5311, SHOW BUS is considered to be public transportation. She noted that SHOW BUS provides services to all people and not just seniors and low income individuals. Mr. Dick advised that the Public Transit District conducted a study on the feasibility of providing this type of transportation. He stated that if it should progress, it may take away this responsibility from the County, and also may make it less of a patchwork system and more of a public transit district system.

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 March 31, 2012, as distributed.

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

March 2012 Vouchers:		<u>March 2011 Vouchers</u>	
Sales Tax	\$507,259.57	483,313.12	5.0%
Revenue Sales Tax	66,080.48	59,479.19	11.1%
Local Use Tax	35,245.57	35,879.20	-1.8%
Income Tax	108,148.91	85,620.85	26.3%
PPRT	<u>57,650.25</u>	<u>82,887.67</u>	<u>-30.4%</u>
Total	\$774,384.78	747,180.03	3.6%

YTD Comparison

YTD 2012 Vouchers	2,216,381.11	
YTD 2011 Vouchers	<u>2,124,028.23</u>	
Difference	92,352.88	4.3%

Budget Comparison

2012 Annual Budget:	\$8,930,000.00	
Budgeted Revenue thru 3/31/12:	\$2,232,500.00	
YTD Actual Vouchers	\$2,216,381.11	
Amount Over (Under) Budget:	\$(16,118.89)	-0.7%

First Qrt. Total Comparison 2007-2012

2012	2,216,381.11
2011	2,124,028.23
2010	2,115,424.64
2009	2,071,904.60
2008	2,152,435.77
2007	2,222,633.58

Ms. McNeil noted that the Sales Tax for March 2012 is a result of the money in December for Christmas. She stated that it was good to see a 5% increase in that number.

Ms. McNeil advised that the reason the budget figures look like they are down is mainly due to the Personal Property Replacement Tax payment. The payment in March was \$57,050.25 compared to \$82,887.67 a year ago. She expects the budget numbers to increase.

Ms. McNeil stated that she included the 2007-2012 comparison to show where the PPRT was in 2007 and how it declined in 2008-2009, and then the gradual increase in 2010, 2011, and 2012. She pointed out that the County is still not at the same level in 2012 as it was in 2007. Ms. McNeil added that the County is recovering, but slowly.

Ms. McNeil presented the Consolidated Summary Balance Sheet, which is a tentative look at where the County is as of March 31, 2012. She pointed out that close to \$821,000 in revenue for the General Government Fund alone was deferred from 2011 to 2012 because of the State's lack of payment. The Fund Balance is now \$11,369,948.06 compared to \$10,323,825.37 the prior year. Ms. McNeil stated that during 2011, the Fund Balance did grow. She reminded the Committee how much the County relies on the Fund Balance during the first and second quarter of 2012 as very

little revenue is received from January to May. Ms. McNeil stated that the Fund Balance went from \$11,369,000 to \$8,532.00 as of March 31, 2012. She added that half of the Property Tax Levy will be received in June.

Ms. McNeil reviewed the 2011 Total Revenue Deferred to 2012 (Deferred since 2011 receivables were not satisfied as of March 31, 2012). She noted that this report shows the total revenue that was deferred from 2011 to 2012. Ms. McNeil pointed out that the report shows the funds due from the State of Illinois and due from other sources. She stated that the 2011 Deferred Revenue is higher than 2010 by almost \$1 million. Last year \$1.2 million was deferred and \$2.2 million was deferred this year. Ms. McNeil noted that the biggest part of the increase is with the Nursing Home that had \$825,280.94 due from the state for the IGT Agreement that was settled last year.

Ms. McNeil advised that the 2011 Deferred Revenue for the General Government Fund is down by \$200,000, from approximately \$1 million last year to \$821,634.50 this year. She stated that even though the deferred revenue number is up, she expects the Fund Balance and the increase in tax receipts will reflect a good year in 2011, and, hopefully, set a positive direction for 2012.

Mr. Butler asked for an explanation of "Due from Others." Ms. McNeil replied that Funds due from others include unpaid fees, such as for the Highway Department.

Chairman Owens asked what is the \$70,460.23 due to the Nursing Home from other sources. Mr. Riehle responded that these are funds due from Medicare and a small amount from private pay revenue.

Ms. McNeil reported that a total of \$2,215,970.48 is due for all funds.

Ms. McNeil reviewed the Revolving Loan Fund Quarterly Report as of March 31, 2012. She stated that all of the six Revolving Loans are current. Ms. McNeil indicated that there is currently \$427,881.78 in the fund available to loan.

Ms. McNeil reviewed the Employee Benefit Fund 0512 as of March 31, 2012 Statement of Revenue, Expenditure and Fund Balance. She reported that the revenue and expenses are pretty stable and expenses are not exceeding revenues. Ms. McNeil pointed out that the report reflects an excess in expenses, which is really only a timing issue with quarterly payments.

Ms. McNeil reviewed the Treasurer's Investment Report. She noted that there is very little activity. Ms. McNeil indicated that four CD's matured which she rolled over and left in the smaller banks that do a lot of collection work for the Treasurer's Office during tax season.

Ms. McNeil advised that a lot of the big banks, such as Chase and Commerce, are working with the County to help offset their fees, and waiving a lot of fees.

Ms. McNeil reported that the total cash on hand is \$33,763,706.96.

Ms. McNeil indicated that the audit is currently being conducted by the Outside Auditors. She pointed out that the figures may change as some funds will be rolled into the other funds to keep up with the GASB standards.

Motion by Butler/McIntyre to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending March 31, 2012, as submitted.
Motion carried.

Chairman Owens asked if there were any 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 stated that he was hoping to receive some funds due from the state, but has not yet received them. He noted that the State may extend payment out to 210 days for Public Aid.

Mr. Wasson advised that both the County Nursing Home Association and the County's Legislative consultants have been working diligently with the State so that it will honor its payments due to the Nursing Home. He indicated that there have been several meetings with representatives from the State to make the case for timely payments to the Nursing Homes. Mr. Wasson added that the County is fortunate to have a healthy fund balance in the Nursing Home, but noted that many of the remaining county nursing homes in the state are not that lucky.

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

Chairman Owens presented the County Clerk Monthly Report for February 2012 as submitted by Ms. Kathy Michael, County Clerk, who was unable to attend the meeting due to the re-tabling of election results.

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

Sheriff's Department

- 1) Fill 1.0 FTE Corrections Officer recently vacated

The Sheriff's Department reduced Corrections Officer by FTE by 1.0 in the May, 2010 Budget reduction. The Sheriff's Department currently has 1.0 Corrections Officer positions vacant. This position is necessary to provide sufficient personnel to meet critical minimum staffing levels required to comply with state guidelines.

Court Services

- 2) Fill 1.0 FTE Office Support Specialist II Position recently vacated

The Court Services Department is requesting the ability to hire an Office Support Specialist II due to a vacancy which occurred in early March of this year. By being allowed to fill this position it will return the Court Services Department's support team up to 5.0 FTE's. The department reduced support staff by 1 position in the 2010 force reductions.

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

Court Services

- 3) Fill 1.0 FTE Probation Officer I

The Court Services Department is requesting authorization to hire a probation officer due to receiving from The Substance Abuse and Mental Health Service Administration (SAMHSA) a Behavioral Health Treatment Collaborative grant in a yearly amount of \$394,288.00 beginning 9/30/2011 ending 9/29/2014, (total projected award \$1,182,864.00). The grant allows for the hiring of a probation officer to assist the treatment courts in the development and delivery of trauma centered casework services, housing stabilization, employment education, and monitoring and supervision to clients participating in the treatment courts (Recovery and Drug Court). The salary, wages, and benefits will be funded 100% through the end of the grant.

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

- 4) 2.0 FTE Certified Nursing Assistant Positions which have been vacated
- 5) 1.0 FTE Licensed Practical Nurse Position which has been vacated

The Nursing Home has filled 2 Certified Nursing Assistant positions and 1 Licensed Practical Nurse Position 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 the following:

- The Health Department has received two resignations in the last week;
- The County Clerk received a resignation last week;
- Facilities Management has received a resignation in the last week.

Mr. Wasson advised that the job market is beginning to modify. He added that all of these people took better paying jobs with better hours. Mr. Wasson stated that from the standpoint of the local economy, that is good news, but it becomes more of a challenge from the Human Resources perspective.

There was a brief discussion about the County’s IMRF Program. Mr. Wasson stated that as of last year, vesting into the system is ten years instead of eight years and the benefits are not as significant for underage and the full pension benefits age limit was increased from 65 to 67. Mr. Wasson noted that the rates increase every year, which can be seen in the budget process. He advised that the County is not in the same condition that the state is in. The IMRF still remains in a better position, because the County is required to meet its actuary responsibilities every year. Mr. Wasson stated that the County’s regular plan rate has increased from a little under 6% in 2007 to over 12% today, which is a 100% increase.

Mr. Butler expressed his frustration that so much of the money for IMRF is tied in with the market, with a very low projection of return and yet the County continues to make up the money to meet those obligations. Mr. Butler believes that the pension should be run and funded like insurance companies run their business.

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

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Chairman Owens presented the March 31, 2012 Finance Committee bills for review and approval as transmitted by the County Auditor, as well as a departmental transfer of \$780.48 in the Recorder's Office. The Finance Committee bills include a Prepaid Total of \$576,194.08 and a Fund Total that is the same.

Motion by Butler/Wollrab to recommend approval of the Finance Committee bills as of March 31, 2012 as recommended by the County Auditor, as well as a Departmental Transfer of \$780.48 in the Recorder's Office.
Motion carried.

Chairman Owens presented the March 31, 2012 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Prepaid Total of \$199,294.70 and a Fund Total that is the same.

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Motion by McIntyre/Wollrab to recommend approval of the Nursing Home bills as of March 31, 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 4:55 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

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