

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, September 5, 2012 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, Wollrab, McIntyre and Rankin (4:19 p.m.)

Members Absent: None

Other Members Present: None

Staff Present: Mr. Bill Wasson, County Administrator; Ms. Hannah Eisner, 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. Walt Howe, Health Department Administrator; Ms. Michelle Anderson, County Auditor; Mr. Matt Riehle, Director, Nursing Home

Others Present: Ms. Laura Dick, Director, SHOW BUS; Ms. Cathy Dreyer, Fiscal Services Supervisor

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

Chairman Owens presented the minutes of the August 1, 2012 Finance Committee Meeting for approval.

Motion by Butler/Wollrab to approve the Minutes of the August 1, 2012 Finance Committee Meeting.
Motion carried.

Mr. Phil Dick, Director, Building & Zoning, presented a request for approval of a Downstate Public Transportation Operating Assistance Grant Agreement for FY 2013 from the Illinois Department of Transportation (IDOT) for SHOW BUS. He explained that this is a request authorizing the execution and amendment of the FY 2013 Downstate Operating Grant Agreement approved earlier this year by the Board. Mr. Dick explained that the Illinois Department of Transportation requires that the contract number be on the Resolution and the number was not available until recently. He indicated that everything is in order. Mr. Dick added that this is the state funding that is obtained through a portion of the Sales Tax.

Motion by O'Connor/McIntyre to Recommend Approval of a Downstate Public Transportation Operating Assistance Grant Agreement for FY 2013 from the Illinois Department of Transportation (IDOT) for SHOW BUS.
 Motion carried.

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

Ms. Becky McNeil, County Treasurer, presented the Financial Reports for the period ending August 31, 2012, as distributed. She noted that taxes were due yesterday.

The Summary of Tax Vouchers for Sales, Income, Local Use and Personal Property Replacement Tax are as follows:

August 2012 Vouchers:		<u>August 2011 Vouchers</u>	
Sales Tax	\$433,679.87	371,188.86	16.8%
Revenue Sales Tax	57,558.02	52,144.70	10.4%
Local Use Tax	24,349.46	22,801.35	6.8%
Income Tax	103,295.14	103,230.70	0.1%
PPRT	<u>33,043.11</u>	<u>50,213.25</u>	-34.2%
Total	\$921,207.33	815,631.49	12.9%

Monthly Comparison

August 2012 Vouchers	651,925.60	
August 2011 Vouchers	<u>599,578.86</u>	
Difference	52,346.74	8.7%

YTD Comparison

YTD 2012 Vouchers	6,236,257.98	
YTD 2011 Vouchers	<u>5,870,516.05</u>	
Difference	365,741.93	6.2%

Budget Comparison

2012 Annual Budget:	\$8,930,000.00	
Budgeted Revenue thru 8/31/12:	\$6,080,833.33	
YTD Actual Vouchers	\$6,236,257.98	
Amount Over (Under) Budget:	\$155,424.65	2.6%

Property Tax Receipts:

Distribution 05/25/12	3,174,039.36
Distribution 06/08/12	7,010,574.47
Distribution 06/19/12	6,699,988.18
<u>Distribution 08/29/12</u>	<u>6,806,173.81</u>
Total:	23,690,775.81

Receipts reflect 71.4% of the \$331 million levy

Ms. McNeil stated that due to limited time, she was unable to gather interest rates for the month of August. She noted that rates are lower than they were a year ago.

Ms. McNeil indicated that the Chase Bank balance is high due to the tax distribution coming in, but that those funds will be moved in the month of September.

Ms. McNeil reported that a lot of banks are not even providing rates because they don't have the ability to collateralize the rates, which is reason enough to leave funds in the Money Markets.

Ms. McNeil advised that receivables from the State of Illinois are very low, with the exception of Income Tax. She noted that the County is waiting for three months of Income Tax, which is typical of the state.

Ms. McNeil stated that yesterday was incredibly busy collecting taxes. She indicated that, not counting mail payments, the Treasurer's Office took in \$4.7 million over the counter. She added that on Friday the office took in \$11.3 million, but a lot of that was mail.

Ms. McNeil complimented her staff for their hard work. Ms. O'Connor expressed the County's appreciation as well.

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

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

Mr. Walt Howe, Health Department Administrator, introduced Ms. Cathy Dreyer, Fiscal Services Supervisor, Health Department.

Mr. Howe 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 2012 Combined Appropriation and Budget Ordinance for Fund 0105, Health Prevention Programming Fund. The second is a request for approval of a Resolution Amending the Fiscal Year 2012 McLean County Full-Time Equivalent Position Resolution associated with an Ordinance to amend the Fiscal Year 2012 McLean County Combined Appropriation and Budget Ordinance for Fund 0105.

Mr. Howe reported that the Illinois Department of Public Health has awarded almost \$3.5 million in "We Choose Health" grants to communities that are ready to take on the challenge of reducing heart disease, cancer and diabetes. Mr. Howe stated that the McLean County Health Department was one of 60 communities awarded these funds.

Mr. Howe stated that "We Choose Health" is a multi-year IDPA initiative to encourage and support obesity and tobacco prevention in Illinois communities. He noted that IDPH received a Community Transformation Grant from the Centers for Disease Control and Prevention to work with communities to implement proactive health programs that fall under three categories: Healthy Eating and Active Living; Smoke-free Living; and Healthy and Safe Built Environment.

Mr. Howe advised that the McLean County Health Department has received \$200,000 of this funding and will use it to implement sustainable and transformational strategies in the areas of healthy eating, physical activity, and tobacco prevention. Strategies have been chosen to promote Worksite Wellness Programs, Coordinated School Health Programs, and Smoke-Free Environments. Mr. Howe stated that the initial funding covers the period August 15, 2012 through September 30, 2013. This amendment covers the period August 15, 2012 through December 31, 2012.

Mr. Howe indicated that the FTE Amendment adds 1.35 FTE's, namely a .90 Program Coordinator to administer the grant program, and the rest of the positions are support staff positions.

Mr. Howe stated that there is also a small amount of money for educational materials, material to be distributed in the community that will describe the different grant programs that will be awarded about obesity and smoking, advertising, and funds to administer this program.

Motion by Wollrab/O'Connor to Recommend Approval of an Ordinance of the McLean County Board Amending the 2012 Combined Appropriation and Budget Ordinance for Fund 0105; and to Recommend Approval of a Resolution Amending the Fiscal Year 2012 McLean County Full-time Equivalent Position Resolution associated with an Ordinance to Amend the Fiscal Year 2012 McLean County Combined Appropriation and Budget Ordinance for Fund 0105.
Motion carried.

Chairman Owens presented the Monthly Assessment Status Report as submitted by Mr. Bob Kahman, Supervisor of Assessments, who was unable to attend the meeting.

Mr. Wasson advised that 20 out of the 31 townships are out for publication, which continues a trend of the past couple years. He noted that publishing early allows the Board of Review more time to consider appeals and still keep the tax cycle on track.

Ms. Michelle Anderson, County Auditor, presented a request for approval of Commerce Bank Corporation Resolution to Obtain Credit Card Account. She explained that this is to delete the Assistant Auditor from the County Credit Card who has left the employ of the Auditor's Office.

Motion by Butler/O'Connor to Recommend Approval of Commerce Bank Corporation Resolution to Obtain Credit Card Account.
Motion carried.

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

Mr. Matt Riehle, Director, Nursing Home, presented the Nursing Home Monthly Report. He noted that the census is current 143 residents.

Chairman Owens thanked Mr. Riehle for his leadership and the hard work of the Nursing Home staff.

Mr. Riehle announced that the 9th Annual Margaret Campbell Concert at the McLean County Nursing Home is on Friday, September 7th at 2:00 p.m. He advised that the Double Hearts group will not perform as one of them is ill, but there will be a surprise guest performer. Mr. Riehle added that if it rains, there is a contingency plan.

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

Chairman Owens presented the County Clerk's Monthly Report as submitted by Ms. Kathy Michael, County Clerk. There were no questions on the report.

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

Ms. Hannah Eisner, Assistant County Administrator, reviewed the corrected list of critical personnel position requests which have been received by the County Administrator's Office through August 29, 2012.

Auditor's Office

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

The resignation of the Staff Accountant has created a vacancy in the Auditor's Office. The Auditor 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 was redistributed between the County Auditor and the Staff Accountant. This position performs 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 performs programmatic supervision and has departmental supervisory responsibilities in the absence of the Auditor. This position is necessary to provide sufficient personnel to maintain critical staffing levels.

Health Department

- 1) Request to fill a 1.0 FTE Field Sanitarian position that has been vacated.

The resignation of a field sanitarian has created a 1.0 FTE vacancy in the Health Department Environmental Health Division. The number of field sanitarian positions was reduced in 2009 due a decrease in housing development related to the recession. The number of food establishments remained constant during that time and has increased steadily over the years. The division has also been required to assume responsibility for monitoring more environmental programs such as geothermal wells, tanning and West Nile surveillance. Current staffing is at the minimum required to

complete inspections in a timely manner. This position must be filled to manage the daily work load of this division.

- 2) Request to fill a 1.0 FTE Office Support Specialist 1 position in the Administrative Division that has been vacated.

The termination of a staff member has created a vacancy in the Administration Division of the Health Department. The vacated position primarily provides customer service and receptionist duties as well as filing, processing travel reports, preparation of minutes and agendas and room reservations. The position also acts as back up deputy registrar for birth and death records and animal registrations. This position must be filled to keep current on reports, avoid missing deadlines for filing vital records and generally manage the daily workload.

- 3) Request to fill 2.0 FTE Office Support Specialist 1 positions in the Maternal Child Health Programming Division.

The resignation of one staff member and the termination of another staff member have created two vacancies in the Maternal Child Health Division of the Health Department. The Maternal Child Health programs are supported by WIC and Family Case Management funds. The program funding is dependent on caseload achievement. This division must maintain five OSSI staff positions to sustain program growth and client load and clinic check in functions for the WIC, Family Case Management, Immunization and Dental programs. A reduction in OSS 1 positions within the programs would result in seeing fewer clients per day, effectively reducing the caseload achieved rate and putting funding in jeopardy. The two vacant positions must be filled to keep staffing at the level necessary meet program goals.

Circuit Court

- 1) Request to fill a 1.0 FTE Jury Coordinator position that will be vacated.

The retirement of the McLean County Jury Coordinator will create a vacancy in this position effective December 31, 2012. This position is responsible for creating a list of qualified jurors every year. The jury coordinator also issues summons for petit, grand and coroner's jurors and manages the process of deferring, excusing and disqualifying jurors. This position is critical to the operation of both the criminal and civil courts in McLean County. The office cannot be sustained without someone with knowledge and jury procedures, jury management software and experience with the court processes.

Facilities Management

- 1) Request to fill a 2.0 FTE custodial positions that have been vacated.

The resignation of two custodial employees has created two custodial position vacancies. One of the vacated positions was assigned to provide custodial services to the McLean County Museum of History in accordance with the terms of the lease for that facility. The other position was assigned to provide custodial services on the second floor and basement of the Government Center in accordance with the County's lease with the PBC. Facilities Management has reduced staff over the years and now has the minimum number of custodians necessary to insure that the daily workload for cleaning gets done. This number included the two custodians who resigned. Both of these positions must be filled to manage the daily work load for cleaning.

Information Technologies

- 1) Request to fill 1.0 FTE Network Administrator position that has been vacated.

The resignation of the Network Administrator has created a vacancy in the Information Technologies Department. This position manages all intergovernmental network links, network traffic infrastructure and the helpdesk team. This position is critical to the operation of the information technologies department and must be filled to maintain the current service level.

Nursing Home

- 1) The following positions were vacated and refilled pursuant to the patient care exemption: 1 FTE Certified Nursing Assistant

Mr. Butler asked if applications have been received for the Jury Coordinator position. Ms. Eisner replied that the current Coordinator will retire in December. Mr. Will Scanlon, Circuit Court Supervisor, stated that the position will be posted after approval of the County Board.

Mr. Wasson provided a preview of the budget and talked about one of the positions that is vacant in the Auditor's Office. He acknowledged that both the Auditor's Office and the Treasurer's Office have worked very closely with the County Administrator's Office over the last year and a half on financial issues. Mr. Wasson stated that because of good working relationship and to find avenues to work cooperatively, and the need to find savings in the Fiscal Year 2013 budget, the County Administrator's Office will not anticipate filling its current Financial Specialist vacancy, nor will the Administrator's Office recommend that the position be budgeted in 2013.

Mr. Wasson advised that the Auditor and the Treasurer have committed to work cooperatively over the next year to ensure that the appropriate financial reporting and processes, including the budget, human resources management and insurance benefits administration are done in a proper manner. He stated that it takes a cooperative effort to accomplish these tasks with fewer people. Mr. Wasson expressed his appreciation of the two departments in working with the Administrator's Office. He added that he hopes that leading by example will encourage all of the departments to look at opportunities to do the same thing.

Chairman Owens thanked Mr. Wasson, the Auditor and the Treasurer for taking the initiative to help each other.

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

Chairman Owens presented the August 31, 2012 Finance Committee bills for review and approval as transmitted by the County Auditor as well as a transfer in the Health Department of \$5,000. The Finance Committee bills include a Prepaid Total of \$973,578.94 and a Fund Total that is the same.

Motion by Wollrab/Rankin to recommend approval of the
Finance Committee bills as of August 31, 2012 as
recommended by the County Auditor as well as a transfer in
the Health Department.
Motion carried.

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Chairman Owens presented the August 31, 2012 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Prepaid Total of \$355,994.41 and a Fund Total that is the same.

Motion by O'Connor/Butler to recommend approval of the Nursing Home bills as of August 31, 2012 as recommended by the County Auditor.
Motion carried.

Mr. Wasson advised that it is necessary to determine a special meeting for consideration of the budget. After a brief discussion, it was determined that the regular meeting will be held on Wednesday, October 3rd at which time part of the budget will be reviewed. A second meeting was scheduled for Wednesday, October 10th beginning at 2:00 p.m. to review the majority of budgets.

There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 4:34 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

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