

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, October 3, 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

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:

Ms. Becky McNeil, County Treasurer; Mr. Walt Howe, Health Department Administrator; Mr. Matt Riehle, Director, Nursing Home; Ms. Michelle Anderson, County Auditor; Ms. Lori McCormick, Director, Court Services

Others Present: Mr. Rusty Thomas, Chief Deputy Sheriff, Sheriff's Department and Mr. Greg Allen, Jail Superintendent, Sheriff's Department; Ms. Connie Clifford, Chief Deputy Assessment Officer, Supervisor of Assessment's

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

Chairman Owens presented the minutes of the September 5, 2012 and the August 21, 2012 Stand-Up Finance Committee Meetings for approval. Hearing no additions or corrections to those minutes, Chairman Owens advised that the minutes would stand approved as presented.

Ms. Becky McNeil, County Treasurer, presented the Financial Reports for the period ending September 30, 2012, as distributed. The Summary of Tax Vouchers for Sales, Income, Local Use and Personal Property Replacement Tax are as follows:

September 2012 Vouchers:		<u>September 2011 Vouchers</u>	
Sales Tax	\$462,557.71	409,799.49	12.9%
Revenue Sales Tax	52,292.72	53,238.09	-1.8%
Local Use Tax	27,224.75	25,193.96	8.1%
Income Tax	102,460.22	99,363.63	3.1%
PPRT	.	.	
Total	<u>\$644,535.40</u>	<u>587,595.17</u>	<u>9.7%</u>

Monthly Comparison

September 2012 Vouchers	644,535.40	
September 2011 Vouchers	<u>587,595.17</u>	
Difference	56,940.23	9.7%

YTD Comparison

YTD 2012 Vouchers	6,880,793.38	
YTD 2011 Vouchers	<u>6,458,111.22</u>	
Difference	422,682.16	6.5%

Budget Comparison

2012 Annual Budget:	\$8,930,000.00	
Budgeted Revenue thru 9/30/12:	\$6,697,500.00	
YTD Actual Vouchers	\$6,880,793.38	
Amount Over (Under) Budget:	\$183,293.38	2.7%

Ms. McNeil presented the CDAP Revolving Loan Fund Quarterly Report. She stated that this fund is doing very well. Ms. McNeil noted that all of the loans are current, though Watershed Food loan is due for September and she expects to receive the payment any time. The current balance is \$477,318.94.

Mr. McNeil reviewed the Employee Benefit Fund Quarterly Report. She reported that the balance as of September 30, 2012 is \$950,596.23. She noted that the October Blue Cross/Blue Shield premium was paid so the actual figure is a little bit higher.

Ms. McNeil reviewed the Investment Report. She indicated that there continues to be very little activity. Ms. McNeil cautioned that this will impact the number in the budget next year on interest earnings. The total of all investment funds is \$43,742,747.79.

Ms. McNeil reported that Property Tax money is close to 90% collected.

Motion by Wollrab/McIntyre to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending September 30, 2012, as submitted.

Motion carried.

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

Ms. Connie Clifford, Chief Deputy Assessment Officer, Supervisor of Assessment's, presented the Assessment Status Report. She noted that 30 of the 31 Townships have been published and the last one is expected to be published next week.

Ms. Clifford advised that complaints have been very light with 454 complaints on file.

Chairman Rackauskas asked if there were any questions or comments. Hearing none, she thanked Ms. Clifford.

Mr. Walt Howe, Health Department Administrator, presented a request for approval of an Amendment to McLean County Revised Code, Chapter 26, Food Service, and Chapter 28, Health and Sanitation. The proposed changes include the following:

- A change in the name of a reference under Section 26.03 from "A Field Guide to the Illinois Food Service Code" to "Inspector's Field Guide."
- The addition of the Smoke Free Illinois Act under Section 26.03;
- A fee increase for all food permit fees included in Chapter 26 of the McLean County Revised Code;
- A fee increase for all permit fees in Chapter 28 of the McLean County Revised Code covering private sewage disposal systems and installer and pumper license fees.

Ms. Wollrab asked why permits for "Privies, chemical toilet, recirculating toilet, incinerator toilet, compost toilet" are more expensive at \$182 than septic tanks at \$91. She felt that the fees should be less when someone makes an attempt to use water-free toilets. Further, she felt that reducing the fee might be an incentive to switch to such a toilet. Mr. Howe replied that the permit fees are associated with the work involved in the inspection.

Mr. Howe offered to provide additional information on the details of such an inspection.

Ms. O'Connor asked why the fees are being increased. Mr. Howe replied that the fees are modestly increased annually in order to address increasing costs, to balance the budget and to stay within the tax rate. He added that McLean County fees are less than most comparable counties. The Committee discussed the potential of raising the fees next year to be more comparable with other counties.

Motion by O'Connor/McIntyre to recommend Approval of an Amendment to McLean County Revised Code, Chapter 26, Food Service, and Chapter 28, Health and Sanitation.
Motion carried.

Mr. Howe presented a request for approval of an Amendment to McLean County Revised Code, Chapter 165, Animals. He noted that fees for the Animal Control Program have not been adjusted since 2009. The proposed changes consist of a \$1.00 increase for dog/cat registration fees for all altered dogs or cats with a 1-year vaccination.

Mr. Rankin asked about the ways you can register pets. Mr. Howe replied that you can register them on line, at the Health Department or at the veterinarian's office. Mr. Rankin asked if there is any move to phasing out the paper version. Mr. Howe stated that they have tried that, but the vets are not interested in taking on the responsibility of collecting fees for the County. He added that he has even offered to pay them a fee for the collection. Mr. Howe indicated that most vets do not and will not collect the registration fee.

After a discussion, Mr. Howe agreed to send another letter/survey and make every attempt to convince the veterinarians to collect the registration fee and distribute the tags.

Motion by Rankin/Wollrab to recommend Approval of an
Amendment to McLean County Revised Code, Chapter 165,
Animals.
Motion carried.

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

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

Chairman Owens presented the County Clerk's Office Monthly Report as submitted by Ms. Kathy Michael, County Clerk who was unable to attend the meeting.

Chairman Owens presented the County Recorder's Office Monthly Report as submitted by Mr. Lee Newcom, County Recorder.

Ms. Hannah Eisner, Assistant County Administrator, reviewed the critical personnel position requests which have been received by the County Administrator's Office through, September 27, 2012. All positions listed below are budgeted and funded through the end of FY 2012.

Court Services

- 1) Request to fill a 1.0 FTE Probation Officer 1 position that has been vacated.

The resignation of a Probation Officer 1 has created a vacancy in the juvenile division of the Court Services Department. Court Services had a reduction of 2.0 FTE probation officers in the 2010 budget cycle and an additional 2.5.0 FTE reduction in the May, 2010 budget cuts which were carried through in the 2011 budget cycle. The workload of the total 4.5 FTE reductions was redistributed among the remaining probation officers. The vacant position had a caseload of 31 moderate to high risk males between the ages of 15 and 20 and 6 pending cases. There are a total of 11 probation officers assigned to the juvenile division and each of these officers have full caseloads. It is not possible to redistribute the work of the vacated position among the remaining 10 employees. This position must be filled to maintain the level of monitoring and treatment necessary to reduce the possibility of future criminal behavior by offenders.

Sheriff

- 1) Request to fill a 1.0 FTE Control Operator position that has been vacated.

The retirement of two control operators for the jail has created a vacancy in the Sheriff's Department. The jail has 7 FTE control operators which is the minimum number necessary to cover three shifts. If the vacancy is not filled, the remaining control operators must work over time to insure that the jail meets minimum staffing and this ultimately jeopardizes the safety and security of the jail.

- 2) Request to fill Office Support Specialist I position that has been vacated.

The retirement of two control operators has created a vacancy in an Office Support Specialist 1 position in the Sheriff's Department. One of the jail's three clerks will be promoted to fill one of the vacant control operator positions and that will leave a jail clerk position vacant. This position answers the telephone, monitors inmate movement and serves as the contact person for bonding. There must be a minimum of one jail clerk for each shift to perform these critical tasks and the jail currently has only one clerk per shift. This position must be filled to maintain the minimum staff necessary for jail safety and security.

Coroner

- 1) Request to fill 1 FTE Deputy Coroner position that has been vacated

The termination of a Deputy Coroner has created a vacancy in the Coroner's Office. This is one of two Deputy Coroner positions. Deputy Coroners are responsible for scene response, documenting scene observations, photography and evidence collection, conducting family/friend/witness interviews, notification of next of kin, scheduling autopsies, performing case follow-up, report writing and entering data in to forensic filer. Additional duties include maintaining training records, scheduling vehicle maintenance, providing juvenile probation presentations and coordinating mass casualty responses. There has been an increase in the number of reportable deaths and scene responses in the last few years and there has been a marked increase in the use of the morgue by other counties. This workload cannot be handled by one deputy coroner. This position must be filled to maintain the current level of services of the Coroner's Office.

Nursing Home

- 1) The following positions were vacated and refilled pursuant to the patient care exemption: 2 FTE Certified Nursing Assistants and 1 FTE Nursing Home Assistant.

Ms. Eisner noted that there is also a part-time hire in Jail Medical, which falls under the patient care exemption.

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

Mr. Wasson introduced the review of the Fiscal Year 2013 Recommended Budget for the following department:

County Auditor – 0001-0003 can be found on pages 20-23 of the FY'2013 Recommended Budget and pages 20-22 of the Summary in the Agenda Packet. Mr. Wasson stated that there is no revenue in this budget.

Highlights of the Recommended Budget:

EXPENDITURES:

* Note: the following item lines were inadvertently modified and have been returned to their initial Department Head requested levels (appropriate expenditure reductions in other GF budgets have been made to address this).

<u>0718-0001 Schooling & Conferences</u>	<u>\$3,500</u>	<u>\$6300</u>
<u>0750-0001 Equipment Maint. Contract</u>	<u>\$ 700</u>	<u>\$1225</u>
<u>0769-0001 Interest Expense</u>	<u>\$ 50</u>	<u>\$ 200</u>

Personnel:

The FTE staffing level in the FY'2013 Recommended Budget remains unchanged from the FY'2012 Adopted Budget.

Materials and Supplies:

All 600 line items are equal to or less than the previous year, except for the following:

621.0001 Non-Major Equipment: This line item account has increased from \$768 in the FY'2012 Adopted Budget to \$800 in the FY'2013 Recommended Budget. This increase reflects projected expenses for 2013.

630.0001 Advertising/Legal: This line item account has increased from \$200 in the FY'2012 Adopted Budget to \$225 in the FY'2013 Recommended Budget based upon increasing advertising costs.

Contractual:

All 700 line items are equal to or less than the previous year, except for Audit Expense.

769.0001 Auditing/Accounting Serv.: This line item account has increased from \$550 in FY'2012 Adopted Budget to \$750 in the FY'2013 Recommended Budget.

Capital Assets:

832.0002 Lease/Purchase Office Equipment: This line item account includes funding to cover the principle expense for the lease/purchase contract for the copier in the Auditor's Office.

Chairman Owens asked if Ms. Anderson expects to have more Schooling & Conferences expenses before the end of the year. Ms. Anderson replied that she expects there will be a little more used. She advised that next year there will be a new staff person who will likely require some schooling and training.

Mr. Wasson reminded the Committee that staff sharing has become a means to keep staff expenses down. With the Administrator's Office reducing its staffing level, departments are dependent upon each other, which may require some cross-training.

Motion by McIntyre/Rankin to recommend tentative approval of the County Auditor – (0001-0003) FY'2013 Recommended Budget as submitted.
Motion carried.

Mr. Wasson stated that the County Clerk contacted him yesterday to let him know that she would have a scheduling problem with elections training. He indicated that her budget will be reviewed next week. Mr. Wasson also noted that Mr. Newcom misread his agenda and is not in town. Mr. Newcom's budget will also be reviewed at the Finance Committee Special Meeting on October 10th.

Ms. O'Connor asked where the Regional Office of Education (ROE) budget is in the FY'2013 Recommended Budget. Mr. Wasson replied that the ROE budget is just expenditure under the County Board.

Mr. Rankin questioned how the Committee may address Department Heads not attending meetings.

Ms. O'Connor asked how the ROE Superintendent and the Assistant Superintendent are paid. Mr. Wasson replied that they are paid by the State of Illinois. He indicated that the County provides funding as required by statute. As part of the multi-county region, determined by population and statute, the County is required to fund at certain levels. Mr. Wasson advised that the County has an Intergovernmental Agreement with those three entities that specifies the amount that it pays on an annual basis.

Mr. Wasson advised that there is another ROE region that may be breaking up, and there are discussions with one of those counties to potentially combine with our ROE. If that were to happen, the County's portion of the expense would hopefully be reduced.

Ms. O'Connor asked what will happen to the Fairview Building if the ROE moves into the Health Department building. Mr. Wasson replied that the Property Committee will have to determine the future use of the Fairview Building. He indicated that the University of Illinois Extension has expressed interest in looking for other space and

Finance Committee
October 3, 2012
Page Nine

may consider the Fairview Building. Mr. Wasson noted that he is not sure he would recommend that due to the long-term cost of operating the Fairview Building. He added that the Fairview Building provides some storage area for the County. He stated that there have been discussions with departments about contracting with a third party entity to come in and do some file retention/destruction.

Chairman Owens presented the September 30, 2012 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee bills include a Prepaid Total of \$1,444,099.34 and a Fund Total that is the same.

Motion by McIntyre/Wollrab to recommend approval of the Finance Committee bills as of September 30, 2012 as recommended by the County Auditor as well as a transfer in the Health Department.
Motion carried.

Finance Committee
October 3, 2012
Page Ten

Chairman Owens presented the September 30, 2012 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Prepaid Total of \$178,385.20 and a Fund Total that is the same.

Motion by Butler/Wollrab to recommend approval of the Nursing Home bills as of September 30, 2012 as recommended by the County Auditor.
Motion carried.

Chairman Owens reminded the Committee that a second meeting has been scheduled for Wednesday, October 10th beginning at 2:00 p.m. to review the rest of the budgets.

There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 5:09 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

E:\Ann\Minutes\Finance\Fin_October.12