

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, November 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 Butler, O'Connor, Wollrab, McIntyre and Rankin (4:16 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. Bob Kahman, Supervisor of Assessments; Mr. Walt Howe, Health Department Administrator; Mr. Matt Riehle, Director, Nursing Home; Ms. Kathy Michael, County Clerk; Ms. Becky McNeil, County Treasurer; Ms. Michelle Anderson, County Auditor; Ms. Judy Brucker, Director, Court Services; Mr. Eric Schmitt, County Engineer; Mr. Jason Chambers, State's Attorney; Ms. Beth Kimmerling, Coroner; Ms. Meri Meier, Public Defender's Office; Mr. Ron Lewis, Assistant Public Defender

Others Present: None

Chairman Owens called the meeting to order at 4:05 p.m.

Chairman Owens presented the minutes of the October 3, 2012 and the September 18, 2012 Stand-Up Finance Committee Meetings for approval.

Motion by Wollrab/O'Connor to Approve the Minutes of the October 3, 2012 Meeting and the September 18, 2012 Stand-Up Meeting.
Motion carried.

Mr. Bob Kahman, Supervisor of Assessments, presented his Assessment Status Report. He noted that the Assessor's Office is in the middle of Board Review, which is going very well.

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

Chairman Owens presented the Third Quarter FY'2012 Risk Management Fund Report as submitted by Ms. Jennifer Ho, Risk Management. There were no questions on the report.

Mr. Walt Howe, Health Department Administrator, presented a request for approval of an Ordinance of the McLean County Board Amending the 2012 Combined Appropriation and Budget Ordinance for Fund 0107 (HIV Prevention Grant). He explained that the McLean County Health Department was recently awarded a \$75,000 grant for HIV Prevention Services through the Illinois Department of Public Health. Mr. Howe stated that he is putting forward an Amendment to use \$25,094 of that in Fiscal Year 2012 to expand clinic services from 4:30 to 6:00 p.m. and hire a peer outreach worker to work with HIV clients on partner notification, immediate referrals and medical testing for HIV clients.

Mr. Butler asked how many clients are served yearly. Mr. Howe replied during an HIV Program 790 people were tested. He noted that McLean County has the highest positivity rate in the state. Mr. Butler asked when a test is found positive what steps are taken to find the source. Mr. Howe replied that the Health Department works with the person to get all client contacts and partner contacts, and work with them to get treatment. The contacts and partner contacts are notified.

Motion by Wollrab/McIntyre to recommend Approval of an Ordinance of the McLean County Board Amending the 2012 Combined Appropriation and Budget Ordinance for Fund 0107 (HIV Prevention Grant).

Motion carried.

Mr. Matt Riehle, Director, Nursing Home, presented a request for approval of the proposed 2013 Private Pay Rate. He indicated that the proposed rate was incorporated into the revenue projections of the 2013 budget.

Mr. Riehle advised that the rate is determined by a mathematical computation. The total budget is divided by the anticipated number of resident days to arrive at an average cost per resident day. Mr. Riehle noted that this is then recommended to the McLean County Board for adoption as the new Private Pay rate.

The computation for FY'2013 is as follows:

➤ 2013 Budget	\$7,736,426
○ Less Proposed capital expenditures	- 191,702
○ Plus depreciation	<u>180,000</u>
▪ Projected Cost of Operation	\$7,724,724

- | | |
|------------------|--------------------------------|
| ➤ Average Census | 133 residents per day |
| ➤ Projected Days | 48,545 (133X365 days per year) |
| ➤ Cost per Day | \$159.00 (\$7,724,724/48,545) |

Mr. Riehle recommended that the Committee approve the rate of \$159 per day effective January 1, 2013, and forward that recommendation to the McLean County Board for approval.

Motion by McIntyre/O'Connor to recommend Approval of the Proposed 2013 Nursing Home Private Pay Rate.
Motion carried.

Mr. Riehle reviewed the Nursing Home Monthly Report.

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

Ms. Kathy Michael, County Clerk presented her Monthly Report. She noted that the election went very smoothly.

Chairman Owens expressed his appreciation with the ease he was able to follow the election on the County Clerk's website.

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

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

Ms. Becky McNeil, County Treasurer, presented a request for approval of a Resolution authorizing the Chairman of the McLean County Board to Execute a Deed of Conveyance on Parcel 13-34-378-010. She noted that a bid on parcel 13-34-378-010 has been received from Mr. David L. Rhodes in the amount of \$481.00. Mr. Rhodes is the owner of a parcel that is adjacent to this property.

Ms. McNeil advised that the Treasurer's Office held its Tax Sale last week. She noted that there were 583 parcels, which is an all-time low. Ms. McNeil added that it was an automated sale and the average bid was 1.04%. She indicated that there were 23 buyers who could have bid anywhere from 18% to 0%. Ms. McNeil stated that tax buyers only picked up 515 of those parcels and 68 of those parcels went to the Trustee. She noted that, due to the economy, the Trustee Program will see more activity as buyers are getting very picky about what they want to purchase.

Ms. McNeil reported that there has also been an increase in Sale in Errors this past year. She noted that Sales in Error is when a buyer realizes that there is a lien or bankruptcy on the property and then they request a Sale in Error. Ms. McNeil stated that this has been a very interesting year for the tax sale and for the Trustee Program.

Motion by O'Connor/Wollrab to Recommend Approval of a Resolution Authorizing the Chairman of the McLean County Board to Execute a Deed of Conveyance on Parcel 13-34-378-010.

Motion carried.

Ms. McNeil reviewed the Financial Reports for the period ending October 31, 2012, as distributed. The Summary of Tax Vouchers for Sales, Income, Local Use and Personal Property Replacement Tax are as follows:

October 2012 Vouchers:		<u>October 2011 Vouchers</u>	
Sales Tax	\$428,002.50	376,836.01	13.6%
Revenue Sales Tax	43,783.92	46,566.00	-6.0%
Local Use Tax	22,497.85	20,164.43	11.6%
Income Tax	161,331.64	157,818.80	2.2%
PPRT	<u>208,107.25</u>	<u>335,032.23</u>	<u>-37.9%</u>
Total	<u>\$863,723.16</u>	936,417.47	-7.8%

Monthly Comparison

October 2012 Vouchers	863,723.16	
October 2011 Vouchers	<u>936,417.47</u>	
Difference	(72,694.31)	-7.8%

YTD Comparison

YTD 2012 Vouchers	7,744,516.54	
YTD 2011 Vouchers	<u>7,394,528.69</u>	
Difference	349,987.85	4.7%

Budget Comparison

2012 Annual Budget:	\$8,930,000.00	
Budgeted Revenue thru 10/31/12:	\$7,505,416.67	
YTD Actual Vouchers	\$7,744,516.54	
Amount Over (Under) Budget:	\$239,099.87	3.2%

Ms. McNeil reviewed the Investment Report. She indicated that there continues to be very little activity. The total of all investment funds is \$43,821,367.44. Ms. McNeil noted that she continues to work with the banks to encourage them to continue to waive fees.

Ms. McNeil reported that the County has not received its July, August, September and October payments from the State of Illinois. Ms. McNeil advised that, across all funds, there is \$1.5 million due from the State. She added that this is not out of the ordinary for the State.

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

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

Ms. Hannah Eisner, Assistant County Administrator, reviewed the list of critical personnel position requests which have been received by the County Administrator's Office through, October 31, 2012. All positions listed below are budgeted and funded through the end of FY 2012.

Public Defender

- 1) Request to Fill a 2.0 FTE Public Defender positions.

The resignation of an Assistant Public Defender I and II has created 2.0 FTE vacancies in the Public Defender's Associate Division. The Assistant Public Defender II position will be filled by promoting an existing Assistant Public Defender I who was assigned to represent indigent clients charged with major traffic/DUI offenses. The other vacant position was also handling major traffic/DUI cases. This is a high volume courtroom that requires two attorneys to handle the caseload. Two attorneys are also necessary to handle cases in which there are co-defendants who have conflicting interests. The work cannot be redistributed to personnel assigned to other courtrooms given the high volume of cases in those areas.

State's Attorney's Office

- 1) Request to fill a 1.0 FTE Assistant State's Attorney position that has been vacated.

The State's Attorney's Office has previously had a 1.0 FTE criminal division reduction in the January, 2010 Budget and an additional 1.0 Assistant State's Attorney FTE position reduction in June 2010. This vacated position has taken on a portion of the redistributed workload of these two criminal division FTE reductions.

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

Ms. Eisner presented a request for approval of a Class D Raffle License for Central Catholic High School. She noted that this is an annual license request from Central Catholic to raffle off a house. The total value of the raffle is \$225,500.

Ms. Eisner reminded the Committee that Class D Raffle Licenses are the only licenses to which the Finance Committee must approve.

Motion by McIntyre/Rankin to recommend approval of
a Class D Raffle License for Central Catholic High
School.
Motion carried.

Mr. Wasson presented a request for approval of Position Reclassification and Salary Upgrades recommended as part of the Fiscal Year 2013 Recommended Budget.

Mr. Wasson advised that Elected Officials, departments and agencies submitted 8 reclassification requests covering 8 incumbent employees as part of the Fiscal Year 2013 budget process. He stated that, as we have done every year since the 2001 budget, the Position Appraisal Method (PAM) system developed by Public Administration Service, Inc. (PAS) was used to evaluate all requests.

Mr. Wasson stated that the Administrator's Office recommends Four (4) positions be upgraded and four (4) positions remain in their current classification. The costs for each of the recommended reclassifications are included in the County Administrator's Recommended Budget for FY'2013. Also attached in the Packet is a matrix listing all current County positions and their respective PAM scores. Mr. Wasson noted that a 14 page summary of the PAM system, including definitions of each of the seven factors and all of the degrees within each factor, is also available for your review.

Mr. Wasson noted that three of the four positions have been reviewed by their oversight committees and recommended for approval. The fourth position reclassification falls under the Finance Committee for recommendation, namely a position in the Treasurer's Office.

Mr. Wasson reviewed the four (4) recommended Reclassifications, as follows:

- An upgrade for an existing Accounting Specialist II position in the Treasurer's Office to the existing title of Senior Accounting Specialist. Since both titles currently exist, this recommendation affects only one incumbent. Significant additional emphasis on responses to Human Resource and financial responsibilities resulting from the elimination of an Administrative Office position requires a position which scores higher in the Knowledge/Ability, Problem Solving and Supervision/Responsibility factors in the PAM scoring system, resulting in an upgrade of one position from salary grade 7 to salary grade 9.
- An upgrade for an existing Highway Maintenance Coordinator I position in the Highway Department to the existing title of Highway Maintenance Coordinator II. Since both titles currently exist, this recommendation affects only one incumbent. Due to reductions in engineering staff, responsibilities of this position have become similar to those of the current Maintenance Coordinator II position, requiring a position which scores higher in the Authority and Supervision/Responsibility factors in the PAM scoring system, resulting in an upgrade of one position from salary grade 10 to salary grade 11.
- An upgrade for an existing Office Support Specialist I position in the Coroner's Office to the existing title of Office Support Specialist II. Since both titles currently exist, this recommendation affects only one incumbent. Significant additional emphasis on responses to Freedom of Information Requests and a proliferation of new rules and technologies requiring a position which scores higher in the Knowledge/Ability, Supervision/Responsibility, Scope and problem solving factors in the PAM scoring system, resulting in an upgrade of one position from salary grade 4 (OSS I) to salary grade 6 (OSS II).
- An upgrade for an existing Office Case Manager position in the Children's Advocacy Center to the existing title of Program Coordinator. Since both titles currently exist, this recommendation affects only one incumbent. This position performs significant supervisory responsibilities for the program requiring a position which scores higher in the Scope and Supervision/Responsibility factors in the PAM scoring system, resulting in an upgrade of one position from salary grade 8 to salary grade 10.

Mr. Wasson stated that a complete Proposed FY 2013 Position Classification and Pay Range listing is included in the packet for your information. He advised that the Administrator's Office requests that these position reclassifications be recommended for approval.

Motion by McIntyre/Rankin to recommend tentative approval of Position Reclassification and Salary Upgrades recommended as part of the Fiscal Year 2013 Recommended Budget.
Motion carried.

Ms. Eisner presented a request for approval of a Resolution to establish rates for Health and Life Insurance coverage for Fiscal Year 2013. She pointed out that the rates for Health Insurance will increase by 6.5% and the Life Insurance rates will remain the same. Ms. Eisner explained that since the County shifted from Health Alliance to Blue Cross/Blue Shield there is now a claims history, which resulted in Blue Cross setting the rates based on actual claims experience.

Ms. Wollrab expressed concern with the high cost of the County's health insurance. Mr. Wasson advised that, with the institution of the Health Care Reform Act and the changes that the County will experience in 2014, the County will perform a full analysis of its health insurance programs to evaluate whether a self-insured status is an option, and whether it is a method by which to address continuing increases in insurance rates.

Motion by Rankin/Wollrab to recommend tentative approval of a Resolution to Establish Rates for Health and Life Insurance Coverage for Fiscal Year 2013.
Motion carried.

Mr. Wasson presented a request for approval of the Fiscal Year 2013 Compensation Plan. He advised that the McLean County Board annually adopts a General Compensation Plan for Non-Union Employees and a schedule of Position Classifications and Pay Ranges for all non-union positions.

Mr. Wasson advised that the Compensation Plan recommendation includes an across-the-board salary increase of 1.5% for employees in 2013. He reminded the Committee that there is no merit increase available to employees under the Recommended Budget for 2013.

Motion by Rankin/Wollrab to recommend tentative approval of the Fiscal Year 2013 Compensation Plan and Associated Amendments to Chapter 10 of the McLean County Code.
Motion carried.

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

F.I.C.A. Social Security – 0130-0069 can be found on pages 336-338 of the FY'2013 Recommended Budget and pages 43-44 of the Summary in the Packet.

Highlights of the Recommended Budget:

REVENUE:

401.0001 General Property Tax: This revenue line item account has decreased from \$2,163,568 in the FY'2012 Adopted Budget to \$2,067,365 in the FY'2013 Recommended Budget. Pursuant to Chapter 40, Illinois Compiled Statutes (2006), Section 5/21-110, the County Board is authorized to levy a property tax sufficient to meet the cost of participating in the Social Security Program (FICA). This property tax levy may include the costs of participating in the Federal Medicare Program.

400.0000 Unappropriated Fund Balance: The audited financial statements as of December 31, 2011 show the Social Security Fund with a Fund Balance of \$501,509 which is a significant increase from the Fund Balance of \$351,631.00 as of December 31, 2010. Therefore, the FY'2013 Recommended Budget includes a \$50,000 appropriation from the fund balance.

EXPENDITURES:

Contractual:

599.0003 Social Security Contribution: Pursuant to Chapter 40, Illinois Compiled Statutes (2006), Section 5/21-110, the County Board is authorized to levy a property tax sufficient to meet the cost of participating in the Social Security Program (FICA). This property tax levy may include the costs of participating in the Federal Medicare Program.

The FICA employer rate in the FY'2012 Recommended Budget remains at 7.65%.

Other:

999.0001 Interfund Transfer: This line item account has increased from \$329,585 in the FY'2012 Adopted Budget to \$335,087 in the FY'2013 Recommended Budget. This expense represents the amount to be transferred to the Nursing Home to cover approximately 75% of the FICA expense at the Nursing Home and the transfer to the County Board's budget for 100% of the FICA expense at Metcom.

Chairman Owens recommended that the F.I.C.A. Social Security – 0130-0069 Fund and the IMRF Illinois Municipal Retirement Fund – 0131-0069 be considered for recommendation together.

I.M.R.F. Illinois Municipal Retirement Fund – 0131-0069 can be found on pages 339-341 of the FY'2013 Recommended Budget and pages 45-47 of the Summary.

Highlights of the Recommended Budget:

REVENUE:

401.0001 General Property Tax: This revenue line item account has increased from \$4,191,594.00 in the FY'2012 Adopted Budget to \$4,398,092 in the FY'2013 Recommended Budget. Pursuant to Chapter 40, Illinois Compiled Statutes (2006), Section 5/7-71, the County Board is authorized to levy a property tax sufficient to meet the cost of participating in the Illinois Municipal Retirement Fund pension program for County employees and for Sheriff's Department Law Enforcement personnel.

407.0010 Personal Property Replacement Tax: Pursuant to State law, the County is required to budget Personal Property Replacement Tax revenue in the IMRF Fund. In the FY'2013 Recommended Budget, the Personal Property Replacement Tax revenue is budgeted at \$100,000.00, the same approved in the FY'2012 Adopted Budget.

EXPENDITURES:

Contractual:

599.0001 County's IMRF Contribution: Pursuant to Chapter 40, Illinois Compiled Statutes (2006), Section 5/7-71, the County Board is authorized to levy a property tax sufficient to meet the cost of participating in the Illinois Municipal Retirement Fund pension program for County employees and for Sheriff's Department Law Enforcement personnel. The I.M.R.F. employer rate is 12.58 % in FY'2012. For FY'2013 , the rate is 13.70%.

The I.M.R.F. Sheriff's Department Law Enforcement Personnel (SLEP) employer rate is 25.91% in FY'2012. For the current fiscal year, the rate is 26.45%.

Other

999.0001 Interfund Transfer: This line item account has increased from \$549,848 in the FY'2012 Adopted Budget to \$588,269 in the FY'2013 Recommended Budget. This expense represents the amount to be transferred to the Nursing Home to cover approximately 75% of the I.M.R.F. expense at the Nursing Home and to transfer to the County Board's budget 100% of the I.M.R.F. expense for Metcom.

Motion by O'Connor/Wollrab to recommend tentative approval of the I.M.R.F. Illinois Municipal Retirement Fund – 0131-0069 FY'2013 Recommended Budget as submitted and to recommend tentative approval of the F.I.C.A. Social Security – 0130-0069 FY'2013 Recommended Budget as submitted.

Motion carried.

Chairman Owens asked Mr. Howe to come to the table to discuss potential amendments to the Health Department's Fiscal Year 2013 Recommended Budget. He indicated that this is an effort to close the \$350,000 gap necessary to keep the County's tax rate levy the same as last year. Chairman Owens acknowledged that there has been interest by County Board members to review the T.B. Fund as a potential means to reach that goal.

Chairman Owens advised that there are two separate motions under consideration. The first motion is in regards to Fund #0111, T.B. Care and Treatment in the Health Department 61. He indicated that he has had conversations with members of the Finance Committee as well as with Mr. Wasson and Mr. Howe regarding these potential adjustments. The first motion is for the following amendments to the T.B. Care and Treatment Fund 0111:

- Amend Line item 401.0001 Property Tax to \$92,136;
- Amend Line Item 400.0001 Unappropriated Fund Balance to \$180,000;
- Amend Line Item 410.0046 Clinic Fees to \$20,000.

Chairman Owens noted that in the proposed budget, the tax levy revenue was going to be \$292,000. He indicated that the request will reduce the revenue from \$292,000 to \$92,000.

Ms. O'Connor asked what would happen should there be an outbreak of T.B. in the County. Chairman Owens responded that if there is an outbreak of T.B. in the County, it would be necessary to request funds through an Emergency Appropriation Ordinance.

Chairman Owens cautioned that these amendments to the T.B. Care and Treatment Fund are one-time only adjustments for this year.

Mr. Rankin asked how many T.B. cases there are in the County and what might we expect in the future. Mr. Howe replied that the County has several cases, but fortunately the individuals who have T.B. also have insurance. He added that the T.B. Program is a preventative program and as long as we continue to screen and educate, we should be able to reduce the possibility of a substantial outbreak.

Ms. Wollrab asked for assurance that this reduction in the budget does not affect the preventative side of the program. Mr. Howe replied that the Board of Health will continue the preventative side of the program.

Chairman Owens asked what the status is on instituting a fee for the testing for T.B. Mr. Howe stated that an effort would be made to institute a fee for employer-required, non-statutorily mandated T.B. tests.

Mr. Butler asked for an explanation of the preventative program. Mr. Howe replied that the Health Department provides about 1,885 screenings in the community and each screening results in 2.2 visits to the Health Department, including giving the tests, reading the results and follow-up services. He indicated that the Health Department sees about one active case out of the Jail every month, as well as a couple active cases in the community. Mr. Howe advised that there are 17 latent T.B. cases right now.

Mr. Butler recommended that the Health Department Annual Report include the number of latent T.B. cases as well as active T.B. cases to show a more accurate picture of the number of cases in the County.

Mr. Butler asked what the savings will be towards the County's tax levy. Mr. Wasson replied that \$200,000 will be saved.

Chairman Owens advised that he believes that with this savings and the savings found in other Committee budgets the County should be close to reducing the budget by the \$350,000 that is necessary to keep the County's tax rate levy the same as last year. Mr. Wasson added that there will also be some Executive Committee action to be considered next week.

Motion by O'Connor/Rankin to recommend tentative Approval of the Health Department Fund #0111,T.B. Care and Treatment FY'2013 Recommended Budget as amended.

Motion carried.

Chairman Owens stated that the second motion is a "Motion to Amend the FY'2013 Recommended Budget for all property tax supported Funds of the Health Department #61," as follows:

- Decrease General Property Tax Line Item 401.0001 by a total of \$61,000 with the distribution to be determined by the staff;
- Decreasing Contract Services/RUM Line Item 706.0001 by a total of \$61,000.

Mr. Wasson explained that because the Regional Office of Education (ROE) has reduced the scope of their services, they no longer need a portion of the Fairview Building. He noted that ROE is the last remaining tenant currently in the Fairview Building. Mr. Wasson stated that it was most cost-effective to move them into unoccupied space in the 200 W. Front Street Building which has been unoccupied for several years. He indicated that this required the Health Department's willingness to work with the ROE on scheduling the third floor Conference and Education Room.

Mr. Wasson acknowledged the extensive work done by Mr. Howe in working with the ROE to fulfill the requirement of ROE in utilization of that room, which makes it effective for both entities to operate from the 200 W. Front Street Building. He stated that one of two things may be done with the Fairview Building, namely:

1. Shutter the Fairview Building initially and evaluate the future use of that building;
2. A possible future tenant has been identified.

Mr. Wasson advised that if a tenant is not found, the Property Committee will consider the future use of the Fairview Building.

Mr. Wasson indicated that the Health Department is currently evaluating, on a square footage basis, to determine the appropriate distribution across their funds. He stated that with this motion, the final Recommended Budget that goes to the County Board will appropriately affect these changes.

Mr. McIntyre asked if the new tenant moved into the Fairview Building will they utilize the majority of that space. Mr. Wasson replied that it is anticipated that they would use most of the space.

Motion by McIntyre/O'Connor to recommend tentative approval of the Health Department Fiscal Year 2013 Recommended Budget as amended.
Motion carried.

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Chairman Owens presented the October 31, 2012 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee bills include a Prepaid Total of \$974,640.80 and a Fund Total that is the same.

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

Chairman Owens presented the October 31, 2012 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Prepaid Total of \$318,583.51 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 October 31, 2012 as recommended by the County Auditor.
Motion carried.

Chairman Owens recognized Mr. Butler for his hard work and dedication as a member of the County Board and particularly for his work as Vice-Chairman of the Finance Committee.

There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 5:03 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

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