



FINANCE COMMITTEE AGENDA
Room 400, Government Center
Wednesday, March 6, 2013
4:30 p.m.

1. Roll Call
2. Approval of Minutes: February 6, 2013
January 15, 2013 Stand-up
3. Departmental Matters
 - A. Lee Newcom, County Recorder
 - 1) Items to be Presented for Information:
 - a) Monthly Reports 1-4
 - b) General Report
 - c) Other
 - B. Walt Howe, Health Department Administrator
 - 1) Items to be Presented for Action:
 - a) Request Approval of an Ordinance of the McLean County Board Amending the 2013 Combined Appropriation and Budget Ordinance for Fund 0107 – AIDS/Communicable Disease Control Fund 5-6
 - b) Request Approval of an Ordinance of the McLean County Board Amending the 2013 Combined Appropriation and Budget Ordinance for Fund 0106 – Family Case Management Fund 7-8
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other
 - C. Becky McNeil, County Treasurer
 - 1) Items to be Presented for Information:
 - a) Accept and place on file County Treasurer's Monthly Financial Reports as of February 28, 2013
 - b) General Report
 - c) Other

- D. Michelle Anderson, County Auditor
- 1) Items to be Presented for Action:
 - a) Request Approval of an Ordinance of the McLean County Board Amending the 2012 Combined Annual Budget and Appropriation Ordinance (Reappropriation of Outstanding Unliquidated Encumbrances at the close of 2012) 9
 - b) Request Approval of an Ordinance of the McLean County Board Amending the 2013 Combined Annual Budget and Appropriation Ordinance (Reappropriation of Outstanding Unliquidated Encumbrances at the close of 2012) 10
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other
- E. Matt Riehle, Director, Nursing Home
- 1) Items to be Presented for Information:
 - a) Monthly Report 11-13
 - b) General Report
 - c) Other
- F. Kathy Michael, County Clerk
- 1) Items to be Presented for Information:
 - a) Monthly Report, January 2013 14
 - b) General Report
 - c) Other
- G. Bill Wasson, County Administrator
- 1) Items to be Presented for Action:
 - a) Request Approval of Critical Personnel Hiring Requests 15-16
 - b) Request Approval of Emergency Appropriation Ordinances – FY'2012, Year End Adjustments
 - (1) General Fund 0001 - Bloomington Elections Commission/City Elections 0048/0053 17
 - (2) McLean County GIS Fees Fund 0167 – County Recorder/Legal Records Documentation 0006/0008 18
 - (3) McLean County Recorder Document Storage Fund 0137 – County Recorder/Legal Records Documentation 0006/0008 19
 - (4) McLean County Nursing Home Fund 0401 20-21
 - (5) General Fund 0001 – County Clerk 0005; Elections 0006 and Records 0007 22
 - c) **EXECUTIVE SESSION:** Collective Bargaining and Pending Litigation
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other

4. Recommend Payment of Bills and Transfers, if any, to County Board
5. Other Business and Communication
6. Adjournment

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H. LEE NEWCOM
COUNTY RECORDER

115 East Washington Street, Room M-104 • PO Box 2400 • Bloomington, Illinois 61702-2400
Phone (309) 888-5170 • Fax (309) 888-5927
Email: recorder@mcleancountyil.gov • Website: www.mcleancountyil.gov/recorder

MONTHLY REPORT
OF
OFFICIAL RECEIPTS

TO THE COUNTY BOARD OF MCLEAN COUNTY

I, H. Lee Newcom, Recorder, in and for the County of McLean and the State of Illinois, respectfully present the following report of all fees received for the Recorder's office, for and during the period of **January 2, 2013** through **January 31, 2013**

RECEIPTS:

Due IDOR-Rental Housing Program	\$	25,631.00
Copy Fees	\$	549.40
Recording Fees	\$	47,118.00
County Revenue Stamps	\$	41,033.00
Microfilm Sales	\$	-
Data Sales	\$	255.00
Recorder Receivable	\$	6,148.00
Rental Housing Support Program	\$	2,853.00
Document Storage	\$	9,048.00
GIS Document Storage	\$	3,016.00
Document Storage Receivable	\$	556.00
State Revenue Stamps	\$	82,195.00
State Revenue Stamps Receivable	\$	4,769.00
GIS Fund	\$	15,032.00
GIS Receivable	\$	680.00
Unclassified Revenue	\$	-
Total Receipts	\$	238,883.40

Deposited with County Treasurer - \$ 238,883.40

Balance on hand:

Cash	\$	50.00
Accounts Receivable	\$	12,340.50
Total	\$	12,390.50

#N/A January 1900

H. Lee Newcom
McLean County Recorder

FILED
MCLEAN COUNTY, ILLINOIS
FEB 06 2013

Kathy Michael
COUNTY CLERK



H. Lee Newcom
McLean County Recorder
115 E. Washington Street, Room M-104
Post Office Box 2400
Bloomington, IL 61702-2400
(309) 888-5170
(309) 888-5927 Fax

February 6, 2013

To: Honorable Members of the Finance Committee

From: Lee Newcom, McLean County Recorder

Please be advised for the month of January 2013 that revenue, state stamp inventory and receipts, and receivables reconcile with the general ledger.

A copy of January 2013 "Monthly Account Balances" and the report to the county clerk are attached.

Monthly Account Balance Report

Preliminary For 1/2013

McLean County, IL
115 E. Washington, Room M104
P.O. Box 2400
Bloomington, IL 61702-2400
(309) 888-5170

H. Lee Newcom
McLean County Recorder

Charge Payment Totals

Revenue Totals

Account Number	Account Description	Cash/Check (1)	Charge	Other Pay (2)	Sub Total	Cash/Check	Other Pay	Sub Total (3)	Drawer (1) + (2) + (3)
001002010700345	Due Idor-Rental Hsg Prog	\$22,058.00	\$1,261.00	\$3,573.00	\$26,892.00	\$1,261.00	\$0.00	\$1,261.00	\$26,892.00
001684100080340	Copy Fees	\$549.40	\$0.00	\$0.00	\$549.40	\$0.00	\$0.00	\$0.00	\$549.40
001684100290350	Recording Fees	\$41,096.00	\$2,388.00	\$6,022.00	\$49,506.00	\$2,303.00	\$0.00	\$2,303.00	\$49,421.00
001684100320360	County Revenue Stamps	\$41,032.50	\$2,449.50	\$0.00	\$43,482.00	\$2,449.50	\$0.00	\$2,449.50	\$43,482.00
001684101111111	Payment On Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001684101281001	Microfilm Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001684101321004	Data Sales	\$255.00	\$0.00	\$0.00	\$255.00	\$0.00	\$0.00	\$0.00	\$255.00
001684101950355	Rental Hsg Support Program	\$2,456.00	\$135.00	\$397.00	\$2,988.00	\$135.00	\$0.00	\$135.00	\$2,988.00
016841022222222	Balance Brought Forward	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
016841022222223	Balance Brought Forward/Crec	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
137684100892840	Document Storage	\$7,809.00	\$468.00	\$1,239.00	\$9,516.00	\$417.00	\$0.00	\$417.00	\$9,465.00
137684101811003	Gis Document Storage	\$2,603.00	\$156.00	\$413.00	\$3,172.00	\$139.00	\$0.00	\$139.00	\$3,155.00
1631001260019032	State Revenue Stamps	\$82,195.00	\$4,769.00	\$0.00	\$86,964.00	\$4,769.00	\$0.00	\$4,769.00	\$86,964.00
167684101811002	Gis Fund	\$13,015.00	\$714.00	\$2,017.00	\$15,746.00	\$680.00	\$0.00	\$680.00	\$15,712.00
999999999990999	Refund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Final Totals :		\$213,068.90	\$12,340.50	\$13,661.00	\$239,070.40	\$12,153.50	\$0.00	\$12,153.50	\$238,883.40

Revenue Totals

Charge Payment Totals

Account Number	Account Description	Cash/Check (1)	Charge	Other Pay (2)	Sub Total	Cash/Check	Other Pay	Sub Total (3)	Drawer (1) + (2) + (3)
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Counts/Totals For 1/2013

Cash Total :	\$1,351.92 +	Number of Cash Payments :	123
Check Total :	\$223,870.48 +	Number of Check Payments :	1,953
Other Pay Total :	\$13,661.00 +	Number of Change Payments :	0
Change Total :	\$0.00 -	Number of Charge Payments :	114
Subtotal :	\$238,883.40	Number of Other Payments :	388
Charge Total :	\$12,340.50 +	Number of Receipts :	2,427
Grand Total :	\$251,223.90	Number of Voids :	4

Charge Information	
Open Item Information	
Number of Payments on Account :	16
Total Paid on Account :	\$12,153.50

Other Payment Breakdown

Other Payment Method	Total Count	Total Paid
ERECORDING ACH	381	\$13,485.00
FEDERAL EFT	7	\$176.00
Total :	388	\$13,661.00

An Ordinance of the McLean County Board
Amending the 2013 Combined
Appropriation and Budget Ordinance for Fund 0107

WHEREAS, Chapter 55, Section 5/6-1003 of the Illinois Compiled Statutes (1992) allows the County Board to approve appropriations in excess of those authorized by the budget; and,

WHEREAS, the McLean County Health Department has requested an amendment to the McLean County Fiscal Year 2013 appropriation in Fund 0107 AIDS/Comm. Disease Control Fund, and the Board of Health and Finance Committee concur; and,

WHEREAS, the County Board concurs that it is necessary to approve such amendment, now, therefore,

BE IT ORDAINED AS FOLLOWS:

1. The Auditor is requested to increase revenue line 0107-0061-0062-0407-0047 IDPH HIV Prevention Grant Revenue by \$62,820 from \$0 to \$62,820.
2. That the County Auditor is requested to increase the appropriations of the following line item accounts in Fund 0107, Department 0061, Program 0062, AIDS/Comm. Disease Control Program as follows:

LINE	DESCRIPTION	PRESENT AMOUNT	INCREASE (DECREASE)	NEW AMOUNT
0503-0001	Full-Time Salary	\$ 58,804	\$ 13,545	\$ 72,349
0599-0001	County IMRF	\$ 13,105	\$ 2,023	\$ 15,128
0599-0002	Employee Medical/Life Ins	\$ 7,987	\$ 1,800	\$ 9,787
0599-0003	Social Security	\$ 7,377	\$ 1,138	\$ 8,515
0620-0001	Office Supplies	\$ 2,255	\$ 2,000	\$ 4,255
0622-0001	Medical & Nursing Supplies	\$ 206	\$ 17,154	\$ 17,360
0629-0001	Letterhead/Printed Forms	\$ 1,000	\$ 1,585	\$ 2,585
0706-0001	Contract Services	\$ 1,880	\$ 4,675	\$ 6,555
0718-0001	Schooling & Conferences	\$ 3,741	\$ 400	\$ 4,141
0757-0001	Non-Employee Medical Exp.	\$ 0	\$ 18,500	\$ 18,500
TOTALS:		\$ 96,355	\$ 62,820	\$ 159,175

3. That the County Clerk shall provide a copy of this ordinance to the County Administration, County Treasurer, County Auditor, and the Director of the Health Department.

Adopted by the County Board of McLean County this _____ day of _____, 2013

ATTEST:

APPROVED:

Kathy Michael, Clerk of the McLean County Board of
the County of McLean

Matt Sorensen, Chairman of the McLean
County Board

0107 Budget Amendment Narrative
IDPH HIV Prevention Grant

The Mclean County Health Department was awarded a \$75,000 grant for HIV Prevention Services through the Illinois Department of Public Health. The grant was received after the completion of the 2013 budget and covers the time period of October 1, 2012 through June 30, 2013. This budget amendment is for the remaining amount of the grant that will be used in 2013.

The goal of the project is to gear services and education to the needs of the Men Who Have Sex with Men (MSM) community. This group was chosen due to requests for expanded services by MSM clients and epidemiological data. In order to recruit participants in the program a peer outreach worker is used who focuses on social hubs, internet social networking sites, and other venues identified as social settings for the MSM in McLean County. In December, clinic hours were expanded on the 2nd and 4th Thursdays of the month to provide hours that are more convenient to the target population in order to gain access to more MSM in the community that are not accessing services currently provided. During the expanded clinics MCHD offers rapid HIV testing which ensures that clients receive their results. Partner services are also offered in the event of a positive test result as well as immediate referrals to a quality HIV care provider.

MCHD has been providing HIV prevention and testing services for over 20 years with the assistance of IDPH grant dollars. The staff that are participating in the project are established, have provided services under IDPH approved training and guidance, and have been in their roles for several years. With the aid of this grant they are able to effectively deliver further HIV prevention services and/or interventions to the community.

An Ordinance of the McLean County Board
Amending the 2013 Combined
Appropriation and Budget Ordinance for Fund 0106

WHEREAS, Chapter 55, Section 5/6-1003 of the Illinois Compiled Statutes (1992) allows the County Board to approve appropriations in excess of those authorized by the budget; and,

WHEREAS, the McLean County Health Department has requested an amendment to the McLean County Fiscal Year 2013 appropriation in Fund 0106 Family Case Management Fund, and the Board of Health and Finance Committee concur; and,

WHEREAS, the County Board concurs that it is necessary to approve such amendment, now, therefore,

BE IT ORDAINED AS FOLLOWS:

1. The Auditor is requested to increase revenue line 0106-0061-0062-0410-0035 Unclassified Revenue by \$11,904 from \$0 to \$11,904.
2. That the County Auditor is requested to increase the appropriations of the following line item accounts in Fund 0106, Department 0061, Program 0062, Family Case Management Program as follows:

LINE	DESCRIPTION	PRESENT AMOUNT	INCREASE (DECREASE)	NEW AMOUNT
0620-0001	Operating/Office Supplies	\$3,600	\$5,904	\$ 9,504
0706-0001	Contract Services	<u>\$4,500</u>	<u>\$6,000</u>	<u>\$10,500</u>
TOTALS:		\$8,100	\$11,904	\$20,004

3. That the County Clerk shall provide a copy of this ordinance to the County Administration, County Treasurer, County Auditor, and the Director of the Health Department.

Adopted by the County Board of McLean County this _____ day of _____, 2013

ATTEST:

APPROVED:

Kathy Michael, Clerk of the McLean County Board of
the County of McLean

Matt Sorensen, Chairman of the McLean
County Board

U:/administration/budget/0106 Amendment Women to Women Grant

0106 Budget Amendment Narrative
Women to Women Grant

The McLean County Health Department was recently awarded an \$11,904 grant from the Illinois Prairie Community Foundation Women to Women Fund to fund a program called "Advocating for Smiles." The time period of the program will be 3/1/2013 through 12/31/13.

Preterm birth rates and low birth weight babies are the leading perinatal problems in the United States and recently released data shows that McLean County has the fourth highest number of Medicaid preterm birth rates in the State of Illinois. While preterm birth outcomes are impacted by a variety of issues, research has indicated that there is an association between oral health, which can be significantly impacted during pregnancy, and preterm/low birth weight outcomes. The "Advocating for Smiles" program hopes to improve the statistics by providing 1,200 pregnant women with oral health care resources, offering the participants an opportunity to participate in an oral health education session, and providing 30 high risk pregnant women with oral health exams. There is minimal county specific data available regarding the impact of oral health care on preterm births. The "Advocating Smiles" program seeks to establish a baseline for oral health care needs of Medicaid pregnant women enrolled in WIC/FCM. In order to establish a baseline, 300 pregnant participants from the WIC and FCM programs will be surveyed about their current oral health status and needs.

Health Department staff will work with ISU's School of Social Work to develop an oral health education session that will be offered on a regular basis to WIC/FCM participants. Education will be provided about the correlation of poor oral health and preterm, low birth weight babies and each session participant will be given tips for good oral healthcare and a dental kit that will include toothpaste, toothbrush, floss, mouthwash, and xylitol gum. Thirty high-risk pregnant women will be provided with a dental cleaning and exam by a local dentist. The women's birth outcomes will be tracked to determine if dental services during pregnancy have an impact, the data will be shared with the McLean County Oral Health Task Force.

The \$11,904 will be used to purchase supplies for the dental kits and to provide the 30 high-risk pregnant women with a dental cleaning and exam and existing Health Department staff will be used to implement the program.

**An Ordinance
Of the McLean County Board
Amending the 2012 Combined
Annual Budget and Appropriation Ordinance**

WHEREAS, it has become necessary to reappropriate the unliquidated encumbrances of the prior Fiscal Year 2012 budget, and

WHEREAS, appropriations in the amount of **\$6,750,236.04** for the Fiscal Year 2012 would be reduced; and

WHEREAS, the Executive Committee has deemed it necessary and advisable to reappropriate the unliquidated encumbrances outstanding at the close of the 2012 Fiscal Year, now therefore,

BE IT ORDAINED, by the County Board of McLean County, Illinois, that the Fiscal Year 2012 budget is amended by reappropriation of the outstanding purchase orders at the close of the 2012 Fiscal Year as follows:

COUNTY GENERAL FUND/0001

PARKS & RECREATION

2012-00000023	Hanson Professional Services	\$	(38,139.00)
TOTAL PARKS & RECREATION		\$	(38,139.00)
TOTAL COUNTY GENERAL FUND		<u>\$</u>	<u>(38,139.00)</u>

HEALTH DEPARTMENT/FUND 0112

2011-00000050	Prairie Signs		(2,000.00)
2011-00000051	McLean Co. Information Technology		(30,000.00)
2011-00000052	HLP, Inc.		(5,000.00)
2011-00000054	Dennison Corporation		(3,114.00)
2011-00000055	CDW Government, Inc.		(6,500.00)
TOTAL HEALTH DEPARTMENT/FUND 0112		<u>\$</u>	<u>(46,614.00)</u>

HIGHWAY DEPARTMENT/FUND 0120

2012-00000022	Clark Dietz, Inc.		(6,658,309.00)
TOTAL HIGHWAY DEPARTMENT/FUND 0120		<u>\$</u>	<u>(6,658,309.00)</u>

CIRCUIT CLERK - COURT DOCUMENT STORAGE/FUND 0142

2012-00000015	Byers Printing Company	\$	(7,176.00)
TOTAL COURT DOC STORAGE/FUND 0142		\$	(7,176.00)

GRAND TOTAL COMBINED FUNDS

		<u>\$</u>	<u>(6,750,238.00)</u>
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Adopted by the McLean County Board of McLean County, Illinois this 19th day of March 2013.

MATT SORENSEN
CHAIRMAN, MCLEAN COUNTY BOARD

ATTEST: _____
KATHY MICHAEL
COUNTY CLERK, MCLEAN COUNTY

**An Ordinance
Of the McLean County Board
Amending the 2013 Combined
Annual Budget and Appropriation Ordinance**

WHEREAS, it has become necessary to reappropriate the unliquidated encumbrances of the prior Fiscal Year 2012 budget, and

WHEREAS, appropriations in the amount of **\$6,750,236.04** for the Fiscal Year 2013 would be added; and

WHEREAS, the Executive Committee has deemed it necessary and advisable to reappropriate the unliquidated encumbrances outstanding at the close of the 2012 Fiscal Year, now therefore,

BE IT ORDAINED, by the County Board of McLean County, Illinois, that the Fiscal Year 2013 budget is amended by reappropriation of the outstanding purchase orders at the close of the 2012 Fiscal Year as follows:

COUNTY GENERAL FUND/0001

PARKS & RECREATION

2012-00000023	Hanson Professional Services	\$	38,139.00
TOTAL PARKS & RECREATION		\$	38,139.00
TOTAL COUNTY GENERAL FUND		<u>\$</u>	<u>38,139.00</u>

HEALTH DEPARTMENT/FUND 0112

2011-00000050	Prairie Signs		2,000.00
2011-00000051	McLean Co. Information Technology		30,000.00
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2011-00000054	Dennison Corporation		3,114.00
2011-00000055	CDW Government, Inc.		6,500.00
TOTAL HEALTH DEPARTMENT/FUND 0112		<u>\$</u>	<u>46,614.00</u>

HIGHWAY DEPARTMENT/FUND 0120

2012-00000022	Clark Dietz, Inc.		6,658,309.00
TOTAL HIGHWAY DEPARTMENT/FUND 0120		<u>\$</u>	<u>6,658,309.00</u>

CIRCUIT CLERK - COURT DOCUMENT STORAGE/FUND 0142

2012-00000015	Byers Printing Company	\$	7,176.00
TOTAL COURT DOC STORAGE/FUND 0142		\$	7,176.00

GRAND TOTAL COMBINED FUNDS

		<u>\$</u>	<u>6,750,238.00</u>
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Adopted by the McLean County Board of McLean County, Illinois this 19th day of March 2013.

MATT SORENSEN
CHAIRMAN, MCLEAN COUNTY BOARD

ATTEST: _____
KATHY MICHAEL
COUNTY CLERK, MCLEAN COUNTY

McLEAN COUNTY NURSING HOME

ACCRUED EXPENDITURE

Pr Date: February 21, 2013

	2013 BUDGET	2013 MONTHLY ALLOC	JAN,2013 ACCRUED EXPENSE	YTD ALLOC	ADJUSTED YTD EXPENSE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET SPENT	PROJECTED EXPENSE 12/31/13
SALARIES	3,832,371	325,134	361,329	325,134	361,329	3,471,042	36,195	9.43%	4,254,361
IMRF	525,035	44,592	49,502	44,592	49,502	475,533	4,910	9.43%	582,847
MED/LIFE	690,407	58,637	58,637	58,637	58,637	631,770	0	8.49%	690,407
SOC/SEC	290,910	24,707	27,642	24,707	27,642	263,268	2,934	9.50%	325,459
VAC LIAB	30,000	2,548	2,548	2,548	2,548	27,452	0	8.49%	30,000
SELLBACK	0	0	0	0	0	0	0	0.00%	#DIV/0!
PERSONNEL	5,368,723	455,619	499,658	455,619	499,658	4,869,065	44,039	9.31%	5,883,074
COMMODITIES	853,491	72,488	82,337	72,488	82,337	771,154	9,849	9.65%	969,452
CONTRACTUAL	1,552,510	130,931	138,815	131,857	135,315	1,417,195	3,458	8.72%	1,593,224
CAPITAL	191,702	16,282	13,439	16,282	13,439	178,263	(2,843)	7.01%	158,232
GRAND TOTAL	7,966,426	675,320	734,249	676,246	730,749	7,235,677	54,503	9.17%	8,603,983

McLEAN COUNTY NURSING HOME

ACCRUED REVENUE

Pr Date: February 21, 2013

	2013 BUDGET	2013 MONTHLY ALLOC	JAN,2013 ACCRUED REVENUE	YTD ALLOC	ADJUSTED YTD REVENUE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET	PROJECTED REVENUE 12/31/13
MEDICARE REVENUE	808,110	68,634	82,585	68,634	82,585	725,525	13,951	10.22%	972,369
IDPA REVENUE	4,073,400	345,960	369,058	345,960	369,058	3,704,342	23,098	9.06%	4,345,359
ENERGY GRANT REIMB	0	0	0	0	0	0	0	#DIV/0!	0
JDC LAUNDRY	5,000	425	0	425	0	5,000	(425)	0.00%	0
JDC FOOD	22,000	1,868	0	1,868	0	22,000	(1,868)	0.00%	0
MEALS	1,634	139	27	139	27	1,607	(112)	1.65%	318
PVT PAY REVENUE	1,973,190	167,586	174,957	167,586	174,957	1,798,233	7,371	8.87%	2,059,972
UNCLASS	10,650	905	0	905	0	10,650	(904)	0.00%	5
INTEREST EARNED	41,733	3,544	1,065	3,544	1,065	40,668	(2,479)	2.55%	12,545
SALE OF ASSETS	0	0	0	0	0	0	0	#DIV/0!	0
TRANSFER IN	800,709	68,005	73,744	68,005	73,744	726,965	5,739	9.21%	868,280
TELEPHONE REIMB	0	0	908	0	908	(908)	908	#DIV/0!	10,691
TOTAL ACC REVENUE	7,736,426	657,066	702,344	657,066	702,344	7,034,082	45,278	9.08%	8,269,538
TOTAL ACC REVENUE	7,736,426	657,066	702,344	657,066	702,344	7,034,082	45,278	9.08%	8,269,538
LESS ACCRUED EXPENS	(7,966,426)	(675,320)	(734,249)	(676,246)	(730,749)	(7,235,677)	(54,503)	9.17%	(8,603,983)
ACC REV - (ACC EXP)	(230,000)	(18,254)	(31,905)	(19,179)	(28,405)	(201,595)	(9,225)		(334,445)
PLUS CAP EXP	0	16,282	13,439	16,282	13,439	178,263	(2,843)		158,232
ACC BALANCE	(230,000)	(1,972)	(18,466)	(2,898)	(14,966)	(23,332)	(12,068)		(176,213)

McLEAN COUNTY NURSING HOME
 JANUARY 31 DAYS
 2013
 DAILY CENSUS

DAY OF MONTH 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 TOT AVG JANUARY

CERT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOT	AVG		
MEDICARE	4	5	6	6	6	6	6	6	7	9	8	8	7	9	9	9	10	8	8	8	8	9	9	8	7	8	8	8	7	7	7	7	231		
HUMANA-OSF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PA SKILL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PP INT	7	7	6	6	6	7	7	7	6	6	5	5	6	6	4	4	4	5	5	5	5	4	4	4	4	4	4	4	4	4	4	4	4	161	
PP SKILL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PP INT	2	2	2	3	3	3	3	3	2	1	1	1	1	1	1	1	1	2	2	2	2	1	1	1	1	1	1	1	1	1	1	1	1	50	
SUB TOTAL	13	14	14	15	15	16	16	16	16	16	14	14	14	14	14	14	15	15	15	15	15	15	14	13	12	13	13	13	13	12	12	12	442		

NON-CERT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOT	AVG			
PA SKILL	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31	
PA INT	84	83	83	83	83	83	80	80	80	81	79	79	78	76	76	80	80	80	80	79	79	80	80	80	81	81	81	80	80	80	80	80	80	2491		
PP SKILL	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31		
PP INT	39	39	39	40	40	40	40	40	40	40	40	40	39	39	41	41	41	41	41	41	41	41	40	40	40	41	41	41	41	41	41	41	1249			
SUB TOTAL	125	124	124	125	125	122	122	122	122	123	121	121	119	117	117	123	123	123	122	122	122	123	122	122	123	124	123	123	123	123	123	123	3802			
HOSPICE PP	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	9			
HOSPICE PA	1	1	2	1	1	1	2	2	2	2	3	3	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	2	2	2	2	2	68		
SUB TOTAL	2	2	3	2	2	2	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	2	2	2	2	77			
MEDICARE	4	5	6	6	6	6	6	6	7	9	8	8	7	9	9	9	10	8	8	8	8	9	9	8	7	8	8	8	7	7	7	7	231	7.5		
HOSPICE PP	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	9			
HOSPICE PA	1	1	2	1	1	1	2	2	2	2	3	3	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	2	2	2	2	2	68		
HUMANA/OSF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PA SKILL	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31			
PA INT	91	90	89	89	89	90	87	87	87	87	84	84	84	82	82	84	84	85	85	84	84	85	84	84	85	85	85	84	84	84	84	84	2652	86.7		
PP SKILL	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31			
PP INT	41	41	41	43	43	43	43	43	42	41	41	41	40	40	40	42	42	42	43	43	43	42	41	41	41	41	42	42	42	42	42	42	1299	43.2		
TOT IN HOUSE	140	140	141	142	142	143	141	141	141	141	138	136	136	136	138	140	141	141	141	140	140	140	138	137	137	139	138	137	137	137	137	4321	139.4			
PP BIH-PD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PP BIH-NON PD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PA BED HOLD	0	1	2	2	2	1	3	3	3	2	2	3	3	3	3	2	2	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	40	1.61	

McLEAN COUNTY NURSING HOME

CENSUS Report - 2013

MONTH	AVG MEDICARE	AVG HUM/OSF	AVG PVT PAY	AVG IDPA	AVG IN HOUSE	AVG BED HOLD	AVG CENSUS	AVG VACANT
JANUARY	7.45	0.00	43.19	88.74	139.39	1.61	141.00	9.00
FEBRUARY								
MARCH								
APRIL								
MAY								
JUNE								
JULY								
AUGUST								
SEPTEMBER								
OCTOBER								
NOVEMBER								
DECEMBER								

YTD AVERAGE 7.45 0.00 43.19 88.74 139.39 1.61 141.00 9.00
 % OF CAPACITY 4.97% 0.00% 28.80% 59.16% 92.92% 1.08% 94.00% 6.00%

**McLean County Clerk
2013 Monthly Activity Report
(For Period Ending January 31, 2013)**

Example	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2012	2013 YTD	2013 Percent of Budget
	Number Processed														
	Dollar Amount Generated														
Assumed Names \$6.00	25 \$150.00												18 \$108.00	25 \$150.00	10.00%
Birth Record Requests \$13.00/\$7.00	592 \$6,802.00												566 \$6,370.00	592 \$6,802.00	8.45%
Civil Union License Applications \$31.00	1 \$31.00												5 \$155.00	1 \$31.00	3.10%
Civil Union Record Requests \$13.00/\$7.00	2 \$26.00												7 \$79.00	2 \$26.00	2.60%
Death Record Requests \$11.00/\$5.00	68 \$628.00												48 \$408.00	68 \$628.00	11.63%
Liquor Licenses Amount Varies	0 \$0.00												0 \$0.00	0 \$0.00	0.00%
Marriage License Applications \$31.00	54 \$674.00												28 \$868.00	54 \$674.00	2.93%
Marriage Record Requests \$13.00/\$7.00	173 \$1,913.00												149 \$1,655.00	173 \$1,913.00	7.97%
Notary Public Commissions \$10.00/\$7.00	30 \$219.00												44 \$335.00	30 \$219.00	7.30%
Take Notices \$16.11	5,670 \$352.00												470 \$7,342.98	5,670 \$352.00	3.35%
Tax Redemption Fees \$75.00	69 \$5,175.00												99 \$7,415.00	69 \$5,175.00	7.78%
Taxes Redeemed	\$228,078.52												\$263,966.97	\$228,078.52	N/A
Voter Registrations/ Address Changes/ Cancellations	776												752	776	N/A



OFFICE OF THE ADMINISTRATOR

(309) 888-5110 FAX (309) 888-5111

115 E. Washington, Room 401 P.O. Box 2400 Bloomington, Illinois 61702-2400

TO: Honorable Chairman Benjamin Owens and Members, Finance Committee

FROM: Hannah Eisner, Assistant County Administrator

DATE: February 28, 2013,

RE: 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 February 28, 2013. All positions listed below are budgeted and funded through the end of FY 2013.

Circuit Clerk

1) Request to fill 1 FTE Office Support Specialist I position that has been vacated.

The resignation of 1.0 FTE Office Support Specialist I has created a vacancy in the Small Claim's Division of the Circuit Clerk's office. The vacated position is primarily responsible for initiating all new AR, SC and LM cases; including forcible detainers, detinues and replevins; assessing costs for each new case, applying and receipting bond postings and releases; entering initial appearance dates in EJS; issuing summons; filing and other duties as assigned. Given the reductions in staff necessitated by budget cuts in prior years, the work of this position cannot be redistributed to remaining staff.

Health Department

1) Request to fill 1.0 FTE Office Support Specialist 1 positions in the WIC program.

The termination of 1.0 FTE Office Support Specialist 1 has created a vacancy in the WIC program in the Health Department. The WIC program serves McLean county's most vulnerable low income population: infants, children up to the age of five and pregnant women. The program also assists the Family Case Management program by enrolling clients, performing case management referrals, assisting the immunization program with appointments and supporting the dental program through client check in and out procedures. The program funding for WIC is dependent on caseload

achievement. This division must maintain four OSSI staff positions to sustain program growth and client load. 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.

Circuit Court

1) Request to fill 1.0 FTE Circuit Court Secretary

The retirement of 1 FTE Circuit Court Secretary has created a vacancy in the Circuit Court. There are currently 10 FTE court secretaries serving 13 judges. Circuit Court secretaries are responsible for data entry in the case management system, coordinating scheduling for judges, preparing orders and other legal memoranda, coordinating jury calendars with other justice system offices and providing information to the public and attorneys via phone, email and in person. Circuit Court secretaries are also tasked with assisting with the oversight of the judicial libraries, department budget, scheduling marriages and other administrative tasks.

Nursing Home

1) The following positions were vacated and refilled pursuant to the patient care exemption: 2 FTE Certified Nursing Assistants and 1 FTE Building Maintenance Worker.

An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2012
Combined Annual Appropriation and Budget Ordinance

WHEREAS, the McLean County Board, on November 15, 2011, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities and expenditures to be incurred by and against the County of McLean for the 2012 Fiscal Year beginning January 1, 2012 and ending December 31, 2012; and.

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the McLean County General Fund 0001 and the Bloomington Election Commission/City Elections 0048/0053 and,

WHEREAS, the Finance Committee at its regular meeting on March 6, 2013, approved and recommended to the County Board an Emergency Appropriation Ordinance; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Auditor is directed to add (subtract) to the appropriation budget of the General Fund 0001, Bloomington Election Commission 0048, City Elections 0053 the following appropriation:

	<u>ADOPTED</u>	<u>ADD (SUBTRACT)</u>	<u>AMENDED</u>
Full-time Salaries			
0001-0048-0053 0503.0001	\$ 91,518	\$ 2,700	\$ 94,218

2. That the County Clerk shall provide a Certified Copy of this Ordinance to the County Administrator, County Auditor, and County Treasurer.

ADOPTED by the McLean County Board the 19th day of March 2013.

ATTEST:

APPROVED:

Kathy Michael, Clerk of the County Board
McLean County, Illinois

Matt Sorensen, Chairman
McLean County Board

An EMERGENCY APPROPRIATION Ordinance
 Amending the McLean County Fiscal Year 2012
 Combined Annual Appropriation and Budget Ordinance

WHEREAS, the McLean County Board, on November 15, 2011, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities and expenditures to be incurred by and against the County of McLean for the 2012 Fiscal Year beginning January 1, 2012 and ending December 31, 2012; and.

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the McLean County GIS Fees Fund 0167 and the County Recorder/Legal Records Documentation 0006/0008 and,

WHEREAS, the Finance Committee at its regular meeting on March 6, 2013, approved and recommended to the County Board an Emergency Appropriation Ordinance; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Auditor is directed to add (subtract) to the appropriation budget of the GIS Fees Fund 0167, County Recorder 0006, Legal Records Documentation 0008, the following appropriation:

	<u>ADOPTED</u>	<u>ADD (SUBTRACT)</u>	<u>AMENDED</u>
GIS Documentation Fees 0167-0006-0008 0410.0181	\$ 162,000	\$ 4,730	\$ 166,730
GIS Fees 0167-0006-0008 0990.0181	\$ 162,000	\$ 3,608	\$ 165,608

2. That the County Clerk shall provide a Certified Copy of this Ordinance to the County Administrator, County Auditor, County Treasurer, and County Recorder.

ADOPTED by the McLean County Board the 19th day of March 2013.

ATTEST:

APPROVED:

Kathy Michael, Clerk of the County Board
 McLean County, Illinois

Matt Sorensen, Chairman
 McLean County Board

An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2013
Combined Annual Appropriation and Budget Ordinance

WHEREAS, the McLean County Board, on November 20, 2012, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities and expenditures to be incurred by and against the County of McLean for the 2013 Fiscal Year beginning January 1, 2013 and ending December 31, 2013; and.

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the McLean County Recorder Document Storage Fund 0137 and the County Recorder/Legal Records Documentation 0006/0008, which are separate dedicated funds to this department which are retained from year to year and,

WHEREAS, a records retention project billing from the end of 2012 will be expensed in 2013, with no budget impact to the general fund of the County and,

WHEREAS, the Finance Committee at its regular meeting on March 6, 2013, approved and recommended to the County Board an Emergency Appropriation Ordinance; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Auditor is directed to add (subtract) to the appropriation budget of the Document Storage Fee Fund 0137, County Recorder 0006, Legal Records Documentation 0008, the following appropriation:

	<u>ADOPTED</u>	<u>ADD (SUBTRACT)</u>	<u>AMENDED</u>
Non-Contractual Services 0137-0006-0008 0773.0001	\$ 14,700	\$ 144,919	\$ 159,619

2. That the County Clerk shall provide a Certified Copy of this Ordinance to the County Administrator, County Auditor, County Treasurer, and County Recorder.

ADOPTED by the McLean County Board the 19th day of March 2013.

ATTEST:

APPROVED:

Kathy Michael, Clerk of the County Board
McLean County, Illinois

Matt Sorensen, Chairman
McLean County Board

An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2012
Combined Annual Appropriation and Budget Ordinance

WHEREAS, the McLean County Board, on November 15, 2011, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities and expenditures to be incurred by and against the County of McLean for the 2012 Fiscal Year beginning January 1, 2012 and ending December 31, 2012; and.

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the McLean County Nursing Home Fund 0401, and,

WHEREAS, the State Legislature mid-year passed an increase of \$6.07 bed tax per occupied bed, per day, not including Medicaid beds, and,

WHEREAS, the 2012 adopted budget was based on a census of 129 residents, and average census was 140 for 2012, and,

WHEREAS, the Finance Committee at its regular meeting on March 6, 2013, approved and recommended to the County Board an Emergency Appropriation Ordinance; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Auditor is directed to add (subtract) to the appropriation budget of the Nursing Home 0401, Nursing Home 0090 the following appropriation:

	<u>ADOPTED</u>	<u>ADD (SUBTRACT)</u>	<u>AMENDED</u>
IL Public Aid Int./Skilled (Revenue) 0401-0090-0087 0407.0040	\$ 3,728,804	\$ 1,073,625	\$ 4,802,429
Energy Efficiency Block Grant - Federal (Revenue) 0401-0090-0087 0404.0051	\$ 0	\$ 25,132	\$ 25,132
Food 0401-0090-0083 0607.0001	\$ 354,780	\$ 75,671	\$430,451
Cleaning Supplies 0401-0090-0083 0624.0001	\$ 15,311	\$ 3,037	\$18,348
Garbage Disposal Service 0401-0090-0085 0709.0001	\$ 15,773	\$ 4,900	\$20,673
Non-major Equipment 0401-0090-0086 0621.0001	\$ 4,340	\$ 17,725	\$22,065
Bldg/Grounds/Equip Supply 0401-0090-0086 0625.0001	\$ 55,069	\$ 19,000	\$74,069
Maint. Bldgs/Grounds/Equip 0401-0090-0086 0744.0001	\$ 7,900	\$ 6,600	\$14,500
Water Service 0401-0090-0086 0795.0004	\$ 51,600	\$ 5,800	\$57,400
Property Insurance 0401-0090-0087 0719.0004	\$ 7,000	\$ 5,355	\$ 12,355
Workmen's Compensation Insurance 0401-0090-0087 0719.0009	\$ 110,000	\$ 23,015	\$ 133,015
Unemployment Insurance 0401-0090-0087 0719.0010	\$ 3,000	\$ 9,800	\$ 12,800

Loss on Disposal of Asset 0401-0090-0087 0782.0004	\$ 0	\$ 29,900	\$ 29,900
Medicare Reimb. - OVERPAID 0401-0090-0087 0759.0005	\$ 0	\$ 18,700	\$ 18,700
Non-contractual Services 0401-0090-0087 0773.0001	\$ 3,575	\$ 334,650	\$ 338,225
Depreciation 0401-0090-0087 0981.0001	\$ 0	\$ 206,615	\$ 206,615

2. That the County Clerk shall provide a Certified Copy of this Ordinance to the County Administrator, County Auditor, County Treasurer, and Nursing Home Administrator.

ADOPTED by the McLean County Board the 19th day of March 2013.

ATTEST:

APPROVED:

Kathy Michael, Clerk of the County Board
McLean County, Illinois

Matt Sorensen, Chairman
McLean County Board

An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2012
Combined Annual Appropriation and Budget Ordinance

WHEREAS, the McLean County Board, on November 15, 2011, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities and expenditures to be incurred by and against the County of McLean for the 2012 Fiscal Year beginning January 1, 2012 and ending December 31, 2012; and.

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the McLean County General Fund 0001 and the County Clerk 0005, Elections 0006 & Records 0007 and,

WHEREAS, the Finance Committee at its regular meeting on March 6, 2013, approved and recommended to the County Board an Emergency Appropriation Ordinance; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Auditor is directed to add (subtract) to the appropriation budget of the General Fund 0001, County Clerk 0005, Elections 0006 & Records 0007 the following appropriation:

	<u>ADOPTED</u>	<u>ADD (SUBTRACT)</u>	<u>AMENDED</u>
Help America Vote FedGovt (Revenue) 0001-0005-0006 0404.0200	\$ 0	\$ 34,468	\$34,468
Reimb./Special Services (Revenue) 0001-0005-0006 0407.0011	\$ 0	\$ 18,678	\$18,678
Interest on Investments (Revenue) 0001-0005-0007 0415.0001	\$ 5,000	\$ (4,453)	\$547
Overtime 0001-0005-0006 0526.0001	\$ 5,795	\$ 12,470	\$ 18,265

2. That the County Clerk shall provide a Certified Copy of this Ordinance to the County Administrator, County Auditor, County Treasurer, and County Clerk.

ADOPTED by the McLean County Board the 19th day of March 2013.

ATTEST:

APPROVED:

Kathy Michael, Clerk of the County Board
McLean County, Illinois

Matt Sorensen, Chairman
McLean County Board