



McLean County
FINANCE COMMITTEE AGENDA
Room 400, Government Center
Wednesday, April 3, 2013
4:30 p.m.

1. Roll Call
2. Approval of Minutes: March 6, 2013
 February 19, 2013 Stand-up
3. Appearance by Members of the Public and County Employees
4. *EXECUTIVE SESSION*: Pending Litigation
5. Departmental Matters
 - A. Craig Nelson, Director, Information Technologies
 - 1) Items to be Presented for Action:
 - a) Request Approval for Authorization of a Credit Card
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other
 - B. 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 March 31, 2013
 - b) Employee Benefit Fund Quarterly Report
 - c) CDAP Revolving Loan Fund Quarterly Report
 - d) General Report
 - e) Other
 - C. Michelle Anderson, County Auditor
 - 1) Items to be Presented for Action:
 - a) Request Approval of a Commerce Bank Corporate Resolution
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other

1

2

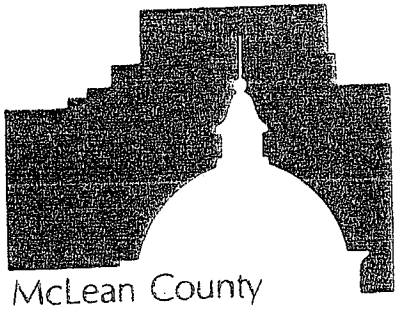
- D. Matt Riehle, Director, Nursing Home
 - 1) Items to be Presented for Information:
 - a) Monthly Report 3-5
 - b) General Report
 - c) Other

- E. Kathy Michael, County Clerk
 - 1) Items to be Presented for Information:
 - a) Monthly Report, February 2013 6
 - b) General Report
 - c) Other

- F. Lee Newcom, County Recorder
 - 1) Items to be Presented for Information:
 - a) Monthly Reports 7-10
 - 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 11-12
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other

- 6. Recommend Payment of Bills and Transfers, if any, to County Board
- 7. Other Business and Communication
- 8. Adjournment



McLean County

INFORMATION SERVICES

(309) 888-5100 FAX (309) 888-5124

115 E. Washington, Room 202 P.O. Box 2400

Bloomington, Illinois 61702-2400

Memo

To: The Honorable McLean County Finance Committee and the Honorable McLean County Board

From: Craig Nelson, Director of Information Services

Date: March 28, 2013

Re: Authorization for Credit Card

Information Technologies respectfully request approval to obtain a county credit card for use by the Assistant Director of Technologies.

The former Assistant Director also held one, and we found it was extremely useful in expediting purchases, some of which for our department can only be made online and by the use of a credit card.

The card, as is the one held by the Director, will be used for purchase of on-line commodities, software and products, to handle emergency situations that arise and for approved travel expenses.

This request is made with the support of the County Auditor who also recommended we seek approval from the Finance committee.

I'll be happy to provide any additional information or to address any questions or concerns you might have regarding this request.

Thank you.

Commerce Bank

Corporate Resolution To Obtain Credit Card Account

The undersigned, Kathy Michael the County Clerk of McLean County, a government entity, does hereby certify that the following resolutions were duly and regularly passed and adopted by the County Board, at a meeting duly called, on the 16th day of April, 2013, and such resolutions are still in full force and effect and have not been amended or revoked.

“RESOLVED, that any one of the following:

William R. Wasson
Michelle L. Anderson


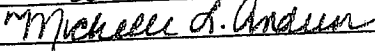
be and each hereby is authorized directed and empowered to establish credit card accounts “(Accounts)” with the Commerce Bank of Omaha, N.A. (“Commerce”) and to execute all documents to effectuate this purpose which he/she may deem necessary and proper, including without limitation any application and agreement to open the Accounts.”

“FURTHER RESOLVED, that any one of the foregoing named officers of this Corporation may from time to time request Commerce to issue bank cards to any person in connection with any of the Accounts.”

“FURTHER RESOLVED, Commerce is authorized to act upon these resolutions until written notice of revocation is delivered to Commerce, and that the authority hereby granted shall apply with equal force and effect to the successors in office of the officers named herein.”

The undersigned further certifies that the specimen signatures appearing below are the signature of the officers authorized to sign for this corporation by authority of these resolutions.

SPECIMEN SIGNATURES:

NAME (typed)	TITLE (typed)	Signature
William R. Wasson	County Administrator	
Michelle L. Anderson	County Auditor	

IN WITNESS WHEREOF, I have hereunto set my hand as _____ McLean County Clerk _____
and affixed the seal of McLean County this _____ day of _____, 20____

(SEAL)

County Clerk: _____

McLEAN COUNTY NURSING HOME

ACCRUED EXPENDITURE

Prt Date: March 21, 2013

	2013 BUDGET	2013 MONTHLY ALLOC	FEB, 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	293,670	313,241	618,804	671,220	3,161,151	52,416	17.51%	4,152,463
IMRF	525,035	40,277	42,914	84,869	91,957	433,078	7,088	17.51%	568,887
MED/LIFE	690,407	52,963	52,963	111,600	111,600	578,807	0	16.16%	690,407
SOC/SEC	290,910	22,316	23,963	47,024	51,348	239,562	4,325	17.65%	317,663
VAC LIAB	30,000	2,301	2,301	4,849	4,849	25,151	0	16.16%	30,000
SELLBACK	0	0	0	0	0	0	0	0.00%	#DIV/0!
PERSONNEL	5,368,723	411,527	435,382	867,146	930,975	4,437,748	63,829	17.34%	5,759,421
COMMODITIES	853,491	65,473	66,110	137,962	148,447	705,044	10,485	17.39%	918,359
CONTRACTUAL	1,552,510	118,260	132,537	250,954	271,352	1,281,158	20,398	17.48%	1,678,702
CAPITAL	191,702	14,706	18,202	30,987	31,640	160,062	653	16.50%	195,742
GRAND TOTAL	7,966,426	609,966	652,230	1,287,048	1,382,414	6,584,012	95,366	17.35%	8,552,223

McLEAN COUNTY NURSING HOME

ACCRUED REVENUE

Prt Date: March 21, 2013

	2013 BUDGET	2013 MONTHLY ALLOC	FEB, 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	61,992	45,046	130,626	127,631	680,479	(2,995)	15.79%	789,580
IDPA REVENUE	4,073,400	312,480	328,704	658,440	697,761	3,375,639	39,321	17.13%	4,316,660
ENERGY GRANT REIMB	0	0	0	0	0	0	0	#DIV/0!	0
JDC LAUNDRY	5,000	384	523	808	523	4,477	(285)	10.46%	3,235
JDC FOOD	22,000	1,688	2,742	3,556	2,742	19,258	(814)	12.46%	16,963
MEALS	1,634	125	646	264	673	961	409	41.19%	4,163
PVT PAY REVENUE	1,973,190	151,368	219,457	318,954	394,413	1,578,777	75,459	19.99%	2,440,015
UNCLASS	10,650	817	616	1,722	617	10,033	(1,105)	5.79%	3,815
INTEREST EARNED	41,733	3,201	1,077	6,746	2,142	39,591	(4,604)	5.13%	13,251
SALE OF ASSETS	0	0	0	0	0	0	0	#DIV/0!	0
TRANSFER IN	800,709	61,424	64,507	129,430	137,715	662,994	8,285	17.20%	851,963
TELEPHONE REIMB	0	0	885	0	1,793	(1,793)	1,793	#DIV/0!	11,092
TOTAL ACC REVENUE	7,736,426	593,479	664,202	1,250,546	1,366,009	6,370,417	115,464	17.66%	8,450,737
TOTAL ACC REVENUE	7,736,426	593,479	664,202	1,250,546	1,366,009	6,370,417	115,464	17.66%	8,450,737
LESS ACCRUED EXPENS	(7,966,426)	(609,966)	(652,230)	(1,287,048)	(1,382,414)	(6,584,012)	(95,366)	17.35%	(8,552,223)
ACC REV - (ACC EXP)	(230,000)	(16,487)	11,971	(36,503)	(16,405)	(213,596)	20,098		(101,486)
PLUS CAP EXP	0	14,706	18,202	30,987	31,640	160,062	653		195,742
ACC BALANCE	(230,000)	(1,781)	30,173	(5,515)	15,236	(53,534)	20,751		94,256

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	43.65	88.29	139.39	1.61	141.00	9.00
FEBRUARY	3.96	0.00	45.64	92.36	141.96	1.14	143.11	6.89
MARCH								
APRIL								
MAY								
JUNE								
JULY								
AUGUST								
SEPTEMBER								
OCTOBER								
NOVEMBER								
DECEMBER								

YTD AVERAGE 5.71 0.00 44.64 90.32 140.68 1.38 142.05 7.95
 % OF CAPACITY 3.81% 0.00% 29.76% 60.22% 93.78% 0.92% 94.70% 5.30%

McLean County Clerk
2013 Monthly Activity Report
(For Period Ending February 28, 2013)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2012	2013 YTD	2013 Percent of Budget	
Example	Number Processed	Dollar Amount Generated														
Assumed Names	25	24												46	25	
\$6.00	\$150.00	\$144.00											\$276.00	\$150.00		10.00%
Birth Record Requests	592	479											1,133	592		
\$13.00/\$7.00	\$6,802.00	\$5,573.00											\$13,010.00	\$6,802.00		8.45%
Civil Union License Applications	1	1											9	1		
\$31.00	\$31.00	\$31.00											\$279.00	\$31.00		3.10%
Civil Union Record Requests	7	3											10	7		
\$13.00/\$7.00	\$79.00	\$33.00											\$112.00	\$79.00		7.90%
Death Record Requests	48	56											115	48		
\$11.00/\$5.00	\$408.00	\$496.00											\$1,031.00	\$408.00		7.56%
Liquor Licenses	0	0											0	0		
Amount Varies	\$0.00	\$0.00											\$0.00	\$0.00		0.00%
Marriage License Applications	28	48											84	28		
\$31.00	\$868.00	\$1,488.00											\$2,604.00	\$868.00		3.77%
Marriage Record Requests	149	140											309	149		
\$13.00/\$7.00	\$1,655.00	\$1,610.00											\$3,459.00	\$1,655.00		6.90%
Notary Public Commissions	44	33											111	44		
\$10.00/\$7.00	\$335.00	\$237.00											\$843.00	\$335.00		11.17%
Take Notices	470	25											490	470		
\$16.11	\$7,342.98	\$402.75											\$7,657.98	\$7,342.98		69.93%
Tax Redemption Fees	99	60											169	99		
\$75.00	\$7,415.00	\$4,500.00											\$12,665.00	\$7,415.00		11.15%
Taxes Redeemed	\$263,966.97	\$166,083.74											\$446,012.67	\$263,966.97		N/A
Voter Registrations/ Address Changes/ Cancellations	752	440											1,958	752		N/A



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

March 14, 2013

To: Honorable Members of the Finance Committee

From: Lee Newcom, McLean County Recorder

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

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



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 **February 1, 2013** through **February 28, 2013**

RECEIPTS:

Due IDOR-Rental Housing Program	\$	20,659.00
Copy Fees	\$	501.75
Recording Fees	\$	38,264.00
County Revenue Stamps	\$	17,300.00
Microfilm Sales	\$	-
Data Sales	\$	605.00
Recorder Receivable	\$	3,357.00
Rental Housing Support Program	\$	2,300.00
Document Storage	\$	7,287.00
GIS Document Storage	\$	2,429.00
Document Storage Receivable	\$	432.00
State Revenue Stamps	\$	34,600.00
State Revenue Stamps Receivable	\$	1,876.00
GIS Fund	\$	12,112.00
GIS Receivable	\$	456.00
Unclassified Revenue	\$	-
Total Receipts	\$	142,178.75

Deposited with County Treasurer \$ 142,178.75

Balance on hand:

Cash	\$	-
Accounts Receivable	\$	6,104.00
Total	\$	6,104.00

#N/A January 1900

H. Lee Newcom
 McLean County Recorder

FILED
 McLEAN COUNTY, ILLINOIS
 MAR 14 2013

Kathy Michael
 COUNTY CLERK

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)
001002010700345	Due Idor-Rental Hsg Prog	\$17,194.00	\$734.00	\$3,465.00	\$21,393.00	\$734.00	\$0.00	\$734.00	\$21,393.00
001684100080340	Copy Fees	\$501.75	\$0.00	\$0.00	\$501.75	\$0.00	\$0.00	\$0.00	\$501.75
001684100290350	Recording Fees	\$32,531.00	\$1,612.00	\$5,733.00	\$39,876.00	\$1,608.00	\$0.00	\$1,608.00	\$39,872.00
001684100320360	County Revenue Stamps	\$17,300.00	\$938.00	\$0.00	\$18,238.00	\$938.00	\$0.00	\$938.00	\$18,238.00
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	\$605.00	\$0.00	\$0.00	\$605.00	\$0.00	\$0.00	\$0.00	\$605.00
001684101950355	Rental Hsg Support Program	\$1,915.00	\$77.00	\$385.00	\$2,377.00	\$77.00	\$0.00	\$77.00	\$2,377.00
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	\$6,084.00	\$306.00	\$1,203.00	\$7,593.00	\$324.00	\$0.00	\$324.00	\$7,611.00
137684101811003	Gis Document Storage	\$2,028.00	\$102.00	\$401.00	\$2,531.00	\$108.00	\$0.00	\$108.00	\$2,537.00
165001260019032	State Revenue Stamps	\$34,600.00	\$1,876.00	\$0.00	\$36,476.00	\$1,876.00	\$0.00	\$1,876.00	\$36,476.00
167684101811002	Gis Fund	\$10,140.00	\$459.00	\$1,972.00	\$12,571.00	\$456.00	\$0.00	\$456.00	\$12,568.00
9999999999990999	Refund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Final Totals :		\$122,898.75	\$6,104.00	\$13,159.00	\$142,161.75	\$6,121.00	\$0.00	\$6,121.00	\$142,178.75

Monthly Account Balance Report

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

Preliminary For 2/2013

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 2/2013

Cash Total:	\$1,283.05	+	Number of Cash Payments:	98
Check Total:	\$127,736.70	+	Number of Check Payments:	1,522
Other Pay Total:	\$13,159.00	+	Number of Change Payments:	0
Change Total:	\$0.00	-	Number of Charge Payments:	78
Subtotal:	\$142,178.75		Number of Other Payments:	378
Charge Total:	\$6,104.00	+	Number of Receipts:	1,953
Grand Total:	\$148,282.75		Number of Voids:	4

Charge Information

Open Item Information	
Number of Payments on Account:	16
Total Paid on Account:	\$6,121.00

Other Payment Breakdown

Other Payment Method	Total Count	Total Paid
FEDERAL EFT	4	\$121.00
ERECORDING ACH	372	\$13,038.00
Total:	376	\$13,159.00



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

Circuit Clerk

- 1) Request to fill 1.0 FTE Accounting Specialist II position.

The termination of 1.0 FTE Accounting Specialist II has created a vacancy in the Circuit Clerk's Accounting Division. The vacated position oversees Restitution – in brief, prepares daily deposits for adult and juvenile restitution accounts; creates new restitution accounts in EJS; maintains records of monies paid by defendants and monies paid and owed to victims; distributes monies weekly to victims and refunds to defendants as needed; generates reports necessary for daily balancing and auditing purposes; prepares letters; re-issues checks; completes the Child Support bank reconciliation; other accounting tasks. With the reduction of staff in recent years, the work for this position cannot be redistributed to remaining staff.

Sheriff

- 1) Request to fill 1.0 FTE Correctional Officer

The resignation of a corrections officer has created a vacancy in the Sheriff's office. The Sheriff's budget includes funds for 48 FTE correctional officers. There are currently 48 correctional officers on staff and the resignation would reduce that number to 47. The jail must have 48 correctional officers to maintain minimum staffing for all shifts. This position must be filled to maintain jail security.

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.

Nursing Home

- 1) The following positions were vacated and refilled pursuant to the patient care exemption: 2.0 FTE Certified Nursing Assistant, 2.0 FTE Domestic Services Assistant I and 1.0 FTE Building Maintenance Worker.