

Minutes of a Special Meeting of the Finance Committee

The Finance Committee of the McLean County Board met on Tuesday, February 19, 2013, at 8:30 a.m. in Room 404 of the Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Chairman Owens, Members O'Connor (8:45 a.m.), Soeldner, Erickson, and Wollrab

Members Absent: Member Rankin

Other Members Present: Members Sorensen, McIntyre, Schafer, Caisley

Staff Present: Mr. Bill Wasson, County Administrator; Ms. Hannah Eisner, Assistant County Administrator and Ms. Judith A. LaCasse, Recording Secretary, County Administrator's Office

Department Heads/
Elected Officials

Present: None

Others Present: None

Chairman Owens called the meeting to order at 8:32 a.m.

Chairman Owens presented a request for approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance, General Fund- County Administrator's Office.

Motion by Soeldner/Wollrab to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance, General Fund – County Administrator's Office.

Mr. Bill Wasson, County Administrator, advised that the County Administrator's Office has been working on developing plans to address the change in oversight of the Recording Program that will take place 2013-2014. He indicated that part of the key element is to maintain organizational knowledge of the functions within the Recorder's Office. Mr. Wasson stated that the Administrator's Office identified steps to retain the Chief Deputy Recorder and have that person be available to work with the County Administrator's Office over the next year and through 2014 during the change in oversight. He noted that the Administrator's Office determined that it was appropriate to move forward with plans that have been developed.

Mr. Wasson stated that the proposal, from a budgetary standpoint and departmental oversight standpoint, would move Ms. Amy Brooke, current Chief Deputy Recorder, to the County Administrator's Office. He indicated that Ms. Brooke will continue to work on a day to day basis in the Recorder's Office. With the agreement of the Recorder's Office, she will also be in communication with the Administrator's Office to assist in the future change in oversight of the Recorder's Office.

Mr. Wasson advised that this plan would also provide flexibility in the Recorder's Office staffing over the next year. He indicated that the remainder of Mr. Newcom's staffing lines has been moved to Temporary Employment. The remaining staffing funds have been moved for both this position and the OSS II position that will be vacated in the next couple of weeks. Those funds were moved to Contractual Employment, which gives Mr. Newcom more flexibility. Mr. Wasson stated that the Administrator's Office referred Mr. Newcom to a temporary employment agency and Mr. Newcom has been working with that agency over the last few weeks and will continue to utilize them.

Mr. Wasson indicated that this addresses the flexibility that Mr. Newcom needs on a day to day operational basis and provides the Administrator's Office with open communication between the Recorder's Office and the Administrator's Office.

Ms. Schafer asked if Ms. Brooke is amenable to this plan. Mr. Wasson replied that Ms. Brooke feels that it is a good situation. He noted that the arrangement provides her with the opportunity to get some additional experience and broadens her knowledge and experience. Mr. Wasson indicated that Ms. Brooke has very good qualifications, including a Master's Degree in Psychology. The Administrator's Office believes that Ms. Brooke is well suited to accomplish tasks that are required in the Administrator's Office, which provides her with several different options moving forward in 2014.

Ms. Schafer asked if Ms. Brooke's move to the Administrator's Office is permanent. Mr. Wasson replied that the arrangement will provide flexibility in personnel and knowledge that we can utilize in the organization through 2014 and beyond.

Ms. Wollrab asked if Mr. Newcom is agreeable to the plan. Mr. Wasson replied that Mr. Newcom has acknowledged that this is a good strategy to maintain Ms. Brooke in the organization and provides him with some flexibility relative to contractual personnel.

Ms. Eisner reminded the Committee that Mr. Newcom had commented to the Committee that one of his top two employees had obtained employment elsewhere and the Administrator's Office is aware that Ms. Brooke has been looking for another position. She noted that this is an opportunity to keep Ms. Brooke with her vast knowledge of the Recorder's Office.

Mr. Soeldner asked if there is a seasonal period for the Recorder's Office when the workload is higher. Mr. Wasson replied that there are some seasonal ebbs and flows. He indicated that there has been an increase in workload over the last six months due to increased recordings. He noted that staffing had previously been decreased due to the decrease in recordings over the last 18 months.

Mr. Wasson advised that with Ms. Brooke reporting to the Administrator's Office and working in the Recorder's Office there will be a good communication system.

Ms. Eisner reported that there is an employee in Building and Zoning who previously worked in the Recorder's Office. This employee was able to go into the Recorder's Office and assist when the volume was very high. Ms. Eisner pointed out that the County is fortunate to have someone who has some cross-training within the organization.

Ms. Schafer asked how this will affect the communication with the County Clerk's Office. Mr. Wasson replied that the arrangement provides an opportunity for the employees to talk with the Administrator's staff, Ms. Brooke, and for the Administrator's Staff to talk with Ms. Michael. Mr. Wasson stated that he reached out to Ms. Michael on Friday to let her know that this proposal would be considered at the County Board meeting.

Chairman Owens asked if there were any further questions or comments. Hearing none, he called for a vote on the motion.

Motion carried.

Chairman Owens presented a request for approval of a Resolution Amending the Funded Full-time Equivalent Positions Resolution for 2013 – County Administrator's Office.

Motion by Wollrab/Soeldner to Recommend Approval of a Resolution Amending the Funded Full-time Equivalent Positions Resolution for 2013 – County Administrator's Office.

Motion carried.

Minutes of a Special Meeting of the Finance Committee
February 19, 2013
Page Four

There being nothing further to come before the Committee at this time, Chairman Owens adjourned the meeting at 8:46 a.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

E:\Ann\Minutes\Finance\Fin_February.SU.13