

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, April 3, 2013 at 4:30 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Owens, Members Wollrab, Rankin, Soeldner, O'Connor and Erickson

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; Mr. Pablo Eves, First Assistant State's Attorney, Civil Division

Department Heads/
Elected Officials
Present:

Mr. Craig Nelson, Director, Information Technologies; Ms. Becky McNeil, County Treasurer; Ms. Michelle Anderson, County Auditor; Mr. Matt Riehle, Director, Nursing Home; Mr. Don Everhart, Circuit Clerk

Others Present: Mr. Scott Koepfel, Assistant Director, Information Technologies; Ms. Carrie Haas, Attorney, Costigan and Wollrab Law Firm

Chairman Owens called the meeting to order at 4:30 p.m.

Chairman Owens presented the minutes of the March 6, 2013 Finance Committee Meeting and the February 19, 2013 Stand-up Meeting for approval.

Motion by Wollrab/Rankin to Approve the Minutes of the March 6, 2013 and the February 19, 2013 Stand-up Finance Committee meetings.
Motion carried.

Chairman Owens called for a motion to go into *Executive Session*, with the Committee Members; Administration Staff; and legal counsel to discuss Pending Litigation.

Motion by Soeldner/Rankin to Recommend the Finance Committee go into *Executive Session* at 4:31 p.m. to discuss Pending Litigation with the Committee Members, Administration Staff, and legal counsel.
Motion carried.

Motion by O'Connor/Wollrab to recommend the Finance Committee return to *Open Session* at 4:47 p.m.
Motion carried.

Mr. Craig Nelson, Director, Information Technologies, presented a request for authorization of a credit card for Mr. Scott Koepfel, Assistant Director, Information Technologies. He introduced Mr. Koepfel to the Committee, noting that Mr. Koepfel was previously the Director of IT in Livingston County. Mr. Nelson indicated that the request for the credit card has the approval of the County Auditor.

Motion by Wollrab/Rankin to Recommend Authorization of a Credit Card.
Motion carried.

Mr. Wasson advised that Mr. Nelson has been working on purchasing tablets for the County Board members. He stated that if a Board member would like to have a tablet that is to be used for County business only for distribution of electronic packets, please let the Administrator's Office know. He advised that Mr. Hoselton and Mr. Soeldner have asked for tablets. Mr. Wasson indicated that instructions and information will be provided in the next few days.

Ms. O'Connor asked if a program will be available to make notes on the tablets. Mr. Koepfel replied that the Adobe Reader application is free through the application store and the Google Play store for the Android. It has the ability to do mark-ups, highlight, type, etc. Mr. Koepfel stated that the IT Department will be happy to assist any of the Board members as they make the transition to a tablet.

Ms. Becky McNeil, County Treasurer, presented the Financial Reports for the period ending March 31, 2013.

Ms. McNeil reviewed the Treasurer's Investment Report, noting that there is very little activity right now. She reported that the total of all funds is \$36,848,596.94.

Ms. McNeil reviewed the Summary of Tax Vouchers for Sales, Income, Local Use and Personal Property Replacement Tax through March 31, 2013. She noted that March has been a good month with \$850,180.55 received as compared to \$774,384.78 last year at this time. Ms. McNeil stated that the Year-to-Date vouchers were \$2,462,941.24 compared to \$2.2 million a year ago, so we are up \$246,000 so far this year. She indicated that the County is running 3.1% above budget. Ms. McNeil noted that she included first quarter comparisons from 2007-2013. She pointed out that there was a big dip in 2008 and 2009, and it has taken us through 2010, 2011 and 2012 to get back up to where we were.

Ms. McNeil reviewed the Revolving Loan Fund Quarterly Report as of March 31, 2013. She stated that there are five loans. One loan is in default and in a bankruptcy situation. Ms. McNeil indicated that there is currently \$614,200.37 in the fund available to loan.

Ms. McNeil reviewed the Employee Benefit Fund 0512 as of March 31, 2013 Statement of Revenue, Expenditure and Fund Balance. The beginning balance as of the end of 2012 was \$1,510,242.53. The first quarter fund has revenue of \$1,547,862.41 and expenses of \$1,878,864.65. Ms. McNeil indicated that the ending fund balance is \$1,179,240.29. She pointed out that the report reflects an excess in expenses, which is a timing issue with quarterly insurance payments.

Ms. McNeil reviewed the 2012 Revenue Deferred to 2013 Report. She reminded the committee that if a fund has a receivable due from the prior year as of March 31st that revenue cannot be recognized in the prior year, but deferred to the current year. She noted that as of March 31st, the various funds had a total receivable of \$1,235,172.10, which is down compared to the 2011-2012 deferred funds of \$1,320,229.31. Last year, \$821,634.50 was deferred in the General Fund and this year only \$540,550.93 is being deferred. Ms. McNeil stated that the one fund that is up significantly is the Highway Fund due from the state that should be received in April. She advised that as of March 31, 2013, there was \$1.2 million in receivables. Of that amount, the State of Illinois owed the County \$1.1 million, and \$70,000 was due from some townships for a total of \$1,235,172.10. Ms. McNeil added that the State of Illinois is consistently running about \$1.1 million and 90 days behind.

Motion by Rankin/O'Connor to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending March 31, 2013, as submitted.
Motion carried.

Ms. McNeil reported that the County Clerk's Office completed Extension last week, which is the first time that she knows of that it has been completed prior to April 1st. She complimented the County Clerk's Office, the Assessor's Office, and Township Assessors.

Ms. McNeil indicated that, this week, the Treasurer's Office has been billing, balancing and going through their process to get the tax bills out earlier than it has ever been sent before. She noted that the due dates are the first week of June and the first week of September.

Mr. Wasson reminded the committee that it is very important to the local units of government within McLean County that the County work diligently to make sure this occurs promptly. He praised the Treasurer's Office, the County Clerk's Office, the Supervisor of Assessment's Office, Township Assessors, Information Technologies and all of the departments involved, and personally thanked them for all of the hard work they did this year.

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

Ms. Michelle Anderson, County Auditor, presented a request for approval of a Commerce Bank Corporate Resolution. She explained that this resolution is to amend the Credit Card Agreement back to Mr. Wasson and herself.

Motion by Rankin/Wollrab to Recommend Approval of a
Commerce Bank Corporate Resolution.
Motion carried.

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

Mr. Matt Riehle, Director, Nursing Home, reviewed the Nursing Home Monthly Report. He stated that the census is good and will be even higher next month. Mr. Riehle added that there is a waiting list.

Mr. Riehle advised that the State of Illinois receivables continue to be slow. He indicated that the State of Illinois is looking at the potential of transitioning into managed care organizations. Mr. Riehle stated that he does not know what this will entail with payment reimbursement, and how it will be effective. Two possible managed care organizations are Molina Healthcare and Health Alliance. Mr. Riehle added that this effort has been pushed back to January of next year and may be pushed back even further.

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

Chairman Owens reviewed the County Clerk's February 2013 Monthly Report as submitted by Ms. Kathy Michael, County Clerk. There were no questions on the report.

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. Hannah Eisner, Assistant County Administrator, reviewed the 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.

Health Department

1) Request to fill 1 FTE Desktop Publishing Specialist position that has been vacated.

The resignation of a desktop publishing specialist has created a vacancy in the Health Department. The duties of this full time position include the design of all materials produced and sent from the health department. The position works closely with the Communications Specialist in the design of fliers, brochures, display boards, ads, posters as well as the annual report. The person needs to have a strong knowledge of the Adobe Creative Suite, print production and also be tech-savvy to help Health Department staff with basic computers needs. There are no other people on staff in the Health Department who have the special set of skills required for the position and the position must be filled to insure that information about Health Department programs is disseminated to the public.

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.

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

Mr. Wasson referred to a recent obituary in the *Pantagraph* for Ms. Emily Hare Dennis who passed away at 99 at the McLean County Nursing Home. In the obituary the family thanked the staff at McLean County Nursing Home for the years of loving care she received. Mr. Wasson noted that special recognition was given to Administrator Matt Riehle and Nursing Director Peggy Bliss.

Chairman Owens presented the March 31, 2013 Finance Committee bills for review and approval as transmitted by the County. The Finance Committee bills include a Prepaid Total of \$582,065.04 and a Fund Total that is the same.

Motion by Rankin/Wollrab to recommend approval of the Finance Committee bills as of March 31, 2013 as recommended by the County Auditor.
Motion carried.

Chairman Owens presented the March 31, 2013 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Prepaid Total of \$228,897.46 and a Fund Total that is the same.

Motion by Wollrab/Soeldner to recommend approval of the Nursing Home bills as of March 31, 2013 as recommended by the County Auditor.
Motion carried.

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There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 5:06 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

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