



McLean County

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

1. Roll Call
2. Approval of Minutes: August 7, 2013
3. Appearance by Members of the Public and County Employees
4. Departmental Matters:
  - A. Becky McNeil, County Treasurer
    - 1) Items to be Presented for Action:
      - a) Request Approval of a Resolution Authorizing the Chairman of the McLean County Board to Execute a Deed of Reconveyance on PIN 12-07-251-008 1-2
      - b) Request Approval of a Resolution Authorizing the Chairman of the McLean County Board to Execute a Deed of Reconveyance on PIN 22-28-102-005 3-4
    - 2) Items to be Presented for Information:
      - a) Accept and place on file County Treasurer's Monthly Financial Reports as of August 31, 2013
      - b) General Report
      - c) Other
  - B. Lee Newcom, County Recorder
    - 1) Items to be Presented for Information:
      - a) Monthly Reports 5-8
      - b) General Report
      - c) Other
  - C. Michelle Anderson, County Auditor
    - 1) Items to be Presented for Information:
      - a) Personnel Audit Summary Report 9-11
      - b) General Report
      - c) Other

- D. Kathy Michael, County Clerk
  - 1) Items to be Presented for Information:
    - a) Monthly Report, August 2013 12
    - b) General Report
    - c) Other
  
- E. Matt Riehle, Director, Nursing Home
  - 1) Items to be Presented for Information:
    - a) Monthly Report 13-15
    - b) General Report
    - c) Other
  
- F. Bill Wasson, County Administrator
  - 1) Items to be Presented for Action:
    - a) Request Approval of Critical Personnel Hiring Requests 16
    - b) **EXECUTIVE SESSION:** Collective Bargaining
  - 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
  - A. Schedule Budget Meeting
  
- 8. Adjournment



**REBECCA C. McNEIL**  
**McLEAN COUNTY TREASURER**

(309) 888-5180 Fax (309) 888-5176

www.mcleancountyil.gov

Government Center

115 E. Washington Room M-101 P.O. Box 2400 Bloomington, Illinois 61702-2400

Date: August 23, 2013

To: Chairman Owens & Members of the Finance Committee

From: Rebecca McNeil *RW*  
McLean County Treasurer & Tax Collector

RE: Deed of Reconveyance For PIN 12-07-251-008

On May 18, 1999, the McLean County Board entered into a service agreement with Joseph Meyer and Associates to create a Delinquent Real Estate Tax Liquidation Program. This agreement was entered into in conjunction with the specifications outlined in 35ILCS 200/21-90 of the property tax code. The primary goal of the program is to recover delinquent real estate taxes for the benefit of all taxing districts. The second goal is to return unproductive and abandoned parcels back to productive use and subsequently, the tax rolls of the County.

The property taxes PIN 12-07-251-008 were left unpaid for tax year 2009 and were sold to the Trustee at the 2010 annual tax sale. The subsequent taxes for tax year 2010 and 2011 were also left unpaid and sold to the Trustee. In accordance with the Illinois property tax code, the County of McLean, as Trustee for the taxing districts, acquired title in 2013 through the Delinquent Real Estate Tax Liquidation Program. An offer has been received from the owner of a former interest in said property. Consequently, the offer accepted recovered an amount equivalent to all prior unpaid taxes.

I respectfully request that the McLean County Finance Committee and the McLean County Board approve the following resolution to authorize the Chairman of the McLean County Board to execute a deed of reconveyance on PIN 12-07-251-008 to Michelle Gayon. Approval of this resolution will eliminate the County's interest and return this parcel to the active tax rolls.

Thank you for your consideration.

RESOLUTION



WHEREAS, The County of McLean, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of McLean, as Trustee for the Taxing Districts, has acquired an interest in the following described real estate:

SPIN LAKE SUB IN NE 7-24-1W LOT 47

PERMANENT PARCEL NUMBER: 12-07-251-008

As described in certificate(s): 2009-00087 sold on November 05, 2010

Commonly known as: ARROWHEAD LN.

and it appearing to the Finance Committee that it would be to the best interest of the County to dispose of its interest in said property, by reconveyance, to the owner of a former interest in said property.

WHEREAS, Michelle Gayon, has paid \$2,093.87 for the full amount of taxes involved and a request for reconveyance has been presented to the Finance Committee and at the same time it having been determined that the County shall receive \$1,184.35 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$85.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, and the Recorder of Deeds shall receive \$31.00 for recording. The remainder is the amount due the agent for his services.

THEREFORE, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF MCLEAN COUNTY, ILLINOIS, that the Chairman of the Board of McLean County, Illinois, be authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$1,184.35 to be paid to the Treasurer of McLean County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY BOARD CHAIRMAN



**REBECCA C. McNEIL**  
**McLEAN COUNTY TREASURER**

(309) 888-5180 Fax (309) 888-5176

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115 E. Washington Room M-101 P.O. Box 2400 Bloomington, Illinois 61702-2400

Date: August 23, 2013

To: Chairman Owens & Members of the Finance Committee

From: Rebecca McNeil *RM*  
McLean County Treasurer & Tax Collector

RE: Deed of Reconveyance For PIN 22-28-102-005

On May 18, 1999, the McLean County Board entered into a service agreement with Joseph Meyer and Associates to create a Delinquent Real Estate Tax Liquidation Program. This agreement was entered into in conjunction with the specifications outlined in 35ILCS 200/21-90 of the property tax code. The primary goal of the program is to recover delinquent real estate taxes for the benefit of all taxing districts. The second goal is to return unproductive and abandoned parcels back to productive use and subsequently, the tax rolls of the County.

The property taxes PIN 22-28-102-005 were left unpaid for tax year 2009 and were sold to the Trustee at the 2010 annual tax sale. In accordance with the Illinois property tax code, the County of McLean, as Trustee for the taxing districts, acquired title in 2013 through the Delinquent Real Estate Tax Liquidation Program. An offer has been received from the owner of a former interest in said property. Consequently, the offer accepted recovered an amount equivalent to all prior unpaid taxes.

I respectfully request that the McLean County Finance Committee and the McLean County Board approve the following resolution to authorize the Chairman of the McLean County Board to execute a deed of reconveyance on PIN 22-28-102-005 to Cox & Associates LLC/J Davis. Approval of this resolution will eliminate the County's interest and return this parcel to the active tax rolls.

Thank you for your consideration.

RESOLUTION



WHEREAS, The County of McLean, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of McLean, as Trustee for the Taxing Districts, has acquired an interest in the following described real estate:

OUTLOT B OLD TOWN TIMBER SUB PT SW SW 21 & PT NW NW 28-23-3E

PERMANENT PARCEL NUMBER: 22-28-102-005

As described in certificate(s): 2009-00732 sold on November 05, 2010

Commonly known as: OFF WOLF HILL RD. & SHAKER LAKE RD.

and it appearing to the Finance Committee that it would be to the best interest of the County to dispose of its interest in said property, by reconveyance, to the owner of a former interest in said property.

WHEREAS, Cox & Associates, LLC/J Davis, has paid \$788.82 for the full amount of taxes involved and a request for reconveyance has been presented to the Finance Committee and at the same time it having been determined that the County shall receive \$242.88 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$85.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, and the Recorder of Deeds shall receive \$31.00 for recording. The remainder is the amount due the agent for his services.

THEREFORE, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF MCLEAN COUNTY, ILLINOIS, that the Chairman of the Board of McLean County, Illinois, be authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$242.88 to be paid to the Treasurer of McLean County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_,

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY BOARD CHAIRMAN

RECONVEYANCE

09-13-001



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

August 8, 2013

To: Honorable Members of the Finance Committee

From: Lee Newcom, McLean County Recorder

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

A copy of July 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 **July 1, 2013** through **July 31, 2013**

**RECEIPTS:**

Due IDOR-Rental Housing Program	\$	23,163.00
Copy Fees	\$	542.85
Recording Fees	\$	42,755.00
County Revenue Stamps	\$	35,899.75
Microfilm Sales	\$	-
Data Sales	\$	305.00
Recorder Receivable	\$	5,967.25
Rental Housing Support Program	\$	2,575.00
Document Storage	\$	8,406.00
GIS Document Storage	\$	2,802.00
Document Storage Receivable	\$	656.00
State Revenue Stamps	\$	72,161.75
State Revenue Stamps Receivable	\$	4,208.25
GIS Fund	\$	13,947.00
GIS Receivable	\$	691.00
Unclassified Revenue	\$	-
<b>Total Receipts</b>	<b>\$</b>	<b>214,079.85</b>

**Deposited with County Treasurer** \$ 214,079.85

**Balance on hand:**

Cash	\$	50.00
Accounts Receivable	\$	11,165.50
<b>Total</b>	<b>\$</b>	<b>11,215.50</b>

#N/A January 1900

H. Lee Newcom  
McLean County Recorder

**FILED**  
MCLEAN COUNTY, ILLINOIS

AUG 08 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	\$19,590.00	\$1,092.00	\$3,573.00	\$24,255.00	\$1,092.00	\$0.00	\$1,092.00	\$24,255.00
001684100080340	Copy Fees	\$542.85	\$0.00	\$0.00	\$542.85	\$0.00	\$0.00	\$0.00	\$542.85
001684100290350	Recording Fees	\$36,733.00	\$2,296.00	\$6,022.00	\$45,051.00	\$2,470.00	\$0.00	\$2,470.00	\$45,225.00
001684100320360	County Revenue Stamps	\$35,899.75	\$2,285.25	\$0.00	\$38,185.00	\$2,285.25	\$0.00	\$2,285.25	\$38,185.00
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	\$305.00	\$0.00	\$0.00	\$305.00	\$0.00	\$0.00	\$0.00	\$305.00
001684101950355	Rental Hsg Support Progm	\$2,178.00	\$120.00	\$397.00	\$2,695.00	\$120.00	\$0.00	\$120.00	\$2,695.00
016841022222222	Balance Brought Forward	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
016841022222223	Balance Brought Forward/Crex	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
137684100892840	Document Storage	\$7,140.00	\$405.00	\$1,266.00	\$8,811.00	\$492.00	\$0.00	\$492.00	\$8,898.00
137684101811003	Gis Document Storage	\$2,380.00	\$135.00	\$422.00	\$2,937.00	\$164.00	\$0.00	\$164.00	\$2,966.00
151001260019032	State Revenue Stamps	\$72,161.75	\$4,208.25	\$0.00	\$76,370.00	\$4,208.25	\$0.00	\$4,208.25	\$76,370.00
167684101811002	Gis Fund	\$11,900.00	\$624.00	\$2,047.00	\$14,571.00	\$691.00	\$0.00	\$691.00	\$14,638.00
9999999999990999	Refund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Final Totals :</b>		<b>\$188,830.35</b>	<b>\$11,165.50</b>	<b>\$13,727.00</b>	<b>\$213,722.85</b>	<b>\$11,522.50</b>	<b>\$0.00</b>	<b>\$11,522.50</b>	<b>\$214,079.85</b>

Revenue Totals

Charge Payment Totals

Account Number	Account Description	Cash/Check (1)	Charge	Other Pay (2)	Sub Total	Cash/Check (3)	Other Pay	Sub Total (3)	Drawer (1) + (2) + (3)
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Counts/Totals For 7/2013

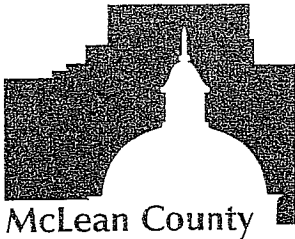
Cash Total :	\$2,367.25 +
Check Total :	\$197,985.60 +
Other Pay Total :	\$13,727.00 +
Change Total :	\$0.00 -
<b>Subtotal :</b>	<b>\$214,079.85</b>
Charge Total :	\$11,165.50 +
<b>Grand Total :</b>	<b>\$225,245.35</b>

Number of Cash Payments :	160
Number of Check Payments :	1,621
Number of Change Payments :	0
Number of Charge Payments :	99
Number of Other Payments :	387
Number of Receipts :	2,103
Number of Voids :	6

<b>Charge Information</b>	
Open Item Information	
Number of Payments on Account :	21
Total Paid on Account :	\$11,522.50

Other Payment Breakdown

Other Payment Method	Total Count	Total Paid
RECORDING ACH	382	\$13,489.00
FEDERAL EFT	5	\$238.00
<b>Total :</b>	<b>387</b>	<b>\$13,727.00</b>



**Michelle L. Anderson**

COUNTY AUDITOR

Government Center

115 E. Washington Street, Room 402 • PO Box 2400 • Bloomington, IL 61702-2400

(309) 888-5148 • Fax (309) 888-5209

michelle.anderson@mcleancountyil.gov • www.mcleancountyil.gov/auditor

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**McLean County Auditor's Office**

**Personnel Audit Summary**

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**Objective:**

The Auditor's Office conducted a personnel audit in July 2013. This audit was performed to ensure that County employees were receiving the correct pay, that personnel files were complete and up-to-date, and that the updated software was functioning as intended.

**Background:**

- The Board approves wage rates, personnel policies, employment contracts, etc. County Administration approves Payroll Change Forms submitted by the departments, before forwarding them to the Treasurer's Office. The Treasurer's Office maintains the County's personnel files, maintains the personnel information in New World Systems, and is in charge of the payroll process.

**Scope:**

- The scope of this examination consisted of selecting multiple groups of employees to verify that the pay, benefits, and withholdings were accurate and matched both the electronic and paper personnel files.
  - A sample of 30 current employees was randomly selected for a pay period in the first quarter of 2013. The pay period was January 13 thru January 26, 2013.
  - A sample of 30 current employees was randomly selected for a pay period in the second quarter of 2013. The pay period was April 21 thru May 4, 2013.
  - A sample of 10 employees hired between January 1, 2013, and June 15, 2013, was randomly selected.
  - A sample of 10 employees terminated between January 1, 2013, and June 15, 2013, was randomly selected.
  - For each of the above samples, reviewed the personnel files, personnel policy, contracts, etc. to verify the employee and employer amounts paid, withheld, or deducted. For half of the current employees and all of the newly hired and terminated employees, also performed recalculations to verify the amounts paid, withheld, and deducted and to verify the accrued hours for vacation, sick, comp, and personal time.
- An additional test was performed to verify the updated software (New World Systems) matches the personnel files. The employees terminated from and the employees hired to the Auditor's Office in 2013 were selected for this test. For each employee selected, the employee information from New World Systems was tied to Payroll Change Forms in the personnel file.

## Findings:

- For the selected employees other than the Auditor's Office employees:
  - Verified the pay rate in New World Systems to documents in the personnel files and to the County's INFO website.
    - **One exception: Unable to verify the pay rate for one current employee to the personnel file. Brenda Jones has requested the Cost of Living Adjustment sheet from the Administrative Office.**
  - Verified the hours paid to the timecards for the relevant pay period.
  - Verified that signed W-4 Forms, both the federal form and the Illinois form, were in the personnel file and matched the taxes withheld.
    - **One exception: Federal W-4 for one current employee was not marked with the filing status. Brenda Jones verified that the filing status in New World Systems is "Married" and requested a new W-4 from the employee.**
  - Verified that all the withholdings and voluntary deductions are supported by authorized documents in the personnel file.
  - Verified documents in personnel files appear complete and properly authorized.
  - For the new hire employees, verified the initial Payroll Change Forms were submitted with correct authorizations and in a timely manner to the Treasurer's Office.
  - For the terminated employees, verified the final Payroll Change Forms were submitted with correct authorizations and in a timely manner to the Treasurer's Office.
    - **Two exceptions: One Payroll Change Form was missing the approval signature. One Payroll Change Form had an approval date earlier than the request date. Brenda Jones believed this could have been a simple error or a pre-approval on a problem employee.**
  - Recalculated and matched the gross pay, employee-paid withholdings, net pay, and employer-paid items to the amounts paid.
  - Recalculated and matched the vacation, sick, and personal day accruals to personnel policy, contracts, and the balances in New World System.
    - **Discovered that the McLean County Personnel Policies and Procedures document available through the County's INFO website does not reflect accrual rates matching contracts or agreements for certain groups of employees. The vacation and or sick accrual rates need to be updated in the Policies and Procedures for FOP Corrections (TOPS), Nursing Home (TOPS), Juvenile Detention Center (TOPS), and Labor MetCom (TOPS).**
    - **Discovered that the new maximum sick accrual of 720 hours is not being applied to the Nursing Home. Brenda Jones has requested guidance from the Administrator's Office to determine the communication and adjustments to be made to the affected employees.**

- For the selected Auditor's Office employees:
  - Verified the Start Date and Rate for the new hires to the personnel files.
  - Verified the Termination Date and final Rate for the terminated employees to the personnel files.
  - Verified the Payroll Change Forms to terminate or hire each employee was signed and completed within a reasonable amount of time.
  - Verified that signed W-4 Forms, both the federal form and the Illinois form, were in the personnel file.
    - **One exception: Original Payroll Change Form and W-4 Forms were missing for one new hire employee in the Auditor's Office. Brenda Jones obtained a copy of the Payroll Change Form and new W-4 Forms were signed by the employee.**

**Recommendations:**


- The McLean County Auditor's Office recommends that the McLean County Personnel Policies and Procedures document be updated to include the current accrual rates for all County employees. The new document should include an effective date to help reduce confusion. Any future changes to the policies and procedures should be communicated between the Administrative Office and the Treasurer's Office to help ensure the most current policies are followed.
- The McLean County Auditor's Office recommends that the current procedures be improved or strengthened to more effectively communicate policy changes to the Treasurer's Office so the personnel files can be updated.

**Management Response:**

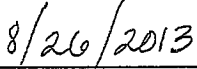
Ms. Jones, Assistant Treasurer, forwarded to the Auditor's Office an email from Ms. Hannah Eisner, Assistant County Administrator. This email showed that Ms. Eisner was providing Ms. Jones the missing Cost of Living Adjustment sheet for an employee's file. In this email, Ms. Eisner also stated that "Bill and I discussed this and we think it best to fix the problem going forward but do not think it would be fair to change the accruals for current employees who have reached the old max." Ms. Jones indicated that she would change the maximum sick accrual in the Nursing Home to 720, but those employees with the old maximum of 760 will keep it.

**Conclusion:**

After reviewing all the information collected, I noted nothing that would indicate the Treasurer's Office does not have appropriate internal controls in place to ensure that payroll is properly entered and paid and that personnel files are complete. However, my audit procedures did disclose some communication issues with changes to the Personnel Policies and Procedures.

  
\_\_\_\_\_

Anni Cummings  
Chief Deputy Auditor  
McLean County

  
\_\_\_\_\_

Date

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

Example	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2012	2013 YTD	2013 Percent of Budget
Assumed Names \$6.00	25 \$150.00	24 \$144.00	27 \$162.00	31 \$187.00	15 \$90.00	27 \$162.00	27 \$162.00						214 \$1,284.00	176 \$1,057.00	70.47%
Birth Record Requests \$13.00/\$7.00	592 \$6,802.00	479 \$5,573.00	541 \$6,313.00	582 \$6,786.00	607 \$7,093.00	492 \$5,712.00	636 \$7,524.00						4,581 \$53,202.00	3,929 \$45,803.00	56.90%
Civil Union License Application \$31.00	1 \$31.00	1 \$31.00	4 \$124.00	1 \$31.00	3 \$93.00	4 \$124.00	0 \$0.00						21 \$656.00	14 \$434.00	43.40%
Civil Union Record Requests \$13.00/\$7.00	7 \$79.00	3 \$33.00	7 \$79.00	2 \$20.00	6 \$72.00	3 \$33.00	2 \$20.00						36 \$384.00	30 \$336.00	33.60%
Death Record Requests \$11.00/\$5.00	48 \$408.00	56 \$496.00	69 \$649.00	57 \$543.00	69 \$597.00	42 \$390.00	77 \$697.00						407 \$3,735.00	418 \$3,780.00	70.00%
Liquor Licenses Amount Varies	0 \$0.00	0 \$0.00	1 \$200.00	2 \$200.00	20 \$16,550.00	2 \$200.00	0 \$0.00						19 \$18,075.00	25 \$17,150.00	106.85%
Marriage License Applications \$31.00	28 \$868.00	48 \$1,488.00	50 \$1,550.00	95 \$2,945.00	106 \$3,286.00	126 \$3,906.00	102 \$3,162.00						645 \$19,995.00	555 \$17,205.00	74.80%
Marriage Record Requests \$13.00/\$7.00	149 \$1,655.00	140 \$1,610.00	139 \$1,549.00	239 \$2,603.00	260 \$2,828.00	265 \$2,797.00	271 \$2,875.00						1,853 \$19,825.00	1,463 \$15,917.00	66.32%
Notary Public Commissions \$10.00/\$7.00	44 \$335.00	33 \$237.00	46 \$349.00	40 \$367.00	40 \$292.00	55 \$418.00	57 \$417.00						385 \$2,884.00	315 \$2,415.00	80.50%
Take Notices \$16.11	470 \$7,342.98	25 \$402.75	1 \$16.11	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00						557 \$8,713.23	496 \$7,761.84	73.92%
Tax Redemption Fees \$75.00	99 \$7,415.00	60 \$4,500.00	59 \$4,425.00	74 \$5,550.00	51 \$3,825.00	27 \$2,025.00	37 \$2,775.00						572 \$42,890.00	407 \$30,515.00	45.89%
Taxes Redeemed	\$263,966.97	\$166,083.74	\$323,152.84	\$469,048.15	\$230,360.46	\$233,522.52	\$120,712.02						\$2,747,080.85	\$1,806,846.70	N/A
Voter Registrations/ Address Changes/ Cancellations	752	440	499	152	863	429	757						5,557	3,892	N/A

**McLEAN COUNTY NURSING HOME**

**ACCRUED EXPENDITURE**

Pri Date: August 22, 2013

	2013 BUDGET	2013 MONTHLY ALLOC	JULY, 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	350,771	2,223,498	2,414,535	1,417,836	191,037	63.00%	4,157,100
IMRF	525,035	44,592	48,056	304,952	330,791	194,244	25,839	63.00%	599,523
MED/LIFE	690,407	58,637	58,637	401,004	401,004	289,403	0	58.08%	690,407
SOC/SEC	290,910	24,707	26,834	168,967	184,712	106,198	15,745	63.49%	318,018
VAC LIAB	30,000	2,548	2,548	17,425	17,425	12,575	0	58.08%	30,000
SELLBACK	0	0	0	0	0	0	0	0.00%	#DIV/0!
PERSONNEL	5,368,723	455,619	486,846	3,115,845	3,348,466	2,020,257	232,621	62.37%	5,765,048
COMMODITIES	853,491	72,488	95,845	495,726	529,184	324,307	33,458	62.00%	911,095
CONTRACTUAL	1,553,964	131,055	189,112	902,576	1,008,005	545,959	105,429	64.87%	1,735,481
CAPITAL	191,702	16,282	2,775	111,345	65,799	125,903	(45,546)	34.32%	113,286
<b>GRAND TOTAL</b>	<b>7,967,880</b>	<b>675,443</b>	<b>774,578</b>	<b>4,625,493</b>	<b>4,951,454</b>	<b>3,016,426</b>	<b>325,962</b>	<b>62.14%</b>	<b>8,524,910</b>

**McLEAN COUNTY NURSING HOME**

**ACCRUED REVENUE**

Pri Date: August 22, 2013

	2013 BUDGET	2013 MONTHLY ALLOC	JULY, 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	54,559	469,368	359,582	448,528	(109,786)	44.50%	619,091
IDPA REVENUE	4,073,400	345,960	352,921	2,365,920	2,544,158	1,529,242	178,238	62.46%	4,380,272
ENERGY GRANT REIMB	0	0	7,353	0	25,073	(25,073)	25,073	#DIV/0!	43,168
JDC LAUNDRY	5,000	425	421	2,904	2,564	2,436	(341)	51.27%	4,414
JDC FOOD	22,000	1,868	1,923	12,778	12,951	9,049	173	58.87%	22,298
MEALS	1,634	139	1,393	949	7,846	(6,212)	6,897	480.16%	13,508
PVT PAY REVENUE	1,973,190	167,586	180,937	1,146,072	1,510,426	462,764	364,354	76.55%	2,600,498
UNCLASS	10,650	905	616	6,186	4,163	6,487	(2,022)	39.09%	7,168
INTEREST EARNED	41,733	3,544	446	24,239	5,881	35,852	(18,358)	14.09%	10,125
SALE OF ASSETS	0	0	0	0	0	0	0	#DIV/0!	0
TRANSFER IN	800,709	68,005	72,146	465,069	495,904	304,805	30,834	61.93%	853,796
TELEPHONE REIMB	0	0	930	0	6,537	(6,537)	6,537	#DIV/0!	11,255
<b>TOTAL ACC REVENUE</b>	<b>7,736,426</b>	<b>657,066</b>	<b>673,645</b>	<b>4,493,486</b>	<b>4,975,084</b>	<b>2,761,342</b>	<b>481,599</b>	<b>64.31%</b>	<b>8,565,594</b>
<b>TOTAL ACC REVENUE</b>	<b>7,736,426</b>	<b>657,066</b>	<b>673,645</b>	<b>4,493,486</b>	<b>4,975,084</b>	<b>2,761,342</b>	<b>481,599</b>	<b>64.31%</b>	<b>8,565,594</b>
<b>LESS ACCRUED EXPENS</b>	<b>(7,967,880)</b>	<b>(675,443)</b>	<b>(774,578)</b>	<b>(4,625,493)</b>	<b>(4,951,454)</b>	<b>(3,016,426)</b>	<b>(325,962)</b>	<b>62.14%</b>	<b>(8,524,910)</b>
<b>ACC REV - (ACC EXP)</b>	<b>(231,454)</b>	<b>(18,377)</b>	<b>(100,933)</b>	<b>(132,007)</b>	<b>23,630</b>	<b>(255,084)</b>	<b>155,637</b>		<b>40,684</b>
<b>PLUS CAP EXP</b>	<b>0</b>	<b>16,282</b>	<b>2,775</b>	<b>111,345</b>	<b>65,799</b>	<b>125,903</b>	<b>(45,546)</b>		<b>113,286</b>
<b>ACC BALANCE</b>	<b>(231,454)</b>	<b>(2,096)</b>	<b>(98,159)</b>	<b>(20,662)</b>	<b>89,429</b>	<b>(129,181)</b>	<b>110,091</b>		<b>153,969</b>





# 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	42.65	89.29	139.39	1.61	141.00	9.00
FEBRUARY	3.96	0.00	44.64	93.36	141.96	1.14	143.11	6.89
MARCH	4.00	0.00	46.94	93.90	144.84	0.58	145.42	4.58
APRIL	2.33	0.00	46.40	93.37	142.10	0.93	143.03	6.97
MAY	3.87	0.00	45.74	92.90	142.52	0.77	143.29	6.71
JUNE	4.43	0.00	43.30	89.10	136.83	1.10	137.93	12.07
JULY	5.52	0.00	43.00	87.74	136.26	1.06	137.32	12.68
AUGUST								
SEPTEMBER								
OCTOBER								
NOVEMBER								
DECEMBER								

YTD AVERAGE	4.51	0.00	44.67	91.38	140.56	1.03	141.59	8.41
% OF CAPACITY	3.01%	0.00%	29.78%	60.92%	93.70%	0.69%	94.39%	5.61%



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

Sheriff

- 1) Request to fill 2.0 FTE Deputy Patrol Officers.

There are currently two vacant deputy patrol officer positions in the Sheriff's Department. There are a total of 31 FTE deputy patrol officer positions authorized for FY 2013. The Sheriff must have all positions filled to meet minimum staffing for all shifts. In addition to the vacant positions, there is one officer out on medical leave. Deputies are forced to work overtime to fill any gaps when staffing is below the authorized number. This not only creates additional overtime costs, but it takes a toll on staff who are consistently asked to work additional hours. This position must be filled to insure public safety.

Nursing Home

- 1) The following positions were vacated and refilled pursuant to the patient care exemption:

1 FTE Food Service Assistant