

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, August 7, 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, Soeldner, Erickson and O'Connor

Members Absent: Member Rankin

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

Department Heads/
Elected Officials
Present:

Ms. Kathy Michael, County Clerk; Mr. Phil Dick, Director, Building and Zoning; Mr. Walt Howe, Health Department Administrator; Ms. Jennifer Ho, Risk Management; Mr. Phil Dick, Director, Building and Zoning; Ms. Lori McCormick, Director, Court Services; Mr. Will Scanlon, Circuit Court Administrator; Mr. Don Everhart, Circuit Clerk

Others Present: Ms. Laura Dick, Director, SHOW BUS; Ms. Annie Cummings, Chief Deputy County Auditor

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

Chairman Owens presented the minutes of the July 3, 2013 Finance Committee meeting for approval.

Motion by Soeldner/Wollrab to Approve the Minutes of the July 3, 2013 Finance Committee meeting.
Motion carried.

Ms. Kathy Michael, County Clerk, presented her June 2013 Report. She advised that July has been a big month in the County Clerk's Office. Ms. Michael believes that revenue for birth records and marriage records will be above what was anticipated.

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

Mr. Phil Dick, Director, Building and Zoning, presented a request for approval of a Capital Assistance Application to the Illinois Department of Transportation (IDOT) to purchase and/or renovate a building for SHOW BUS.

Mr. Dick advised that the Capital Grant request includes the proposed purchase and renovation of the current SHOW BUS facility which is currently leased by SHOW BUS. He stated that the Capital Grant proposal also includes the purchase of eleven (11) vehicles.

Ms. Wollrab asked if there will be an expansion of SHOW BUS service with the purchase of the 11 vehicles. Ms. Laura Dick, Director, SHOW BUS, replied that SHOW BUS ridership has expanded by double digits the last of each five years. She assumes that the growth will continue. Ms. Dick stated that of the 11 buses, seven of them are "theoretically" replacement vehicles; of the four expansion buses, two of them are minivans specifically requested to transport folks who are not safe on the lifts. She added that it is unlikely that all of the anticipated vehicles expected to be replaced will actually be replaced.

Ms. Dick indicated that a daily circulator route has been added in McLean County this year. This fiscal year, three more new Freedom and Job Access Reverse Commute grants were added to the sustaining two that were already on-going, which means there will be three new routes within the area.

Ms. Wollrab asked is it still the case where you have to call to make an appointment to get on the bus. Ms. Dick replied that, even with the circulator, it is necessary to call for an appointment. She noted that SHOW BUS does not have a deviated fixed route within McLean County. There is one in Pontiac, Watseka and Kankakee County.

Ms. Wollrab asked if there is only one trip in and one trip out of Bloomington-Normal per day. Ms. Dick responded that the SHOW BUS comes into Bloomington-Normal early in the morning and leaves in the afternoon. The circulator comes and out of the city from the surrounding community, based upon demand. The long-range trips are one a day due to the distance.

Ms. Wollrab expressed concern that it seems as if a lot of money is being used for very limited return. She recognizes that there are a lot of elderly people that are glad to have this service to get into town for their doctor appointments, but there appears to be a very sparse community out there utilizing the service due to routing or not enough advertising of the service. Ms. Dick stated that currently the buses are running at capacity. She noted that a website was launched this year as an expansion of promotion, but right now SHOW BUS does not have the capacity to transport any more people until the new buses come in. Ms. Dick indicated that buses are currently light duty and medium duty and they are being replaced with super mediums, which run 22-28 passengers. She advised that looking at statistics and cost analysis compared to other rural transportation, SHOW Bus does quite a bit of service for the amount of funding available.

Ms. Dick stated that the Circulator transportation is the beginning of a change in rural transportation that is true across the country in that younger people are becoming more willing to use transit, though they don't like the demand response. They would rather come in, have limited stops, be picked up later in the day, be more work and college oriented. Ms. Dick indicated that the Circulator attempts to target an entirely new population.

Mr. Soeldner asked how the grant amount was determined. Ms. Dick replied that it is the maximum amount that could be applied for.

Motion by O'Connor/Soeldner to Recommend Approval of a Capital Assistance Application to the Illinois Department of Transportation (IDOT) to Purchase and/or Renovate a Building for SHOW BUS.

Motion carried.

Mr. Dick presented a request for approval of a County Board Resolution to implement a combined Federal and State of Illinois FY'2014 Grant Agreement for Operating Assistance that has been approved by IDOT, the application for which was approved by the County Board on June 18, 2013.

Motion by Soeldner/O'Connor to Recommend Approval of a Resolution to Implement Combined Federal and State of Illinois FY'2014 Grant Agreement for Operating Assistance that has been approved by IDOT, the application for which was approved by the County Board on June 18, 2013.

Motion carried.

Chairman Owens asked if there were any additional questions or comments. Hearing none, he thanked Mr. Dick and Ms. Dick.

Mr. Walt Howe, Health Department Administrator, presented two requests that were acted upon together. The first was a request for approval of an Ordinance of the McLean County Board amending the 2013 Combined Appropriation and Budget Ordinance for Fund 0106 for the In-Person Counselor Program and the second is a request for approval of a Resolution amending the Fiscal Year 2013 McLean County Full-Time Equivalent Position Resolution Associated with an Ordinance to amend the Fiscal Year 2013 McLean County Combined Appropriation and Budget Ordinance for Fund 0106 – In-Person Counselor Program.

Mr. Howe advised that the McLean County Health Department has been awarded a \$170,000 grant for the In-Person Counselor Program through the Illinois Department of Public Health. He indicated that he anticipates spending \$73,156 in FY'2013. The grant is designed to assist all individuals and small business employees seeking to complete an application and enroll in a qualified health plan or other health program through the Federal Affordable Care Act (ACA) for which they are eligible, including Medicaid.

Mr. Howe stated that the grant is targeted to serve populations currently without health insurance and expected to benefit from the ACA's expansion of the Medicaid Program and the provision of financial assistance for the purchase of Qualified Health Plans (QHPs) on the newly created Health Insurance Marketplace (also referred to as the "Health Insurance Exchange"). Mr. Howe stated that there is an estimate of approximately 15,000 people that are currently uninsured and these are the targeted individuals.

Mr. Howe indicated that the grant funds will be used to hire one program manager and two in-person counselors who will be trained and certified to be experts in eligibility, enrollment and relevant program requirements about the Health Insurance Marketplace of the Exchange. The health Department will also conduct public education activities to raise awareness about the Marketplace, about the Affordable Care Act and the new healthcare coverage opportunities available to McLean County residents. A company called Fleishman-Hillard Marketing got a \$35 million dollar contract to do a State of Illinois Awareness and Education Campaign for the Exchange in general. Mr. Howe stated that the Health Department would be just doing awareness of the fact that the McLean County Health Department is the organization that will provide in-person assistance to individuals needing to access the Exchange.

Mr. Howe advised that the in-person counselors will recruit customers, and facilitate selection of a private and public health plan that is most appropriate for the individuals. They will also provide referrals to the Illinois Department of Insurance for post enrollment support for the plan selected. Mr. Howe stated that the key will be outreach, training and the ability to provide information in a manner that is culturally and linguistically appropriate to the needs of the population that would be targeted, namely uninsured and under-insured adults in McLean County.

Mr. Erickson asked if the Affordable Care Act or state law require McLean County to take these funds and provide this service. Mr. Howe replied that it is not mandated that the County take the funds; rather, he applied for the funds because being the local Health Department we have the best access to the population they are trying to target.

Mr. Erickson asked what would happen to the funding. Mr. Howe replied that the funds would probably go to another organization that probably couldn't do as good a job as the Health Department.

Ms. Wollrab asked how it would affect the Health Department if it did not take the funds. Mr. Howe replied that it would affect healthcare in general, with individuals continuing to be uninsured and going to the emergency room for healthcare with no source of payment. He added that it would probably limit the expansion of the Health Department to provide services to people who are insured.

Mr. Howe stated that they are trying to move to a point where the Health Department is going to be providing services to individuals that are insured; to make sure that anyone who presents themselves to the Health Department has a source of payment to the services they provide. Currently the Health Department is using Medicaid or some type of sliding fee scale that is on a drastically reduced cost basis. Mr. Howe indicated that if we start taking private insurance and enroll people in private insurance it will increase revenues at the Health Department.

Mr. Soeldner asked what happens when the grant monies are depleted. Mr. Howe replied that when the funds are gone, the positions go away. He predicts that the funds may be available for multiple years of funding for this project.

Chairman Owens asked if there are statistics that show what positions were lost when grant funding went away. Mr. Wasson responded that he does not have those statistics. Mr. Howe indicated that the Health Department has lost positions in the past when the grant funding was gone. He noted that he can provide some statistics on positions that were discontinued when the grants ended.

Mr. Erickson stated that he will not support this request because he has a philosophical objection to the Affordable Care Act, which he feels is bankrupting the country. He believes that are better ways to help the uninsured.

Motion by Wollrab/O'Connor Motion to Recommend Approval of an Ordinance of the McLean County Board Amending the 2013 Combined Appropriation and Budget Ordinance for Fund 0106 for the In-Person Counselor Program; and to Recommend Approval of a Resolution Amending the Fiscal Year 2013 McLean County Full-Time Equivalent Position Resolution Associated with an Ordinance of the McLean County Board Amending the 2013 Combined Appropriation – Health Department.
Motion carried with Mr. Erickson voting “no.”

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

Ms. Jennifer Ho, Risk Management, reviewed her Second Quarter FY'2013 Risk Management Report. She stated that the Risk Management Fund ended the second quarter of Fiscal Year 2013 with a claims experience that is within the mid-range of the County's claims experience for the past five (5) years, including 2009. A cumulative summary of the performance of the Risk Management Fund is provided in Table 1 located in the Agenda Packet.

Ms. Ho reported that, as of June 30, 2013, the experience is third-ranked in terms of claims counts and second in terms of claims dollars. She noted that an indication of the County's experience is shown in Table 2.

Ms. Ho advised that we should be cautious but not alarmed as the County's financial position remains secure. A large part of the increase in incurred dollars is due to three (3) surgical work injury cases. Ms. Ho indicated that the employees are expected to be able to return to work.

Ms. Ho stated that looking over the past four years, injuries for lifting, slips, trips and falls are improving or are stable. She noted that in 2010 there were 20 cases and in 2012 there are six cases. As of 2013, there are six cases, but the big chunk of injuries that we have seen is from restraining persons. Ms. Wollrab asked who is doing the restraining. Ms. Ho responded it is law enforcement operations.

Ms. Ho noted that over the past summer, departments that encounter chemicals have been undergoing training under the Hazard Communication Standard to transition to a Globally Harmonized System to which the U.S. is complying with. The Globally Harmonized System is to ensure that chemicals are consistent with other nations of the world. She indicated that the training is going well and department heads are very easy to work with.

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

Chairman Owens presented the County Treasurer's Financial Reports for the period ending July 31, 2013 as submitted by Ms. Becky McNeil, County Treasurer.

Mr. Wasson advised that the report shows that the Budget is 7.8% over last year. Mr. Wasson noted that the figures on the report are pretty consistent with what we have been seeing over the last several months.

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

Chairman Owens presented the County Recorder's Monthly Report as submitted by Mr. Lee Newcom, County Recorder. There were no questions on the report.

Chairman Owens presented the Nursing Home Monthly Report as submitted by Mr. Matt Riehle, Director, Nursing Home who was unable to attend the meeting. There were no questions on the report.

Ms. Annie Cummings, Chief Deputy County Auditor, reviewed the Quarterly Financial Statements for the quarter ended June 30, 2013.

Ms. Cummings provided the following information on the Combined Statement of Revenue, Expenditures, and Changes in Fund Balance – Budget and Actual (All Funds):

- General Fund:
 - Revenue collected is at 61% (of budget) for the year; 65% of "other" revenue has been collected, while 52% of property taxes have been collected;
 - Expenditures are at 62% (of budget) for the year
 - Spending is slightly outpacing revenues as of June 30th.
- Special Revenue Funds:
 - Revenue collected is at 52% (of budget) for the year; 51% of other revenue has been collected, while 52% of property taxes have been collected;
 - Expenditures are at 40% (of budget) for the year.
- Nursing Home:
 - Revenues are at 47% (of budget);
 - Expenditures are at 48% (of budget) for the year.

Ms. Cummings reviewed the Special Revenue Funds Combined Statement of Revenue, Expenditures, and Changes in fund balance – Annual. She advised that most of the funds that had a "negative" fund balance last quarter bounced back as expected with the distribution of property taxes in June. She noted that a few are still a concern, including the Court Security and Law Library funds which have a negative fund balance that have been negative for some time, and the trend isn't ending. The Children's Advocacy Center fund is also a concern. It is hoped that these funds will be reviewed during the annual budget process.

Ms. Wollrab asked if any of these negative funds are the result of timing of revenue. Ms. Cummings replied that some of it is timing, but the trend, overall, for these funds is in a negative direction.

Ms. Cummings indicated that, overall, as a County, we are in a better position as of June 30, 2013 than we were on June 30, 2012.

Ms. Cummings reviewed the General Fund by Department. She stated that departments, in theory, should be at 50% of their budget as of June 30th. Most are hovering at or around 50%, with a few departments that are significantly over, as follows:

- County Board is at 133% as of June 30. This is due to the pass-through grant payments, as well as the fact that the fleet purchase has been made for 2013. It is expect that the necessary budget amendment will be put through at the end of the year.
- County Administration is at 61% as of June 30. This is due to over 100% of the budget spent in the Schooling & Conferences line, as well as the Audit Services line. Spending in Occasional/Seasonal Payroll is also ahead of pace. It should balance out.
- Fairview Building Fund is at 115% of the budget. It has a number of lines over budget, including Equipment/Maintenance contract, Gas Service, Electric Service, Telephone Expense, and Water Service.

Ms. Cummings reviewed the Task Force 6 Audit Summary. She indicated that the objective is to perform sub-recipient monitoring as required for federal monies passed to Task Force 6 in order to determine whether Task Force 6 is operating in compliance with the grant agreements between the Illinois Criminal Justice Information Authority (ICJIA) and McLean County on behalf of Task Force 6.

Ms. Cummings stated that there were no major findings. She noted that there were two recommendations made by the Auditor's, which Task Force 6 has indicated have been implemented and are in place. The two recommendations were, as follows:

- The Auditor's Office recommended that the Task Force 6 Commander verify and correct the disbursement sheets as he approves all payroll and other expenditures prior to payment; and
- The Auditor's Office recommended that the Task Force 6 Office Manager begin initialing the monthly bank reconciliations as the preparer before they are approved by Master Sergeant Kestner and the Task Force 6 Policy Board. It was also recommended that the Office Manager attach the Ledger printout of the cash balance to each month's bank reconciliation in the files.

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

Ms. Eisner reviewed the critical personnel position requests which have been received by the County Administrator's Office since July 9, 2013. She noted that an updated list was distributed at the beginning of the meeting. All positions listed below are budgeted and funded through the end of FY 2013.

Health Department

1) Request to fill a .60 FTE Health Promotion Specialist position.

The Health Department is requesting approval to fill a vacant part time Health Promotion Specialist. The duties of the position include the facilitation of the asthma, Heart Smart for Teens, and Komen grants as well as assisting with the \$200,000 We Choose Health grant. Because of the small number of staff in health promotion, it is very difficult for others to assume additional duties beside those already assigned to them. This position is funded entirely by grant funds and it must be filled to meet the obligations of the grants.

2) Request to fill 1 FTE Public Health Nurse

The Health Department is requesting approval to fill a vacant Public Health Nurse position for Communicable Disease division. This position serves as the lead OSHA and Emergency Preparedness Nurse for the McLean County Health Department and is responsible for insuring the Health Department is in clinical compliance with CDC and IDPH requirements for response to public health emergencies. These duties include conducting OSHA training, reviewing the Exposure Control Plan and scheduling the annual maintenance of equipment (centrifuges, exam tables, microscopes, scales, BP/sphygmomanometers). This position also assists in the Communicable Disease clinic to provide nursing services to STD and TB clients and may be called upon to assist with reporting and follow-up in the event of a foodborne illness outbreak. This position is necessary to insure compliance with OSHA regulations and the department's emergency preparedness plan. The position shares responsibilities with other areas and the duties cannot be further redistributed.

Court Services

1) Request to fill 1 FTE Probation Officer position

Court Services is requesting approval to fill a vacant Probation Officer 1 position. The vacancy is in the pre-trial unit of the Adult division of Court Services. The overall purpose of the pre-trial unit is to limit the number of people held in detention. The probation officer screens, evaluates and makes

recommendations for the supervised release of defendants taking into consideration the likelihood of failure to appear in court and community safety. The position is also responsible for monitoring and supervising defendants on supervised release to insure compliance with terms and conditions of release. The number of probation officers has been reduced by 4.5 FTE's since 2010 and the duties of this position cannot be redistributed to other probation officers.

Circuit Court

1) Request to fill 1 FTE Circuit Court Secretary position

The Circuit Court is requesting approval to fill a vacant Circuit Court Secretary position. The Circuit Court Secretary position is responsible for data entry in the case management system, coordinating scheduling for the judge, preparing orders and other legal memoranda, coordinating jury calendars with the other justice system offices, and providing information to the public and attorneys via phone, email and in persons. Circuit Court secretaries are also tasked with assisting with the oversight of the judicial libraries, department budget, marriages and other administrative tasks. The Circuit Court currently has 10.0 FTE judicial secretaries to serve the 13 judges and one part-time hearing officer. Given the job requirements the current staff cannot assume any more responsibilities.

Circuit Clerk

1) Request to fill 1 FTE Office Support Specialist II position

The Circuit Clerk is requesting approval to fill a vacant Office Support Specialist II position in the Small Claims Division. The vacated position primarily is responsible for - in brief: assisting at the counter and answering the telephone; processing citations to discover assets, rules to show cause, memorandums of judgment, records of unsatisfied judgment, and orders of possession; entering judgments into judgment book; processing warrant recalls; checking custodies and pulling files for court; initiating new cases, issuing summons, alias summons, wage deductions when needed. Other duties as assigned. This position is necessary to keep the flow of work moving in the Small Claims Division and the duties cannot be redistributed to the remaining staff members.

Public Defender

1) Request to fill 1 FTE Assistant Public Defender II

The Public Defender is requesting approval to fill a vacant Assistant Public Defender II position. The vacant position primarily represents indigent clients charged with misdemeanor offenses. The position also includes being a representative on the Recovery Court team. Current personnel cannot

redistribute or assume these duties due to current caseloads. The high volume courtrooms require two attorneys, as only one attorney would be unable to represent codefendants with conflicting interests.

Nursing Home

1) The following positions were vacated and refilled pursuant to the patient care exemption: 1.0 FTE Food Service Assistant and 2.0 FTE Domestic Services Assistant I.

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

Chairman Owens presented the July 31, 2013 Finance Committee bills for review and approval as transmitted by the County. The Finance Committee bills include a Prepaid Total of \$621,447.19 and a Fund Total that is the same.

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Motion by Wollrab/O'Connor to recommend approval of the Finance Committee bills as of July 31, 2013 as recommended by the County Auditor.
Motion carried.

Chairman Owens presented the July 31, 2013 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Prepaid Total of \$419,084.76 and a Fund Total that is the same.

Motion by O'Connor/Wollrab to recommend approval of the Nursing Home bills as of July 31, 2013 as recommended by the County Auditor.
Motion carried.

There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 5:14 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary