

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, March 5, 2014 at 4:30 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

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

Members Absent: None

Other Members Present: None

Staff Present: 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:

Ms. Becky McNeil, Treasurer; Mr. Jack Moody, Interim Director, Nursing Home; Mr. Walt Howe, Health Department Administrator; Mr. Will Scanlon, Circuit Court Administrator; Mr. Jason Chambers, State's Attorney

Others Present: Ms. Jan Morris, Health Promotion Program Manager, Health Department; Mr. Mark Bounds, Recording Program Administrator, County Clerk's Office

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

Chairman Owens presented the minutes of the February 5, 2014 Finance Committee meeting, and the January 21, 2014 Stand-Up meeting for approval.

Motion by Soeldner/Wollrab to Approve the Minutes of the February 5, 2014, Finance Committee meeting and the January 21, 2014 Stand-up Meeting.
Motion carried.

Chairman Owens presented the County Clerk's Monthly Reports for the period ending January 31, 2014, as well as the Monthly Recording Report. He noted that Mr. Bounds, Recording Program Administrator was available if anyone had any questions. There were no questions.

Mr. Jack Moody, Interim Director, Nursing Home, presented a request for approval of an agreement with Health Procurement Services, Inc. (HPSI) for a Purchasing Services Program. He indicated that the potential savings ranges from 9% to 12% depending upon the provider. Mr. Moody advised that the annual fee to belong to the program is \$175.00. He stated that there is no obligation to purchase from this program; if something can be purchased cheaper elsewhere, that is fine.

Mr. Moody noted that the commodities purchased come directly from the companies and not through HPSI. He explained that HPSI creates a data base of purchasers and companies through which commodities can be purchased.

Mr. Erickson asked if Mr. Moody did a cost comparison study. Mr. Moody replied that he did a cost comparison study, which is how he determined that approximately \$12,000 can be saved per year. Mr. Erickson thanked him for doing his due diligence.

Motion by Wollrab/O'Connor to Recommend Approval of an Agreement with Health Procurement Services, Inc. (HPSI) for a Purchasing Services Program.
Motion carried.

Mr. Moody reviewed the January 2014 Monthly Report for the Nursing Home. He noted that everything is running very smoothly.

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

Ms. Becky McNeil, County Treasurer, presented a request for approval of an Agreement with Commerce Bank for Lockbox Services. She explained that the Treasurer's Office released an RFP earlier this year seeking lockbox services for incoming mail related to the property tax collection process. There were four responses. Ms. McNeil advised that, due to a long-term relationship with Commerce Bank, they provided the most comprehensive and lowest cost proposal. She added that Commerce also agreed to extend an earnings credit rate of .42% as opposed to their standard rate of .25% for balances moving through the lockbox service. She indicated that the estimated fee the County will pay for annual services is \$19,183.00.

Ms. McNeil stated that she recommends Commerce Bank. She noted that Commerce also agreed to only extend the charges that we actually incur. She estimated approximately 70,000 items moving through the lockbox, which is a high estimate. The lockbox will process mail only. Ms. McNeil advised that staff will continue to process over-the-county payments, escrow payments, credit card payments, direct debit payments, exceptions returned by the lockbox and local bank acceptances.

Ms. McNeil reviewed the amount of time it takes the Treasurer's staff to process one piece of mail, and detailed the technical solutions that the lockbox will implement. She anticipates that this service will also be used for 2015 and 2016.

Mr. Soeldner asked if Commerce Bank provides this service to other entities. Ms. McNeil replied that Commerce Bank does the lockbox services for the Town of Normal utilities, the City of Bloomington utilities, and is one of the largest lockbox services in the nation.

Mr. Soeldner asked if the cost of this service will be saved in the cost of staff time in the Treasurer's Office. Ms. McNeil replied that the Treasurer's Office has been overloaded during the tax collecting season. She noted that a seasonal employee is brought in during tax time. Ms. McNeil advised that it is possible that once the lockbox service starts, the seasonal employee may not be needed. However, she pointed out that there is a large percentage of taxpayers who come into the Treasurer's Office to pay at the Counter. Ms. McNeil added that the Treasurer's Office was in a position where she would have had to request an additional FTE. She anticipates that the lockbox service will alleviate that need.

Mr. Soeldner asked if the mail comes to the County and then is sent to Commerce, or directly to Commerce. Ms. McNeil replied that the one drawback to the program is that she will have to change the remittance address for payments, because lockbox payments will go to Kansas City, Missouri. She pointed out that many residents are already sending their utility bills out to Kansas City. Ms. McNeil noted that taxpayers can still come into the office for payment or go to local banks and that will all be processed in-house. She stated that if there are any problems with the program, she will call her Commerce Bank contact here in Bloomington. Ms. McNeil noted that this is a customized lockbox operation.

Ms. McNeil advised that, at this time, the program will not require an amendment to the budget for the Treasurer's Office.

Mr. Rankin suggested that all payments be required to be done by mail and eliminate over-the-counter payments. Ms. McNeil replied that it is a public service and there will always be customers who want to pay in the office.

Motion by O'Connor/Rankin to Recommend Approval of an
Agreement with Commerce Bank for Lockbox Services.
Motion carried.

Ms. McNeil reviewed her Financial Reports for the period ending February 28, 2014.

Ms. McNeil reviewed the County Treasurer's Summary of Tax Revenue Sales, Local Use, Income and PPRT. She pointed out that the overall revenue coming in from the various taxes was \$705,564.68 as compared to \$701,307.43 in 2013. She pointed out

that Sales Tax is down -1.8%, but Revenue Sales Tax, Local use Tax and Income Tax are all up. Ms. McNeil stated that the monthly comparison shows a growth of \$4,236.25 over February 2013. The Year-to-Date comparison shows a growth of 2.5%. The budget comparison shows a growth of 2.0% compared to last year.

Ms. McNeil reviewed a "Sales Tax Statistics by Quarter and Category" report. The first section of the report reflected the sales from July through September 2013 distributed to the County October through December 2013. She pointed out that the fourth quarter report was the first indication that the Sales Tax numbers were dipping down. Ms. McNeil stated that the last quarter of 2013 was the first time in quite a while that a decline has been seen. She reviewed the areas where there were declines and significant growth, including a 17.06% decline in "Automotive & Filling Stations," and a 14.04% increase in "Lumber, Bldg., Hardware" and a 36.95% increase in "Manufacturers."

Mr. McNeil noted that the second section of the report covers the general revenue that was booked for January through December 2013, which is the October 2012 sales through September 2013. She advised that for the year there was a sales tax growth of 2.2%. There was a \$35,000 increase in "Drinking and Eating Places," an increase of \$80,000 in "Furniture & Household & Radio," and an increase of \$30,000 in the "Manufacturing Area." Some of the decreases included a decrease of \$8,000 in "Drugs and Retail," and "Agriculture & All Others" was down by \$8,000.

Ms. McNeil stated that when you look at the year as a whole, most of the categories were up compared to 2012.

Ms. McNeil indicated that the December sales results will come in during the month of March. When those numbers come in, they will be evaluated.

Chairman Owens thanked Ms. McNeil for this additional report on Sales Tax Statistics.

Motion by Soeldner/Rankin to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending February 28, 2014, as submitted.

Motion carried.

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

Mr. Walt Howe, Administrator, Health Department, presented the 2013 County Wellness Program Report and a request for approval of the 2014 Wellness Program. He introduced Ms. Jan Morris, Health Promotion Program Manager, who works closely with the County on the Employee Wellness Program. Mr. Howe stated that the Committee packet contains a summary of the 2013 Employee Wellness Program and a request for

the 2014 Employee Wellness Program. He indicated that one of the key components of facilitating the program is not only implementing programs to facilitate behavior change from employees, but empowering employees to make informed decisions about their health. Mr. Howe added that one of the big priorities being put forward for 2015 is evaluating the effectiveness of these programs.

Ms. Morris thanked the Committee for supporting the program. She noted the Wellness Program just concluded its 16th year. Ms. Morris stated that 535 employees participated last year, which is the biggest number so far.

Ms. Morris advised that, in the past, the program concentrated on various programs on nutrition and physical activity. She stated that this year policy and environment changes will be the focus. She indicated that the Health Department has been a test site for a pilot program for several policies. Previously the Health Department campus was "smoke-free," but it became a "tobacco-free" campus on September 16, 2013, which includes cigarettes, chewing tobacco, e-cigarettes and all other smoking products that are legal in the state. Ms. Morris stated that they would like to see this program be adopted by all County campuses.

Ms. Morris reviewed the stairwell promotion and enhancement project. She indicated that the Health Department Stairwells were painted in 2012. In 2013 a new graphics designer joined the Health Department and he completed the artwork in the stairwells. There is a green stairwell that addresses nutrition and a blue stairwell that addresses physical activity and wellness. On the landing of each stairwell there is a graphic design and encouraging sayings. Ms. Morris added that a new sign was added between the stairs and the elevator encouraging people to take the stairs.

Ms. Morris stated that a competitive stairwell challenge was recently implemented where people are going to be climbing a certain number of stairwells. She indicated that anyone who signs up and completes five out of the seven levels by the end of March will get a pedometer.

Ms. Morris reviewed other projects, including:

- Provided flu shots to over 400 employees;
- Support for Breastfeeding Mothers policy in all campuses;
- Vending/Health Eating for Work-site Meetings and Events project;
- "Paint the County Pink" fundraising efforts for October Breast Cancer Awareness Month, and \$2,100 was raised to donate to the Susan G. Komen Breast Cancer Foundation;
- Quarterly "Toilet Talk" flyers posted in County restrooms;
- Wellness tips via e-mail;
- Fine Toning, Circuit, and Yoga classes;
- Good to Go Commuter Challenge in May;
- Smoking Cessation programs;

- Weight-loss program.

Ms. Morris indicated that she is asking \$27,100 for the Wellness Program, which is less than last year.

Mr. Rankin expressed his appreciation of the Wellness Program and believes that the program has many residual effects; including reducing the number of days missed from work, overall general happiness, etc.

There was a discussion on how to single out employees whose Health Assessment statistics show that they should most take advantage of this program, but who don't. Ms. Morris indicated that it is difficult to do that because the statistics do not provide the names of individuals and because not as many employees are even taking the Health Assessment. She advised that an effort needs to be made to motivate employees to take the Health Assessment and have a yearly physical. Ms. Morris indicated that she would like to see the County Administration approve a Wellness Day.

Ms. Eisner advised that a Wellness Day is being considered.

Motion by Wollrab/Rankin to Recommend Approval of the Proposed 2014 Employee Wellness Program and the proposed Budget.
Motion carried.

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

Ms. Eisner reviewed the critical personnel position requests received by the County Administrator's Office through January 28, 2013.

Motion by Soeldner/Rankin to Recommend Approval of the Critical Personnel Hiring Requests.
Motion carried.

Chairman Owens called for a motion to go into *Executive Session* to discuss Personnel Matters with the Committee Members and Staff.

Motion by Rankin/Wollrab to Recommend the Finance Committee go into *Executive Session* at 5:20 p.m. to discuss Personnel Matters with the Committee Members and Staff.
Motion carried.

Motion by Soeldner/Rankin to recommend the Finance Committee return to *Open Session* at 5:34 p.m.
Motion carried.

Chairman Owens presented the February 28, 2014 Finance Committee bills and transfers for review and approval as transmitted by the County Auditor. The Finance Committee bills include a Prepaid Total of \$1,169,247.78 and a Fund Total that is the same.

Motion by Wollrab/Erickson to recommend approval of the Finance Committee bills and transfers as of February 28, 2014 as recommended by the County Auditor.
Motion carried.

Chairman Owens presented the February 28, 2014 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Prepaid Total of \$187,351.23 and a Fund Total that is the same.

Motion by Wollrab/Erickson to recommend approval of the Nursing Home bills as of February 28, 2014 as recommended by the County Auditor.

Motion carried.

Mr. Soeldner asked if the County Clerk discussed with Administration when she made the decision to issue same-sex marriage licenses. Ms. Eisner replied that she does not know if Ms. Michael conferred with Administration or with the State's Attorney's Office for an opinion. Mr. Soeldner stated that he would have hoped that she would have conferred with the State's Attorney before she did that.

Mr. Erickson referred to a newspaper article a couple weeks ago criticizing the Finance Committee about the length of last month's meeting where it focused on Animal Control. He recognized that there are a lot of hard feelings on both sides of this issue and he feels the best solution is better communication.

There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 5:38 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary