

## **Minutes of the Finance Committee**

The Finance Committee of the McLean County Board met on Wednesday, May 7, 2014 at 4:30 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

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

Members Absent: None

Other Members Present: County Board Chairman Sorensen and Member Robustelli

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. Jack Moody, Interim Director, Nursing Home; Ms. Becky McNeil, Treasurer; Ms. Kathy Michael, County Clerk; Ms. Jennifer Ho, Risk Management; Mr. Rusty Thomas, Chief Deputy Sheriff; Mr. Don Everhart, Circuit Clerk

Others Present: 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 April 2, 2014 Finance Committee meeting for approval.

Motion by Soeldner/O'Connor to Approve the Minutes of the  
April 2, 2014, Finance Committee meeting.  
Motion carried.

Mr. Jack Moody, Interim Director, Nursing Home, reviewed the February 2014 Monthly Report for the Nursing Home.

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

Ms. Becky McNeil, County Treasurer, presented a request for approval of a Resolution authorizing the Chairman of the McLean County Board to execute a Deed of Conveyance on PIN 14-32-454-002. She stated that a bid was received on this parcel during last year's sale and it was necessary to clear up some title issues on the

property. Ms. McNeil noted that the County received a substantial offer on this parcel, namely \$7,770.

Motion by Soeldner/Wollrab to Recommend Approval of a Resolution Authorizing the Chairman of the McLean County Board to Execute a Deed of Conveyance on PIN 14-32-454-002.

Motion carried.

Ms. McNeil reviewed her Financial Reports for the period ending April 30, 2014.

Ms. McNeil reviewed the County Treasurer's Summary of Tax Revenue Sales, Local Use, Income and PPRT. She pointed out that County Wide Sales Tax is down again for the month of April compared to April 2013 by 8.3%. The County Sales Tax is up by 12% and Local Use Tax is down slightly. Income Tax is up by 5.4% and PPRT is up by 5.5%. Ms. McNeil stated that the overall revenue coming in from the various taxes is up by 0.1% as compared to April 2013. She indicated that the Year to Date total Comparison is currently down by 0.2%, and the budget is down by 0.1%.

Ms. McNeil reminded the Committee that we have reached out to the Comptroller's Office in the Department of Revenue and asked for a more specific report to determine the reason for the poor County Wide Sales Tax. As yet, she has not heard back from the Comptroller.

Ms. McNeil reviewed the County Treasurer's Investment Report. The overall balance of all funds is \$35,071,938.17. Ms. McNeil stated that this is the time of year when the cash fund total is as low as it gets.

Ms. McNeil reviewed a Tax Statistics document that is a document prepared and placed on the County Treasurer's Website so that the taxpayers know where their taxes are going. She pointed out that this year, in total, the Treasurer's Office is going to collect, on behalf of the taxing bodies of McLean County, \$300,004,015, which is an increase of \$5.5 million or 1.9% over last year.

Ms. McNeil provided an update on the Lock Box tax collecting system in Kansas City, Missouri. She indicated that an effort was made to include information regarding the lock box in the tax bills that were sent out at the end of April to taxpayers explaining that the remittances are going through Kansas City. Ms. McNeil reminded the Committee that the payments go to the Kansas City Lock Box, which is just a mail processing center. The center opens the mail, makes sure the checks are made out correctly, deposits the checks and creates a data file. The Treasurer's Office imports the data file, posts it, reconciles it and deals with issues within the data file.

Ms. McNeil advised that she has been pleased with this process. She expressed her appreciation of Commerce Bank for their valuable assistance.

Motion by Wollrab/O'Connor to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending April 30, 2014, as submitted.  
Motion carried.

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

Ms. Kathy Michael, County Clerk, presented her Monthly Reports for the period ending March 31, 2014, as well as the Monthly Recording Report.

Ms. Wollrab thanked Ms. Michael for starting the civil union licenses earlier.

Mr. Mark Bounds, Recording Program Administrator, County Clerk's Office, stated that the month started out with two consecutive \$10,000 days which is positive compared to last month. He noted that May and June should have a heavy volume.

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

Ms. Jennifer Ho, Risk Management, reviewed her First Quarter FY'2014 Risk Management Fund Report. She noted that the claims experience for the County during the first quarter of Fiscal Year 2014 is characterized by a reduction in activity in the self-insured lines of coverage from the last quarter of Fiscal Year 2013.

Ms. Ho stated that the County ended this quarter with a reduction in reserves of \$46,392. She referred to Table 2, noting that the number of overall claims for the first quarter of FY'2014 remains one of the lowest within the last five years. Ms. Ho indicated that the County has an auto physical damage claim from FY 2013 being carried forward to FY 2014, as work was only completed in FY 2014. A cumulative claims summary is provided in Table 1.

Ms. Ho indicated that an Actuarial study will be conducted in 2014. She noted that the first quarter of this year is looking promising in terms of the County's physical damage and claims.

Ms. Ho advised that an actuarial study has been budgeted this year to ensure that the County is complying with required government accounting standards and to ensure that the reserves are adequately funded.

Ms. Ho stated that the trend of extending safety training opportunities to line staff and supervisors will be continued. She indicated that seven (7) employees attended the Downstate Illinois Occupational Health and Safety Day event this past March. This is in conjunction with the on-going training conducted by departments, specific to their operations.

There was a brief discussion on the damage to the Highway Department. Ms. Ho anticipates that the cost to repair the damage is around \$300,000. Chairman Owens asked Ms. Ho to provide a report next month on the damage at the Highway Department building. Ms. Ho added that the Highway Department workers are extremely helpful during the fire.

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

Ms. Hannah Eisner, Assistant County Administrator, reviewed the critical personnel position requests received by the County Administrator's Office through May 7, 2014. All positions listed below are budgeted and funded through the end of FY 2014.

#### Circuit Clerk

- 1) Request to fill 3 FTE Office Support Staff II positions that have been vacated

The Circuit Clerk has three vacant Office Support Staff II positions. The vacancies are the result of two retirements and a resignation. Two of the vacancies are in the family division and one is in the criminal division.

The two positions in the family division perform very distinct tasks that require specialized knowledge of certain areas of the law such that a single person cannot perform both jobs. Additionally the work load for both positions is more than can be handled by one individual. One of the positions is primarily responsible for copying orders for DCFS and Juvenile Court Services, entering sentencing orders, completing and submitting court disposition forms for JD cases, issuing Orders of Protections, processing of Adoption cases, maintaining statistical reports for cases assigned to Juvenile Support desk, creating new cases manually and electronically, answering telephone calls, assisting public at counter, opening and closing Civil/Child Support Fee Batches. The other position is responsible for responding to information requests filed by the Illinois Department of Health and Family Services and other agencies/individuals; for the certification of child support orders, payment ledgers and the issuance of income withholding notices; setting up and maintaining child support cases; maintaining statistical reports for cases assigned to Child Support desk; answering telephone calls, assisting public at counter; completing filing and issuing summons, rules to show cause and other court documents for service; considerable data entry, photocopying; creating case files and maintaining court records for paternity and child support enforcement cases.

The position in the criminal division is position primarily is responsible for working the desks of absent customer service or data team members; pulling weekly payment lists, reviewing and initiating necessary action, preparing and sending Notice of Filing/Hearing to agencies for expungement/sealing of records, entering results from

daily custodies into case management system; returning and re-filing files retrieved from basement storage; updating address changes, assisting customer service team with the counter and phones, processing assessments, payments and dispositions and other duties as assigned.

- 2) Request to fill .80 FTE Office Support 1 position that has been vacated.

The Circuit Clerk has a vacant .80 FTE Office Support 1 position. The position provides support and assistance in the following tasks: creating and closing case files, checking files in and out, opening and distributing mail, entering docket entries and appearances, photocopying, genealogy and naturalization record inquiries, answering the phone and staffing the counter as needed, completing court approved record destruction and preparing and sending Notices of Filing/Hearing to agencies for expungement/sealing of records. This position is essential to insure that the office keeps up with demand and performs all functions without delay.

### Sheriff

- 1) Request to fill 3.0 FTE Deputy Patrol Officers.

The Sheriff's has three vacant Deputy Patrol Officer Positions. The vacancies are the result of one retirement, a resignation and the failure of one probationary officer to complete training. The Sheriff's 2013 budget includes funds for 31 FTE deputy positions. There are currently only 28 FTE deputy positions filled. The Sheriff cannot meet minimum staffing for all shifts with the current number of deputies and must require deputies to work overtime to fill any gaps. This not only creates additional overtime costs, but it takes a toll on staff who are consistently asked to work additional hours. These positions must be filled to insure public safety.

- 1) Request to fill 1.0 FTE Correctional Officer

The Sheriff has one vacant Correctional Officer position. The Sheriff's budget includes funds for 48 FTE correctional officers. There were 47 correctional officers on staff prior to this vacancy and this opening reduces the staffing to 46. The jail must have 48 correctional officers to maintain minimum staffing for all shifts. This position must be filled to maintain jail security.

### Nursing Home

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

1 FTE Licensed Practical Nurse and 1 FTE Registered Nurse

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

Mr. Bill Wasson, County Administrator, presented a request for approval of the Resolution establishing the Budget Policy for Fiscal Year 2015.

Chairman Owens advised that Mr. Wasson previously sent this policy to County Board members for their input.

Mr. Wasson reviewed the major changes, including examples. He referred to page 23 of the packet (page 9 of the Policy), (B). Mr. Wasson stated that the target of this policy is to be able to handle situations where revenue that is unanticipated, but directly related to expenditures, is received, it would be possible to make the appropriated expenditures related to those. Two examples would be:

- The Coroner's Office's generation of revenue from out-of-County autopsies and the associated costs of those autopsies. The revenue generated by the Coroner's Office for out-of-County autopsies has historically more than offset their increased expenditures over the past several years. It is difficult to include revenue in the budget that cannot be depended upon and difficult to include expenditure funding that may not be necessary. Once the funding is available, it can be appropriately expended.
- SHOW BUS has always been budgeted at \$100,000 per year. For the last several years, more than \$1 million has been generated a year. SHOW BUS makes expenditures through the County, and then asks for reimbursement from IDOT. When the reimbursement comes back to the County, the reimbursements are passed back to SHOW BUS. The issue here is that the reimbursements will be more than a quarter behind from the State in many cases. SHOW BUS, a not profit organization, works on a line of credit due to delays in reimbursement from the State. It is imperative to pass those funds back to SHOW BUS as soon as possible once the County receives them from the State. If it is not budgeted, it cannot happen unless there is a provision that allows the County, when it has revenue directly related to expenditure to be able to go ahead and do that even though it is not budgeted.

Mr. Wasson stated that he believes this is a better system than budgeting, in the County Board's budget, \$1.2 million in expenditures and revenue and waiting to see what happens.

Mr. Wasson referred to Section (C), which is related to category spending, noting that Commodities or Supplies is one category, Contractual Services is one category and Capital is one category. He indicated that it is hoped that Departments would, in identifying that they may exceed those categorical lines, come to the County Board Committees and request a budget amendment and, hopefully, accomplish that before it

occurs. Mr. Wasson noted that there may be some situations where an unanticipated expenditure may exceed their categorical level.

Mr. Wasson indicated that there is an emergency provision in County policies now for facilities and he has the authority to take emergency actions relative to things such as the fire at the Highway Department and the flooding in the Recorder's Office. He noted that the County Administrator has the authority to sign contracts and agreements to ensure the stability of facilities.

Mr. Wasson referred to section (D) which relates to Personnel. He advised that the Administrator's Office is sensitive to the idea that there may be unusual situations where personnel expenditure lines may be exceeded and also sensitive to the fact that there is an obligation under the Fair Labor Standards Act to compensate our employees once they have worked. Mr. Wasson stated that this provision does not stop those expenditures and payments, but instead requires that the Departments come to the next oversight Committee meeting to ask for a budget amendment to address those and explain the issues that created those occasions where they have exceeded the categorical limits of the budget.

Mr. Wasson noted that pages 24 and 25 of the packet, under Fiscal Year Budget Adoption has additional provisions for communication that was outlined within the budget policy at the recommendation of County Board Members.

Motion by Soeldner/Wollrab to Recommend Approval of the  
Resolution Establishing the Budget Policy for Fiscal Year  
2015.

Motion carried.

Mr. Wasson presented a request for approval of Schedule A – Calendar for Preparation of the Fiscal Year 2015 Budget, Five Year Capital Improvement Budget, and the Recommended Three Year Budget. He stated that the Calendar reflects the same calendar that has been used historically.

Motion by Wollrab/Rankin to Recommend Approval of  
Schedule A – Calendar for Preparation of the Fiscal Year  
2015 Budget, Five Year Capital Improvement Budget, and  
Recommended Three Year Budget.

Motion carried.

Chairman Owens asked if there were any questions or comments regarding the information submitted by Mr. Wasson in response to Members' requests with respect to purchases in the Auditor's Office.

Committee members had questions about the amount of information that was redacted from the material. Mr. Wasson replied that some information was redacted due to the

sensitivity of the financial documents that include account information. The information that was not redacted included charges that related to the Auditor's purchases. Mr. Wasson pointed out that there are also likely some charges made by the Auditor's Office on behalf of other departments, such as the County Administrator's office that has never had its own credit card.

Mr. Rankin indicated that he understands the autonomy of a County-wide elected official being able to use funds that they have at their discretion; however, there is a balancing of common sense of spending taxpayer money that should be considered. He noted that he has never seen as much community concern as he has seen with this \$1,000 purchase of artwork in the Auditor's Office. Mr. Rankin pointed out that, as we talk about budget processes and critical hiring needs, it is disturbing to see funds spent in this manner. Mr. Wasson responded that he cannot speak to other decor purchases made by other departments historically, but the expenditure falls within the confines of the Commodities Category and did not exceed the total categorical amount for Commodities at the time of the purchase.

Mr. Soeldner stated that this situation has been a good education, and believes that other department heads will recognize that the Board will be keeping an eye on expenditures henceforth.

Mr. Rankin requested that the County Administration review and provide options on the possible movement of Animal Control from the Health Department to elsewhere in the County, such as County Administration. He indicated that he would like to explore the economic ramifications of what the process would be to have that done.

Mr. Rankin inquired as to if Dr. Pearl was considering retiring from his position with Animal Control. Mr. Wasson replied that he does not believe that Dr. Pearl has provided his resignation to date.

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

Motion by Soeldner/Rankin to Recommend the Finance Committee go into *Executive Session* at 5:15 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 5:26 p.m.  
Motion carried.

Chairman Owens called for a motion on the request for approval of a Collective Bargaining Agreement by and between the McLean County Board and AFSCME Local 537 for the County Highway Department.

Motion by Rankin/O'Connor to recommend Approval of a Collective Bargaining Agreement by and between the McLean County Board and AFSCME Local 537 for the County Highway Department.

Motion carried.

Mr. Wasson stated that the County has received its preliminary rate from IMRF, and, for the first time since 2009, the IMRF rate will go down this year.

Chairman Owens presented the April 30, 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 \$1,138,482.66 and a Fund Total that is the same.

Motion by Erickson/Soeldner to recommend approval of the Finance Committee bills and transfers as of April 30, 2014 as recommended by the County Auditor.

Motion carried.

Chairman Owens presented the April 30, 2014 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Prepaid Total of \$528,228.97 and a Fund Total that is the same.

Motion by Wollrab/O'Connor to recommend approval of the Nursing Home bills as of April 30, 2014 as recommended by the County Auditor.  
Motion carried.

Mr. Rankin reminded the Committee that he has been interested for a very long time in removing the non-constitutionally mandated offices from the County. He requested that the Finance Committee Chairman move forward to take the steps necessary to eliminate the Auditor's Office. Chairman Owens indicated that he would like a consensus from the Committee of their thoughts on this process. He advised that it will also be necessary to have a plan of action in place to determine how the responsibilities of the Auditor's Office will be fulfilled.

Ms. O'Connor asked if it could be moved into the Treasurer's Office. Chairman Owens replied that he does not believe that is a solution. Mr. Rankin recommended that this could be accomplished by having a new department with an appointed department head. He believes that this department could work with less staff, and could redesign the way the Auditor's Office is operated.

The Committee discussed potential cost savings, but could not determine if or how much cost savings would be seen. Chairman Owens felt that potentially the office could reduce its staff, which would provide some cost-savings.

Mr. Wasson cautioned that a significant amount of savings would be unlikely. He stated that some support functions might be consolidated and segregation of duties is less of a problem in a larger department.

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Mr. Rankin reminded the Committee of the success of eliminating the Recorder's Office and he believes that this change would be equally successful.

Mr. Soeldner wondered if an appointed person could provide support to the budget processes. Mr. Wasson responded that it could be an opportunity to have a professional staff member who can be cross-utilized.

There was a discussion on when this item would have to come before the Executive Committee for consideration. County Board Chairman advised that dates will need to be confirmed on when this issue would have to be considered.

Mr. Soeldner asked if this could go on the November ballot. Mr. Wasson replied that it could.

Mr. Erickson stated that he would be uncomfortable rushing this through to the Executive Committee next week without providing an opportunity for people to submit a request to speak on the subject at the Executive Committee meeting should they so desire.

There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 5:40 p.m.

Respectfully Submitted,

Judith A. LaCasse  
Recording Secretary

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