

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, November 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 O'Connor, Schafer, Wollrab, Rankin, and Robustelli

Members Absent: Member Erickson

Other Members Present: Member Metsker

Staff Present: Mr. Bill Wasson, County Administrator; Ms. Hannah Eisner, Assistant County Administrator; Ms. Amy Brooke, Recording Secretary, County Administrator's Office; Mr. Don Knapp, First Assistant Civil State's Attorney

Department Heads/
Elected Officials
Present:

Ms. Becky McNeil, County Treasurer; Ms. Kathy Michael, County Auditor; Ms. Linda Cox, Interim Director, Nursing Home; Ms. Michelle Anderson, Auditor

Others Present: Ms. Marshell Thomson, Manager, Animal Control; Mr. Scott Gima, Vice President, Management Performance Associates (MPA)

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

Chairman Owens presented the minutes of the October 1, 2014 and October 15, 2014 Finance Committee meetings and the September 16, 2014 Stand-up meeting for approval.

Motion by Wollrab/Rankin to Approve the Minutes of the October 1, 2014 and October 15, 2014 Meetings and the September 16, 2014 Stand-up Meeting for Approval.
Motion carried.

Ms. Becky McNeil, County Treasurer, reviewed her Financial Reports for the period ending October 31, 2014.

Ms. McNeil reviewed the County Treasurer's Summary of Tax Revenue Sales, Local Use, Income and PPRT. She advised that sales tax and local use came in a little higher than a year ago at \$944,000 compared to \$897,000 a year ago. This is about a 5% increase. The comparison year to date is 8.212 compared to 8.276. We are running slightly under where we were a year ago. We are running under budget by \$255,884.74

which is about 3%. Ms. McNeil indicated that there are a couple of months in which this can be picked up. In December there will be another PPRT payment. Ms. McNeil believes we will be under budget in this category of revenue for the General Fund.

Ms. McNeil reviewed the County Treasurer's Investment Report.

Ms. McNeil reported that there was a tax sale this month. They went to sale on 480 some parcels. This is the lowest number going to tax sale since Ms. McNeil has been with the County. This is good for the County's economy and the local taxing bodies. The numbers going to the Trustee are still high. Currently 50-60 parcels are going to the Trustee.

Currently getting ready to finalize the final distribution to taxing bodies.

Motion by Rankin/Wollrab to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending October 31, 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, reviewed her Monthly Reports for the period ending September 30, 2014, as well as the Monthly Recording Report.

Ms. Michael advised that elections are going to continue to get more expensive due to new mandates, overtime, and the need to have an additional precinct at ISU. The new mandates allowing people to register to vote on the day of the election resulted in a lot of overtime and required all of the staff that was available.

Ms. Michael initially thought there was a poor turnout at the ISU precinct. However, as it turned out, 200 individuals voted on the main level and 300 voted on the concourse level which was setup for all registered McLean County voters.

Mr. Wasson complimented Ms. Michael in handling the challenges of having multiple changes in the election.

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

Ms. Linda Cox, Interim Director, Nursing Home, and Mr. Scott Gima, Vice President, Management Performance Associates (MPA); presented the Nursing Home September 2014 Monthly Report. Ms. Cox noted that the format of the report is slightly longer than normal. This is due to the addition of three different payer sources. The Nursing Home is in a pilot program to use two different managed care organizations: Molina Health Care and Health Alliance Connect. The Veteran's Administration has also been added.

The census is holding steady at around 134 residents. This is an improvement over the summer. There are also some pending referrals.

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

Ms. Michelle Anderson, County Auditor, was not present.

Ms. Jennifer Ho, Risk Management, presented her third Quarter Report. She stated that as compared to the third-quarter of 2013, the third-quarter of FY'2014 is experiencing an improvement in the number of new claims filed for the year, with a total of 58 new claims, from all lines of coverage, as compared to 67 new claims in FY 2013 and an overall improvement in the County's loss exposures, as indicated in Table 2.

Ms. Ho indicated that the general improvement was in part due to a reduction in overall reduction of the number of raw claims, and a reduction in the severity of claims. As an example, for the first three quarter of this year, the County has not sustained the total loss of a vehicle. Ms. Ho noted that the County has also continued to experience favorably non-serious or detrimental liability claims. As of the end of the third quarter, the County has closed all auto liability claims from all years, leaving a net of 48 open claims, from all other line of coverages. This is a net increase of 7 claims, since the last quarter report, with an accompanying increase of \$93,978 in case reserves. Ms. Ho stated that Table 1 provides a broad, comprehensive look at the County's claims experience.

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

Mr. Wasson presented a request for approval of Position Reclassification and Salary Upgrades recommended as part of the Fiscal Year 2015 Recommended Budget. He advised that Elected Officials, departments and agencies submitted eight reclassification requests for positions and equity adjustments as part of the Fiscal Year 2015 budget process. Mr. Wasson indicated that the Position Appraisal Method (PAM) system, developed by Public Administration Services, Inc. was used to evaluate all requests.

Mr. Wasson advised that five (5) positions are being recommended for upgrade and four (4) positions remain in their current classification. He noted that the costs for the reclassification(s) are included in the County Administrator's Recommended Budget for FY'2015. Also attached to the agenda packet is a matrix listing all current County positions and their respective PAM scores. Mr. Wasson stated that a 14-page summary of the PAM system, including definitions of each of the seven factors and all of the degrees within each factor is available for the Committee's review. In addition, there are two additional requests: reclassification of the Animal Control Director and equity adjustments for RNs at the Nursing Home.

Mr. Wasson indicated that the Administrator's Office has recommended the following upgrades:

- Recommend an upgrade for one existing Project Manager position in the Highway Department from Grade 10 to Project Manager II Grade 11. This action is required as the Assistant County Engineer is now required to act as performance Compliance Monitor (PCOM) for rural transit services, and subsequently this project manager position is responsible for supervision of the bridge program for McLean County and Townships, resulting in an upgrade of one position from salary grade 14 to salary grade 15.
- Recommend an upgrade for an existing Sheriff's Department lieutenant from Grade 13 to Project Manager II Grade 14. This action is required to bring these wage rates into competitive balance within the department and reflect that these positions are salaried positions for which overtime and voluntary hire-back are unavailable.
- Recommend an upgrade for an existing OSS I grade 3 position in the Circuit Court to the existing titled of OSS II Grade 4. This recommendation affects one incumbent and is due to a reduction in overall Court support staff and necessary cross-utilization of support positions.
- Recommend one seasonal occasional clerical assistant position in the County Clerk's Office be reclassified to a seasonal/occasional deputy clerk.

The reclassification of the Animal Control Director was not initially included in the mailing but is in the updated information. Mr. Wasson reminded the committee that Animal Control is being removed from the Health Department and being given departmental status. The Animal Control Director was previously classified as an hourly position. Due to the supervisory nature of the position, it is recommended that it be classified as exempt with an increase in grade. The reclassification will compensate for the loss of overtime.

There is also a request for equity adjustments for two assistant director ADONs in the Nursing Home.

Ms. Wollrab requested information on the Highway Department position. She asked what had changed in the grading.

Mr. Wasson stated that the position will be taking over the entire Bridge Management Program. Mr. Stokes is currently the PCOM for five counties. With experience, it was learned that there was a need to expand the supervision of this program and to designate someone other than the assistant engineer to take over management of County and Township Bridges program.

Mr. Robustelli stated that at the last meeting there was something in regards to a genealogist position. Does the information cover this?

Mr. Wasson stated that this was covered in the materials. There is a seasonal occasional clerical position reclassified to a seasonal occasional deputy clerk. This is an upgrade of classification.

Mr. Rankin asked if this included a pay increase.

Ms. Eisner said that it did. A reclassification will also allow for more step increases.

Ms. Wollrab asked if the committee had ever hashed out the requirement of the genealogist.

Mr. Wasson stated that it had been reviewed. The County is not required to have a genealogist but the County Clerk is required to do genealogic work. Having one person with expertise designated to do this work seems to be the most effective use of resources.

M.s Metsker asked about the classifications of employees in terms of full-time, part-time, and seasonal-occasional.

Mr. Wasson reviewed the statutes regarding the Illinois Municipal Retirement Fund and the number of hours different classifications may work in a year.

Mr. Wasson stated that a complete FY'2015 Position Reclassification and Pay Range listing is included for the Committee's information.

Motion by Wollrab/Schafer to recommend tentative approval of Position Reclassification and Salary Upgrades recommended as part of the Fiscal Year 2015 Recommended Budget.
Motion carried.

Mr. Wasson presented a request for approval of the Fiscal Year 2015 Compensation Plan. He advised that the McLean County Board annually adopts a General Compensation Plan for Non-Union Employees and a schedule of Position Classifications and Pay Ranges for all non-union positions.

Mr. Wasson advised that the Compensation Plan recommendation includes an across-the-board salary increase of 1.5% for full-time and part-time employees in 2015. It includes continuation of the merit evaluation program with the same constraints as 2014.

Motion by O'Connor/Robustelli to recommend tentative approval of the Fiscal Year 2015 Compensation Plan and Associated Amendments to Chapter 10 of the McLean County Code.
Motion carried.

Mr. Wasson introduced the review of the Fiscal Year 2015 Recommended Budget for the following two departments:

F.I.C.A. Social Security – 0130-0069 can be found on pages 320-322 of the FY'2015 Recommended Budget and pages of the Summary in the Packet.

Highlights of the Recommended Budget:

REVENUE

401.0001 General Property Tax: Pursuant to Chapter 40, Illinois Compiled Statutes (2006), Section 5/21-110, the County Board is authorized to levy a property tax sufficient to meet the cost of participating in the Social Security Program (FICA). This property tax levy may include the costs of participating in the Federal Medicare Program. This line item account has decreased from \$2,358,862 in the FY'2014 Adopted Budget to \$2,264,810 in the FY'2015 Recommended Budget.

400.0000 Unappropriated Fund Balance: The audited financial statements as of December 31, 2013 show the Social Security Fund with a Fund Balance of \$918,705 which is an increase from the Fund Balance of \$799,827 as of December 31, 2012. Therefore, the FY'2015 Recommended Budget includes a \$200,000 appropriation from the fund balance.

EXPENDITURES

Contractual

599.0003 Social Security Contribution: Pursuant to Chapter 40, Illinois Compiled Statutes (2006), Section 5/21-110, the County Board is authorized to levy a property tax sufficient to meet the cost of participating in the Social Security Program (FICA). This property tax levy may include the costs of participating in the Federal Medicare Program.

The FICA employer rate in the FY'2015 Recommended Budget remains 7.65%.

Transfers to Other Funds

999.0001 Transfer to Other Funds: This line item account has increased from \$344,580 in the FY'2014 Adopted Budget to \$385,538 in the FY'2015 Recommended Budget. This expense represents the amount to be transferred to the Nursing Home to cover approximately 75% of the FICA expense at the Nursing Home and the transfer to the County Board's budget for 100% of the FICA expense at Metcom.

I.M.R.F. Illinois Municipal Retirement Fund – 0131-0069 can be found on pages 323-325 of the FY'2015 Recommended Budget and pages of the Summary.

Highlights of the Recommended Budget:

REVENUE

401.0001 General Property Tax: This revenue line item account has increased from \$4,392,572.00 in the FY'2014 Adopted Budget to \$4,409,918 in the FY'2015 Recommended Budget. Pursuant to Chapter 40, Illinois Compiled Statutes (2006), Section 5/7-71, the County Board is authorized to levy a property tax sufficient to meet the cost of participating in the Illinois Municipal Retirement Fund pension program for County employees and for Sheriff's Department Law Enforcement personnel.

407.0010 Personal Property Replacement Tax: Pursuant to State law, the County is required to budget Personal Property Replacement Tax revenue in the IMRF Fund. In the FY'2015 Recommended Budget, the Personal Property Replacement Tax revenue is budgeted at \$100,000.00, the same approved in the FY'2014 Adopted Budget.

EXPENDITURES

Contractual

599.0001 County's IMRF Contribution: Pursuant to Chapter 40, Illinois Compiled Statutes (2006), Section 5/7-71, the County Board is authorized to levy a property tax sufficient to meet the cost of participating in the Illinois Municipal Retirement Fund pension program for County employees and for Sheriff's Department Law Enforcement personnel. The I.M.R.F. employer rate is 13.74 % in FY'2014. For FY'2015, the rate is 12.99%. The I.M.R.F. Sheriff's Department Law Enforcement Personnel (SLEP) employer rate is 25.83% in FY'2014. For 2015, the rate is 24.13%.

Other

999.0001 Transfer to Other Funds: This line item account has increased from \$624,913 in the FY'2014 Adopted Budget to \$654,661 in the FY'2015 Recommended Budget. This expense represents the amount to be transferred to the Nursing Home to cover approximately 75% of the I.M.R.F. expense at the Nursing Home and to transfer to the County Board's budget 100% of the I.M.R.F. expense for Metcom.

Motion by Robustelli/Wollrab to recommend tentative approval of the F.I.C.A. Social Security – 0130-0069 FY'2015 Recommended Budget as submitted.

Motion by Schafer/Wollrab to recommend tentative approval of the I.M.R.F. Illinois Municipal Retirement Fund – 0131-0069 FY'2015 Recommended Budget as submitted.
Motion carried.

Mr. Wasson introduced Ms. Thomson to answer any questions regarding the Animal Control Report.

Ms. Thomson explained various terms related to Animal Control: confiscate, disposal, euthanasia, owner surrender, stray, adoption, pending, RTO (return to owner). Currently, Animal Control returns 46% of the animals in their care to their owners. This is one of the highest in Illinois.

Members discussed various services which Animal Control performs with which they had experience with or knew someone who had experience with them.

Ms. Thomson explained the transition to new software and some of the data Animal Control will be able to collect.

Ms. Thomson explained that Animal Control responds 24/7. There must be enough people to cover all of the situations that come up.

Mr. Rankin asked about staffing. He also stated that he is happy about the transition and being able to speak with Ms. Thomson.

Ms. Thomson stated that this is the first time that they have been fully staffed in a year. Currently, they are doing a lot of training. She expressed that she is very happy with what they have.

Mr. Wasson shared that the Animal Control support staff member has been relocated from the Health Department building to Animal Control. This will allow for cross utilization of staff.

Ms. Thomson shared that they doing a soft-rollout of a pilot program. They will be extending their hours until 7:00 on Tuesdays through December. They will be open until noon on Saturday. In January thru March when the weather is bad they will just be open regular business hours. The Center Manager position will be working Tuesday through Saturday to aid in the increase in hours. They are also working on doing more off-site promotions: Urban Carnivore and Tractor Supply.

Ms. Schafer asked about the relationship with other adoption entities.

Ms. Thomson stated that she believes the relationships are positive and we will continue to work to improve this.

Ms. Thomson shared some of the things that that their volunteer group is attempting to put together:

- A breed specific outreach with Town and Country Kennel Club
- Working with Emergency Preparedness Coordinator at the Health Department to create a canine service assist program. Canine rescue animals would have extra care while working on rescues
- Bite prevention for children for the first grade level

Mr. Rankin stated that it was an excellent idea.

Ms. Thomson shared there is now a Facebook page. They have now had over 6,000 views. They would like it to be a resource. For example, they put out information regarding pet safety at Halloween and the dangers of chocolate poisoning. People seem to really like the information. They have also signed up for Pet Finder.

Mr. Wasson shared that Ms. Thomson is also working on a low-income vaccination clinic with Wishbone this weekend.

Mr. Wasson stated that the overall budget is about \$80,000 away from being able to have the tax rate remain the same at the current EAV. Other committees have expressed a desire to use unencumbered special funds to achieve maintenance of the tax rate at the current level. We have reduced expenditures and are using special fund revenues.

Mr. Wasson stated that some unencumbered funds had increased in special revenue funds with dedicated revenue sources. He cautioned that it will be extremely difficult to replicate this process in the future if not impossible due to increasing cost.

Mr. Wasson shared that there is a possible revenue option from unbudgeted funds in the States Attorney's Office. These are asset forfeiture funds. Mr. Chambers has agreed to work with the Administrator's office on this.

Chairman Owens presented the October 31, 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 \$790,712.36 and a Fund Total that is the same.

MCLEAN COUNTY BOARD COMMITTEE REPORT

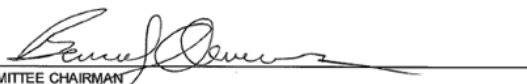
PAGE 1 OF 11

AS OF 10/24/2014

EXPENDITURE SUMMARY BY FUND

Finance Committee

FUND	FUND TITLE	PENDING TOTAL	PREPAID TOTAL	FUND TOTAL
0001	GENERAL FUND		\$78,972.42	\$78,972.42
0131	IM.R.F. FUND		\$371,135.70	\$371,135.70
0135	TORT JUDGEMENT		\$319,044.40	\$319,044.40
0137	RECORDER DOCUMENT STORAGE		\$2,690.98	\$2,690.98
0164	CO CLERK DOC STORAGE		\$929.58	\$929.58
0512	EMPLOYEE BENEFIT PLAN		\$25,939.28	\$25,939.28
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			\$798,712.36	\$798,712.36


COMMITTEE CHAIRMAN

Motion by O'Connor/Wollrab to recommend approval of the Finance Committee bills and transfers as of October 31, 2014 as recommended by the County Auditor.
Motion carried.

Chairman Owens presented the October 31, 2014 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Prepaid Total of \$458,298.44 and a Fund Total that is the same.

MCLEAN COUNTY BOARD COMMITTEE REPORT

PAGE 1 OF 10

AS OF 10/24/2014

EXPENDITURE SUMMARY BY FUND

Human Services Committee

FUND	FUND TITLE	PENDING TOTAL	PREPAID TOTAL	FUND TOTAL
0401	NURSING HOME		\$458,298.44	\$458,298.44
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			\$458,298.44	\$458,298.44


COMMITTEE CHAIRMAN

Motion by Robustelli/Schafer to recommend approval of the Nursing Home bills as of October 31, 2014 as recommended by the County Auditor.
Motion carried.

Chairman Owens thanked Ms. Wollrab for her service to the Board and to the Committee. He stated that she will be missed.

Ms Wollrab stated her appreciation for the Committee and that she had enjoyed serving on it.

Ms. Schafer stated her appreciation for the knowledge that Ms. Wollrab brings to the Board from her HR background. Ms. Wollrab will be missed.

Mr. Rankin reminded the Committee that Ms. Wollrab will not completely be gone but will be joining the Board of Health.

Mr. Robustelli asked about the Auditor's letter. He stated that the Committee has received a few of those over the last few months. Did that go away?

Chairman Owens stated that other Committees have not addressed it because it is the same.

Mr. Robustelli stated that last month he asked her to come and explain what it means. He would like the Auditor to be present at every meeting that the letter is at a Committee.

Mr. Wasson stated that the request would be passed along to the Auditor.

Chairman Owen's stated that a representative of the office would be feasible as well.

Mr. Rankin stated that with the Auditor, there is a recent habit of not showing up.

Mr. Robustelli stated that he would like to know about it.

Chairman Owens stated that the Auditor's presence would again be requested.

There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 5:30 p.m.

Respectfully Submitted,

Amy L. Brooke
Recording Secretary