

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, December 3, 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, Gordon, Rankin, Erickson, Robustelli and Schafer

Members Absent: None

Other Members Present: Member Metsker

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

Department Heads/
Elected Officials

Present: Ms. Kathy Michael, County Auditor; Ms. Linda Cox, Interim Director, Nursing Home; Mr. Walt Howe, Health Department Administrator; Ms. Becky McNeil, County Treasurer; Ms. Michelle Anderson, Auditor;

Others Present: Ms. Cathy Dryer, Financial Manager, Health Department; Ms. Laura Beavers, Health Department; Ms. Marshall 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 November 5, 2014 Finance Committee meeting for approval.

Motion by O'Connor/Rankin to Approve the Minutes of the November 5, 2014 Finance Committee Meeting.
Motion carried.

Ms. Kathy Michael, County Clerk, reviewed her Monthly Reports for the period ending October 31, 2014, as well as the Monthly Recording Report. She indicated that she is going to need more money and more staff to accommodate a new bill that just passed the House of Representatives whereby the County Clerk's Office will be mandated to continue with the experiment of same-day voter registration and voting on election day, expanded early voting hours and dates, and the "I voted stickers" must be given to anyone who asks for it.

Ms. Schafer commented that the bill passed the House but had not gone to the Senate yet, and tomorrow's session was cancelled, so it may not pass.

Ms. Michael distributed a colored graph that reflects the overall recording volume month, quarterly and yearly. She pointed out that more recording has been done, including a \$4 million transaction with the Jewel-Osco Building.

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 October 2014 Monthly Report. Ms. Cox distributed an updated report as the report in the packet had an error in the formulary. She noted that the distributed report also includes November's report, which was a very positive month. Ms. Cox advised that the census went from 134 residents at the beginning of the month to a census of 139 at the end of the month, which reflects an increase in the occupancy rate from 87.68% at the beginning of August to 90.78% at the end of November. She anticipates that December will also be strong and may even increase.

Ms. Schafer stated that she may have read something about the State adding more employees to process the Medicaid applications faster. Mr. Gima replied that he has not heard of that potential. Ms. Cox indicated that there have been some media reports that there is a new system wherein nursing homes will be able to submit those public aid applications electronically, which may be helpful. Mr. Gima added that that is called the ABE System. He stated that he understands that the State has not added more case workers, but he recently had a conversation with Life Services Network, which is a not-for-profit nursing home association in Illinois, and, although McLean County does not have this problem, many nursing homes in the state have a backlog of Medicaid applications. He indicated that Champaign County has 58 Medicaid applications for residents in process going back to late 2012. The Champaign County Nursing Home has a Medicaid census of 110, so over half of the residents are basically charity cases, causing a huge cash-flow issue. Mr. Gima noted that Senate Bill 741 that was passed in June or July was supposed to fix this problem, but it has not been addressed and may even be getting worse. He advised that McLean County has been able to get their applications down to just a handful.

Ms. O'Connor asked if they are planning a Christmas Program for the Nursing Home residents and if they will be inviting County Board members as they have in the past. Ms. Cox replied that there has been some general planning and as soon as planning is completed they will invite the Board.

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

Mr. Walt Howe, Health Department Administrator, introduced Ms. Laura Beavers, Manager, In-Person Counselor Program, Health Department. He presented a request for approval of an Ordinance of the McLean County Board Amending the 2014 Combined Appropriation and Budget Ordinance for Fund 0106 (In-Person Counselor Program).

Mr. Howe stated that the Health Department was notified of the receipt of year-two funding for the In-Person Counselor Program in September, 2014 by the Illinois Department of Public Health. The funding timelines were designed to correspond with the opening of the Illinois marketplace for open enrollment beginning November 15, 2014 and running through April 15, 2015. Mr. Howe noted that this open enrollment period is designed primarily for non-Medicaid qualifying uninsured individuals in Illinois. He indicated that the goal is to provide in-person assistance to eligible individuals and small businesses seeking to enroll in Qualified Health Plans (QHP), including advanced premium tax credits and cost sharing reductions. The Medicaid and All Kids component of the enrollment process is ongoing and is not limited or restricted by the periods of open enrollment designated for the Exchanges and QHP's.

Mr. Howe advised that the second year of the IPC program is requiring a far more labor-intensive enrollment design attempting to canvass local communities and small businesses for the purpose of education and outreach and gather greater quantitative and qualitative data to measure the impact and identify barriers to enrollment. This expanded component, in conjunction with the ongoing requirements of assisting consumers in making informed decisions during the health coverage selection process, will require adding a 1.0 Full-Time IPC Counselor to the program in order to meet the expanded demands of the grant deliverables. Mr. Howe indicated that there are currently two IPC Counselors.

Mr. Howe indicated that in recognition of these greater demands, the Illinois Department of Public Health has awarded the Health Department an additional \$46,000, covering the period September 1, 2014 through April 15, 2015, in year two in recognition that additional staff time and ancillary support costs would be required to meet the demands. The necessary amendment will impact both FY'14 and FY'15 of the County. Mr. Howe noted that a subsequent amendment will follow after January 2015 to cover the balance of the amendment request.

Motion by O'Connor/Rankin to Recommend Approval of an Ordinance of the McLean County Board Amending the 2014 Combined Appropriation and Budget Ordinance for Fund 0106 (In-Person Counselor Program).

Motion carried with Mr. Erickson voting "no."

Mr. Howe presented a request for approval of a Resolution Amending the Fiscal Year 2014 McLean County Full-Time Equivalent Position Resolution associated with an Ordinance to Amend the Fiscal Year 2014 McLean County Combined Appropriation and Budget Ordinance for Fund 0106 (In-Person Counselor Program).

Mr. Gordon asked what the start date is for this position. Mr. Howe replied that the start date was supposed to be December 1, but they are currently actively pursuing and advertising and interviewing. He hopes that the position will still be filled in December. Ms. Beavers indicated that there is a large pool of applicants. Mr. Howe added that there is also about a month training that needs to take place once hired.

Motion by Robustelli/Rankin to Recommend Approval of a Resolution Amending the Fiscal Year 2014 McLean County Full-Time Equivalent Position Resolution associated with an Ordinance to Amend the Fiscal Year 2014 McLean County Combined Appropriation and Budget Ordinance for Fund 0106 (In-Person Counselor Program).

Motion carried with Mr. Erickson voting "no."

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

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 Parcels: PIN 03-02-378-002 and PIN 20-24-228-001.

Motion by Rankin/Schafer to Recommend Approval of a Resolution Authorizing the Chairman of the McLean County Board to execute a Deed of Conveyance on Parcels: PIN 03-02-378-002 and PIN 20-24-228-001.

Motion carried

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

Ms. McNeil reviewed the County Treasurer's Summary of Tax Revenue Sales, Local Use, Income and PPRT. She advised that November 2014 is slightly above 2013 with a gain of \$24,889.10, or 4.0%. The Year to Date comparison (\$8,857,469.05 in 2014 as compared to \$8,896,961.30 in 2013) is still down by \$39,492.34, or -0.4%.

Ms. McNeil stated that the Budget Comparison is at negative \$331,553.91. She indicated that we would like to have about \$9.1 million and we are at \$8.8 million.

Ms. McNeil reviewed a summary of the Property Tax Levy, the funds that were levied, and the collections. She indicated that it is very rare for an entity to collect 100% of what they levied. Usually, because of different things that the statute allows and the Property Tax collection cycle exemptions, the County does not receive the full 100% of its levy. Ms. McNeil advised that, this year, the County levied \$32,698,495 and actually received \$32,794,517.79, an excess of \$96,022.79. She explained that this is the result of a TIF additional distribution from the dissolving of the TIF in LeRoy. This allowed McLean County to actually receive an excess of its levy. Ms. McNeil noted that that distribution to McLean County was about \$108,000 and without that we would have

been about a negative \$14,000. Mr. Wasson indicated that the negative \$14,000 was still very close. Ms. McNeil advised that there have been years where the County was negative \$40,000 or \$50,000.

Ms. McNeil stated that the State Farm abatement did not affect McLean County. After all of the calculations were completed, McLean County was not one of the entities that owed an abatement to State Farm.

Ms. McNeil reviewed the Treasurer's Investment Report. She advised that the total of all funds is \$43,015,954.76. Ms. McNeil reflected fondly on the days when the interest rates were 5% and 6%.

Motion by Schafer/Rankin to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending November 30, 2014, as submitted.

Motion carried.

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

Ms. Hannah Eisner, Assistant County Administrator, reviewed the distributed list of critical personnel position requests which have been received by the County Administrator's Office through November 26, 2014. All positions listed below are budgeted and funded through the end of FY 2014.

Health Department

- 1) Request to fill 1.0 FTE Public Health Nurse - WIC program.

The Public Health Nurse positions within the McLean County WIC program fulfill a critical role in the federally funded grant program. Per federal guidelines, anthropometric and hematological data is required for clients to be certified on the WIC program. The WIC program maintains three PHN positions to sustain program growth and client load. The nurses are responsible for performing hemoglobin and blood lead screenings on clients over 9 months of age and hemoglobin screenings on pregnant and postpartum women.

The WIC program funding is dependent on caseload achievement. A reduction in nurse positions within the program would result in seeing fewer clients per day, effectively reducing the caseload achieved rate and putting funding for FY15 in jeopardy. The WIC program serves McLean County's most vulnerable low income population: infants, children up to the age of five and pregnant women.

This position provides services to not only the WIC program but also support to the FCM program and Health Fund. FCM program support is provided daily by making

client contacts and completing health and social assessments as required of the grant funder. A reduction to the department's overall nurse staff complement would result in a reduction of services in the event of a public health emergency and delays in reaction time to health priorities and needs.

2) Request to fill 1.0 FTE Public Health Nurse – Communicable Disease.

This position has responsibility as Lead OSHA and Emergency Preparedness Nurse for the McLean County Health Department. As the Emergency Preparedness RN, this nurse works 7.50 hours/week with the Public Health Emergency Planning and Response Program to assure the department is in clinical compliance with CDC and IDPH requirements for the department's response to public health emergencies. In addition, this RN assures that all MCHD first aid kits and epinephrine kits are operational and that staff is offered CPR/AED training every two years.

As the lead OSHA RN, this nurse assures that the department is OSHA compliant. In addition, this nurse would be cross-trained, as are all nurses in the Communicable Disease Clinic, to provide nursing services to STD and TB clients. This position would also assist with communicable disease reporting and follow-up, such as in the event of a food-borne illness outbreak.

With the implementation of billing in 2013-2014 for private pay insurance for immunizations, this nurse also has additional responsibility in the area of adult immunizations.

Nursing Home

- 1) The following positions were vacated and refilled pursuant to the patient care exemption: 1 FTE Certified Nursing Assistant, 1 FTE Licensed Practical Nurse and 1 FTE Domestic Services Assistant I.

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

Mr. Wasson reported that last week he offered the Nursing Home Administrator position to Ms. Cynthia Wegner who has accepted the position and will start the last week of December. He noted that Ms. Wegner comes to the County with 20 years of experience in supervisory and administrative positions in the nursing home industry and over 12 years as an administrator of a 141 skilled bed facility, which is very similar to size and scope of the County Nursing Home. Mr. Wasson stated that she will be visiting with Ms. Cox and the staff over the next several weeks. He reminded the Committee that Ms. Cox took the position on an interim basis and has provided significant support to the Nursing Home staff. Mr. Wasson noted that Ms. Cox will be working with the new permanent Administrator to complete the transition over the next several weeks.

Mr. Robustelli asked if the County will continue to engage MPA. Mr. Wasson replied MPA will continue to be engaged while we get a comfort level with the transition, and to provide administrative staff support. He noted that MPA plays a significant role in managing a number of county nursing homes from the perspective of working with state agencies on priorities for funding. Mr. Wasson added that our intention, and it is included in the budget for the Nursing Home, is to provide funding for that contract.

Ms. Marshell Thomson, Director, Animal Control, reviewed her Monthly Report. She indicated that the Animal Control report is similar to the one last month. She stated that the transition at the facility and campus is going very well, noting that there is a lot of paperwork that needs to be done. Ms. Thomson added that she is working closely with Mr. Wasson and Ms. Eisner on the transition process.

Ms. Thomson reported that there are several new projects being developed, including the Animal Control Facebook page and posting videos. She indicated that there have been over 3,000 Facebook views in 72 hours, which provides positive press for the Center.

Ms. Thomson stated that several groups have offered to donate food and other items to the Center, volunteer opportunities are being evaluated, and hours have been increased, including late hours on Tuesday and 9:00 to noon on Saturday. She noted that the extended hours have not been advertised yet except on Facebook.

Ms. Thomson advised that the Center partnered with Wishbone on a low-income vaccination clinic, where about 160 dogs were vaccinated. Ms. Eisner reminded the Committee that the Board approved an Ordinance to authorize a registration fee discount. Ms. Thomson added that the Center had a booth set up for people to talk to them about registration and programs going on at the Center.

Ms. Thomson stated that their new Animal Control Center manager is bi-lingual and was very helpful to Wishbone at the vaccination clinic to help explain Wishbone's procedures to the Hispanic population.

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

Chairman Owens advised that Ms. Michelle Anderson, Auditor, is available to discuss any questions on her monthly "Approval of Bills for Payment" memorandum, which also includes a list of departments that are over their budgets. This is for information only and these over-budget experiences usually occur towards the end of a fiscal year when budgets are getting low. Mr. Wasson asked Ms. Anderson to provide some information on the process.

Ms. Anderson stated that at the end of the previous month she runs a budget performance report and looks at departments in all funds, and anyone that is over-

budget in categories is reported in this letter. She added that this is based on any amended budget and not the Adopted Budget from last November.

Mr. Robustelli asked what action needs to be made by the Committee. Mr. Wasson replied that it is provided as an information item. He noted that, ultimately, we are striving to receive this report in sufficient time to contact these departments so that they may submit necessary budget transfers to satisfy the overages. Mr. Wasson recognized that timing is the biggest issue in getting these budget transfers in time for the Committee meetings.

Mr. Robustelli asked if some of these budget overages have been on the list multiple months. Mr. Wasson replied that most of them are different issues. Ms. Anderson added that some of these have been included in multiple reports. She pointed out that she puts the date that she reviewed each of these items.

Mr. Wasson advised that he believes this is a helpful report, but it could be more helpful as we get departments to interact with the County Administrator's Office and the Auditor's Office so that we can actively work on these budget transfers.

After additional discussion, the Committee recommended that Ms. Anderson's report be provided to the Administrator's Office the month prior to being included in her Memorandum so that Department Heads can be notified and have time to submit their budget transfers. The next month, Ms. Anderson's report should reflect those transfers that were not completed.

Mr. Gordon asked if the County Board needs to take action that would allow this procedural change. Mr. Wasson replied that, until he reviews the policy, he cannot answer that question. He indicated that it will be evaluated and he will come back to the Committee, if required, with a recommendation.

Ms. Anderson reminded the Committee that this issue will likely only be a concern for this month because it is the end of the year. Once the 2015 budget begins, no one should be over-budget for a while. Mr. Wasson concurred and noted that there is an expectation that some classifications and department budgets that will be over-budget, which are usually addressed by an end-of-the-year reconciliation, which is a mass budget amendment that is provided to the Committee in February or March. He stated that he appreciates the interest and understanding of the Committee, and thanked Ms. Anderson for coming in.

Chairman Owens presented the November 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 \$2,097,249.99 and a Fund Total that is the same.

Motion by O'Connor/Robustelli to recommend approval of the Finance Committee bills and transfers as of November 30, 2014 as recommended by the County Auditor.
Motion carried.

Chairman Owens presented the November 30, 2014 Nursing Home bills and transfers for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Prepaid Total of \$341,966.74 and a Fund Total that is the same.

Motion by Gordon/Rankin to recommend approval of the Nursing Home bills as of November 30, 2014 as recommended by the County Auditor.
Motion carried.

Mr. Wasson advised that the Justice Committee asked the Finance Committee to re-evaluate the County Procurement Policy due to an action item at the Justice Committee last night for the provision of credit cards to the Sheriff and Chief Deputy Sheriff. The Justice Committee would like to see if there is an Administrative method to address that issue.

Mr. Rankin indicated that he does believe that it is necessary for approval of a credit card to be the responsibility of Committee; rather, it should be the responsibility of County Administration and the Auditor's Office. Mr. Wasson stated that any such changes to the Policy will take Board action.

Ms. Schafer asked if the transfer in the Health Department, which was in the packet, needs to be considered for approval, and asked what the electronic sign is for. Mr. Wasson explained that transfers are usually paid at the same time as the bills. He advised that the transfer that was in the packet included a transfer of funds for signs in the Health Department building, similar to the ones budgeted for in the Law and Justice Center, which is to direct people to specific events, activities, conference, etc. in the Health Department Building. He noted that not only does the Health Department do programs in the 200 W. Front Street Building conference rooms, but so, too, does Regional Office of Education and CIRB. The electronic signs will provide direction for people attending various meetings.

Motion by Gordon/O'Connor to recommend approval of the
Transfers.
Motion carried.

There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 5:29 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary