

## Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, March 4, 2015 at 4:30 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Owens, Members Rankin, Erickson, and Schafer

Members Absent: Members O'Connor, Gordon and Robustelli

Other Members Present: None

Staff Present: 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. Becky McNeil, County Treasurer; Ms. Kathy Michael, County Clerk; Ms. Marshall Thomson, Manager, Animal Control; Ms. Michelle Anderson, County Auditor; Ms. Cindy Wegner, Director, Nursing Home; Mr. Walt Howe, Health Department Administrator

Others Present: Mr. Scott Gima, Vice President, Management Performance Associates (MPA); Ms. Nicole Aune, Health Promotion Program Manager, Health Department; Ms. Jan Morris, Retired Health Promotion Program Manager, Health Department

Chairman Owens called the meeting to order at 4:34 p.m.

Chairman Owens presented the minutes of the February 4, 2015 Finance Committee meeting, and the January 20, 2015 Stand-Up meeting for approval.

Motion by Schafer/Rankin to Approve the Minutes of the February 4, 2015, Finance Committee meeting and the January 20, 2015 Stand-up Meeting.  
Motion carried.

Ms. Becky McNeil, County Treasurer, reviewed her Financial Reports for the period ending February 28, 2015.

Ms. McNeil reviewed the County Treasurer's Summary of Tax Revenue Sales, Local Use, Income and PPRT. She advised that, as of February 28, 2015, the County

received \$749,473.32 as compared to \$705,543.68 in 2014, which is 6.2% above last year at this time. The Year to Date revenue as of February 28<sup>th</sup> is \$1,659,887.69 compared to \$1,653,761.22, which is \$6,126.47 above last year. Ms. McNeil stated that the budget comparison, which should be at \$1,627,729.33, is currently at \$1,659,887.69, which is an increase of \$32,158.36, or 2.0%. She advised that we are tracking above budget for January and February.

Ms. McNeil reviewed the Treasurer's Investment Report. She stated that nothing has changed significantly, but she is starting to increase some small CDs since the FDIC is now higher. The total of all funds is \$37,910,248.08.

Ms. McNeil indicated that the Treasurer's Office has been reviewing 2014 Receivables. She advised that the receivables due to the County's General Fund from the State of Illinois, as of right now, (not counting outstanding receivables due to the Nursing Home or the Health Department) is about \$789,000 from December of 2014. Most of that is tied up with Probation Officer salaries, and income tax money. Ms. McNeil stated that these are being watched because, as of March 31, 2015, if those receivables are still outstanding, the County will not be able to recognize that revenue in 2014. Other Receivables due include:

- Domestic Violence Grant Fund: \$85,000
- Highway: \$400,000

Motion by Rankin/Erickson to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending February 28, 2015, 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. She noted that everything is going well.

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

Ms. Marshall Thomson, Director, Animal Control, asked if there were any questions on her General Report. There were no questions on the report

Ms. Thomson presented a request for approval of a Memorandum of Agreement for Veterinarian Services.

Motion by Rankin/Schafer to recommend approval of a  
Memorandum of Agreement for Veterinarian Services.

Mr. Rankin asked if the relationship with Dr. Nord is new. Ms. Thomson replied that it is a new relationship. Mr. Rankin asked how this choice was determined. Ms. Thomson replied that Dr. Nord expressed an interest in providing veterinarian services to the Animal Shelter, and has been providing an excellent service to the Animal Shelter with vaccination protocols, disease prevention, and communicating with other veterinarians in building relationships with the Animal Control program.

Ms. Schafer asked why it is difficult getting a veterinarian to provide services at the Animal Control. Ms. Thomson replied that many veterinarians have an established practice and don't have time to provide this service. She indicated that Dr. Nord's practice is in close proximity to the animal Control. Ms. Thomson stated that the working relationship with Dr. Nord has been very positive.

Mr. Erickson asked if there was any solicitation process held to vent this job to other veterinarians as well. He expressed concern that no process was conducted to make other veterinarians aware that they could apply for this position. Ms. Thomson replied that some other veterinarians talked to her, but were not interested in providing their services for the amount of money that was offered. She added that Dr. Pearl made some inquiries on behalf of the Animal Shelter, but no veterinarians expressed any interest.

Ms. Eisner advised that this position was not advertised, nor were RFQ's solicited for veterinarians to apply. Mr. Erickson asked if soliciting applications is the normal policy. Ms. Eisner replied that previously the program was under the Health Department.

Mr. Erickson expressed concern that if no applications are solicited there is no way of knowing if the cost is comparable to other rates. Ms. Thomson replied that Dr. Pearl's fee was \$100 per hour and Dr. Nord's cost is \$120 per hour, but he provides fewer hours of service. Mr. Erickson responded that he can't determine if this is a good price because other applications were not solicited and no one else applied. Ms. Eisner replied that this request could be delayed until next month so that other veterinarians could be solicited for applications.

Mr. Rankin recommended that, in the future, a solicitation of bids should be sought to make it a more formal process. He added that a formal process should be followed for any position.

Mr. Erickson commented that his concern is not a criticism of Ms. Thomson or Dr. Nord; rather, it is with the process that was taken. He recommended that this item be postponed until the April meeting. Ms. Eisner stated that Dr. Nord can continue to be paid while a more formal process is conducted.

Ms. Thomson indicated that she wants to make sure that Dr. Nord understands that his services are appreciated as he is doing a great job for the Animal Shelter. She added that the veterinarian community was aware that Dr. Pearl was retiring, and no veterinarians stepped forward to offer their services. It is not considered a desirable public service in the veterinarian community.

Ms. Schafer asked Mr. Howe to describe how a veterinarian was hired in the past. Mr. Howe advised that it was always very difficult in this community to recruit veterinarians to work for the program. He indicated that it was fortunate that the veterinarians that were recruited stayed on for long periods of time. Mr. Howe noted that Dr. Nord assisted when Dr. Pearl was away, which is one reason that he is a good fit for the program.

Mr. Erickson reiterated that his question is not about the credentials of Dr. Nord or about his rate; rather, his concern is that there is no comparison available to make that assessment. Mr. Howe acknowledged that, in the past, there was no formal process taken to solicit bids.

After additional discussion, Mr. Rankin and Ms. Schafer agreed to change their motion to table this item to a time certain of April 1, 2015.

Motion by Rankin/Schafer to recommend that the Memorandum of Agreement for Veterinarian Services be tabled to a time certain of April 1, 2015.  
Motion carried.

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

Ms. Michelle Anderson, Auditor, presented a request for approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2014 Combined Annual Appropriation and Budget Ordinance (Finance Departmental Budget Adjustments). She noted that this is a clean-up amendment to bring all Finance Committee Departments into compliance with the Financial Ordinance that was passed last year.

Motion by Rankin/Erickson to recommend approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2014 Combined Annual Appropriation and Budget Ordinance (Finance Departmental Budget Adjustments)  
Motion carried.

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

Ms. Cindy Wegner, Director, Nursing Home, and Mr. Scott Gima, Vice President, Management Performance Associates (MPA); presented the Nursing Home January 2015 Monthly Report. She advised that the census dropped slightly from December 2014 to January 2015, which is not uncommon due to the holidays. Ms. Wegner noted that the Medicare census increased slightly, which is positive. The overall census was 133 residents with Medicare of 3.9, Medicaid of 83.8 and private pay averaging 45.3.

Ms. Wegner stated that the "Payor Mix" report shows a positive reduction in Medicaid and significant increase in private pay residents. The January payor mix showed Medicaid at 69.2%, private pay at 28% and Medicare at 2.9%.

Ms. Wegner indicated that the final report is the "Admissions & Discharges" report that summarizes the monthly admissions and discharges. She pointed out that overall admissions increased from six in December to 12 in January. Medicare admissions increased from three to seven residents during the same period, which is a positive development.

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

Mr. Walt Howe, Health Department Administrator, presented a request for approval of the 2015 Wellness Program. He introduced Ms. Nicole Aune, Health Promotion Program Manager, Health Department, and Ms. Jan Morris, Retired Health Promotion Program Manager, Health Department. The Employee Wellness Report for 2015 was distributed. Mr. Howe stated that Ms. Aune will review the report. He pointed out that the report that was provided in the packet shows the planned activities for Fiscal Year 2015 in comparison to the activities in 2014, as well as a description of the expenses and the budget proposed for 2015. In Fiscal Year 2014 the overall program expenses were \$26,916.84, and the proposed budget for FY'2015 has a 1.4% increase of an additional \$383.00.

Mr. Howe advised that the program is moving more towards accumulating additional baseline data to ensure that more measurable outcome data is achieved associated with the Employee Wellness Program for FY'2015 and beyond.

Ms. Aune stated that the proposed budget for this year is comparable to last year. She noted that the major changes reflect their main goals for the Employee Wellness Program for this year, which is to establish a data collection method and to be able to track employee health over time to determine if the program is making a true impact on health, and that it is saving the County money over time. One of the major changes is that more money is going into the screening that will allow them to collect more data from employees, particularly those employees who are not covered by Blue Cross/Blue Shield and do not take the Health Risk Assessment through Blue Cross/Blue Shield. Ms. Aune stated that this data collection will allow them to determine whether or not progress is being made. She noted that efforts will be made to determine employee

interests so that they can hone the program to the needs of the employees to better impact their overall health.

Mr. Erickson asked how the data will be collected that will assess how the program is working and to determine if it saves money for the county. Ms. Aune replied that they are looking at the Health Risk Assessment data and data from Blue Cross/Blue Shield on basic metrics that they can collect from different doctor's appointments throughout the year. This proposal will include providing more health screening so that data can be collected from employees who do not have Blue Cross/Blue Shield. Mr. Howe added that the Health Department is looking at this as being a planning year to see what kind of data can be collected.

Ms. Morris advised that when the Wellness program started the County used Health Alliance Insurance. At that time more screening was done on-site but, since changing to Blue Cross/Blue Shield, employees were required to have a wellness physical and to complete the health risk assessment. Ms. Morris indicated that the Health Department felt that more data could be collected by providing more on-site screening again.

Ms. Schafer asked if funding for this program is in the budget, and why is it only now being requested. Mr. Howe replied that this request is always presented in line with getting the data from Blue Cross/Blue Shield, and the data was just received last week.

Mr. Erickson asked that the data be provided to the Committee in the future.

Mr. Rankin asked if the survey data includes time missed from work. Mr. Howe replied that that is the type of data they hope to collect this year. Mr. Rankin asked how data would be gathered on employees who engage in wellness activities outside of the parameters of what the County is offering. Mr. Howe replied that they will have to collect that information from employees via a pre-test self-assessment questionnaire. He indicated that it will take about a year to collect the data.

There was addition discussion regarding their efforts to collect data, the value of the data, and ways to involve an expanded population of employees in the wellness programs.

Mr. Howe advised that he has one employee dedicated to researching wellness programs across the country and finding ways in which that data can be replicated in instances where they have had positive outcomes, and adapt them to our environment.

Ms. Morris thanked everyone who has supported the Wellness Program for the past 17 years. She indicated that the Health Department applied for the "Illinois Healthy Worksite Designation" in 2014 and received the bronze recognition.

Motion by Rankin/Schafer to recommend approval of the  
2015 Wellness Program.  
Motion carried.

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

Chairman Owens presented the February 28, 2015 Finance Committee bills and transfers for review and approval as transmitted by the County Auditor. The Finance Committee bills include a Prepaid Total of \$1,298,858.63 and a Fund Total that is the same

Motion by Rankin/Schafer to recommend approval of the  
Finance Committee bills and transfers as of February 28,  
2015 as recommended by the County Auditor.  
Motion carried.

Chairman Owens presented the February 28, 2015 Nursing Home bills and transfers for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Prepaid Total of \$476,475.66 and a Fund Total that is the same.

Motion by Rankin/Erickson to recommend approval of the Nursing Home bills as of February 28, 2015 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 5:19 p.m.

Respectfully Submitted,

Judith A. LaCasse  
Recording Secretary