

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, August 3, 2011 at 4:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Owens, Members Butler, Wollrab, Rankin, and McIntyre

Members Absent: Member O'Connor

Other Members Present: Members Soeldner and Erickson

Staff Present: Mr. Bill Wasson, County Administrator; and Ms. Judith LaCasse, Recording Secretary, County Administrator's Office

Department Heads/
Elected Officials
Present:

Ms. Hannah Eisner, First Civil Assistant State's Attorney; Ms. Becky McNeil, County Treasurer; Mr. Phil Dick, Director, Building and Zoning; Mr. Matt Riehle, Director, Nursing Home; Mr. Lee Newcom, County Recorder; Ms. Michelle Anderson, County Auditor; Ms. Kathy Michael, County Clerk; Ms. Jennifer Ho, Risk Management; Mr. Eric Schmitt, County Engineer; Ms. Lori McCormick, Director, Court Services; Mr. Don Everhart, Circuit Clerk; Mr. Craig Nelson, Director, Information Technologies

Others Present: Mr. Robert Neiryneck, Costigan & Wollrab Law Office
Ms. Laura Dick, Director, SHOW BUS; Ms. Maria Pascua, Chief Deputy County Clerk; Ms. JE Meyer, Election Administrator, County Clerk's Office; Ms. Cathy Waltz, Superintendent, Juvenile Detention Center; Ms. Jane Foster, First Assistant State's Attorney

Chairman Owens called the meeting to order at 4:00 p.m.

Chairman Owens presented the minutes of the July 6, 2011 Finance Committee Meeting and the June 21, 2011 Stand-up Meeting for approval. Hearing no additions or corrections to those minutes, Chairman Owens advised that the minutes would stand approved as presented.

Chairman Owens called for a motion to go into *Executive Session*, with the Committee Members, Ms. Hannah Eisner, First Assistant Civil State's Attorney; the Administrator's Staff and Mr. Robert Neiryck, Attorney, Costigan & Wollrab Law Office to discuss Pending Litigation.

Motion by Butler/Rankin to Recommend the Finance Committee go into *Executive Session* at 4:03 p.m. to discuss Pending Litigation with the Committee Members, Ms. Hannah Eisner, First Assistant Civil State's Attorney, the Administrator's Office Staff and Mr. Robert Neiryck, Attorney, Costigan & Wollrab Law Office.
Motion carried.

Motion by Rankin/Wollrab to recommend the Finance Committee return to *Open Session* at 4:24 p.m.
Motion carried.

Ms. Becky McNeil, County Treasurer, presented a request for approval to secure the services of Real-Time Auction Management System (R.A.M.S.) developed by Joseph E. Meyer & Associates for the County's Delinquent Tax Sale on November 1, 2011. She explained that The R.A.M.S. model assists the County Treasurer in managing the conduct of the delinquent tax sale, determining successful bidders at such sale, distributing tax sale information to bidders, and reporting tax sale results. Ms. McNeil stated that R.A.M.S. is currently being used in 41 counties throughout the State of Illinois, including peer counties such as Lake, DuPage, Madison and Will counties.

Ms. McNeil reviewed the tax sale process for the Committee. She explained that the tax cycle begins with the Township Assessors. She noted that November 1, 2011 is the final step when the tax cycle is completed. Ms. McNeil indicated that the County conducts a tax sale. She noted that McLean County has a very small number of parcels going to tax sale for a county of its size. Ms. McNeil stated that there are 17 bidders and 850 parcels each year. The tax buyers must register, by statute, for the tax sale. The parcel number is called out and the tax buyers can bid a percentage of anywhere from 18% to 0%. Ms. McNeil stated that the percentage is what the taxpayer will have to pay to redeem these taxes.

Ms. McNeil advised that there are two staff members from the County Clerk's Office and three staff members from the Treasurer's office that work throughout the morning at the tax sale. She added that there is a lot of administrative work that goes into the tax sale process, including the day before the tax sale, the day of the tax sale and the day after the tax sale. Ms. McNeil stated that employing the R.A.M.S. service will eliminate a great deal of that work, and decrease the number of necessary staff time.

Ms. McNeil advised that R.A.M.S. will set up a wired network of laptops running to their proprietary software that is adapted to meet the requirements of each participating jurisdiction. She indicated that they furnish, setup, monitor, and maintain all of the hardware and software at no separate cost. Purchasers attend the tax sale in person and bid via networked computers, using only a simple mouse click. Ms. McNeil stated that the County Clerk and she are provided with terminals to monitor and control the sale. She noted that R.A.M.S. representatives attend each delinquent tax sale and provide any required assistance throughout the process.

Mr. McNeil advised that R.A.M.S. will help McLean County provide tax sale reliability. She stated that software instantly and accurately identifies the winning bid on each item. Ms. McNeil indicated that the sale information is then stored, retained, and transferred to the County's Devnet Tax Administration Database.

Ms. McNeil advised that the cost of this service will be paid for out of the Tax Sale Automation Fund. Revenue into the fund from fees averages around \$25,000 per year. These funds are currently authorized by the Treasurer to be transferred to the General Fund to defray the current costs associated with the Devnet tax administration system. Ms. McNeil noted that there is a sufficient fund balance and incoming revenue to employ the services of R.A.M.S. for 2011 and fulfill the budgeted inter-fund transfer of \$25,000. The inter-fund transfer will likely be reduced in the future since the Automation Fee has not been increased by our legislatures to support the additional tax sale mandates. Ms. McNeil expects that the increased automation of the tax sale will shorten the length of the tax sale and eliminate some staff time designated to the process.

Ms. McNeil indicated that Joseph E. Meyer & Associates has served as the McLean County Delinquent Tax Agent (trustee for taxing districts) since 1999. Properties not purchased by tax buyers at the County Tax Sale are enrolled in the trustee program and managed by Joseph E. Meyer & Associates. After the redemption period expires, Joseph E. Meyer & Associates obtains tax deeds on behalf of the County. Ms. McNeil stated that items are then sold at public auction to return them to a productive use and return them to the tax rolls.

Ms. Wollrab asked if there are other companies that provide this same service. Ms. McNeil responded that there are no other companies in Illinois that have a system similar to this one.

Ms. McNeil noted that House Bill 1218 is currently awaiting the Governor's signature. A great deal of work was put into the bill by both chambers to further monitor and maintain the integrity of the delinquent tax sale process. Ms. McNeil added that the bill will mandate the Counties implement either the Real-Time Auction Management System or in house video/audio recordings by 2012.

Ms. McNeil advised that the Treasurer's September and October delinquent tax notices will include information about the upcoming delinquent tax sale. These notices must include the time, date and location of the sale.

Motion by Wollrab/Rankin to Recommend Approval to Secure the Services of Real-Time Auction Management System (RAMS), developed by Joseph E. Meyer & Associates for the County's Delinquent Tax Sale on November 1, 2011.
 Motion carried.

Ms. McNeil presented the Financial Reports for the period ending July 31, 2011, as distributed.

Ms. McNeil reviewed the McLean County Treasurer Summary of Tax Vouchers Report, noting the following:

		<u>% of change Over 2010</u>
July 2011 Vouchers:		
Sales Tax	\$396,126.39	4.5%
Revenue Sales Tax	44,442.86	-17.6%
Local Use Tax	23,402.82	14.9%
Income Tax	150,051.54	0.2%
PPRT	<u>200,607.88</u>	6.6%
Total	<u>\$827,861.09</u>	
Monthly Comparison		
July 2010 Vouchers	792,614.93	
July 2011 Vouchers	<u>815,631.49</u>	
Difference	\$23,016.56	2.9%
YTD Comparison		
YTD 2010 Vouchers	5,066,309.92	
YTD 2011 Vouchers	<u>5,270,937.19</u>	
Difference	\$204,627.27	4.0%

Budget Comparison

2011 Annual Budget:	\$8,600,000.00
Budgeted Revenue per Month:	\$ 716,666.67
Budgeted Revenue thru 7/31/11:	\$5,016,666.67

YTD Actual Vouchers	\$5,270,937.19
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Income Over (Under) 2011 Budget:	\$ 254,270.52
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YTD Five-Year Comparison

2007:	\$5,687,979.92
2008:	5,671,274.25
2009:	5,253,707.33
2010:	5,066,309.92
2011:	5,270,937.19

Ms. McNeil pointed out that in a lot of areas where the County receives taxes from the State level are up compared to July 2010.

Ms. McNeil reviewed the Investment Report, noting that the interest rates continue to be very low. She stressed that all of these funds are safe. Ms. McNeil indicated that the three most priorities are:

1. Safety of the funds;
2. Liquidity of the funds to meet the financial needs of the County;
3. Interest earnings, which are currently quite low.

Ms. McNeil reiterated that these funds are safe.

Mr. McIntyre asked if funds over \$250,000 are safe. Ms. McNeil replied that she requires that the banks pledge collateral for anything over \$250,000. The collateral is basically insurance that safeguards those funds. Chairman Owens added that Ms. McNeil has left banks that would not provide collateral.

Ms. McNeil pointed out that the County's receivables from the State of Illinois are at an annual low. She noted that there is about \$772,000 into the County that is outstanding from the State and about \$380,00 outstanding for the Health Department from the State. Ms. McNeil noted that next month as the State goes into its next fiscal year, we will see those balances increase again.

Chairman Owens asked if there were any further questions on the reports. Hearing none, he called for a motion.

Motion by McIntyre/Rankin to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending July 31, 2011, as submitted.
Motion carried.

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

Mr. Phil Dick, Director, Building and Zoning, presented a request for approval of the annual contract for Downstate Public Transportation Operating Assistance Grant Agreement for FY'2012 from the Illinois Department of Transportation (IDOT) for SHOW BUS – Building and Zoning. He stated that the Illinois Department of Transportation, Division of Public and Intermodal Transportation (IDOT) just released the contract for the Downstate Public Transportation funds and requires a Resolution at the time of contract submission. The contract is similar to those submitted in previous years.

Motion by Rankin/Wollrab to Recommend Approval of a Downstate Public Transportation Operating Assistance Grant Agreement for FY'2012 from the Illinois Department of Transportation (IDOT) for SHOW BUS - Building and Zoning.
Motion carried.

Mr. Dick presented a request for approval of an application for a Technical Studies Grant from IDOT to study the feasibility of a Rural Mass Transit District for SHOW BUS – Building and Zoning. He indicated that this grant, if funded, will allow for a feasibility study on the formation of a Rural Mass Transit District. This is a grant primarily funded through the Federal Government and the local share of \$3,600 will be covered by SHOW BUS.

Motion by Rankin/Butler to Recommend Approval of an Application for a Technical Studies Grant from IDOT to study the feasibility of a Rural Mass Transit District for SHOW BUS – Building and Zoning.

Mr. Butler asked for further explanation of this study on the formation of a Rural Mass Transit District. Mr. Dick stated the total estimated cost is \$18,000. Of that cost, \$14,400 is covered from federal sources, and \$3,600 will be covered by SHOW BUS.

Mr. Dick noted that there will be no cost to the County. He indicated that Ms. Laura Dick, Director, SHOW BUS, is available to answer any questions.

Mr. Butler asked who will conduct this type of study. Ms. Dick responded that a request for proposal will be developed. She estimated that most of the money will go towards attorney fees. Ms. Dick stated that the most difficult part of a Mass Transit District is that it is based on a very confusing Public Act, and there hasn't been much legal precedence to clarify the act. She noted that there are very few attorneys willing to tackle it. She added that most of the money will go into preparing an RFP and getting attorneys to research the process and make clear all of the ramifications of a Rural Mass Transit District.

Chairman Owens asked if there are any Rural Transit Districts elsewhere. Ms. Dick responded that there are such districts. She cautioned that it is very easy to form a Rural Transit District, but the difficulty is that there are consequences for the way that they have been formed. Ms. Dick added that she is not sure that is a good idea to form a Rural Transit District, but advised that it needs to be very carefully done because there can be negative impact later on.

Chairman Owens asked how long the study will take. Ms. Dick responded that it depends upon how long the research takes, but she expects about 18 months.

Ms. Dick stated that this study does not create a Mass Transit District. She noted that the system currently in place with the County is very successful. Ms. Dick indicated that this study is being requested by IDOT. She added that there are some Rural Mass Transit Districts that could have been better developed. The Act does allow taxing. Ms. Dick advised that many of the Rural Mass Transit Districts have a rule saying that they will not tax, but you can't give away what is legally their right, which is part of what needs to be reviewed.

Chairman Owens asked if IDOT is pushing this study and would they potentially withhold support of SHOW BUS if the study is not conducted. Ms. Dick replied that she believes there would be consequences should this study not be conducted. She added that the grant is written to be a feasibility study and, hopefully, will provide standards by which they can state what the benefits are beyond the Intergovernmental Agreement now in place and what are the detriments. Ms. Dick added that if there were a better understanding of all of the implications of the Act, they would be better prepared to justify the current Intergovernmental Agreement.

Mr. Butler asked if the Committee and the Board approve the Study, will the Board again have to approve the actual formation of a Mass Transit District. Ms. Dick replied that the Study does not commit the County to any further action other than the Study.

Chairman Owens advised that he will support the Study only as a means to avoid jeopardizing future SHOW BUS grants.

Chairman Owens asked if there were any further questions or comments. Hearing none, he asked for a vote on the Motion.

Motion carried with Mr. McIntyre voting "no."

Mr. Lee Newcom, County Recorder, presented his Monthly Report. He noted that there is nothing specific in the report to discuss.

Mr. Newcom stated that next month he will provide the Committee with a cost comparison on the amount of money he has been able to save in his office from travel.

Mr. Newcom explained that his travel budget is higher than that of other departments because he is the only County official that is required, on a regular basis, to drive to Springfield to refill an antiquated postage-type machine that is used to collect money for the state whenever a property transfer takes place. He noted that he has to drive to Springfield to have the machine manually refilled. Mr. Newcom indicated that County Auditor Jackie Dozier asked him to combine his two travel accounts into one line for the convenience of her office. He point out that the combination of travel lines into one creates a perception that he has more money for travel than other County officials.

Chairman Owens asked if there were any questions. Hearing none, he thanked Mr. Newcom.

Ms. Michelle Anderson, County Auditor, reviewed her Quarterly Report for the three-months ended March 31, 2011. She reviewed the first report for All Funds that shows Budget versus Actual. Ms. Anderson stated that the General Fund is at 29% of the other anticipated revenues, Special Revenue funds are at 10.4% and the Nursing Home Revenue is at almost 24%. As a comparison for expenditures, the General Fund is at 28.6%, which is on track with the revenues. Special Revenue funds are at 13.1% versus the 10.4% and the Nursing Home is at 21.6%.

Ms. Anderson indicated that all of the Special Revenue Funds are listed separately in the report.

Ms. Anderson stated that the Year to Year Comparison, where it compares 2011 with 2010, the only line items that are increased for expenditures are Capital Outlay which was anticipated, and Employee Benefits, which would include all of the health insurance payments, which increased.

Ms. Anderson reviewed the General Fund Comparison Charts. She noted that there are only four departments that are over the 25% mark which is where they are anticipated to be on March 31st, namely Tort Judgment, Information Technologies, Jury Commission and County Board. Ms. Anderson indicated that the County Board is at 60%. She explained that this is due to the fleet purchase of automobiles that is at 100% completed, as well as the SHOW BUS and all other pass-through grants, which are budgeted very low because the amounts vary.

Mr. Rankin indicated that he missed the Finance Committee meeting last month and asked Ms. Anderson to review issue with the County Recorder's violations. Ms. Anderson reviewed a sample of violations, as follows:

- History of not turning in receipts promptly;
- Use of Priceline even after the Board voted to exclude Priceline from credit card usage;
- Instances where Mr. Newcom charged personal expenses on the County credit card, including a flight for his daughter, which was reimbursed;
- One instance where Mr. Newcom charged gas on the County Credit card and also turned in mileage expenses, which required collecting back the gas money from him;
- Similar instance involving parking in Chicago;
- An Instance where Mr. Newcom stayed an extra night at the conclusion of a conference, which required justification that it didn't cost more for flights or extra meals;
- When Mr. Newcom has had personal expenses, the expenses were deducted from future travel expense, so the paper trail is not tidy.

Mr. Rankin asked if these have been a rash of abuses or is it a long train of abuses. Ms. Anderson responded that it is a long train of abuses. She stated that some of the recent newspaper articles and the minutes of last month's meeting refer to a dispute between she and Mr. Newcom are having. Ms. Anderson indicated that she does not feel that it is a dispute between the two of them; rather, the issues have spanned two County Auditors and have spanned several years. She added that there have actually been fewer events under her tenure than Ms. Dozier's. Ms. Anderson noted that Mr. Newcom received the County credit card officially on May 24, 2006 and had his first hold put on the card by Ms. Dozier in December 2006.

Ms. Anderson reiterated that the abuses she has documented were violations to the County Travel Policy and the County Credit Card Policy, not County Auditor policies. She pointed out that these policies are going to be reviewed and potentially revised in the future, but, in the meantime, the policies should be respected and followed.

Chairman Owens asked how many policies are not being followed by other Department Heads. Ms. Anderson responded that the Priceline and personal charges on the credit card are only attributable to Mr. Newcom. She advised that there are currently 18 or 19 County Credit Cards. Ms. Anderson noted that there are some Department Heads that are late in turning in receipts and have had to be reminded. She stated that the habitual and chronic issues are only attributable to Mr. Newcom. Ms. Anderson added that she does not feel that Ms. Dozier had these types of issues with other Department Heads either.

Ms. Anderson referred to the meeting last week where Mr. Newcom said that she had done something outside her legal authority by cancelling his card. She assured the Committee that the State's Attorney's Office advised her that she did nothing illegal cancelling the card; rather, it was her duty as written in the Credit Card Policy. Ms. Anderson indicated that she took away Mr. Newcom's card in June 2010 and the Committee voted to return the card in April 2011.

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

Mr. Newcom asked to say a few words in response to Ms. Anderson's comments. Chairman Owens replied that Mr. Newcom can respond at the end of the meeting under Other Business and Communication.

Ms. Kathy Michael, County Clerk, presented a request for approval of an Emergency Appropriation Ordinance amending the McLean County Fiscal Year 2011 Combined Annual Appropriation and Budget Ordinance, General Fund 0001, County Clerk's Office 0005. She introduced Ms. Maria Pascua, Chief Deputy County Clerk and Ms. JE Meyer, Election Administrator.

Ms. Michael stated that the State Board of Elections advised her that the County will be the recipients of \$109,313.00 in HAVA grant money once they have applied for the grant. Ms. Michael indicated that the funds will be used for public service announcements, educational tours, and educational videos. She noted that the Emergency Appropriation outlines the funds that will be supplemented with this grant money.

Ms. Wollrab stated that she understands that HAVA stands for Help America Vote Act and asked if these funds can only be used for educational programs, and, if so, how does the "Equipment" expense of \$48,943 pertain to voter education. Ms. Pascua responded that HAVA is three-fold: education, technology and training. She indicated that the Equipment includes laptops that will be available at the polling places providing the Judges with real-time access to the entire database, and voter registration software.

Mr. Rankin asked what the "Other" expense of \$47,605 covers. Ms. Pascua responded that it includes public service announcements at \$20,000; software license at \$26,600, and Fair Registration of \$913.

Ms. Michael requested that the Committee approve the grant and the grant programs.

Motion by McIntyre/Rankin to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2011 Combined Annual Appropriation and Budget Ordinance, General Fund 0001, County Clerk's Office 0005.

Motion carried.

Ms. Michael presented a request for approval of a Resolution Amending the Fiscal Year 2011 Funded Full-Time Equivalent Positions Resolution for the McLean County Clerk's Office. Ms. Pascua explained that this FTE Resolution is a result of the notice of the HAVA Grant from the Illinois State Board of Elections in the amount of \$109,313 for voter education related projects. The County Clerk's Office requested that \$12,765 be allocated to line item 0001-0005-0006-0516-0001 as a portion of the expenditures provided by HAVA Grant monies.

Motion by Rankin/Butler to Recommend Approval of a Resolution Amending the Fiscal Year 2011 Fund Full-Time Equivalent Positions Resolution for the Mclean County Clerk's Office.

Motion carried.

Ms. Michael presented a request for approval of a Resolution Amending the Fiscal Year 2011 Funded Full-Time Equivalent Positions Resolution for the McLean County Clerk's Office. Ms. Pascua explained that the County Clerk's Office requests a transfer of \$4,500 from the Election Judge Line #0762.0001 to the Season Line #0516.0001 to accomplish the issuance of voter cards to every voter after re-districting.

Motion by Butler/Rankin to Recommend Approval of a Resolution Amending the Fiscal Year 2011 Fund Full-Time Equivalent Positions Resolution for the Mclean County Clerk's Office.

Motion carried.

Mr. Rankin asked what types of educational programs are being developed. Ms. Meyer responded that their efforts are focused on teaching people about voter technology. Ms. Michael added that other programs include grace period and early voting, etc.

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

Mr. Matt Riehle, Director, Nursing Home, reviewed his monthly Reports, noting that the Nursing Home has been very busy. He noted that the census is currently 142 residents.

Mr. Riehle advised that the official contract has been turned in he is hoping that funds will begin to be received by September.

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

Ms. Jennifer Ho, Risk Management, presented the Risk Management Fund report as of June 30, 2011. She advised that since the last quarter report, overall, the County has added 15 cases, closed out five cases, ending with a net total case reserve position of \$592, 871. The overall cumulative performance of the Risk Management Fund is provided in table 1.

Ms. Ho stated that in the area of work injuries for the quarter, the number of incurred claims is the least of the past five years at 22 claims, but the average cost is higher due to a surgical case. She indicated that the total reported claims of 30 for the first six months of 2011 makes 2011 the lowest accident year to date for the past five years.

Ms. Ho reported that she is pleased with the direction the County is going in the Risk Management area. She noted that it will be important to anticipate and prepare for changes that are coming in Worker's Compensation Act that will come into play September 1, 2011. Ms. Ho advised that the County is in good condition as some of the changes have been anticipated and she has acted accordingly, such as engaging a Case Manager, which will be mandated in September.

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

Mr. Bill Wasson, County Administrator, presented the request for approval of the Critical Personnel Hiring Requests. He noted that The following is a list of critical personnel position requests which have been received by the County Administrator's Office through July 26. All positions listed below are budgeted and funded through the end of FY 2011.

Mr. Wasson advised that, in the last several of months, signs of a slowly recovering economy have been seen within the County with lower unemployment rates. He added that this recovery has resulted in seeing a higher rate of turnover in employees.

Circuit Clerk's Office

- 1) Fill 1.0 FTE Office Support I position that has been recently vacated.

The Circuit Clerk's criminal division has a vacant OSSI FTE position needing to be filled. The vacancy was created by the resignation of an employee who lives in Pontiac. The increased cost of gasoline made it too costly for her to drive to and from work and the employee was able to obtain work in Pontiac.

The open position was posted within the Circuit Clerk's office. Three staff members applied and were interviewed. After the interview, all three withdrew from consideration for various reasons.

Duties for this position include, but are not limited to: Filing all documents received for felony files and making entries into computer system; printing court dockets for next day's court and pulling files, retrieving subpoena returns and pre-sentence investigations from computer and filing; and locating files. Other duties may be assigned.

Criminal division lost a part-time employee last year due to budget cuts. Most of that part-time work was transferred to the now vacant position.

Court Services

- 1) Fill 1.0 FTE Probation Officer Position which has been vacated

The Probation Department staffs were reduced in the 2010 budget by 2 FTE's and 2.5 FTE's in the May 2010 budget reduction. Based upon those reductions, the probation department has been working diligently to insure that public safety is at the forefront. I have not asked for a critical need to hire a juvenile probation officer since the budget reductions, but I am now asking for permission to hire a juvenile probation officer specifically an officer to work in the Intake unit of the Juvenile Division.

The intake unit is an important component of juvenile rehabilitation efforts. It enables the juvenile system to handle youth informally, without stigmatizing them with the formal label "adjudicated delinquent minor ". Not only does the intake system assist youth but it also serves to relieve some of the pressures of overcrowded court dockets by handling many of the referrals on an informal basis.

For the first 6 months of 2011, the average number of police reports received and screened per month by the Intake Unit was 191. The position I am requesting to fill has had an average monthly caseload of 47 juveniles, attended over 50

detention hearings, which include assessing and writing a pre-trial report for the court. In addition, the officer is responsible for any electronic monitoring supervision that is ordered by the court.

State's Attorney Office

- 1) Fill 1.0 FTE Victim Witness Specialist Position which will be vacated August 5, 2011

The Victim Witness division of the State's Attorney's Office coordinates and assists all witnesses involved in cases prosecuted by the Office. This includes witness/trail coordination, travel arrangements, restitution, and other victim notifications. The Victim Witness division at full staff would have 4 FTE's. The division is currently staffed with 3 FTE's due to budgetary considerations. One of the three current employees has accepted a job in her town of residence, Peoria. Her position has responsibilities in the Felony, Grand Jury and Major Traffic divisions of the State's Attorney's Office. The Victim Witness Division will be unable to fulfill its duties without this position being staffed.

Highway Department

- 1) Fill 1.0 FTE Truck Driver / Laborer Position which have been since vacant since May 13, 2011.

The Maintenance division of the Highway Department performs snow and ice removal operations during the winter and road maintenance and construction during the summer. Since July of 2009, the Highway Department has been reduced by 1.0 Full-time Equivalent (FTE) maintenance position. The additional vacancy created in May 2011 will not allow us to continue the same level of services that we have provided during summer and winter operations. Without filling this position we will not be able to provide critical safety winter road operations.

Nursing Home

- 1) Fill 1.0 FTE Nursing Home Assistant Position which have been vacated.
- 2) Fill 1.0 FTE Food Service Assistant Position which has been vacated.

The Nursing Home has filled 1 Nursing Home Assistant, and 1 Food Service Assistant position that have been vacated and filled to provide sufficient personnel to meet critical minimum staffing levels required to meet state guidelines. These positions fall under the "critical patient care exemption" section of the hiring freeze guidelines.

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

Mr. Wasson stated that Ms. Hannah Eisner, First Civil Assistant State's Attorney, continues to work on the legal review of the question relative to the Supervisor of Assessments and the use of Social Security numbers. He advised that everything Ms. Eisner has found to date is going to restrict that ability. Mr. Wasson indicated that she wants to be thorough and provide a formal legal response to the Committee.

Mr. Wasson indicated that work continues in the Supervisor of Assessment's Office relative to Homestead Exemptions. He noted that through a continuing evolution and a careful review of the Exemptions, some avenues have been identified by the Assessor's Office to detect additional irregularities. Mr. Wasson stated that he will continue to keep the Committee apprised of additional information on both of those processes.

Chairman Owens presented the July 31, 2011 Finance Committee bills and transfers for review and approval as transmitted by the County Auditor. The Finance Committee bills include a Prepaid Total of \$902,628.94 and a Fund Total that is the same.

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Motion by Butler/Wollrab to recommend approval of the Finance Committee bills and transfers as of July 31, 2011 as recommended by the County Auditor.
Motion carried.

The Nursing Home bills include a Prepaid Total of \$317,092.12 and a Fund Total that is the same.

Motion by Wollrab/Rankin to recommend approval of the Nursing Home bills as of July 31, 2011 as recommended by the County Auditor.
Motion carried.

Chairman Owens recognized Mr. Newcom who wished to respond to comments made by the County Auditor.

Mr. Newcom asked that the minutes reflect that he wished to respond to Ms. Anderson immediately following her comments and that Chairman Owens directed him to wait to respond under "Other Business and Communication."

Mr. Newcom stated that had he heard Ms. Anderson's comments, without knowing all of the facts, he would have concluded that he was an irresponsible public official, that he acted irresponsibly as a public official, and would question his services as an elected official. He advised that the Committee deserves to know the complete picture and what is true and what is in a different context. Mr. Newcom indicated that the incidents that were portrayed here were a number of years ago and not recent. He stated that the words used that he was a "repeated and habitual 'misuser'" of the credit card are untrue and the record will show that he is not a repeated and habitual misuser of anything financially in this County.

Mr. Newcom reviewed the points commented upon by Ms. Anderson. He indicated that the first comment was his personal use of the credit card. Mr. Newcom assured the Committee that he does not use the County credit card for personal uses and has not. He noted that the two examples given were his purchase of an airline ticket five years ago when he was travelling on a trip and taking his 14 year old with him. In order to assure that his child would be on the same flight, he purchased the tickets together on the County credit card and immediately reimbursed the Auditor's Office for that amount. Mr. Newcom acknowledged that Ms. Dozier felt that was inappropriate. He has not done so again. Mr. Newcom stated that the second example of using the credit card for personal reasons was purchasing gasoline for his car which also only happened once when he was on a trip for the County and he thought it would be acceptable to purchase the gas on the County credit card and turn it in as a receipt with his mileage to be taken out of the mileage. He noted that the previous auditor told him that it was inappropriate and he did not do it that way again. Mr. Newcom indicated that this was not a case of a personal use of purchasing personal gas for his personal car. He advised that no other personal use that he is aware of has ever been indicated in any of his use of the credit card and any other County finances.

Mr. Newcom referred to the remark about staying an extra night following a conference. He indicated that it is possible for people to disagree on something and not be in violation of some policy. Mr. Newcom stated that his travel schedule on one trip, one time, seven years ago, resulted in a dispute between the Auditor and him regarding staying over one extra night at a convention. He noted that the fact that they disagreed on the timing, does not show a pattern of habitual abuse. Mr. Newcom stated that if there is a pattern of his travelling and doing that on many occasions, he would conclude that he violated good policy and practice and was taking advantage, but that is not the case. He pointed out that it was one dispute over one night; he believes he was right and the Auditor believed that she was right.

Mr. Newcom indicated that the Auditor talked about his contention of illegal actions and about violations of policy. He noted that, over the past week, there has been a national debate over something and he has noticed that the commentators on television, radio and newspaper overwhelmingly present this debate as negative and damaging. Mr. Newcom contends that it has not been negative or damaging, but, rather, it has been positive. He feels that it has been an educational debate. Mr. Newcom noted that in McLean County there appears to be a view that discussing policy differences is a negative and should not be done. He believes engaging in public policy discussions is positive and should be on the public record, which is why he provided his opinion last month regarding how a County-wide Elected Official runs there office. In pursuit of this discussion, Mr. Newcom provided the Committee with two legal opinions from the Attorney General's Office that explains this relationship because he believes most County Board members don't realize that there is a genuine difference between the

executive side of government that the County-wide Elected officials represent and the legislative side of the government which is the County Board. Mr. Newcom stated that he didn't engage in that discussion to cause problems, because, in fact, he believes very strongly in oversight. He pointed out that he used to be a member of the Finance Committee when he was a County Board Member. Mr. Newcom stated that he does not believe in the view that engaging in these types of discussion is "airing dirty laundry." Rather, he believes that policy disagreements are health and normal, and the fact that discussion can be held about what is the authority of the County Board, the authority of the Auditor and his authority as County Recorder is a good discussion.

Mr. Newcom indicated that what has been described on his part as habitually violating County Policy is a disagreement over County authority. He noted that the Attorney General's Opinions and Appellate decisions of this State have been very clear that the County Board makes a line item appropriation in a lump sum only and within the line item, the County Board does not have the authority nor does any public official to supervise the expenditure within that line item. Mr. Newcom stated that where there have been disagreements where he was told he must spend the money in a certain way, he has disagreed with that. He noted that on 99% of policy of this County he has voluntarily agreed with the County Board Policy and follow it because he feels this County Board does an extremely good job of writing policy. But, he does so voluntarily and not because he is legally required to.

Mr. Newcom advised that he has a disagreement with the County Board Finance Committee when it comes to how you purchase hotel rooms when you travel. He pointed out that he has saved the County hundreds of dollars by purchasing his room at on-line, major travel sites that are commonly acceptable. Mr. Newcom believes that saving the County money on hotel rooms is being a responsible public figure. He indicated that for that to be portrayed as repeated violations of County Policy gives a completely wrong impression that he is doing a bad job. Mr. Newcom contends that purchasing travel service at a discount has been the principle disagreement. He believes he is doing the right thing.

Mr. Newcom indicated that when the statement was made that he has shown no proof that he has saved this money, that question came up after he went out of town two weeks ago. He stated that he will document all of his trips and provide a report of his savings to the Committee.

Mr. Newcom asked the Committee to question why all of these allegations are presented at one time as if it represents a huge pattern of habitual and repeated misuse.

Mr. Newcom acknowledged that the only thing he is guilty is of not being timely in turning in receipts the first four years of his tenure to the Auditor's Office and Ms. Dozier had to remind him to turn in his receipts. He noted that he apologized to Ms. Dozier and has since submitted his receipts in a timely manner. Mr. Newcom concluded that there was never any misuse, never anything illegal and never any money wasted. He asked the Committee to consider this and to consider the kind of public official that he is.

Mr. Newcom advised that he goes to these conventions because as a County Recorder of Deeds, he is one of only 15 in the State of Illinois and there is no other place for him to go to continue his education to learn about issues in his office. He noted that he learned at a recent conference that the use of microfilm is down and may eventually be obsolete. Mr. Newcom indicated that this fact has implications for his office because microfilm is the only form of permanent archival storage for the land records. He pointed out that McLean County land records go as far back as July 1831 and the records are used that far back.

Mr. Newcom stated that when you have the type of portrayal about yourself such as the one Ms. Anderson presented, and you believe you are a good public official doing a good job and you really care about what you do and what you spend, it is bothersome.

Ms. Anderson responded to the comment regarding Mr. Newcom's explanation about his travel expenses to Springfield. She indicated that there are two expense lines #718 and #793 which are well documented and are on separate lines and are paid on separate lines. Ms. Anderson also noted that regarding personal expenses, the Card Holder Agreement that he signed says explicitly that he will not charge personal expenses.

Chairman Owens advised that next month at the full Board Meeting Mr. Wasson will present the County's Budget Address. He indicated that next month it will be necessary to consider a time in October for the Finance Committee to hold its budget meeting. Mr. Owens stated that, in the past, the Committee has attempted to block out several hours to review all of the budgets, such as 8:30 a.m. until noon. He added that personnel issues are dealt with in November. Chairman Owens recommended that Committee members e-mail Ms. LaCasse with times that are convenient for them or times that will not work. He noted that a time will be determined by the September meeting.

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There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 5:54 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

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