

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, August 1, 2018 at 3:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman David Selzer, Members, Chuck Erickson, Jim Soeldner, Scott Murphy and Laurie Wollrab

Members Absent: Members Erik Rankin and Catherine Metsker

Other Members Present: None

Staff Present: Mr. William Wasson, County Administrator; Mr. Donald Knapp Assistant County Administrator, Mr. Eric Schmitt, Administrative Services Director; Ms. Jessica Woods Assistant Civil State's Attorney; Ms. Julie A. Morlock, Recording Secretary;

Department Heads/Elected

Officials Present: Marshall Thomson, Animal Control Director; Rebecca McNeil, County Treasurer; Michelle Anderson, County Auditor, Mr. Craig Nelson, Information Technologies Director; Mr. Jerry Stokes, County Engineer

Others Present:

Chairman Selzer called the meeting to order at 4:30 PM.

Chairman Selzer presented the Minutes of the July 3, 2018 regular meeting and June 19, 2018 special meeting of the Finance Committee for approval.

Motion by Erickson/Wollrab to approve the Minutes of the July 3, 2018 regular and June 19, 2018 special meetings of the Finance Committee.

Motion carried.

Chairman Selzer confirmed there were no appearances by members of the public.

Ms. Kathy Michael stated her office would be putting out a request for proposals to companies for digitizing vital records. She indicated this would also involve a budget request in the future, as the project could cost approximately \$100,000. She indicated that by law, they are required to keep all vital records in perpetuity and the records from 1831 to 1916 are in paper books that are starting to fall apart. She also mentioned the risk of losing the information to fire or water. Ms. Wollrab asked if this would be a multi-year project. Ms. Michael indicated that, considering the money involved, it could be and further indicated she felt companies would be willing to do work based on the money that could be provided in each budget cycle. Mr. Selzer asked if this budget request would be for funds from the general fund or from the automation fee fund. Ms. Michael indicated she did not feel they would have the funds to pay for services from their automation fund budget. Ms. Michael also mentioned that there could be budget amendments in the future on cyber security.

Mr. Selzer asked if law requires us to digitize these. Ms. Michael stated it does not. Mr. Selzer stated that if we are worried about cyber security, the paper copies might be the safest form. Mr. Soeldner asked her to confirm this would not involve any Recording department records. Ms. Michael confirmed. Ms. Wollrab asked if they are staying on top of cyber security with the upcoming election. Ms. Michael indicated they continually work with Information Technologies Department to stay on top of cyber security.

Ms. Michelle Anderson, Auditor, presented her second quarter report and went over the numbers for the general fund, special revenue funds, and nursing home fund. She mentioned the court security fund that continues to have expenses that exceed revenue. Ms. Anderson explained that general fund always looks like it has expended more than it should at this time of year because it covers the fleet costs that are usually handled in the first few months of the year. Mr. Selzer asked her to repeat information on court security including source of revenue. Ms. Anderson went over the numbers again and stated revenue comes from court fees. Chairman Selzer asked if there were questions for the Auditor, hearing none, he thanked her.

Ms. Marshall Thomson, Director Animal Control presented her monthly reports and mentioned she put new headings in the reports to help the members understand registration numbers. Chairman Selzer asked if there were any questions for Ms. Thomson, hearing none, he thanked her.

Chairman Selzer presented for action a request to receive and place on file the monthly treasurer's reports. Ms. McNeil presented her monthly financial reports. Ms. McNeil went over the tax revenue report including county sales tax, shared sales tax, and PPRT, which is down. She stated we are still within budget because Administration took into account these reductions when preparing the budget. Ms. McNeil went over property tax numbers and indicated their office is starting to receive second installment payments. Mr. Selzer asked if the decreases we are seeing in the sales tax are because of State fee. Ms. McNeil agreed that figures are down because of the fee the state is assessing. Ms. McNeil presented information on the Investment Report and stated that some bank rates are still low but overall rates are gradually getting better. Ms. McNeil mentioned she did not have an Employee Benefits report, as she had not received the numbers from Blue Cross yet. Ms. McNeil presented the CDAP Fund balance and stated there are two loans under the CDAP program both in good standing. Ms. McNeil presented the Nursing Home Fund report indicating the numbers presented are through the month of June. She reminded the Committee that expense numbers would be up in June because there were three payrolls. She then went over monthly revenue vs expenses for the first 6 months and compared them to 2017, which showed a slight increase revenue and a decrease in expenses. Ms. McNeil stated that while AR numbers are trending down they are still high and so we need them to continue to work to reduce that amount and indicate what is collectable. Mr. Selzer asked if there was a way to get census numbers, which might help them understand the financial numbers. Ms. McNeil indicated she would ask about those numbers.

Motion by Soeldner/Murphy to accept and place on file the County Treasurer's Monthly Financial Reports.

Motion Carried.

Ms. McNeil presented for action a request to approve a Resolution Authorizing the Chairman of the McLean County Board to execute a Deed of Conveyance for PIN 14-33-151-012. Ms. McNeil provided the history on this parcel. She indicated the annual auction was held with good results, which she would bring to the September meeting.

Motion by Murphy/Wollrab to recommend approval of a Resolution Authorizing the Chairman of the McLean County Board to execute a Deed of Conveyance for PIN 14-33-151-012.

Motion Carried.

Ms. McNeil presented for action a request to approve a Resolution Authorizing the Chairman of the McLean County Board to execute a resolution to cancel the Tax Sale Certificate of Purchase for PIN 15-19-102-014. Ms. McNeil went over the history of this parcel were the trustee has been working through the process and the taxpayer has waited until the last moment to become current on the taxes.

Motion by Murphy/Erickson to recommend approval of a Resolution Authorizing the Chairman of the McLean County Board to execute a resolution to cancel the Tax Sale Certificate of Purchase for PIN 15-19-102-014

Motion Carried.

Mr. Selzer asked for a motion to go into Closed Session pursuant to section 2 (c)(1) of the Open Meetings Act 5 ILCS 120/2(c)(12): The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member. He indicated that Committee Members Administration Staff and the Civil State's Attorney remain in the room for the closed session.

Motion by Murphy/Soeldner to move into Closed Session pursuant to section 2 (c)(1) of the Open Meetings Act 5 ILCS 120/2(c)(12): The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member.

Motion Carried.

The Finance Committee moved into closed session at 5:07 p.m.

The Finance Committee returned to open session at 5:26 p.m.

Mr. Selzer asked for a motion to go into the second Closed Session pursuant to section 2 (c)(1) of the Open Meetings Act (5 ILCS 120/2(c)(1)) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body

or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Mr. Selzer stated that the Committee members, Administration Staff, Civil Assistant State's Attorney and Mr. Stokes would remain in the room.

Motion by Wollrab/Erickson to go into Closed Session pursuant to section 2 (c)(1) of the Open Meetings Act (5 ILCS 120/2(c)(1)) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Motion Carried.

The Finance Committee went into closed session at 5:27 p.m.

The Finance Committee returned to open session at 5:45 p.m.

Mr. Selzer presented for action a request to approve critical hiring requests from the Health Department and the Highway Department. No discussion.

Motion by Wollrab/Soeldner to approve the critical hiring request for the Health Department and Highway Department.

Motion Carried.

Mr. Selzer presented for action a request to approve an Ordinance by the McLean County Board amending Chapter 116 Purchasing and Contracting Article II in the McLean County Code. Mr. Wasson stated that this was a request of the Rules Committee to address having a process in place if there was a disagreement relative to approval expenditures. Ms. Wollrab proposed an amendment to change response time to from 1 day to 3 days in paragraph F. Ms. Anderson stated they try to process as quickly as possible but one day could be an issue. Mr. Erickson stated he felt it was a proper denial for the Auditor to say she has not received all proper documentation. Ms. Anderson stated the Treasurer's office has been handling response time.

Motion by Wollrab/Erickson to amend the language to read "shall within three business days of receipt, notify the Department Head..."

Motion Carried.

Motion by Murphy/Soeldner to recommend approval of an Ordinance by the McLean County Board amending Chapter 116 Purchasing and Contracting Article II in the McLean County Code as amended.

Motion Carried.

Mr. Selzer presented for action a request to approve an Emergency Appropriation Ordinance of the McLean County Board amending the McLean County Fiscal Year 2018 Combined Annual Appropriation and Budget Ordinance for the Auditor's Office. No Discussion

Motion by Soeldner/Murphy to recommend approval of an Emergency Appropriation Ordinance of the McLean County Board amending the McLean County Fiscal Year 2018 Combined Annual Appropriation and Budget Ordinance for the Auditor's Office.

Motion Carried.

Mr. Selzer presented for action a request to approve an Ordinance by the McLean County Board amending Chapter 108 Personnel Policies and Procedures, Article VII. Miscellaneous Benefits and Entitlements, Section 65 Travel and Business Expense Reimbursement in the McLean County Code. No Discussion

Motion by Erickson/Murphy to recommend approval of an Ordinance by the McLean County Board amending Chapter 108 Personnel Policies and Procedures, Article VII. Miscellaneous Benefits and Entitlements, Section 65 Travel and Business Expense Reimbursement in the McLean County Code.
 Motion Carried.

Chairman Selzer presented for discussion and possible action Information on an Economic Development Loan Program. He stated Mr. Soeldner provided information for a rural assistance program and Staff he provided draft documents on potential new programs. Mr. Selzer asked if there would be interest in creating a sub-committee review the Administrator's items and Member Soeldner's suggestion and come back to the Committee with a final recommendation. Mr. Soeldner stated he would like to see members all members included but also do not want process to drag out. Mr. Selzer stated he would like the recommendation to come back to the committee next month. Mr. Erickson asked for summary of Administration's recommendations. Mr. Wasson stated the draft program targeted two areas that the Committee had previously requested including one for rural communities and another for a small business loan program. He confirmed these documents were submitted to the Committee as drafts to start a discussion within the Committee and not submitted as a final proposal. Mr. Selzer stated that the City of Bloomington amended their TIFF resolution wanted that considered in discussions, as he was not sure how their changes would affect what we would try to do. The discussion continued among members about whether to have a sub-committee created or a special meeting of the entire committee. Staff was directed to send out dates for special meeting of the Committee to discuss CDAP program.

Chairman Selzer presented the Finance Committee bills and transfers for review and approval as transmitted by the County Auditor. He stated that the Finance Committee bills include a Prepaid and Fund Total of \$1,596,853.89 and a transfer for the Auditor, Treasurer's and County Clerk's offices.

MCLEAN COUNTY BOARD COMMITTEE REPORT

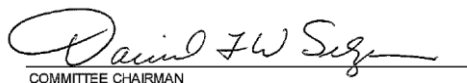
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AS OF 7/31/2018

EXPENDITURE SUMMARY BY FUND

Finance Committee

FUND	FUND TITLE	PENDING TOTAL	PREPAID TOTAL	FUND TOTAL
0001	GENERAL FUND		\$371,134.79	\$371,134.79
0131	I.M.R.F. FUND		\$512,673.52	\$512,673.52
0133	CO-OPERATIVE EXTENSION		\$201,348.00	\$201,348.00
0134	HISTORICAL MUSEUM		\$24,706.40	\$24,706.40
0135	TORT JUDGEMENT		\$21,790.09	\$21,790.09
0137	RECORDER DOCUMENT STORAGE		\$31,613.47	\$31,613.47
0164	CO CLERK DOC STORAGE		\$237.37	\$237.37
0512	EMPLOYEE BENEFIT PLAN		\$433,350.25	\$433,350.25
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			\$1,596,853.89	\$1,596,853.89

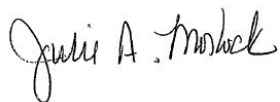

COMMITTEE CHAIRMAN

Motion by Soeldner/Wollrab to approve the presented bills in the amount of \$1,596,853.89 and the transfers for the Auditor, Treasurer and County Clerk's offices.

Motion carried.

Chairman Selzer asked if there was anything further to come before the Committee; hearing nothing, he adjourned the meeting at 6:11 p.m.

Respectfully Submitted,



Julie A. Morlock
Recording Secretary