

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, October 3, 2018 at 4:30 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

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

Members Absent: None

Other Members Present: Chairman John McIntyre

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

Department Heads/Elected

Officials Present: Kathy Michael, County Clerk; Michelle Anderson, County Auditor, Marshall Thomson, Animal Control

Others Present: Josh Schaefer, Auditor's Office; Denise Cesario, Jodee Wallace, Mark Bounds and Jeanette Lowery, County Clerk's office

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

Chairman Selzer presented the Minutes the August 21, 2018 special meeting and September 5, 2018 regular meeting of the Finance Committee and the August 16, 2018 sub-committee meeting for approval.

Motion by Soeldner/Murphy to approve the Minutes of the August 21, 2018 special meeting and September 5, 2018 regular meeting of the Finance Committee and the August 16, 2018 sub-committee meeting for approval.
Motion carried.

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

Ms. Kathy Michael, County Clerk presented for action a request to approve a Resolution amending the current fee schedule for the County Recorder's office. Mr. Mark Bounds indicated that the Illinois Realtor's Association brought this legislation forward to help ease the process of recording. He said that right now, they charge by page and this will be a flat fee so closers will not have to sit and count pages. He stated that it will help when there is high turn around real estate purchases. Mr. Selzer asked if these fees would affect our revenue line. Mr. Bounds indicated this is based on a three-year average, so designed to be revenue neutral.

Motion by Rankin/Soeldner to recommend approval of the Resolution amending the current fee schedule for the County Recorder's Office.
Motion Carried.

Ms. Michael presented her monthly reports. Mr. Rankin asked about a misprinting of the ballot and how that situation was handled. Ms. Michael indicated that yes, there was an error on the ballot and it was corrected. Mr. Rankin asked about the role Bloomington Elections played in correcting the error. Mr. Selzer asked if they could answer that at another time, as there was a lot to address at this meeting. Chairman Selzer asked if there were any further questions for Ms. Michael, hearing none, he thanked her.

Chairman Selzer presented for action a request to approve a Resolution Authorizing the Chairman of the McLean County Board to execute Deeds of Conveyance for parcel No. 12-070-276-008.

Motion by Wollrab/Rankin to recommend approval of a Resolution Authorizing the Chairman of the McLean County Board to execute Deeds of Conveyance for parcel No. 12-070-276-008.
Motion Carried.

Chairman Selzer presented for action a request to accept and place on file the County Treasurer's monthly financial reports. Ms. Becky McNeil, County Treasurer, went over her monthly reports including the Summary of Tax Revenue report with Retailer Occupation Tax Revenue, Shared Sales Tax Revenue and Property Tax Revenue. She indicated they were starting the Tax Sale process. Ms. Wollrab asked when we might start to see an increase in sales tax based on the internet ruling from the Supreme Court. Mr. Wasson stated that they have not received information on how those collections will be received. He indicated that there would be some impact but not a lot on the local sale tax received by the County. Ms. McNeil concurred that taxes we receive will not be affected much. She presented information on the County Investments and the County's self-insured health insurance plan. Ms. McNeil went over the amount in the Community Development Program Fund and indicated the two loans in the program are still current. Ms. McNeil presented information for the Nursing Home Fund including revenue and expenses. She indicated that the private pay number is low because Medicaid approved many individuals this past month, which explains the higher number in the public aid revenue and lower number in the private pay line.

Motion by Rankin/Soeldner to recommend approval of the County Treasurer's Monthly Financial Reports.
Motion Carried.

Ms. Marshall Thomson, Director, Animal Control Program presented her monthly reports to the Committee. Ms. Metsker indicated that one of the rescue places closed and we continue to see an increase and asked if they are still able to place animals. Ms. Thomson indicated they are still able to place animals, but there have been more kittens to try to place. Ms. Thomson provided an update on clinics they held including one with Wishbone and a low-income clinic. Ms. Metsker asked about replacement of employee who handled much of the

reporting. Ms. Thomson indicated they are interviewing for a replacement. Chairman Selzer asked if there were any further questions for Ms. Thomson, hearing none, he thanked her.

Mr. Bill Wasson, County Administrator presented for action a request to approve critical hire requests for the Highway Department.

Motion by Metsker/Rankin to recommend approval of the critical hire requests.

Motion Carried.

Mr. Wasson presented for action a request to approve a Resolution Establishing Rates for Health and Life Insurance Coverage. Mr. Wasson indicated this has a 2% cost increase, but no change in coverage offered except for additional incentive for employees to select targeted providers in the community. He stated that an on-line system would help employees locate and evaluate these providers. Mr. Wasson indicated this could assist employees by minimizing the impact of out of pocket maximums and by lowering overall costs.

Motion by Wollrab/Rankin to recommend approval of a Resolution Establishing Rates for Health and Life Insurance Coverage.

Motion Carried.

Mr. Wasson presented the Animal Control Budget for review and approval. Mr. Wasson indicated there are no major changes to this budget from last year. Ms. Wollrab asked about decreases in several expenses items. Mr. Wasson indicated that the Animal Control building falls under a public building commission agreement so this year these expenses were moved to Facilities Management Department budget where the other buildings under the Public Building Commission are budgeted.

Motion by Rankin/Murphy to recommend approval of the Animal Control General Fund 0001-0032, Programs 0065 and 0066 budget.

Motion Carried.

Mr. Wasson presented the Veterans Assistance Commission (0136-0065) budget for review and approval. Mr. Wasson stated there were no significant changes to this budget. Mr. Wasson stated that a Veterans clinic would be opening in the City of Bloomington in the next 12 months, which will improve access to services for Veterans of McLean County. Mr. Vogler agreed this would allow them to cut down on trips to Peoria and Danville and provide more assistance to the Veterans in outlying areas of McLean County. Mr. Vogler stated he felt they would see about a 15% increase in the number of Veterans they assist because of the convenience. Mr. Selzer asked if there would be office space at the new building for them. Mr. Vogler indicated he did not think so, as the space was smaller than the one in Peoria and this facility will provide services to about 6,000 Veterans from six counties. Ms. Metsker asked if Show Bus usage would increase. Mr. Vogler indicated that VAC is Mclean County only and Show Bus is multi-county and so would need to work on an intergovernmental agreement with Livingston and Ford Counties and it had been difficult to make arrangements in the past. He said he would follow up to see if there were options in the future. Mr. Selzer

encouraged talking with Show Bus. Mr. Wasson indicated they could do outreach with Show Bus as once the McLean County clinic is in place Show Bus would only have to work with one clinic instead of trying to get people to several clinics.

Motion by Soeldner/Rankin to recommend approval of the Veteran's Assistance Commission budget.

Motion Carried.

Mr. Wasson presented the Cooperative Extension Service (0133-0088) budget for review and approval. Mr. Wasson indicated that the request from the Cooperative Extension Service was the same as last year. Ms. Metsker stated that she and Member Soeldner had not been contacted by the Cooperative Extension Service to discuss the budget they were now asked to approve. She indicated she would not recommend approval of this budget. Ms. Wollrab stated that her question had been how this amount was determined, but Ms. Metsker's statement indicates we do not know how the budget number is determined. Ms. Wollrab said that she did not want to approve a budget if we do not know how they determine the amount requested. Mr. Wasson said they would reach out to the Extension Service to have them explain the budget numbers.

Mr. Soeldner asked Administration to confirm the Extension Service has their own levy. Mr. Wasson stated that it is part of our consolidated levy. Mr. Selzer asked if the levy was at the maximum. Mr. Wasson stated that the levy was approved by referendum and it is below the maximum levy rate. Mr. Rankin asked if Ms. Metsker or Mr. Soeldner were contacted last year about the budget. Ms. Metsker confirmed they had not been asked to attend any meetings of the Extension Service Board. Mr. Wasson reminded the Committee that the Extension Service is a multi-county office, and receives money from each of the counties. Mr. Rankin said he felt they should still approve it this year because we had approved it in the past without attendance at meeting or further information, but felt we needed to let them know that in the future, we will not approve unless there is more information provided and our members attend meetings. Mr. Wasson stated that under statute the Extension Service Board is made up of County Board members and others that are appointed by the Extension Service. Ms. Wollrab pointed out that they had next month to approve and asked about getting information first. Mr. Selzer said there was not a substitute motion, so called for vote on current motion. Ms. Wollrab asked if those who voted down could reconsider. Mr. Rankin indicated that those who approved could ask for it to be reconsidered. Mr. Selzer asked that this be put on the agenda next month so that it could be reconsidered. Mr. Wasson said he would reach out to Extension to set up a meeting to review their budget.

Motion by Rankin/Murphy to recommend approval of the Cooperative Extension Budget.

Motion Carried. Members Wollrab and Metsker voted against.

Mr. Wasson presented the Historical Museum (0134-0072) budget for review and approval. Mr. Wasson indicated that the Historical Museum has requested an amount to help with operation of the historical museum. Mr. Selzer asked how much time remains on the lease with the Historical Museum. Mr. Schmitt indicated that the contract expires in 2021. Mr.

Soeldner asked if there was any revenue received by the Museum from the bike vendor. Mr. Wasson stated they do not.

Motion by Rankin/Wollrab to recommend approval of the Historical Museum budget.

Motion Carried.

Mr. Wasson presented the Bloomington Election Commission (0001-0048) budget for review and approval. Mr. Wasson stated there are no changes in FTE numbers and we are statutorily obligated to provide for the Director and Assistant Director salaries and provide amounts for election services that have been adjusted based on projected increase in EAV. Mr. Soeldner asked under full time salaries differences in 2017, 2018 and 2019. Mr. Wasson stated those numbers are based on staff levels remaining the same and that across the board raise that is provided to other County employees will also be provided to those Bloomington Election Commission employees. Mr. Wasson also stated that there has been turnover in that agency in the last few years so there were changes in the amounts.

Motion by Rankin/Wollrab recommended approval of the Bloomington Election Commission budget.

Motion Carried.

Chairman Selzer presented the Supervisor of Assessment (0001-0049) budget for review and approval. Mr. Wasson stated there were no major changes to staffing or expenses. Mr. Kahman indicated they have to publish this year the quad annual report, so while the number went up this year it will go down next year. Mr. Rankin asked if the salary of the Supervisor of Assessment is similar to others in the State. Mr. Wasson stated that not all similar positions have the same roles, so it is hard to compare to others across the State; however, with the knowledge and experience Mr. Kahman has, he is probably undervalued. Mr. Rankin asked how that positions salary could be adjusted. Mr. Wasson stated that increases are based on our salary and compensation system has worked well enough for us to retain staff such as Mr. Kahman. Mr. Wasson stated that if we start to see a turnover in these types of positions then we would have to look at restructuring of this position's salary. Mr. Rankin asked if he could request a compensation study on this position. He said that he would be willing to make an amended motion at the full board based on that information. Mr. Wasson stated that he would look at salary and provide information to the Committee.

Ms. Metsker left the meeting at 5:33 p.m.

Motion by Rankin/Metsker to recommend approval of the Supervisor of Assessment (0001-0049) budget.

Motion Carried.

Chairman Selzer presented for consideration the Tort Judgement Fund Risk Management (0135-0077-007) and Tort Judgement Fund Civil Division (0135-0077-0078) budgets. Mr. Wasson went over changes to personnel including moving one network specialist position to the Tort Judgement Fund and the creation of an additional network specialist position due to

the need to continue to expand and improve Information Technology security measures. He also noted that one legal assistant position was reduced from this fund and that .125 of the State's Attorney salary had been included in this Fund because of the amount of time the State's Attorney spends on risk management issues. Mr. Rankin asked them confirm that part of the State's Attorney salary was moved from the State's Attorney Fund to this Fund. Mr. Wasson confirmed. Mr. Selzer pointed out that a much needed grant funded position in the State's Attorney Office went away, but by making these types of adjustments the State's Attorney Office was able to retain that position. Mr. Soeldner asked if it made sense to spread the network specialist funding between other funds as that person might provide services to other departments. Mr. Wasson stated that this fund was established to provide risk management services to all departments. Mr. Wasson stated that the administrative surcharges are charged to special funds to also help pay for these services.

Ms. Wollrab asked about the administrative surcharge and if there was a formula for these charges. Mr. Wasson explained that surcharge was not included in some Funds because some grants prohibit overhead or administrative costs, so the surcharge was applied to such department, but to another Fund that does allow overhead and administrative costs. He also explained that it seems greater because the surcharge was not taken from those Funds in the past. Mr. Wasson further explained that surcharge amount was previously based on number of employees in those Funds, but there are Funds that generate a lot of work for our financial and administrative offices but do not have a lot of employees, so they tried to recognize that. He said they would work on a metric in the future, but asked the Committee to recognize that the surcharge total is about 7/10 of 1% of the total expenditure and revenue for those special revenue funds. He stated that traditionally a maximum of 10% for administrative overhead is allowed by Federal and State agencies without any additional representations or justifications, so they felt less than 1% was appropriate. He stated they would work to include administrative overhead costs in future grants applications to help cover. Mr. Wasson provided an example of administrative work that is done for the entire organization. He stated that time and work goes into Health Insurance administration to keep the costs low. He provided comparisons where the average increase this year was 8% without changes to plan or a 5% increase with changes to services in plan, but our plan saw no changes to plan with only a 2% increase and such savings should be represented. Ms. Wollrab said she could appreciate the work that goes into health insurance administration and the need for the surcharge, but stated that charges seems erratic on the surface.

Motion by Rankin/Erickson to recommend approval of the Tort Judgement Fund Risk Management (0135-0077-007) and Tor Judgement Fund Civil Division (0135-0077-0078) budgets.
Motion Carried.

Chairman Selzer presented for consideration the County Clerk – 0001-0005, Programs 0006 & 0007 & 0008, County Clerk Recording Document Storage Fund – 0137-0005, County Clerk Document Storage Fund - 0164-0005 and County Clerk GIS Fees Fund (Recording) –0167-0005 budgets. Mr. Wasson stated there are no significant changes to the proposed budget. Staffing levels remain that same. He stated that they are working to enhance security efforts including those in place for elections. Ms. Wollrab asked about the increase in full time salary

under elections. Mr. Wasson and Mr. Schmitt pulled information from the system and noted that there was an employee who left position at step 4 and someone promoted to position who was at step 17 when promoted. Ms. Wollrab asked how the document recording fees change would affect this 2019 budget. Mr. Wasson stated that the change was supposed to be budget neutral, so budget does not reflect a change.

Motion by Soeldner/Murphy to recommend approval of County Clerk – 0001-0005, Programs 0006 & 0007 & 0008, County Clerk Recording Document Storage Fund – 0137-0005, County Clerk Document Storage Fund - 0164-0005 and County Clerk GIS Fees Fund (Recording) –0167-0005 budgets.

Motion Carried.

Mr. Soeldner left the meeting at 5:52.

Chairman Selzer presented the County Treasurer (0001-0004), County Treasurer-Collector Automation Fund (0168-0004) and County Auditor (0001-0003) budgets for review and approval. Mr. Wasson stated there were no changes in staffing. Ms. Wollrab asked if there was an administrative surcharge in this budget. Mr. Wasson stated that budget comes from the general fund where surcharge is paid for when not paid from special funds.

Motion by Rankin/Murphy to recommend approval of the County Treasurer (0001-0004), County Treasurer-Collector Automation Fund (0168-0004) and County Auditor (0001-0003)

Motion Carried.

Chairman Selzer presented the County Auditor (0001-0003) budget for review and approval. Mr. Wasson stated there were no significant changes from previous year.

Motion by Rankin/Wollrab to recommend approval of the County Auditor's budget.

Motion Carried.

Mr. Wasson presented for action a request to approve the Economic Loan Development Programs. Mr. Selzer stated that the Committee had requested some changes and this document reflects those changes. Mr. Selzer stated this is creation of Finance Committee and will be overseen by the Finance Committee. He stated that if we can get this launched, we could make modifications as we move along. Mr. Wasson stated he had a conversation with the Small Business Development Center and they are very interested in the micro loan program. Ms. Wollrab stated that there is \$600,000 to loan in the programs and the larger loans can be up to \$250,000 each, which only allows for 2.4 projects. She stated that it concerns her that limits were not set on the number of loans allowed in either program. Mr. Wasson confirmed there was no discussion regarding limits on number of loans for either programs as long as they do not total exceed \$600,000. Mr. Wasson stated that as we move forward we can see how much activity we have in each program and can make modifications based on requests. Ms. Wollrab also questioned section about loan frequency where one

business entity can have no more than two loans with a maximum of \$1,000,000. Mr. Wasson stated that this is applicable to a current business under the CDAP loan program that would request additional amounts. He said that future applicants would not reach this amount, as the limit for each is \$250,000. Ms. Wollrab also asked about reason behind businesses listed in first paragraph under ineligible types of businesses. Mr. Wasson stated purpose is to loan money that creates jobs and not jobs that leverage money. Ms. Wollrab stated that the requirements of the program are that for every \$35,000 you have to have to create a job. Mr. Selzer provided example of an ineligible business where you create the job for yourself and sell trades to try to earn money back. Mr. Rankin stated that a leasing company is not a speculative trade. Mr. Wasson stated that this is standard language that came from the previous contract. Ms. Selzer asked if we need to go back to discussion meeting as he felt we needed to move this program forward and get it out for the public to use. Mr. Rankin stated that he felt we should remove this guideline because we have a sentence that says McLean County reserves the right to establish further restrictions as needed. It was discussed a motion to strike paragraph was presented.

Motion Rankin/Wollrab recommended a motion to amend to strike entire ineligible businesses section.
Motion Carried.

Ms. Wollrab asked if they could add a provision that requires twice a year a public announcement that these funds are available and how to apply for it. Discussion ensued about where to put that provision. Mr. Wasson stated they could put it under program description.

Motion by Wollrab/Rankin to add the program promotion in the program description section where the program will be published through electronic means on a semi-annual basis.
Motion Carried.

Ms. Wollrab also asked that formatting be checked so there was an introduction to both programs and then make sure all acronyms are all spelled out. Committee agreed that Staff could address the formatting without a motion.

Motion by Rankin/Erickson to recommend approval of the Economic Loan Development Programs, as Amended.
Motion Carried.

Mr. Wasson presented the recent employee activities and indicated there were no positions under the purview of the Finance Committee. Chairman Selzer asked if there were any questions for Mr. Wasson, hearing none, he thanked Mr. Wasson.

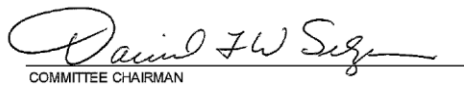
Chairman Selzer presented the Finance Committee bills and transfer from the County Clerk's office for review and approval as transmitted by the County Auditor. He stated that the Finance Committee bills include a Prepaid and Fund Total of \$1,228,278.77.

MCLEAN COUNTY BOARD COMMITTEE REPORT
AS OF 9/26/2018
EXPENDITURE SUMMARY BY FUND

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Finance Committee

FUND	FUND TITLE	PENDING TOTAL	PREPAID TOTAL	FUND TOTAL
0001	GENERAL FUND		\$308,262.75	\$308,262.75
0133	CO-OPERATIVE EXTENSION		\$201,348.00	\$201,348.00
0134	HISTORICAL MUSEUM		\$24,706.40	\$24,706.40
0135	TORT JUDGEMENT		\$1,364.89	\$1,364.89
0137	RECORDER DOCUMENT STORAGE		\$2,176.73	\$2,176.73
0164	CO CLERK DOC STORAGE		\$114.20	\$114.20
0512	EMPLOYEE BENEFIT PLAN		\$690,305.80	\$690,305.80
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			\$1,228,278.77	\$1,228,278.77

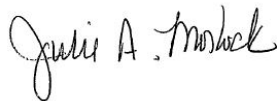

COMMITTEE CHAIRMAN

Motion by Rankin/Erickson to approve the presented bills in the amount of \$1,228,278.77.
Motion carried.

Under other business and communications, Mr. Rankin brought up question about miss-printed ballot, how the situation was rectified and costs incurred. Because Mr. Shannon was no longer in attendance at the meeting, Mr. Rankin requested that Mr. Wasson respond. Mr. Wasson stated that to the best of his recollection Administration was made aware the day before early voting started that a candidate's name had been certified incorrectly. The State Board of Elections was contacted and they indicated this was not an unusual situation and that as long as the situation was corrected as quickly as possible there would not be a long-standing issue. Mr. Wasson stated that the Bloomington Election Commission, the County Clerk's Office and Administration worked to rectify matter. He stated that the candidate's name was re-certified correctly by the County Clerk's office. The President of the Bloomington Election Commission was asked to come forward and address their side of the matter. Ms. Denise Williams, Commissioner confirmed they updated the electronic system, tested they system and called in temporary workers to pull about 400 paper ballots for mailing that were revised and sent the next day. She stated they would send an invoice to Mr. Wasson. Mr. Rankin asked about cost. Mr. Wasson stated that costs were minimal.

Chairman Selzer asked the Committee if there was any other business to come before the Committee; hearing none, he adjourned the meeting at 6:21 p.m.

Respectfully Submitted,



Julie A. Morlock
Recording Secretary