

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, September 7, 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, O'Connor and McIntyre

Members Absent: Member Rankin

Other Members Present: None

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

Department Heads/

Elected Officials

Present: Mr. Lee Newcom, County Recorder; Ms. Michelle Anderson, County Auditor; Mr. Walt Howe, Health Department Administrator; Ms. Kathy Michael, County Clerk; Mr. Bob Kahman, Supervisor of Assessments; Mr. Matt Riehle, Director, Nursing Home; Ms. Becky McNeil, County Treasurer; Ms. Hannah Eisner, First Civil Assistant State's Attorney; Mr. Craig Nelson, Director, Information Technologies; Ryan Leuty, Assistant Director, Information Technologies; Lori McCormick, Director, Court Services

Others Present: Ms. Cathy Dyer, Fiscal Services Supervisor, Health Department; Ms. Cathy Waltz, Superintendent, Juvenile Detention Center

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

Chairman Owens presented the minutes of the August 3, 2011 Finance Committee Meeting for approval. Hearing no additions or corrections to those minutes, Chairman Owens advised that the minutes would stand approved as presented.

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

Mr. Newcom indicated that he needed to leave for a doctor's appointment and asked to speak regarding the County Travel Policy issue that was on the agenda.

Chairman Owens asked if Mr. Newcom contacted the County Administrator with these comments as Department Heads and Elected Officials were asked to do. Mr. Newcom responded that he had not. Chairman Owens advised that the review of the Policy will be restricted to Committee members.

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

Ms. Michelle Anderson, County Auditor, reviewed the Auditor's Quarterly Report for the six months ended June 30, 2011. She pointed out that the General Fund revenues collected 57.7% of budget and has expended 57.1% of budget. Special Revenues are at 54% for revenue and 32.8% for expenses. Ms. Anderson stated that the Nursing Home has collected 50.3% of revenue and 43.8% of expenses. The General Fund Departments with expenditures over 50% include the County Board, which was due to pass-through grants and fleet vehicle purchases; Information Technologies, which was due to the phone project and is being reviewed by the Administrator and the Auditor; and EMA, which was due to grants. Ms. Anderson noted that Mr. Curt Hawk, Director of EMA works very hard to get grant revenue.

Ms. Anderson pointed out that this is the first quarter that the Property Taxes have been included in the report since the first collection was in June.

Ms. Anderson presented an Audit summary on the following Funds:

- Court Automation Fund;
- Court Document Storage Fund;
- Children's Waiting Room Fund;
- Law Library Fund.

Ms. Anderson noted that these are four of the five required audits by statute. The final Fund is the Collector's Automation Fund which will be reviewed after the tax sale in November.

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

Mr. Walt Howe, Health Department Administrator, presented a request of an Ordinance of the McLean County Board amending the 2011 Combined Appropriation and Budget Ordinance for Fund 0102 (Dental Fund Grant). He explained that, in March, the Health Department was awarded a \$100,000 grant from the Department of Healthcare and Family Services to be used in the dental clinic. The funding allowed the Health Department to expand the dental clinic from three to four dental chairs by changing an

existing waiting room into a fourth operatory. Mr. Howe indicated that, over the last few months, renovations have been made to the room so that it can accommodate a dental chair, sink, cabinets and other necessary equipment. He noted that the additional operatory will provide space for an additional hygienist to operate and will increase the number of clients served each day. Mr. Howe added that the additional operatory will increase the number of low-income and HFS beneficiaries served by 300-400 patients per month and reduce the amount of time on the waiting list for a hygienist which is currently at six weeks.

Mr. Howe advised that an additional hygienist is needed to meet the growing demand for dental services in the County and the additional operatory will provide sufficient revenue to hire an additional hygienist.

Mr. Butler pointed out that the cost to the County is \$17 to provide this service and the state is paying the Health Department \$86. He asked how long with that difference will continue and why would the state over-compensate the County for this service. Mr. Howe responded that reimbursement is based upon the productivity of the actual individual; therefore, the Health Department gets paid for the services it provides. The State pays the Health Department on the cost basis of how much they reimburse for each of those activities. Mr. Howe indicated that the Hygienist is paid \$13.65 per hour and she sees clients every 30 or 35 minutes.

Mr. Butler pointed out that the County paid money to put in the new operatory. Mr. Howe advised that all of that money came from grant money from two organizations, namely Children's Healthcare Foundation and from Public Aid.

Chairman Owens asked if there is something in place in case the money does not come through from the state. Mr. Howe replied that the Health Department programs are all self-balancing and are monitored very closely. He noted that adding the hygienist program improves the profit margin in this program.

Motion by Wollrab/O'Connor to recommend Approval of an Ordinance of the McLean County Board Amending the 2011 Combined Appropriation and Budget Ordinance for Fund 0102 (Dental Fund Grant).
Motion carried.

Mr. Howe presented a request for approval of a Resolution Amending the Fiscal Year 2011 McLean County Full-time Equivalent Position Resolution Associated with an Ordinance to Amend the Fiscal Year 2011 McLean County Combined Appropriation and Budget Ordinance for Fund 0102.

Motion by O'Connor/McIntyre to recommend Approval of a Resolution Amending the Fiscal Year 2011 McLean County Full-Time Equivalent Position Resolution Associated with an Ordinance of the McLean County Board Amending the 2011 Combined Appropriation and Budget Ordinance for Fund 0102.

Motion carried.

Mr. Howe presented a request for approval of an Ordinance of the McLean County Board amending the 2011 Combined Appropriation and Budget Ordinance for Fund 0105 (Preventive Health Fund Grant). He advised that, in January of this year, the Health Department was awarded a \$10,000 grant from the Illinois Department of Public Health to conduct the REALITY Illinois Program. The goal of this program is to educate teens on tobacco prevention and to create a Teen Advisory Board by recruiting teens from Project Oz to plan and implement tobacco prevention and control projects. Mr. Howe stated that the program targets high school students and engages local youth to participate in the development and implementation of prevention and youth focused education efforts. The Teen Advisory Board meets monthly to develop activities and events such as planning tobacco prevention activities around Kick Butts Day, World No Tobacco Day and/or Great American Smoke Out along with other days as decided by the panel.

Motion by O'Connor/Butler to recommend Approval of an Ordinance of the McLean County Board Amending the 2011 Combined Appropriation and Budget Ordinance for Fund 0105 (Preventive Health Fund Grant).

Motion carried.

Ms. Kathy Michael, County Clerk, reviewed her Monthly Activity Report for period ending July 31, 2011. She stated that there is nothing specific to point out in the Report.

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

Mr. Bob Kahman, Supervisor of Assessments, reviewed his General Report. He distributed an update on the status of assessment publications for townships to date. He reported that as of today 18 of 31 Townships are out for publication. Mr. Kahman noted that the big one out at this time is Normal Township, which will be in the mail on the 15th. He advised that the City of Bloomington, along with several other large townships, have not yet been submitted. Mr. Kahman stated that about 40% of total parcels have been published to date.

Mr. Kahman advised that, due to a combination of a very flat real estate market and an unusually large amount of revaluation work at the township level, all of the multipliers to date have calculated to a "1.0000." He noted that the Assessors have done a lot of work within their Townships and within neighborhoods, but overall the market is flat, which the statistics are showing. Mr. Kahman reiterated that we are ahead of schedule. He added that the City of Bloomington Township books have not been submitted to date.

Mr. Kahman stated that State statute has been revised for 2011 regarding assessment appeals. The legislature has mandated that the taxpayer be advised to contact the Township Assessor first with any question about their assessment. Mr. Kahman indicated that if the discussion with the Assessor does not remedy their complaint, they should be aware that they may appeal to the Board of Review. Therefore, members fielding questions from their constituents are advised to refer them to their Township Assessor first, before referring them to the County Assessor's Office.

Mr. Kahman noted that complaint or appeal forms are available on the McLean County website, along with Rules of the Board of Review, and Board suggestions for a successful appeal process.

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

Mr. Matt Riehle, Director, Nursing Home, reviewed his monthly Reports, noting that the Nursing Home has been very busy. He noted that the census in August is expected to be 139 or 140 residents.

Mr. Riehle advised that he is still expecting the check to arrive from the state by the end of the year or the beginning of October.

Mr. Riehle announced that the Nursing Home annual concert is tomorrow afternoon at 2:00 p.m. in the front courtyard of the Nursing Home. He invited the Committee to attend.

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

Ms. Becky McNeil, County Treasurer, reviewed the Financial Reports for the period ending August 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>
August 2011 Vouchers:		
Sales Tax	\$371,188.86	-2.5%
Revenue Sales Tax	52,144.70	1.2%
Local Use Tax	22,801.35	18.1%
Income Tax	103,230.70	5.1%
PPRT	<u>50,213.25</u>	103.2%
Total	<u>\$599,578.86</u>	
Monthly Comparison		
August 2010 Vouchers	574,456.87	
August 2011 Vouchers	<u>599,578.86</u>	
Difference	\$25,121.99	4.4%
YTD Comparison		
YTD 2010 Vouchers	5,640,766.79	
YTD 2011 Vouchers	<u>5,870,516.05</u>	
Difference	\$229,749.26	4.1%
Budget Comparison		
2011 Annual Budget:	\$8,600,000.00	
Budgeted Revenue per Month:	\$ 716,666.67	
Budgeted Revenue thru 8/31/11:	\$5,733,333.33	
YTD Actual Vouchers	\$5,870,516.05	
Income Over (Under) 2011 Budget:	\$ 137,182.72	
YTD Five-Year Comparison		
2007:	\$6,412,051.26	
2008:	6,629,657.50	
2009:	5,852,726.60	
2010:	5,640,766.79	
2011:	5,870,516.05	

Ms. McNeil pointed out that the PPRT figure of 103.2% is because the payment in August 2010 was significantly reduced due to an allocation issue at that time.

Ms. McNeil noted that she is encouraged with these positive figures. She pointed out that the Five-Year Comparison shows that, after falling since 2008, the figures are beginning to move back up.

Ms. McNeil reviewed the Investment Report, noting that the interest rates continue to be very low. She indicated that it remains a struggle to find different methods of investing to get a good return. Ms. McNeil reported that the fund total is \$38,216,225.65.

Ms. McNeil reviewed the Summary Consolidated Balance Sheet of Government Funds as of August 31, 2011. She stated that the Fund Balance currently is \$8,511,759.12. Ms. McNeil pointed out that we started the year with \$10,323,825.37. The difference is \$1,812,066.25.

Ms. McNeil noted that year-to-date Revenues are \$25,687,058.99 and expenses are \$27,499,125.24. She indicated that revenues do not come in as steady as expenses go out. Ms. McNeil added that in the month of September, with the Property Taxes in and distributions taking place, the revenue number will jump up significantly.

Ms. McNeil reviewed the State of Illinois Receivables. She reported that the only receivables the County has are the July receivables since this is the new state fiscal year. Ms. McNeil expressed some concern with the State Income Tax which has three months of payments for which the County has a receivable. She added that this is not unusual, but something that bears watching.

Chairman Owens asked if there were any further questions on the reports. Hearing none, he called for a motion to accept and place on file the Treasurer's Monthly Report.

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

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

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 September 1, 2011. All positions listed below are budgeted and funded through the end of FY 2011.

State's Attorney's Office

- 1) Fill 1.0 FTE Assistant State's Attorney IV Position which became vacant August 12, 2011

The Assistant State's Attorney IV position is a senior level attorney and is typically a member of the Major Crimes Unit. This position is responsible for case screening, interaction with law enforcement, trial preparation and trial of the most serious felony cases prosecuted in McLean County. These cases include but are not limited to Murder, Armed Robbery, Aggravated Criminal Sexual Assault, etc. The ASA IV position is also a supervisor, resource, and mentor to all assistants below them. An ASA IV is also responsible for assisting law enforcement in obtaining warrants, and handling post conviction proceedings. The State's Attorney requests that this critical position be refilled.

Health Department

- 1) Fill 1.0 FTE Public Health Communications Specialist Position

This recently vacated position is the fulltime position which performs public health communications and public information duties. Responsibilities include: brochure and promotional material development, media relations, website communications and content management systems, and writing local magazine articles on a variety of health topics relating to all Health Department programs including grant funded programs. Knowledge of web-based communication techniques and social media are necessary. A Bachelor's degree in communications, journalism, public relations, or related field is required and generally the person in this position also has previous experience and knowledge of health care and human services. To continue to meet programmatic requirements, the Health Department requests that this critical position be refilled.

Court Services Department

- 1) Fill 1.0 FTE Juvenile Detention Officer Position

This position has been open since July, 31, 2011 resignation of employee to accept a similar position with the Will County Juvenile Detention Center. The staffing of line officers at the McLean County Juvenile Detention Center has decreased by three detention line officers since 2008 due to budgetary considerations. Currently there are 15 line officers 7 female and 8 male officers. The security and safety of the juveniles in care and Staff safety are directly impacted by reduced staffing in this area. In order for the minimum staffing to continue, the Court Services Department requests that the replacement of this critical staff position be authorized.

Nursing Home

- 1) Fill 6.0 FTE Nursing Home Assistant Positions which have been vacated.
- 2) Fill 2.0 FTE Food Service Assistant Positions which have been vacated.
- 3) Fill 1 Registered Nurse Position which has been vacated.

The Nursing Home has filled 6 Nursing Home Assistants, 2 Food Service Assistant positions and 1 Registered Nurse 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 McIntyre/Wollrab to Recommend Approval of the
Critical Personnel Hiring Requests.
Motion carried.

Mr. Wasson reviewed the recommendation on amendments to the Chapter 10 Personnel Code, Section 10.79-8, which is the County Travel and Business Expense Reimbursement section. He stated that the majority of the modifications to the policy that are being included in the packet are housekeeping issues identified through departmental review and working with the Auditor's Office relative to consistency with the County's current operational procedures. Mr. Wasson advised that the major changes are outlined in the memorandum and include the allowance of the use of the County Procurement Card for airfares, lodging, car rental, ground transportation, registration or reimbursable business expenses. The Recommended amendments to the current Section 10.79-8 Use of County Procurement Card for Travel and Business Expense are as follows:

- 1) The County Procurement Card may be used to pay for air fares, lodging, car rental, ground transportation, registration and other reimbursable business expenses, not including travel-related meals.
- 2) The County Procurement Card may be used to book travel reservations through discount internet sites and hotel internet sites. An employee who uses the County Procurement Card to book travel reservations through discount internet sites and hotel internet sites assume full risk if the reservation needs to be cancelled or modified. and additional charges are incurred. The employee's travel and business expenses are eligible for reimbursement pursuant to the County's Travel and Business Expense Reimbursement Policy.
- 3) If an employee elects to use a discount internet site or hotel site to make a travel reservation using the County Procurement Card and incurs any unreimbursable costs for any reason, including failure to abide by the internet site's Terms and Conditions, the employee will be personally responsible for reimbursing the County the full amount of the additional charges and agrees that the County will use all means at its disposal to recover said additional charges.

Mr. Wasson noted that the recommendation to expand the use of the Procurement Card is due to necessity. He stated that, in this day and age, it is necessary in most circumstances to be able to use a procurement or credit card to accomplish those processes. Mr. Wasson indicated that, for that reason, we are expanding the ability of departments to use this card. He advised that this was a recommendation across the County departments. Mr. Wasson noted that problems have been experienced in the past with attempting to have checks cut for lodging expenses after making a reservation, and then finding that the check is not the correct amount due to fees that are involved in lodging. The ability to use the procurement card across the County was deemed beneficial.

Mr. Wasson stated that, in addition, we tried to expand the ability to use the procurement card for travel expenses, recognizing that employees do need to be aware that there is some risk involved depending upon what on-line travel sites they use. He indicated that it was necessary to outline to employees that there is sometimes additional risks involved in reservations on discount sites and they need to recognize that when they make reservations and understand that if they use those sites they must take on some of the responsibility.

Mr. Wasson advised that other changes deal with terminology and/or clarification. He noted that in some circumstances there have been misunderstandings about when lunch would be provided for out-of-County travel. Mr. Wasson indicated that an attempt was made to define time periods of travel and to identify when the per diem reimbursement is allowed.

Ms. Wollrab asked if an employee booked travel through a travel agent and then had to cancel their reservation, would that not also create a charge. Mr. Wasson replied that there could be a charge depending upon whether they cancel the trip or make a modification to the trip. Ms. Wollrab asked if this would be treated differently if the trip was arranged on a discount site. Mr. Wasson explained that to not be responsible for a portion of the cost, the employee would either have to provide documentation that there was a family emergency or other item as specified in our policies. Mr. Wasson added that with respect to that set of circumstances, there would be no difference in terms of responsibility.

Ms. O'Connor asked if an employee wants to extend a business trip for personal reasons, how does that affect the credit card usage and can they use the County credit card for the personal portion of the trip. Mr. Wasson replied that the employee would have to segregate the cost and pay for the personal leg of their trip personally. He stressed that employees cannot charge any personal expenses on the County Credit Card.

Chairman Owens thanked Mr. Wasson for the time and effort he put forth to prepare the recommendations on amendments to the Chapter 10 Personnel Code, County Travel and Business Expense Reimbursement section. He asked Mr. Wasson if he received any feedback from department heads and elected officials in response to the memorandum that was sent out. Mr. Wasson responded that he received comments from several departments. He noted that it was impossible to meet everyone's wishes, but every attempt was made to recognize and include universally identified issues, such as the use of the credit card for lodging and other travel purposes, including clarifying the meals and per diems. Mr. Wasson added that there were suggestions that were made that were not included in the modifications.

Chairman Owens asked if there is a form that, once adopted, employees can sign that states they have read and understand the travel policy. Mr. Wasson advised that the Travel Reimbursement Form will be revised to include a statement that the employee has read, understands and agrees to abide by the revised County Travel Policy. He stated that the new policy will be posted on the County Information page, County Intranet and be made available to all County employees.

Chairman Owens asked if there were any additional questions or comments. Hearing none, he called for a motion on the Amendment to Chapter 10.

Motion by Butler/Wollrab to Recommend Approval of an
Amendment to Chapter 10 of the McLean County Code –
County Travel Policy.
Motion carried.

Mr. Wasson reviewed the County's User Fee Study, which was conducted by MAXIMUS, Inc. He indicated that Illinois law allows the McLean County Board to conduct a user fee study of specific fees charged by several County Offices including the County Clerk, the Sheriff's Department and the Recorder's Office, and to raise the fees charged by such departments in specified areas, if the full cost of the services provided exceeds the statutory fee.

Mr. Wasson advised that the McLean County Board retained the services of MAXIMUS, Inc., a national cost accounting firm with substantial experience in analyzing the cost of fee services in accordance with the provisions of State Statute to meet the requirement that an independent, professional cost accounting firm be retained to complete the cost accounting study of the fees charged by the County Clerk.

Mr. Wasson stated that the Cost Accounting Study of the Fees charged by the County Offices documented that the full cost of services provided for the following fees exceeds the current revenue received and, therefore, the County Board is permitted to adjust current fee levels of these services to recover the actual cost of services provided:

	<u>Current Fee</u>	<u>Actual Cost</u>
Sheriff-Serving Civil Process	\$33.00	\$50.90
Sheriff-Returning each Process	\$8.00	\$14.01
Sheriff-Taking Bonds on Legal Process	\$25.00	\$60.73
Sheriff-Eviction	\$33.00	\$197.02
Sheriff-Serve Warrant	\$0.00	\$25.80
County Clerk-Liquor License Clerk Fee	\$5.00	\$16.16
County clerk-Assumed Names	\$3.00	\$6.46
County Clerk-Notary Commissions	\$5.00	\$7.27
County Clerk-Cancel Tax Sale (redemption)	\$70.00	\$79.47
County Clerk-Sale of Land for Taxes	\$14.00	\$27.49
County Clerk-Marriage License*	\$29.00*	\$29.75
County Recorder-Automation Fund Fee	\$3.00	\$3.75
GIS Fee**	\$3.00**	\$15.69

* (55 ILCS 5/4-4001 gives the option of charging up to \$75.00 for a marriage license, \$5.00 of each license fee goes to a special fund).

** (\$1.00 to Recorder's Office for collection and \$2.00 to GIS)

Mr. Wasson indicated that the Board is entitled to set prices as high as actual cost and may, if deemed proper, set prices at levels below actual cost. The County's Budget Policy for FY'2011 and FY'2012 stated that "every effort shall be made to identify and/or establish appropriate user fees for charges, as authorized by State law, for appropriate public services."

Mr. Wasson advised that, as a general application of the County's adopted Budget policy, the County Administrator's Office would recommend that if the statutory fees do not recover the actual cost, that the fees be set as close as is reasonably possible to the actual cost of documents or services. The Committee may wish to consider providing direction relative to initial percentage or dollar limit increases and request that the fees with documented actual costs exceeding fees be reviewed on an annual basis. Mr. Wasson noted that this may mean that there will be some substantial fee increases in some areas, or what may be deemed as substantial increases based upon percentages.

Mr. Wasson stated that, based upon direction of the Finance Committee, the County Administrator's Office will work with the Sheriff, County Clerk, and the Recorder to identify appropriate recovery levels and provide a recommended ordinance adjusting fees in accordance with the provisions of State law, resulting in an equitable total cost of obtaining said documents and services and using these fee amounts in the development of an amendment to current Ordinances in FY'2011 and/or the FY'2012 Recommended Budget.

Ms. Wollrab referred to the large discrepancy between the current fee and the actual cost for the Sheriff-Eviction fee. She asked who pays for this fee. Mr. Wasson replied that he does not know what entity pays this fee. He stated that he will provide the information at the next meeting. Mr. Wasson added that the Sheriff has volunteered to come to this Committee to discuss these fees.

Ms. Wollrab stated that, in general, she believes the fee should equal the cost of the document or service received. Chairman Owens agreed.

Chairman Owens recommended that the County Administrator invite the Sheriff and the County Clerk to attend the October meeting to provide suggestions regarding the fees. The Committee can then discuss the fee structure and put forward a recommendation.

Ms. O'Connor asked if there are any caps on the fees. Mr. Wasson responded that the actual cost of the document or service is the cap. He indicated that the County is obligated to charge the statutory fee or the actual cost, which is why MAXIMUS was hired to provide a cost study. Under statute, the County can charge up to the actual cost of these fees.

Chairman Owens asked that the Administrator's Office and Department Heads provide information regarding the last time these fees were increased. Mr. Wasson responded that he has had preliminary discussion with Department Heads and recommendations will be brought back to the Committee next month to be incorporated into the Fiscal Year 2012 budget.

County Board Chairman Sorensen admonished the Committee to specifically look at these recommendations as they come back and you should see direct correlation between anticipated increases in these fee revenues with decreases in dependency on Property Tax. He stated that this is a message that the Finance Committee and the entire Board wants to preserve. Mr. Sorensen advised that while going to the work of digging into each of these individual fees part of that coming back to you should include the plan for how you are going to see that in the other part of the budget.

Mr. Wasson advised that Ms. Hannah Eisner, First Assistant Civil State's Attorney is available to review her Legal Opinion regarding the use of Social Security Numbers as indicators for Homestead Exemption.

Ms. Eisner stated that there is no particular statute that says you cannot use someone's Social Security number but it is almost impossible to use it because once you are in possession of it, there are restrictions on releasing that information which makes it difficult to be in possession of the number. She indicated that based on her review of the Federal Privacy Act, the Illinois Identity Protection Act, amendments to the Counties Code, and the Freedom of Information Act, the County Assessor cannot require individuals to provide social security numbers for identification purposes. Ms. Eisner recognized that there appears to be a need for a universal identifier to cross-match individuals for Homestead Exemptions, but Social Security Numbers cannot be the solution.

Ms. Wollrab indicated that she would like to see some type of information that can be used as a cross-reference, such as birthdates. Ms. Eisner responded that birthdates have not yet been defined as exempt from disclosure as private information, but there are Attorney General Opinions that have found that birthdates fall in that category. She added that if such information were included on the Homestead Exemptions, that information would have to be redacted on Freedom of Information Act (FOIA) requests.

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

Chairman Owens called for a motion to go into *Executive Session*, with the Committee Members; Administration Staff and legal counsel to discuss Pending Litigation.

Motion by McIntyre/Butler to Recommend the Finance Committee go into *Executive Session* at 4:55 p.m. to discuss Pending Litigation with the Committee Members, Administration Staff and Legal Counsel.

Motion carried.

Motion by Butler/Wollrab to recommend the Finance Committee return to *Open Session* at 5:15 p.m.

Motion carried.

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Chairman Owens presented the August 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 \$925,656.21 and a Fund Total that is the same.

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

The Nursing Home bills include a Prepaid Total of \$176,436.46 and a Fund Total that is the same.

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

Chairman Owens advised that it is necessary to determine a special meeting for consideration of the budget. After a brief discussion, it was determined that the regular and budget meeting will be held on Wednesday, October 5th beginning at 2:30 p.m. and going through as much of the budget as possible. If necessary, an additional meeting will be scheduled at that time. Chairman Owens noted that personnel changes will be considered at the November Committee meeting.

Ms. O'Connor stated that she will not be able to attend the meeting in October.

Mr. Wasson advised that every attempt will be made to minimize the regular agenda in October.

There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 5:20 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

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