

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, October 5, 2011 at 2:30 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Owens (left at 6:30 p.m.), Members Butler, O'Connor Wollrab, Rankin, and McIntyre

Members Absent: Member O'Connor

Other Members Present: Members Soeldner and Schafer

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

Department Heads/
Elected Officials
Present:

Ms. Joan Naour, Director, Correctional Health Service; Ms. Becky McNeil, County Treasurer; Mr. Matt Riehle, Director, Nursing Home; Mr. Robert Kahman, Supervisor of Assessments; Ms. Kathy Michael, County Clerk; Mr. Lee Newcom, County Recorder; Mr. Walt Howe, Administrator, Health Department; Ms. Michelle Anderson, County Auditor; Mr. Jerry Vogler, Director, Veterans Assistance Commission; Mr. Paul Shannon, Executive Director, Bloomington Election Commission; Jennifer Ho, Risk Management

Others Present: Mr. Mark Jontry, Executive Director, Regional Office of Education; Ms. Diane Stempinski, Assistant Director, Regional Office of Education; Mr. Tom Anderson, Director, Environmental Health Division, Health Department; Ms. Cathy Dryer, Fiscal Services Supervisor, Health Department; Ms. Connie Clifford, Chief Deputy Assessment Officer, Supervisor of Assessment's Office

Chairman Owens called the meeting to order at 2:30 p.m.

Chairman Owens presented the minutes of the September 7, 2011 Finance Committee Meeting and the August 17, 2010 Stand-up Meeting for approval. Hearing no additions or corrections to those minutes, Chairman Owens advised that the minutes would stand approved as presented.

Mr. Mark Jontry, Executive Director, Regional Office of Education, presented a request for approval of a Resolution agreeing to pay Reimbursable Costs to the McLean/DeWitt/Livingston County Regional Office of Education and to sign a Memorandum of Understanding agreeing to the same. Mr. Jontry introduced Ms. Diane Stempinski, Assistant Director, Regional Office of Education.

Mr. Jontry explained that this is a request that the County Board consider a Resolution that would approve the Regional Office of Education (ROE) to utilize local Enterprise Funds that the Regional Office of Education has to compensate Ms. Stempinski and him for their positions. He noted that they have currently been operating without salaries since July 1, 2011 due to a line item budget veto by Governor Quinn. Mr. Jontry advised that Ms. Stempinski and he have continued to work in their roles at the ROE without compensation since that time.

Mr. Jontry stated that, across the state, many of the Regional Offices have explored various ways to mitigate this situation going forward. One avenue that seems most viable is the fact that ROE can, based upon a legal opinion from the State Board of Education, pay themselves with local Enterprise Funds in that office. Mr. Jontry stressed that these are not county funds that the three counties allocate to that office for operations on an annual basis. The Enterprise Funds are funds that are generated from providing professional development workshops for principals, superintendents and teachers; workshops that they are required to engage in as part of their professional development in order to renew their teaching certificates and administrative certificates.

Mr. Jontry advised that there are additional funds that were generated through sponsoring college cohorts for college credit classes as well as other enterprise opportunities that were done from time to time. He noted that the other main source is general state aid funds that are generated from the ROE Office through the operation of alternative learning programs that is operated for students in grades 7-12 who are not able to otherwise function in a regular school setting.

Mr. Jontry reiterated that Ms. Stempinski and he have worked without pay since July 1st in the hopes that, as an association, all of the ROE Superintendents and Assistants would be able to resolve this situation with the Governor's Office prior to this time. He indicated that, to this point, that effort has been unsuccessful. Mr. Jontry stated that the current hope is that they will be successful in overturning the Governor's veto in the Veto Session that begins the end of October.

Mr. Jontry concluded that Ms. Stempinski and he are getting to a critical point personally and professionally to continue operating in the office. He is requesting that the County Board allow the ROE to provide the amount of the Enterprise Funds to the County

Treasurer and County Auditor and on a monthly basis the County would pay Ms. Stempinski and he their monthly salaries. He stated that if the override session is successful and the monies are restored, Ms. Stempinski and he would reimburse that fund the amount of money they were paid and the fund would be restored to the Regional Office in its full amount. Mr. Jontry added that the only way Ms. Stempinski and he would not be responsible for reimbursing the Enterprise Fund is if they are unsuccessful as an organization in getting funding passed through the General Assembly this year.

Chairman Owens asked Mr. Jontry to explain why he doesn't just take the funds out of the Enterprise Zone without the formal support of the counties. Mr. Jontry responded that the legal opinion allows him to take the funds out, but, in the interest of transparency and accountability, he would rather the funds flow through the County. He added that this has been the approach taken by everyone in the Regional Offices in an attempt to maintain a level of accountability.

Chairman Owens advised that the five Trustees of the Regional Office of Education include three representatives from McLean County (Ben Owens, John Butler and Sonny O'Connor), one representative from Livingston County and one from DeWitt County.

Ms. Wollrab asked what the Enterprise Funds that they are considering using for the salaries would normally be used for. Mr. Jontry responded that the funds are a reserve that they haven't had to budget for this year. He stated they like to keep a reserve from year to year. The Professional Development funds are primarily used to bring in consultants and presenters for workshops. Mr. Jontry noted that this year has already been planned for this year in that regard, so using the funds will not diminish the current plans. The General State Aid dollars are used to operate the alternative schools, and the budget has already been laid out for this year. Mr. Jontry indicated that they would only be using the excess monies in that Fund, and it will not diminish those services.

Mr. McIntyre advised that he had promised himself that he would not vote for or against anything until he had a proper amount of time to conduct appropriate research on any item under consideration by the Committee. He expressed concern that he has not been provided with an appropriate amount of time to be fully educated on the situation. Mr. McIntyre indicated that, before speaking with the County Administrator, he had formed an opinion before knowing all of the facts. He stated that after he learned a little more, he understood better that the situation is critical. Mr. McIntyre noted that he supports and believes in the Regional Office of Education, but he feels that he needs more time to be fully apprised of the situation.

Mr. McIntyre stated that he resents having to decide on something like this when it is an unresolved issue and lack of action on the part of the State. He indicated that it is more than just the Governor's choice; it is the State trying to figure out how to be financially sound. Mr. McIntyre added that he resents the fact that McLean County should have to step forward. He noted that McLean County is a good County and one that sets standards on a number of things. Mr. McIntyre stated that he understands the situation of the Regional Office of Education, but he would like to have the opportunity to study the situation further before taking a vote on such an important issue. He expressed concern that the County will end up using property tax and funding through our own Funds more of these types of things that the State doesn't want to reimburse.

Mr. McIntyre also expressed resentment of the use and abuse of the Teacher Retirement Fund by the state and by things that have come out lately about what teachers do and what their role is. He stated that this issue is an extension of that abuse. He advised that he would like to see the state have a chance to deal with this before the County steps in perhaps next month. Mr. McIntyre proposes that this issue be tabled knowing that there is money there and salaries can be paid in arrears, and that it be tabled until after the State goes through the Veto Session. He stated that he does not believe the State Legislature needs any more County actions trying to accept responsibility and deal with problems that the State has created. Mr. McIntyre added that he will offer his support to this recommendation after the State has a chance to correct the issue during the Veto Session.

Motion by McIntyre/Wollrab to Recommend that the Resolution Agreeing to pay Reimbursable Costs to the McLean/DeWitt/ Livingston County Regional Office of Education and to sign a Memorandum of Understanding agreeing to the same be tabled one month until the November meeting cycle.

Chairman Owens advised that the Veto Session is the last week of October and then meets again the second week of November. He pointed out that if the State does not deal with it in the October Session, they won't meet again until after the November Finance Committee meeting. Mr. McIntyre suggest that it would be possible to consider the request at a Stand-up Meeting prior to the Board meeting on October 18th, but he would like to see the State deal with it first. He indicated that McLean County is one that leads the way and he is concerned about what may come next from the State to let the County handle.

Chairman Owens asked if this would be an issue if Livingston and DeWitt counties approve the Resolution and Memorandum of Understanding this month since it is an intergovernmental agreement. He noted that Mr. Jontry will be going up to Pontiac for the Finance Committee meeting in Livingston County. Mr. Wasson responded that he believes the Memorandum of Agreements that are being developed with the other two counties would not be restricted by the decision of McLean County. Mr. Jontry noted that it is just a Resolution of Support and it is not necessarily date specific.

Mr. Butler advised that he attended the ROE Trustee meeting last week and, while he agrees with many of Mr. McIntyre's points, he believes that the State has no money and eventually this will get pushed off to local government to figure how to pay for. He indicated that he doesn't see the advantage of waiting for the State to make a decision on this issue.

Chairman Owens commented that even if the Board were to approve this Resolution in October there would be a delay time in actually getting the funds to Mr. Jontry and Ms. Stempinski.

Chairman Owens recommended that the Committee consider this Resolution and Memorandum of Agreement at a Stand-up meeting prior to the County Board meeting this month instead of waiting until November.

Ms. Schafer referred to a report by the Illinois State Board of Education – Streamlining Illinois' Education Delivery Systems Task Force that may offer some insights into the situation with the ROE. She recommended that the Committee members read the report. (Note: After the meeting, Ms. Schafer asked Ms. LaCasse to PDF a copy of the report to the full County Board.)

After additional discussion, Ms. Wollrab removed her second to Mr. McIntyre's Motion. There being no second to Mr. McIntyre's motion, the motion did not pass.

Mr. Rankin made a motion that the Resolution agreeing to pay reimbursable costs to the McLean/DeWitt/Livingston County Regional Office of Education Memorandum of Understanding agreeing to the same be tabled to a Stand-up Committee meeting on October 18th.

Motion by Rankin/Wollrab to Recommend that the Resolution Agreeing to pay Reimbursable Costs to the McLean/DeWitt/ Livingston County Regional Office of Education and to sign a Memorandum of Understanding agreeing to the same be tabled to a Stand-up Committee Meeting on October 18th.

Chairman Owens called for a roll call vote on the Motion.

Mr. McIntyre:	Yes
Mr. Rankin:	Yes
Ms. Wollrab:	Yes
Mr. Butler:	Yes
Chairman Owens:	Yes

Motion carried.

Chairman Owens announced that this item will go to a Stand-up meeting on October 18th prior to the County Board meeting. Mr. Wasson noted that this item will also go to an Executive Committee Standup meeting. Chairman Owens added that the item can also be open for discussion at the Executive Committee meeting on October 11th as it is on the agenda.

Chairman Owens invited Mr. Jontry and Ms. Stempinski to attend the Executive Committee meeting on Tuesday, October 11.

Ms. Joan Naour, Director, Correctional Health Services, presented a request for approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2011 Combined Annual Appropriation and Budget Ordinance. She explained that funds need to be added to the appropriation budget of the Tort Judgment Fund 0135-0077-0073-0622-0005/Vaccine/Prescription/Non-Prescription, and 0135-0077-0073-0757-0001/Non-employee Medical Expenses. Ms. Naour stated that expenses in these Line Items are determined by the acuity level of the individuals incarcerated, and vary according to the number of inmates who have chronic diseases or require off-site medical care. She noted that this line item was reduced by 30% from 2008.

Ms. Naour indicated that the Vaccine/Prescription/Non-Prescription Line Item covers all pharmaceutical purchases for the inmate population. Current, year-to-date transactions for this Line Item are at \$96,775 as of September 28, 2011, which is within the budgeted figure of \$120,050; however, additional funds in the amount of \$20,000 are requested to cover pharmaceutical expenses for the remainder of 2011.

Ms. Wollrab asked if there are any provisions for discount arrangements with providers. Ms. Naour responded that there is a discount arrangement with OSF St. Joseph, which is a 25% discount.

Ms. Naour reported that, year-to-date, ten inmates have accounted for 75% of the expenses. She added that the Sheriff's Department works very closely with her trying to get those inmates released from custody as quickly as possible.

Ms. Naour advised that the Non-Employees Medical Expense Line Item covers all off-site medical expenses for the inmate population, including hospitalizations. Current year-to-date transactions for this Line Item are at \$264,773 as of September 28, 2011, which is over the budgeted figure of \$139,258. Ms. Naour stated that additional funds are requested in the amount of \$250,000 to cover the overage and off-site medical expenses for the remainder of 2011.

Motion by Rankin/Wollrab to Recommend Approval of an
Emergency Appropriation Ordinance Amending the McLean
County Fiscal Year 2011 Combined Annual Appropriation
and Budget Ordinance.
Motion carried.

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

Ms. Becky McNeil, County Treasurer, presented a request for approval of a Resolution authorizing the Chairman of the McLean County Board to execute a Deed of Conveyance to Jack and Beverly Burcham on PIN 28-34-356-016.

She explained that on May 18, 1999, the McLean County Board entered into a service agreement with agent, Joseph Meyer and Associates, to create a Delinquent Real Estate Tax Liquidation Program. This agreement was entered into in conjunction with section 35ILCS 200/21-90 of the Property Tax Code. Ms. McNeil advised that the primary goal of the program is to recover delinquent real estate taxes for the benefit of all taxing districts.

Ms. McNeil stated that the property taxes on PIN 28-34-356-016 were not paid for tax year 2001 and were sold at the 2002 annual tax sale. She noted that subsequent taxes were also not paid for tax years 2002, 2003 and 2004. Ms. McNeil indicated that in accordance with the Illinois property tax code, the County of McLean, as trustee for the taxing bodies, acquired title in 2005 through the Delinquent Real Estate Tax Liquidation Program. She advised that Jack and Beverly Burcham, owner of a former interest in the property, have paid the sum of \$737.45 in exchange for the deed of re-conveyance to the property.

Ms. McNeil noted that the description of the action item was incorrect, but the document itself is correct. Therefore, she requested that the McLean County Finance Committee and the McLean County Board approve a resolution authorizing the Chairman of the McLean County Board to execute a deed of conveyance to Jack and Beverly Burcham. She added that approval of this resolution will eliminate the County's interest and return the parcel to the active tax rolls.

Motion by Butler/Rankin to Recommend Approval of a Resolution Authorizing the Chairman of the McLean County Board to Execute a Deed of Conveyance to Jack and Beverly Burcham on PIN 28-34-356-016.
Motion carried.

Ms. McNeil presented the Financial Reports for the period ending September 30, 2011, as distributed.

Ms. McNeil reviewed the Treasurer's Investment Report. She noted that interest rates and CD's continue to be very low. Ms. McNeil pointed out that Flanagan State Bank came back with a 0.80% CD, which was good. She advised that she will continue to put bids out requesting information on rates. Ms. McNeil stated that the biggest bulk of funds are with Heartland Bank, State Farm Bank, Commerce Bank and Chase Bank.

Ms. McNeil presented the CDAP Revolving Loan Fund Quarterly Report. She stated that all of the loans are current. Ms. McNeil advised that the Revolving Loan Fund was established many years ago with a grant of \$500,000. Since then, 13 loans have been funded. The current balance is \$514,484.32.

Ms. McNeil reviewed the Summary of Tax Vouchers for Sales, Income, Local Use and Personal Property Replacement Tax, as follows:

		<u>% of change Over 2010</u>
September 2011 Vouchers:		
Sales Tax	\$409,799.49	
Revenue Sales Tax	53,238.09	
Local Use Tax	25,193.96	
Income Tax	99,363.63	
PPRT	<u>n/a</u>	
Total	\$579,331.90	

Monthly Comparison

September 2010 Vouchers	579,331.90	
September 2011 Vouchers	<u>587,595.17</u>	
Difference	\$8,263.27	1.4%

YTD Comparison

YTD 2010 Vouchers	6,220,098.69	
YTD 2011 Vouchers	<u>6,458,111.22</u>	
Difference	(\$238,012.53)	3.8%

Budget Comparison

2010 Annual Budget:	\$8,600,000.00
Budgeted Revenue per Month:	\$ 716,666.67
Budgeted Revenue thru 9/30/11:	\$6,450,000.00

YTD Actual Vouchers \$6,458,111.22

Amount Over (Under) Budget: 8,111.22 0.1%

Ms. McNeil reported that in October and December there will be two additional PPRT payments.

Mr. McNeil reviewed the Employee Benefit Fund Quarterly Report. She indicated that this is the Fund where the employer and employee contributions funnel in and out of to pay the premiums for the employee health fair and employee benefits. Ms. McNeil reported that Revenues to date are \$3,882,174.14 and Expenditures are \$4,080,116.72. The Fund Balance is \$605,577.02.

Motion by Wollrab/McIntyre to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending September 30, 2011, as submitted.

Motion carried.

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

Mr. Matt Riehle, Director, Nursing Home, presented his Monthly Reports. He stated that the population is currently 135 residents.

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

Mr. Walt Howe, Administrator, Health Department, and Mr. Tom Anderson, Director, Environmental Health Division, presented the annual request for approval of an Amendment to McLean County Revised Code, Chapter 26, Food Service, and Chapter 28, Health and Sanitation. The proposed changes include a 3% increase for all food permit fees included in Chapter 26 of the McLean County Revised Code and a 3% increase in the Chapter 28 of the McLean County Revised Code covering private sewage disposal systems and installer and pumper license fees.

Motion by McIntyre/Rankin to recommend Approval of an Amendment to McLean County Revised Code, Chapter 26, Food Service, and Chapter 28, Health and Sanitation.
Motion carried.

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

Mr. Bob Kahman, Supervisor of Assessments, reviewed his Assessment Report. He distributed a update to the report in the packet. Mr. Kahman stated that currently all but two Townships have been published, including the City of Bloomington. He noted that there are currently 238 appeals filed. The Board of Review began holding hearing today.

Ms. Wollrab asked if 238 appeals is an average amount. Mr. Kahman replied that the number is a bit lower than average.

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

Ms. Kathy Michael, County Clerk, presented her Month Report for July 2011. She noted that there was nothing specific to point out on the report.

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

Mr. Lee Newcom, County Recorder, reviewed his Monthly Report. He stated that there was nothing of note in the report.

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

Mr. Wasson presented the following list of critical personnel position requests which have been received by the County Administrator's Office through September 29, 2011. All positions listed below are budgeted and funded through the end of FY 2011.

Information Technologies

- 1) Request to Fill a 1.0 FTE Network Support Specialist position that has been vacated

The Information Technologies Department has previously reduced 2.0 FTE staff positions during the 2009 and 2010 budget cycles. The workload of the 2.0 FTE positions eliminated has been redistributed among remaining staff. The Information Technologies Department requests that the recently vacated position be replaced. The position provides day-to-day ongoing maintenance and documentation of the County's network. This position is necessary to provide sufficient personnel to maintain critical staffing levels.

State's Attorney's Office

- 1) Request to Fill a 1.0 FTE Victim Witness Specialist position that has been vacated.

This position is responsible for coordinating victims and witnesses for trials. Obtaining restitution information and providing information related to victim services throughout the community. (Effective 10/24/11)

- 2) Request to fill a IV D Office Support Specialist II position in the IV D child support division

This position is responsible for attorney support work in securing child support payments for custodial parents. Position is also responsible for all billing and budgetary duties in the Child Support Enforcement division of the State's Attorney's Office. (Effective 10/9/11)

Nursing Home

- 1) Fill 1.0 FTE Licensed Practical Nurse Position which has been vacated.

The Nursing Home has filled 1 Licensed Practical Nursing position that has been vacated and filled to provide sufficient personnel to meet critical minimum staffing levels required to meet state guidelines. This position falls 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.

Chairman Owens advised that no fee increases are included in the FY'2012 Recommended Budget at this time. Mr. Wasson concurred, noting that there are no fee increases in the County Clerk's budget or in the Recorder's GIS recommended fees. Chairman Owens indicated that if any members would like to discuss a potential increase in fees it should be discussed at this time, but it would not be considered for approval until next month.

Mr. Wasson introduced the review of the Fiscal Year 2012 Recommended Budget for the following departments:

County Auditor – 0001-0003 can be found on pages 12-14 of the FY'2012 Recommended Budget and pages 21-23 of the Summary. Mr. Wasson stated that there is no revenue in this budget.

Mr. Wasson advised that, across-the-board, Fringe Benefits show a 16% increase that is attributable to a nation-wide trend of a 9%-12% increase in healthcare costs this year as well as some negative experience that our specific plan has experienced over the past two years. He indicated that negotiation is being conducted with the County's insurance providers on options to minimize that cost. Mr. Wasson added that there is a slight IMRF increase that appears in that category.

Highlights of the Recommended Budget:

EXPENDITURES:

Personnel:

The FTE staffing level in the FY'2012 Recommended Budget remain unchanged from the FY'2011 Adopted Budget.

Materials and Supplies:

All 600 line items are equal to the previous year, except for the following:

629.0001 Letterhead/Printed Forms: This line item account has increased from \$2,500 in the FY'2011 Adopted Budget to \$4,000 in the FY'2012 Recommended Budget. This increase reflects the cost of printing the Comprehensive Annual Financial Report (CAFR) and associated documents.

630.0001 Postage: This line item account has increased from \$6,500 in the FY'2011 Adopted Budget to \$8,000 in the FY'2012 Recommended Budget. This increase reflects the cost of mailing the Comprehensive Annual Financial Report (CAFR) and associated documents and also is based on a review of the year-to-date expenditures as of the date the Recommended Budget was prepared and previous years' actual expenditures.

Contractual:

All 700 line items are equal to the previous year, except for Interest Expense.

769.0001 Interest Expense: This line item account has increased from \$147 in FY'2011 Adopted Budget to \$200 in the FY'2012 Recommended Budget. This increase appropriately reflects associated lease/purchase interest cost of copier.

Capital Assets:

832.0002 Lease/Purchase Office Equipment: This line item account includes funding to cover the principle expense for the lease/purchase contract for the copier in the Auditor's Office.

Mr. Rankin asked why there was such an increase in printing. Ms. Anderson responded that the Auditor's Office took over printing the CAFR this year. Mr. Rankin asked if it is possible to send electronic copies of material rather than printed copies. Mr. Wasson replied that this option has been explored, but it has not progressed to that point yet. He added that supporting two different methods of providing material is not time efficient.

Motion by Wollrab/Butler to recommend tentative approval of the County Auditor – (0001-0003) FY'2012 Recommended Budget as submitted.
Motion carried.

County Clerk – 0001-0005 can be found on pages 20-23 of the FY'2012 Budget and pages 24-27 of the Summary.

Mr. Wasson advised that the County Clerk has identified some areas since the budget meetings relate specifically to personnel and provision for seasonal personnel as well as classification of full-time personnel. He indicated that these two areas will be discussed and a determination made before the November meeting. Mr. Wasson recommended that the budget be reviewed today but no action taken on the budget until the November 2nd Finance Committee Meeting.

Ms. Michael expressed concern that the seasonal personnel budget may run out of money due to the General Election. She asked that money be transferred from the Election Judge line into the seasonal personnel line.

Mr. Wasson noted that Ms. Michael has changed some processes within the County Clerk's Office, and she is using funds differently. He added that those personnel lines will be reviewed and will come back to the Committee for approval next month.

Mr. Wasson reminded the Committee that there are no fee increases recommended within the County Clerk's budget.

Highlights of the Recommended Budget:

REVENUE:

410.0024 Liquor Licenses: This line item account has increased from \$15,000 in the FY'2011 Adopted Budget to \$16,750 in the FY'2012 Recommended Budget. This is based upon revenue year-to-date at the time the recommended budget was completed.

410.0526 Marriage Certificates: This line item account has decreased over the past three years from \$34,000 in the FY'2009 Adopted Budget to \$23,750 in the FY'2012 Recommended Budget, a 5% reduction from the FY' 2011 Adopted Budget. This revenue projection is based on a review of the year-to-date revenue as of the date the Recommended Budget was prepared and last year's actual revenue.

410.0527 Birth Certificates: This line item account has decreased over the past two years from \$94,000 in the FY'2009 Adopted Budget to \$82,000 in the FY'2012 Recommended Budget, a 4% decrease from FY'2011. This revenue projection is based on a review of the year-to-date revenue as of the date the Recommended Budget was prepared and last year's actual revenue.

410.0528 Death Certificates: This line item account has increased from \$5,000 in the FY'2011 Adopted Budget to \$5,200 in the FY'2012 Recommended Budget.

410.0560 Other Income: This line item account has increased from \$10,000 in the FY'2011 Adopted Budget to \$14,000 in the FY'2012 Recommended Budget. This revenue projection is based on a review of the year-to-date revenue as of the date the Recommended Budget was prepared and last year's actual revenue.

EXPENDITURES:

Personnel:

The County Clerk's Office had no overall changes in Full Time Equivalent staffing positions from 2011 in the FY'2012 Recommended Budget.

Materials and Supplies:

All Materials and Supplies line item accounts in the FY'2012 Recommended Budget have been budgeted at the same level or less as in the FY'2011 Adopted Budget with the following exceptions:

607.0001 Food: This line item account increased from \$1,000 in FY'2011 to \$2,000 in the FY'2012 Recommended Budget and is used to provide food for elections workers.

630.0001 Postage: This line item account has increased from \$24,700 in the FY'2011 Adopted Budget to \$27,400 in the FY'2012 Recommended Budget. This projection is based on a review of the year-to-date expenditures as of the date the Recommended Budget was prepared and last year's actual expenditures.

Contractual:

All Contractual Services line item accounts have been budgeted in the FY'2012 Recommended Budget at the same level or less as in the FY'2011 Adopted Budget with the following exceptions:

701.0001 Advertising/Legal Notice: This line item account has increased from \$12,000 in the FY'2011 Adopted Budget to \$13,000 in the FY'2012 Recommended Budget. This increase is based on two elections in 2012.

762.0001 Election Expense-Services: This line item account has increased from \$90,000 in the FY'2011 Adopted Budget to \$129,550 in the FY'2012 Recommended Budget. This increase is based on two elections in 2012.

Capital Outlay:

831.0001 Purchase Of Election Equipment: This line item includes the purchase of a ballot printer for \$5,000 in the FY' 2012 Recommended Budget.

Ms. Wollrab asked for an explanation of the increase on Non-Contractual Services of 31%. Ms. Michael replied that it is a result of the two elections next year. This is the line item where judges are paid. Ms. Michael added that almost all increases in the budget are a result of the two elections.

Mr. Rankin asked what is "Other Income." Ms. Michael replied that Other Income is any other fees charged to individuals who come in for copies.

Chairman Owens reminded the Committee that the County Clerk's budget will be considered for approval at the November 2nd Finance Committee Meeting.

County Clerk Document Storage Fund – 0164-0006 can be found on pages 24-27 of the FY'2012 Recommended Budget and pages 28-30 of the Summary.

Mr. Wasson stated that in the Document Storage Fund impact the General Fund in that a recommendation was made to transfer a.50 FTE that is included in the General Fund budget expenditures from Document Storage into the General Fund. He indicated that .50 FTE of the Deputy County Clerk has been moved from Document Storage into the General Fund. Mr. Wasson explained that that was necessary due to reductions in Document Storage Fee revenue.

Highlights of the Recommended Budget:

Pursuant to Illinois law, the County Board established the County Clerk's Document Storage Fund. This Special Revenue Fund was established to assist the County Clerk's Office with automation and document storage. Through the collection of a Document Storage fee, the County Clerk's Office has available funds which can be used to purchase automated document storage systems, contract for services, purchase capital equipment, and purchase computer hardware and software. As a Special Revenue Fund, the fund must be balanced within the fund.

REVENUE:

410.0089 Document Storage Fee: This revenue line item account has been budgeted at \$21,875 in the FY'2012 Recommended Budget. This revenue figure is based on a review of last year's actual revenue and the year to date revenue, as of the date the Recommended Budget was prepared.

400.0000 Unappropriated Fund Balance: This revenue line item has been budgeted at \$0 in the FY'2012 Recommended Budget to balance the total expenditures with the revenue. Per the outside auditor's Fiscal Year 2010 audit, the end of year fund balance as of December 31, 2010, totaled \$9,562.

Mr. Wasson advised that, depending upon how Document Storage fees are impacted, he does not expect to have any significant fund balance at the end of this fiscal year. It was necessary to maintain operations to move .50 FTE personnel costs into the General Fund to maintain the operations without further decreasing the County Clerk's staff.

Mr. Wasson stated that this is a self-balancing budget.

EXPENDITURES:

Salaries:

The FTE Staffing level in the FY'2012 Recommended Budget has been reduced by 0.50 FTE.

Fringe Benefits:

The Fringe Benefit expenses attributable to the 0.50 FTE Deputy County Clerk position have been budgeted in the Clerk's Document Storage Fund.

Ms. Wollrab asked for an explanation of the purchase of the automated document storage systems and what type of systems they are. Mr. Wasson responded that the Document Storage Fund can be used for automated systems, Devnet, etc. He noted that automated storage refers to software and electronic records.

Ms. Wollrab referred to her question that she asked at the Justice Committee meeting pursuant to microfilm and that fact that the court documents continue to be stored on microfilm. Mr. Wasson replied that the Administrative Office of Illinois Courts (AOIC) dictates that Court Records be stored on microfilm. He noted that the County Clerk's Office continues to store records that are not electronic. Ms. Michael hopes that she will be able to scan more documents in the future and put the books away for posterity.

Motion by Butler/Rankin to recommend tentative approval of
the County Clerk Document Storage Fund – (0164-0005)
FY'2012 Recommended Budget as submitted.
Motion carried.

County Recorder – 0001-0006 can be found on pages 28-30 of the FY'2012 Recommended Budget and pages 31-32 of the Summary.

Mr. Newcom provided information regarding the requirement that documents be stored on microfilm. He indicated that the head of Electronic Archiving at the National Archives reported that there is no archival storage method available except microfilm that is permanent. Mr. Newcom stated that computer records are only projected to be good for 62 years maximum. He noted that, in his office, the records need to be available forever.

Ms. Wollrab asked if there is a danger that the microfilm will deteriorate. Mr. Newcom responded that the microfilm can and does deteriorate, which is why he uses some of his Document Storage budget to replace deteriorating film. He noted that the film is more durable than the old microfilm. Mr. Newcom added that a copy of the microfilm is kept in the office and a second copy is stored in an off-site facility that is stored in the proper archival temperature.

Mr. Wasson advised that Mr. Newcom requested a modification in a line item in his budget just as the Recommended Budget book was being printed. He explained that Mr. Newcom would like to modify line items 718.0001 to 793.0001. Mr. Wasson stated that he reviewed the 2010 and 2009 actual budgets. There is currently zero dollars budgeted in the Recommended Budget in line item 793.0001. Mr. Wasson noted that Mr. Newcom expended \$399 in that line in 2010 and \$518 in 2009. He asked Mr. Newcom to present his recommendation.

Mr. Newcom stated that in 2007 for the budget year 2008, Ms. Jackie Dozier asked him to zero out budget line 793.0001 – Travel Expense and move it to line item 718.0001 – Schooling & Conferences. Mr. Newcom explained that his is a unique office as he is required to do a lot of traveling to and from Springfield and Chicago for meetings, to have the property tax transfer machine repaired, and to buy the property transfer tax, etc. He stated that combining the two items makes it appear that he is spending a lot of money going to schools and conferences, which is not true. Mr. Newcom asked that the two line items be split apart, which will reduce the Schools & Conferences line to a reasonable amount and put the mileage reimbursement back in the line which properly reflects the fact that it is part of the daily business of his office. He indicated that the total of line 793.0001 – Travel Expense would be restored to \$2,600 and line 718.0001 – Schooling & Conferences would be \$2,778, which would more accurately reflect the uses of his office. Mr. Newcom noted that there is no difference in the budget amount; rather, it delineates the purposes of the line items.

Currently line item 718.0001 – Schooling & Conferences is budgeted at \$5,378 and line item 793.0001 – Travel Expense is budgeted at \$0. The request is to move \$2,600 into line item 793.0001 – Travel Expense (mileage reimbursement) and keep \$2,778 in line 718.0001 – Schooling & Conferences.

Highlights of the Recommended Budget

REVENUE:

All revenue lines within the FY'2012 recommended budget remain unchanged from FY'2011. This is based upon revenue year-to-date at the time the recommended budget was completed.

EXPENDITURES:

Personnel:

The staffing level in the Recorder's Office is unchanged from the FY'2011 Adopted Budget of 6.00 FTE positions. The current staffing level in Fund 0001 is due to the shifting of 2.0 FTE positions from the Recorder's Document Storage Fund 0137 to the Recorder's Office General Fund in the FY'2011 Adopted Budget.

Materials and Supplies:

All 600 line items are equal to or less than last year.

Contractual:

All 700 line items are equal to or less than last year.

Motion by Wollrab/Rankin to recommend tentative approval of County Recorder – (0001-0006) FY'2012 Recommended Budget as amended to reduce Line Item 718.0001 – Schooling & Conferences from \$5,378 to \$2,778 and move \$2,600 into Line Item 793.0001 – Travel Expense.

Motion carried.

County Recorder Document Storage Fund – 0137-0006 can be found on pages 31-34 of the FY'2012 Recommended Budget and pages 33-34 of the Summary.

Highlights of the Recommended Budget:

The Recorder's Document Storage Fund 0136 is a Special Revenue Fund that has been established to properly account for the receipt and expenditure of the Document Storage Fees assessed and collected by the Recorder's Office. As a Special Revenue Fund, the Fund must be balanced by using the fees collected and the available Fund Balance.

REVENUE:

410.0089 Document Storage Fees: This revenue line item account is unchanged from the FY'2011 Adopted Budget at \$70,000 in the FY'2012 Recommended Budget.

410.0181 GIS Document Fees: This revenue line item account is unchanged from \$20,000 in the FY'2011 Adopted Budget at \$20,000 in the FY'2012 Recommended Budget.

400.0000 Unappropriated Fund Balance: This revenue line item account has decreased from \$28,077 in the FY'2010 Adopted Budget to \$0 in the FY'2011 Adopted budget and the FY'2012 Recommended Budget based on available revenue and fund balance. Per the outside auditor's audit, the end of year fund balance as of December 31, 2010 totaled \$99,914.

Mr. Newcom advised that the Document Storage Fund is the fund used primarily for the electronic land records system and the fund that is being used to replace the deteriorating microfilm.

Motion by McIntyre/Rankin to recommend tentative approval of the County Recorder Document Storage Fund – (0138-0006) FY'2012 Recommended Budget as submitted.
Motion carried

County Recorder GIS Fees Fund – 0167-0006 can be found on pages 35-36 of the FY'2012 Recommended Budget and pages 35-36 of the Summary.

Highlights of the Recommended Budget:

Pursuant to Illinois law, the County Board approved and authorized the County Recorder to collect a \$5.00 GIS fee. The GIS fee is remitted as follows: \$4.00 to the GIS Fees Fund 0167 and \$1.00 to the Recorder's Document Storage Fee Fund 0137. The fees remitted to the GIS Fees Fund are to be used to support the Countywide GIS (Geographic Information System) development project that is being managed by the Regional Planning Commission and the in-house County GIS staff.

REVENUE:

410.0181 GIS Document Fee: This revenue line item account was established in the FY'2008 Recommended Budget to account for the \$4.00 GIS fee collected by the Recorder to support the Countywide GIS development project. This revenue line item account remains at \$162,000 in the FY'2012 Recommended Budget, the same as in the

FY'2011 Adopted Budget. This is based on a review of last year's actual revenue and year-to-date revenue.

EXPENDITURES:

500.0000 Budget Balance Account: 10% of the total receipts in this fund are held by the County Treasurer's Office to pay for any bank service charges or other indirect costs incurred by the County.

0980.0181 GIS Fees: This line item accounts the GIS fees to be paid to the Regional Planning Commission. \$4.00 of the \$5.00 GIS fee is remitted to the Regional Planning Commission to support the Countywide GIS development project. Given that roles are changing in GIS support, we will work with Regional Planning to determine the adequacy of the fee and how it is currently allocated.

Motion by Rankin/McIntyre to recommend tentative approval of the County Recorder GIS Fees Fund – (0167-0006) FY'2012 Recommended Budget as submitted.
Motion carried.

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

County Treasurer – 0001-0004 can be found on pages 15-17 of the FY'2012 Recommended Budget and pages 37-40 of the Summary in the Finance Committee Packet. Mr. Wasson advised that the Treasurer's office is a small office and had no changes in the staffing level.

Highlights of the Recommended Budget:

REVENUE:

410.7005 Collector Indemnity Fee: This revenue line was created to recognize revenue to the General Fund, upon the elimination of the Collector Indemnity Fund in 2011.

415.0001 Interest on Investments: This revenue line item account has decreased from \$80,000 in the FY'2011 Adopted Budget to \$50,000 in the FY'2012 Recommended Budget. FY 2010 actual revenue was \$88,567.

415.0003 Costs/Interest on Delinquent Taxes: This revenue line item account has decreased from \$550,000 in the FY'2011 Adopted Budget to \$525,000 in the FY'2012 Recommended Budget. FY 2010 actual revenue was \$520,419.

415.0400 Interest on Certificates of Deposit: This revenue line item account has decreased from \$70,000 in the FY'2011 Adopted Budget to \$50,000 in the FY'2012 Recommended Budget. This decrease is based on the lower interest rates on Certificate of Deposit investments offered by financial institutions. This is the fourth year in a row interest earnings have declined.

EXPENDITURES:

Personnel:

There is No Change in the staffing level in the FY'2012 Recommended Budget.

Materials and Supplies:

All Materials and Supplies line item accounts in the FY'2012 Recommended Budget have been budgeted at the same level or less than in the FY'2011 Adopted Budget with the following exception:

620.0001 Operating/Office supplies: This line item account has increased from \$3,324 in the FY'2011 Adopted Budget to \$3,500 in the FY'2012 Recommended Budget, due to actual costs for tax collection processes.

629.0001 Letterhead/Printed Forms: This line item account has increased from \$11,500 in the FY'2011 Adopted Budget to \$12,000 in the FY'2012 Recommended Budget, due to anticipated increase in cost of printing real estate tax bills.

Contractual:

All Contractual line item accounts in the FY'2012 Recommended Budget have been budgeted at the same levels or less than in the FY'2011 Adopted Budget with the following exceptions:

706.0001 Contract Services: This line item account has increased from \$6,700 in the FY'2011 Adopted Budget to \$7,200 in the FY'2012 Recommended Budget due to increased costs for bank courier services.

718.0001 Schooling/Conferences: This line item account has increased from \$3,611 in the FY'2011 Adopted Budget to \$5,500 in the FY'2012 Recommended Budget to allow for additional training on new financial and payroll systems. Mr. Wasson advised that Ms. McNeil is taking advantage of available training in the Midwest.

782.0003 Bank Service Charges: This line item account has increased from \$7,000 in the FY'2011 Adopted Budget to \$10,000 in the FY'2012 Recommended Budget based on a review of last year's actual expenses and the year-to-date expenditures.

Capital Outlay:

832.0001 Purchase of Office Furnishings/Equipment: This line item account provides for replacement of desks in the Treasurer's Office which have previously been delayed.

833.0001 Lease/Purchase of Equipment: This line item account provides for copy machine in the Treasurer's Office.

Chairman Owens asked if Ms. McNeil had investigated other banks that had a lower service fee. Ms. McNeil replied that she has looked into other banks.

Mr. Soeldner asked if the County Fund Balance is at an appropriate level. Ms. McNeil responded that the Fund Balance is within the GFOA recommendation.

Motion by McIntyre/Wollrab to recommend tentative approval of the County Treasurer – (0001-0004) FY'2012 Recommended Budget as submitted.
Motion carried.

County Treasurer Collector Automation Fund – 0168-0004 can be found on pages 18-19 of the FY'2012 Recommended Budget and pages 41-43 of the Summary.

Highlights of the Recommended Budget:

Pursuant to Illinois law, the County Board established the County Collector's Automation Fund. This Special Revenue Fund was established to assist the County Treasurer's Office with automation and document storage. Through the collection of an Automation fee, the County Treasurer's Office has available funds which can be used to purchase automated document storage systems, contract for services, purchase capital equipment, and purchase computer hardware and software. As a Special Revenue Fund, the fund must be balanced within the fund.

Mr. Wasson advised that the Revenue is projected at the same at \$20,000. He noted that the FY'2010 actual amount was \$22,120.

REVENUE:

410.7000 Collector Duplicate Bill Fee: This revenue line item account has been budgeted again at \$2,000 in the Recommended FY' 2012 Budget.

410.7001 Collector Automation Fee: This revenue line item account has been budgeted at \$18,000 in the FY'2012 Recommended Budget, the same as approved in the FY'2011 Adopted Budget.

400.0000 Unappropriated Fund Balance: This line item account was added in the FY'2009 Recommended Budget. This revenue line item account has been budgeted again at \$0.00 for FY'2012. As of December 31, 2010, the unappropriated fund balance in the County Collector Automation Fund totaled \$37,865.

EXPENDITURES:

Services:

0706.0001 Contract Services: This line item account has been budgeted at \$5,000 in the FY'2012 Recommended Budget. to provide for the automated Tax Sale system, as required by recent legislative change.

Transfer to Other Funds:

999.0001 Interfund Transfer: This line item account went from \$20,000 to \$15,000 in the FY'2012 Recommended Budget to allow for the \$5,000 expenditure for the new automated tax sale process that the County Board approved a couple months that will be take for the first time next month.

Since Information Technologies provides full support to the Treasurer's Office, the County Treasurer has recommended that the Collector's Automation Fee revenue be transferred to the County's General Fund to help offset the expenses incurred by Information Technologies.

Motion by McIntyre/Rankin to recommend tentative approval of the Collector Automation Fund – (0168-0004) FY'2012 Recommended Budget as submitted.
Motion carried.

Supervisor of Assessments – 0001-0049 can be found on pages 167-171 of the FY'2012 Recommended Budget Book and pages 44-46 of the Summary in the Agenda Packet.

Highlights of the Recommended Budget:

REVENUES:

407.0006 Supervisor of Assessments Salary Reimbursement: This revenue line-item account has been increased to \$39,556 in the FY'2012 Recommended Budget from \$15,358 in the FY'2011 Adopted Budget. This revenue projection is based on a review of reimbursement to be received from the State for a portion of the Supervisor of Assessments salary and the year-to-date revenue as of the date the Recommended Budget was prepared and last year's actual revenue.

Mr. Wasson noted that, as with some of the other reimbursement salary processes, when the State indicated that they would reimburse the County at appropriate rates, they have done so. In previous situations where the State was late, those salary reimbursement revenues expectations were lowered with the concern that they would not pay us. He stated that in most cases the State has reimbursed the County, so the revenue line item was increased in FY'2012.

EXPENDITURES:

Personnel:

The 2012 FTE Staffing level is unchanged from the FY'2011 Adopted Budget.

Materials and Supplies:

All Materials and Supplies line item accounts have been budgeted in the FY'2012 Recommended Budget at the same level as in the FY'2011 Adopted Budget with the following exceptions:

612.0001 Books/Publications: This line item account has increased from \$125 in the FY'2011 Adopted Budget to \$195 in the FY'2012 Recommended Budget.

Contractual:

All Contractual line item accounts have been budgeted in the FY'2012 Recommended Budget at the same level or less as in the FY'2011 Adopted Budget with the following exceptions:

715.0001 Dues and Memberships: This line item account has increased from \$480 in the FY'2011 Adopted Budget to \$620 in the FY'2012 Recommended Budget.

Mr. Wasson noted that there are some significant decreases in the Assessment Office budget due to finishing up a quad year assessment, which resulted in increases in costs. He also indicated that there had been some decreases in some item lines do to the fact that we have had some positive outcomes in State Legislative processes that may reduce some costs relative to the assessment process.

Motion by Rankin/Wollrab to recommend tentative approval of the Supervisor of Assessments – (0001-0049) FY'2012 Recommended Budget as submitted.
Motion carried.

Nursing Home – 0401-0090 can be found on pages 270-277 of the FY'2012 Recommended Budget Book and pages 47-52 of the Summary.

Mr. Wasson indicated that this is a balanced budget where the revenue balances with expenditures. This is the County's only Enterprise Fund, which means that this budget operates more like a business.

Highlights of the Recommended Budget:

REVENUE:

404.0006 Medicare Reimbursement: This line item account has decreased from \$963,600 in the FY'2011 Adopted Budget to \$823,875 in the FY'2012 Recommended Budget. This revenue amount is based on the Nursing Home's projection of the number of Medicare eligible residents and the Medicare reimbursement rate.

404.0014 Meal Reimbursement: This line item account has increased from \$1,410 in the FY'2011 Adopted Budget to \$1,469 in the FY'2012 Recommended Budget. This revenue amount is based on a review of last year's actual expenses and the year-to-date expenditures.

407.0040 Illinois Public Aid/Medicaid: This line item account has increased from \$3,432,900 in the FY'2011 Adopted Budget to \$3,728,804 in the FY'2012 Recommended Budget. This is based upon the recently completed implementation of a new formula that the Illinois Department of Public Aid will use to calculate the Intergovernmental Transfer payment in our FY'2012 budget. The Nursing Home pays this fee and then receives back from the State a higher Medicaid reimbursement. This estimate of Public Aid/Medicaid revenue is based on the Nursing Home's projection of the number of Medicaid eligible residents.

410.0028 Private Pay Patient: This line item account has decreased from \$1,923,550 in the FY'2011 Adopted Budget to \$1,866,975 in the FY'2012 Recommended Budget. This proposed increase is based on the projected census of private pay residents. The private pay rate is calculated to remain unchanged at \$155.00.

Please NOTE: The revenue projections for Medicare Reimbursement, Illinois Public Aid/Medicaid, and Private Pay are based upon an average census of 129 residents during FY'2012.

415.0001 Interest on Investments: This line item account has decreased from \$21,000 in the FY'2011 Adopted Budget to \$20,000 in the FY'2012 Recommended Budget. This proposed decrease is based on the lower interest earnings available from financial institutions for money market accounts and certificates of deposit.

450.0011 Transfer from Other Funds: This line item account has increased from \$737,710 in the FY'2011 Adopted Budget to \$760,856 in the FY'2012 Recommended Budget. Because Medicare and Medicaid reimbursement do not cover 100% of the Nursing Home's costs to care for a resident, the Nursing Home's budget includes a transfer from the FICA/Social Security Fund and the IMRF Pension Fund. This transfer amount reflects the Board's decision to increase the ratio of private pay residents from 15% to 25%. This transfer of funds also includes a transfer from the Tort Judgment fund to cover that portion of the Nursing Home's general liability, property and workers' compensation insurance that is not 100% reimbursed by Medicare and Medicaid.

EXPENDITURES:

Personnel:

There is No Change in the FTE staffing level in the FY'2012 Recommended Budget:

Materials and Supplies:

All supplies lines are at or below a 1% increase from the FY'2011 adopted budget, other than the following:

610.0001 Linens and Bedding: This line item was inadvertently deleted in the FY'2011 Adopted Budget. It has been reinstated in the amount \$24,593 in the FY'2012 Recommended Budget.

621.0001 Non-Major Equipment: This line item has increased from \$20,242 in the FY'2011 Adopted Budget to \$21,399 in the FY'2012 Recommended Budget. This increase is based on a review of last year's actual expenditures and the year-to-date expenditures as of the date the Recommended Budget was prepared.

622.0005 Vaccine/Prescription/Non-Pescrip: This line item has decreased from \$6,985 in the FY'2011 Adopted Budget to \$5,642 in the FY'2012 Recommended Budget. This decrease is based on a review of last year's actual expenditures and the year-to-date expenditures as of the date the Recommended Budget was prepared.

Contractual:

All contractual lines are at or below a 1% increase from the FY'2011 Adopted Budget, other than the following:

706.0006 Temporary Employment Services: This line item account has increased from \$75,000 in the FY'2011 Adopted Budget to \$85,000 in the FY'2012 Recommended Budget. This increase is based on a review of last year's actual expenditures and the year-to-date expenditures as of the date the Recommended Budget was prepared and relative to some increased turnover.

709.0001 Garbage Disposal Services: This line item has increased from \$13,356 in the FY'2011 Adopted Budget to \$15,773 in the FY'2012 Recommended Budget. This increase is due to renewal of Disposal Contracts for a 3 year period in 2010 and increased biohazard waste disposal costs.

708.0001 Pest Control Services: This line item account has increased from \$966 in the FY'2011 Adopted Budget to \$2,435 in the FY'2012 Recommended Budget. This increase is based on a review of last year's actual expenditures and the year-to-date expenditures as of the date the Recommended Budget was prepared.

719.0004 Property Insurance: This line item account has increased from \$6,000 in the FY'2011 Adopted Budget to \$7,000 in the FY'2012 Recommended Budget. This increase is based on a review of last year's actual expenditures and the year-to-date expenditures as of the date the Recommended Budget was prepared.

719.0009 Worker Comp Insurance: This line item account has increased from \$100,000 in the FY'2011 Adopted Budget to \$110,000 in the FY'2012 Recommended Budget. This increase is based on a review of last year's actual expenditures and the year-to-date expenditures as of the date the Recommended Budget was prepared.

750.0004 Software Maint. Agreement: This line item account has increased from \$4,140 in the FY'2011 Adopted Budget to \$4,620 in the FY'2012 Recommended Budget. This increase is based on actual cost for 2012.

757.0002 Employee Medical: This line item account has increased from \$2,745 in the FY'2011 Adopted Budget to \$3,225 in the FY'2012 Recommended Budget. This increase is based on a review of last year's actual expenditures and the year-to-date expenditures as of the date the Recommended Budget was prepared.

790.0004 Equipment Rental: This line item account has increased from \$3,750 in the FY'2011 Adopted Budget to \$5,900 in the FY'2012 Recommended Budget. This increase is based on a review of last year's actual expenditures and the year-to-date expenditures as of the date the Recommended Budget was prepared.

795.0001 Water Service: This line item account has increased from \$49,800 in the FY'2011 Adopted Budget to \$51,600 in the FY'2012 Recommended Budget. This increase is based on a review of last year's actual expenditures and additional fees for fire connections in commercial structures that have been instituted by the Town of Normal.

Capital Outlay:

Capital Outlay in the Nursing Home budget, because of the processes of reimbursement to the Nursing Home through Medicare and Medicaid, has a large number of individual items procured in each of these capital line items as part of these processes.

832.0001 Purchase of Furnishings/Office Equipment: This line item account includes funding to replace televisions, replacement program for beds and bedside tables; and purchase lateral file cabinets and office furniture; replace tables and chairs.

833.0002 Purchase of Computer Equipment: This line item account includes funding to purchase new Personal Computers, network printer/copier, laser printer.

833.0003 Lease/Purchase Computer Equipment: This line item account includes funding for lease/purchase of certain computer network equipment.

835.0001 Purchase of Kitchen/Laundry Equipment: This line item account includes funding to purchase the following capital equipment including: plate warmers, replace nursing station refrigerators, replace ice machines, replace ice/water dispensers, commercial toasters and small commercial washers.

836.0001 Purchase of Medical/Dental Equipment: This line item account includes funding to purchase equipment including: bedpan sanitizers, physical therapy equipment and replace wheelchairs.

Mr. Wasson advised that the Nursing Home is an Enterprise Fund. The items are replaced as need during the year and if they do not expend these funds, they remain in the Enterprise Fund.

Motion by McIntyre/Rankin to recommend tentative approval of the Nursing Home – (0401-0090) FY'2012 Recommended Budget as submitted.
Motion carried.

Chairman Owens announced that the Cooperative Extension Service budget will be reviewed at the November Finance Committee meeting. He noted that there is a new director of the Extension.

Mr. Wasson commented that there has been a proposal that Woodford County reduced their contribution to the Extension Service District which now encompasses McLean, Woodford and Livingston counties. There was also a recommendation from that committee last year for a reduction in their contribution and tax levy to the Extension Service, which was unsuccessful. Mr. Wasson stated that he hopes that by next month, the new Director will be able to attend and discuss the outcome or pace of those discussions in the two adjacent counties that are partners with McLean County in the Extension Service. Mr. Wasson advised that it does have an impact in overall usage, noting that there has been a decrease in State funding related to the Extension Service. They used to match the County dollar for dollar, but that has been reduced to 65% in the last year. Therefore, the Extension is budgeting based upon 65% next year, but the University has not provided them with a number as of a meeting with the Extension Levy Board represented by members of the County Board, which includes Mr. Soeldner.

Mr. Soeldner stated that he just recently joined the Extension Levy Board. He noted that the meeting he attended provided good information. Mr. Soeldner suggested that the County review this program as there may be some duplication of services.

Veterans Assistance Commission – 0136-0065 can be found on pages 258-261 of the FY'2012 Recommended Budget and pages 55-57 of the Summary.

Highlights of the Recommended Budget:

REVENUE:

401.0001 General Property Tax: This revenue line item account will remain at \$169,533 in the FY' 2012 Recommended Budget. Pursuant to Chapter 55, Illinois Compiled Statutes (2006, 5/5-2006, the County Board is permitted to levy a property tax in an amount not to exceed \$0.03 per \$100 of equalized assessed valuation in counties where a Veterans Assistance Commission has been established.

400.0000 Unappropriated Fund Balance: This account includes \$18,722 to balance the budget. The Fund Balance in the Veterans Assistance Fund was \$103,517 as of December 31, 2010.

EXPENDITURES:

Personnel:

There is No Change in the staffing level in the FY'2012 Recommended Budget.

Materials and Supplies:

All of the Materials and Supplies line item accounts have been budgeted at the same amount or less as in the FY'2011 other than 601.0001 Gasoline which increased from \$2,488 in the FY' 2011 Adopted Budget to \$2,750 in the 2012 Recommended Budget.

Contractual:

All of the Contractual line item accounts have been budgeted at the same amount or less as in the FY'2011 Adopted Budget with the overall category decreasing by \$570.

Capital Assets:

832.0002 Lease/Purchase Office Equipment: This line item account includes funding for the principle payment due on the Lease-Purchase agreement for the Office copier and office furniture replacement.

Mr. Vogler updated the Committee on the vehicle that was purchased in January of 2010. He reported that they are transporting between 425-500 veterans in that van running anywhere between 15 and 21 days per month. The vehicle has just short of 25,000 miles on the vehicle in a 19 month period. Mr. Vogler noted that they are asking the veterans to schedule their appointments together to save trips.

Mr. Vogler indicated that the van service at the VA in Peoria has, for the past 20 years, run once a day to Danville; however, it is now running twice a day to Danville. He advised that the McLean County VA is allocated a portion of the cost of that van by the number of veterans transported. Mr. Vogler stated that, since the County has a high number of veterans transported, the County has 24%-28% of total veterans transported. He noted that they have been charged only \$1,000 a year for the past 20 years, which is \$1.00 per veteran. This year, the cost has been pro-rated and the County now pays \$2,400 per year, which will be reflected in this month's. Mr. Vogler stated that \$60,000 was budgeted in the Emergency Assistance Fund, which is where this expense is budgeted from. He indicated that he has budgeted that allocation at \$5,000 per month. Mr. Vogler reported that this month the cost will be \$7,400 and other months have been as low as \$2,200.

Mr. Vogler announced that the maximum amount of assistance to veterans has been raised from \$1,000 to \$1,200 per month to reflect the fact that it has not been changed in at least ten years, which means there will be a bigger allocation out of that \$60,000 fund. However, he noted that Tazewell County allocates more than twice as much as McLean County for Emergency Assistance. Mr. Vogler advised that he believes that a Veterans Assistance Commission should be a helpful hand emergency assistance and not a veterans welfare.

Mr. Vogler pointed out that \$250 was placed back into the clothing line in order to provide polo shirts to the volunteer drivers of the van.

Motion by Rankin/Wollrab to recommend tentative approval
of the Veterans Assistance Commission – (0136-0065)
FY'2012 Recommended Budget as submitted.
Motion carried.

Bloomington Election Commission – 0001-0048 can be found on pages 164-166 of the FY'2012 Recommended Budget and pages 58-59 of the Summary.

Mr. Wasson advised that, pursuant to an Intergovernmental Agreement that has been in place since 1984, the Bloomington Election Commission, if it has the capability to do so, will return a portion of the County monies back to the County. He noted that this amount has varied from as little as zero or \$10,000 up to \$100,000 per year. Mr. Wasson stated that historically the Bloomington Election Commission has graciously returned to the County \$100,000 and \$200,000 in 2010.

Mr. Wasson reminded the Committee that pursuant to Illinois law, the County is required to fund the salaries of the Director, Assistant Director and the three Election Commissioners.

Highlights of the Recommended Budget:

REVENUE:

410.0037 Reimbursement for Services: This revenue line item account is budgeted at \$100,000 in the FY'2012 Recommended Budget, the same amount approved in the FY'2011 Adopted Budget. This amount is based on the anticipated payment to be made to the County in December, 2012 by the Bloomington Election Commission.

EXPENDITURES:

Personnel:

There is No Change in the staffing level in the FY'2012 Recommended Budget.

Contractual:

775.0001 Election Expense Reimbursement: Pursuant to Illinois law, the County is required to fund the expense of the City of Bloomington Election Commission. This requirement was imposed on the County when the separate property tax levy for the conduct of elections was abolished. The proposed increase in the contractual line item is consistent with the projected overall increase in the County's adjusted equalized assessed valuation. This line item account increases from \$470,906 in the FY'2011 Adopted Budget to \$477,639 in the FY'2012 Recommended Budget.

Motion by Butler/McIntyre to recommend tentative approval of the Bloomington Election Commission – (0001-0048) FY'2012 Recommended Budget as submitted.
Motion carried.

Chairman Owens advised that the Historical Museum budget will be reviewed at the November 2nd Finance Committee meeting.

Chairman Owens stated that the Tort Judgment Fund – Juvenile Detention Health budget will be reviewed at the November 2nd Finance Committee meeting.

Tort Judgment Risk Management – 0135-0077 can be found on pages 251-254 of the FY'2012 Recommended Budget and pages 69-72 of the Summary.

Highlights of the Recommended Budget:

EXPENDITURES:

Personnel:

There is No Change in the FTE Staffing level in the Risk Management Insurance Program in the FY'2012 Recommended Budget.

Materials and Supplies:

All Materials and Supplies line item accounts have been budgeted in the FY'2012 Recommended Budget at the same level or less than a 2% increase from the FY'2011 Adopted Budget.

Contractual:

All Contractual line item accounts have been budgeted in the FY'2012 Recommended Budget at the same level or less as in the FY'2011 Adopted Budget with the following exceptions:

705.0001 Consultants: This line item account has increased from \$5,000 in the FY'2011 Adopted Budget to \$10,500 in the FY'2012 Recommended Budget to fund a property appraisal consultant. There are new requirements to review claims and we have issued a Request for Proposal for claims services, including a new method of triaging claims to speed up settlement and reduce costs for minor claims.

706.0001 Contract Services: This line item account has increased from \$25,000 in the FY'2011 Adopted Budget to \$29,000 in the FY'2012 Recommended Budget. We have adopted a new method of triaging claims to speed up settlement and reduce costs for minor claims.

718.0001 Schooling and Conferences: This line item account has increased from \$1,960 in the FY'2011 Adopted Budget to \$2,750 in the FY'2012 Recommended Budget. This additional funding will be used to provide direct service staff and supervisors of departments with loss control training.

719.0004 Property Insurance: This line item account has increased from \$60,000 in the FY'2011 Adopted Budget to \$93,000 in the FY'2012 Recommended Budget. This increase is based upon anticipated increased value from completion of the appraisal process on facilities.

719.0010 Unemployment Claims: This line item account has increased from \$20,000 in the FY'2011 Adopted Budget to \$75,000 in the FY'2012 Recommended Budget. This increase is based on a review of last year's actual expenditures and the year-to-date expenditures as of the date the Recommended Budget was prepared.

Mr. Wasson advised that Unemployment costs have increased due to extension of unemployment and because of staff reductions over the last two years. He added that those who leave the County's employment and are eligible for unemployment are not being rehired as quickly as they have in the past.

719.1004 Property Damage Claims: This line item account has increased from \$8,500 in the FY'2011 Adopted Budget to \$10,000 in the FY'2012 Recommended Budget. This increase is based on a review of last year's actual expenditures and the year-to-date expenditures as of the date the Recommended Budget was prepared.

757.0002 Employee Medical: This line item account has increased from \$2,000 in the FY'2011 Adopted Budget to \$3,312 in the FY'2012 Recommended Budget. This increase is based on a review of last year's actual expenditures and the year-to-date expenditures as of the date the Recommended Budget was prepared.

Transfer to Other Funds:

999.0001 Transfer to Other Funds: This line item account has decreased from \$223,440 in the FY'2011 Adopted Budget to \$156,336 in the FY'2012 Recommended Budget. This line item account includes the transfer to the Nursing Home of that portion of the Nursing Home insurance costs that is paid by the Tort Judgment Fund. Because Medicare and Medicaid do not reimburse 100% of the actual cost, the Board's policy and practice has been to budget the unreimbursed share of the Nursing Home's insurance expense in the Tort Judgment Fund.

Ms. Ho provided an overview of the decrease in Worker's Compensation claims and the efforts that have been made to keep the claims low.

Mr. Wasson provided an explanation on the increase in the Unemployment Insurance budget from 2010 to 2011 and 2012.

Motion by Butler/Wollrab to recommend tentative approval of the Tort Judgment Risk Management – (0135-0077) FY'2012 Recommended Budget as submitted.
Motion carried.

Chairman Owens advised that the Tort Judgment Fund – Civil Division will be reviewed at the November 2nd Finance Committee meeting.

Tort Judgment Fund – Correctional Health Services – 0135-0077 can be found on pages 247-250 of the FY'2012 Recommended Budget and pages 65-68 of the Summary.

Highlights of the Recommended Budget:

REVENUE:

401.0001 General Property Taxes: This revenue line item account has increased from \$2,641,804 in the FY'2011 Adopted Budget to \$2,676,416 in the FY'2012 Recommended Budget. This increase is based on the statutory authority to levy a property tax in an amount sufficient to meet the expenses of the County's Risk Management Program. This levy supports all tort functions: Juvenile Detention Health, Jail Health, Insurance Risk Management and Civil Assistant State's Attorneys.

EXPENDITURES:

Personnel:

There are no changes in the FTE Staffing level for Jail Health Services in the FY'2012 Recommended Budget:

Mr. Wasson noted that Ms. Naour has had some staffing challenges over the last year in that Department. At one point, there was discussion about adjusting staffing and possibly increasing staffing to ensure patient care. Mr. Wasson indicated that, because of some changes and turn-over in the office, they are no longer recommending that at this time. He advised that staffing is a continuing issue that takes significant management on the part of Ms. Naour. Mr. Wasson stated that the Department is at minimum staffing levels. Ms. Naour concurred that staffing is very close and they are doing okay as long as everyone is there. She added that when employees take vacation or sick days, it is difficult to cover.

Ms. Naour reported that they are now providing coverage until 2:00 a.m. five nights a week, which has been very beneficial for the Department and for the Correctional staff.

Materials and Supplies:

All Materials and Supplies line item accounts have been budgeted in the FY'2012 Recommended Budget at the same level or less as in the FY'2011 Adopted Budget with the exception of the following:

622.0002 Dental Supplies: This line item has increased from \$1,441 in the FY'2011 Adopted Budget to \$1,800 in the FY'2012 Recommended Budget. This increase is based on a review of last year's actual expenditures and the year-to-date expenditures as of the date the Recommended Budget was prepared.

622.0005 Vaccines/Prescrip: This line item has increased from \$120,050 in the FY'2011 Adopted Budget to \$130,000 in the FY'2012 Recommended Budget. This increase is based on a review of last year's actual expenditures and the year-to-date expenditures as of the date the Recommended Budget was prepared.

Mr. Wasson asked Ms. Naour to provide an overview of the success of the prescription drug program. Ms. Naour stated that this line item has been reduced by 30% from 2008 until the end of 2010. This has been accomplished by controlling some of the ordering of psychotropic medications and making sure they do not order the expensive medications that can cost \$20 per pill. Ms. Naour advised that the goal is to keep this cost at \$10,000 per month or less and they are very close. She noted that the bill last month was \$9,200.

Contractual:

All Contractual line item accounts have been budgeted in the FY'2012 Recommended Budget at the same levels as in the FY'2011 Adopted Budget with the following exceptions:

706.0003 Real Change Clinical Services: This line item account has increased from \$75,920 in the FY'2011 Adopted Budget to \$84,440 in the FY'2012 Recommended Budget. This increase is based on the new contract for psychological and psychiatric services provided by Real Change Clinical Services. Counseling and medical (psych) hours are increased and response time is vastly improved. Six of seven full-time Correctional Health Nurses have achieved national certification and require specific continuing education classes and credits to maintain their certification.

Mr. Wasson advised that there have been some recent conversations with Real Change Clinical Services (RCCS) relative to unexpected increase in costs that they are experiencing and they were unaware of until our budget numbers were in place. He noted that Ms. Naour has worked with them over the last several weeks to identify ways to manage the situation so that we won't have to require any modifications to this item.

709.0001 Garbage Disposal Services: This line item account has increased from \$1,300 in the FY'2011 Adopted Budget to \$1,585 in the FY'2012 Recommended Budget. This increase is based on cost of garbage disposal services, including biohazard disposal costs.

751.0001 Medical Director Fee: This line item account has increased from \$54,184 in the FY'2011 Adopted Budget to \$55,810 in the FY'2012 Recommended Budget. This increase is based on actual contractual cost for 2012.

757.0001 Non-Employee Medical: This line item account has increased from \$3,443 in the FY'2011 Adopted Budget to \$3,535 in the FY'2012 Recommended Budget. This increase is based on a review of last year's actual expenditures and the year-to-date expenditures as of the date the Recommended Budget was prepared.

Capital Assets:

832.0001 Purchase of Furnishings/Office Equipment: This line item account includes \$998 for replacing chairs.

850.0001 Capital Assets: This line item account has \$17,000 for purchase of electronic medical records system.

Mr. Wasson stated that, included in the budget is \$17,000 in Capital Asset expenditures for an electronic medical records system. He advised that Ms. Naour has asked that this be included in the budget for about five years. Mr. Wasson noted that he included it in the budget. However, after several conversations, Ms. Naour and he have decided that the County is not ready to determine a solution for this size facility and area in the use of electronic medical records. Mr. Wasson stated that there is no question that, soon, the County will be required to make this move. He noted that it was included in this Special Revenue Fund as a message that in the near future a process must be established for some type of electronic medical records-keeping.

Ms. Naour advised that she does have access to the system at OSF, which has been very helpful when inmates are hospitalized. She noted that you cannot pull up any patient unless it is someone who is in your custody. Ms. Naour stated that she has heard that the electronic medical records systems may be less expensive in the future. She stated that everyone is going to the electronic medical records systems, included OSF, and the County will be required to do so in the future.

Mr. Wasson indicated that we also continue to explore the opportunity to partner with someone to provide us with the ability to use the electronic medical records systems, such as the OSF system.

Chairman Owens recommended that the \$17,000 be deleted from Line Item 850.0001 – Capital Assets.

Motion by Rankin/Butler to recommend tentative approval of the Tort Judgment Fund – Correctional Health Services – (0135-0077) FY'2012 Recommended Budget as amended to delete \$17,000 from Line Item 850.0001 – Capital Assets.
Motion carried with Ms. Wollrab voting “no.”

Health Department can be found on pages 172-213 of the FY' 2012 Recommended Budget and pages 75-83 of the Summary. Mr. Howe introduced Ms. Cathy Dryer. He stated that he would begin with the three property tax supported funds, namely Fund #0110, Persons with Developmental Disabilities; Fund #0111, T.B. Care and Treatment, and Fund #0112, which is the Health Department's largest fund.

Mr. Howe advised that the Health Department has an overall increase of 1.6%. It is a \$7.7 million budget, which is an increase of \$124,000 in new money for new resources. Mr. Howe stated that the Health Department is requesting no new positions above the authorized amended FY'2011 FTE's. The budget includes three primary tax funds, Fund #0112, the Health Fund, Fund 0111, Fund #0111, T.B. Care and Treatment Fund and Fund #0110, Persons with Developmental Disabilities.

Mr. Howe reported that the three tax funds combined total \$5,454,805.

Mr. Howe stated that in addition to the three tax funds, there are five non-tax supported Special Revenue Funds operating that are all self-balancing that total \$2,251,511.

Mr. Howe noted that, overall; the tax rate for the tax funds has decreased from the FY'2011 tax rate by .11%, which is a trend for the Health Department over the past 20 years.

Mr. Howe reviewed the Grant Programs and Special Revenue Funds individually for individual approval.

Fund #0110, Persons with Developmental Disabilities can be found on pages 198-199 of the FY'2012 Recommended Budget.

Fund #0110, Persons with Developmental Disabilities, totals \$666,496.

Revenue

There is a 1% increase in taxes for a total of \$9,246. It is going from \$645,146 in FY'2011 to \$654,394 in FY'2012. The only other support in terms of revenue is an unappropriated fund balance of \$12,104. Mr. Howe explained that the Health Department is carrying over money that was allocated in FY'2011 from the Marc Center, which has not performed up to their contract standards in the early parts of FY'2011 so their contract was cut back. He noted that Marc Center then started to increase up to the contract capacity, so the money will be restored in FY'2012. This will allow the Health Department to give a 2% increase to its community partners, but with only a 1% increase in taxes, which provides a little additional buffer in revenue.

Expenses

The expenses show a 3% increase, which is \$21,350. This is due to carrying over funds from the prior year. There is a 2% contract increase across the board for community providers.

Mr. Howe noted that there are no personnel in this program. It is designed to provide developmental disabilities support services through community partners and providers.

Mr. Howe advised that there is one major expense line and one major revenue line in this fund.

Motion by Rankin/Butler to recommend tentative approval of the Health Department Persons with Developmental Disabilities Fund #0110 FY'2012 Recommended Budget as submitted.

Motion carried.

Fund #0111 is T.B. Care and Treatment Fund can be found on pages 200-204 of the FY'2012 Recommended Budget.

Fund #0111, T.B. Care and Treatment Fund totals \$308,811.

The T. B. Care and Treatment Fund program is to control T.B. and to prevent its spread amongst McLean County residents. The program provides T.B. skin tests, chest x-rays, blood tests, medications and physician screenings to County residents that meet specific eligibility criteria.

Revenue

The only revenue support in this program is General Property Tax and a small amount of money that comes from the Emily Baker Trust, which is a perpetual trust that was given to and overseen by the Health Department. Dividends from interest on that trust are used to support T.B. services in the community.

Mr. Howe stated that taxes are predicted to be raised 1.88% or \$5,612 total to support this program.

Expenses

Expenses have increased \$5,612. Mr. Howe noted that 3% of that is the salary category, \$4,679. He added that there have been minor movement in staff composition amongst different programs in the Health Department in total, but there is no change in FTE's.

Mr. Howe reported that there is a 9% increase in Fringe Benefits for \$1,700. There is a 3.6% increase in Supplies at \$612. There is a .9% decrease in Contractual Expense, a reduction of \$1,033.

No capital money is budgeted in this program.

Ms. Wollrab expressed concern that there is enough money in this fund to provide adequate T.B. services. Mr. Howe responded that the T.B. Program should suffice for this year. He noted that there are currently no drug resistant cases in McLean County.

Motion by McIntyre/Rankin to recommend tentative approval of the Health Department T.B. Care and Treatment Fund #0111 FY'2012 Recommended Budget as submitted.
Motion carried.

Fund #0112, Health Fund can be found on pages 205-213 of the FY'2012 Recommended Budget.

Fund #0112, Health Fund totals \$4,479,498, which includes Mental Health Programming, Environmental Health, Community Health Services, Administration, Immunizations, Health Promotions and Drug Court. It also includes a quasi-enterprise fund, Animal Control.

Mr. Howe stated that this is the largest taxing fund.

Revenue

The total revenue in this Fund is \$90,000, a 2% increase over FY'2011. Taxes have increased 1.1%, or \$35,219.

Mr. Howe stated that there is an increase in License/Permits/Fees of 1.3%, totaling \$8,599. There is a 14% in Intergovernmental Revenue at \$50,906, which is mostly Medicaid income. Charges for Service decreased 3.5%, which is in the areas of vital records reimbursement that the Health Department used to get from the State.

Mr. Howe pointed out that Influenza vaccine revenue has gone down, as residents can receive a flu vaccine at any drug store. He noted that, as a health care provider, the Health Department is only concerned that people get vaccinated, not where they get vaccinated.

Mr. Howe indicated that the Animal Reclaim revenue is down because it has become cost prohibited for individuals to reclaim animals from Animal Control.

Mr. Howe noted that Immunization Fees are down about \$9,000. He stated that there are a lot of combination vaccines, which reduces the vaccinations being given to children.

Mr. Howe pointed out that Municipal Revenue for Animal Control is up \$8,000, which is the money received from Bloomington and Normal for 24-hour animal control services in McLean County.

Mr. Howe reported that Misc. Revenue, which is the Unappropriated Fund Balance, is \$43,977. This is the amount of money, historically, do not spend and is left over from turn-over and positions that are vacated for a period of time. Mr. Howe indicated that in his 20 years with the County, no money has been taken out of the fund. This allows the County to keep the tax rates down.

Mr. Howe advised that in the entire fund there is only a 1.1%, or \$35,000 increase in taxes in this program.

Expenses

Expenditures are up 2%.

Mr. Howe noted that salaries are up 1.67%, or \$36,000, due to a .67 FTE shift between different funds, but no additional staff overall. He added that Fringe Benefits increased \$31,275, which is largely due to health benefits.

Mr. Howe stated that Supplies went up 10%, or \$19,904, with \$10,000 of that being medical supply costs. He added that \$19,000 is for computers under \$1,000, which is a movement of expenditure from Capital Expense to Supplies.

Mr. Howe indicated that Contractual Services are down \$227 despite a 2% increase in Drug Court.

Mr. Howe reported that Mental Health contracts increased 2% across the board, and the Medical Director Fee increased 3%. He noted that there was a 41% increase in Language Services, or \$3,176. Mr. Howe explained that McLean County is serving more and more people where English is not their primary language. In order to provide medical services to those individuals in the community, outside partners must be relied upon to provide interpreter service.

Mr. Howe indicated that there is a 69% increase in Capital Expense. He noted that some of that is movement from what used to be Capital up to the Supply area and \$18,000 was budgeted in the prior year for purchase orders that were carried over and will not spend in the coming year.

Mr. Howe advised that the Health Department did its best to make sure only modest adjustments were made to the overall budget.

Ms. Wollrab asked if an effort is being made to hire a bilingual staff. Mr. Howe replied that an effort is being made as much as possible. He pointed out that it is difficult to have the bilingual staff available when needed.

There was a brief discussion on the efforts to provide interpreter services.

Motion by Butler/Rankin to recommend tentative approval of the Health Department Health Fund #0112 FY'2012 Recommended Budget, as submitted.
Motion carried.

Fund 0102 Dental Services can be found on pages 172-175 of the FY'2012 Recommended Budget. Mr. Howe stated that the dental service fund is a growing program. He pointed out that the Health Department is the only provider in McLean County that takes Medicaid.

Revenue

Mr. Howe reminded the Committee that a number of Amendments came to the Finance Committee this year, including the addition of a fourth operator in the program. Next year, an additional \$91,000 will be budgeted in revenue, primarily all Medicaid. Mr. Howe noted that there will be a carry-over of \$46,000 from a \$100,000 HFS grant for capital expansion of the fourth dental operator, which is also included in the revenue category for FY'2012.

Expenditures

Expenses have been increased due to the additional operator and increased activity that will result.

Mr. Howe noted that there was a 92% increase in personal services due to an .80 FTE increase for a hygienist, which is annualized in this budget for FY'2012. He added that a .600 FTE SSI and a 1.5 FTE Supervisor position that was moved over to the dental area because it has higher volume and needs those staff services compared to other program areas in the Department that received decreases in Service Program.

Mr. Howe stated that there is a \$19,000 increase in Fringe Benefits; a 23%, or \$7,000, increase in Supplies. These all are related to an additional provision of services, and includes an additional half a day of adult dental services and a full day of hygienist work.

Mr. Howe pointed out a 3.5% increase in Contractual, which is a 3% cost of a dentist. There is a 30% increase in language services.

Mr. Howe noted a 17% decrease in Capital Expenses because of the huge capital amount spent this year to get the operator up and running.

Mr. Howe advised that this program is self-balancing and operates strictly on fees generated from the provision of services.

Motion by Butler/McIntyre to recommend tentative approval
of the Health Department Dental Services #0102 FY'2012
Recommended Budget as submitted.
Motion carried.

Fund 0103 WIC/Lead Screening Services can be found on pages 176-180 of the FY'2012 Recommended Budget. The WIC Program is the supplemental nutrition program for women, infants and children.

Revenue

The FY12 budget for the WIC grant fund will see a 6% increase in revenue, or \$26,909. Grant funding from Federal sources is anticipated to see a modest increase from FY'2011. FFP revenue was also increased to cover increased expenses related to cost of doing business. Mr. Howe explained that this is Federal claiming money. When the Health Department provides services to Medicaid eligible clients, it is now able to claim on that money and use some of the funds to support services in the WIC Program.

Expenditures

The offsetting expense of that revenue increase is a 6% increase in salary, namely a .20 FTE Peer Counselor and a .040 OSS I, which is a shift in funds from Family Case Management Fund 0106 to WIC Fund 0103.

Mr. Howe pointed out the 14%, or \$13,444, increase in Fringe Benefits.

Mr. Howe noted a 10% decrease in Supplies, and a 9% decrease in Contractual Expense. There is no Capital money budgeted.

Motion by Wollrab/Rankin to recommend tentative approval of the Health Department WIC/Lead Screening Services #0103 FY'2012 Recommended Budget as submitted.
Motion carried.

Chairman Owens left at 6:30 p.m. to attend another meeting. He thanked the Committee for its hard work today.

Fund 0105 Preventive Health can be found on pages 181-184 of the FY'2012 Recommended Budget. Mr. Howe stated that this Fund has a number of smaller programs in it.

Revenue

Grant programs in Fund 0105 have experienced modest growth of approximately 10% over the FY'2011 Adopted Budget. However, there is a 3.2% decrease over the Amended Budget. Mr. Howe explained that there have been some decreases in grants coming in from the State of Illinois.

Mr. Howe advised that there is a \$10,000 increase in the Reality Illinois Program Grant, a \$10,000 increase in the Komen Grant funding, and a \$5,000 increase in Vision and Hearing fees that is received from the schools for providing vision and hearing exams in local schools. He added that there is a \$1,500 decrease in Vision and Hearing grant from the State of Illinois, a \$7,000 reduction in the Tobacco Grant Program, which is a one-time special grant received in 2011, and a \$28,000 reduction in the Breast Health Program from the State of Illinois.

Overall there is a modest change in this program.

Expenses

Expense adjustments in Fund 0105 mirror the changes in programs mentioned in the Revenue section with an increase of 4.3%. The increase is for a .16 Health Promotion Specialist that was moved from Fund 106 to Fund 105, and a .28 Health Promotion Specialist that was moved from Fund 0112 to Fund 0105 because there are resources available to do so.

Mr. Howe reported that Fringe Benefits increases \$3,248. There is a 15% decrease in Supplies, or \$4,374; and a 13% decrease on Contractual Expenses, or \$5,484.

There are no Capital Funds budgeted.

Mr. Howe noted that this program is mostly an education program fund.

Motion by Rankin/Wollrab to recommend tentative approval
of the Health Department Preventive Health #0105 FY'2012
Recommended Budget as submitted.
Motion carried.

Fund 0106 Family Case Management can be found on pages 185-188 of the FY'2012 Recommended Budget. Mr. Howe advised that this Fund encapsulates more than Family Case Management. It includes Healthy Child Care Illinois, which is a nursing consultant program; DCFS Lead Agency Program; DCFS Case Management; a Genetics Program; and a 0-5 AOK Program.

Revenue

Grant Programs in fund 0106 experienced the greatest negative impact of state reductions, experiencing a 10%, or \$94,895, reduction on funding. This is primarily the result of the loss of the Teen Parent Services grant which totaled \$70,000. Additional reductions were seen in Family Case Management of \$29,723.

Mr. Howe pointed out that there were some increases in other programs, namely Health Child Care Illinois went up \$3,000, or 5%; Kid Care went up 33%, or \$10,000; a 6% increase in DCFS Lead Agency Services; and a 4% increase in 0-3 Program.

Mr. Howe concluded that, overall, revenues are down.

Expenditures

Overall expenses have decreased by 10% as a result of not replacing staff members that have retired or resigned and an employee volunteering to shift into a part-time employment status. Added FFP resources and shifts between WIC Fund 0103 and FCM Fund 0106 support a fully integrated staff and keeps base FCM services available for McLean County pregnant women and infants.

Mr. Howe summarized that salaries were reduced by \$70,000, Fringe Benefits were reduced by \$5,146, Supplies were reduced by \$842, and Contractual Expenses were reduced by \$16,063.

There are no Capital Funds budgeted.

Motion by Rankin/McIntyre to recommend tentative approval of the Health Department Family Case Manage #0106 FY'2012 Recommended Budget as submitted.
Motion carried.

Fund 0107 AIDS/Communicable Disease/Emergency Preparedness can be found on pages 191-195 of the FY'2012 Recommended Budget.

Revenue

Fund 0107 is being budgeted 29% below the FY11 adopted level because of the H1N1. He noted that a huge influx of money came in to combat and have an emergency response program in place for H1N1. He stated that there was an H1N1 Outreach Grant for \$36,000 that was not renewed as we are no longer combating H1N1. Mr. Howe added that there were H1N1 carry-over monies of \$107,000 in the prior year that went away.

Mr. Howe advised that the following is left in this program: AIDS/HIV Program, which had a 14% increase of \$4,189; Public Health Emergency Preparedness is down from the prior years by \$38,499; and a West Nile Virus Program that is down 35% by \$11,029.

Mr. Howe reported that, overall, the Fund saw a reduction of \$170,000, with about \$146,000 of that related to H1N1 preparedness money.

Expenditures

Mr. Howe noted that salaries down 3.2%, or \$49,998. He stated that this was due to shifting staff around within the organization. A .57 FTE was moved to Fun #0112. Mr. Howe indicated that this program is not staff-heavy.

Mr. Howe pointed out reductions in the following: Fringe Benefits were reduced by \$15,229; Supplies went down \$370; Contractual Expenses went down \$88,000.

Motion by McIntyre/Wollrab to recommend tentative approval of the Health Department AIDS/Communicable Disease Control #0107 FY'2012 Recommended Budget as submitted.

Motion carried.

Mr. Howe referred to Health Department Fund 0109, which relates to Federal Claiming that the County can now claim. He indicated that he felt it was important to create a Fund to capture those dollars and if they are ever expended, the amounts would be available should there ever be a Federal Audit. Mr. Howe advised that there is revenue in and revenue out, but there is no activity in the program.

Vice Chairman Butler asked if there were any additional questions. Hearing none, he thanked Mr. Howe and the Health Department staff.

Vice Chairman Butler presented the September 30, 2011 Finance Committee bills for review. The Finance Committee bills include a Prepaid Total of \$826,468.80 and a Fund Total that is the same.

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Motion by McIntyre/Wollrab to recommend approval of the Finance Committee bills as of September 30, 2011 as recommended by the County Auditor.
Motion carried.

The Nursing Home bills include a Prepaid Total of \$181,619.07 and a Fund Total that is the same.

Motion by Wollrab/Rankin to recommend approval of the Nursing Home bills as of September 30, 2011 as recommended by the County Auditor.
Motion carried.

There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 6:40 p.m. He reminded the Committee that there will be a Stand-up Committee meeting on October 18th.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary