

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, March 6, 2019 at 4:30 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Jim Soeldner, Members Catherine Metsker, Laurie Wollrab Carlo Robustelli and Jacob Beard

Members Absent: Members Chuck Erickson and Scott Murphy

Other Members Present: Chairman McIntyre

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

Department Heads/Elected

Officials Present: Michelle Anderson, County Auditor, Rebecca McNeil, County Treasurer, Camille Rodriguez, Health Department Director

Others Present:

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

Chairman Soeldner presented the Minutes of the January 15, 2019 special meeting and February 6, 2019 regular meeting of the Finance Committee.

Motion by Metsker/Robustelli to approve the Minutes of the January 15, 2019 special meeting and February 6, 2019 regular meeting of the Finance Committee for approval.

Motion carried.

Ms. Becky McNeil, County Treasurer presented her monthly reports. Ms. McNeil went over the investment report that had renewed investments for increased rates. She next went over the summary of tax revenue report and indicated that while the February receipts are down from last year historical data shows we are still above average. Ms. McNeil then went over budget and shared sales tax revenue numbers. She went over the Blue Cross Blue Shield report and pointed out that the expense numbers in January were much higher in the Blue Cross Facility charge section. Ms. Wollrab indicated those are usually hospital charges and asked if there was someone here who could get more information so we can verify these charges. Ms. McNeil indicated they would reach out to get more information. Mr. Beard asked how these numbers might affect the premiums for next year. Mr. Wasson stated that if they continue with this trend they would affect the premium. He also stated that they usually start working with brokers in June and July to negotiate rates for the next year so that they have about 6 months of data. There was discussion among members about the numbers in each category and if there is a correlation in other categories. Ms. McNeil went over the summary of the Nursing Home Fund for 2018. She stressed to the Committee that these are unaudited numbers. Ms. McNeil indicated we would still see a loss at the Nursing Home this year. Mr. Robustelli asked her to

confirm the outstanding AR number and if that was collectable. Ms. McNeil indicated that the amount has been billed but could not confirm it is collectable. Mr. Robustelli asked her to confirm the AR balance is down. Ms. McNeil confirmed. Mr. Robustelli asked for an explanation of the revenue amounts. Ms. McNeil explained revenues and receivables on the report to the Committee. Mr. Beard asked them to confirm that the AR amount has been billed and included in the revenue lines. Ms. McNeil confirmed.

Motion by Wollrab/Beard accept and place on file the County Treasurer's
Monthly Financial Reports.
Motion Carried.

Mr. Eric Schmitt presented on behalf of Ms. Marshall Thomson, Director of Animal Control a request to approve an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2019 Combined Annual Appropriation and Budget Ordinance General Fund 0001, Animal control 0032, General Fund County Board 0001. Mr. Soeldner asked for clarification on amounts. Mr. Wasson confirmed amounts.

Motion by Robustelli/Beard to recommend approval of an Emergency
Appropriation Ordinance Amending the McLean County Fiscal Year 2019
Combined Annual Appropriation and Budget Ordinance General Fund 0001,
Animal control 0032, General Fund County Board 0001.
Motion Carried.

Chairman Soeldner indicated that Ms. Thompson's reports were in the packet and asked if there were any questions. Ms. Metsker asked about the AEDS. Mr. Schmitt indicated it was purchased in case medical attention was needed by staff or the public. Chairman Soeldner asked if there were any further questions, hearing none, he thanked her.

Ms. Michelle Anderson, County Auditor presented for action approval of the 2018 and 2019 Purchase Order Budget Ordinances. Ms. Anderson explained these are for purchases that were budgeted in 2018 but not purchased so move them to the 2019 budget to be purchased this year. Mr. Soeldner asked about amount to Clark Dietz and work they are still doing. Ms. Anderson indicated that this started several years ago and money in the contract was not meant to be spent in one year. Mr. Schmitt indicated that the majority of the planning work is done. Mr. Beard asked for clarification on work on Eastside Highway. Mr. Schmitt indicated there is no work being done now, that all reports have been submitted to the state and we cannot close the matter until we receive the final decision from the State. Ms. Metsker asked about CDW charge with the Health Department. Ms. Anderson indicated it was computer or technology equipment.

Motion by Wollrab/Metsker to recommend approval of the 2018 and 2019
Purchase Order Budget Ordinance.
Motion Carried.

Ms. Anderson presented audit information for Tax Sale (Collector) Automation Fund, Court Document Storage Fund, Children's Waiting Room Fund, Electronic Citation Fund and Court Automation Fund. Ms. Anderson indicated she would have another report next month. Mr.

Soeldner asked about the Storage Fund and getting approval from Clerk of the Circuit Court. Ms. Anderson stated that Statute indicates he has to be the one to approve the invoices for payment and cannot delegate that. She indicated that she has made him aware of that. Chairman Soeldner asked if they had any further question, hearing none, he thanked her.

Chairman Soeldner indicated Ms. Kathy Michael; County Clerk monthly reports were in the packet but that she was not in attendance as she was assisting with election judge training. Mr. Robustelli stated he had requested a report in December that would be a summary of the election and had not received it yet. Mr. Wasson stated he had passed the request on to her and would follow up again. Ms. Metsker indicated she had received a summary from Ms. Michael that she requested from the County Clerk. There was short discussion on information provided. Mr. Soeldner passed along voting times and turn out information that Ms. Michael had included in an email to him. Chairman Soeldner asked if there were any further questions regarding the County Clerk reports; hearing none, he thanked her.

Mr. Wasson presented a critical hire requests for the Health Department and Court Services. Mr. Robustelli stated he was in favor of the request for the sanitarian as there are new FDA food code rules that are very involved so they Health Department needs to maintain staff in this program. Mr. Beard asked if postings are done internally first. Mr. Wasson stated they are generally posted internally and externally, unless we believe we have a specific internal candidate that would meet the needs of position. Mr. Soeldner asked if the Health Department would be able to fill the sanitarian position in a short amount of time. Ms. Rodriguez indicated there is not a large pool of candidates for these positions so it will probably not be filled quickly. She said she feels they will more than likely find someone with less experience and train the individual in this position.

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

Mr. Wasson presented for action a request to approve an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2018 Combined Annual Appropriation General Fund 0001, County Clerk 0005-0006. Mr. Wasson indicated this is an end of the year clean up item.

Motion by Metsker/Robustelli to recommend approval an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2018 Combined Annual Appropriation General Fund 0001, County Clerk 0005-0006.
Motion Carried.

Mr. Robustelli asked him to confirm that we added funds to the election budget with the last action item. Mr. Wasson confirmed.

Mr. Wasson presented the employment activities and indicated there was none under the purview of the Committee.

Ms. Wollrab asked about transfers that were listed for the County Clerk in the packet and if those were approved with last action item. Mr. Wasson stated transfers would be considered

under the Bills and Transfers section of the Agenda. Mr. Robustelli indicated that usually the transfers are small amounts and usually clear transfers, but these amounts are larger and it is not clear which lines are covering the over budget lines. He asked if the Committee could request that memos be included to explain transfers that are over a certain amount. Mr. Robustelli further stated that he felt the \$9,000 on computer equipment would have been a planned expense and come to the committee before end of the year cleanup. Ms. Wollrab asked for clarification of the Election Expense Services amount. Mr. Wasson indicated it was for election judges who do not work enough time to be designated as seasonal/occasional. Mr. Beard stated that from a budgetary perspective we need to analyze these expenses and see if there is a need to change budgeted amounts, so he agreed that the Committee should receive summaries after elections that not only update on voter turnout but on amounts spent. Ms. Wollrab agreed with getting information to help with future budget decisions.

Ms. Metsker indicated that the note she received from Ms. Michael indicated they did have more judges during the last election. Mr. Robustelli stated he understood needing to move items, but felt department heads should submit memos to explain changes. Mr. Wasson stated it was his recollection the County Clerk needed to replace technology equipment just prior to the last election. Mr. Robustelli stated he would like to vote at a stand up on the transfer so that the County Clerk could provide further detail. Mr. Wasson reminded the Committee that cleanup items needed to be approved this month for accounting purposes. Mr. Beard and Ms. Metsker stated they would be ok approving transfers now, but wanted to make sure they are provided further detail. Ms. Wollrab stated she was concerned about receiving the information as she had requested information and had not received it. Mr. Soeldner stated he was not sure receiving further information would change his opinion on approving it. Mr. Wasson was able to confirm transfer amounts and reasons including election judges, computer equipment at the end of October and occasional season for individuals who have worked beyond the amount of hours for allowed to be considered an election judge and not an employee. There was further discussion among members about receiving write-ups or summaries regarding elections and expenses. Mr. Robustelli stated he did not feel there is anything inappropriate about the expenses, but wanted additional information to help him with decisions. He stated he would like to see something added to the policy requiring explanations.

Chairman Soeldner presented the Finance Committee bills for review and approval as transmitted by the County Auditor.

MCLEAN COUNTY BOARD COMMITTEE REPORT

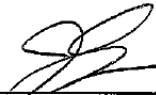
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AS OF 2/28/2019

EXPENDITURE SUMMARY BY FUND

Finance Committee

FUND	FUND TITLE	PENDING TOTAL	PREPAID TOTAL	FUND TOTAL
0001	GENERAL FUND		\$104,072.87	\$104,072.87
0130	SOCIAL SECURITY EXPENSE		\$497.25	\$497.25
0131	I.M.R.F. FUND		\$303,434.18	\$303,434.18
0135	TORT JUDGEMENT		\$11,451.23	\$11,451.23
0137	RECORDER DOCUMENT STORAGE		\$1,949.51	\$1,949.51
0512	EMPLOYEE BENEFIT PLAN		\$806,923.96	\$806,923.96
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			\$1,028,329.00	\$1,028,329.00



COMMITTEE CHAIRMAN

Motion by Metsker/Wollrab to approve the presented bills in the amount of \$1,028,329.10.

Motion carried.

Transfers were presented. Mr. Beard stated he would approve but wanted to make sure they received a write up.

Motion by Robustelli/Wollrab to recommend approval of transfers for the Veterans Assistance, Animal Control and County Treasurer departments.

Motion Carried.

Motion by Metsker/Beard to recommend approval of transfer for the County Clerk's department.

Motion Carried. Member Robustelli voted No.

Chairman Soeldner stated that Mr. Beard had requested a description for the transfers from the County Clerk and hoped that in the future we would require other departments to provide explanations. Ms. Metsker stated she felt it should be a policy or Board Rule. Mr. Robustelli stated he did not see this as trying to get involved in operations of department, but as fiduciary in nature, as members need information to make best budgetary decisions possible. Ms. Metsker stated she felt it should be based on a percentage as to when they are required to provide an explanation. Mr. Wasson suggested that staff could bring language next month that could be considered and then included in the budget policy the Committee would consider and approve in the May cycle. The Committee was agreeable to that suggestion.

Chairman Soeldner asked if there was any other business to come before the committee, hearing none he adjourned the meeting at 5:41.

Respectfully Submitted,

Julie A. Morlock

Julie A. Morlock
Recording Secretary