

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, May 1, 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, Chuck Erickson, Laurie Wollrab, Carlo Robustelli, Scott Murphy and Jacob Beard

Members Absent: None

Other Members Present:

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: Ms. Kathy Michael, County Clerk; Ms. Rebecca McNeil, County Treasurer, Ms. Michelle Anderson, County Auditor; Ms. 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 March 19, 2019 special meeting and April 3, 2019 regular meeting of the Finance Committee.

Motion by Beard/Murphy to approve the Minutes of the March 19, 2019 special meeting and April 3, 2019 regular meeting of the Finance Committee for approval.
Motion carried.

Chairman Soeldner confirmed there were no members of the public.

Ms. Michelle Anderson, County Auditor presented Audit information for the Law Library Fund. Chairman Soeldner asked if there were any questions on this audit; hearing none, Chairman Soeldner asked if she would follow up on an email he had received regarding the CAFR. Ms. Anderson then presented preliminary numbers for the CAFR. Mr. Erickson asked for clarification on amount that would held in the unencumbered fund balance. Ms. Anderson provided the amount. Mr. Robustelli asked her how many days that would allow us to operate. Ms. Anderson provided that number. Mr. Robustelli asked her to confirm that our balance is less than what is being recommended in the budget policy. Ms. Anderson confirmed. Mr. Beard asked her to explain unencumbered versus encumbered funds. Ms. Anderson explained the difference and how those funds can be used. Mr. Wasson further explained use of special use funds and GASB regulations with relation to amount held in reserves. Mr. Soeldner asked them to confirm what is included in the reserve number. Mr. Wasson stated that the reserve number comes from unencumbered general fund, not unencumbered fund balances from special revenue funds. Mr. Robustelli asked them to confirm that Bond ratings are based on

this information. Mr. Wasson confirmed. Mr. Wasson went over changes to recommended amount to hold in reserve and our past and current bond needs.

Ms. Kathy Michael; County Clerk presented her monthly reports. Ms. Michaels indicate they were finishing up the statements of economic interest. Mr. Robustelli thanked her for report and continued work with ISU. He asked if the Committee should anticipate similar costs for the 2020 election as the 2016 election. Ms. Michaels indicated they would see a similar or larger request to the one submitted in 2016, which was \$215,000. Chairman Soeldner asked if there were any further questions regarding the County Clerk reports; hearing none, he thanked her.

Ms. Thomson, Director Animal Control presented her monthly reports and let the Committee know of upcoming events and current programs. Chairman Soeldner asked if there were any further questions, hearing none, he thanked her.

Ms. McNeil presented her monthly reports to the Committee. She went over the tax revenue report and the investment reports. She then went over the nursing home report including revenue and expenses through the month of March. Mr. Beard asked her if she thought decrease in accounts receivable in March at the Nursing Home was a trend. Ms. McNeil stated that hoped it was the start of a trend, but would be hesitant to say that for sure. Ms. McNeil indicated that changes in how they receive Medicaid funds has caused challenges for all nursing homes. Mr. Wasson also reminded the Committee that we provide services to a much higher percentage of individuals on Medicaid. Ms. Wollrab asked if we have been in discussions with the legislature about increasing payment rates. Mr. Wasson confirmed there continue to be discussions with the legislature about reimbursement rates. Ms. McNeil stated she feels there is a need for the County Nursing Home, but she is concerned about depleting the cash. Ms. McNeil went over charts her office puts on the website that show how the County property tax money is distributed, property tax rate over the last 10 years and amounts paid to school districts. Ms. Metsker thanked her for the report as she refers to it when talking with her constituents. Mr. Robustelli asked Ms. McNeil if she was concerned that the fund balance is less than 10%. Ms. McNeil indicated the general fund is just one fund and was not concerned.

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

Mr. Wasson presented critical hire requests and indicated they had added a position in the Health Department. He indicated it now included a position in the Circuit Clerk's office, Administration Department for Facilities and now Health Department.

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

Mr. Wasson presented for action a request to approve a Resolution Establishing the Budget Policy for Fiscal Year 2019 and Schedule A – Calendar for Preparation of the Fiscal Year 2019 Budget, Five Year Capital Improvement Budget, and Recommend Three Year Budget. Mr.

Wasson indicated there was a change in reserve amount and they added a provision for department heads to provide justification for budget amendments. Ms. Wollrab asked if there should be a reserve amount in the health insurance fund to cover any unexpected expense now that we are self-insured. Mr. Wasson stated that it was a good suggestion and a risk assessment could probably be completed in the future. He stated that to date it has been a consideration when evaluating the reserve amount in the general fund. Ms. Wollrab also asked about spending levels and targeting 98% of the previous year. Mr. Wasson stated this requires justification from department heads so they have to think about expenses. Mr. Beard asked about language in 3.1c. based on reserve of 12-15%.

Motion by Beard/Robustelli to strike the language “the recommended minimum level of not less than” in paragraph 3.1 Fund Balances paragraph (C).

Motion Carried.

Mr. Robustelli asked if they would continue to report the unfunded capital improvement projects. Mr. Wasson confirmed the intention. Mr. Robustelli indicated the budget policy states that the County Administrator shall make every effort to hold the 2019 County property tax rate as close to the current property tax rate. He noted we are doing that knowing that in 2020 we are going to have increased costs for the election and might have others we do not know about. He stated we needed to keep that in mind as we work with this policy and the budget and a known large expense. Mr. Wasson stated they would look at all avenues for covering increased expenses.

Motion by Beard/Wollrab to recommend approval a Resolution Establishing the Budget Policy for Fiscal Year 2019 and Schedule A – Calendar for Preparation of the Fiscal Year 2019 Budget, Five Year Capital Improvement Budget, and Recommend Three Year Budget.

Motion Carried.

Mr. Wasson presented for action a request to approve Alternative Employment Schedules for Nursing. Mr. Wasson indicated we continue to struggle with the recruitment of nursing staff. He stated that based on recommendations of blue ribbon panel and discussions with staff they are presenting alternatives for weekend work and went over the proposals. He stated that in both instances we will pay less than we pay for agency staff. Mr. Soeldner asked if supervisors are in support of these. Mr. Wasson confirmed they are and went on to discuss possibilities to provide expanded services in the future. Ms. Wollrab asked if they had looked at patient safety with regard to staff working back to back 16 hour shifts. Mr. Wasson stated that they have discussed this and will be making sure these positions are supervised closely.

Motion by Robustelli/Wollrab to recommend approval of Alternative Employment Schedules for Nursing.

Motion Carried.

Mr. Wasson reviewed with the Committee a request for a temporary increase in salary to cover work being done while another employee is out on leave. He said that because policy does

not require Committee approval it was not brought as an action item, but Staff wanted to bring to the Committee for their opinion and hopefully concurrence. The Committee concurred.

Mr. Wasson presented his report on recent employment activities.


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

MCLEAN COUNTY BOARD COMMITTEE REPORT
AS OF 4/30/2019
EXPENDITURE SUMMARY BY FUND

PAGE 1 OF 18

Finance Committee

FUND	FUND TITLE	PENDING TOTAL	PREPAID TOTAL	FUND TOTAL
0001	GENERAL FUND		\$163,570.01	\$163,570.01
0131	I.M.R.F. FUND		\$304,558.29	\$304,558.29
0135	TORT JUDGEMENT		\$8,787.58	\$8,787.58
0137	RECORDER DOCUMENT STORAGE		\$1,949.51	\$1,949.51
0184	CO CLERK DOC STORAGE		\$107.30	\$107.30
0512	EMPLOYEE BENEFIT PLAN		\$585,168.38	\$585,168.38
			<hr/>	
			\$1,064,141.07	\$1,064,141.07



COMMITTEE CHAIRMAN

Motion by Murphy/Erickson to approve the presented bills in the amount of \$1,064,141.07.

Motion carried.

Chairman Soeldner asked if there was any other business to come before the committee, hearing none he adjourned the meeting at 5:44 p.m.

Respectfully Submitted,

Julie A. Morlock

Julie A. Morlock
Recording Secretary