

## Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, May 5, 2021 at 4:30 p.m. in Room 404 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Catherine Metsker, Chuck Erickson (in-person)  
Members Gerald Thompson, Laurie Wollrab, Josh Barnett and Val Laymon (via remote attendance)

Members Absent: Member William Friedrich

Other Members Present: None

Staff Present: Ms. Cassy Taylor, Assistant County Administrator, Ms. Cathy Dreyer, Assistant County Administrator; Samantha Vazquez, Assistant State's Attorney – Civil Division; Ms. Julie A. Morlock, Recording Secretary (In-Person); Ms. Camille Rodriguez, County Administrator (via remote attendance)

Department Heads/Elected

Officials Present: Becky McNeil, Treasurer (in-person), Michelle Anderson, Auditor; Marshall Thomson, Animal control; Kathy Michael, County Clerk, (via remote attendance)

Others Present: None

Chairman Metsker called the meeting to order at 4:30 p.m. and declared a quorum.

Chairman Metsker presented the Minutes of April 7, 2021 regular meeting of the Finance Committee for approval.

Motion by Wollrab/Thompson to approve the April 7, 2021 regular meeting minutes of the Finance Committee.

Motion carried. Roll call vote – all members present voted yes including the Chairman.

Chairman Metsker confirmed there were no members of the public to appear before the Committee.

Chairman Metsker indicated Kathy Michael, County Clerk had her reports in the packet. Ms. Michael had technical difficulties and was unable to elaborate on the reports. Ms. Metsker thanked her for her work on the election and handling the tie in the Danvers election. Chairman Metsker asked if there were any questions; hearing none, she thanked her.

Ms. Marshall Thomson of Animal Control presented her monthly report. Ms. Metsker thanked her for the work she and her staff do for animals in the community. Ms. Thompson thanked facilities for work done at their building. Ms. Metsker asked about the new roof. Ms. Thompson stated she hoped it would be done in the middle of the month. Chairman Metsker asked if there were any questions or comments, hearing none she thanked her.

Chairman Metsker pointed out the award in the packet and thanked Michelle Anderson, McLean County Auditor for the work she had done to receive the award. Ms. Anderson, County Auditor stated the award is for the CAFR they issue every year in June. She stated our outside auditors continue to work on our audit and felt it would be ready for submission to the Board in June. Ms. Anderson stated it looks as though our general fund may increase slightly which would mean the County would have about 106/107 working days of funding for emergencies and that they depend on reserve as the County does not receive first installment of taxes until June. Ms. Anderson indicated GFOA recommends having between 10-15% in reserve. Chairman Metsker asked if there were any questions; hearing none, she thanked her.

Ms. Rebecca McNeil presented for action a request to approve Resolution Authorizing the County Board Chair to assign Tax Sale Certificate of Purchase. Ms. McNeil went over the assignment. Ms. Wollrab asked her to clarify how long the person had been arrears on their taxes. Ms. McNeil indicated this went to tax sale in 2017. She stated they use to have mobile home taxes that were delinquent for decades before the process changed and the State allowed the County to take these to tax sale.

Motion by Erickson/Wollrab to recommend approval of Resolution Authorizing the County Board Chair to assign Tax Sale Certificate of Purchase

Motion Carried. Roll call vote –all members present voted yes including the Chairman.

Ms. Rebecca McNeil presented for action a request to approve a Resolution Authorizing the County Board Chair to Disburse Funds on a Defaulted Surrender. Ms. McNeil indicate taxes were sold in 2017 and trustee went through process of acquiring title, then worked with owner on a payment arrangement, but the owner failed to make additional payments after the initial one, so we are disbursing funds.

Motion by Barnett/Erickson to recommend approval of a Resolution Authorizing the County Board Chair to Disburse Funds on a Defaulted Surrender

Motion Carried. Roll call vote –all members present voted yes including the Chairman.

Ms. Rebecca McNeil, McLean County Treasurer presented her monthly reports. Ms. McNeil went over summary of tax revenue including sales revenue. She went over shared sales tax fund equity and explained that was used for mental health programs and pay bond payments on the jail expansion. She then went over property tax revenue, indicated tax bills went out Friday and stated they were already receiving payments. Ms. McNeil also went over the Motor Fuel Tax Fund revenue. Ms. Wollrab asked how often transfers are made from the shared sales tax fund for salaries. Ms. McNeil indicated there are operational expenses including some salaries that come out of the fund for the behavioral health program. Ms. Wollrab asked how often the bond payments were made. Ms. McNeil indicated they transfer once a year for bond payment. Ms. McNeil reminded the committee that there is a sunset clause for the agreement with Bloomington/Normal of about 10 years and the bond payments go beyond that

date. She stated we need to build equity in that fund to continue to make bond payments in case the City and Town do not extend the agreement. Ms. Wollrab asked her to confirm the fund covers bond payments and operational expenses for behavioral health programs. Ms. McNeil confirmed. Ms. McNeil went over the investment report noting rates were still low. Ms. McNeil then went over the Blue Cross Blue Shield report and indicated costs through April were still below costs from last year. Ms. McNeil indicated as part of the audit they reached out and have been able to get reports on year end expenses. Ms. McNeil went over the nursing home report providing year to date amounts for expenses and revenues.

Ms. McNeil then went over reports her office puts on the web site that show distribution breakdown of property taxes including percentages for local schools. She noted the McLean County's tax rate has remained flat over the past 10 years. She also went over how the windfarms have benefitted local schools. Ms. Metsker asked about Lexington amount as it did not go up as much even though had wind turbines. Ms. McNeil indicate Lexington did not have as many turbines as the Prairie Central School district. She also indicated they adjusted their rate based on income from turbine parcel taxes.

Mr. Barnett asked how much of the property tax McLean County brings in comes from Bloomington Normal and how much from the rural areas. Ms. McNeil indicated she could pull from assessor and clerk and get that information to him.

Motion by Laymon/Thompson to accept and place on file the County Treasurer's Monthly Financial Reports.

Motion Carried. Roll call vote –all members present voted yes including the Chairman.

Ms. Camille Rodriguez County Administrator presented for action a request to approve the Resolution Establishing the Budget Policy for Fiscal Year 2022. Ms. Rodriguez stated there were minimal changes to the document from the prior year. Ms. Wollrab asked her to confirm there were no changes from previous year regarding priorities for departments. Ms. Rodriguez stated she was not sure this document was designed to set priorities for department needs. Ms. Wollrab stated she was recently appointed to the Property Committee and it had come to her attention that many departments had maintenance needs and she wanted to make sure we addressed our infrastructure needs. Ms. Rodriguez stated staff would like to invest in upgrades, major replacements and beautification, but the tax rate has stayed the same for the last ten years limiting funding and when she suggested raising tax rate by a cent last year she was instructed to take it back down. She also noted that Committees have asked for salary studies so we can compete with other employers in the area. Ms. Wollrab stated no one wants to raise taxes and the housing market in the area may increase the EAV so she felt they could assume there will be some future revenues to meet some of the needs the County. Ms. Rodriguez stated that to make the changes they were suggesting to the budget policy staff would have had to assume an increase in rates which is not something the Staff can determine. Ms. Rodriguez also stated staff would need more information from all departments on costs for all maintenance needs and capital expenditures..

Mr. Barnett agreed this was an issue and provided example of instances where we are replacing things at a higher cost if they had been regularly maintained. Mr. Barnett stated he would be willing to make a motion to amend the policy to take into consideration priorities. Ms. Metsker asked if this needs to be approved tonight. Ms. Rodriguez stated they could bring to Stand up. Mr. Barnett asked about having a special meeting of the Finance Committee meeting prior to the Executive meeting on Monday. Ms. Dreyer stated policy is time sensitive because Department heads need to start to consider their budgets and get information entered into the system.

Mr. Erickson asked if this could be considered during budget discussions for each department. Ms. Rodriguez stated before they bring budgets to the Committees for consideration the staff has already turned down requests from departments based on the parameters set by the budget policy and what Staff feels the Board will approve. Mr. Erickson stated he would also want to consider how much budget, general fund and revenues including fees have increased over the past several years. Mr. Thompson stated he agreed staff needs to make a wish list and then Committee and Board could go from there. He also agreed with Mr. Erickson that more information would need to be gathered.

Ms. Taylor reminded the committee that the policy can be amended so they could amend this document even if they passed it as presented. She stated if they wanted to make changes they would also need to consider the fund balance that is currently under 15% and the tax rate. Ms. Metsker stated she did not feel stand up meeting was the appropriate place for these types of changes and would prefer to approve as stands so the process could get started and put the policy on the agenda for next month for potential amendments.

Ms. Wollrab asked staff to highlight the critical infrastructure issues that needed to be addressed now to avoid larger costs in the future. Ms. Wollrab also asked they include information on pandemic funding. She asked when they would receive pandemic funding, how much it would be and restrictions on spending.

Motion to Amend Wollrab/Laymon add priorities to the policy document.

Member Barnett asked if they knew how much the County would receive. Ms. Rodriguez indicated they are expecting roughly 33 million that would need to be spent by 2024. She stated they did not know when funds would be received or what they could be spent on. Mr. Barnett stated he would like to see the plan on how we would spend those funds. Mr. Erickson stated we don't know when we will receive them so it would be hard to put together a plan. Ms. Rodriguez agreed with Mr. Erickson. Mr. Erickson stated he felt we should wait to amend the policy until we know what we can spend the funds on. Mr. Erickson stated he was hesitant to allocate a certain amount for certain groups as there are many departments with needs and he would want more information.

Ms. Wollrab stated idea behind amendment was not specific but to be kept up to date on amounts coming into the county and what we can use those funds for. She stated she was not wanting to make the decisions in here for every department but be aware of our options. Mr. Erickson stated he did not understand why we could not wait to amend until we had more

information. Ms. Wollrab stated because we are being asked to approve the policy document now.

Ms. Metsker stated she agreed with Ms. Wollrab, but if this was going to be put on the agenda for next month to consider amendments, she was not going to vote for amendment now as she wanted to see draft language before voting. She stated she felt we should direct administration to amend the policy based on her concerns and needs in the county.

Mr. Thompson agreed he felt amendment was premature. Mr. Thompson stated he would want more information and suggested a special meeting to discuss this issue as he did not feel this should be added to a regular meeting. Ms. Wollrab agreed to withdraw motion and Ms. Lamont agreed to withdraw her second if this would be dealt with in the next month. Ms. Metsker stated she would work with Staff to get a special meeting scheduled before June.

Motion by Wollrab/Thompson to recommend approval of the Resolution  
Establishing the Budget Policy for Fiscal Year 2022

Motion carried. Roll call vote – all members present voted yes including the  
Chairman.

Ms. Rodriguez presented for action a request to approve Schedule A – Calendar for Preparation of the Fiscal Year 2022 Budget, Five Year Capital Improvement Budget, and Recommend Three Year Budget. Ms. Rodriguez stated this lays out the calendar for the budget process.

Motion by Thompson/Barnett to recommend approval of Schedule A – Calendar  
for Preparation of the Fiscal Year 2022 Budget, Five Year Capital Improvement  
Budget, and Recommend Three Year Budget

Motion carried. Roll call vote – all members present voted yes including the  
Chairman.

Ms. Rodriguez presented for action a request to approve a position reclassification request from the Public Defender's Office. Mr. Lewis this was an item started with Ms. Barnes, that the reasons for the request are in the memo and he would be happy to try to answer any questions.

Motion by Erickson/Wollrab to recommend approval of a position reclassification  
request from the Public Defender's Office

Motion carried. Roll call vote – all members present voted yes including the  
Chairman.

Ms. Rodriguez presented for action a request to approve a Resolution Amending the Fiscal Year 2021 McLean County Full-Time Equivalent Position Resolution (Behavioral Health-FUSE). Ms. Malott stated individual has been part of FUSE team since the start of the program through a contract with a service provider in the community. She stated the provider wanted to cancel the contract and this is a request to hire the individual as a county employee. She stated this would move pay from contractual line to the employee line.

Motion by Thompson/Barnett to recommend approval of a Resolution Amending the Fiscal Year 2021 McLean County Full-Time Equivalent Position Resolution (Behavioral Health- FUSE)

Motion carried. Roll call vote – all members present voted yes including the Chairman.

Ms. Rodriguez presented for action a request to approve an Amendment to the McLean County General Compensation Plan for Non-Union Employees Related to the McLean County Nursing Home (CNA rate increase). Ms. Rodriguez stated the memo speaks for itself as we have had challenges keeping CNA positions filled. She stated staff did some research and it was determined we start our CNA's about \$5.00 an hour less than competitors. She stated we currently use agency staff to meet our requirements and the Blue-Ribbon panel suggested reducing agency staffing, so in order to meet that suggestion and invest in our community and nursing home staff submitted this request. Ms. Wollrab asked for clarification on how this would make us competitive with other facilities in the area. Ms. Dreyer stated request would move us from 13.99 to 16.75 per hour which would make us more competitive. Mr. Erickson stated he did not have a problem raising rate but asked them to keep in mind other priorities.

Motion by Laymon/Thompson to recommend approval of an Amendment to the McLean County General Compensation Plan for Non-Union Employees Related to the McLean County Nursing Home (CNA rate increase)

Motion carried. Roll call vote – all members present voted yes including the Chairman.

Ms. Rodriguez presented for action a request to approve an Administrative Adjustment in the Health Department Fund 0112 (Vaccine Supervisor). Ms. McKnight stated there are currently seven Health Department nurses taking on these responsibilities and the proposal temporarily increases their salaries by 5%, but only for hours they are working in that position at the clinics. She also indicated this amendment is the estimated amount through August.

Motion by Wollrab/Laymon to recommend approval of an Administrative Adjustment in the Health Department Fund 0112 (Vaccine Supervisor)

Motion carried. Roll call vote – all members present voted yes including the Chairman..

Chairman Metsker presented the Finance Committee with bills in the amount of \$675,873.42 for review and approval as transmitted by the County Auditor.

MCLEAN COUNTY BOARD COMMITTEE REPORT

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AS OF 4/28/2021

EXPENDITURE SUMMARY BY FUND

Finance Committee

FUND	FUND TITLE	PENDING TOTAL	PREPAID TOTAL	FUND TOTAL
0001	GENERAL FUND		\$212,019.60	\$212,019.60
0130	SOCIAL SECURITY EXPENSE		\$497.25	\$497.25
0135	TORT JUDGEMENT		\$34,886.82	\$34,886.82
0137	RECORDER DOCUMENT STORAGE		\$3,361.50	\$3,361.50
0164	CO CLERK DOC STORAGE		\$210.70	\$210.70
0512	EMPLOYEE BENEFIT PLAN		\$424,897.55	\$424,897.55
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			\$675,873.42	\$675,873.42

  
COMMITTEE CHAIRMAN

Motion by Thompson/Laymon to approve the presented bills with prepaid total and fund total amount of \$675,873.42

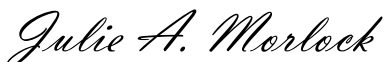
Motion carried. Roll call vote – all present voted yes including the Chairman.

Under other business – Ms. Wollrab asked if Mr. Daugherty was still having difficulty filling positions and if so she wanted to see a similar request for updated salary information on those positions. Mr. Barnett agreed with Ms. Wollrab. He also asked about a possible salary study or broader discussion about other departments and their front-line workers.

Ms. Rodriguez stated County Administration noticed these difficulties and planned to add those to the impacted positions list. She stated Human Resource staff is currently working on a salary study. She noted that if staff commissions the study and it says they should increase all the salaries then staff would bring a tiered plan to the Committee and the Board for consideration. Ms. Metsker asked if Mr. Barnett or Ms. Wollrab wanted the facilities salary information brought up at the special meeting or wait based on the information Ms. Rodriguez just provided. Mr. Barnett stated he would take staff's lead and hold off. Ms. Wollrab stated she felt salary study is needed.

Chairman Metsker asked if there was anything else, hearing nothing she adjourned the meeting at 6:30 p.m.

Respectfully Submitted,



Julie A. Morlock  
Recording Secretary