

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Tuesday, April 5, 2005 at 4:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Sorensen, Members Moss, Selzer and Owens

Members Absent: Members Berglund and Nuckolls

Staff Present: Mr. John Zeunik, County Administrator, Mr. Terry Lindberg, Assistant County Administrator, and Ms. Jude LaCasse, Assistant to the County Administrator

Department Heads/
Elected Officials

Present: Mr. Don Lee, Director, Nursing Home; Mr. Bob Keller, Health Department Administrator; Mr. Lee Newcom, County Recorder; Mr. Dave Owens, Sheriff; Mr. Eric Schmidt, Assistant County Engineer, Highway Department

Others Present: Ms. Connie Clifford, Assistant Chief County Assessment Officer

Chairman Sorensen called the meeting to order at 4:07 p.m.

Chairman Sorensen presented the minutes from the March 1, 2005 Finance Committee Meeting for approval. Hearing no corrections to those minutes, Chairman Sorensen advised that the minutes would stand approved as presented.

Mr. Lee Newcom, County Recorder, presented a request for approval of a Resolution Transferring Monies from the General Fund 0001 to the Revenue Stamp Fund 0151, Fiscal Year 2005. Mr. Newcom explained that this is to balance the Revenue Stamp Fund to the General Ledger. He noted that the Revenue Stamp Fund was \$3,365.05 lower than the General Ledger reflected. This was previously recognized by the outside auditor, but the correction was not made. Also, the Revenue Stamp machine had an inventory of \$360.71 over what was reflected in the General Ledger. Mr. Newcom advised that the requested changes will bring the fund into balance with the General Ledger.

Finance Committee
April 5, 2005
Page Two

Mr. Selzer asked if this is only bookkeeping corrections. Mr. Lindberg replied that it was an audit adjustment which was not corrected in the County Recorder's books.

Motion by Selzer/Owens to recommend approval of a Resolution Transferring Monies from the General Fund 0001 to the Revenue Stamp Fund 0151, Fiscal Year 2005.

Motion carried.

Mr. Selzer asked if this would go on the Consent Agenda of the County Board Agenda. Mr. Zeunik replied that it will be a regular agenda item.

Mr. Selzer complimented Mr. Newcom for the clear and concise reports. He also indicated that the County is asking for support, through the Legislative package, to change the process of driving to Springfield to replenish the Revenue Stamp machine. Mr. Newcom replied that he attended a State Recorder and Clerk's meeting in Springfield where this issue was discussed. He noted that a representative from the Department of Revenue indicated that they were not ready to address the issue this year but may be willing to discuss it next year. Mr. Lindberg stated that this concern has been forwarded to the County's Legislative representative and if an opportunity presents itself with a Bill in that area, he will attempt to add something to it.

Mr. Owens announced that he visited the County Recorder's office and encouraged other Finance Committee members to do the same. Mr. Newcom invited the Committee members to tour the Recorder's Office.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked him.

Chairman Sorensen presented the County Treasurer's reports, including the Quarterly Employee Benefit Fund and the Quarterly CDAP Fund reports as submitted by Ms. Becky McNeil, County Treasurer. He noted that Ms. McNeil provided a narrative on the reports, as follows:

- **The Investment Report** reflects the current status of all funds held by the McLean County Treasurer. Interest rates continue to increase as a result of the federal funds rate increase of .25 basis points in March. CD's under \$100K with Illini, Anchor, and Busey were renewed with rates ranging from 2.5% to 3.6% compared to rates of 1.4% to 1.6% one year ago. Jumbo CD's were renewed with Busey and National City after a competitive bidding process to yield a collateralized rate of 3.6% compared to just over 2% one year ago.
- **Summary of ROT, State Income and Personal Property Replacement Taxes** are coming in over budget. The payments received in March 2005 were 10-15% higher for all sources compared to the receipts from March 2004.
- **General Fund Statement of Revenue, Expenses and Fund Balance** continues to see expenses exceeding revenue during the first quarter of the fiscal year. Revenue is reported at \$3,926,351 which is 14.7% of budget. Real estate distributions will start changing these ratios in May. Expenses are at \$5,632,547 which is 21.08% of budget and slightly lower than March 2004. The fund balance has dropped from a February balance of \$4.7 million to \$4.3 million as of March 31st as expenses exceed revenue during this time. The County is currently in a positive cash position with \$2.2 million compared to \$1.1 million one year ago.
- **Quarterly CDAP Report** continues to reflect the activity of the revolving loan program and the two current active loans. The Learning Center remains current on their payments. Victory Enterprises is currently due for February and March. The Treasurer's Office consistently follows up with Victory Enterprises regarding the late status and has recently received arrangements for two payments to be received within the next two weeks. The last payment received was on March 15 for January.
- **Quarterly Employee Benefit Report** accounts for all of the activity relating to the medical/life insurance benefits provided to County Employees. The funds accounts for the Employee and County's share of the contributions and costs in providing these benefits. Overall, the fund continues to have a positive balance.

Mr. Selzer asked if the Community Development Assistance Fund could be utilized to help businesses hire more employees to help the homeless situation. He stated that he would like to see the dollars in that fund be put to use to help the unemployed in the County. Mr. Selzer asked if Mr. John Burrell with Mid-Central Community Action had ever contacted the County regarding the fund. Mr. Zeunik replied that Mr. Burrell had not contacted the County regarding utilizing these funds. He indicated that there could possibly be a fit but the current administration has changed the guidelines significantly. They are more careful about making sure that jobs are being created or retained and that no more than \$10,000 is being loaned per job created or retained.

Mr. Zeunik stated that the total amount of funds available is \$806,610.

Mr. Owens indicated that he serves on the Mid-Central Community Action Board. He noted that he would like to see them investigate ways that they could use some of these funds. Mr. Selzer stated that he would be willing to meet with Mr. Burrell to assist in helping him put together a program to create perhaps 30 jobs.

Motion by Owens/Moss to accept and place on file the month-end financial reports from the County Treasurer's Office for the month ending March 31, 2005, as submitted.
Motion carried.

Mr. Don Lee, Director, Nursing Home, presented the Monthly Financial and Statistical Reports for the Nursing Home. He noted that the report reflects a good month in February. However, Mr. Lee indicated that the report does not reflect some expenses that came in late. The report does project that the Nursing Home will come up positive at the end of the year. The current in-house census is 144.

Mr. Lee reported that in March there were six to eight days when there were 150 in-house residents. Currently, there are 141, but four more are expected in the next few days.

Chairman Sorensen commended Mr. Lee on the reputation of the Nursing Home.

Chairman Sorensen asked if there were any questions for Mr. Lee. Hearing none, he thanked him for attending.

Finance Committee

April 5, 2005

Page Five

Ms. Connie Clifford, Assistant Chief County Assessment Officer, presented the status report for the Supervisor of Assessments. She noted that the 2005 assessment work has begun, which is the earliest she remembers it ever being done. Ms. Clifford reported that there have been a lot of changes in the office, including the completion of the DevNet conversion through the Board of Review and the development of the land use layer for implementation of Bulletin 810. She stated that the Assessment Office is working with the GIS staff and Sidwell to successfully deliver the digital cadastral mapping.

Chairman Sorensen asked if there were any questions. Hearing none, he thanked her for attending.

Mr. Robert Keller, Health Department Administration, presented two items for action. The first is a request for approval of an Ordinance of the McLean County Board amending the Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance for Fund 0103 (WIC). The second is a request for approval of an Ordinance of the McLean County Board amending the Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance for Fund 0107 (West Nile prevention). He indicated that the \$21,000 appropriation increase to grant fund 0103 emanates from two funding sources – a \$1,000 grant from the Soroptimist International and a \$20,000 supplemental award from the Illinois Department of Human Services. Both grants will be used to assist with the promotion of breastfeeding in the department, with a large portion of the funds going towards the purchase of breast pumps that will be loaned out to clients.

Mr. Keller reported that the West Nile grant from the Illinois Public Health Emergencies Fund of \$32,761 must be spent between now and June 30, 2005. He noted that this is a grant specifically geared toward a mosquito vector prevention program. Mr. Keller stated that the mosquito vector prevention grant will be used to off-set the salaries of select environmental health, communicable disease, and support staff already employed by the Department. Therefore, no FTE amendment is requested. He indicated that, in addition to salaries, resources will be used to purchase larvicide and contract with other governmental entities to apply it throughout the County. The balance of the grant will be used to provide a public information and marketing campaign to encourage self-protection among the citizens of McLean County.

Finance Committee

April 5, 2005

Page Six

Motion by Selzer/Owens to recommend approval of an Ordinance of the McLean County Board Amending the Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance for Fund 0103 (WIC) and to recommend approval of an Ordinance of the McLean County Board Amending the Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance for Fund 0107 (West Nile Virus).

Motion carried.

Chairman Sorensen asked if McLean County had any West Nile occurrences last year. Mr. Keller responded that there was one human case last year and three the year before. He stated that 2002 had the highest number of cases in Illinois, with 63 deaths and 900 cases. It dropped off to 100 and then up again last year to close to 300.

Mr. Keller reported on the health screenings, noting that they are taking appointments now through Ms. Jan Morris in the Health Department. He invited the Committee members to participate. The free screenings will be done the last week of April at the Law and Justice Center, the Health Department, Regional Office of Education and the Highway Department. Mr. Keller noted that there are approximately 200 people currently scheduled.

Mr. Zeunik asked Mr. Terry Lindberg to present the two action items under the County Administrator's Office. He noted that the first item can be done during open session and the second under Executive Session to discuss collective bargaining.

Mr. Lindberg stated that, subsequent to the County Board's approval of the County Personnel Policies and Procedures Ordinance on August 17, 2004, various inconsistencies and omissions in policy and language were identified. He noted that the most substantive addition to the policy was the inclusion of several Administrative Office of the Illinois Courts (AOIC) statements applicable to Court Services employees. Mr. Lindberg gave credit to an Illinois State University intern who reviewed the handbook and corrected a lot of the spelling and other detail that was missing. He asked the Committee to approve the changes and corrections as submitted.

Finance Committee
April 5, 2005
Page Seven

Mr. Lindberg reported that he also made a strong effort to get concurrence from elected officials so that a firm basis could be developed on what their individual policies are for their office and when they default to this policy.

Motion by Selzer/Owens to recommend approval of the Revised McLean County Personnel Policies and Procedures Ordinance and the McLean County Employee Handbook.
Motion carried.

Chairman Sorensen asked if there are any other informational items to be covered before the Committee went into Executive Session. Mr. Zeunik reported that McLean County was awarded a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR) for the Fiscal Year Ended December 31, 2003. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting. Mr. Zeunik stated that this is the 19th consecutive year that McLean County has been awarded this certificate. He also noted that Fiscal Year 2003 was the first year the County's financial statements were required to be in compliance with GASB 34. Mr. Zeunik credited the County Treasurer and County Auditor for the work their offices do to maintain this certification and continue to achieve this award.

Chairman Sorensen referred the Committee to the media which has been reporting the woes of the off-track betting establishment in Bloomington. He noted that, although he does not endorse or patronize the facility, he recognizes that the General Fund receives about \$80,000 per year.

Chairman Sorensen shared his opinion that as a Board member he must assume that Bloomington has decided to leave MetCom as is consistent with their rights under the terms of the Intergovernmental Agreement. The Agreement, which the County Board will consider, offers a financial concession to the County and the Town for the trouble Bloomington will cause by withdrawing from MetCom. If the Board does not approve the Agreement, Bloomington will withdraw from MetCom anyway and the financial compensation of \$340,800 over three years will go away as well. Mr. Selzer agreed and hopes that all Board members will understand the situation.

Finance Committee

April 5, 2005

Page Eight

Chairman Sorensen urged Board members, who are holding out in the hopes that a new City Council will change the outcome of Bloomington's decision to withdraw from MetCom, to be aware that it can be changed even after the Agreement has been approved. However, if the Board does not accept the Agreement and the Bloomington Council remains steadfast in their desire to leave, the opportunity to receive the financial compensation will be gone.

Chairman Sorensen asked for a motion to go into Executive Session to discuss collective bargaining issues.

Motion by Selzer/Moss to recommend the Finance Committee go into Executive Session at 4:40 p.m. to discuss Collective Bargaining with the Committee members, Administrator's Office staff and Mr. Eric Schmidt.

Motion carried

The Committee went into Executive Session to discuss Collective Bargaining.

Motion by Owens/Moss to recommend the Finance Committee return to Open Session at 4:59 p.m.

Motion carried.

Motion by Selzer/Owens to Approve and Recommend to the Board the Collective Bargaining Agreement between the AFSCME, Local 537, and the County as presented by the Administrator's Office in Executive Session.

Motion carried.

Chairman Sorensen presented the March 31, 2005 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee Fund total is \$1,151,907.78 with the prepaid total the same. The Nursing Home Fund is \$469,101.74 with the prepaid total the same.

Finance Committee
April 5, 2005
Page Nine

Finance Committee
April 5, 2005
Page Ten

Motion by Selzer/Moss to recommend approval of the
March 31, 2005 Finance Committee bills as presented
to the Committee by the County Auditor.
Motion carried

There being nothing further to come before the Committee at this time, Chairman
Sorensen adjourned the meeting at 5:05 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

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