Minutes of the Finance Committee Meeting

The Finance Committee of the McLean County Board met on Tuesday, December 4, 2001 at 5:30 p.m. in Room 700 of the McLean County Law and Justice Center, 104 W. Front Street, Bloomington, Illinois.

Members Present:	Chairman Sorensen, Members Arnold, Rodman, Berglund and Kinzinger
Members Absent:	Member Renner
Staff Present:	Mr. John Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Mrs. Carmen I. Zielinski, County Administrator's Office
Elected Officials/ Department Heads:	Ms. Jackie Dozier, County Auditor; Mr. Walter Hunt, Internal Auditor, County Auditor's Office; Ms. Ruth Weber, County Recorder; Mr. Bob Keller, Director, Health Department; Ms. Jan Morris, Health Promotion Manager, Health Department; Mr. Don Lee, Director, McLean County Nursing Home; Ms. Sandy Parker, Circuit Clerk, Ms. Jennifer Ho, Risk Manager

Chairman Sorensen called the meeting to order at 5:37 p.m.

Mr. Bob Keller, Director, Health Department, discussed a request for approval of the Proposed Year 2002 County Wellness Plan and Fifth Annual Health Fair. Mr. Keller stated that this is an on-going employee wellness program that increases health awareness, productivity and improves the overall health of the work force. A healthier workforce reduces the increase in rising healthcare costs, absenteeism and premature retirement. The total cost to the County's Employee Benefit Fund was less than $15,000.00 for 2001. Left undetected, heart disease, stroke or cancer could cost the County considerably more in treatment costs. For 2002, the Health Department proposes expanding the screenings to a third site, the Regional Office of Education, thus, helping additional employees to determine their health risks. Mr. Keller stated that the goal for the 2002 Wellness Program, "Good Health is Always in Season" will involve more than 400 employees in one or all of the activities.

Ms. Jan Morris, Health Promotion Program Manager, Health Department, stated that more than 300 employees were involved in one or more of the activities provided by the Health Department to promote wellness. In the 2002 Budget, McLean County is faced with a 12% increase in the employer's share of health benefits. For this reason, the Health Department is doing everything possible to encourage employees to improve their health status and help them to do their part to hold down costs. A study of the shock loss claims from August 1998 through February 2000 revealed that $443,089.00 was spent on medical costs and the majority of claims were related to cardiovascular risks and cancer. The money spent on prevention efforts such as wellness activities, screenings and the health fair is very little when compared to the costs spent on hospitalizations and medications. Ms. Morris stated that according to a recent published study, a significant savings is noted after a wellness program has been implemented for seven years. Economic benefits can result from continuous employee wellness programs including decreased overall health costs, reduced absenteeism, reduced disability claims, and reduced premature retirement. Ms. Morris noted that the intangible results are greater employee recruitment and retention, increased productivity, increased worker morale, a health conscious work force and positive public relations.

Ms. Morris stated that the most common mistake of work site wellness and health promotion programs is the failure to record data on the results. Certain trends can be noted when data about McLean County employee wellness events from 1998 through 2201 is compared. Each year, more and more employees have become involved in the activities. Total employee involvement doubled in the four-year period, increasing from 150 employees in 1998 to over 300 employees in 2001. During the first year of the McLean Employee Wellness Program, 95 people were screened for coronary risk factors. The number increased to 143 employees in 2001. This represents a 66% increase in the number of employees seeking screenings to determine total cholesterol, HDL,LDL, triglycerides, fasting glucose and electrocardiogram results. More men became involved in the screening when the Highway Department location was added. In 1998, appointments were scheduled only at the Health Department and 20 men took advantage of the screenings. In 2001, 54 men were screened, indicating a 167% increase in the make participants.

Ms. Morris stated that many people do not realize that they are at risk for heart disease, diabetes, stroke or cancer because the life threatening risk factors such as elevated blood pressure, cholesterol or blood sugar cannot be "felt." People view these diseases as something that may happen later in life. Ms. Morris noted that Crane Gilmore and Associates stated that Caterpillar workers with no risk factors have an average health insurance claim of $425.00 per year. If the employee had one risk factor, the claims increase to $1,000.00. If they had two risk factors, the cost to the company was $2,500.00 and three or more risk factors cost the company $4,000.00 a year or more. The analysis also showed that if 3% of the work force eliminated one risk factor per year, Caterpillar would have save $400 million in ten years. To help County employees determine their risks, screenings were scheduled. All employees were encouraged to schedule an appointment for the Healthcare First Checkup offered by BroMenn Medical Center. Stations were set up and persons went from one screening to the other until all tests were completed. The cholesterol, glucose, blood pressure, weight, body composition and EKG results were entered into a health risk assessment tool because all components were needed to determine cardiovascular risks. A total of 143 employees participated in the complete health risk appraisal. Five follow-up sessions were scheduled so that BroMenn Health Promotion staff members could explain the results of the tests and help determine the health risks of each employee.

Ms. Morris stated that total cholesterol recommended levels should be 200 or less. The cholesterol screenings revealed that 29 out of the 54 men tested had a reading of 201 or higher and 41 of the 89 women screened had a reading of 201 or higher. In addition, 39% of the men and 17% of the women had a low-density lipoprotein (LDL) cholesterol level of 130mg/dL or higher. LDL or "bad cholesterol" levels of 130mg/dL or higher are associated with a higher risk for coronary heart disease. The HDL or "good cholesterol" was low in 2% of the employees. Ms. Morris noted that 4.9% of the employees screened were found to have high blood glucose levels. A high blood glucose level is a possible indicator of diabetes. Blood pressures were also measured indicating 20 high systolic and 19 high diastolic ranges. Blood pressure is considered abnormal if it is a consistently elevated pressure of 140 systolic or higher and/or 90 diastolic or higher. There were 35 abnormal EKG screenings and 12 borderline screenings. Persons were referred to physicians if they had elevated blood pressure or abnormal EKGs.

Ms. Morris stated that healthy body fat percentage range for males is 15% to 19% and between 18% to 24% for females. The body composition screenings revealed that 31 men and 69 women were in the above average range and 8 men and 6 women were in the below average range. Nationally, 50% of the population are considered to be overweight and 30% are obese. Overweight and obesity are major health concerns since they are associated with an increased risk for high blood pressure, Type II Diabetes, coronary heart disease, stroke, gallbladder disease, sleep apnea, respiratory problems and some types of cancer.

Ms. Morris discussed fitness and nutrition programs such as: Climb Mt. Everest, where 104 employees formed 21 teams and climbed at least 49,763 steps to equal a climb to the peak of the mountain. All team members received a Climb Mt. Everest. With Spring into Action, employees participated in an exercise and nutrition program. The goal was to promote regular, moderate physical activity in a ten-week program and to encourage employees to continue exercising throughout the remainder of the year. The employees set personal goals for regular activity and for the number of fruits and vegetables eaten each day. During this ten-week program, employees were invited to attend a lunch and learn program that taught them how to incorporate five fruits and vegetables into their every day routine. The Turkey Trot exercise program ran for a two-week period. Participants logged all aerobic exercise to help burn extra calories prior to the holidays. Each of the 54 enrollees received a health-related calendar for 2002 and larger prizes were awarded to the three employees with the greatest amount of aerobic activity. An At Work Weight Watchers Program was made available to County employees. The advantage of the program being held on site was that co-workers could provide moral support. Three ten-week sessions were held in the Health

Department from February through October 2001. The 30 participants paid the class fees and lost more than 500 pounds.

Ms. Morris noted that the program also offered screenings for Prostate Cancer, Breast Cancer and Tuberculosis. The Great American Smoke Out was held on the third Thursday of November. The Health Fair was held on May 23, 2001. Medical Staff from OSF/St. Francis Hospital provided bone density machines to screen for Osteoporosis.

Ms. Morris informed the Committee that the Health Fair is scheduled for May 22, 2002. The Heart Card, cholesterol and glucose screenings will be scheduled at the Health Department, the Regional Office of Education and the Highway Department in late winter. The costs of all the screenings and wellness activities would continue to be covered by the Employee Benefit Fund. The ultimate goal would be to expand the programs to include two-thirds of all employees participating in the screenings and activities.

Mr. Keller noted that funding to underwrite these events has come from the Employee Benefit Fund. Mr. Keller stated that he met with the County Administrator to discuss funding.

Chairman Sorensen noted that two issues are being presented. One is the Report of the 2001 Activities and the second is the request for funding for the 2002 Plan in the amount of $20,500.00.

Ms. Berglund asked if these programs take into consideration individuals with physical problems. Mr. Keller answered that there are alternative activities and referrals are readily suggested. These programs focus on the entire employee population.

Mr. Rodman stated that these programs are being funded by the Employee Benefit Fund account. Chairman Sorensen noted that the Treasurer provides monthly information on the Employee Benefit Fund in one of their standard reports. Mr. Keller stated that this fund cumulatively gets added to throughout the year. It is a function of the employee share of Health Insurance Premiums and the County's employer paid health insurance premiums as opposed to claims, and over time it develops a balance. These funds are being invested so they accrue interest that increases the balance.

Mr. Rodman asked if the employees have any input into how the Employee Benefit Funds are used. Mr. Zeunik explained that they don't have any input into the use of the fund. The fund is a revenue trust fund that was set up when the County decided to go fund health claims through a self-insure program. Because McLean County is now fully insured, and there is no self-insured liability, claims are not being paid out of this fund but the premiums are.

Mr. Zeunik stated that the previous Employee Health Fairs have received approval from the Finance Committee to use the balance in the Employee Benefit Fund. One of the goals of the Employee Wellness program is to address the importance of good health practices and eventually aid in the reduction of insurance rates for the County.

Mr. Rodman wondered where the appropriate level of expenditure was. Mr. Rodman noted that the Health Department is asking for a 35% increase in the funding. Mr. Keller explained that the "per employee" expenditure has not increase, but the projected number of employees to be served is increasing.

> Motion by Kinzinger/Berglund to recommend approval of the request received from the Health Department for the Proposed 2002 County Wellness Plan and Fifth Annual Health Fair. Motion carried.

Mr. Bob Kahman, Supervisor of Assessments, discussed the Assessment Status Report.

Mr. Kahman informed the Committee that Randolph Township has been added to the Status Report. Notice will be published on the 13th of December 2001. The list is now down to nine townships outstanding. Mr. Kahman explained that Mr. Eric Ruud, Chief Assistant State's Attorney, was appearing in court this morning regarding the Township Deannexation Lawsuit Status. Mr. Kahman advised the Committee that the County's share in this pending litigation would be adversely impacted if the County had to republish and move parcels from one taxing entity to another. Mr. Kahman did not hear the outcome of today's court hearing as of this meeting. Mr. Kahman stated, that in his opinion, it would be in the County's best interest if the townships involved in the litigation are going to settle, that they settle and allow the Assessor's Office to start the new year fresh. The estimated expense to republish these parcels is approximately $20,000.00. It is a lose/lose situation for the County if the case gets settled retrospectively.

Ms. Ruth Weber, County Recorder, distributed a memo. Ms. Weber summarized that for the first eleven months of this year, the Recorder's Office recorded 40,145 documents. This is an increase of 10,592 documents over last year. It represents an increase of 27% in the number of documents recorded, making 2001 a record-braking year in the Recorder's Office. Ms. Weber stated that the Recorder's Office year to date revenue is $1,753,565.20. Ms. Weber noted that with the low interest rates, people are refinancing. The Recorder's Office is a small office in manpower and it is essential that some additional staff help be hired during December and January. Ms. Weber stated that the Recorder's Office has used part-time employees in previous years when the workload has increased considerably. With

the large increase in workflow, this part-time person could easily work 18 hours per week and assist with the routine duties of the Recorder's Office. This part-time assistance would allow the regular employees to stay current with recordings. Ms. Weber stated that with the Committee's concurrence, she would like to work with the Administrator's Office in the preparation of a formal proposal, including funding options, to present at the January meeting.

Chairman Sorensen noted that the Recorder's Office has a seasonal part-time line item.
Mr. Zeunik explained that in the past the Recorder's Office has noted that December is the busiest month because anyone who wants to record a document before year end, will push that document into the office. A part-time person has been hired to help. This request has been considered in the budget for the Recorder's Office.

Chairman Sorensen stated that Seasonal Help issue that has been accounted for within the annual budget does not require formal approval from the Finance Committee. The issue of working with the Administrator's Office to evaluate the situation and return to the Finance Committee with a proposal does need to be considered today.

Chairman Sorensen noted that there was a general consensus to direct Ms. Weber to work with the Administrator's Office on a proposal regarding the need in the office and present a recommendation for consideration at the January Finance meeting.

Mr. Walter Hunt, Internal Auditor, discussed a Progress Report on External Auditor's Management Letter. Mr. Hunt stated that the External Auditor identified four areas of concern in the Management Letter that pertained to the Recorder's Office. Mr. Hunt stated that remedial action has been completed in two of the areas recommended and the third is almost complete. The final recommendation is halfway complete. The two completed items relate to a monthly bank reconciliation and segregation of duties. The money taken being taken to the Treasurer's Office on a daily basis. This serves two purposes. First, the money is turned over to the County quicker and obviates the need for the Recorder to do a bank reconciliation each month. Ms. Weber noted that the personnel handling cash is no longer involved with the close-out at the end of the day.

Mr. Hunt commented that the Revenue Stamp Inventory has been reconciled to the General Ledger over the last two months. There is a difference of over $4,000.00 between the two. The General Ledger Asset balance needs to be reduced by $4,000.00 in order to make the two reconcile. This could be as a result of mistakes accumulating over the last few years, as opposed to a single instance. Mr. Hunt's recommendation is to make the adjustment and move forward. Any action regarding this issue needs to be concluded by the end of the year. Mr. Hunt stated that the time required to research where and when the discrepancies

originated would result in a greater cost to the County with marginal benefits. The journal entry required to accomplish this should take a minimal amount of time and will complete the remedial action asked by the External Auditors.

Chairman Sorensen asked Mr. Hunt who would be responsible for the entry. Mr. Hunt answered that the Treasurer's Office would make the final entry.

Mr. Hunt referred to the final corrective action that involves the upgrade of the software system and the reports it generates. All the staff members in the Recorder's Office have been assigned a personal ID number. This identifies which staff member made a particular entry into the system and when it was done. Mr. Hunt noted that the Edit List Report is not being generated. This overrides the benefits that could be realized by tracking subsequent changes to the record of receipts. The use of the record of receipts enables the Recorder's Office to check, on a daily basis, any changes that have occurred against any transaction after the initial entry. The lack of this feature was cited in the Management Letter. If the problem with the Edit List Report is a training issue, then the solution can be achieved quickly. If the problem is with the software, then the vendor needs to return and correct the task so that the reports can be run. Mr. Hunt stated that the External Auditor will check this control feature and comment accordingly if it is not resolved prior to year end.

> Motion by Arnold/Rodman to recommend approval of the Internal Auditor's recommendation to make the necessary accounting system entries to balance the books in the Revenue Stamp Machine for the Recorder's Office, with the condition that the balance remained at $4,000.00 for a third cycle.

Mr. Rodman would like to know if further investigation of the $4,000.00 difference could be performed by the summer help. Ms. Jackie Dozier, County Auditor, answered that Clifton, Guntherson informed her that they tried to trace the theft and could not because the staff knew each other's codes. They were not able to determine who or when the error first occurred.

> Motion carried.

Chairman Sorensen asked members of the Committee how often they would like to hear updates regarding the Recorder's Office and the External Auditor. Mr. Arnold stated that he would recommend an update as soon as the reconciliation has occurred. Mr. Hunt stated that the monthly reconciliation will be presented by the Recorder's Office not the External

Auditor. Mr. Zeunik suggested that the External Auditor perform a "spot check" in the first quarter of 2002.

Mr. James Boylan, County Treasurer, provided for Acceptance and place on file County Treasurer's Report as of November 30, 2001, the Investment Report as of November 30, 2001 and the Employee Benefit Fund Report as of November 30, 2001.

> Motion by Arnold/Berglund to receive and place on file the County Treasurer's Report as of November 30, 2001, the Investment Report as of November 30, 2001, the Employee Benefit Fund Report as of November 30, 2001 and the Tax Sale Report. Motion carried.

Mr. Don Lee, Nursing Home Administrator, presented a request for Increase in Private Pay Rate for Fiscal Year 2002. Mr. Lee explained that the Private Pay Rate for the McLean County Nursing Home is determined by dividing the annual operating budget by the projected number of patient days. For the Fiscal Year 2002, the Annual Operating Budget will be $5,276,120.00. The revenue was based on the projected on an average census of 137. The calculation results in a private rate for 2002 of $106.00 per day. The rate for the Medicare Certified section is established at the private pay rate plus $10.00.

Mr. Arnold asked what the private rate was for 2001. Mr. Lee stated that the private rate fee for 2001 was $102.00, representing a $4.00 increase for 2002.

> Motion by Arnold/Renner to recommend approval of the Private Rate for the McLean County Nursing Home be set at $106.00 per day and the rate for the Medicare Certified Section be set at $116.00 per day, effective January 1, 2002. Motion carried.

Mr. Lee briefly discussed the McLean County Nursing Home.

Ms. Jennifer Ho, Risk Manager, discussed a request for approval of the Policy Year 2002 Risk Management Program. Ms. Ho stated that she had planned to submit the Policy 2002 Risk Management Program for the Committee's approval. Ms. Ho explained that she will not be able to submit the Policy 2002 Risk Management Program at this time because the County is not able to secure an Optimal Level of Coverage. Ms. Ho stated that because of the continued tightening of the insurance marketplace, the priorities for the renewal of the insurance program were to maintain a cost effective optimal coverage and to position the County in an advantageous position for future insurance placement. An example of this would be to move the policy period to a time frame where underwriters have the most flexibility to review the County's account. Ms. Ho commented that this would move the

renewal period up from a 1/1 to a 3/1 Policy Year. Towards this end, the renewal process was started early and based on market indications, the County was able to obtain renewal options for a 12-month policy period and an extended 14-month policy period from the selected carriers.

Ms. Ho stated that she was hoping to be able to present the Committee with a finalized program but that is not the case. The agent informed Ms. Ho that the underwriter has not been able to secure a final figure for the $20 million excess liability program. Ms. Ho noted that the situation with the Excess Liability Insurance Program is assured for coverage of $10 million above the Self Insured Rate of $250,000.00. The $10 million in coverage is available to the County's incumbent carrier because of Treaty Reinsurance in effect. A Treaty Reinsurance is a contract between insurance companies to accept coverage written on the account. The County has Facultative Reinsurance. Facultative Reinsurance means that coverage is not automatic, and needs to be secured through the open market purchase at the time of placement. This is where the problem presently lays. The coverage is available but pricing and terms are subject to day-to-day developments. This has impacted the cost of the County's excess liability insurance in the sense that at his point in time, while the County is assured of coverage, we are using conservative estimates that we will be purchasing $15 million in limits for $155,000.00, for a 14-month policy period. The goal is to secure $20 million in limits. Ms. Ho is asking the Committee for some direction as to the timetable of coverage.

Ms. Ho commented that premiums for Worker's Compensation and the Property Insurance Program have increased as a result of the increases in exposures and increases in rates. The County's Property Insurance coverage was increased from $44.37 million to $51.296 million with the acquisition of the Government Center and increases in other property values. This represents a 15.61% increase in values with a corresponding 20% increase in annual premiums. Coverage terms and conditions on any of the County's coverage have not deteriorated against the County. Cannon-Cochran Management Services, Inc., McLean County's Claim Administrator, is working on the second year of a three-year contract initiated in Fiscal Year 2001, which provides for a 5% increase in rate that was designed to provide them wit a more realistic return.

Ms. Ho noted that given the state of the insurance market, she is not sure if she will be able to provide the County Board with a full and complete proposal for the Excess Liability. She is confident that she would be able to provide a full and complete proposal for the First $10 million Treaty Reinsurance Program.

Mr. Rodman clarified that Ms. Ho is recommending that the Finance Committee consider the first $10 million Treaty Reinsurance Program. Ms. Ho answered yes, but the incentive is to go forward with the agent working with the underwriter for the additional $10 million.

> Motion by Arnold/Kinzinger to recommend approval of the Policy Year 2002 Risk Management 14-month Program for $10 million. Motion carried.

Mr. John M. Zeunik, County Administrator, presented a request for approval of County Military Leave Policy. Mr. Terry Lindberg, Assistant County Administrator, discussed the County Military Leave Policy. Mr. Lindberg noted that the suggestions and comments from the previous meeting were incorporated into this draft.

Mr. Lindberg stated that there are between 8 to 10 County employees who are involved with Military Leave Call-Up, in one stage or another. The applicable Federal law, the Uniformed Services Employment and Reemployment Rights Act of 1994 (USEARRA) requires employers to reinstate employees who return from uniformed service for a period of up to five years. It also requires employers to offer such employees health insurance coverage on the same basis as COBRA, and to continue service accruals for retirement benefits and other seniority-based benefits. The applicable State law, Local Government Employees Benefits Continuation Act of 1997, requires local government employers to continue employee benefits similar to the USEARRA. It also requires local government employers to pay the difference between an employee's military base pay and their local government pay for the duration of the their active military service. Local governments are exempt from this requirement if 20% or more of their employees are called to active duty.

Mr. Lindberg noted that positions that require a 24 hours, seven days a week coverage is a serious issue because they have to be filled right away. Some positions take 8 to 10 weeks to fill because it may take that long to find or qualify candidates for the positions. For example, presently there are two Correctional Officers on 240 days call-up, the call-up could be 30 to 60 days or more than 240 days. By the time an applicant has been secured and trained, the employee on military leave may be back from the call-up with the rights to resume his duties. If the trained applicant cannot fill another vacant position, the investment on the applicant is wasted.

Mr. Arnold commented that an employee who is a member of the reserve and gets called to duty as the result of a Presidential Order, serves for 5 years, continues to receive their

County pay. Mr. Lindberg explained that the employee call to duty as the result of a Presidential Order, under State Law, would continue to receive the differential, if there is one, between their military base pay and their County employment base pay for the duration

of their active service. The employee has to request and present proof of military payment. There is no limit, under State statute, to five years. The five-year limit pertains to the right to return to their previous government position. Under the Federal statute, the right to return to their previous position is only available to them for five years.

Mr. Arnold noted that Paragraph 10.29-1 does not state that clearly. Mr. Arnold stated that the paragraph relates to the differential pays. The last two sentences deal with the Leave Provision. Mr. Lindberg noted the misunderstanding. Mr. Lindberg stated that the Federal law does not require that any differential payment be made, the State law does.

Mr. Arnold wondered where this information came from. Mr. Lindberg stated that he has not identified any other County that has brought their Military Leave Ordinance up to date to cover the new Federal law, as well as the State law. Mr. Arnold wondered if McLean County felt comfortable being at the forefront with this topic. Mr. Lindberg stated that he felt very uncomfortable.

Mr. Lindberg suggested that deleting the words "without pay" would clarify that section of the ordinance. Mr. Rodman stated that he does not think that the sentence needs to be included. The previous sentence states, "for the duration of any active duty resulting from a Presidential Order." Chairman Sorensen commented that his perspective on this issue is the difference between being paid and being guaranteed a job when they return from active duty. Mr. Lindberg noted that Chairman Sorensen is correct in his statement but the sentence does not clearly state that.

Ms. Berglund suggested that this be brought back as a Stand-Up. Mr. Lindberg noted that there are a few employees being shipped out and already requesting military leave so there is some urgency to get this established. Mr. Lindberg stated that there is some conflict with the Union language that was placed in the contract to match the prior policy. Federal law supercedes the Union language, but the State law provides that the Union language would supercede it if it is more advantageous. Mr. Lindberg advised the Committee that he would work on this policy to clean up the confusing language and submit it back to the Committee.

> Motion by Rodman/Berglund to go into Executive Session to discuss Personnel matter. Motion carried.

The Finance Committee entered into an **EXECUTIVE SESSION:** Personnel Matters, at 6:49 p.m.

> Motion by Kinzinger/Renner to return to the Open Session of the Finance Committee meeting. Motion carried.

The Finance Committee returned to regular meeting at 7:09 p.m.

> Motion byRodman/Berglund to recommend the elimination of the Office Support II position, 1.0 FTE, in the Circuit Clerk's Office and create a Courtroom Clerk Supervisor Division I position in the Circuit Clerk's Office. Motion carried.

Mr. Zeunik updated the Finance Committee on the Per Diem Option in the County's Travel Reimbursement Policy.

Mr. Zeunik stated that the Administrator's Office and the Auditor's Office have researched this topic and have planned a meeting later this week to discuss all of the views presented. Mr. Zeunik asked if the Finance Committee would entertain the notion of a Per Diem Reimbursement for meals.

Mr. Rodman clarified that the Per Diem option meant that the person would be allotted a certain amount of money per day for meals. No receipts would be needed. Mr. Rodman asked how would the per diem be determined. Ms. Dozier explained that it has been suggested that the rates be kept low and not raise the rates. This option would save the County money by keeping the per diem rates low and decreasing the Auditor's Office a lot of time and paperwork.

Mr. Kizinger stated that this option should be researched and discussed further. Mr. Rodman also concurred.

Chairman Sorensen presented the bills and transfers, which have been reviewed and recommended for transmittal to the Finance Committee by the County Auditor.

Motion by Berglund/Kinzinger to recommend approval of the bills and transfers as presented by the County Auditor. Motion carried.

There being nothing further to come before the Committee at this time, Chairman Sorensen adjourned the meeting at 7:18 p.m.

Respectfully submitted,

Carmen I. Zielinski
Recording Secretary

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