



EXECUTIVE COMMITTEE AGENDA
Room 400, Government Center

Tuesday, February 13, 2007

4:30 p.m.

1. Call to Order
2. Chairman's Approval of Minutes – January 9, 2007
3. Appearance by Members of the Public
4. Departmental Matters
5. Report of Standing Committees:
 - A. Executive Committee – Chairman Sweeney
 - 1) Items to be Presented for Committee Action:
 - a) REAPPOINTMENTS:

SOUTH EMPIRE DRAINAGE DISTRICT

Steven Crumbaugh
1764 1525 N
LeRoy, IL 61752
(Three-year term to expire on September 1, 2009)

SOUTHEASTERN McLEAN COUNTY WATER AUTHORITY

Mr. Eugene Williams
27840 E. 975 North Road
Ellsworth, IL 61737
(Three-year term to expire on February 19, 2010)

YATES DRAINAGE

Mr. Eugene Williams
27840 E. 975 North Road
Ellsworth, IL 61737
(Three-year term to expire on September 1, 2009)

- b) APPOINTMENTS:
None
- c) RESIGNATIONS:
None
- d) Request Approval of a Resolution of the McLean County Board Adopting the 2007 Legislative Program for McLean County – Legislative Subcommittee 1-9
- e) Request Approval of Resolution of Rules of the County Board of McLean County as Amended – Rules Subcommittee 10-33
- f) Request Approval of Resolution of the McLean County Board Approving and Authorizing an Appropriation of \$10,000.00 in Support of the 150th Anniversary of the Founding of Illinois State University 34-36
- 2) Items to be Presented to the Board:
 - a) Discussion regarding Remote Meeting Attendance pursuant to Public Act 94-0508 – Rules Subcommittee 37-41
 - b) Information Services Status Report 42
 - c) General Report
 - d) Other

B. Finance Committee – Chairman Sorensen

- 1) Items to be Presented for Committee Action:
 - a) Request Approval of Amendment to an Intergovernmental Agreement to Provide For Public Transportation in Ford, Iroquois, Livingston and McLean Counties (SHOWBUS) – Building and Zoning Department 43-48
 - b) Request Approval of an Ordinance Transferring Monies from the County General Fund 0001 to the F.I.C.A./Social Security Fund 0130 and the Tort Judgment Fund 0135, Fiscal Year 2007 – County Administrator’s Office 49-50
 - c) Request Approval of an Ordinance Transferring Monies from the TB Care and Treatment Fund 0111 and the Health Department Fund 0112 To the Persons with Developmental Disabilities Fund 0110, Fiscal Year 2007 – County Administrator’s Office 51-52
 - d) Request Approval of a Resolution Transferring Monies from the Working Cash Fund 0002 to the I.M.R.F. Fund 0131, Fiscal Year 2007 – County Administrator’s Office 53-55

- e) Request Approval of an Ordinance of the McLean County Board Amending the 2007 Combined Annual Budget and Appropriation Ordinance to Reappropriate the Unliquidated Encumbrances of the Prior Fiscal Year 2006 Budget – County Auditor’s Office 56-59
- f) Request Approval of a Resolution of the McLean County Board Amending the Resolution Establishing the Budget Policy For Fiscal Year 2007 – County Clerk’s Office 60-63
- 2) Items to be Presented to the Board:
 - a) Request Approval of Resolution Amending the Funded Full-Time Equivalent Positions Resolution for 2007 – Sheriff’s Department
 - b) 2006 County Wellness Program Report and Request for Approval of the 2007 Wellness Program – Health Department
 - c) Request Approval of Renewal of Brokerage Service Contract with Agent – Risk Management
 - d) Request Approval of Renewal of Insurance Program – Risk Management
 - e) Review of Recommendations regarding Changes to County Credit Card Purchasing Use Agreement – Office Supplies and Travel Expense – Administrator’s Office 64-72
 - f) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year 2005 73
 - g) General Report
 - h) Other

C. Justice Committee – Chairman Renner

- 1) Items to be Presented for Committee Action:
 - a) Request Approval of an Emergency Appropriation Ordinance Amending the FY’2007 Combined Annual Appropriation and Budget Ordinance – Purchase of Vehicle – EMA 74-78
- 2) Items to be Presented to the Board:
 - a) Request Approval of Integrated Justice Information Services (IJIS) Master Consulting Services Agreement – Amendment to Work Order #16 – Information Services
 - b) Request Approval of Integrated Justice Information Services (IJIS) Master Consulting Services Agreement – Amendment to Work Order #17 – Information Services
 - c) Request Approval of Integrated Justice Information Services (IJIS) Master Consulting Services Agreement – Amendment to Work Order #18 – Information Services

- d) Request Approval of Clothing Bid with Ray O'Herron Co. for Police Uniforms and Equipment Purchases from February 1, 2007 to January 31, 2008 – Sheriff's Department
 - e) General Report
 - f) Other
- D. Land Use and Development Committee – Chairman Gordon
- 1) Items to be Presented to the Board:
 - a) Request Approval of a Preliminary Subdivision Plan for 12 Residential lots and two out lots In Indian Springs Subdivision Phase II.
 - b) General Report
 - c) Other
- E. Property Committee – Chairman Bostic
- 1) Items to be Presented to the Board:
 - a) Request Approval of Simplex Jail Lock and Control Panel and Fire Alarm Systems Service Agreement for the Law and Justice Center – Facilities Management
 - b) General Report
 - c) Other
- F. Transportation Committee – Chairman Bass
- 1) Items to be Presented to the Board:
 - a) Request Approval of Resolution and Letting Results from January 25, 2007 County Equipment Letting
 - b) Request Approval of Resolution and Letting Results from January 31, 2007 County 2007 MFT Maintenance and Construction Sections and 2007 Non-MFT Section
 - c) Request Approval of Resolution for Improvement – Sec. 06-00168-01-TL, Towanda Barnes Road and Oakland Avenue Intersection
 - d) Request Approval of Supplemental MFT Resolution – Sec. 03-00148-02-AS, Danvers/Carlock Road
 - e) General Report
 - f) Other
- G. Report of the County Administrator
- 1) Items to be Presented to the Board:
 - a) General Report
 - b) Other

6. Other Business and Communications
7. Recommend Payment of Bills and Approval of Transfers, if any, to County Board
8. Adjournment

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**RESOLUTION OF THE McLEAN COUNTY BOARD
ADOPTING THE
2007 LEGISLATIVE PROGRAM
FOR McLEAN COUNTY**

WHEREAS, the Legislative Subcommittee of the Executive Committee, after careful research and considerable discussion with County Officials and Members of the Illinois Senate and House of Representatives, has prepared a legislative program for 2007; and,

WHEREAS, the 2007 Legislative Program supports amendments to the Enterprise Zone Act (20 ILCS 655/) to allow a County to establish more than one Enterprise Zone and to amend the 13 square mile limit on the size of an Enterprise Zone to more accurately relate to the size of a County; and,

WHEREAS, the 2007 Legislative Program supports new legislation to authorize County Boards to enact a tax of up to \$2.00 per pack on cigarettes and use the proceeds for public health and safety purposes; and,

WHEREAS, the 2007 Legislative Program supports new legislation to authorize County Boards to add a fee of up to \$5.00 to certain Civil Cases in the Divorce, family and Adoption categories to provide additional financial support to Child Advocacy Center programs; and,

WHEREAS, the 2007 Legislative Program supports new legislation and amendments to existing state laws to restore the separate Election Levy to fund election commissions and County Clerk election operations, and to provide the necessary fiscal capacity to deal with added state and federal election mandates elections; and,

WHEREAS, the 2007 Legislative Program supports new legislation which will enact a statewide smoking ban in public places; and,

WHEREAS, the 2007 Legislative Program strongly urges the Governor and the General Assembly to maintain current funding levels for County reimbursement programs, to oppose any actions which would burden County Government with additional unfunded mandates, and to enable County Government to exercise more control over its own fiscal policies; and,

WHEREAS, the Legislative Subcommittee recommends that the McLean County Board adopt the attached 2007 Legislative Program which lists in detail the specific requests for the various state laws to be amended, for new legislation to be introduced, and for resolutions to be forwarded; now, therefore,

BE IT RESOLVED by the McLean County Board, in regular session, that the attached 2007 Legislative Program is hereby adopted and that said Program be sent to each State Representative and State Senator who represents McLean County, and to the Governor, respectfully requesting their support.

BE IT FURTHER RESOLVED that a copy of this 2007 Legislative Program be transmitted to Mr. William Anderson of Anderson Legislative Consulting, who represents McLean County's interests to the Government of the State of Illinois, and to the United Counties Council of Illinois (U.C.C.I.) and the Metro Counties of Illinois with the request that they give serious consideration to supporting McLean County's 2006 Legislative Program.

ADOPTED by the County Board of McLean County, Illinois this 20th day of February, 2006.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the
County Board of the County of
McLean, Illinois

Michael F. Sweeney, Chairman,
McLean County Board

E:/ed/coboard/legislat/legpro07

AMEND THE ENTERPRISE ZONE ACT TO ALLOW MORE THAN ONE ENTERPRISE ZONE IN A COUNTY

Background

The Enterprise Zone Act (20 ILCS 655/) makes it difficult for a County to establish more than one Enterprise Zone and limits the size of the zone to 13 square miles in any County. This law should be amended to allow Counties to more easily create more than one enterprise zone and to provide some flexibility as to the size of the zone.

The current 13 square mile limit means that the smallest County in the State, at 160 square miles, could designate 7.5% of its area as an Enterprise Zone, while McLean County, with a size of 1,186 square miles, is limited to only 1% of its area.

The difficulty in establishing more than one Enterprise Zone per County can also result in inefficient "gerrymandering" when more than one area of a County qualifies for Enterprise Zone status and those areas are separated by considerable distance.

For example, when a large wind farm project was proposed for the eastern portion of McLean County, consultants for the project devised a way to link the project area to the existing Mitsubishi Enterprise Zone located west of Bloomington and Normal by identifying a three-foot wide strip of land running down the centerline of State Route 9. This involved extensive surveying and write-up of metes and bounds, and used a portion of the Enterprise Zone that otherwise could have been reserved for a future project to benefit the McLean County economy.

Proposal

The following table lists all Illinois Counties in order of geographical size. It shows the current 13 square mile limit as a percent of total County size, and shows how much area would be added if the standard would be changed to 1.50%, 2.00% or 2.50% of total area.

If Counties were allowed to designate an Enterprise Zone as the greater of 13 square miles or 1.50% of their overall area, nine (9) Counties could gain as much as 18.87 total square miles of Enterprise Zone if all nine used the maximum allowable new area. As the largest County in the State, McLean County could add up to 4.76 square miles to its present 13 square mile Enterprise Zone.

At the 2.00% standard, 28 Counties could increase their Enterprise Zones, and at 2.50% 50 Illinois Counties could expand their Enterprise Zones if they chose to do so.

Illinois Counties by Geographic Size

County	Square Miles	2000 Population	County Seat	13 Miles	1.50%	2.00%	2.50%	1.50% Adds	2.00% Adds	2.50% Adds
McLean County	1,184	150,433	Bloomington	1.10%	17.76	29.68	29.60	18.87	106.68	256.10
La Salle County	1,135	111,509	Ottawa	1.15%	17.03	22.70	28.38			
Iroquois County	1,116	31,334	Watseka	1.16%	16.74	22.32	27.90			
Livingston County	1,044	39,678	Pontiac	1.25%	15.66	20.38	26.10			
Champaign County	997	179,669	Urbana	1.30%	14.96	19.34	24.98			
Cook County	946	5,376,741	Chicago	1.37%	14.19	18.92	23.65			
Vermilion County	899	83,919	Danville	1.45%	13.49	17.98	22.48			
Bureau County	869	35,503	Princeton	1.50%	13.04	17.38	21.78			
Sangamon County	868	188,951	Springfield	1.50%	13.02	17.36	21.70	9 Counties		
Fulton County	866	38,250	Lewistown	1.50%	12.99	17.32	21.65			
Macoupin County	864	49,019	Carlinville	1.50%	12.96	17.28	21.60			
Adams County	857	68,277	Quincy	1.52%	12.86	17.14	21.48			
Will County	837	502,266	Joliet	1.55%	12.56	16.74	20.98			
Pike County	830	17,384	Pittsfield	1.57%	12.45	16.60	20.75			
Henry County	823	51,020	Cambridge	1.58%	12.35	16.48	20.58			
Hancock County	795	20,121	Carthage	1.64%	11.93	15.90	19.88			
Ogle County	759	51,032	Oregon	1.71%	11.39	15.18	18.98			
Shelby County	759	22,893	Shelbyville	1.71%	11.39	15.18	18.98			
Lee County	725	36,062	Dixon	1.79%	10.88	14.60	18.13			
Madison County	725	258,941	Edwardsville	1.79%	10.88	14.60	18.13			
Fayette County	716	21,802	Vandalia	1.82%	10.74	14.52	17.90			
Knox County	716	55,836	Galesburg	1.82%	10.74	14.52	17.90			
Wayne County	714	17,151	Fairfield	1.82%	10.71	14.49	17.85			
Christian County	709	35,372	Taylorville	1.83%	10.64	14.48	17.78			
Montgomery County	704	30,652	Hillsboro	1.85%	10.56	14.08	17.60			
Whiteside County	685	60,653	Morrison	1.90%	10.28	13.70	17.13			
Kankakee County	678	103,833	Kankakee	1.92%	10.17	13.56	16.95			
St. Clair County	664	256,082	Belleville	1.96%	9.96	13.28	16.60	28 Counties		
Tazewell County	649	128,485	Pekin	2.00%	9.74	12.98	16.28			
DeKalb County	634	88,969	Sycamore	2.05%	9.51	12.68	15.85			
Edgar County	624	19,704	Paris	2.08%	9.36	12.48	15.60			
Peoria County	620	183,433	Peoria	2.10%	9.30	12.40	15.50			
Logan County	618	31,183	Lincoln	2.10%	9.27	12.36	15.45			
McHenry County	604	260,077	Woodstock	2.15%	9.06	12.08	15.10			
Jo Daviess County	601	22,289	Galena	2.16%	9.02	12.02	15.08			
McDonough County	589	32,913	Macomb	2.21%	8.84	11.78	14.78			
Jackson County	588	59,612	Murphysboro	2.21%	8.82	11.76	14.70			
Macon County	581	114,706	Decatur	2.24%	8.72	11.62	14.58			
Randolph County	578	33,893	Chester	2.25%	8.67	11.56	14.45			
Marion County	572	41,691	Salem	2.27%	8.58	11.44	14.30			
Jefferson County	571	40,045	Mount Vernon	2.28%	8.57	11.42	14.28			
Morgan County	569	36,616	Jacksonville	2.28%	8.54	11.38	14.23			
Stephenson County	564	48,979	Freeport	2.30%	8.46	11.28	14.10			
Washington County	563	15,148	Nashville	2.31%	8.45	11.26	14.08			
Mercer County	561	16,957	Aledo	2.32%	8.42	11.22	14.03			
Greene County	543	14,761	Carrollton	2.39%	8.15	10.86	13.58			
Warren County	543	18,735	Monmouth	2.39%	8.15	10.86	13.58			
Mason County	539	16,038	Havana	2.41%	8.09	10.78	13.48			
Woodford County	528	35,469	Eureka	2.46%	7.92	10.56	13.20			
Kane County	521	404,119	Geneva	2.50%	7.82	10.42	13.03	50 Counties		

Source (Information and map): National Association of Counties (<http://www.naco.org>)

Illinois Counties by Geographic Size

County	Square Miles	2000 Population	County Seat	13 Miles	1.50%	2.00%	2.50%	1.50% Adds	2.00% Adds	2.50% Adds
Winnebago County	514	278,418	Rockford	2.53%	7.71	10.28	12.85			
Coles County	508	53,196	Charleston	2.56%	7.62	10.16	12.70			
Clark County	502	17,008	Marshall	2.59%	7.53	10.04	12.55			
White County	495	15,371	Carmi	2.63%	7.43	9.90	12.38			
Jasper County	494	10,117	Newton	2.63%	7.41	9.88	12.35			
Ford County	486	14,241	Paxton	2.67%	7.29	9.72	12.15			
Effingham County	479	34,264	Effingham	2.71%	7.19	9.58	11.98			
Clinton County	474	35,535	Carlyle	2.74%	7.11	9.48	11.85			
Clay County	469	14,560	Louisville	2.77%	7.04	9.38	11.73			
Lake County	448	644,356	Waukegan	2.90%	6.72	8.96	11.20			
Carroll County	444	16,674	Mount Carroll	2.93%	6.66	8.88	11.10			
Crawford County	444	20,452	Robinson	2.93%	6.66	8.88	11.10			
Perry County	441	23,094	Pinckneyville	2.95%	6.62	8.82	11.03			
Platt County	440	16,365	Monticello	2.95%	6.60	8.80	11.00			
Schuyler County	437	7,189	Rushville	2.97%	6.56	8.74	10.93			
Hamilton County	435	8,621	McLeansboro	2.99%	6.53	8.70	10.88			
Rock Island County	427	149,374	Rock Island	3.04%	6.41	8.54	10.68			
Williamson County	424	61,296	Marion	3.07%	6.36	8.48	10.60			
Grundy County	420	37,535	Morris	3.10%	6.30	8.40	10.50			
Douglas County	417	19,922	Tuscola	3.12%	6.26	8.34	10.43			
Union County	416	18,293	Jonesboro	3.13%	6.24	8.32	10.40			
Franklin County	412	39,018	Benton	3.16%	6.18	8.24	10.30			
De Witt County	398	16,798	Clinton	3.27%	5.97	7.96	9.95			
Monroe County	388	27,619	Waterloo	3.35%	5.82	7.76	9.70			
Marshall County	386	13,180	Lacon	3.37%	5.79	7.72	9.65			
Saline County	383	26,733	Harrisburg	3.39%	5.75	7.66	9.58			
Bond County	380	17,633	Greenville	3.42%	5.70	7.60	9.50			
Henderson County	379	8,213	Oquawka	3.43%	5.69	7.58	9.48			
Cass County	376	13,695	Virginia	3.46%	5.64	7.52	9.40			
Lawrence County	372	15,452	Lawrenceville	3.49%	5.58	7.44	9.30			
Pope County	371	4,413	Golconda	3.50%	5.57	7.42	9.28			
Jersey County	369	21,668	Jerseyville	3.52%	5.54	7.38	9.23			
Richland County	360	16,149	Olney	3.61%	5.40	7.20	9.00			
Cumberland County	346	11,253	Toledo	3.76%	5.19	6.92	8.65			
Johnson County	346	12,878	Vienna	3.76%	5.19	6.92	8.65			
Moultrie County	336	14,287	Sullivan	3.87%	5.04	6.72	8.40			
DuPage County	334	904,161	Wheaton	3.89%	5.01	6.68	8.35			
Gallatin County	324	6,445	Shawneetown	4.01%	4.86	6.48	8.10			
Kendall County	321	54,544	Yorkville	4.05%	4.82	6.42	8.03			
Menard County	314	12,486	Petersburg	4.14%	4.71	6.28	7.85			
Brown County	306	6,950	Mount Sterling	4.25%	4.59	6.12	7.65			
Stark County	288	6,332	Toulon	4.51%	4.32	5.76	7.20			
Boone County	281	41,786	Belvidere	4.63%	4.22	5.62	7.03			
Calhoun County	254	5,084	Hardin	5.12%	3.81	5.08	6.35			
Scott County	251	5,537	Winchester	5.18%	3.77	5.02	6.28			
Massac County	239	15,161	Metropolis	5.44%	3.59	4.78	5.98			
Alexander County	236	9,590	Cairo	5.51%	3.54	4.72	5.90			
Wabash County	224	12,937	Mount Carmel	5.80%	3.36	4.48	5.60			
Edwards County	222	6,971	Albion	5.86%	3.33	4.44	5.55			
Pulaski County	201	7,348	Mound City	6.47%	3.02	4.02	5.03			
Hardin County	178	4,800	Elizabethtown	7.30%	2.67	3.56	4.45			
Putnam County	160	6,086	Hennepin	8.13%	2.40	3.20	4.00			

SUPPORT SB 716 TO AUTHORIZE COUNTY BOARDS TO PASS A CIGARETTE TAX OF UP TO \$2.00 PER PACK

Background

SB 716 passed the House in the Fall 2006 Special Session and is expected to be reintroduced in the current session as well. It would enable a County Board to enact a tax of up to \$2.00 per pack on cigarettes and use the proceeds for public health or safety purposes.

We estimate a tax equal to 50 cents per pack would provide \$1,000,000 in new revenue and a tax of \$1.00 per pack would provide almost \$2,000,000 in new annual revenue for County health and safety programs.

Proposal

We respectfully request your support for this measure to give County Boards much needed discretion and flexibility to increase revenue. This authority already exists in Cook County.

PASS LEGISLATION TO AUTHORIZE COUNTY BOARDS TO ASSESS A \$5.00 FEE ON CIVIL COURT CASES TO SUPPORT CHILD ADVOCACY CENTERS

Background

The Children's Advocacy Act (55 ILCS 80/) authorized counties, upon referendum approval to levy a tax of up to .004 percent (.004 cents per \$100.00 of Equalized Assessed valuation) for the purpose of funding a children's Advocacy Center for the investigation, prosecution and treatment of child sexual abuse.

In McLean County, this levy will raise \$122,650 at the maximum allowable rate. The total budget for the McLean County Child Advocacy Center (CAC) is \$464,174. Because the tax levy supports barely 25% of the CAC's total costs, the remaining \$324,524 is dependent on State and Federal grant sources. Given the long-term uncertainty of continuing grant funding, heavy dependence on this type of support makes it difficult to sustain staff and program efforts.

The McLean County CAC experienced a 28% growth in caseload from 2005 to 2006, while the tax levy grew by less than 5.00%. Although staffing cost increases were held to a 2.00% increase in the FY 2007 CAC budget, other expenses had to be trimmed to keep the total budget at the same level as FY 2006. With little expectation of increased State or Federal support in FY 2008, and given that the tax levy is already at the maximum rate, it is imperative that the CAC program find a new source of financial support to sustain its current level of effort.

Proposal

Amend the Clerks of Courts Act (705 ILCS 105/) to allow County Boards to add a fee of up to \$5.00 to Civil Cases in the Divorce, Family and Adoption categories in order to provide additional financial support to operate the Child Advocacy Center programs.

PASS LEGISLATION TO RESTORE THE ELECTION LEVY

Background

For several years we have shared our concern about funding the Bloomington Election Commission based on an archaic formula that is based on changes in property valuation instead of the actual needs of the Commission. During the 2005 Legislative Session, **SB 512** was introduced, but did not get out of Committee. It would have restored the separate Election Levy that existed until the mid-1980's.

During 2005, we worked with the nine City Election Commissions and other Counties to try to develop an agreed approach to improving the funding mechanism for the election process. There is general agreement that the best approach would be to seek local option authority to restore the separate Election Levy that existed in the early 1980's, and use it to fund city commissions and that portion of the County Clerk's office that deals with elections.

A separate election Levy would also provide necessary fiscal capacity for local election authorities to fund new voting requirements being imposed by State and federal law; these are frequently in the form of unfunded mandates.

Proposal

Reintroduce and support legislation to authorize County Boards to enact a separate election levy not to exceed .05 percent (.05 cents per \$100.00 of Equalized Assessed Valuation). The FY 2007 budgets for the County Clerk's Election Division (\$558,266.00) and the County's share of City election Expenses (\$399,928.00) would require a levy rate of approximately .03 cents per \$100.00.

SUPPORT LEGISLATION TO ENACT A STATEWIDE SMOKING BAN

Background

McLean County and our two largest municipalities have passed smoking bans in slightly different forms. Other incorporated municipalities in the County have not acted at this point. We support a statewide smoking ban to level the playing field for businesses and minimize confusion for the citizens.

Proposal

Support HB 246 and its companion bill in the Senate when introduced.

RESOLUTION OF THE McLEAN COUNTY BOARD
APPROVING THE *RULES OF THE COUNTY BOARD OF McLEAN COUNTY* AS AMENDED

WHEREAS, the *Rules of the County Board of McLean County* state that the adopted Rules shall remain in effect until the first Monday in December, 2006; and,

WHEREAS, the McLean County Board, at the reorganization meeting on December 4, 2006, adopted a Resolution to Continue the *Rules of the County Board of McLean County* until such time as the McLean County Board approves, amends and/or rescinds the *Rules of the County Board of McLean County* by formal action of the McLean County Board; and,

WHEREAS, the Rules Subcommittee of the Executive Committee met on Tuesday, February 6, 2007, to review the *Rules of the County Board of McLean County*; and,

WHEREAS, the Rules Subcommittee of the Executive Committee recommended to the Executive Committee approval of the *Rules of the County Board of McLean County* as amended; and,

WHEREAS, the Executive Committee of the McLean County Board, at its regular meeting on Tuesday, February 13, 2007, recommended approval of the *Rules of the County Board of McLean County*, as amended; now, therefore,

BE IT RESOLVED by the McLean County Board, now meeting in regular session, as follows:

- (1) The *Rules of the County Board of McLean County*, as amended, are hereby approved and adopted.
- (2) The County Clerk shall provide a copy of this Resolution to the County Administrator, the State's Attorney, and the First Civil Assistant State's Attorney.
- (3) This Resolution shall become effective immediately upon approval and adoption.

ADOPTED by the McLean County Board this 20th day of February, 2007.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the County Board,
McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board

RULES OF THE COUNTY BOARD
OF MCLEAN COUNTY

PREAMBLE

The members of the County Board of McLean County, Illinois wish to individually and collectively express their expectation and intent that all Board members follow a high standard of ethical behavior in exercising their duties, responsibilities and judgment as Board members. All members of the McLean County Board shall:

1. Handle County affairs with a deep sense of responsibility, upholding the spirit as well as the letter of the law and constitution.
2. Faithfully perform all duties as Board members by studying Board issues and by attending all sessions of the Board and assigned Committees, unless prevented from so doing by a compelling reason.
3. Avoid participation in any action, which would result in a conflict of personal interest with County responsibility.
4. Refrain from obtaining improper personal benefit with regard to public funds, equipment, property, or the services of employees.
5. Respect the confidentiality of privileged information.
6. Refrain from accepting gifts, favors or promises of future benefit, which could tend to impair independence of judgment or action as a Board member.
7. Refrain from considering ex parte communications involving matters where a public hearing is required according to law and when such consideration would interfere with the due process of law.

The following rules shall govern the County Board of McLean County, Illinois.

5.10 APPLICABLE FEDERAL AND STATE LAWS. The McLean County Board in carrying out its duties and responsibilities shall be governed by all applicable federal and state laws and regulations.

5.11 ORGANIZATION AND OFFICERS

5.11-1 Initial Meeting and Election of Officers

(A) In years of County Board elections, the initial meeting of the County Board (hereinafter called the "Board") shall be on the first Monday in December. The County Clerk shall call the meeting to order and preside

during the election of a Temporary Chairman. A vote of the majority of the members of the Board shall be required for the election of a Temporary Chairman. The Chairman and Vice Chairman shall be elected to a two-year term. A vote of a majority of the members of the Board shall be required for election of Chairman and Vice Chairman. All votes shall be publicly recorded. The Board may adopt such other rules as may be necessary to conduct said election.

(B) If, in the event, the Board is unable to meet on the first Monday in December in years following a County Board election, then at least one-third of the members of the Board may request a special meeting of the Board for the purpose of electing officers as provided in Section 5.11-1 (a). Such request shall be in writing, addressed to the County Clerk, and specifying the time and place of said meeting. The County Clerk shall then transmit notice immediately as provided by statute.

5.11-2 General Powers of Chairman. The Chairman shall preside at all meetings of the Board and the Executive Committee. The Chairman shall conduct the business of the meeting in the order prescribed in these rules. The Chairman shall have general powers to recognize members entitled to the floor; to state and to put to a vote all questions which are regularly moved and seconded or which necessarily arise in the course of the proceedings; to announce the results thereof; to protect the Board from all frivolous or dilatory action; to decide all questions of order, subject to an appeal to the Board; in case of disturbances, breach of decorum, or disorderly conduct, to take action pursuant to Section 5.14-12, to assist in expediting the business of the Board and to perform all other duties prescribed by law or by action of the Board. In case of the absence of the Chairman or at the request of the Chairman, the Vice Chairman shall assume the duties and responsibilities of the Chairman on an interim basis, during which time the Vice Chairman shall have all of the powers and duties of the Chairman, including the authority to execute and sign on behalf of the County all Ordinances, Resolutions, Intergovernmental Agreements, Contracts and any other Legal Instruments approved by the County Board,

unless otherwise provided by law. ~~serve as the Chairman at meetings of the Board and Executive Committee.~~ In case of the absence of the Chairman and the Vice Chairman at any meeting, the Clerk shall convene the meeting and the members present shall choose one of their members as temporary Chairman.

5.11-3 Appointment of Standing Committees. The Chairman shall appoint the members of all standing committees not later than the December Board meeting in each year in which Board elections are held, subject to approval by the members of the Board. Members of standing committees shall serve for two years. The first member named shall be Chairman and the second named shall be Vice Chairman. In case of a vacancy on the Board, the person named to fill the vacancy may also fill any vacancies on standing or special committees except that such person shall not be designated as Chairman or Vice Chairman thereof. When a vacancy has been created on a Committee of the Board, the Chairman of the Board shall have the authority to fill the vacancy by shifting a Board Member from another committee, providing the affected Board Member gives consent. Chairmen of standing committees shall serve as members of the Executive Committee, including the Vice Chairman of the Board when not Chairman of a standing Committee. The Chairman of the Board shall appoint the members of all standing and special subcommittees of the Executive Committee subject to the approval of the Executive Committee.

5.11-4 Clerk of the Board. The County Clerk or a deputy selected by the County Clerk shall be the Clerk of the Board. The Clerk shall be the keeper of the records and the minutes of the Board and its committees and shall be in attendance at all meetings of the Board.

5.11-4.1 Minutes of Closed Meetings or Sessions. Minutes of any closed meeting or session held pursuant to Sections 5.14-11 and 5.15-3(C) shall be reviewed at least semi-annually by the Board for continued confidentiality in accordance with the Illinois Open Meetings Act.

5.11-5 Parliamentarian. The State's Attorney or an Assistant State's Attorney shall be in attendance at all meetings of the Board and shall be Parliamentarian of the Board. Upon request of the Chairman, the Parliamentarian shall render to the Chairman advice or an opinion on questions of parliamentary law and procedure applicable to matters arising before the Board. The rules or parliamentary procedures as set forth in the latest published edition of "Roberts Rules of Order, Revised" shall govern the procedure of the Board in all cases applicable and in which the same are not inconsistent with these rules.

5.11-6 Appointment Policy Other Than Board Vacancies. Appointments of officers and/or members to various Boards, Councils, Commissions, Special Authorities, Special Districts, and other agencies shall be made according to law.

5.11-7 Procedure for Filling County Board and Countywide Elected Official Vacancies. When a vacancy in the office of Board Member or Countywide Elected Official occurs, the procedure for filling such vacancy shall be as follows:

(A) When such vacancy occurs, the Chairman shall fix the date upon which the appointment to fill the vacancy shall be made, said appointment to be made at a regular Board meeting not later than sixty days after the vacancy occurs.

(B) Written applications and resumes must be submitted to the office of the County Administrator by 12:00 Noon of the Thursday prior to the regularly scheduled meeting of the Executive Committee in the month in which the appointment is to be made. No applications will be considered unless they have been so submitted and signed by the applicant. The County Administrator shall screen all applications for eligibility and shall mail copies of all applications of all eligible candidates to all Board Members with their packets prior to the Executive Committee meeting.

(C) Any applicant for a County Board seat must be a resident of the Board District in which the vacancy exists and must meet all the qualifications for holding public office. Any applicant for a Countywide Elected Office must be a resident of the County and must meet all the qualifications for holding public office. Each applicant must provide evidence of membership in the same political party as the person whom the applicant proposes to succeed.

(D) At the regular Executive Committee meeting, all eligible applicants will be invited to address the Executive Committee. At the next regularly scheduled Board meeting, the Board Chairman will recommend an appointment to fill the vacancy subject to the approval of the Board.

5.12 MEETINGS

5.12-1 Regular Meetings. Regular meetings shall be held monthly on the third Tuesday of each month except when other meeting dates are designated. An annual schedule of meetings shall be published and made available to all members and other interested persons.

5.12-2 Special Meetings. Special meetings of the Board shall be held when requested by at least one-third of the members of the Board. The requests shall be in writing, addressed to the Clerk and specify the time, place and the nature of matters to be considered. The Clerk shall notify each member of the time and place of such meeting by ordinary mail and shall also cause notice of such meeting to be published in a newspaper published in McLean County.

5.12-3 Meeting Time and Place. All regular meetings of the Board shall commence at 9:00 A.M. unless otherwise agreed to by a majority of the members of the Board, in a place designated by the Board Chairman. All meetings of the Board and its committees shall be open to the public, except for limited purposes as specified by law.

5.12-4 Agenda Preparation. The Chairman, in consultation with the Administrator, shall prepare an agenda for each regular meeting, listing the order of business in as much detail as is sufficient for identification, and shall file the agenda with the Clerk. The agenda shall include a "consent agenda" which shall include all matters that are to come before the Board that in the opinion of the Chairman will be of routine nature.

5.12-5 Resolutions, Reports and Communications. Any committee Chairman, any elected or appointed County official or any other person who desires to present any ordinance, resolution, report or communication to the Board shall deliver a copy of same to the Administrator by the sixth business day prior to the Board meeting. A copy to be presented to the Board for action shall be delivered to the State's Attorney at the same time, unless the State's Attorney prepared it. Matters that are frequently adopted by the Board in the same form except as to certain detail, such as Highway resolutions, need not be so filed with the Administrator or furnished to the State's Attorney. Furthermore, failure to comply with this rule will not prohibit an ordinance, resolution, report or communication from being considered by the Board.

5.12-6 Agenda Mailing. At least five days before each regular meeting, the Clerk shall send to each member, the following documents:

- (A) Agenda for the next meeting.
- (B) Resolutions, ordinances and written reports to come before the Board at the next meeting, which have been filed with the Board Office.
- (C) All committee minutes filed with the Clerk since the previous meeting.

(D) All other material that in the opinion of the Chairman or Administrator will be of interest to Members.

5.12-6.1 Board Proceedings and Minutes. At least five days before each regular meeting, the Clerk shall have prepared the minutes of the previous meeting and made them available to each member by:

(A) Making printed copies available, upon request, in the Office of the County Clerk.

(B) Posting electronically to the World Wide Web in a standard format that can be read online, or printed.

5.12-7 Resolutions of Congratulations

Any Board member who desires to have the Board adopt a Resolution of Congratulations in recognition to an individual, group achievement, and/or community special event shall forward the Resolution (or the information to be included in the Resolution) to the Administrator's Office one week prior to the Board meeting. The Administrator shall include all such Resolutions on the Consent Agenda of the Board meeting.

In lieu of a formal Resolution of Congratulations, a Board member may move that the Board Chairman prepare a letter of congratulations in recognition of an individual, group achievement and/or community special event. The Administrator shall include all such letters on the Consent Agenda of the next regularly scheduled Board meeting.

5.13 ORDER OF BUSINESS. The order of business before the Board shall be as follows, unless otherwise determined by action of the Board:

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Call of Roll
5. Appearance by Members of the Public and County employees

6. Consent Agenda
 - (A) Approval of the Proceedings of the County Board
 - (B) Highway Department
 - (C) Building and Zoning
 - (D) Transfer Ordinances
 - (E) Resolutions, ordinances, reports and communications from elected and appointed County Officials
 - (F) Appointments
 - (G) Approval of Resolutions of Congratulations and Commendation
7. Reports of Standing Committees
 - (A) Reports of Special Committees
8. Report of County Administrator
9. Other Business and Communications
10. Approval of Bills
11. Adjournment

5.14 PROCEDURE AT MEETINGS

5.14-1 Quorum. A majority of the members of the Board shall constitute a quorum.

5.14-1.1 Members. Whenever a vacancy (or vacancies) occurs on the Board and upon formal declaration of a vacancy (or vacancies) by the County Board Chairman, the number of members for purposes of defining a quorum shall be reduced by one or more.

5.14-1.2 General Voting. Unless otherwise expressly provided, any action taken by the Board or any Committee shall only require the affirmative vote of the

majority of the members present and voting.

5.14-2 Roll Call Vote. A roll call vote of the Board shall be taken by a "yes" or "no" or "present" vote on the following matters:

- (A) Appropriation and tax levy ordinances.
- (B) Any other matter required by law.
- (C) Upon any other matters, when announced by the Chairman or requested by any member, providing such request is made before another item of business has been taken up by the Board.

The Clerk, on a roll call, shall call the names of the members of the Board in alphabetical order, with the first name called each month being the second name called the previous month, except that the Chairman shall be last called last. The Chairman shall be required to vote only when the vote of the Board results in a tie. The Chairman may vote at any time if the intention to vote is announced prior to voting. In any action requiring a roll call vote, if any member asks for and receives unanimous consent of the members present for the Clerk to show all members present as voting in favor of such action, the Clerk shall show and record such vote accordingly.

A member who has voted "yes" or "no" or "present" on a roll call vote shall not be allowed to change that vote on the matter under consideration. A member not voting when called upon by the Clerk will be presumed absent and will not be allowed to cast a vote on the matter under consideration.

5.14-3 Recognition

- (A) Every member who desires to speak or make a motion shall respectfully address the Chairman, be recognized before speaking, and address only the issue under consideration at that time by the Board.
- (B) When two or more members seek recognition at the same time, the Chairman shall recognize the member who is to speak first.
- (C) No person shall speak more than once nor more than five minutes on the same matter without permission from the Chairman.
- (D) A member called to order by the Chairman shall immediately come to order. If there is no appeal, the decision of the Chairman shall be final.

5.14-4 Motion to Adjourn. A motion to adjourn shall always be in order and shall be decided without debate, unless a question of the time to adjourn shall occur.

5.14-5 Reconsideration. An action may be reconsidered at any time during the meeting or at the next meeting held thereafter. A motion to reconsider shall {must} be made and seconded by members of the Board who voted on the prevailing side of the question to be reconsidered.

5.14-6 Second Required. No motion shall be debated or put to a vote unless it is seconded. It shall then be stated by the Chairman before debate or vote and every motion shall be reduced to writing when requested by the Chairman or any member.

5.14-7 Appearance by Non-Members

(A) Any member may request that a County Officer or employee, or other persons, be permitted to appear before the Board on matters of County business, and such request shall be granted by the Chairman unless there is objection by any member, in which event Board action will be required to overrule the Chairman.

(B) All requests by non-members of the Board for appearance before the Board shall be made to the Administrator, in writing with the subject matter stated, not less than five working days before the next scheduled Board meeting. Such appearance with regard to any particular topic shall be limited to a time not to exceed three minutes for each individual, five minutes for a representative spokesman of a group and fifteen minutes total. The Chairman may act to prevent repetition or digression, to maintain decorum and to exclude discussion of matters which have had a previous public hearing conducted according to law, discussion of matters where public comment would interfere with the due process of law or discussion of matters which would be in direct conflict with restrictions placed upon the Board by other applicable law.

5.14-8 Requests for Legal Opinions. Requests to the State's Attorney on questions of law shall be submitted in writing by any standing committee established by Section 5.15 of these rules or by the Chairman of the Board. The Chairman and Vice Chairman of the Board and members of the Executive Committee shall receive copies of such requests. Said copies shall also be included in materials distributed to members of the Board as provided in Section 5.12-6 of these rules prior to the next meeting of the Board unless such request originated after said materials have been distributed, in which case such copies

shall be distributed at the beginning of the meeting. Any member of the Board desiring an advisory opinion on a matter within the jurisdiction of a standing committee shall submit such request to the appropriate standing committee. If unsuccessful before a standing committee, a member may then take such request in the form of a motion at any meeting of the Board, which shall be granted upon approval by a majority of the members of the Board.

5.14-9 Suspension of Rules. Any of these rules may be temporarily suspended by action of the Board. Immediately upon the termination of the business arising out of the event for which the rules were suspended, these rules shall again be in effect without vote of the Board.

5.14-10 Consent Agenda. All matters on the Consent Agenda that are not removed will be voted on by one vote. An item shall be removed from the Consent Agenda upon the oral request of any member of the Board made prior to the vote. Any matter taken off of the Consent Agenda shall be considered at the time of the standing committee report to which it pertains.

5.14-11 Closed Meeting or Session. Any closed meeting or closed session held by the Board shall be held in accordance with the provisions of the Illinois Open Meetings Act. Neither the news media nor the general public shall be allowed to record the proceedings of any said closed meeting or closed session.

5.14-12 Decorum. During the proceedings of the County Board, decorum shall be maintained at all times by members, interested parties, the public and the media. The Chairman shall be authorized to take appropriate action to maintain said decorum. Decorum during the proceedings of all committee meetings shall be maintained at all times by members, interested parties, the public and the media. The Committee Chairman shall be authorized to take appropriate action to maintain said decorum.

5.15 COMMITTEES - NUMBER, DESIGNATION AND MEMBERSHIP

5.15-1 There shall be six (6) Standing Committees:

(A) The Executive Committee shall have not more than nine members with the membership consisting of the Chairman and the Vice Chairman of the Board and the Chairman of the other standing committees and not more than three (3) members of the Board appointed as at-large members of the Committee by the County Board Chairman.

(B) The Finance Committee, Justice Committee, Land Use and Development Committee, Property Committee, and Transportation Committee; each committee shall have not more than six members each, at the discretion of the County Board Chairman.

5.15-2 Each Board Member shall serve on two or more standing committees at the discretion of the County Board Chairman, with the Chairman of the Board being an ex-officio member of all standing committees. The Chairman's attendance at a committee meeting shall be counted when determining if a quorum is present; however, such attendance shall not increase the number of members constituting a quorum.

5.15-2.1 Recording of Votes. If any action does not require a roll call vote under Section 5.14-2, any member may request the Clerk to record a vote made by said member in the minutes.

5.15-3 Alternate Members and Attendance of Members at Committee Meetings Other Than Those to Which They Are Assigned.

(A) An alternate member may be appointed to each standing committee by the Chairman of the Board. Such alternate shall attend meetings of such committee if required to constitute a quorum and shall have all the privileges and duties of a regular member while so serving.

(B) Board Members may attend and have access to minutes resulting from any open or closed meetings or sessions of committees of which they are not members. At the discretion of the Committee Chairman during the meeting, the Board Member may participate in the meeting but without voting, seating, or travel privileges. Conversely, if a Board Member is invited to attend a committee meeting by the Chairman of that committee, the member is entitled to travel expenses only.

5.15-4 Subcommittees of Standing Committees

(A) Subcommittees of the Executive Committee. There shall be three standing subcommittees of the Executive Committee: the Legislative Subcommittee, Liquor Control Commission and the Rules Subcommittee, appointed by the Chairman. In addition, the Chairman may create and appoint up to seven members to such subcommittees and advisory groups deemed necessary from time to time to more efficiently accomplish the business of the committee. Membership of any subcommittee of the Executive Committee shall consist of Board members but shall not be

restricted to members of the Executive Committee. Membership of any advisory group shall not be restricted to Board Members. Except as otherwise provided by statute or ordinance, such subcommittees shall report to the Executive Committee.

(B) Subcommittees of Other Standing Committees. The Chairman of any standing committee may create such subcommittees of his committee as may be necessary from time to time to more efficiently accomplish the business of such standing committee. Appointments to such subcommittees shall be made by the committee Chairman and shall be restricted to members of the standing committee. Except as otherwise provided by statute or ordinance, such subcommittees shall report to their standing committee.

5.16 COMMITTEES-GENERAL FUNCTIONS AND RESPONSIBILITIES OF ALL COMMITTEES

The general functions and responsibilities of all Committees shall be as follows:

- (A) With the aid of the Administrator, Auditor, Treasurer and Executive Committee, the Committees shall keep informed concerning appropriations and budget for activities under the purview of the Committee and to help keep expenditures within the budget.
- (B) The Committees shall keep written minutes and to report regularly to the Board the substance of all meetings.
- (C) The Committees shall file minutes of all Committee meetings with the Administrator's Office, which shall then be filed with the County Clerk, prior to the next regularly scheduled meeting.
- (D) The Committees shall submit to the County Board for consideration all policies and procedures as recommended by the Committee.
- (E) The Committees shall act on all matters referred to the Committee by the Chairman of the Board or by the Board itself, in addition to duties otherwise prescribed.
- (F) The Committees shall review all requests originated by a Department Head under its oversight for staffing changes which require amendment of the Authorized Positions Resolution and to submit any comments it deems appropriate to the Finance Committee.

(G) The Committees shall keep informed with regard to activities of a department which is under its general supervision or for which it serves as liaison with the Board in instances where such activities are concerned with another committee.

(H) The Committees shall take final action only on those matters authorized herein or by ordinance, resolution or policy adopted by the Board.

(I) The Committees shall allow non-members to appear before the Committees when such appearance is appropriate and does not violate due process of law. A request for such appearance shall be directed to the Administrator in writing with the subject matter stated at least five working days in advance of the meeting. The Committees shall have the right to set reasonable time limits, prevent unruly conduct and require groups to be represented by one spokesman.

(J) The Chairs of the Committees shall set regular Committee meeting dates and times after consultation with the Committee members.

(K) Each Committee Chairman shall require the Administrator or the Administrator's designee to prepare and mail an agenda to all Committee members in advance of a regularly scheduled meeting.

(L) A majority of the members of a Committee shall constitute a quorum.

5.17 COMMITTEES - FUNCTIONS AND RESPONSIBILITIES OF SPECIFIC COMMITTEES

In addition to the general duties otherwise prescribed, the individual Committees shall have the functions, responsibilities, and areas of jurisdiction and overview as set forth in this section.

5.17-1 Executive Committee

The Executive Committee shall have the following specific functions and responsibilities:

(A) To provide general direction for all Board programs, business, planning and policy-making functions and to review the reports of Board Committees.

- (B) To exercise general supervision of the administration of all Board affairs, the Administrator's Office, and Information Services Department.
- (C) To act in an advisory capacity to the Chairman of the Board.
- (D) To review and make recommendations for changes in Committee organization and scope and in rules as may be deemed necessary.
- (E) To be responsible for the general overview of, and coordination with, all "Ad-Hoc" Committees, task force and other like organizations as their activities relate to County business, unless specifically under the jurisdiction of another Standing Committee.
- (F) To be responsible for all matters concerning the employment and activities of all consultants, both paid and unpaid, unless specifically under the jurisdiction of another Standing Committee.
- (G) To review and make recommendations to the Board on salaries and compensation of elected and appointed officials; and to be responsible for the performance evaluation of the County Administrator.
- (H) To be responsible for all relationships with other units of government and for all intergovernmental agreements unless specifically under the jurisdiction of another Standing Committee.
- (I) To exercise general supervision over all matters relating to the codification of County ordinances and resolutions.
- (J) To exercise general supervision over any federal or state entitlement programs for which the Board has a responsibility.
- (K) To make recommendations on all emergency appropriations, transfer ordinances, and any transfers from the Contingent Account in all Funds.
- (L) To prepare and submit an annual Budget Policy Resolution to the Board for its approval.
- (M) To direct the County Administrator to prepare, recommend and submit to the appropriate oversight Committees each year a five-year capital improvement program. The five-year capital improvement program shall be updated annually by the County Administrator as a part of the

budget process.

(N) To receive the proposed annual operating and annual capital improvements budgets for each of the departments of County government as recommended by the respective oversight committees; and to study, review and adjust such departmental budget requests in order to accommodate budgetary priorities and fiscal constraints. To then direct the County Administrator to consolidate these adjusted budget requests into a Proposed Budget and Appropriation Ordinance and a Proposed Tax Levy Ordinance that shall be submitted to the Board, with the Executive Committee's recommendation, in accordance with the Statutes of the State of Illinois.

(O) To serve as liaison in the Board's relationship with external boards and Commissions with which the Board may have a working relationship.

(P) To be responsible for County government public relations and information matters.

5.17-1.1.1 Liquor Control Commission

The Liquor Control Commission shall have the following specific functions and responsibilities:

(A) To be responsible for all matters upon which the Commission may be required to act under the regulations of the Liquor Control Ordinance.

(B) To review and recommend appropriate amendments to such ordinances as may be deemed necessary.

5.17-1.1-2 Rules Subcommittee

The Rules Subcommittee shall have the following specific functions and responsibilities:

(A) To periodically review the rules of the Board and recommend revisions deemed necessary and appropriate.

(B) To receive and consider proposals for changes in the rules of the Board and make appropriate recommendations.

5.17-1.1.3 Legislative Subcommittee

The Legislative Subcommittee shall have the following specific functions and responsibilities:

- (A) To be generally responsible for the County's interest in all matters concerned with Federal and State legislation.
- (B) To develop an annual legislative program of primary County legislative concerns; and said program to be adopted by the County Board in January of each Fiscal Year.
- (C) To engage in a review of all legislation affecting the County which has been introduced in the General Assembly.
- (D) To take action consistent with the best interests of the County on proposed or pending legislation at all stages.
- (E) To take action consistent with the best interests of the County, on existing and proposed rules and regulations issued by agencies of the United States of the State of Illinois.

5.17-2 Finance Committee

The Finance Committee shall have the following specific functions and responsibilities:

- (A) To exercise continuous review of the overall tax cycle from the initial assessment of property through the tax collection.
- (B) To exercise continuous review of revenues and expenditures, and to identify new or alternative revenue sources for the County.
- (C) To review and make recommendations to the Board with respect to purchasing and contracting policies and procedures.
- (D) To exercise continuous review of the integrated financial management and the accounting and fiscal operations policies.
- (E) To serve as the oversight committee for the office of Supervisor of Assessments.

(F) To serve as the oversight committee for the Auditor, Recorder, Treasurer, County Clerk, Superintendent of the McLean-DeWitt-Livingston Education Service Region, University of Illinois Cooperative Extension Service and Bloomington Board of Election Commissioners.

(G) To be responsible for fiscal instruments.

(H) To recommend to the Board a public accounting firm to conduct an annual audit of all funds and accounts of the County.

(I) To be responsible for the County's Risk Management Program including insurance matters.

(J) Upon completion of each fiscal year's annual audit, to review and recommend the Comprehensive Annual Financial Report and the Annual County Financial Report to the Board for its acceptance prior to their submission to the Illinois State Comptroller.

(K) To review the outside auditor's management letter, request departmental responses to same, make recommendations to the Board and the various oversight committees, and monitor corrective actions.

(L) To exercise general supervision over all collective bargaining agreements, employee benefits, and entitlement and recommend changes to the Board.

(M) To exercise general supervision over the administration of the Position Classification Schedule and the Salary Schedules.

(N) To prepare and make recommendations to the Board with respect to the Personnel Policies and Procedures Ordinance.

(O) To consider all requests for compensation changes or reclassification and make a recommendation to the Board, as may be provided in the Personnel Policies and Procedures Ordinance.

(P) To consider all requests for staffing changes which require amendment to the Funded Full-time Positions Resolution after review by the appropriate Oversight Committee and make a recommendation to the Board.

(Q) To serve as the oversight Committee for the County Nursing Home and recommend policies and programs for the Nursing Home administration.

(R) To aid in the coordination of public health activities of the County and to prepare plans and policies for County participation in physical and mental health programs and make appropriate recommendations to the Board.

(S) To serve as liaison in the Board's relationship with the Board of Health, TB Care and Treatment Board, Persons with Developmental Disabilities Board, and any other County physical and mental health service.

(T) To exercise general supervision over the Animal Control Program.

(U) To exercise general supervision over the following specific responsibilities as they pertain to properties and facilities:

(1) Janitorial work consisting of cleaning, mowing, and minor repairs for the Animal Control Facility, Health Department Building, and the Nursing Home.

(2) Recommend construction and remodeling of buildings, additions, structures, parking lots, and other land improvements for the Animal Control Facility, Health Department Building, and the Nursing Home.

(3) Construction or remodeling of buildings, additions, structures, parking lots, and other land improvements at a cost of \$2,500.00 or less when less than 50% of the cost is by contract or contracts for the Animal Control Facility, Health Department Building, and the Nursing Home.

(V) To exercise general supervision over all licensing activities which are not under the jurisdiction of other committees.

5.17-3 Justice Committee

The Justice Committee shall have the following specific functions and responsibilities:

(A) To serve as the oversight committee for the Sheriff, Circuit Clerk, Circuit Court (11th Judicial Circuit), Coroner, Court Services, State's Attorney, Public Defender, Jury Commission and the Sheriff's Office Merit

Commission.

(B) To serve as the oversight committee for the Emergency Services and Disaster Agency and the McLean County Rescue Squad.

(C) To exercise general supervision over the following specific responsibilities as they pertain to properties and facilities:

- (1) Janitorial work consisting of cleaning, mowing, and minor repairs for the E.S.D.A. / Rescue Squad Garage Building on the Fairview Campus.
- (2) Recommend construction or remodeling of buildings, additions, structures, parking lots, and other land improvements for the Law and Justice Center and the E.S.D.A. / Rescue Squad Garage Building.
- (3) Construction or remodeling of buildings, additions, structures, parking lots, and other land improvements at a cost of \$2,500.00 or less or when 50% of the costs is by contract or contracts for the Law and Justice Center and the E.S.D.A. / Rescue Squad Garage Building.

(D) To exercise general supervision over fireworks licensing.

5.17-4 Transportation Committee

The Transportation Committee shall have the following specific functions and responsibilities:

(A) To serve as the oversight Committee for the County Highway Department.

(B) To exercise general supervision over all bridge, road and right-of-way matters under the jurisdiction of the County; over the acquisition and disposition of County Highway equipment and materials.

(C) To recommend to the Board approval of contracts for all highway work for which the County is responsible.

(D) To exercise general supervision over the letting of bids and right-of-way acquisitions relating to County Highways or the County Highway Department.

(E) To provide the Board with long range plans for the highways in the County, including those to be undertaken by the County and those planned jointly with other political units.

(F) To exercise general supervision over the following specific responsibilities as they pertain to properties and facilities:

- (1) Janitorial work consisting of cleaning, mowing, and minor repairs for the County Highway Building and Garages.
- (2) Recommend construction or remodeling of buildings, additions, structures, parking lots, and other land improvements for the County Highway Building and Garages.
- (3) Construction or remodeling of buildings, additions, structures, parking lots, and other land improvements at a cost of \$2,500.00 or less, or when less than 50% of the cost is by contract or contracts for the County Highway Building and Garages.

5.17-5 Property Committee

The Property Committee shall have the following specific functions and responsibilities:

(A) To serve as the oversight Committee for the Department of Parks and Recreation and to prepare plans and policies for County participation in recreational facilities and programs and make appropriate recommendations to the Board.

(B) To coordinate with appropriate standing committees and the Public Building Commission in planning for any remodeling and expansion of the Law and Justice Center.

(C) To prepare, in cooperation with the Public Building Commission and the State's Attorney, procedures for transferring title to the Law and Justice Center to the County.

(D) To prepare recommendations for methods of financing operations and maintenance of the Law and Justice Center at such time as title is transferred to McLean County.

(E) To exercise general supervision over the following specific responsibilities as they pertain to properties and facilities:

- (1) Janitorial work consisting of cleaning, mowing, and minor repairs for all County buildings and facilities, except where specific authority and responsibility is vested in another Standing Committee.
- (2) Repair of and maintenance contracts for elevators, electrical, heating, ventilation and air conditioning and other such mechanical equipment and systems at all County buildings and facilities.
- (3) Contract services for pest control, garbage pick-up, and other like services.
- (4) Recommend construction or remodeling of buildings, additions, structures, parking lots, and other land improvements.
- (5) Purchase of janitorial and paper supplies and any other joint purchase of supplies used to clean, maintain, and operate County buildings and facilities.

5.17-6 Land Use and Development Committee

The Land Use and Development Committee shall have the following specific functions and responsibilities:

- (A) To serve as the oversight Committee for the Department of Building and Zoning and to handle all matters upon which the McLean County Zoning Ordinance requires action by a Committee of the Board.
- (B) To exercise general supervision over matters concerning maps, plats and subdivisions and to conduct public hearings and handle all other matters upon which the Land Subdivision Ordinance of McLean County, Illinois requires action by a Committee of the Board.
- (C) In cooperation with the Director of Building and Zoning, to review and recommend environment, zoning, building, subdivision, mobile home and nuisance ordinances and resolutions and recommend any necessary changes to the Board.
- (D) To act as liaison between the Board and the McLean County Regional Planning Commission, Zoning Board of Appeals, Soil Conservation and Cooperative Extension Services and with other agricultural organizations.
- (E) In cooperation with the appropriate agencies to recommend for adoption of a long-range comprehensive plan or portion thereof for the use

of land, for protection of the environment and to coordinate economic development.

(F) To act as members of the McLean County Regional Pollution Control Site Hearing Committee and to hold public hearings and to make recommendations to the Board on all matters pursuant to that authority.

5.18 POLICY AND GUIDELINES ON TRAVEL FOR COUNTY BOARD MEMBERS ATTENDING CONFERENCES

5.18-1 County Board members shall be permitted to request approval to attend Conferences at County expense subject to the following provisions. A Board member interested in attending a Conference shall submit a written request to the Board Chairman no sooner than 120 days and not less than 90 days in advance of the conference. The Board Chairman shall consider the following factors in deciding whether to approve a Board member's request:

- a. budget limitations,
- b. relevance to County Board member responsibilities,
- c. current needs of the County Board.

The Board Chairman may approve, partially approve, or deny the request in writing to the Board member within 30 days of receiving the request. In the event the Board Chairman does not fully approve the request of the Board member to attend a Conference, the Board member may petition the County Board for approval.

5.18-2 Whenever a County Board member attends a Conference, the Board member shall prepare either a written report or an oral report to be presented to the appropriate oversight Committee or the County Board.

5.19 POLICY AND GUIDELINES ON RECOGNIZING, NAMING AND DEDICATING COUNTY FACILITIES, ROADS AND HIGHWAYS

5.19-1 The following process of approval shall be established to recognize, name and dedicate County facilities, roads and highways:

- (A) The request shall be presented to the appropriate Oversight Committee of the County Board for the Committee's review and approval.
- (B) The recommendation of the Oversight Committee shall be presented to the Executive Committee for review and approval.

(C) Upon approval of the Executive Committee, the recommendation to recognize, name and dedicate County facilities, roads and highways shall be presented to the County Board for review and approval.

5.20 AMENDMENT OF RULES. Amendment of these rules requires the affirmative vote of a majority of the members of the Board. Any proposed amendment shall be voted upon only if it is distributed in writing to the members at least five days before the meeting at which the amendment is presented to the Board for adoption.

5.21 MISCELLANEOUS PROVISIONS

5.21-1 Any appropriate document shall be placed on file among the records of the Board of a committee, as the case may be, by direction of the Chairman. Minutes of the Board or a committee shall be approved at the direction of the Chairman after opportunity is given for correction, addition or deletion. Such action shall be reflected in the minutes of that meeting.

5.21-2 There shall not be any smoking allowed at (in) any convened meeting of the Board or at any committee meeting of the Board.

5.22 SEVERABILITY. The provisions and sections of these rules shall be deemed to be separable and the invalidity of any portion of these rules shall not affect the validity of the remainder.

5.23 REPEAL. Any Rules of the County Board of McLean County, Illinois, adopted prior to the effective date of these rules are hereby repealed.

5.24 EFFECTIVE DATE. These Rules shall become effective immediately upon and after their adoption, and shall remain in effect until the first Monday in December, 2008.

The Rules of the County Board of McLean County were approved and adopted by the McLean County Board on February 20, 2006.

RESOLUTION of the McLEAN COUNTY BOARD
APPROVING AND AUTHORIZING AN APPROPRIATION OF \$10,000.00
IN SUPPORT OF THE 150TH ANNIVERSARY
OF THE FOUNDING OF
ILLINOIS STATE UNIVERSITY

WHEREAS, on February 15, 2007, Illinois State University will begin a yearlong celebration of the 150th Anniversary of the founding of Illinois State University and celebrate Founders Day with the traditional ringing of the Old Main Bell on the main quad of the campus; and,

WHEREAS, the history and growth of McLean County is intertwined with the founding of Illinois State University in 1857; and,

WHEREAS, Illinois State University serves the Community of McLean County and the State of Illinois through its academic and research programs for undergraduate and graduate students, the many artistic and cultural events hosted by the University and as the County's second largest employer; and,

WHEREAS, the celebration of the sesquicentennial of Illinois State University will include academic, cocurricular, athletic and social activities planned throughout the coming year; and,

WHEREAS, in support of the 150th Anniversary of Illinois State University, it is appropriate and fitting for the McLean County Board to approve and authorize a one-time appropriation of \$10,000.00 as McLean County's contribution to help Illinois State University celebrate 150 Years of Excellence; now, therefore,

BE IT RESOLVED by the McLean County Board, now meeting in regular session, as follows:

- (1) The McLean County Board hereby approves and authorizes a one-time appropriation of \$10,000.00 as McLean County's contribution to help Illinois State University celebrate 150 Years of Excellence.
- (2) The McLean County Board hereby directs the County Clerk to forward a certified copy of this Resolution to the County Auditor, the County Treasurer and the County Administrator.

(2)

ADOPTED by the McLean County Board this 20th day of February, 2007.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the County Board,
McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board

Celebrate 150 years of excellence!

In just a few short months, Illinois State University will begin an exciting, yearlong celebration of its sesquicentennial. A wide variety of academic, cocurricular, athletic, and social activities are being planned.



David McCullough

1 p.m., February 15 (Founders Day) • Historian and author David McCullough received the Pulitzer Prize for the biography *John Adams*, and again for the book titled *Truman*. McCullough has worked as editor, essayist, teacher, lecturer, and is a familiar face on public television. A book signing will follow the speech.



Robert F. Kennedy Jr.

7:30 p.m., March 28 • Environmental activist Robert Kennedy Jr. has been named by *Time* magazine as a "hero of the planet." He is senior attorney for the Natural Resources Defense Council, chief prosecuting attorney for the Hudson Riverkeeper, and president of Waterkeeper Alliance.



Robert Ballard

7:30 p.m., April 17 • A faculty member at the University of Rhode Island's Graduate School of Oceanography, Robert Ballard spearheaded the development of manned submersibles and remotely operated vehicles for marine research. He is best known for discovering the Titanic. A book signing will follow the speech.



Doris Kearns Goodwin

7 p.m., September 18 • World-renowned historian Doris Kearns Goodwin has spent more than 20 years reporting on baseball and politics. She captured the Pulitzer Prize for *No Ordinary Time: Franklin and Eleanor Roosevelt: The American Home Front During World War II*. A book signing will follow the speech.



Ken Burns

7 p.m., November 1 • An award-winning documentary director and producer, Ken Burns has been making films for more than 30 years. He has created some of the most acclaimed historical documentaries ever made, including *The Civil War*, *Jazz*, and *Mark Twain*.



Naomi Judd

7:30 p.m., November 8 • Country music sensation Naomi Judd stopped performing when diagnosed with a potentially life-threatening liver disease, and is now an author and motivational speaker. Her autobiography, *Love Can Build A Bridge*, was a bestseller and became the basis for an NBC mini-series. A book signing will follow the speech.



Jonathon Kozol

7 p.m., November 14 • Jonathon Kozol exposes educational and social inequities within the nation's schools. He authored *Death At An Early Age*, which depicts his first year as a teacher in an inner-city school. More than two million copies have sold. A book signing will follow the speech.



Purchase a piece of history

Holiday shopping couldn't be easier this year for the Illinois State graduate in your family. Unique items tied to the University's 150th celebration are now ready for purchase. Additional items will be available in the weeks ahead. Go to www.alumni.ilstu.edu/merchandise_services on the Web to see a full listing of sesquicentennial souvenirs.

Illinois State University:

Historical Video Series—1857-2007

The University's history, from its founding to the celebration of its sesquicentennial, has been captured in this documentary-style DVD collection. Each of the 12 episodes included follows a period of time in the evolution of the University that is closely aligned to the terms of Illinois State's 17 presidents. The total run length of the entire set is approximately four hours. Purchase now for \$15 a set, plus tax, shipping, and handling.

2007 Commemorative Calendar

Be a part of the yearlong excitement with this wall calendar that captures the history and beauty of the Illinois State campus. Purchase now for \$5 each, plus tax, shipping, and handling.

Illinois State University:

A Pictorial History—1857-2007

This 160-page commemorative album with 230 photos depicts various stages in the long, distinguished, and successful life of the University. Copies will be available in January at a cost of \$50, plus tax, shipping, and handling. Reserve your copy by contacting author Robert Aaron at rlaaron@ilstu.edu or calling (309) 438-8404.

The events listed above are just a sampling of what's ahead. For more information on these events and a full schedule of activities, go to www.IllinoisState.edu. Plan now to visit campus and help celebrate the 150th birthday of Illinois' first and finest public university!

WILLIAM A. YODER


McLean County State's Attorney

Eric T. Ruud
First Assistant State's Attorney

Government Center
115 E. Washington Street, Room 401
P.O. Box 2400
Bloomington, Illinois 61702-2400
(309) 888-5110
internet: eric.ruud@mcleancountyil.gov

MEMO

TO: Chairman and Members of the Rules Subcommittee

FROM: Eric T. Ruud 

RE: Remote Attendance Amendments to the
Rules of the McLean County Board

DATE: January 29, 2007

On January 1, 2007, P.A. 94-1508 took effect. It permits remote meeting attendance for members of public bodies, including county boards, their committees and subcommittees, subject to the enactment of rules in accordance with the Act.

Enclosed is a DRAFT of a proposed *Resolution to Amend the Rules of the County Board of McLean County* for the purpose of allowing remote attendance. I have also enclosed a DRAFT of the *Rules of the County Board of McLean County* as amended by the proposed Resolution. Proposed changes are underlined or ~~stricken~~. Pages where the proposed changes can be found are tabbed.

If the McLean County Board does not wish to permit remote attendance of its members, no official action is necessary. However, if the option of remote attendance is desired, the enclosed *Resolution to Amend the Rules of the County Board of McLean County* may be enacted at any time.

If you have any questions or concerns, please feel free to contact me.

Enclosure

DRAFT

**RESOLUTION TO AMEND THE RULES
OF THE COUNTY BOARD OF McLEAN COUNTY**

WHEREAS, on January 1, 2007, Public Act 94-1058, amending the Illinois Open Meetings Act, takes effect and amends the definition of a "meeting" and permits attendance of members of a public body at public meetings by a means other than physical presence; and

WHEREAS, to permit attendance by a means other than physical presence, the McLean County Board must adopt rules that conform to the requirements of the Illinois Open Meetings Act; and

WHEREAS, the McLean County Board deems it necessary and appropriate to amend its rules for the purpose of defining the term "meeting" and adopting rules pertaining to attendance and participation in any meeting of the McLean County Board, its committees and subcommittees from a remote location via telephone, video or internet connection provided that such attendance and participation is in compliance with the Illinois Open Meetings Act, now therefore

BE IT RESOLVED that the Rules of the County Board of McLean County be amended as follows:

1. That in Section 5.12, a new Section 5.12-01 be added as follows:

"The term 'meeting' as used in any existing rules, ordinances, resolutions, agendas and minutes shall mean any gathering, whether in person or by video or audio conference, telephone calls, electronic means (such as, without limitation, electronic mail, electronic chat and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of the county board, its committees or subcommittees for the purpose of discussing public business."

2. That a new Section 5.20 Remote Attendance Policy be added as follows:

“5.20 REMOTE ATTENDANCE POLICY

5.20-1 It is the policy of the McLean County Board that a member of the McLean County Board may attend and participate in any open meeting of the McLean County Board, its committees and subcommittees from a remote location via telephone, video or internet connection, provided that such attendance and participation is in compliance with this policy, the Illinois Open Meetings Act, and any other applicable laws.

5.20-2 It is the policy of the McLean County Board that a member of the McLean County Board may not attend and participate in any closed meeting of the McLean County Board, its committees and subcommittees from a remote location via telephone, video, internet connection or other means of contemporaneous interactive communication.

5.20-3 A member of the McLean County Board shall be provided the opportunity to attend an open meeting from a remote location if

- (A) In the case of a McLean County Board meeting, the member has notified the McLean County Clerk at least 24 hours before the meeting unless advance notice is impractical or, in the case of a committee or subcommittee meeting, the member has notified the recording secretary at least 24 hours before the meeting unless advance notice is impractical; and
- (B) The member has met one of three reasons described herein why he or she is unable to physically attend the meeting, including either (1) that the member cannot attend because of personal illness or disability, (2) the member cannot attend because of employment purposes or the business of the McLean County Board, or (3) the member cannot attend because of a family or other emergency; and
- (C) A quorum of the McLean County Board, the committee or subcommittee, as the case may be, is physically present.

5.20-4 After roll call, if a quorum is present, a vote of the McLean

County Board, the committee or subcommittee, as the case may be, shall be taken considering the prerequisites set forth in Section 5.20-3 on whether to allow an off-site member to participate remotely. Only the members physically present are permitted to vote on whether remote participation will be allowed. A vote of a majority of members physically present shall be necessary to decide the issue. For the meeting to continue there shall always need to be a quorum present.

5.20-5 The member participating remotely shall be considered an off-site participant and counted as present by means of video or audio conference for that meeting if the member is allowed to participate. The meeting minutes shall reflect and state specifically whether each member is physically present, present by video, or present by audio means.

5.20-6 The member permitted to participate remotely shall be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to the Rules of the County Board of McLean County. The remote member shall be heard, considered and counted as to any vote taken. Accordingly, the name of any remote member shall be called during any vote taken, and his or her vote counted, recorded and placed in the minutes for the corresponding meeting. A member participating remotely may also leave a meeting and return as in the case of any member.

5.20-7 A member participating remotely via long distance telephone shall be reimbursed for the cost of the telephone call upon a valid receipt being shown. Any other costs associated with remote participation, including video conferencing and other audio and video equipment, shall be subject to approval of the McLean County Board.”

3. That Section 5.20 shall be re-numbered 5.21.
4. That Section 5.21, 5.21-1 and 5.21-2 shall be re-numbered 5.22, 5.22-1 and 5.22-2 respectively.
5. That Section 5.22 shall be re-numbered 5.23.

6. That Section 5.23 shall be re-numbered 5.24.
7. That Section 5.24 shall be re-numbered 5.25.
8. That in the former Section 5.24 Effective Date, the date "2006" shall be deleted and replaced with "2008".
9. That in the "ADOPTED" clause, delete "15th" and replace with "4th"; delete "March, 2005" and replace with "December, 2006".

This amendment shall become effective on January 1, 2007.

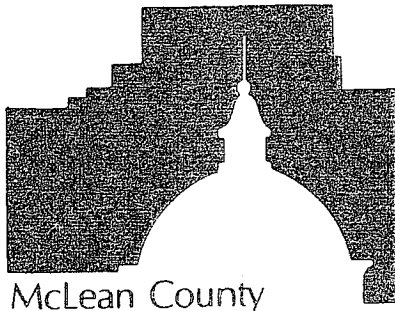
ADOPTED by the McLean County Board this 4th day of December, 2006.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the
McLean County Board, McLean
County, Illinois

_____, Chairman
McLean County Board



INFORMATION SERVICES

(309) 888-5100 FAX (309) 888-5124

115 E. Washington, Room 202 P.O. Box 2400 Bloomington, Illinois 61702-2400

**Information Services Status Report
February 13, 2007**

To the Honorable Members of the McLean County Executive Committee and the McLean County Board:

Following is a brief summary of issues addressed by Information Services since my last report in December.

General Administration:

- Finalized last requirement for go-live issues for Civil Data Load
- Hired GIS Specialist and GIS Technician
- Purchased Blackberry Enterprise Server
- Assisted RPC in identifying local IT Solution providers
- Met with local Lincoln bicentennial commission re: website

Hardware/Network

- Addressing IE7 incompatibility issues on new HP Boxes.
- Purchased VMWARE
- Moved Sheriff's command staff data/phones to Health Dept as part of remodeling.
- Migrated some network drives to our Storage Area Network (SAN)
- Continued assessment of alternative remote desktop access methodology.

Programming/Database/Web

- Continued improving internally developed reports and forms for IJIS project.
- Transferred old as400 data to new as400 data.
- Installed new rs6000 justice server.
- Continued evaluation of Office 2007, Windows Vista, Exchange 2007 and needed training.
- Web improvements to accommodate elections, employee health survey, wind farm hearings and Lincoln commission.

Respectfully submitted,

Craig Nelson

Craig Nelson
Director of McLean County Information Services

AMENDMENT TO AN INTERGOVERNMENTAL AGREEMENT
TO PROVIDE FOR PUBLIC TRANSPORTATION
IN FORD, IROQUOIS, LIVINGSTON AND MCLEAN COUNTIES

WHEREAS, the above named Agreement stipulated that public transit service is essential to the transportation of persons in non-urbanized areas; and

WHEREAS, the Participants of the above named Agreement wish to provide public transportation for their citizens and become eligible for grants from the State of Illinois or any department or agency thereof, from any unit of local government, from the Federal government or any department or agency thereof; and

WHEREAS, the above named Agreement stipulated that any revisions to the Agreement must be agreed to by the Participants as evidenced by an addendum signed by the authorized representatives of each

THEREFORE BE IT RESOLVED BY THE PARTICIPANTS

1. That funding through the Downstate Operating Assistance Program be sought by McLean County, the Primary Participant, through an appropriation secured and approved by the General Assembly and that any/all applications and verifications deemed necessary by the Illinois Department of Transportation will be submitted in order to access such funds.
2. That the McLean County Board Chairman is hereby authorized and directed to execute and file on behalf of the participants the above described documentation.
3. That all provisions for receipt and disbursement of such funds and for the delivery of the resultant services will follow in accordance with the Intergovernmental Agreement for which this serves as an Amendment.
4. That only one original copy of this Amendment shall be signed and executed by Participants and that any photocopies of the executed Amendment shall be deemed to be duplicate originals.

APPROVED by the Ford County Board on the _____ day of _____, 20____

Ford County Board Chair
ATTEST: _____
Date: _____

APPROVED by the Iroquois County Board on the _____ day of _____, 20____

Iroquois County Board Chair
ATTEST: _____
Date: _____

APPROVED by the Livingston County Board on the _____ day of _____, 20____

Livingston County Board Chair
ATTEST: _____
Date: _____

APPROVED by the McLean County Board on the _____ day of _____, 20____

McLean County Board Chair
ATTEST: _____
Date: _____



INTER-OFFICE COMMUNICATION
DEPARTMENT OF BUILDING AND ZONING
Phone: 888-5160

TO: Chairman Matt Sorensen and Finance Committee
FROM: ^{MJB} Mike Behary, County Planner
DATE: January 29, 2007
RE: **SHOW BUS – Addendum to the Current Intergovernmental Agreement with Ford, Iroquois, and Livingston Counties**

This request is in response to recent changes in the Downstate Public Transportation Act (Public Act 94-0070) that will allow SHOWBUS the opportunity to obtain additional funding through the Downstate Operating Assistance Program (DOAP). These funds could help meet the Federal funding match requirement. An addendum to the current Intergovernmental Agreement with Ford, Iroquois, and Livingston counties will need to be approved in order to make an application for these funds. The intergovernmental agreement allows McLean County to obtain federal funds for rural public transportation in all four counties. The other three counties are in the process of approving this addendum in their February board cycles.

I have attached a letter from SHOWBUS, a copy of the existing intergovernmental agreement, a copy of the proposed addendum, and a copy of a letter of intent to the Illinois Department of Transportation.

Laura Dick the Director of SHOW BUS and I will be present at the February 6th Finance Committee meeting to answer any questions or concerns. Please call me if I can be of further assistance.

Enclosures: 1) Current Intergovernmental Agreement, 2) Proposed Addendum to the Intergovernmental Agreement, 3) Memo from the Director of SHOWBUS, 4) Letter of intent to the Illinois Department of Transportation

SHOW BUS Public Transportation
24588 Church Street
Chenoa, IL 61726-9705

Business # 309-747-2454

Reservation # 800-525-2454

January 24, 2007

Mr. Michael Sweeney
Chairman, McLean County Board
PO Box 2400
Bloomington, IL 61702

Dear Mr. Sweeney:

Recent changes in the Downstate Public Transportation Act (Public Act 94-0070) and thus the Downstate Operating Assistance Program (DOAP) have brought an opportunity to strengthen and expand rural transportation services. Counties are now considered one of the eligible entities allowed to seek appropriations from DOAP funds. The funds are derived from a percentage (3/32 of 80%) of the State sales tax generated in a potential recipient's area.

In order to receive the funds, an appropriation must be secured and approved by the General Assembly, and, after an appropriation has been approved, an application will be submitted to the Illinois Department of Transportation (IDOT) for approval. The application requirements are very similar to those currently required by the annual 5311 Federal Operating Funds Application.

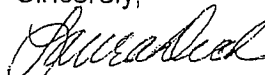
This year, SHOW BUS, in conjunction with the Illinois Public Transportation Association (IPTA) and on behalf of the five counties now served by SHOW BUS, would like to seek such funding through the General Assembly and IDOT. IPTA recently sponsored a downstate needs assessment through RLS Associates, Inc., and their draft report indicates a DOAP need for FY 2008 of \$366,300 for rural McLean County and the three other counties for which McLean County acts as the recipient of Section 5311 Federal funding by Intergovernmental Agreement (Ford, Iroquois and Livingston Counties). SHOW BUS also serves Kankakee County and receives Section 5311 Federal funding for that county as well.

If such a plan meets with your approval, a letter of intent to seek such funding needs to be sent to IDOT as soon as possible. In addition, a revision to the current Intergovernmental Agreement would need to be done by addendum to specifically address such funding.

I am attaching a copy of the current Intergovernmental Agreement and the letters sent to the three other participating counties, a sample addendum and a sample letter of intent. I will attend any meetings and hearings you deem appropriate.

Thank you so much for your ongoing support of rural public transportation, and please telephone me if you have any questions or concerns.

Sincerely,



Laura Dick

cc: McLean County Building and Zoning Dept.

**AN INTERGOVERNMENTAL AGREEMENT
TO PROVIDE FOR PUBLIC TRANSPORTATION**

IN FORD, IROQUOIS, LIVINGSTON AND MCLEAN COUNTIES

This Agreement is entered into by and between Ford, Iroquois, Livingston and McLean Counties (hereinafter referred to as the "Participants") for the provision of public transportation in said counties.

WHEREAS, the provision of public transit service is essential to the transportation of persons in non-urbanized areas; and

WHEREAS, the Participants wish to provide public transportation for their citizens and become eligible for grants from the State of Illinois or any department or agency thereof, from any unit of local government, from the Federal government or any department or agency thereof; and

WHEREAS, it is the mutual desire of the Participants that McLean County be designated as the "Primary Participant"

THEREFORE BE IT RESOLVED BY THE PARTICIPANTS

1. That application be made by McLean County, the Primary Participant, to the Division of Public Transportation, Department of Transportation, State of Illinois, for financial assistance grants under Section 5311 of the Federal Transit Act of 1991, for the purpose of off-setting a portion of the Public Transportation Program operating deficits of the Participants.
2. That the McLean County Board Chairman is hereby authorized and directed to execute and file on behalf of the Participants the grant applications named above.
3. That the McLean County Board Chairman is hereby authorized and directed to execute and file on behalf of the Participants all required Grant Agreements with the Illinois Department of Transportation.
4. That it shall be the responsibility of the Primary Participant to receive all Section 5311 funds from the Illinois Department of Transportation and disburse them to Meadows Mennonite Retirement Community, a not-for-profit corporation d/b/a SHOW BUS, the service provider under the terms and conditions of the agreement.
5. That the delivery of services by the service provider will be made in accordance with agreements entered into by the service provider and the Primary Participant.
6. That any revisions to this Agreement must be agreed to by the Participants as evidenced by an addendum signed by the authorized representative of each.

7. That this Agreement or any part thereof may be renegotiated where changes are required by State or Federal law, rules, regulations or court action, or when Participants agree that a new Agreement would meet their particular needs.

8. That this Agreement is binding upon the Participants, their successors and assigns.

9. That if any section, sentence, clause, phrase or portion of this Intergovernmental Agreement is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this Agreement. It is hereby declared the intent of the Participants that this Agreement shall remain valid and enforceable, notwithstanding the invalidity of any part hereof.

10. That this Agreement will be ongoing unless a Participant chooses to withdraw from the Agreement.

11. That only one original copy of this Intergovernmental Agreement shall be signed and executed by Participants and that any photocopies of the executed Intergovernmental Agreement shall be deemed to be duplicate originals.

APPROVED by the Ford County Board on the 12th day of March, 1996

[Signature]
Ford County Board Chairman

ATTEST: [Signature]

Date March 12, 1996

APPROVED by the Iroquois County Board on the 12th day of March, 1996

[Signature]
Iroquois County Board Chairman

ATTEST: [Signature]

Date March 12, 1996

APPROVED by the Livingston County Board on the 12th day of March, 1996

[Signature]
Livingston County Board Chairman

ATTEST: [Signature]

Date March 14, 1996

APPROVED by the McLean County Board on the 19th day of March, 1996

[Signature]
McLean County Board Chairman

ATTEST: [Signature]

Date MARCH 19, 1996

January 24, 2007

Mr. Gary DeLeo
Illinois Department of Transportation
Division of Public and Intermodal Transportation
300 West Adams, Second Floor
Chicago, IL 60606

Dear Mr. DeLeo:

Recent changes in the Downstate Public Transportation Act (Public Act 94-0070) and thus the Downstate Operating Assistance Program (DOAP) have brought an opportunity to strengthen and expand rural transportation services.

With the support of Illinois Public Transportation Association (IPTA) and SHOW BUS, the current service provider, McLean County intends to seek such funding to enhance and expand rural public transportation in McLean County and in those counties for which McLean County currently receives Section 5311 Federal Operating Funds through an Intergovernmental Agreement (Ford, Iroquois and Livingston Counties).

In order to receive the funds, an appropriation will be sought through the General Assembly. All requirements for DOAP funding will be fulfilled and verification will be submitted to IDOT.

Sincerely,

Michael Sweeney
McLean County Board Chair

**AN ORDINANCE TRANSFERRING MONIES FROM THE
COUNTY GENERAL FUND 0001
TO THE F.I.C.A./SOCIAL SECURITY FUND 0130 AND THE
TORT JUDGMENT FUND 0135
FISCAL YEAR 2007**

WHEREAS, the County Board of McLean County heretofore appropriated monies for the purposes set forth in the F.I.C.A./Social Security Fund 0130 and the Tort Judgment Fund 0135 in the Fiscal Year 2007 Combined Annual Appropriation and Budget Ordinance; and,

WHEREAS, it is necessary to provide sufficient monies to meet ordinary and necessary expenses that have been budgeted; and,

WHEREAS, there are sufficient monies available in the County General Fund 0001 that may be drawn upon temporarily to meet this projected shortfall; and,

WHEREAS, it is desirable to transfer said monies; and,

WHEREAS, the County Administrator has recommended the need for borrowing and transferring up to \$1,235,200.00 from the General Fund 0001 to the F.I.C.A./Social Security Fund 0130 and the Tort Judgment Fund 0135; and,

WHEREAS, the Finance Committee concurs with the County Administrator's recommendation and so recommends this Ordinance to the McLean County Board; now, therefore,

BE IT ORDAINED by the McLean County Board in regular session that the sum of up to \$1,235,200.00 be and the same is hereby ordered transferred on an as needed basis as follows:

FROM:	County General Fund 0001	<u>\$1,235,200.00</u>
TO:	F.I.C.A./Social Security Fund 0130	\$ 118,737.00
	Tort Judgment Fund 0135	<u>\$1,116,463.00</u>
		Total: \$1,235,200.00

BE IT FURTHER ORDAINED that the Treasurer of McLean County be and is hereby directed to make such transfer of up to \$1,235,200.00 accordingly.

BE IT FURTHER ORDAINED that said County Treasurer be directed on or before October 1, 2007 to reimburse said County General Fund 0001 after receipt of general property taxes until the full amount so transferred has been returned to these funds.

(2)

BE IT FURTHER ORDAINED that the County Clerk transmit certified copies of this Ordinance to the County Administrator, County Auditor, and the County Treasurer.

ADOPTED by the County Board of McLean County, Illinois this 20th day of February, 2007.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the McLean County Board
McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board

e:\john\cobd\ordtrans_genfund07.feb

**AN ORDINANCE TRANSFERRING MONIES FROM THE
TB CARE AND TREATMENT FUND 0111 AND THE
HEALTH DEPARTMENT FUND 0112
TO THE PERSONS WITH DEVELOPMENTAL DISABILITIES FUND 0110
FISCAL YEAR 2007**

WHEREAS, the County Board of McLean County heretofore appropriated monies for the purposes set forth in the Persons with Developmental Disabilities Fund 0110 in the Fiscal Year 2007 Combined Annual Appropriation and Budget Ordinance; and,

WHEREAS, it is necessary to provide sufficient monies to meet ordinary and necessary expenses that have been budgeted; and,

WHEREAS, there are sufficient monies available in the TB Care and Treatment Fund 0111 and the Health Department Fund 0112 that may be drawn upon temporarily to meet this projected shortfall; and,

WHEREAS, it is desirable to transfer said monies; and,

WHEREAS, the County Administrator has recommended the need for borrowing and transferring up to \$94,168.00 from the TB Care and Treatment Fund 0111 and \$58,247.00 from the Health Department Fund 0112 to the Persons with Developmental Disabilities Fund 0110; and,

WHEREAS, the Finance Committee concurs with the County Administrator's recommendation and so recommends this Ordinance to the McLean County Board; now, therefore,

BE IT ORDAINED by the McLean County Board in regular session that the sum of up to \$115,482.00 be and the same is hereby ordered transferred on an as needed basis as follows:

FROM:	TB Care and Treatment Fund 0111	\$ 94,168.00
	Health Department Fund 0112	<u>\$ 52,247.00</u>
TO:	Persons with Developmental Disabilities Fund 0110	<u>\$152,415.00</u>

BE IT FURTHER ORDAINED that the Treasurer of McLean County be and is hereby directed to make such transfer of up to \$152,415.00 accordingly.

BE IT FURTHER ORDAINED that said County Treasurer be directed on or before October 1, 2007, to reimburse said Health Department Fund 0112 upon the receipt of general property taxes until the full amount so transferred has been returned to these funds.

(2)

BE IT FURTHER ORDAINED that the County Clerk transmit certified copies of this Ordinance to the County Administrator, County Auditor, and the County Treasurer.

ADOPTED by the County Board of McLean County, Illinois this 20th day of February, 2007.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the McLean County Board
McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board

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**A RESOLUTION TRANSFERRING MONIES FROM THE
WORKING CASH FUND 0002
TO THE I.M.R.F. FUND 0131
FISCAL YEAR 2007**

WHEREAS, the County Board of McLean County heretofore appropriated monies for the purposes set forth in the I.M.R.F. Fund 0131 in the Fiscal Year 2007 Combined Annual Appropriation and Budget Ordinance; and,

WHEREAS, it is necessary to provide sufficient monies to meet ordinary and necessary expenses that have been budgeted; and,

WHEREAS, the County has heretofore established a Working Cash Fund and has accordingly collected a special tax therefore pursuant to statute; and,

WHEREAS, it is desirable to transfer to the I.M.R.F. fund, monies from said Working Cash Fund; and,

WHEREAS, the County Administrator has recommended the need for borrowing and transferring up to \$658,271.00 from the Working Cash Fund 0002 to the I.M.R.F. Fund 0131; and,

WHEREAS, the Finance Committee concurs with the County Administrator's recommendation and so recommends this resolution to the McLean County Board; now, therefore,

BE IT RESOLVED by the McLean County Board in regular session that the sum of up to \$658,271.00 be and the same is hereby ordered transferred on an as needed basis from the Working Cash Fund 0002 to the following funds as follows:

FROM:	Working Cash Fund 0002	<u>\$658,271.00</u>
TO:	I.M.R.F. Fund 0131	<u>\$658,271.00</u>
	Total:	\$658,271.00

BE IT FURTHER RESOLVED that the Treasurer of McLean County be and is hereby directed to make such transfer of up to \$658,271.00 accordingly.

BE IT FURTHER RESOLVED that said County Treasurer be directed to immediately reimburse said Working Cash Fund on or before October 1, 2007, upon receipt of general property taxes until the full amount so transferred has been returned to the Working Cash Fund 0002.

(2)

BE IT FURTHER RESOLVED that the County Clerk transmit certified copies of this Ordinance to the County Administrator, County Auditor, and the County Treasurer.

ADOPTED by the County Board of McLean County, Illinois this 20th day of February, 2007.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the McLean County Board
McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board

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PROJECTED CASH FLOW FOR FISCAL YEAR 2007
 JANUARY 1, 2007 - MAY 31, 2007

COUNTY FUND	REVENUE			EXPENDITURES		
	CASH BALANCE AS OF 12/31/06	ACTUAL REVENUE AS OF 5/31/06	EST. REVENUE TOTAL AS OF 5/31/07	ACTUAL EXPENSES AS OF 5/31/06	EST. EXPENSES AS OF 5/31/07	EST. BALANCE AS OF 5/31/07
General Fund 0001	7,412,845	8,514,360	16,097,492	11,951,639	12,429,705	3,667,788
Sub-Total	7,412,845	8,514,360	16,097,492	11,951,639	12,429,705	3,667,788
Persons Devel. Disabilities Fund 0110	43,963	-	43,963	239,445	196,378	(152,415)
TB Care & Treatment Fund 0111	211,830	42	211,830	107,312	117,663	94,167
Health Department Fund 0112	1,473,756	557,187	1,879,619	1,396,046	1,426,766	452,853
Highway Department Fund 0120	1,364,771	1,230,616	1,747,859	1,597,911	1,090,332	657,527
Bridge Matching Fund 0121	2,235,456	99,290	2,235,456	520,491	1,060,182	1,175,274
County Matching Fund 0122	1,891,467	-	1,921,531	4,164	572,797	1,348,734
Children's Advocacy Center Fund 0129	19,814	139,359	195,914	171,549	175,561	20,353
FICA - Social Security Fund 0130	391,743	-	710,343	797,192	829,080	(118,737)
IMRF Fund 0131	6,922	64,718	281,422	903,551	939,693	(658,271)
Tort Judgment Fund 0135	(203,727)	40,136	122,073	1,190,900	1,238,536	(1,116,463)
Veterans Assistance Commission 0136	94,613	-	119,113	51,929	54,006	65,107
Sub-Total	7,530,608	2,131,350	9,469,123	6,980,490	7,700,994	1,768,129
TOTAL	14,943,453	10,645,710	25,566,615	18,932,129	20,130,698	
Working Cash Fund	742,423		742,423			
TOTAL AVAILABLE	15,685,876		26,309,038			

An Ordinance
Of the McLean County Board
Amending the 2007 Combined
Annual Budget and Appropriation Ordinance

WHEREAS, it has become necessary to reappropriate the unliquidated encumbrances of the prior Fiscal Year 2006 budget, and

WHEREAS, reappropriations in the amount of **\$631,014.25** for the Fiscal Year 2006 would be added; and

WHEREAS, the Executive Committee has deemed it necessary and advisable to reappropriate the unliquidated encumbrances outstanding at the close of the 2006 Fiscal Year, now therefore,

BE IT ORDAINED, by the County Board of McLean County, Illinois, that the Fiscal Year 2007 budget is amended by reappropriation of the outstanding purchase orders at the close of the 2006 Fiscal Year as follows:

COUNTY GENERAL FUND/0001

AUDITOR

06-0149	Widmer Interiors	\$1,159.52
TOTAL AUDITOR		\$1,159.52

CIRCUIT COURT

06-0109	Widmer Interiors	\$ 758.44
06-0148	Widmer Interiors	2,562.50
TOTAL CIRCUIT COURT		\$3,320.94

COURT SERVICES

06-0094	Lincoln Office Supply	\$18,850.00
06-0120	HP GEM/CEI	11,430.00
06-0121	CDW Government, Inc.	2,676.42
06-0124	Widmer Interiors	4,200.00
06-0147	Bob Barker Company	1,221.44
TOTAL COURT SERVICES		\$38,377.86

SHERIFF

06-0110	Ray O'Herron Company, Inc.	\$2,613.80
06-0123	Ray O'Herron Company, Inc.	1,899.70
06-0132	Robinson Textiles, Inc.	501.90
06-0134	Robinson Textiles, Inc.	587.52
06-0135	Robinson Textiles, Inc.	327.05
TOTAL SHERIFF		\$5,929.97

PARKS & RECREATION

06-0154	Hanson Professional Services	\$17,000.00
06-0155	Crescent Electric Supply	3,000.00
06-0156	Recreation Concepts, Inc.	21,000.00
06-0157	Prairie Materials	4,000.00
TOTAL PARKS & RECREATION		\$45,000.00

FACILITIES MANAGEMENT

06-0074	Hill Radio	\$1,500.00
06-0118	R. R. Brink Locking System	270.00
06-0140	Cushing's Commercial Carpet	15,000.00
06-0141	Hill Radio	820.00
06-0142	Weber Electric	8,000.00
06-0143	R. R. Brink Locking System	3,330.00
06-0144	Brucker Company	2,340.00
06-0145	Hill Radio	5,850.00

06-0146	Technical Solutions & Services	5,000.00
06-0150	Henricksen & Company, Inc.	4,840.00
06-0151	Widmer Interiors	6,410.00

TOTAL FACILITIES MANAGEMENT **\$53,360.00**

INFORMATION SERVICES

06-0112	McLean County Regional Planning	\$47,873.19
06-0115	Northrop Grumman Corporation	56,834.00
06-0119	CDW Government, Inc.	6,000.00

TOTAL INFORMATION SERVICES **\$110,707.19**

TOTAL COUNTY GENERAL FUND/0001 **\$257,855.48**

T. B. CARE & TREATMENT/FUND 0111

06-0125	Enloe Drugs, Inc.	\$5,786.00
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TOTAL T. B. CARE & TREATMENT/FUND 0111 **\$5,786.00**

HEALTH DEPARTMENT/FUND 0112

06-0126	Best Buy	\$1,000.00
06-0127	Widmer Interiors	1,319.00
06-0128	Ikon Financial Services	6,800.00
06-0130	McLean County Treasurer	9,380.00
06-0139	Heyworth Printing	2,500.00

TOTAL HEALTH DEPARTMENT/FUND 0112 **\$20,999.00**

HIGHWAY MOTOR FUEL/FUND 0123

06-0158	Cargill, Inc.	\$184,999.69
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TOTAL HIGHWAY MOTOR FUEL/FUND 0123 **\$184,999.69**

CIRCUIT CLERK AUTOMATION/FUND 0140

06-0153	Northrop Grumman Corporation	\$77,019.00
TOTAL CIRCUIT CLERK AUTOMATION/FUND 0140		\$77,019.00

SHERIFF/COURT SECURITY/FUND 0141

06-0110	Ray O'Herron Company, Inc.	\$367.02
TOTAL SHERIFF/COURT SECURITY/FUND 0141		\$367.02

CIRCUIT CLERK/COURT DOCUMENT STORAGE/FUND 0142

06-0098	Henricksen & Company, Inc.	\$1,734.67
06-0099	Henricksen & Company, Inc.	5,234.39
06-0152	Northrop Grumman Corporation	77,019.00
TOTAL CIRCUIT CLERK/COURT DOCUMENT STORAGE/0142		\$83,988.06

GRAND TOTAL COMBINED FUNDS		\$631,014.25
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**RESOLUTION of the McLEAN COUNTY BOARD
AMENDING THE RESOLUTION ESTABLISHING THE BUDGET POLICY
FOR FISCAL YEAR 2007**

WHEREAS, the *Rules of the County Board* provide that the Finance Committee exercise continuous review of revenues and expenditures and identify new or alternative revenue sources for the County; and

WHEREAS, the *Rules of the County Board* provide that the Executive Committee recommend each year to the County Board a Budget Policy for the preparation of the annual budget; and

WHEREAS, the Finance Committee, at its regular meeting on Tuesday, February 6, 2007 was advised of a conflict in County Board policy that is found in the adopted Personnel Policy and Ordinance and the Resolution Establishing the Budget Policy for Fiscal Year 2007; and,

WHEREAS, the Finance Committee, at its regular meeting on Tuesday, February 6, 2007, recommended approval of an amendment to the Resolution Establishing the Budget Policy for Fiscal Year 2007 to correct this conflict in County Board policy; now, therefore,

BE IT RESOLVED by the County Board of McLean County, Illinois, that Section 12.27-2 (E) of the Resolution Establishing the Budget Policy for Fiscal Year 2007 is hereby amended as follows:

12.27 PERSONNEL

12.27-2 Employee Compensation

(E) Employees who occupy exempt positions, as identified in the document entitled Position Classification and Pay Ranges for Fiscal Year 2006, adopted by the County Board on January 17, 2006, are considered salaried employees and thereby not entitled to additional compensation. The Treasurer shall deny any request for additional pay for an exempt employee without the specific approval of the Finance Committee, notwithstanding the provisions of Section 10.82 Outside Employment of the County's Personnel Policy and Ordinance.

The County Clerk is hereby directed to forward a certified copy of this Resolution to the County Treasurer, County Auditor and the County Administrator.

(2)

ADOPTED by the County Board of McLean County, Illinois, this 20th day of February, 2007.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the County Board,
McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board



PeggyAnn Milton
McLean County Clerk

(309) 888-5190

Fax (309) 888-5932

Tax Administration (309) 888-5187

Elections Administration (309) 888-5186

104 W. Front Street, Room 704 • P.O. Box 2400 • Bloomington, IL 61702-2400

E-mail: peggyann@mclean.gov

Website: www.mclean.gov/countyclerk

We've moved to:

Government Center

115 E Washington Street, Room 102

PO Box 2400


Bloomington, IL 61702-2400

www.mcleancountyiil.gov/countyclerk

peggyann.milton@mcleancountyiil.gov

DATE: February 1, 2007

TO: Finance Committee Members

FROM: PeggyAnn Milton 

RE: County Board's Resolution Adopting the Budget Policy Resolution vs
County Board Personnel Policy and Ordinance

There is a conflict between the County Board's Resolution Adopting the Budget Policy and the Board's Personnel Policy and Ordinance.

The Budget Policy states as follows:

"Employees who occupy exempt positions, as identified in the document entitled Position Classification and Pay Ranges for Fiscal Year 2006, adopted by the County Board on January 1, 2006, are considered salaried employees and thereby not entitled to additional compensation. The Treasurer shall deny any request for additional pay for an exempt employee without the specific approval of the Finance Committee."

The Board's Personnel Policy and Ordinance states as follows:

10.82 OUTSIDE EMPLOYMENT: No permanent full-time or part-time employee shall engage in outside employment which is not compatible with the full and proper discharge and responsibilities of one's position or which tends to impair the capacity to perform one's duties and responsibilities in an acceptable manner. The County must insure that no conflict or appearance thereof occurs, and that no unauthorized use of position or County facilities or property takes place.

10.82-1 Procedure – A full-time or part-time employee wishing to engage in outside employment shall obtain prior approval of outside employment from the employee's Department Head. The Department Head shall evaluate the outside employment and determine its compatibility with the employer's obligation for full discharge of duties and responsibilities.

10.82-2 Internal Regulations – To ensure compliance with the Fair Labor Standards Act, part-time employment within the full-time employee's own department, or within another unit of County government is prohibited, except when all three of the following conditions apply:

A) Performance of the extra duties are completely voluntary;

B) Performance of the extra duties are occasional and sporadic, and on a part-time basis; and,

C) Performance of the extra duties are in a different capacity from any capacity in which the employee is regularly employed.

Any activities or duties that meet the aforementioned criteria are not subject to overtime.”

To assist my office during the election season, I have hired exempt and non-exempt employees from other County offices and departments to work part-time, after hours, or on weekends. Because of the conflict between the Budget Policy and the Personnel Ordinance, the issue of paying these employees for the time worked needs to be clarified for my office and the Treasurer’s Office. When I hire County employees, I traditionally pay them at an hourly rate, a lump sum for election night duties, or as an election judge working Election Day.

I believe the conflict with the Budget Policy can be resolved by clarifying that the Budget Policy does not apply when the three conditions listed in Section 10.82-2 apply.

Thank you for your assistance.




OFFICE OF THE ADMINISTRATOR

(309) 888-5110 FAX (309) 888-5111

115 E. Washington, Room 401 P.O. Box 2400 Bloomington, Illinois 61702-2400

February 1, 2007

Memo to: The Honorable Chairman and Members of the Finance Committee

From: John M. Zeunik 

Re: County Credit Card Use Policies

At the January Finance Committee meeting, County Recorder Lee Newcom asked the Finance Committee to amend the County's Travel and Credit Card Use Policy to permit the purchase of hotel rooms using discount internet sites. In addition, Mr. Newcom requested that the policy be amended to permit the purchase of office supplies and commodities from discount internet sites. The Finance Committee referred Mr. Newcom's request to the Administrator's Office for further follow-up and a recommendation.

As a part of this review, I asked a sample of County elected officials and appointed department heads whether they use the discount internet sites to purchase hotel rooms and office supplies and commodities. Based on their response and my review of qualified internet sites for the purchase of office supplies and commodities, I will first present my findings and recommendations on the request to amend the policy to permit the purchase of office supplies and commodities from discount internet sites.

(1) Purchase of Office Supplies and Commodities

County offices and departments are currently purchasing office supplies and commodities from discount internet sites. The following internet sites are currently being used by County offices and departments: Corporate Express, Office Depot, Quill, and U.S. Communities (the NACo sponsored Government Purchasing Alliance). Corporate Express, Office Depot, Quill and U.S. Communities permit a County office or department to register at no charge and then use the internet site to order office supplies and commodities. Corporate Express, Office Depot and Quill will guarantee delivery on the following business day and will provide a separate itemized department invoice that can be forwarded to the Auditor's Office for payment. Corporate Express, Office Depot, Quill and U.S. Communities offer discount pricing to government offices.

The Honorable Chairman and Members of the Finance Committee
February 1, 2007
Page Two

The Information Services Department uses the department credit card to order online certain computer supplies, hardware and software from companies like CDWG. In this instance, the Department is ordering a specific item that must be compatible with the County's installed computer equipment and network. IBM now requires credit card authorization prior to dispatching a service representative to fix a problem or install a piece of equipment or software.

Current practice in the County by elected offices and appointed department heads permits using discount internet sites to order and purchase office supplies and commodities. The only caution that needs to be exercised is to use reputable sites that offer itemized billing at the department level.

Therefore, I do not see any need for the Finance Committee to recommend an amendment to the current County policy regarding credit card purchases of office supplies and commodities.

(2) County Travel and Credit Card Policy

Purchasing hotel rooms from discount internet sites presents several issues that should be addressed in any amendment to the current County policy. The survey sample of County elected officials and appointed department heads returned a split vote. Four County offices and departments do not use discount internet sites to reserve or purchase hotel rooms. Two County offices and departments expressed an interest in being able to use discount internet sites to reserve or purchase hotel rooms.

For the Committee's review and comparison, I have attached copies of hotel reservation pages from the discount internet sites, the NACo Conference Hotel registration and one hotel internet sites. I have also included an EXCEL spreadsheet comparing the rates for a five-night stay in Washington, D.C. during the NACo Annual Legislative Conference, March 2 - 7, 2007. For comparison, I used the same hotels that are listed as official conference hotels on the NACo Legislative Conference Registration form. As illustrated on the spreadsheet, the NACo Conference Rate is lower than the rate available from all of the discount internet sites except for Hotwire.com. Please note that Hotwire.com does not provide the name and address of the 3 star or the 3.5 star hotels. I would also note that if an employee stays at a remote hotel (e.g. in Alexandria, Virginia or near Reagan or Dulles Airport), then the average nightly rate is less than the NACo Conference Rate. The decision to stay at a location that is not near the Conference Center is ultimately up to the individual. By doing so, it is possible to save on the costs of the hotel. The trade-off that must be considered is the distance and travel time to and from the hotel and how this might affect attendance and networking with other Conference attendees.

The Honorable Chairman and Members of the Finance Committee
February 1, 2007
Page Three

When considering amending County policy to permit elected officials and department heads to use the discount internet sites to secure hotel rooms, it is important to consider the terms and conditions of each internet site. Listed below are the terms and conditions of the NACo Conference Registration and each discount internet site.

NACo Conference Registration: One night's room charge will be billed through the credit card if guest fails to arrive for the assigned housing at the confirmed date, or if guest departs earlier than the date confirmed, unless reservation has been canceled with the hotel at least 72 hours in advance. One night's room charge may be billed immediately to hold reservation.

Expedia.com: Any changes to or cancellation of your reservation may result in fees from \$25.00 up to the full cost of your stay. Cancellations or changes made before 6:00 P.M. EST on the day before arrival are subject to a \$25.00 penalty. Cancellations or changes made after 6:00 P.M. EST on the day before arrival are subject to a 1 night room and tax penalty. Cancellations or changes made after check-in are subject to a 100% penalty.

Hilton.com: If you wish to cancel, please do so 1 day prior to arrival to avoid cancellation penalties.

Hotels.com: You may cancel or change your reservation, but you will be charged the cancellation or change fee indicated on the reservation order form. In addition, if you do not cancel or change your reservation before the cancellation policy period applicable to the hotel you reserved, which varies by hotel (usually 24 to 72 hours prior to the date of arrival) you will be subject to a charge of one night's room rate, tax recovery charges and service fees. No refunds will be made for no-shows or early checkouts.

Hotwire.com: You can't get a refund or change this reservation once your purchase is complete.

Orbitz.com: Cancellations or changes made more than 1 day prior to 12:01 A.M. local hotel time on the day of arrival are subject to a \$25.00 charge. Cancellations or changes made within 1 day prior to 12:01 A.M. local hotel time on the day of arrival are subject to a charge equal to room and tax for the first night. Cancellations or changes made after 12:01 A.M. local hotel time on the day of arrival are subject to a 100% charge. Refunds are not available for early check-out.

Priceline.com: Cancellations after 12:00 P.M. local hotel time on day of arrival - No Refund. Cancellations within 72 hours prior to 12:00 P.M. local hotel time on day of arrival - first night's room rate plus tax and fees and \$25.00 cancellation fee. More than

72 hours prior to 12:00 P.M. Local Hotel Time on day of arrival - \$25.00 Cancellation fee per room.

Travelocity.com: Any changes to or cancellations of your reservation may result in fees from \$25.00 up to the full cost of your stay. Changes to the name on a reservation are not permitted after the booking is completed. No refunds for unused nights, including those resulting from delayed check-in or early check-out will be given. Cancellations or changes occurring within 24 hours of 12:01 A.M. CST on the day of check-in are subject to a cancellation penalty. This includes a 1 night room charge plus applicable fees and taxes. Cancellations or changes made after check-in are subject to a 100% charge.

All hotel reservations including the NACo Conference registration place restrictions on when a reservation may be cancelled and the penalties that will be assessed if the reservation is cancelled. The penalty assessed for cancellation of a reservation varies based on the time of cancellation prior to the arrival date. Hotwire.com is the only site with no refund and no changes to the reservation once the purchase is made online.

Per Internal Revenue Service policy and County policy, documentary evidence is required to substantiate all business travel expenses of \$75.00 or more. Documentary evidence ordinarily will be considered adequate if it shows the amount, date, place and essential character of the expense. A hotel receipt is adequate to support business travel expenses if it has all of the following information: name and address of the hotel, dates of the stay at the hotel, and separate amounts for charges such as lodging, meals, and telephone calls. A credit card statement is not sufficient documentary evidence of a business lodging expense. If an employee uses a discount internet site to reserve a hotel room, the employee must obtain proof of stay at the hotel and submit this to the Auditor's Office.

To provide County offices and departments with the flexibility to save money on hotel expenses when traveling on County business while, at the same time, recognizing the risk of expending County funds without the option to seek a refund or change a reservation, I would respectfully recommend the following amendments to the current County Travel Policy and Credit Card Policy:

- (1) Restrict the use of discount hotel internet sites for booking reservations using the County credit card to those sites which permit reservations to be cancelled or modified with advance notice. Currently, the following sites offer the most flexibility and the least risk to the County: Expedia.com, Hotels.com and Orbitz.com. Internet discount sites that offer no refund and no changes to the reservation should be blocked by the County's credit card provider.
- (2) If an employee wishes to make a reservation on an internet discount site that offers no refund and no changes to the reservation, then the employee must

The Honorable Chairman and Members of the Finance Committee
February 1, 2007
Page Five

use the employee's personal credit card and assume full risk if the reservation needs to be cancelled or modified. The employee's lodging expenses are eligible for reimbursement pursuant to the County's Travel Expense Reimbursement Policy.

- (3) If an employee elects to use an approved discount hotel internet site to make a reservation using the County credit card and then fails to abide by the site's terms and conditions and, as a result, the County is liable for additional charges, the employee may be responsible for reimbursing the County the full amount of the additional charges. The employee will not be responsible for reimbursing the County if the Conference is cancelled or the dates of the Conference are changed for any reason. The employee will not be responsible for reimbursing the County if the employee is unable to attend the Conference due to illness, including illness in the employee's family, unexpected family or business emergency, and/or weather conditions that restrict travel.

Should you have any questions regarding this recommendation, please do not hesitate to call me at 888-5110.

Thank you.



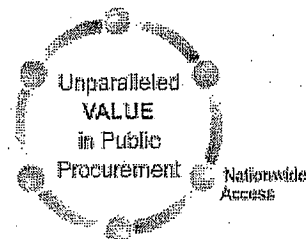
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U.S. Communities Government Purchasing Alliance (U.S. Communities), a division of U.S. Communities Public Services Alliance was designed in cooperation with an Advisory Board of local and state government purchasing officials and is jointly sponsored by the Association of School Business Officials International (ASBO), the National Association of Counties (NACo), the National Institute of Governmental Purchasing (NIGP), the National League of Cities (NLC), and the United States Conference of Mayors (USCM).

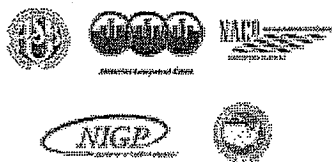
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U.S. Communities provides a national purchasing forum for local and state government agencies, school districts (K-12), higher education and non-profits nationwide by pooling the purchasing power of over 87,000 public agencies.

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OFFERING THOUSANDS OF BRANDS IN THE FOLLOWING CATEGORIES:

- Office Supplies
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- Janitorial Supplies
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- Park & Playground
- P.E. Supplies
- Maintenance & Hardware Supplies
- Homeland Security & Public Safety
- Roofing Supplies & Services
- Auto Parts & Accessories

WHAT'S NEW! WHAT'S HOT!



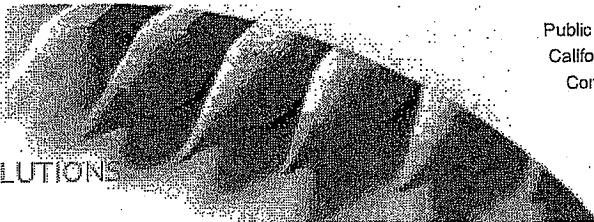
Contract Updates: Janitorial contract with Zep, Carpet and Flooring contract with Milliken and Electrical contract with Graybar are extended through January 2008.



Homeland Security Solutions: Best national pricing from Hagemeyer (39% off published prices). Broad-product offering. Expenditures are not limited to DHS grant-funded acquisitions



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AUTHORIZING STATE STATUTES

State of Illinois Statutes
Chapter 5 General Provisions
Act 220 Intergovernmental Cooperation Act

5 ILCS 220/2

Sec. 2. Definitions. For the purpose of this Act:

(1) The term "public agency" shall mean any unit of local government as defined in the Illinois Constitution of 1970, any school district, any public community college district, any public building commission, the State of Illinois, any agency of the State government or of the United States, or of any other State, any political subdivision of another State, and any combination of the above pursuant to an intergovernmental agreement which includes provisions for a governing body of the agency created by the agreement.

For the purposes of this Act, "public agency" includes the Mid-America Intermodal Authority Port District created under the Mid-America Intermodal Authority Port District Act.

(2) The term "state" shall mean a state of the United States.

5 ILCS 220/3

Sec. 3. Intergovernmental cooperation.

Any power or powers, privileges, functions, or authority exercised or which may be exercised by a public agency of this State may be exercised, combined, transferred, and enjoyed jointly with any other public agency of this State and jointly with any public agency of any other state or of the United States to the extent that laws of such other state or of the United States do not prohibit joint exercise or enjoyment and except where specifically and expressly prohibited by law. This includes, but is not limited to, (i) arrangements between the Illinois Student Assistance Commission and agencies in other states which issue professional licenses and (ii) agreements between the Illinois Department of Public Aid and public agencies for the establishment and enforcement of child support orders and for the exchange of information that may be necessary for the enforcement of those child support orders.

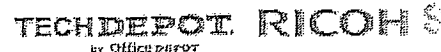
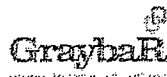
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NACo Conference Rate	\$190.00	\$189.00	\$168.00		
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How To Prove Expenses

Table 5-1 is a summary of records you need to prove each expense discussed in this publication. You must be able to prove the elements listed across the top portion of the chart. You prove them by having the information and receipts (where needed) for the expenses listed in the first column.



You cannot deduct amounts that you approximate or estimate.

You should keep adequate records to prove your expenses or have sufficient evidence that will support your own statement. You must generally prepare a written record for it to be considered adequate. This is because written evidence is more reliable than oral evidence alone. However, if you prepare a record in a computer memory device with the aid of a logging program, it is considered an adequate record.

What Are Adequate Records?

You should keep the proof you need in an account book, diary, statement of expense, or similar record. You should also keep documentary evidence that, together with your record, will support each element of an expense.

Documentary evidence. You generally must have documentary evidence, such as receipts, canceled checks, or bills, to support your expenses.

Exception. Documentary evidence is not needed if any of the following conditions apply.

- You have meals or lodging expenses while traveling away from home for which you account to your employer under an accountable plan, and you use a per diem allowance method that includes meals and/or lodging. (Accountable plans and per diem allowances are discussed in chapter 6.)
- Your expense, other than lodging, is less than \$75.
- You have a transportation expense for which a receipt is not readily available.

Adequate evidence. Documentary evidence ordinarily will be considered adequate if it shows the amount, date, place, and essential character of the expense.

For example, a hotel receipt is enough to support expenses for business travel if it has all of the following information.

- The name and location of the hotel.
- The dates you stayed there.
- Separate amounts for charges such as lodging, meals, and telephone calls.

A restaurant receipt is enough to prove an expense for a business meal if it has all of the following information.

- The name and location of the restaurant.
- The number of people served.
- The date and amount of the expense.

If a charge is made for items other than food and beverages, the receipt must show that this is the case.

Canceled check. A canceled check, together with a bill from the payee, ordinarily establishes the cost. However, a canceled check by itself does not prove a business expense

Table 5-1. How To Prove Certain Business Expenses

IF you have expenses for...	THEN you must keep records that show details of the following elements...			
	Amount	Time	Place or Description	Business Purpose and Business Relationship
Travel	Cost of each separate expense for travel, lodging, and meals. Incidental expenses may be totaled in reasonable categories such as taxis, daily meals for traveler, etc.	Dates you left and returned for each trip and number of days spent on business.	Destination or area of your travel (name of city, town, or other designation).	<u>Purpose:</u> Business purpose for the expense or the business benefit gained or expected to be gained. <u>Relationship:</u> N/A
Entertainment	Cost of each separate expense. Incidental expenses such as taxis, telephones, etc., may be totaled on a daily basis.	Date of entertainment. (Also see <i>Business Purpose</i> .)	Name and address or location of place of entertainment. Type of entertainment if not otherwise apparent. (Also see <i>Business Purpose</i> .)	<u>Purpose:</u> Business purpose for the expense or the business benefit gained or expected to be gained. For entertainment, the nature of the business discussion or activity. If the entertainment was directly before or after a business discussion: the date, place, nature, and duration of the business discussion, and the identities of the persons who took part in both the business discussion and the entertainment activity.
Gifts	Cost of the gift.	Date of the gift.	Description of the gift.	<u>Relationship:</u> Occupations or other information (such as names, titles, or other designations) about the recipients that shows their business relationship to you. For entertainment, you must also prove that you or your employee was present if the entertainment was a business meal.
Transportation	Cost of each separate expense. For car expenses, the cost of the car and any improvements, the date you started using it for business, the mileage for each business use, and the total miles for the year.	Date of the expense. For car expenses, the date of the use of the car.	Your business destination.	<u>Purpose:</u> Business purpose for the expense. <u>Relationship:</u> N/A

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December 31, 2005

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President

Executive Director

**An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2007
Combined Annual Appropriation and Budget Ordinance
General Fund 0001, County Board 0001, Fleet Program 0100**

WHEREAS, the McLean County Board, on November 21, 2006, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities and expenditures to be incurred by and against the County of McLean for the 2007 Fiscal Year beginning January 1, 2007 and ending December 31, 2007; and,

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the General Fund 0001, County Board 0001, Fleet Program 0100; and,

WHEREAS, EMA has received notice of the sale of a 1990 GMC Kodiak Commander Emergency Support Vehicle from the City of Richmond, Illinois; and,

WHEREAS, EMA desires to purchase the 1990 GMC Kodiak Commander Emergency Support Vehicle to replace two older vehicles: a 1968 Chevrolet Truck and a 1984 Ford Truck; and,

WHEREAS, EMA plans to dispose of the 1968 Chevrolet Truck and the 1984 Ford Truck in accordance with the County's policy for the disposition of capital equipment; and,

WHEREAS, the purchase of the 1990 GMC Kodiak Commander Emergency Support Vehicle will enhance EMA's operations in scene lighting, water rescue and recovery, mass casualty incident response and ground search and rescue; and,

WHEREAS, the Justice Committee, on Monday, February 5, 2007, recommended approval of an Emergency Appropriation Ordinance to amend the Fiscal Year 2007 Combined Annual Appropriation and Budget Ordinance to appropriate sufficient funds to permit EMA to purchase the 1990 GMC Kodiak Commander Emergency Support Vehicle; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Treasurer is directed to add to the appropriated budget of the General Fund 0001, County Board 0001, Fleet Program 0100 the following revenue:

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED</u>
Unappropriated Fund Balance			
0001-0001-0100-0401.0001	\$ 0.00	\$ 50,000.00	\$ 50,000.00

2. That the County Auditor is directed to add to the appropriated budget of the General Fund 0001, County Board 0001, Fleet Program 0100 the following appropriation:

Capitalized Assets			
0001-0001-0100-0850.0001	\$ 165,000.00	\$ 50,000.00	\$ 215,000.00

(2)

3. That the County Clerk shall provide a certified copy of this ordinance to the County Administrator, County Auditor, County Treasurer, and the Director of the Emergency Services.

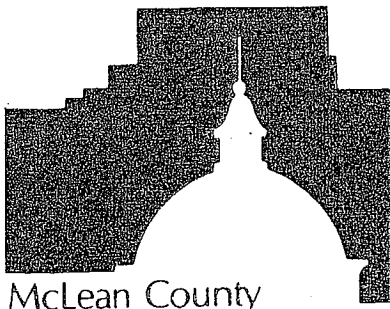
ADOPTED by the McLean County Board this 20th day of February, 2007.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the County Board,
McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board



McLean County

EMERGENCY MANAGEMENT AGENCY

(309) 888-5020 FAX: (309) 888-5534

104 W. Front St., Room B10 P.O. Box 2400 Bloomington, Illinois 61702-2400

To: The Honorable Chairman and Members of the Justice Committee

From: *Curtis Hawk*
Curtis Hawk, Director

Date: January 19, 2007

Re: Truck Purchase Request

As recommended by the Executive Committee we are returning the request to purchase a truck for EMA to the Justice Committee for further review.

You may recall that the Rescue Squad was discontinued as a separate operation in 2005 and combined into the Emergency Management budget in 2006. Beginning in 2007, we have eliminated four areas of emergency response:

- Extrication
- Hazardous Materials
- Technical Rescue
- Air-Cascade

The EMA CAD Activity Report for these services in 2006 indicated there were 35 callouts, and 10 were subsequently cancelled before our arrival on scene. Eight calls were for Air Cascade and two were vehicle collisions. The remaining 25 calls were for Incident Management and other EMA related services that have complemented and will continue to support the response of other agencies within the community.

The proposed purchase of the truck will not re-establish the former Rescue Squad but will enhance the remaining duties required by the EMA Ordinance of McLean County.

I have prepared a 2006 Annual Report for EMA and will be available at the February 5th Justice meeting to answer any questions.

2007 McLean County EMA

As of January 2007 we have dropped the following four response capabilities:

- **AUTO EXTRICATION:** McLean County EMA had the longest-running auto extrication service in the County's history. Once hailed as the pride of Extrication Services, EMA's related response has dwindled over the years. Local fire departments have largely grown their own auto extrication services and do so with modern equipment and techniques. To continue this service at a level expected by today's standards would require expenses that cannot be justified.
- **HAZARDOUS MATERIALS RESPONSE:** In the three years since building this capability, EMA has used its HazMat equipment in one joint response with Bloomington Fire. In that response, our equipment did not make a sizable impact on the event. Bloomington Fire is the state-licensed HazMat team and EMA should no longer continue supplying a hazardous materials response team. EMA will, however, continue to assist in the support functions and in incident management of any HazMat operation, when called upon by Bloomington Fire. Six trailers have been deployed around the County to support hasty decontamination and EMA helps those communities establish policies and procedures to their hazardous materials response.
- **TECHNICAL RESCUE:** McLean County EMA had unique capabilities in technical rescue, specifically related to its vehicle-mounted vertical lift capabilities. Due to the design of our vehicles operational capabilities we were limited on this response (Boom Poles do not swing horizontally) Following the State guidelines for technical rescue, although we find the vertical lift capabilities of our trucks are very safe, they cannot be certified in their lifting capabilities and safety by any OSHA or other National Institutes of Vehicle Safety. Normal Fire is the state-licensed team and EMA can offer little additional value to this service.
- **CASCADE AIR SUPPLY:** EMA has an air cascade system onboard one of the rescue trucks. This facility has been used at the scene of structure fires to refill SCBA air bottles. Several agencies have expressed interest in seeing EMA retain this service, so long as they are assured the supplied air is of high quality. But in reviewing the EMA activity reports 8 out of 8 times called, the request was subsequently cancelled. To continue this service at a level expected by today's standards would require expenses that cannot be justified.

EMA plans to continue the following operations, with minor enhancements:

- **INCIDENT MANAGEMENT:** At the core of any Emergency Management Agency is its expectation to manage significant incidents. McLean County EMA continues to train and build capabilities around this goal. The major component of this effort involves the creation of an Incident Management Assistance Team (IMAT). IMATs are comprised of personnel from all disciplines of public safety and serve as a coordinated team focused on the management of significant incidents. McLean County has been recognized by the State for our training, staffing, and equipping the Unified Command Post and integrating the UCP/IMAT into local operations. McLean County EMA's UCP manual has been adopted by the State as the training and operations manual for all jurisdictions and we are continuing to train others in our practices. McLean County will host an IMAT, Command and General Staff class in early 2007. EMA has been coordinating with Livingston County EMA to begin preparations to create a regional IMAT that will serve all of Homeland Security Region 11. The IMAT's primary physical tool will be a specialized equipment trailer to use in conjunction with the Unified Command Post.
- **MASS CASUALTY INCIDENT (MCI) RESPONSE:** EMA is responsible for housing, equipping and staffing the County's MCI trailer. With the inclusion of new grant-funded equipment that is targeted at EMT-Intermediates and Paramedics, EMA continues to coordinate with the County EMS office to ensure the trailer is equipped in a logical manner and that all ILS and ALS supplies are properly maintained. We are partnering with the EMS office to provide another avenue for educating County EMS providers on the trailer's capabilities and its inclusion into local disaster drills.
- **STORM SPOTTING:** McLean County EMA is largely known for its role during severe weather. As the coordinating agency for the County spotters, EMA's role is significant and its capabilities over the year have grown robust. While no major enhancements are identified for this area, some minor improvements are warranted. These include holding periodic meetings with local ESDA directors to discuss improvements in the spotter network, reporting expectations, communications and other quality-control issues. EMA has been enhancing its communications with the state and the National Weather Service (NWS) by employing at least three (3) communications methods to the NWS-Lincoln and the State EOC. Two paths exist for the NWS and three exist for the State EOC.
- **POWER GENERATION & LIGHTING:** EMA receives some of its highest praise from agencies who utilize our emergency lighting and portable power services. These services are robust, flexible and very capable. Our services here are unique in humanitarian support functions. While no major improvements are needed in this sector, routine repair and replacement of equipment is warranted to ensure this capability remains at peak performance and we continue to provide the service in the quality expected. The biggest advantage of EMA's lighting is that it is totally portable and not attached to a vehicle—we are frequently dispatched to enter a disaster scene with our lighting and extensive power cables.