



McLean County

FINANCE COMMITTEE AGENDA

Room 400, Government Center

Tuesday, February 6, 2007

4:00 p.m.

1. Roll Call
2. Approval of Minutes: January 2, 2007
3. Departmental Matters
 - A. Phil Dick, Building and Zoning
 - 1) Items to be Presented for Action:
 - a) Request Approval of Amendment to an Intergovernmental Agreement to Provide for Public Transportation in Ford, Iroquois, Livingston and McLean Counties (SHOWBUS) 1-6
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other
 - B. Mike Emery, McLean County Sheriff
 - 1) Items to be Presented for Action:
 - a) Request Approval of Resolution Amending the Funded Full-Time Equivalent Positions Resolution for 2007 – Court Security Fund 0141 7
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other
 - C. Robert Keller, Health Department Administrator
 - 1) Items to be Presented for Action:
 - a) 2006 County Wellness Program Report and Request for Approval of the 2007 Wellness Program 8-49
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other
 - D. Lee Newcom, County Recorder
 - 1) Items to be Presented for Action:
 - a) Request Approval of Contract for Professional Services with MAXIMUS, Inc. 50-62

- 2) Items to be Presented for Information:
 - a) General Report 63-84
 - b) Other

- E. Robert Kahman, Supervisor of Assessments
 - 1) Items to be Presented for Information:
 - a) Report on Tentative Multiplier 85
 - b) General Report
 - c) Other

- F. Don Lee, Director, Nursing Home
 - 1) Items to be Presented for Information:
 - a) Monthly Reports 86-88
 - b) General Report
 - c) Other

- G. Becky McNeil, County Treasurer
 - 1) Items to be Presented for Information:
(Documents to be provided at meeting)
 - a) Accept and place on file County Treasurer's Monthly Financial Reports as of January 31, 2007
 - b) General Report
 - c) Other

- H. Jennifer Ho, Risk Management
 - 1) Items to be Presented for Action:
 - a) Request Approval of Renewal of Brokerage Service Contract with Agent 89-99
 - b) Request Approval of Renewal of Insurance Program 100-101
 - 2) Items to be Presented for Information:
 - a) 4th Quarter Risk Management Report 102-103
 - b) General Report
 - c) Other

- I. Peggy Ann Milton, County Clerk
 - 1) Items to be Presented for Action:
 - a) Request Approval to clarify the apparent Conflict between the County Board's Resolution Adopting the Budget Policy Resolution and the County Board Personnel Policy and Ordinance regarding Exempt Employees 104-105
 - 2) Items to be Presented for Information:
 - a) Monthly Activity Report, December 2006 106
 - b) General Report
 - c) Other

- J. Jackie Dozier, County Auditor
- 1) Items to be Presented for Action:
 - a) 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 107-110
 - 2) Items to be Presented for Information:
 - a) Cell Phone Usage Audits 111-113
 - b) General Report
 - c) Other
- K. John M. Zeunik, County Administrator
- 1) Items to be Presented for Action:
 - a) 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 114-115
 - b) 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 116-117
 - c) Request Approval of a Resolution Transferring Monies from the Working Cash Fund 0002 to the I.M.R.F. Fund 0131, Fiscal Year 2007 118-120
 - d) Review of Recommendations regarding Changes to County Credit Card Purchasing Use Agreement – Office Supplies and Travel Expense 121-156
 - e) EXECUTIVE SESSION: Collective Bargaining and Pending Litigation
 - 2) Items to be Presented for Information:
 - a) Notice that the McLean County Comprehensive Annual Financial Report for FY'2005 qualifies for a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association 157-159
 - b) General Report
 - c) Other

4. Recommend Payment of Bills and Transfers, if any, to County Board

5. Adjournment



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.

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: _____

**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

**RESOLUTION AMENDING THE FUNDED
FULL-TIME EQUIVALENT POSITIONS RESOLUTION
FOR 2007**

WHEREAS, the McLean County Board adopted a Funded Full-Time Equivalent Positions (FTE) Resolution on November 21, 2006 which became effective on January 1, 2007; and,

WHEREAS, the Sheriff's Department has operated at and maintained a staffing level of six (6.00) Deputy Patrol Officer positions in the Court Security Division for the past four years; and,

WHEREAS, the FY 2007 Budget for the Court Security Fund 0141 has sufficient funds to pay the costs of six (6.00) Deputy Patrol Officer positions; and,

WHEREAS, the Finance Committee, at its meeting on February 6, 2007, recommended the approval of this change in the Full-Time Equivalent Positions Resolution for the remainder of the 2007 Fiscal Year; now, therefore,

BE IT RESOLVED, by the County Board of McLean County, Illinois, now in regular session, that the Funded Full-Time Equivalent Positions Resolution be and hereby is amended as follows:

<u>Fund-Dept-Program</u>	<u>Pay</u> <u>Grade</u>	<u>Position Classification</u>	<u>Full-Time</u>		
			<u>Now</u>	<u>Amend</u>	<u>New</u>
0141-0029-0035	U	0503.3001 (full-time) Deputy Patrol Officer	5.00	1.00	6.00

BE IT FURTHER RESOLVED by the County Board of McLean County, Illinois that the County Clerk is hereby directed to provide a certified copy of this Resolution to the Sheriff's Office, the County Treasurer, and the County Administrator's Office.

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




Health Department

200 W. Front St. Room 304 Bloomington, Illinois 61701 (309) 888-5450

Memorandum

To: Honorable Members of the McLean County Board Finance Committee

From: Robert J. Keller, Director 

Date: January 29, 2007

Re: 2006 Employee Health Screening Report and Request to Continue the McLean County Employee Wellness Program for 2007

Please find enclosed a memorandum and report prepared by McLean County Health Department Health Program Manager Jan Morris. The report discusses the results for the 9th annual employee health screening and wellness program. Ms. Morris forwarded this report to Assistant County Administrator Terry Lindberg and County Administrator John Zeunik for review. As has been the case for the past several years the program is closely linked with the County's health care provider to assure easier referral of adverse results derived from the screening program to employees' medical practitioners.

The proposal for 2007 ties the program to a pilot program initiated by the County's health insurance carrier Health Alliance. The design of the program is a result of several meetings among representatives from Health Alliance, Benefit Planning Associates, the County Administrator's Office and the McLean County Health Department.

Following your review of the attached report and a brief presentation at the February 6th Finance Committee meeting, we respectfully request your consideration of our proposal to continue the program for the 10th year as part of this pilot project. This is presented as an action item on your agenda.

Thank you for your attention.



Health Department

200 W. Front St. Room 304 Bloomington, Illinois 61701 (309) 888-5450

MEMORANDUM

TO: Honorable Members McLean County Board Finance Committee

FROM: Jan Morris, Health Promotion Program Manager

DATE: January 15, 2007

RE: Proposed County Wellness Plan

The Health Promotion and Assessment section of the Health Department is proposing to continue the McLean County Employee Wellness Program for the tenth year. An on-going employee wellness program will increase health awareness, increase productivity, improve the overall health of the work force, and demonstrate the County's commitment to employee wellbeing. Research shows that having a healthier workforce reduces the increase in rising healthcare costs, absenteeism and presenteeism. The recommended plan would include biometric screenings, health risk assessment (HRA), wellness fair, and numerous wellness activities addressing risks determined by the HRA. A new component will also be integrated into the 2007 plan. McLean County will participate in the Health Alliance (HAMP) pilot program, *Better Health by Choice*. This program will provide online HRA and online counseling for all employees as well as telephonic counseling for employees covered by HAMP and demonstrating at risk behaviors or screening results.

As stated within the text of the attached report, the recommended intervention strategies for the entire workplace population included coronary and cancer risk reduction, weight management, cholesterol management, fitness, and better nutrition. Several potentially serious health problems were detected in past screenings. The total cost to the County's Employee Benefit Fund in 2006 was approximately \$20,000. Left undetected, heart disease, stroke, or cancer could cost the County considerably more in treatment costs. It is our goal that the 2007 wellness program, "Good Health is Always in Season" will involve more than 450 employees in screenings, HRA, and other wellness activities.

Employee Screening Report 2006

PRESENTED TO:

Honorable Members of McLean County Board Finance Committee

By:

Jan Morris, Health Promotion Program Manager

Executive Summary –2006 Employee Wellness Screenings

- Received the National Association of Counties (NACo) 2006 Achievement Award for the Employee Wellness Program
- In 2006: 202 persons screened, 197 participated in wellness assessment, 231 attended health fair, 928 participants in other wellness activities, 377 unduplicated participation
- 9th year for screenings - Carle Clinic became provider in 2004
 - 197 employees screened and completed wellness assessment
 - 30 persons with no high risk factors
 - 55 employees with one risk factor
 - 112 with two or more risk factor
 - 110 had Carle Primary Care Physician (PCP)
 - 65 had an appointment with PCP
 - 16 had zero risk factors (23%)
 - 18 had one risk factor (28%)
 - 31 had 2 or more risk factors (49%)
- Tracked and compared 155 employees screened in all 3 years
 - Positive changes in at least 93 employees (60%)
 - Stress management, improved substance abuse, improved safety habits, smoking/tobacco use, drinking less alcohol, better seat belt use, improved happiness, improved sleep habits, fewer sick days
 - Clinical summary
 - Improvement in 5 of 11 areas
 - Diastolic blood pressure (5.9%), total Cholesterol (1.1%), triglycerides (7.2%), glucose (4.5%), and waist girth
- Compared screening numbers for all employees screened in last 4 years
 - Biometrics
 - Cholesterol greater than 240 dropped from 23% in 2003 to 9% in 2006
 - Elevated Blood pressure dropped from 29% in 2005 to 18% in 2006
 - Excess weight dropped from 85% in 2003 to 70% in 2005 and 2006
 - High risk for Coronary Heart Disease decreased from 43.2% in 2005 to 39.1% in 2006
 - Cancer Risks
 - Overall risk decreased from 87% in 2003 to 78% in 2006
 - Tobacco use dropped from 21% in 2003 to 17% in 2006
 - Consumption of less than 5 fruits & vegetables per day dropped from 74% in 2005 to 66% in 2006
- Plans to expand Employee Wellness program in 2007
 - Health Alliance (HAMP) Pilot Project incorporated into wellness program
 - Rebates/Incentives based on participation
 - Online Health Risk Appraisal, Online & Telephonic Counseling
 - Activities to address risks noted in HRA

McLean County Employee Wellness Screenings 2006

The McLean County Employee Wellness program has changed significantly since its inception 1998. However, the intent of the program has always been to inspire employees to adopt healthy lifestyle changes and decrease illnesses and health care costs. This program involving health screenings, a wellness fair, and a variety of wellness activities implemented to address the risk factors identified by the screenings is supported by McLean County government and coordinated through the Health Promotion and Assessment Section of the McLean County Health Department.

We are all aware that medical costs continue to rise. Michael J. Critelli, Chairman of Pitney Bowes states that employers in this country must realize medical costs are quite different than they were 30 years ago. We now have an epidemic of chronic diseases and 78% of the health care costs are related to chronic disease which will continue to grow. Obesity and diabetes continue to be found in young people and the workforce of the future will be plagued with multiple chronic diseases. Thus, employers must encourage employees to care for their health in partnership with their medical providers.

In the past five years, McLean County employees were given the opportunity to participate in voluntary and confidential health risk assessments (HRA) for early detection of disease and health risk identification. The assessments were beneficial to both the employees and the employer. For the employees, the assessments give an overview of their current health status and ways to improve it. And for the County the tool provides information needed to develop health promotion programs addressing risk factors of employees. The programs tailored to the needs of employees could improve the overall health of the employees and contribute to increased production and lower costs for the organization.

The latest group completing the screenings and the wellness profiles in April 2006 was composed of 77 men and 120 women from 27 departments in the County. The average age of the persons screened was 46 years.

Employees have completed *identical* health risk appraisals since 2002. As in prior years the screening results were entered into the health risk assessment and used to calculate an appraisal of the health risks for each employee. Recommended interventions were based on the prevalence of the health risks identified by the screenings. Each employee received a personal summary as well as an executive summary identifying the corporate risks for all employees. In 2006, the top six recommended intervention strategies for the entire workplace population listed in order of need included: fitness improvement (79%), cancer risk reduction (78%), better nutrition (71%), weight management (70%), coronary risk reduction (69%), and management of cholesterol (53%). (Attachment 1) As stated above, all McLean County employee wellness activities are designed for employees to address the risk factors identified both in the personal and executive summaries.

Prior to 2004, the screenings were performed by staff from BroMenn Regional Medical Center or OSF St Joseph Medical Center. However, Carle Clinic became the medical provider in 2004. The Employee Wellness program in conjunction with the County Administrator's office collaborated with Carle Clinic and Health Alliance to help bring more continuity in the screenings process. Because the majority of employees have

Health Alliance Insurance it seemed the most efficient avenue to expedite the screening results to network doctors and to lower the amount taken from the employee benefit fund.

Uncovering elevated screening results helped to direct employees to their physicians and likely served to prevent catastrophic illnesses. The information collected by Carle Clinic and Health Alliance revealed that of the 197 employees screened, **65 employees had 1 high risk factor** for cardiovascular disease and **143 employees exhibited 2 or more high risk factors**. Absent intervention, not all employees having Health Alliance Insurance visit their physician on a regular basis. **One-hundred-ten** of 197 employees screened currently **have a Carle Clinic Primary Care Physician (PCP)**. **Thirty one employees displaying 1 risk factors have a Carle PCP of which eighteen (58%) saw their physicians within 4 months of the screenings. And 31 of the 54 (57%) employees displaying 2 or more high risk factors and having a Carle PCP saw their doctor within four months of screenings.** This serves as a measure of the early intervention effectiveness of this program. Identifying and treating risk factors for serious disease early, improves health status and positively impacts the bottom line.

In the current year we were also able to track and compare individual health risk assessments of 155 employees (64 men and 91 women) screened in 2004, 2005 and 2006 that provided social security numbers as a means of tracking. **The group progress report noted positive changes in that at least 93 employees (60%) achieved "good" to "excellent" in the following areas: handling stress, improved substance abuse, improved safety habits, smoking/tobacco use, drinking less alcohol, better seat belt use, improved happiness, improved sleep habits, and fewer sick days.** The same report demonstrated that other areas needed improvement. Less than 93 employees (60%) achieved "good" to "excellent" in the following wellness factors: coronary risk, cancer risk, nutrition status, fitness status, blood cholesterol levels, blood pressure, aerobic activity, and body composition. **The results of the clinical summary also revealed that the group of 155 employees improved in 5 of the 11 clinical areas including: diastolic blood pressure (5.9%), total cholesterol (1.1%), triglycerides (7.2%), glucose (4.5%), and waist girth.** Again, a true measure of incremental results directed toward the long-term goal of improving overall health status among county employees.

As reported in prior summaries, guidelines for diagnosis of elevated cholesterol, hypertension, and diabetes have become much more stringent in the last eight years. What was once considered normal blood pressure or normal glucose level may now be considered pre-hypertension and pre-diabetes. Therefore, some of the risks for heart disease appear to be higher than when the screenings first began in 1998. There may be several reasons for the increase. First, as the number of employees participating in the screenings increase, more at risk people are being screened. Secondly, as the total workforce for the county continues to age the risks for heart disease and cancer also continue to rise. And another reason for extreme differences in total results could be the method for drawing blood changed from a finger stick in 2002 and 2003 to a venous blood draw in 2004 through 2006. Studies show that the venous draw is a more accurate technique to measure glucose and cholesterol results. The results of the 2006 screenings and 197 health risk assessments revealed the following information: (A summary is found in at the end of this report).

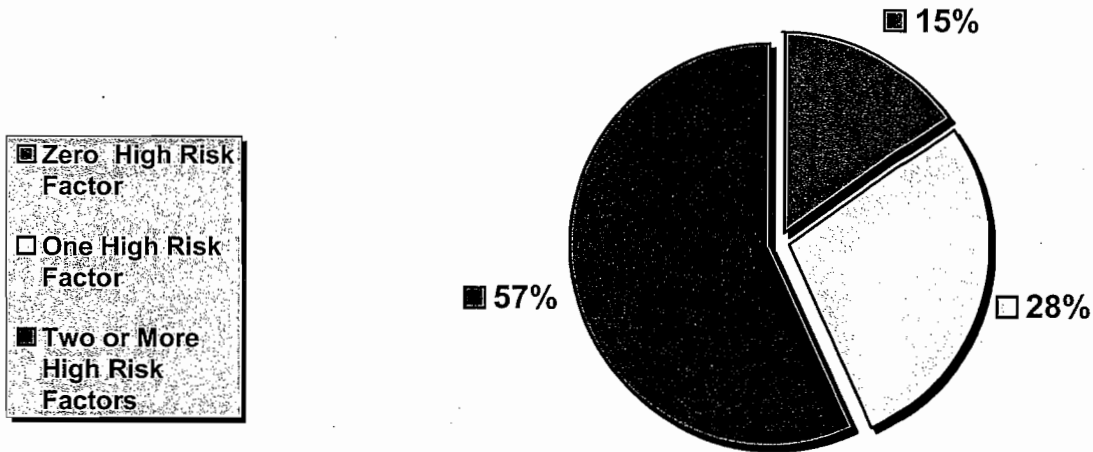
April 2006

McLean County Employee Wellness Screening

The High Risk Factors included in this screening were:
Cholesterol, HDL, LDL, Triglycerides, Glucose, & PSA

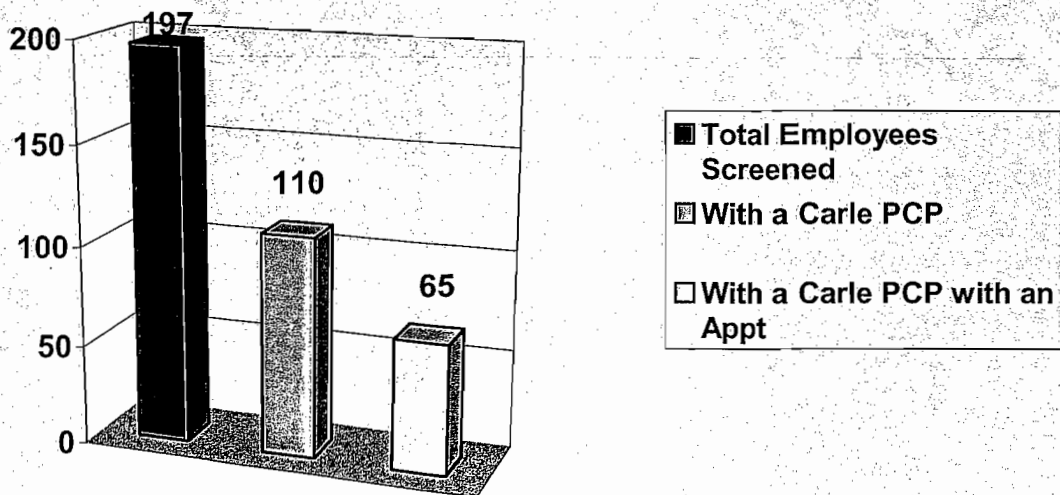
	Total Employees Screened	Zero High Risk Factor	One High Risk Factor	Two or More High Risk Factors
Totals	197	30	55	112

Percentage of High Risk Factors from Employee Screening



	Total Employees Screened	With a Carle PCP	With a Carle PCP with an Appt
TOTALS	197	110	65

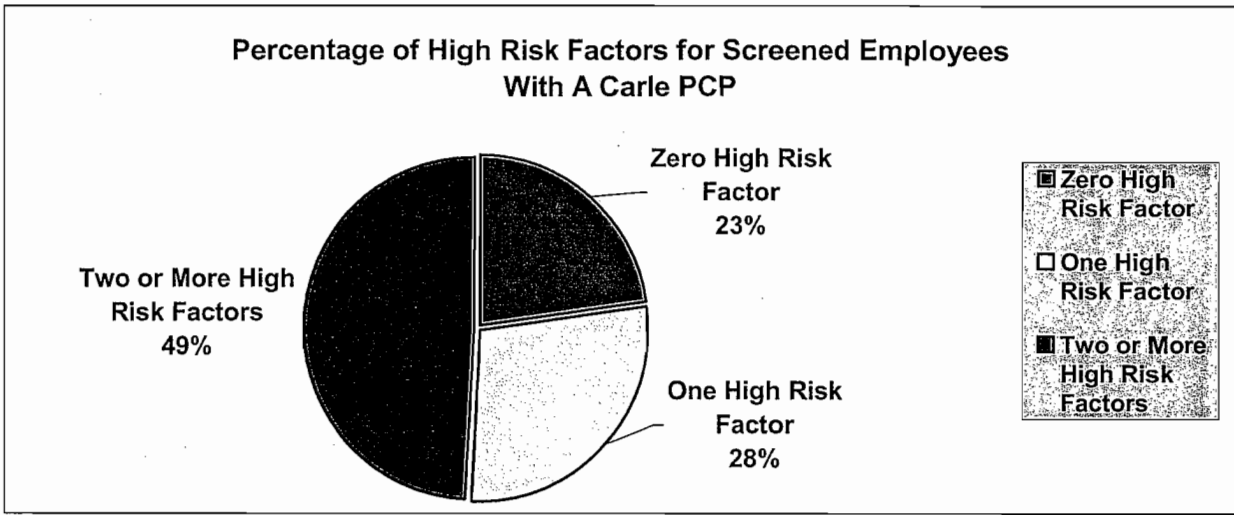
2006 Employees Screened



April 2006
McLean County Employee Wellness Screening
Employees with a Carle Primary Care Physician

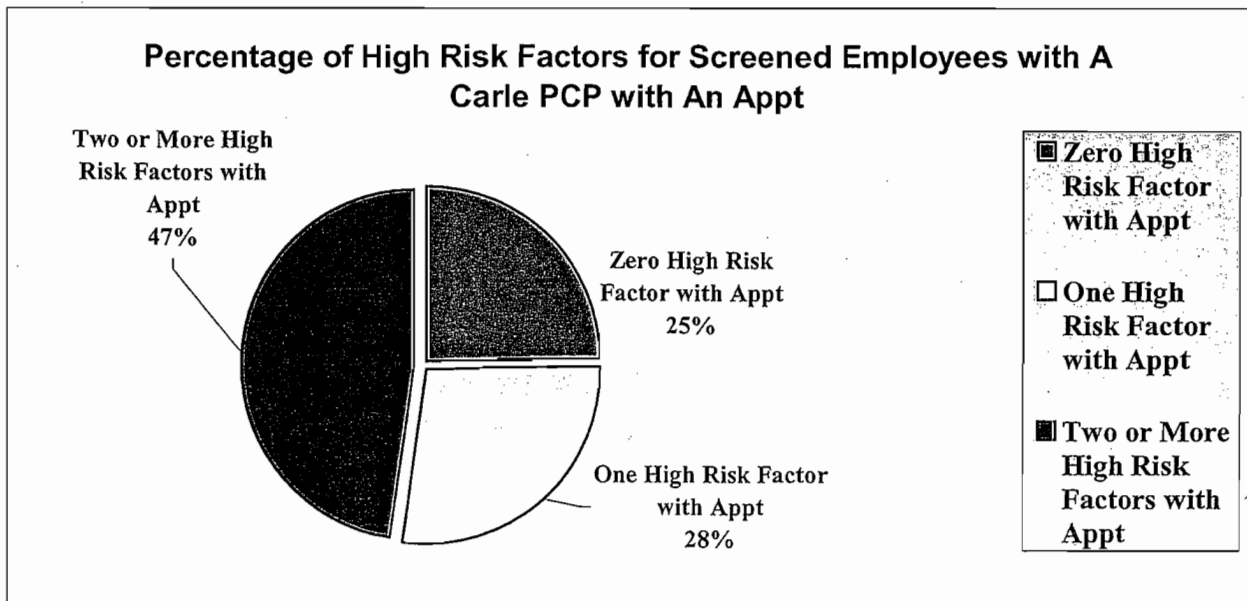
The High Risk Factors included in this screening were:
Cholesterol, HDL, LDL, Triglycerides, Glucose, & PSA

Screened Employees with a Carle PCP	Zero High Risk Factor	One High Risk Factor	Two or More High Risk Factors
110	25	31	54



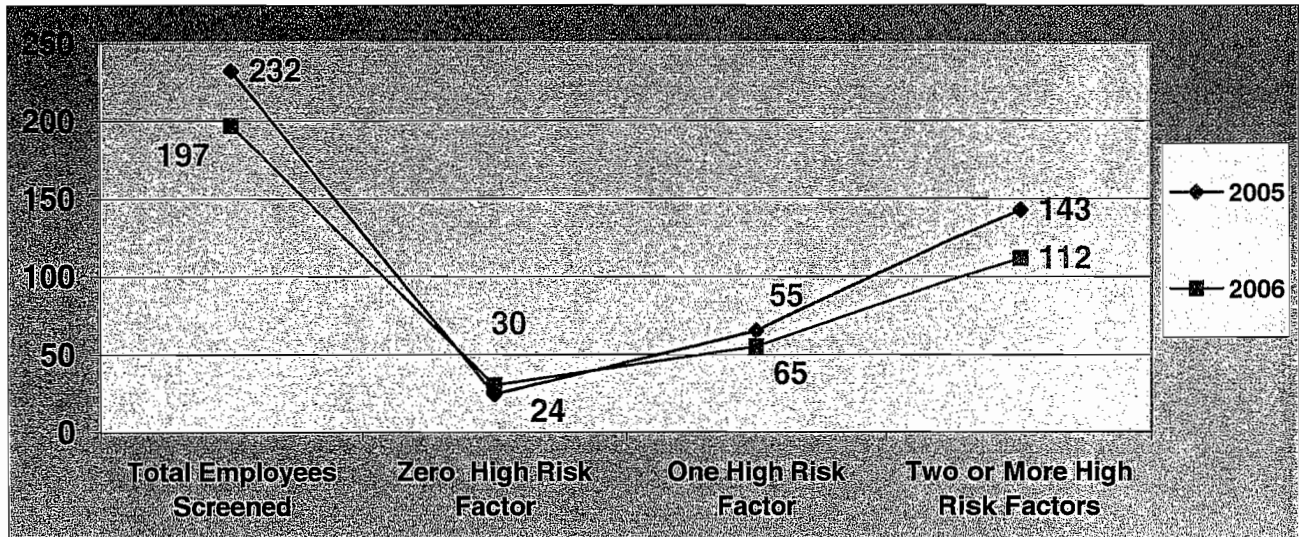
Screened Employees with a Carle PCP	Screened Employees with a Carle PCP with Appt.	Zero High Risk Factor with Appt.	One High Risk Factor with Appt.	Two or More High Risk Factors with Appt.
110	65	16	18	31

59% of Employees with a Carle PCP made an appointment within 4 months of screening

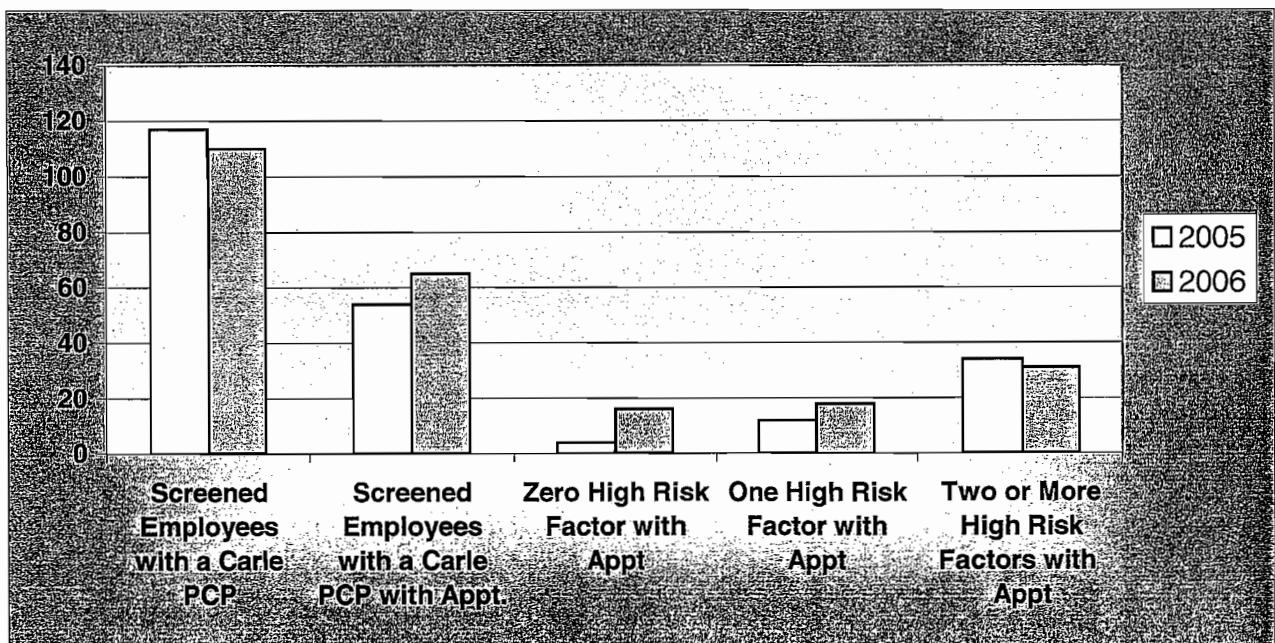


2005 /2006 McLean County Employee Wellness Screening Comparison

	Total Employees Screened	Zero High Risk Factor	One High Risk Factor	Two or More High Risk Factors
2005	232	24	65	143
2006	197	30	55	112



	Screened Employees with a Carle PCP	Screened Employees with a Carle PCP with Appt.	Zero High Risk Factor with Appt	One High Risk Factor with Appt	Two or More High Risk Factors with Appt
2005	117	54	4	12	34
2006	110	65	16	18	31



Cholesterol

High blood cholesterol (fat-like substance) levels increase the risk for heart disease and stroke. Thus, the higher the cholesterol level, the greater the risk for developing a cardiovascular condition. Cholesterol builds up in the walls of the arteries and narrows the blood flow to the heart without any symptoms to the individual.

Cholesterol lowering is important for all people with or without heart disease. Medical experts recommend that cholesterol levels be below 200 mg/dL and state that levels of **161 and below are ideal**. The known risk for heart disease lowers by 2% for every 1% reduction in cholesterol.

The results of the cholesterol screenings indicated that **82 (96 in 2004, 108 in 2005) of the 197 (47.5%) employees tested had readings above 200 mg/dL or higher, and 17 (9.0%) of them were at high risk with levels above 240 mg/dL**. The percentage of employees with readings above **240 mg/dL is the lowest number since those screened in 2000**. The percentage of employees with elevated cholesterol has ranged from **42% to 54.8% in the last 9 years**. **Fortunately, the employees at high risk decreased from 30 (13%) to 17 (9.0%) in the last two years**.

LDL or "bad cholesterol" is the main source of cholesterol buildup and blockage in the arteries. Levels less than 100mg/dL are considered optimal, 100-129mg/dL near optimal, 130-159mg/dL borderline and 160mg/dL and above high. Border line and high levels are associated with a higher risk for coronary heart disease. There was a slight reduction in the employees having high risk levels and an increase in employees having moderate and low risk levels. The number of employees having low-density lipoprotein (LDL) cholesterol levels of **130mg/dL or higher decreased from 45.5% in 2004 to 41.5% in 2005, but increased to 47.9% in 2006**. The number of persons with **100mg/dL or less (Ideal) decreased from 20.3% in 2005 to 12.6% in 2006**.

However, **employees having high or very high triglyceride levels decreased from twenty-eight percent (63) in 2005 to 21.6% (41) in 2006**. Studies have found that excess triglyceride levels (fat in the blood) should be considered a risk factor for heart attack because the high levels can impair the circulation of the blood. Having high density cholesterol (HDL) levels of less than 40mg/dL is also associated with increased risk for cardiovascular disease. Employees having less than 40mg.dL increased from **26% of employees in 2005 to 41% in 2006**. **This was the largest number of employees showing low levels of HDL in the nine years of screening. The HDL numbers can be raised by increased physical activity**.

Glucose

Diabetes is recognized as one of the leading causes of death and disability in the United States. According to the National Institutes of Health, 18.2 million (6.3%) of the United States population have diabetes. Of those, 13 million have been diagnosed, and approximately 5.2 million have not yet been diagnosed. An estimated \$132 billion was spent in 2002 on diabetes related medical costs. Indirect costs, including disability payments, time lost from work, and premature death totaled \$40 billion and the direct medical costs for diabetes care cost \$92 billion. This represents 19% of total health care expenditures for only 6.3% of the people.

Modifiable lifestyle behaviors account for about 90% of adult diabetes cases and research suggests that weight loss and physical activity can prevent or delay the disease.

In 2006, Wellness Councils of America reported on a study conducted in 2003 for the International Truck and Engine Corporation. The health care cost to the company for employees with diabetes was \$10,385 compared to \$2,411 for employees without diabetes.

A high blood glucose level is a possible indicator for diabetes, which increases the risk for heart and blood vessel diseases. The criteria for the diagnosis of diabetes have been changed by the American Diabetes Association. Normal fasting glucose is considered to be 70-99mg/dL, pre-diabetes blood glucose level is 100 to 125mg/dL, and elevated fasting glucose level is greater than 125mg/dL. People with pre-diabetes, a state between normal and diabetes, are also at risk for developing diabetes, heart attacks, and strokes. Fortunately, the number of **county employees screened and found to have elevated fasting blood glucose levels decreased from 20.7% in 2005 to 15% in 2006**. In the past 9 years, the number of employees with elevated fasting blood glucose ranged from 3.2 % to 20.7%. (Again the extreme differences could result from the method of drawing blood.)

Hypertension

Editors of Harvard Health Publications state in *Hypertension: Controlling the 'Silent Killer'* that hypertension is an insidious disease. Because the disease has no symptoms or warning signs, 30% of the people who have it do not realize it. Left untreated, elevated blood pressure can quietly damage organs and lead to life threatening conditions including stroke and heart disease.

Even if ones blood pressure isn't in the hypertensive range, a person may be at risk. The danger zone starts at lower pressures than experts once believed. Blood pressure levels were previously classified as optimal, normal, high-normal, and hypertension. But with the publication of the Seventh Report of the Joint National Committee on Prevention, Detection, Evaluation, and Treatment of High Blood Pressure, more commonly known as JNC7, a new system of classifying blood pressure was adopted in 2003. The new classification system has 3 categories identified as normal, pre-hypertension and hypertension.

The screenings indicated **36 employees with elevated blood pressure, 101 people that were moderate/pre-hypertensive and 59 individuals in the normal range**. (Blood pressure is considered abnormal if it is a consistently elevated pressure of 139 systolic or higher and/or 89 diastolic or higher. Pre-hypertension is diagnosed if systolic pressure is less than 140 and greater than 129 and/or diastolic is less than 90 and greater than 84). Much can be done to control elevated blood pressure through diet, exercise, and the use of medications. Fortunately, the elevated blood pressure numbers of the employees screened decreased from **29.5% in 2005 to 18.4% in 2006**. Lowering blood pressures will greatly reduce the risk for cardiovascular disease and strokes, and will reduce medical costs as well.

Weight Management/Body Composition

The prevalence of overweight and obesity has increased dramatically in the last 25 years and is seen by the Centers for Disease Control (CDC) and other medical experts as one of the top medical threats to the country. Americans continue to eat high fat foods and avoid physical activity. It is estimated that more that 61% of adults age 20 to 74 are

overweight or obese. In 2000 the cost of obesity was estimated to be \$117 billion. The 2004 Illinois Behavior Risk Factor Survey also indicated that 55.7% of adults in McLean County and 60.7% of adults in the state were overweight or obese.

The rate of employees screened for being above weight remained constant in 2006. The corporate health risk appraisal revealed that **70% of the participants were above their recommended weight range compared to 81% in 2004. However, 71% (75% in 2005) of those screened needed to make nutritional changes and 79% reported a need to improve physical activity levels.** The body composition screenings revealed that 60 (77.9%) men and 77 (64.1%) women were in the above average to high risk range. **This is a marked improvement from 2003 when 85% of the participants were reported to be above their recommended weight range and 85% needed to make nutritional changes in their lives, but still not achieving the Healthy People 2010 Objective of increasing the proportion of adults who are at a healthy weight to 60%.**

Fitness Status

A recent study conducted by the National Center of Health Statistics (NCHS) found that less than one-third of the adults in America participate in leisure physical activity. Many employees indicated that they too do not participate in physical activity on a regular basis. The Center for Disease Control and Prevention (CDC) and the American College of Sports medicine recommend that every adult participate in at least 30 minutes of moderate-intensity physical activity on most days of the week. **Seventy-nine percent of the employees showed a need for improving their fitness levels.** The fitness status for the 197 employees screened revealed that 16 (8.1%) were excellent, 26 (13.2%) were good, 104 (52.8%) were fair and 51 (25.9%) were low and at high risk for heart disease. **The coronary risk status of those employees completing the health risk appraisal showed that 62 people had a low or excellent coronary risk rating.** The overall coronary risk rating is based on information provided by the National Institutes of Health "National Cholesterol Education program." Thirteen persons (6.6%) were ideal, 49 (24.9%) were low, 58 (29.4%) were at moderate risk, and 77 (39.1%) were at high risk for cardiovascular challenges.

Risks for Cancer

The executive summary disclosed that **78% of employees completing the wellness profile demonstrated higher risks for cancer compared to 74% in 2005, 78% in 2004, 87% in 2003 and 82% in 2002.** The American Cancer Society and the National Cancer Institute both have stated that many premature deaths from cancer can be prevented with lifestyle changes and regular screenings. Modifiable factors that put McLean County employees at risk included: 7% reporting a personal history with cancer, 81% reporting a low-fiber diet, 66% eating less than 5 fruits and vegetables per day, 70% carrying excess weight or a body mass index (BMI) greater than 25, 11% drinking more alcohol than recommended, and 17 % of those completing the profile were smokers. Some of the modifiable risk factors had increased from 2005, but fortunately employees are eating more fruits and vegetables and smoking less than in 2005.

Prostate Cancer

Prostate cancer is the most common non-skin cancer found in men. The Prostate Specific Antigen (PSA) test was offered to men over 50 and younger men who might be at risk for prostate cancer. This test, requested by male employees, has been provided the last seven years. Because the blood draw is only one component of the screening, all men were encouraged to schedule an appointment with their physician and receive a digital exam as well. **Two of the forty-six men screened this year tested in the above normal range (< 4.00ng/ml).** They were referred to their personal physician for further testing.

Breast Cancer

According to the American Cancer Society, breast cancer is the most frequently diagnosed non-skin cancer in women and the second leading cause of cancer deaths behind lung cancer. An estimated 212,920 new cases of invasive breast cancer were expected to be diagnosed in 2006 resulting in 41,430 deaths. Because there is no known method for breast cancer prevention, early detection is the best protection against the disease. The survival rate is approximately 97% when found in beginning stages. Mammography can detect breast cancer as early as 3 years before a lump is large enough to be detected by breast self exams or clinical examinations. All female employees age 40 and over were encouraged to schedule a yearly mammogram, whether on site or at another location. This was the seventh year of nine years that a mobile mammography van was made available to employees for screening mammograms. To be eligible for a screening mammogram, a woman must be 40 years of age and not have had prior breast health issues. **Thirty-four women were screened and three needed additional imaging and were referred to their personal physicians.** Nine women were recalled for additional views in 2004 and 2005, seven in 2002 and six in 2001 and 2000. Digital mammography equipment replaced analog equipment on the mobile mammography van in 2006, and fewer women needed additional radiographs. The digital equipment being much more accurate than analog equipment in diagnosis eliminated the need for numerous retakes.

Smoking

Smoking is the most preventable cause of death in this country, and it is directly related to cardiovascular disease and cancer. The U.S. Surgeon General's Report released in May 2004 revealed for the first time that smoking causes diseases in nearly every organ of the body. "We've known for decades that smoking is bad for your health, but this report shows that it's even worse than we knew," Dr. Richard H. Carmona said. "The toxins from cigarette smoke go everywhere the blood flows." According to the report smoking kills an estimated 440,000 Americans each year. On the average, women who smoke cut their lives short by 14.5 years and male smokers lose 13.2 years.

Much progress has been made in reducing the use of tobacco in McLean County. Recent data from the 2004 Behavioral Risk Factor Survey (BRFS) of McLean County indicates that 20.1 % of the adult population in the county uses tobacco products compared to 25% in the 1997 Behavioral Risk Factor Survey. The health risk assessments revealed that **17% of persons screened reported to be smokers.** This number decreased from 19% in 2005 and is below the national average of 25% but still above the Healthy People 2010 Objective of 12%.

Employee Wellness Activities to Address Health Risks

Approximately **400 County employees from 30 departments participated in the Employee Wellness Program in 2006**. Two hundred two employees participated in cardiovascular screenings and 197 completed the health risk assessment, 231 attended the wellness fair, and approximately 400 people took part in the various wellness programs.

According to the Wellness Councils of America, small adjustments in lifestyle can make dramatic improvements in people's health. These can be simple things like taking the stairs instead of the elevator or limiting the amount of soft drinks consumed in a day. The many activities and programs provided for employees were developed to encourage employees to make healthy lifestyle changes and thus address the health risks identified by the screenings and the corporate summary report. As reported earlier in this document, the top six health concerns were fitness, cancer risks, nutrition, weight management, coronary risks, and elevated cholesterol levels. Most programs included nutrition and physical activity, both interventions needed to reduce the cardiovascular and cancer risks identified in the screenings. In fact, experts report that physical activity can reduce one's risk for cardiovascular disease, stroke, diabetes, and cancer by as much as 30% to 50%. A brief description of each wellness activity for the past year is listed below:

Ninety-nine employees participated in *Active for Life*, a ten-week program provided by the American Cancer Society. The program encouraged employees to become more active in their daily lives by setting individual goals and forming teams for motivation and support. Participants received a point for each minute of activity and recorded the number of points earned toward their total goal. Throughout the ten weeks, activities and workshops, ranging from group walks to lunch and learns addressing nutrition, stress management and exercise bands, helped inform and motivate the participants.

The eighth annual *Employee Wellness Fair* held on **May 25, 2006** was attended by **231 employees from 26 departments**. The fair is an excellent way for employees to learn about a variety of health topics and interact with health professionals. Agencies represented at the fair included: American Red Cross, Benefit Planning Associates, Bloomington Parks and Recreation, Bloomington Public Library, BroMenn Community Wellness Services, The Body Shop at Home, Carle Clinic, Chestnut Health Services, Community Cancer Center, Eastland Chiropractic and Wellness Center, Four Seasons Association, Health Alliance Medical Plans, Healthy Connections, Illinois Wesleyan University students, McLean County Gardeners Association, McLean County Health Department (MCHD) Health Promotions, McLean County Affiliate Susan G. Komen Breast Cancer Foundation, OSF St. Joseph Center for Healthy Lifestyles, and Weight Watchers. Sixty-seven women also participated in the heel screenings to help detect risks for osteoporosis and 43 employees received tetanus boosters from the health department nurses on the day of the fair.

Eighty-three percent of the participants completed evaluations of the fair. Many stated that as a result of the fair they planned to make changes to their health behavior including increased exercise, improved eating habits, lowering cholesterol and improving their health overall. The majority were very pleased with the fair would recommend the fair to their coworkers.

Passport to Your Health was a 6 week program allowing 98 employees to take a whirlwind journey around the world inspiring them to eat healthy foods and incorporate physical activity into their daily routine. Each week participants visited different sections the world featured in the passport. To complete each visit and move to the next country, participants needed to take part in physical activity, meet nutritional goal, answer a trivia question about that country and record in the passport. All of those completing the program were eligible for prize drawings.

Colorful Choices, held in September during Fruit and Vegetable Month, encouraged employees to add more color in their food consumption. The messages of the program stressed the importance of eating fruits and vegetable of all colors since each color contains different nutrients needed in the daily diet. This 20-day nutritional program provided suggestions to 58 participants for how to incorporate more fruits and vegetables into their diet and provided recipes for preparing the foods. Participants reported eating 4,570 servings of fruits and vegetables with an average of 106 servings per employee.

Walktober, a 31-day program encouraged employees to track steps or minutes dedicated to walking each day. The eighty-nine participants selected a beginning activity level and then chose a goal to be reached by the end of the walking program. *Walktober* materials were designed for individuals who were inactive to those already engaged in regular physical activity. Daily e-mails containing health, nutrition, and walking tips were sent to help motivate the participants. Free pedometers were made available to all participants in need of one. Participants completing the program were eligible for a prize drawing.

At employee's request, the *Weight Watchers at Work* class was reinstated in June 2005 and continued through June 2006. Research indicates that the Weight Watchers program is a very safe and successful way to loose weight. Participants lost more than 800 pounds in 12 months and a number of women reached their goal weight and became life time members. An article, highlighting the successes of the program, was included in a County Comments Newsletter.

The Pilates class implemented in the fall of 2005 continues to be requested by employees. Pilates is a form of isometric exercise and physical movement designed to stretch, strengthen, tone and balance the body, while eliminating tension and strain on the joints. It is an exercise designed to improve posture and coordination, increase flexibility, develop optimal core control, create flat abdominals and a strong back, as well as provide a refreshing mind-body workout. **Approximately twenty women have participated in the class taught twice a week by an instructor from Bodies and Balance.**

A new vending company, Joe Abraham and Sons Vending, was contracted to provide food for all County vending machines beginning in November 2006. This company offered a complete line of low carbohydrate and low fat food choices and would make at least 25% of the food selections in each machine to be healthier options. Staff members from Health Department Health Promotion and Assessment section helped select healthier choices to be included in the vending machines.

Activities Addressing Cancer Risks

Research shows that physical activity and a diet rich in fruits, vegetables, and grains help to lower the risks for many types of cancer. In addition to the aforementioned

programs, several programs specifically addressed cancer awareness and/or cancer risks. A breast cancer awareness campaign available for employees in October included breast health information through electronic mail *Health Beat*, trivia questions and, the opportunity to participate in *Paint the County Pink Campaign*. Employees could donate \$5 to the Susan G. Komen Breast Cancer Foundation in exchange for wearing jeans to work on the second Friday in October. One hundred fifty three employees participated in the event and donated \$1130 to the McLean County Affiliate. Seventy five per cent of the money will help to pay for education and mammograms for McLean County women that can not afford the services and the remainder of the money is sent the National Komen Foundation for breast cancer research.

Employees that smoke were given the opportunity to go smoke free during the *Go Cold Turkey and Win a Turkey* campaign on the American Cancer Society's Great American Smoke-out. Employees signed a pledge card and received a "quit kit". Two employees committed to quit with the help of a "buddy" for at least 24 hours. Both were entered into a drawing to win a free turkey for their buddy and themselves.

McLean County Health Department Health Promotion staff also has nicotine patches available for employees wanting to quit smoking and willing to be counseled by staff at the Illinois Tobacco Quitline. The employee can call the Quitline (1-866-quit-yes) and request help with quitting. The certified counselor will then email or call a health promotion staff member to specify what strength patch the person needs and then a one-week supply can be given to the employee. The employee must call the quitline each week for counseling before another supply of patches can be given. The limit is four weeks of patches.

Other Wellness Programs in 2006

Several lunch and learn sessions were scheduled throughout the year touching on a variety of health topics including **How to Shake the Salt Habit, Healthy Eating, Healthy Habits for Stress Management, Dance and the Benefits to Your Health, Yoga, Breast Health, and Sensational Salads From Around the World**. The average attendance for the lunch and learn sessions was twenty four people. The program discussing healthy eating drew the greatest attendance.

Random Acts of Kindness Week was held in February and gave all employees an opportunity to engage in a Random Act of Kindness. During the designated week, the recipient(s) received a flower with a quotation about kindness or a note from the sender. It was the hope of the employee wellness program that both the giver and the recipient benefited by the random act. Approximately 160 employees participated in the popular activity.

This was the fourth year the Wellness Employee of the Year Award was given to a County employee. The honor is awarded to an employee who was working toward or had succeeded in improving his/her health or that of their peers in the past year. A certificate was given to the five persons nominated for the award and a framed award from Successories was presented to the winner.

A Wellness Open House was held in December to reward employees for participating in the Employee Wellness program during 2006. Employees received a gift based on the number of activities participated in during the year. Fifty-five employees attended the event and more than 100 participants received a wellness gift.

The monthly *County Comments* newsletter and County electronic mail articles on *Health Beat* are other avenues used to deliver pertinent health topics and information regarding National Health Observances to County employees.

The intranet site, I-Wellness, developed in 2005 continues to be expanded. Employees can go to this site to contact wellness program staff, learn of the latest activities sponsored by wellness program, find links to health sources, and a variety of health related articles addressing nutrition, physical activity, smoking cessation, stress management, women's health and men's health.

Summary

Reviews of county health insurance claims over the past several years clearly show that heart disease, diabetes, cancer, stress related illnesses make up the greatest share of payouts. Risk factors such as poor nutrition, smoking, and lack of physical activity are major contributors in the development and progression of chronic diseases. An employer's attention to health promotion and early detection efforts plays a significant role in controlling health care expenditures. According to Larry Chapman, Chairman and Founder of the Summex Corporation, health promotion programs are very beneficial in the workplace and business cannot afford not to invest in employee wellness. We strongly encourage all employees to participate in the employee wellness program. This program is one benefit which can improve health, increase productivity and yield a significant return on investment for the employer and the employee. The proposed wellness program for 2007 is listed below.

Proposed Events and Activities for 2007

A new component will be incorporated into the employee wellness program in 2007. McLean County will participate in a Health Alliance (HAMP) pilot program, *Better Health by Choice*. The program includes an online health risk appraisal (HRA) and counseling as well as telephonic counseling for employees covered by HAMP and demonstrating at risk biometric screening results or behaviors. Non HAMP employees will participate in screenings, online health risk appraisal, and online counseling.

Participation in *Better Health by Choice*, will affect the coverage and reimbursement amounts received by employees insured through HAMP. Health Alliance subscribers and spouses must complete the HRA between February 1, 2007 and February 23, 2007 to be eligible for \$500 reimbursement for single coverage and \$1,000 reimbursement for all other coverage. Failure to complete the HRA will limit single coverage reimbursement to \$250 and other coverage to \$500.

In addition to the maximum medical expense reimbursement, screenings, and health counseling, participants are also eligible to receive valuable incentives for participation in other employee wellness program activities. All persons participating in the health risk appraisal will be entered into a drawing for a sizeable prize. Employees attending the health fair, consenting to telephonic counseling and participation in additional wellness activities are eligible for entry into additional drawings. The incentives will include such gifts as: round trip airline tickets for two, a weekend for two to Chicago or St. Louis, season tickets to the Illinois Shakespeare Festival, and other valuable items.

The cholesterol and glucose screenings will be scheduled as in the past at the Regional Office of Education, Highway Department, Health Department, and the Law and Justice Center in April. If participation substantially increases with this new plan, additional screening locations will be added including the Government Center. The costs of the screenings for employees and spouses carrying Health Alliance Insurance will be paid by HAMP as part of the pilot program and the costs for those employees not insured by Health Alliance will be paid from the Employee Benefit Fund.

The scheduled date for the annual employee wellness fair is Wednesday, May 23, 2007. The osteoporosis screening will be held on the day of the fair and the mammogram van will be available in July.

Cardiovascular Screenings

- Complete Health Risk Appraisal prior to February 23, 2007
- Screenings conducted by Carle Clinic in April
- Locations: Health Department, Law and Justice Center, Highway Department, Government Center, and Regional Office of Education
- Includes Cholesterol, Glucose, and Blood Pressure, Height, Weight, Body Composition
- Online and telephonic counseling
- A corporate report compiled from data received in wellness profiles
- Tracking patients with high risk screening scores to determine how many schedule appointments with physician

Osteoporosis

- Screenings to be conducted by BroMenn Women's Center on May 23rd in conjunction with the Wellness Fair

Tuberculosis Skin Tests

- Tests administered by Health Department staff on screening days

Tetanus Vaccine

- Administered by Health Department staff on day of health fair

Cancer Screenings

- Mammography Van from Methodist Medical Center in Peoria
- PSA (Prostate-Specific Antigen) blood test for men 50 and over or for those 40 and over and at risk for prostate cancer
- Skin Cancer Screenings

Wellness Fair

- Wednesday, May 23, 2007 from 8:30 until 2:30
- Variety of vendors focusing on all aspects of health and prevention

Activities

- Form Employee Wellness Committee
- Promotion of Heart Month and Wear Red Day

- Random Acts of Kindness Week
- McLean County Team Challenge
- Weight Management Program: Healthy Weight – Healthy You by OSF
- Promotion of National Nutrition Month
- Spring Training Activity
- Passport to Health Activity
- Promotion of Men’s Health Week
- Promotion of Summer Safety
- Feel Like a Million Activity
- Color Choices Activity
- Breast Cancer Awareness Month activities during October
- Observation of the Great American Smoke-out in November
- Go Cold Turkey and Receive a Turkey
- Promotion of Illinois Tobacco Quitline and free nicotine patches from Health Promotion as result of Illinois Tobacco Free Communities Grant
- Holiday Stress Management
- Lunch and Learns: Healthy Eating, Summer Safety, Stress Management
- Observation of National Health Observances
- Select McLean County Wellness Employee of the year
- Wellness Celebration with mini health fair
- County Comment articles pertaining to pertinent health topics
- Health Beat Articles on County-E-mail
- Intranet site: I Wellness

2006 Employee Wellness Budget

Carle Clinic	Proposed	Actual Cost
Screenings \$36 x 250 persons = (\$36 x 202)	\$9,000	\$7272
Health Risk Appraisal \$12 x 250 (Including Individual & Corporate Report)	\$3,000	\$2,367
PSA \$26 x 60 men (\$26 x 46)	\$1,560	\$1,196
 Methodist Hospital		
Mammograms \$130.00 x 50 women \$180 x 34	\$ 6,500	\$6,120
 BroMenn Medical Center		
Osteoporosis screening (heel) \$5 x 75 (67 x 5)	\$375	\$335
Total estimated for screening	\$20,435	\$17,290
Amount paid by Benefit Fund for Screenings		\$11,950
Health Alliance Insurance paid	\$8,000	\$5,340
National Wellness Conference	\$ 600	00
Membership to WELCOA	\$300	\$ 292
Incentives, supplies for fair and wellness activities	\$6,400	\$6,905.55
Scholarships for Weight Watchers	\$600	\$288
Wellness programs/Health Fair printing/paper	\$300	\$254.29
Total amount requested	\$20,635.	\$19,689.84
Balance remaining \$945.16		

Executive Summary of Wellness Profiles

McLean County Wellness Screenings
Executive Summary of Wellness Profiles
2002-2006

	2002	2003	2004	2005	2006
Demographics	57 men 97 women	77 men 127 women	91 men 140 women	88 men 139 women	77 men 120 women
Cardiovascular Risks					
Personal history of heart disease, stroke, diabetes	5 (3%)	23 (11%)	19 (8%)	19 (8%)	15 (8%)
Family history of heart disease	41 (27%)	53 (26%)	62 (27%)	62 (27%)	43 (22%)
High Total Cholesterol (240+)	29 (19%)	31 (15%)	52 (23%)	23 (10%)	17 (9%)
High LDL (160+)	19 (12%)	18 (9%)	31 (13%)	30 (13%)	24 (12%)
Low HDL Cholesterol (less than 40)	8 (5%)	40 (20%)	76 (33%)	59 (26%)	78 (40%)
High Blood Pressure	37 (24%)	28 (14%)	52 (23%)	66 (29%)	36 (18%)
Smoking	23 (15%)	39 (19%)	36 (16%)	38 (17%)	31 (16%)
Diabetes (110 + Fasting: 140 + Non fasting) 2005: (100+fast, 140+ non) **	24 (16%)	50 (25%)	19 (8%)	47 (21%) **	30 (15%)
Excess Weight (BMI >25, high waist girth, or % fat)	111 (72%)	174 (85%)	186 (81%)	169 (70%)	138 (70%)
High overall coronary risk	49 (32%)	70 (34%)	94 (41%)	98 (43%)	77 (39%)
Cancer Risks	82%	87%	78%	74%	78%
Personal History	6 (4%)	14 (7%)	11 (5%)	10 (4%)	14 (7%)
Tobacco Use (all forms)	25 (16%)	42 (21%)	44 (19%)	43 (19%)	34 (17%)
Drinking more than recommended	25 (16%)	31 (15%)	22 (10%)	22 (10%)	22 (11%)
High fat diet	26 (17%)	43 (21%)	45 (20%)	51 (22%)	35 (18%)
Low fiber diet	126 (82%)	173 (85%)	182 (79%)	181 (80%)	160 (81%)
Less than 5 fruits and vegetables per day	109 (71%)	151 (74%)	161 (70%)	167 (74%)	130 (66%)
Weight outside recommended range	119 (77%)	174 (85%)	186 (81%)	160 (70%)	138 (70%)

	2002	2003	2004	2005	2006
Bowel Disease	6 (4%)	20 (10%)	13 (6%)	13 (6%)	6 (3%)
Positive PSA	1 (1%)	0	1 (1%)	3 (1%)	2 (1%)
Top Interventions Needed to Address Risks					
Cancer Risk Reduction	1. 82%	1. 87%	2. 78%	3. 74%	2. 78%
Weight Management	2. 81%	2. 85%	1. 81%	4. 70%	4. 70%
Improve Fitness	3. 81%	3. 80%	3. 75%	2. 75%	1. 79%
Better Nutrition	4. 74%	4. 80%	4. 74%	1. 78%	3. 71%
Managing Cholesterol Levels	5. 52%	6. 50%	8. 17%	6. 52%	6. 53%
Coronary Risk Reduction	6. 51%	5. 60%	5. 67%	5. 68%	5. 69%
Managing High Blood Pressure	7. 24%	10. 14%	6. 23%	7. 29%	7. 18%
Alcohol Management	8. 16%	9. 15%	10. 10%	10. 10%	10. 11%
Managing Stress	9. 16%	8. 19%	9. 15%	8. 20%	8. 17%
Quit Smoking	10. 16%	7. 20%	7. 17%	9. 18%	9. 17%
Better Back care	11. 10%	11. 12%	11. 9%	11. 9%	11. 7%

2006 Screenings by Department

2006 Screenings by Department

Administration	4
Adult Literacy	2
Adult Probation	0
Assessor's Office	8
Auditor's Office	2
Building and Zoning	5
CASA	2
Circuit Clerk	19
County Board	2
County Clerk	4
Court Services	14
Election Commission	0
Facilities Management	1
Health Department	49
Highway Department	23
Information Services	8
Jail	5
Judicial	5
Juvenile Detention Center	5
Met Com	1
Nursing Home	7
Public Defender	1
Recorder	2
Regional Office of Education	5
Regional Planning	1
Risk Management	0
Sheriff	8
States Attorney's Office	15
Treasurer's Office	4
Veteran's Assistance	1

**Nine Year Employee Screening Results
1998 – 2006**

**Nine Year Employee Screening Results
1998-2006**

Gender	1998	1999	2000	2001	2002	2003	2004	2005	2006
Male	20	32	43	54	59	77	91	88	77
Female	75	61	74	89	101	127	140	139	120
Average Age						45	44	45	46
Total Screened	95	93	117	143	160	204	231	227	197

Tobacco Use	1998	1999	2000	2001	2002	2003	2004	2005	2006
Male	--	--	9 of 42 (21%)	12 of 54 (22%)					
Females	--	--	8 of 68 (11%)	9 of 89 (10%)					
Total			17 of 110 (15%)	21 of 143 (15%)	22 of 152 (14%)	37 of 204 (19%)	44 of 231 (19%)	43 of 227 (19%)	34 of 187 (17%)

Total Cholesterol	1998	1999	2000	2001	2002	2003	2004	2005	2006
High Risk (>240 mg/dL)	13 (13.6%)	20 (21.5%)	10 (9%)	15 (10.4%)	29 (18%)	22 (11%)	30 (13%)	23 (10.1%)	17 (9%)
Moderate Risk (200-239 mg/dL)	35 (36.8%)	31 (33.3%)	38 (34.5%)	55 (38.4%)	51 (32%)	67 (32%)	66 (29%)	85 (37.4%)	64 (33.9%)
Fair (200 mg/dL)	47 (49.4%)	42 (45%)	62 (56.4%)	73 (51%)	80 (50%)	120 (57%)	130 (58%)	82 (36.1%)	84 (44.4%)
Ideal (161 or below)								37 (16.3%)	24 (12.7%)
Number Screened	95	93	117	143	160	209	231	227	189

Low Density Lipid (LDL)	1998	1999	2000	2001	2002	2003	2004	2005	2006
High Risk (160 – 189 mg/dL)	--				5 (5%)	2 (1%)	36 (15.9%)	31 (13.7%)	25 (13.2%)
Moderate Risk (130 – 159 mg/dL)	--	11 (12.5%)	31 (29%)	35 (24%)	19 (12%)	13 (6%)	67 (29.6%)	63 (27.8%)	66 (34.7%)
Low Risk (100-129 mg/dL)	--	17 (19%)			41 (26%)	43 (21%)	76 (33.6%)	87 (38.3%)	75 (39.5%)
Ideal Risk (100 or less)	--	58 (66%)	77 (71%)	105 (73%)	95 (59%)	149 (71%)	47 (20.8%)	46 (20.3%)	24 (12.6%)

** Data that did not read due to high Triglycerides

2 (1%)

High Density Lipid (HDL)	1998	1999	2000	2001	2002	2003	2004	2005	2006
Too Low (< 40 mg/dL)	14 (14.7%)	5 (5%)	11 (10%)	3 (2%)	21 (13%)	42 (20%)	76 (33%)	59 (26.1%)	78 (41.1%)
Moderate Risk								44 (19.5%)	27 (14.2%)
Normal (40-59 mg/dL)	81 (85.3%)	88 (95%)	98 (90%)	140 (98%)	139 (87%)	165 (79%)	154 (67%)	123 (54.4%)	85 (44.7%)

**Data that did not read due to high Triglycerides **

2 (1%)

Triglycerides	1998	1999	2000	2001	2002	2003	2004	2005	2006
Very High Risk (> 500 mg/dL)	--	1 (1%)	0	1 (.6%)	2 (1%)	2 (1%)	28 (12.5%)	29 (12.8%)	16 (8.4%)
High Risk (200-499 mg/dL)	--	6 (6.5%)	4 (3.6%)	2 (1%)	24 (15%)	41 (20%)	33 (14.7%)	34 (15%)	25 (13.2%)
Moderate (150-199 mg/dL)	--	15 (16.4%)	22 (19.8%)	20 (14%)	40 (25%)	46 (22%)	52 (23.2%)	50 (22.1%)	49 (25.8%)
Normal Level (< 150mg/dL)	--	69 (76%)	85 (76.5%)	120 (84%)	94 (59%)	120 (57%)	111 (49.6%)	113 (50%)	100 (52.6%)

Blood Glucose	1998	1999	2000	2001	2002	2003	2004	2005	2006
Elevated (Fasting) (>110 mg/dL)	3 (3.2%)	8 (8.6%)	9 (7.8%)	7 (5%)	18 (11%)	37 (18%)	19 (8%)	47 (20.7%)	30 (15.2%)
Normal Blood Glucose (65-110 mg/dL)	92 (96.8%)	84 (90.4%)	105 (91.3%)	135 (95%)	142 (89%)	135 (65%)	211 (92%)	180 (79.3%)	167 (84.8%)
Below Normal	0	1 (1%)	1 (.8%)	0	0	0	0	0	
Elevated (nonfasting) (> 140 mg/dL)						3 (1%)			
Normal Non Fasting Blood Glucose						34 (16%)			

EKG and/or Heart Card	1998	1999	2000	2001	2002	2003	2004	2005	2006
New Heart Cards	97 (100%)	69 (79%)	--	--	147	103 (78%)	0	0	0
Renewals	0	17 (5%)	--	--	--	29 (22%)	0	0	0
Normal EKG		51 (51%)	84 (76%)	96 (67%)	140 (95%)	100 (76%)	0	0	0
Abnormal EKG		20 (23%)	16 (14.5%)	35 (24%)	7 (5%) No Referrals	3 (2%) 1 referral	0	0	0
Borderline EKG		16 (18%)	10 (9%)	12 (8%)		29 (22%)	0	0	0

Blood Pressure	1998	1999	2000	2001	2002	2003	2004	2005	2006
Normal Range (< 130/85) (<120/80) 2004*	82	64			69 (50%)	133 (63.6%)	73 (33.6%)	51 (22.8%)	59 (30.1%)
Moderate/Prehypertension (130-139) (85-89) (120/80 -139/89) 2004*					32 (23%)	34 (16.3%)	99 (44.2%)	107 (47.8%)	101 (51.5%)
High Blood pressure (140/90+)	15	23			38 (27%)	29 (13.9%)	52 (23.2%)	66 (29.5%)	36 (18.4%)
No blood pressure taken						13 (6.2%)			
High systolic blood pressure (90-139)			9 males 16 females	12 males 8 females					
Normal systolic range			33 males 52 females	42 males 81 females					
High diastolic range (60-89)			10 males 10 females	14 males 5 females					
Normal diastolic range			32 males 58 females	40 males 84 females					

* Ideal blood pressure is 115/75 or below (2004)

Mammograms	1998	1999	2000	2001	2002	2003	2004	2005	2006
Number of women	0	4	24	36	31	0	36	46	34
Recalled for additional films	0	0	6	6	7	0	9	9	3

(PSA)Prostate Specific Antigen Screening	1998	1999	2000	2001	2002	2003	2004	2005	2006
Above Normal Range (< 4.00ng/ml)			0	0	1	2	1	3	2
Below Normal Range			29	37	41	44	62	49	44
Total Screened	0	0	29	37	42	46	63	52	46

Heart Health Score Coronary Risk	1998	1999	2000	2001	2002	2003	2004	2005	2006
Ideal Risk	-	-	9 (8%)	13 (9%)	9 (5.8%)	6 (2.9%)	12 (5.2%)	18 (7.9%)	13 (6.6%)
Low Risk	-	-	38 (35%)	51 (36%)	66 (42.9%)	76 (37.3%)	65 (28.1%)	54 (23.8%)	49 (24.9%)
Moderate Risk	-	-	20 (18%)	31 (22%)	30 (19.5%)	52 (25.5%)	60 (26%)	57 (25.1%)	58 (29.4%)
High Risk	-	-	43 (39%)	48 (34%)	49 (31.8%)	70 (34.3%)	94 (40.7%)	98 (43.2%)	77 (39.1%)
Total Screened			42 men 68 women	54 men 89 women	57 men 97 women	77 men 127 women	91 men 140 women	88 men 139 women	77 men 12 women

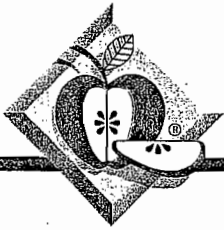
Fitness Score	1998	1999	2000	2001	2002	2003	2004	2005	2006
Low Fitness	-	-	-	57 (39.8%)	56 (36.4%)	70 (34.3%)	59 (25.5%)	48 (21.1%)	51 (25.9%)
Fair Fitness	-	-	-	28 (19.5%)	69 (44.8%)	94 (46.1%)	115 (49.8%)	122 (53.7%)	104 (52.8%)
Good Fitness	-	-	-	44 (30.7%)	19 (12.3%)	24 (11.8%)	32 (10.8%)	33 (14.5%)	26 (13.2%)
Excellent	-	-	-	14 (9.7%)	10 (6.5%)	16 (7.8%)	25 (10.8%)	24 (10.6%)	16 (8.1%)

Percent Fat, Men	1998	1999	2000	2001	2002	2003	2004	2005	2006
Below Average Range	-	-	5 (12%)	8 (14.8%)	0	0	0	0	0
Average Range BMI <=23 Ideal (2005)	-	-	29 (70%)	15 (27.7%)	7 (12%)	12 (15.8%)	9 (14.1%)	10 (11.4%)	7 (9.1%)
Above Average Range BMI <=25 Desired (2005)	-	-	7 (17%)	31 (57%)	8 (14%)	11 (14.5%)	7 (10.9%)	16 (18.2%)	10 (13%)
Overweight BMI 25 + (2005)	-	-	-	-	14 (24.5%)	17 (22.4%)	24 (37.5%)	42 (47.7%)	39 (50.6%)
High Risk BMI 30+ Obese (2005)	-	-	-	-	25 (43.8%)	36 (47.4%)	24 (37.5%)	20 (22.7%)	21 (27.3%)
Total Screened	-	-	41	54	57	76	64	88	77

Percent Fat, Women	1998	1999	2000	2001	2002	2003	2004	2005	2006
Below Average	-	-	2 (3%)	6 (6.7%)	2 (2%)	3 (2.5%)	2 (2.2%)	0	0
Average Range BMI = <23 Ideal (2005)	-	-	24 (36%)	14 (15.7 %)	17 (17.5 %)	14 (11.8%)	16 (18%)	30 (21.6%)	26 (21.7%)
Above Average Range BMI = <25 Desired (2005)	-	-	40 (60.6%)	69 (77.5%)	5 (5%)	8 (6.7%)	3 (3.4%)	13 (9.4%)	17 (14.2%)
Overweight BMI 25+ (2005)	-	-	-	-	11 (11%)	15 (12.6%)	16 (18%)	50 (36%)	34 (28.3%)
High Risk BMI 30+ Obese (2005)	-	-	-	-	51 (52.5%)	79 (66.4%)	52 (58.4%)	46 (33.1%)	43 (35.8%)
Total	-	-	66	89	97	119	89	139	120

Yearly Results	1998	1999	2000	2001	2002	2003	2004	2005	2006
Number Screened	95	93	117	143	160	209	233	227	202
Attended Health Fair	144	142	158	175	203	181	192	231	231
Participated in Additional Wellness Activities/Programs	61	91	199	244	250	428	548	618 Total all programs 1076	928 Total all programs 1361
Total Employee Participation	150	222	244	306	343	386	400	418	377

**Personal Wellness Profiles
Executive Summary Report
McLean County Employees
2006**



Executive Summary Report

Carle Clinic

Page 1

Introduction

This report summarizes the primary health findings for those individuals who completed the Personal Wellness Profile (PWP) health assessment. Group health needs and risks are presented along with recommendations for initiating risk reduction and health enhancement programs. This information is very helpful in planning a comprehensive health enhancement program for the participant population.

Improved control of behavioral risk factors, such as:

- ◆ use of tobacco
- ◆ alcohol
- ◆ drugs
- ◆ lack of exercise
- ◆ poor nutrition

could prevent:

- ◆ 1/2 of all premature deaths
- ◆ 1/3 of all cases of accidental disability
- ◆ 1/2 of all causes of chronic disability

From a report of the U.S. Preventive Services Task Force

Health Practices

By living a healthful lifestyle, much can be done to prevent serious illness and premature death. Recently, the U.S. Task Force on Disease Prevention and Health Promotion delivered a report to the health care providers of the nation. They stated that "the most effective interventions available to clinicians for reducing incidence of disease and disability in the United States are those that address the personal health practices of patients."

Group Needs

The PWP Executive Summary Report highlights those personal health practices most closely associated with high risk for disease and premature death. The most likely causes of death and disability for the participant population are shown with the prevalence of each contributing risk factor.

Health Age and Quality of Life

The impact of lifestyle is dramatically shown in the Health Age Summary. Studies show that most people could add five to 10 years or more to their life expectancy by choosing to follow good health practices. The potential for increased life expectancy for your group is shown.

Participant quality of life is illustrated using Health Status scores. These are compared with national norms.

Risk Reduction

The last section makes recommendations for specific interventions to reduce identified health problems in your organization. Based on this information, specific goals and planning can be provided for reducing risks, enhancing health, and improving the productivity of your group.

Demographics

There were 197 individuals from this group who participated in the wellness assessment program. The group consisted of 77 men and 120 women. The average age of the group was 46. The health norms and comparisons used in this report are based on these demographics.

The ethnicity mix was 81% Caucasian, 4% Black, 2% Asian, 2% Hispanic, 4% Native American, and 1% other races. 8% chose not to indicate their ethnicity.



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Health Hazards

This report shows the personal health practices and risks of your group by leading causes of death nationwide. Both the number and percent of people with each risk factor are shown.

Reducing Risk

Reducing the number of people with these health risks can significantly decrease health problems and costs, while improving the health and productivity of the individuals.

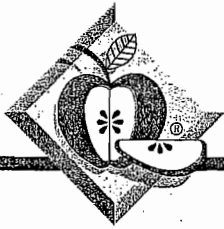
Cardiovascular (697,754 deaths per year)

Contributing Risk Factors	#	%
Personal history of heart disease, stroke or diabetes	15	8
Family history of heart disease	43	22
High total cholesterol (240+ or 200+ if CHD or Diabetes)	17	9
High LDL cholesterol (160+ or 130+ if CHD or Diabetes)	24	12
Low HDL cholesterol (less than 40)	78	40
High blood pressure (140/90 and above)	36	18
Smoking	31	16
Diabetes/high blood sugar (100+ fast, 140+ non)	30	15
Low aerobic exercise score	65	33
Excess weight (BMI > 25, high waist girth or % fat) (1)	138	70
*Abnormal ECG	0	0
High overall coronary risk	77	39

Cancer (558,847 deaths per year)

Contributing Risk Factors	#	%
Personal history of cancer	14	7
Tobacco use (all forms)	34	17
Drinking more than recommended (more than 1-2/day)	22	11
High-fat diet	35	18
Low-fiber diet	160	81
Fruits and vegetables (less than 5/day)	130	66
Excess weight (BMI > 25, high waist girth or % fat) (1)	138	70
Bowel disease	6	3
*Positive blood in stool	0	0
*Positive PSA	2	1

* Concise Plus Profile does not include Factors with an asterisk.
(1) If done, waist girth or % fat may override BMI.



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Accidents

(102,303 deaths per year)

Contributing Risk Factors	#	%
Does not wear seat belt all the time	3	2
*No working smoke alarm in home	11	6
Drinks and drives occasionally	17	9
Does not use good lifting technique	13	7
*Does not wear a helmet when applicable	60	30

Lung Disease

(125,500 deaths per year)

Contributing Risk Factors	#	%
Smoking (cigarettes)	31	16
*Low lung function (FEV1 <80% of predicted)	0	0
No regular exercise	65	33
Unusual shortness of breath	4	2
Chronic bronchitis or emphysema (COPD)	0	0

Diabetes

(73,119 deaths per year)

Contributing Risk Factors	#	%
Personal history of Diabetes	9	5
High blood sugar (100+ fasting, 140+ non)	28	14
Poor weight score (score < 50 or high waist girth)	138	70

Cirrhosis, Liver

(27,045 deaths per year)

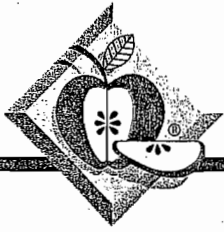
Contributing Risk Factors	#	%
Drinking more than recommended (more than 1-2/day)	22	11

Suicide

(30,646 deaths per year)

Contributing Risk Factors	#	%
"I have recently thought about ending my life"	1	1
"Feel down-hearted and blue"	13	7
"Have been a happy person" .. "little of the time"	11	6

* Concise Plus Profile does not include Factors with an asterisk.



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Other Key Health Practices

Lifestyle Risks	#	%
Low nutritional status	140	71
Heavily stressed (often have trouble coping)	2	1
Numerous stress signals present (3 or more)	6	3
Very unhappy with life	3	2
Low in sleep (less than 7 hours per day))	79	40
Low energy level (feel tired most the time)	27	14
Have no good social support system	9	5
Regularly use drugs that affect mood or ability to relax or sleep	20	10
*Consumes caffeine heavily (6 or more servings per day)	9	5

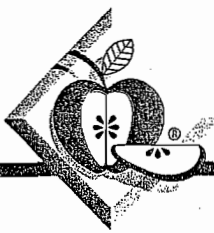
Disease States

Disease States	#	%
*Allergies	50	25
*Arthritis	26	13
Asthma	14	7
*Blindness or trouble seeing	2	1
Bowel polyps or inflammatory bowel disease	6	3
*Cataracts	5	3
*Deafness or trouble hearing	5	3
*Glaucoma	2	1
*Kidney disease	0	0
*Macular degeneration (AMD)	0	0
Sciatica or chronic back problem	3	2
*Skin problems or dermatitis	13	7
*Ulcer or bleeding in stomach or bowels	10	5
Chronic bronchitis or emphysema (COPD)	0	0
Personal history of diabetes	9	5
Personal history of heart disease or stroke	15	8
Personal history of cancer	14	7

Medical Care Summary

Medical Care Issues	#	%
*Doctor visits in past 12 months	179	91
Sick and missed work 5 or more days last year	38	19
*Spent at least 1 day in hospital last year	14	7

* Concise Plus Profile does not include Factors with an asterisk.



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Health Status and Quality of Life

This is an evaluation of your population's current health status, including:

- ◆ Health perception and health status change.
- ◆ Functional status, both physical and social, as well as limitations due to physical or emotional problems.
- ◆ Well-being including bodily pain, mental health, and energy level.

By monitoring health status change over time, general health outcomes from medical care and health interventions can be measured. This type of research can help determine what procedures, treatments, and health care delivery methods are most effective or ineffective in enhancing personal health.

Health Age

Good Health Practices

- ◆ Not smoking
- ◆ Eat a good breakfast daily
- ◆ Regular aerobic exercise
- ◆ Weight in desirable range
- ◆ None or light drinking
- ◆ Seven to eight hours of sleep daily
- ◆ Avoid frequent snacking

Health Status and Quality of Life (HSQ-12)

Quality of Life Scale	Group Score	U.S. National Norms*	Low Scores (n)	Low Scores (%)
Physical Health Composite Score (PCS)	males 52.86 females 51.50	51.05 49.07	4 10	5.6 9.0
Mental Health Composite Score (MCS)	males 52.39 females 48.18	50.73 49.33	1 28	1.4 25.2

Note: Low scores are 40 or less. A high score is desirable

The participants' perceptions of their physical and mental health explains the variability of these scores. Compared to national norms, higher scores indicate better functioning and a higher than average quality of life. Lower scores indicate unsatisfactory mental outlook or poor perception of physical health.

Very low scores are associated with a number of health and health care consequences. These include limitations in physical activities, subsequent job loss, increased hospital stays, increase in doctor visits, probability of a chronic condition, likelihood of depression, and likelihood of five-year survival. These scores are compared with national norms.

* Ware, JE; Kosinski, M; Keller, SD. The Health Institute, New England Medical Center; *SF-12 An Even Shorter Health Survey*, Medical Outcomes Trust Bulletin, January 1996.

Ware, JE; Kosinski, M; Keller, SD. *A 12-Item Short-Form Health Survey SF-12: Scale Construction and Preliminary Tests of Reliability and Validity*, Medical Care, 1996.

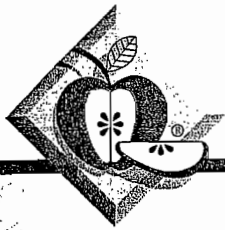
Health Age Summary

One's choice of health practices has a significant effect on health and longevity. In a prospective study of some 7,000 people for 15 years, people who followed a healthy lifestyle lived on average 11.5 years longer than those with poor health practices, e.g., smoking, living a sedentary lifestyle, poor eating habits, being overweight, etc.

The health practices of people in your organization were compared to this study population to determine the effect of their lifestyle on longevity.

Average Age	Average Health Age	Average Achievable Age	Potential Years of Added Life for Group
45.8	45.8	40.4	1,072.3

The average person in this group may add 5.4 years to his or her life expectancy by maintaining good health practices. For the entire group of 197 people, over 1,072.3 person years may be gained. The addition of these person years is invaluable. People will feel better and be more productive all the years of their lives.



Recommended Health Actions

Based on the prevalence of health risks identified in this group, the following intervention programs are recommended. They are listed in order of need. Additional programs may include Healthy Pregnancy, Living with Diabetes, and Senior Living.

Fitness

1. Improving Fitness

(79% showed need for improving fitness levels)

Regular exercise is a positive lifestyle practice that helps prevent many serious health problems: heart disease, stroke, diabetes, obesity, hypertension, and osteoporosis. It also helps ease tension and generally builds energy, self-worth, and motivation for other healthy practices such as not smoking and better nutrition. A good fitness program can form the foundation for a good health enhancement program.

Cancer

2. Cancer Risk Reduction

(78% have higher cancer risk)

These individuals could make lifestyle changes to significantly reduce their cancer risk. The National Cancer Institute has stated that most premature deaths from cancer could be prevented by lifestyle changes and regular preventive exams.

Nutrition

3. Better Nutrition

(71% showed need for making nutritional changes)

Good nutrition is a positive step toward preventing heart disease, cancer, obesity, osteoporosis, and improving general health and resistance to disease.

Weight Management

4. Weight Management

(70% are above their recommended weight range)

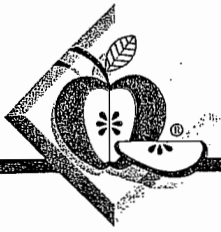
Weight control is a commonly reported need. By losing or preventing excess weight, risk for heart problems, cancer risk, hypertension, diabetes, and other serious health problems can be prevented. Losing weight can also have a positive effect on self-image.

Coronary Risk

5. Coronary Risk Reduction

(69% have a moderate to high coronary risk)

These individuals are high risk due to existing disease, current symptoms, or multiple (two or more) risk factors. Emphasis on reducing overall coronary risk and a systematic program to build heart health are always important.



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Cholesterol

6. Managing Cholesterol Levels

(53% had cholesterol over recommended levels)

Lowering cholesterol levels can significantly reduce risks for heart disease. For every 1% cholesterol is lowered, the risk for heart disease drops by 2%. A program of nutritional education, dietary counseling, and medical referral is needed for these individuals.

Blood Pressure

7. Managing High Blood Pressure

(18% had elevated blood pressure levels, 140/90 and above)

Reducing blood pressure is a proven effective way to reduce risk for cardiovascular disease and increase longevity. Much can be done to control high blood pressure through lifestyle changes and medications. Regular opportunities for blood pressure checks, education programs, and medical referral are needed to decrease this problem.

Stress

8. Managing Stress

(17% are bothered by excessive stress or have an MCS score < 40)

Excessive stress or poor coping ability can lead to diseases of the body and mind including ulcers, tension headaches, back problems, depression, and decreased job satisfaction and performance. Learning good stress management techniques can help people deal better with stress before it causes serious problems.

Smoking

9. Quit Smoking

(17% are smokers)

Smoking cessation significantly reduces health risks and health care expense. Smoking is the most preventable cause of premature death in the United States.

Alcohol

10. Alcohol Management

(11% report drinking more than recommended)

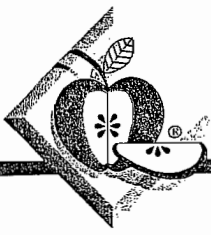
High levels of drinking lead to high accident rates, decreased job performance, and serious health problems including cirrhosis of the liver and increased cancer risk. Alcohol awareness education and referral help for those dependent upon alcohol can have a significant impact on the health of these individuals.

Back Care

11. Better Back Care

(7% do not know or practice correct lifting techniques)

Back injury is a major cause of injury and medical expense for most organizations. Education and training programs in lifting and back care are vital for this group.



Your Next Step

To reduce costs and enhance health, the *next step* must be taken -- implementing risk-reduction actions. Providing a class or a self-study guide for reducing known risks is a vital step. This table identifies the number of people in your group who could benefit from one or more of these risk-reduction interventions.

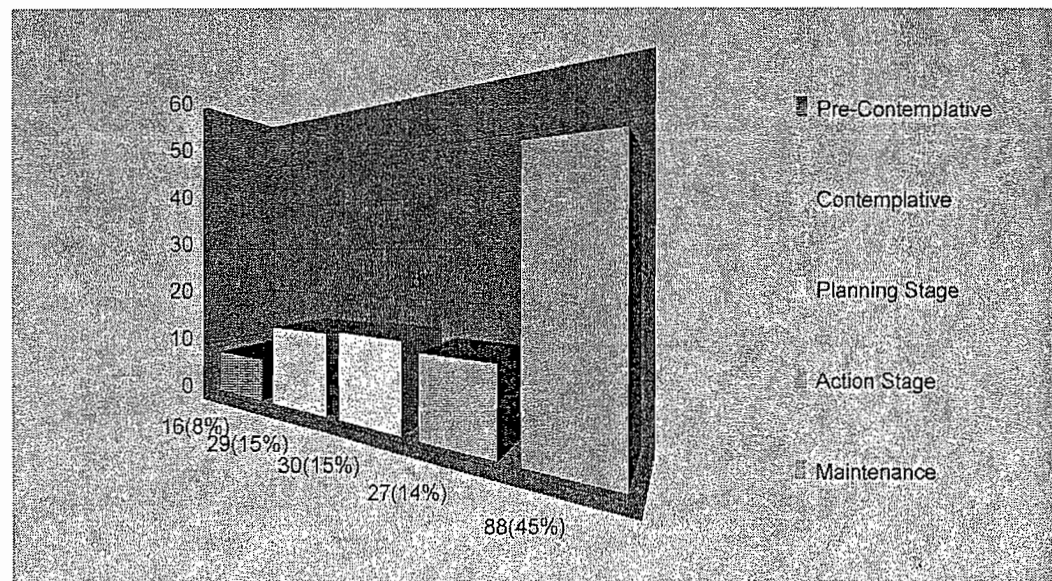
Health Action Opportunities

Self-Help Study Guide or Class	Number of People	Percent of Group
Alcohol Management	22	11
Better Nutrition	140	71
Healthy Pregnancy	5	3
Managing High Blood Pressure	36	18
Improving Fitness	155	79
Living With Diabetes	9	5
Managing Cholesterol Levels	105	53
Stress Management	34	17
Protecting Your Heart	135	69
Quit Smoking	33	17
Senior Living	46	23
Strengthen Your Back	13	7
Weight Management	138	70

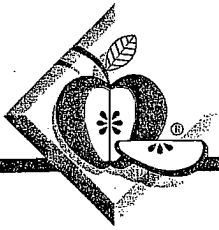
Readiness to Change

When planning your intervention strategies, it is valuable to know what portion of your group is ready to make changes for a healthier lifestyle. This graph illustrates the distribution of responses to the "live an overall healthy lifestyle" question in the "Readiness to Change" section, and includes only those who answered this question. The percentages are taken from the total population in this group.

Estimated Readiness to Change Distribution



Participants in the precontemplative stage are not ready to make change but are ideal targets for health awareness strategies. Those in the contemplative stage need more information with encouragement and incentives. Those who are planning lifestyle improvements may need additional tools and methods for making those changes. Those in the action and maintenance stages continue to need encouragement with positive support and reinforcement.

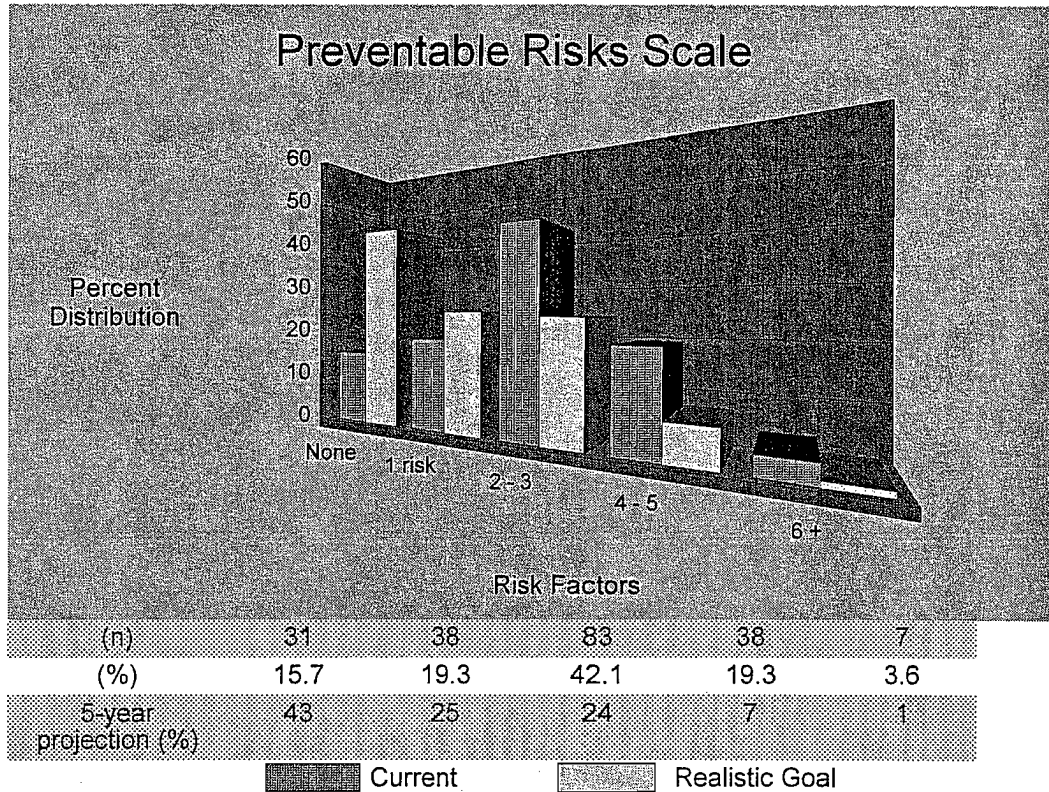


Economic Impact of Major Health Risks

The national health care expenditure is currently 15% of the nation's gross national product, or nearly \$6,000 per person per year. Due to high health care costs, many organizations are keenly interested in the financial savings that wellness programs can provide. Over two-thirds of all companies surveyed have initiated wellness and safety programs to help curb these fast-rising costs. Recent scientific research reveals significant cost savings can be achieved by reducing health risks. Other benefits include increased productivity and job satisfaction and decreased lost time from sickness.

Risk Factors Associated with Higher Medical Claims:

- ◆ 5+ sick days/year
- ◆ Monthly drug use
- ◆ 21+ alcohol drinks/week
- ◆ Smoker
- ◆ Sedentary
- ◆ Occasional seat belt use
- ◆ Low life satisfaction
- ◆ 3+ stress signs
- ◆ > 20% overweight
- ◆ Systolic BP >= 140
- ◆ Health age > 4 years over potential health age
- ◆ Cholesterol > 240
- ◆ Diastolic BP >= 90
- ◆ Not satisfied with job
- ◆ Has COPD
- ◆ Serious health problem
- ◆ Poor health perception



Preventable Risks and Health Care Costs

A number of health risk factors have been shown to be associated with higher medical claims (see side bar). The presence of multiple risk factors provides a better prediction of future claims experience than any single factor. Based on the risk factors of participants in this group, the average medical claim per person is projected to be \$2,779.45.* (A)

When your group is compared to a group with zero risk factors (average claim = \$1,017.50), your average preventable cost per person is \$1,761.95 per year. However, to achieve zero risk factors for all people is not a realistic goal. A more realistic method of estimating preventable costs is to compare your group with a company that has had an ongoing comprehensive wellness program in place for a number of years (average claim = \$1,963.50). This comparison shows preventable costs per person for your group to be \$815.95.

Therefore, by reducing preventable risks with an effective ongoing wellness program, your group could achieve a realistic total savings of \$160,743.00 per year. (815.95 x 197 = 160,743.00)

* Average annual individual medical claims do not include spouse, dependent, or maternity claims.

(A) Adapted from - Yen, L. et. al., Associations between health risk appraisal scores and employee medical claims costs in a manufacturing company. American Journal of Health Promotion, 1991; 6(1):46-54. Claims have been present-value adjusted using average premium inflation rates.

Proposed 2007 Employee Wellness Budget with Pilot

Carle Clinic

Screenings (Including Cholesterol, Glucose) \$36 x 100 persons = \$3,600

Health Risk Appraisal for Non Health Alliance employees
(10.20 X 250) \$2,550

PSA \$26 x 100 men = \$ 2600

Methodist Hospital

Mammograms in mammogram van for women 40 and over
\$258.00 x 35 women = \$ 9,030

BroMenn Medical Center

Osteoporosis screening (heel) \$5 x 75 women \$375

Total for screenings \$18,155

Health Alliance Insurance will pay for employees having
HA Insurance

Amount paid by Benefit Fund for Screenings \$18,155

National Wellness Conference at Stevens Point, Wisconsin \$ 600

Membership to WELCOA 300

Incentives, supplies for fair and wellness activities \$5,500

Scholarships for Weight Management program (25x \$20) 500

Tobacco Replacement Patches 250

Wellness programs/Health Fair printing/paper 300

Large Incentives for enrolling in program \$4,000

Total amount requested \$29,605



H. Lee Newcom
McLean County Recorder
115 E. Washington Street, Room M-104
Post Office Box 2400
Bloomington, IL 61702-2400
(309) 888-5170
(309) 888-5927

February 6, 2007

Memorandum

To: McLean County Board Finance Committee

From: Lee Newcom 

Re: Management Study of the Recorder's Office

Over the past two years we have worked diligently to improve the work product and efficiency of the Recorder's office. We have been able to implement many successful changes. More remains to be done to bring the office up to the standard of public service that should be expected and will be required in future years.

In consultation with the County Administrator we have determined that this is the right time to have a productivity study done of the office to discover where we might find increased efficiencies or better methods of management, improve our work product and develop a multi-year plan to meet the future needs of the office.

Three firms recommended by the County Administrator have been interviewed for the task. Although I was predisposed toward the smaller firms, a review of the proposals and experience of the firms clearly indicates an advantage to McLean County in retaining Maximus for the project. Principally, this is the only firm of the three which has previous experience in Recorder's offices, completing most recently a comprehensive study for the Sangamon County Board of the productivity and staffing in their Recorder's office. Maximus will offer the following advantages:

- A decreased "learning curve" for the consultant, resulting in a higher quality of usage of the consulting hours we will be paying for.
- The ability of the consultant to compare and bring to our attention best practices of other county recorder's offices.
- Familiarity with our Cott and other common Recorder's software systems, resulting in better concentration of the consultant on specific processing issues and the application of appropriate metrics instead of learning the software.
- An increased confidence for McLean County in the recommendations and the consultant's presentation to the Finance Committee when the study is complete.

I request your approval of the attached contract with Maximus. The funds for this project are already appropriated in this year's budget.



January 26, 2007

Mr: Lee Newcom
Recorder
McLean County
115 E Washington Street
Room M104, PO Box 2400
Bloomington, IL 61702

Dear Mr. Newcom:

In our January 11 meeting, you described your interest in two related issues:

1. Does your office have the proper number of employees?
2. Are there changes in process that would make your staff more productive?

This is our proposal to assist you with such a review.

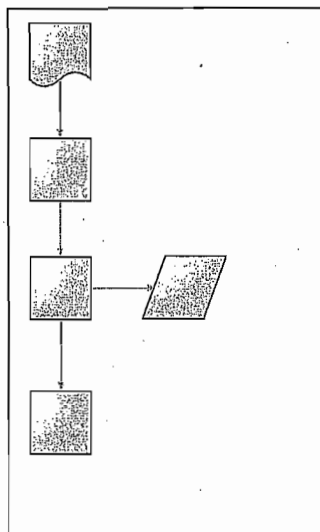
We cannot promise what our analysis would find. Our first impression is that your office has a good level of productivity compared to other central Illinois counties of similar size. That is not an endorsement that other offices are as productive as they could be.

Upon taking office, you established a workflow that has staff specialize in different aspects of the recording process. Formerly, each employee would grab a stack of documents from the in-box and perform all aspects of the recording process for a single document, from start to finish. Now, the work process is divided into steps performed by different people.

You also commenced testing for error rates in documents recorded. This work, performed pro bono by a local professor, is a key step in any quality control process. We will describe below how our analysis may learn from the results of that effort and how we may pose questions that would help you refine your quality control processes. We turn now to a description of the work we would do.

We should test whether process changes could enhance productivity before testing if your office has the correct number of employees.

Decomposing and Mapping the Recording Process



“Recording” is actually several processes (imaging, verifying, indexing, etc.) performed on different types of documents. We have to decompose the work flow to see where bottlenecks may arise and how to fix them. We do not propose separate flow charts for each type of recording.

We need to determine:

- The basic steps of the recording process
- The time required by each stage in the recording process (i.e., does each step require an identical amount of time exactly matched to the current division of responsibilities by employee?)

We will develop the process map through direct observation and interviews. We intend to ask staff if document flow “bunches up” at one person’s desk and if so, where. We will also ask if these bottlenecks occur randomly or at predictable points in the process. Finally, we ask for suggestions for improvements.

We will flow chart at a high level, drilling down to more detail if that helps explain impediments to the smooth and efficient flow of documents. There is no purpose served by detailing where delays are not occurring. The flow charting should help detect where assignments may need to be balanced. We will supplement the flow chart with a table showing time and cost required by each stage of the recording process. The flow chart and table will need “as is” and “to be” versions, so that we can work with you to explore possible improvements.

After you validate the accuracy of the “as is” process map, we will meet with you to discuss implications and ideas for streamlining, which will result in a “to be” process map. After you approve a “to be” version, we will develop a change plan with you. This may involve a discussion with your software vendor. Not knowing what the options and choices might be, we cannot include the actual change effort as part of this proposal. If you wish our help with change management, we would discuss arrangements for our role in that process at that time.

We cannot predict the implications of this analysis, but they may include:

- Insufficient number of employees
- Not having the right people assigned to specific parts of the process (i.e., recruiting / training / supervision issues)
- Suboptimal division of responsibilities (i.e., the points at which a document passes from one person to another)

- Physical layout of desks and document flow
- A need for better documentation of procedures and/or quality control

Quality Assurance

Quality assurance is critical to recording, both to ensure the integrity of County records and to avoid the cost of rework. In many organizations, the cost/benefit implications of quality assurance are fuzzy, leading to efforts that may be inadequate or excessive. Our effort is not intended to result in a quantification of the cost/benefit of QA effort, but to help provide direction to your ongoing QA efforts.

Your principal quality control effort is double entry of forms. This is probably the single most important effort for preventing errors from entering the County's records. Even so, additional safeguards may increase your confidence that the process has the integrity that you desire.

To further this goal, you have enlisted the aid of a local professor to determine error rates in the recording process. We applaud this process, but may suggest improvements.

If it were possible to test each stage of the process for errors, you would learn a great deal about staffing, training and the need for formal quality assurance procedures. It seems unlikely that all employees are equally trained, productive and accurate. Unless you can determine where your process is vulnerable, you will not be able to pinpoint where to intervene.

We could provide statistical analysis of your error rates if you wished, but since you have arranged for these services at no cost to the County, we assume that you would not wish for us to do that. Even so, it would be helpful if, at the end of our research, we were to meet with the person providing that service to you to discuss ways for him to refine his quality assurance testing.

Our review of quality procedures would include:

- A review of the background and training of each employee, with an eye to suggestions that may smooth the transition of work between staff of varying levels of experience and productivity
- A review of the documentation of work process provided by your office and your software vendor, with the intent of addressing whether the effort is sufficient
- A review of the software vendor's offer to provide quality audit services, which you have considered.

We could interview a few title searchers, since you mentioned their concerns about service. This may not be an essential task, since it is the rare county where title searchers praise the recorder's office. More importantly, you reported that the searchers in your office are also active in small neighboring counties, but not in other central Illinois counties of similar size. This would, in our opinion, deprive them of the basis for reasonable comparison of recorder offices.

Work Plan

This work breakdown structure shows the hours that we plan to spend in each step of the project. Our work would be a firm fixed price effort, which requires that our effort to assist also have a firm fixed limit. You indicated that you would expect approval of the project (if given) by late February 2007 and would require a final report by June 1, to give time to incorporate any recommendations in the upcoming year's budget.

	Hours	Week											
		1	2	3	4	5	6	7	8	9	10	11	12
Process Mapping													
Interview Recorder	2	X											
Interview Recorder staff individually	8	X											
Develop draft "as is" process map	16	X											
Client review			X										
Refine map to add detail for process bottlenecks	12			X									
Develop final "as is" process map	8				X								
Develop draft "to be" process map	16					X							
Client review							X						
Refine map to add detail for process bottlenecks	12							X					
Develop final draft "to be" process map	8								X				
Quality Assurance Analysis													
Review background & training of each employee	8	X											
Review documentation of work process	8		X	X									
Review software vendor's offer of QA services	4									X			
Meet with professor providing QA services	2									X			
Report													
Prepare first draft	16									X			
Review draft with Recorder	2										X		
Client review											X	X	
Prepare final report	8												
Allowance for unanticipated delays in schedule													X
Total	130												

124

Qualifications

MAXIMUS is a national consulting firm to public agencies, serving more than 5,000 government agencies annually. Our services include systems development, operations support and consulting. We are a large company, with shares traded on the New York Stock Exchange. We are also fiscally strong, with approximately \$170 million in cash and liquid assets and no long-term debt. We have been profitable every year since our founding in 1975. This is important for McLean County not only because it gives you assurance that we have the resources to finish our engagements, but also so you will know that we will be available in the future should you have questions about a particular aspect of a project.

We show below a few references for projects that are relevant. Bruce Cowans, our proposed project director, led all of these engagements. This is not a complete list of all of his experience, but illustrates projects for Illinois local governments that had similar work elements. While MAXIMUS has substantially more experience than that of any single MAXIMUS consultant, we do not believe you would have great interest in the qualifications of staff that will not work on this project.

Sangamon County, Illinois – Reviewed staffing, budget and productivity of the Recorder's office. The review resulted in a County Board decision to trim staff to 9, from the level of 18 in place at the start of the review. Contact: Ryan McCrady, County Administrator, 217-753-6500

Sangamon County, Illinois – Assessed the vulnerability of the property tax process to errors, following work flow through the assessment, extension, billing and collection processes. The review determined that quality control within each office was good, but that protocols for data layouts and communication between affected county offices needed improvement. Contact: Ryan McCrady, County Administrator, 217-753-6500

Macon County, Illinois – Reviewed the productivity of the Recorder's office as part of a larger countywide assessment of budget options in response to a fiscal crisis. Recommended trimming 2 FTE from the office to reach the productivity level of a peer group used for benchmarking. Contact: Steve Bean, County Clerk, 217-424-1305

McHenry County, Illinois – Reviewed workflow in the County Clerk's office, developing process maps for vital records and tax redemption and a budget for the office to use in engaging an IT vendor to implement solutions to quality control and reduction of document processing times. Contact: Katherine Schultz, County Clerk, 815-334-4242

City of Chicago, Illinois – Assessed the cost/benefit implications of building off-system financial analyses into an Oracle ERP implementation. The City preferred that the cost/benefit decisions be made by an independent party familiar with financial work flow,

rather than the vendor (Oracle) responsible for the ERP implementation itself. Contact: Steve Lux, Comptroller, 312-744-2887

Bruce Cowans would direct the work. He is a senior vice president of our Financial Services Division and responsible for our financial consulting work in nine states, including Illinois. He is an Illinois resident and has consulted to 55 Illinois counties on matters of revenue, staffing, spending and work process. Mr. Cowans is also a sitting Village Board member and chairman of his Village finance committee, giving him a familiarity with Illinois local government law and process. He earned an MA in Public Policy from Duke University. In his 24 year career, he has worked for Price Waterhouse, the Office of the Secretary (US Treasury Department) and JMB Institutional Realty. He has been with our firm for 16 years.

Ani Saldaña will serve as staff analyst. A recent graduate of the University of Chicago (BA, economics), Ms. Saldaña will be responsible for preparation of flow charts and cost analyses under Mr. Cowans' direction.

Professional Arrangements

~~\$ 24,100~~ \$ 21,000⁰⁰

This is a firm fixed price proposal. Our fee, inclusive of all professional services and expenses is ~~\$24,100~~. We would invoice our work 25% each month after commencement, with the balance due upon delivery of our final report.

We would conduct interviews and draft reviews onsite in your offices and can present the final report in person, if you wish.

We use WebEx meeting services to provide for reviews of documents when travel is not feasible. To participate, all you need is a telephone (we provide a toll free number) and a high-speed Internet connection. With WebEx, all meeting participants can see a document simultaneously and have the ability to annotate or edit the document while discussing the changes by phone. For flow chart editing in particular, this may be an effective tool.

We will commence work within two weeks of receiving a signed contract, subject to mutually agreeable dates. The work plan included in this proposal determines the scope and timing of our efforts. Change orders are possible, subject to mutually agreeable terms, but we will not depart from the work plan or pricing of this proposal without your prior written approval.

Exhibit 1 is a copy of our proposed agreement for services.

We appreciate the opportunity to be of service. Please call me at (847) 513-5508 with questions about this proposal.

Yours truly,
MAXIMUS

A handwritten signature in black ink, appearing to read "Bruce Cowans", written over the typed name.

Bruce Cowans
Senior Vice President

**AGREEMENT TO PROVIDE
PROFESSIONAL CONSULTING SERVICES TO
THE COUNTY OF MCLEAN, ILLINOIS**

THIS AGREEMENT, entered into this _____ day of _____, 2007 and effective immediately by and between MAXIMUS, Inc. (hereinafter called the "Consultant") and the County of McLean, Illinois (hereinafter called the "County"),
WITNESSETH THAT:

WHEREAS, the County is interested in obtaining professional services for the review of the staffing and process of the Recorder's Office, and

WHEREAS, the Consultant is staffed with personnel knowledgeable and experienced in the requirements of such studies, and

WHEREAS, the County desires to engage the Consultant to assist in preparing such a study, and

NOW THEREFORE, the parties hereto mutually agree as follows:

1. **Employment of Consultant.** The County agrees to engage the Consultant and the Consultant hereby agrees to perform the following services as described herein and in Consultant's proposal dated January 26, 2007, which is incorporated herein by reference.

2. **Scope of Services.** The scope of services is a review of Recorder's Office staffing and process, as defined in Consultant's proposal.

3. **Time of Performance.** The services to be performed hereunder by the Consultant shall be undertaken and completed in such sequence so as to assure their expeditious completion and best carry out the purposes of the agreement. A final report shall be submitted to the County 12 weeks after the execution of this agreement, which is understood to be June 1, 2007.

4. **Compensation.** Compensation shall be a firm fixed price of ~~\$24,100~~ ^{\$21,000⁰⁰}, inclusive of all professional services and related expenses to perform the work, as described in Consultant's proposal.

5. **Method of Payment.** The consultant shall be entitled to payment in accordance with the provisions of this paragraph. Consultant shall invoice 25% of the total contract amount monthly, with the balance due upon delivery of the final report.

6. **Changes.** The County may, from time to time, require changes in the scope of the services of the Consultant to be performed hereunder. Such changes, which are

mutually agreed upon by and between the County and the Consultant, shall be incorporated in written amendment to this agreement.

7. Services and Materials to be Furnished by County. The County shall furnish the Consultant with all available necessary information pertinent to the execution of this agreement. The County shall cooperate with the Consultant in carrying out the work herein, and shall provide adequate liaison between the Consultant and other agencies of the County. The County is responsible for providing accurate and timely information necessary to prepare the central services cost allocation plan.

8. Rights to Terminate Contract. If, through any cause, the Consultant shall fail to fulfill in timely and proper manner his obligation under this agreement, the County shall thereupon have the right to terminate this agreement with or without cause, by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. Provided however, Consultant shall be compensated for services rendered and expenses incurred through the effective date of termination hereunder.

9. Information and Reports. The Consultant shall, at such time and in such form as the County may require, furnish such periodic reports concerning the status of the project as may be requested by the County. The Consultant shall furnish the County, upon request, subject to reasonable prior notice, with copies of all documents and other materials prepared or developed in relation with or as part of the project. Consultant shall not be obligated to deliver copies in person.

10. Records and Inspections. The Consultant shall maintain full and accurate records with respect to all matters covered under this agreement. The County shall have free access at all proper times to such records and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities. Consultant shall maintain interview notes, working papers and other documentation of findings for a period of five years after delivery of the final report.

11. Accomplishment of Project. The Consultant shall commence, carry on, and complete the project with all practicable dispatch, in a sound economical and efficient manner, in accordance with the provisions thereof and all applicable laws. In accomplishing the project, the Consultant shall take such steps as are appropriate to insure that the work involved is properly coordinated with related work being carried on within the County.

12. Provisions Concerning Certain Waivers. Subject to applicable law, any right or remedy which the County may have under this contract may be waived in writing by the County by a formal waiver, if, in the judgment of the County, this contract, as so modified, will still conform to the terms and requirements of pertinent laws.

13. **Matters to be Disregarded.** The titles of the several sections, subsections, and paragraphs set forth in this contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this contract.

14. **Completeness of Contract.** This contract and any additional or supplementary document or documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto.

15. **County not Obligated to Third Parties.** The County shall not be obligated or liable hereunder to any party other than the Consultant.

16. **When Rights and Remedies Not Waived.** In no event shall the making by the County of any payment to the Consultant constitute or be construed as a waiver by the County of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of any such payment by the County while any such breach or default exists shall in no wise impair or prejudice any right or remedy available to the County in respect to such breach or default.

17. **Personnel.** The Consultant represents that he has, or will secure at his own expense, all personnel required in performing the services under this agreement. Such personnel shall not be employees of or have any contractual relationship with the County. All of the services required hereunder will be performed by the Consultant or under his supervision and all personnel engaged in the work shall be fully qualified to perform such services.

18. **Confidentiality.** The County agrees that in connection with this Agreement, it may become aware of confidential information, trade secrets, marketing strategies and properties whether or not subject to copyright protection of Consultant. Consultant shall advise County if any such proprietary information is contained in reports delivered to County. The County covenants and agrees to use its best efforts and diligence in guarding Consultant's confidential information, trade secrets, marketing strategies and properties whether or not subject to copyright protection. The Consultant agrees that in connection with this Agreement, it may become aware of confidential information belonging to County. County shall advise Consultant if any such confidential information is contained in reports, document or other communication provided to Consultant. Consultant covenants and agrees to use its best efforts and diligence in guarding county's confidential information. Consultant further covenants and agrees that it will take all reasonable measures to prevent its employees and agents from, directly or indirectly, using any of County's confidential information at any time beyond the scope of this Agreement.

19. **Consultant Certification.** The Consultant certifies that the Consultant has not been convicted of bribery or attempting to bribe an officer or employee of the

County, nor has the Consultant made an admission of guilt of such conduct that is a matter of record.

20. Indemnification. Each party shall be responsible for its own acts and will be responsible for all damages, costs, fees and expenses that arise out of that party's own negligence, tortious acts and other unlawful conduct and the negligence, tortious acts and other unlawful conduct of its respective agents, officers and employees.

21. Limitation of Liability. In no event shall either party, its directors, officers, employees or agents be liable for any special, incidental, punitive, indirect, or consequential damages arising out of or in connection with the services provided under this agreement, including but not limited to lost revenue, lost profits, replacement goods, loss of technology rights or services, loss of data, or interruption or loss of use of software or any portion thereof, even if advised of the possibility of such damages. This limitation shall apply to all claims whether under theory of contract, tort (including negligence), strict liability, or otherwise. MAXIMUS liability (if any) to customer or any third party is limited to six times the amount paid to MAXIMUS for the services.

22. Notices. Any notices, bills, invoices, or reports required by this agreement shall be sufficient if sent by the parties hereto in the United States mail, postage paid, to the addresses noted below.

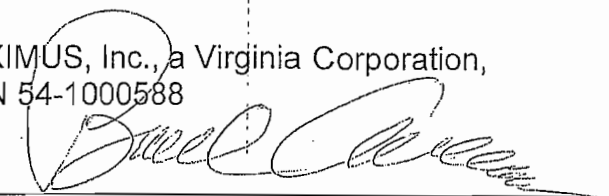
Lee Newcom
Recorder
McLean County
115 E. Washington Street
Room M104, PO Box 2400
Bloomington, IL 61702

Bruce Cowans
Senior Vice President
MAXIMUS, Inc.
1033 Skokie Boulevard, Suite 350
Northbrook, IL 60062

IN WITNESS WHEREOF, the County and the Consultant have executed this agreement as of the date first written above.

MAXIMUS, Inc., a Virginia Corporation,
FEIN 54-1000588

By

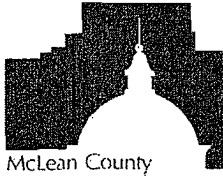


Bruce Cowans, Senior Vice President

McLean County, Illinois

Attest:

By _____



H. Lee Newcom
McLean County Recorder
115 E. Washington Street, Room M-104
Post Office Box 2400
Bloomington, IL 61702-2400
(309) 888-5170
(309) 888-5927 Fax

January 26, 2006

To: Honorable Members of the Finance Committee

From: Lee Newcom, County Recorder

For your information and approval at your February 6, 2007, meeting I present the following attached documents.

1. December 2006 monthly financial reports.
2. Other

FOR THE MONTH OF DECEMBER 2006

Description	Revenue Account #	GL Balance	Recorder's Rcpts		Less 12/29/2006		Difference
		As Of 12/31/2006	For the Month Of December 2006	Rec Rcpts Dep To GL 12/01/2006	Rec Rcpts Dep To GL 01/02/2007	Total	
Copy Fees	0001-0006-0008 0410-0008	1,807.85	1,765.60	42.25		1,807.85	-
Recording Fees	0001-0006-0008 0410-0029	50,329.00	48,789.00	1,552.00		50,341.00	(12.00)
County Revenue Stamps	0001-0006-0008 0410-0032	29,368.75	28,697.75	671.00		29,368.75	-
Micro Film Sales	0001-0006-0008 0410-0128	-	-	-		-	-
Compact Disc Sales	0001-0006-0008 0410-0132	360.00	360.00	-		360.00	-
Rental HSG Support Program	0001-0006-0008 0410-0195	2,584.00	2,490.00	94.00		2,584.00	-
Document Storage	0137-0006-0008 0410-0089	10,161.00	9,879.00	285.00		10,164.00	(3.00)
GIS Document Storage	0137-0006-0008 0410-0181	3,387.00	3,293.00	95.00		3,388.00	(1.00)
GIS Fund	0167-0006-0008 0410-0181	16,779.00	16,306.00	475.00		16,781.00	(2.00)
							(A-E)
							Sum(B:D)=E

Adjustments are made to column C & D because the Recorder's daily receipts are not turned into the General Ledger until the next business day. These adjustments must be made in order to balance to the General Ledger.

Note: Explanation of difference: 12/08/2006 Write-off of NSF check from Washington Mutual

DON EVERHART
CHIEF DEPUTY RECORDER

Year-to-date Totals through December, 2006

Month-to-date Totals

Account #	Account Description	Month-to-date Totals			Year-to-date Totals through December, 2006					
		Cash/Check/Change	Charge	Charges	Other Pay Method	Total	Cash/Check/Change	Charge	Charges	Other Pay Method
101-0-0-201-070-034	Due Idr-Rental Hsg Prog	\$22,410.00	\$0.00	\$0.00	\$0.00	\$22,410.00	\$289,791.00	\$0.00	\$0.00	\$289,791.00
101-6-8-410-008-034	Copy Fees	\$1,763.85	\$4.75	\$3.00	\$0.00	\$1,765.60	\$19,474.65	\$41.00	\$36.25	\$19,479.40
101-6-8-410-029-035	Recording Fees	\$49,258.00	\$6,632.00	\$7,101.00	\$0.00	\$48,789.00	\$554,439.00	\$12,517.00	\$12,944.00	\$554,012.00
101-6-8-410-032-036	County Revenue Stamps	\$28,697.75	\$0.00	\$0.00	\$0.00	\$28,697.75	\$474,197.75	\$0.00	\$0.00	\$474,197.75
101-6-8-410-111-111	Payment On Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-6-8-410-128-100	Microfilm Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-6-8-410-132-100	Compact Disc Sales	\$360.00	\$0.00	\$0.00	\$0.00	\$360.00	\$3,540.00	\$0.00	\$0.00	\$3,540.00
101-6-8-410-195-035	Rental Hsg Support Program	\$2,490.00	\$0.00	\$0.00	\$0.00	\$2,490.00	\$32,199.00	\$0.00	\$0.00	\$32,199.00
116-8-4-102-222-222	Balance Brought Forward	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
116-8-4-102-222-222	Balance Brought Forward/Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-6-8-410-089-284	Document Storage	\$9,906.00	\$1,746.00	\$1,773.00	\$0.00	\$9,879.00	\$109,050.00	\$4,194.00	\$4,410.00	\$108,834.00
37-6-8-410-181-100	Gis Document Storage	\$3,302.00	\$582.00	\$591.00	\$0.00	\$3,293.00	\$36,350.00	\$1,398.00	\$1,470.00	\$36,278.00
51-0-0-126-001-903	State Revenue Stamps	\$57,395.50	\$0.00	\$0.00	\$0.00	\$57,395.50	\$950,262.00	\$0.00	\$0.00	\$950,262.00
67-6-8-410-181-100	Gis Fund	\$16,336.00	\$2,751.00	\$2,781.00	\$0.00	\$16,306.00	\$179,230.00	\$4,713.00	\$4,872.00	\$179,071.00
Final Total :		\$191,919.10	\$11,715.75	\$12,249.00	\$0.00	\$191,385.85	\$2,648,510.40	\$22,840.00	\$23,709.25	\$2,647,641.15

1/03/07

RECORDER REVENUE ACCOUNTS 12/01/2006 - 1/02/2007
G/L DATE JOURNAL TYPE SOURCE

TRANSACTION DESCRIPTION

BUDGET

RECRPT1 REVENUES

ACCOUNT 0001-0006-0008 0410-0008

G/L DATE	JOURNAL TYPE SOURCE	TRANSACTION DESCRIPTION	BUDGET	RECRPT1 REVENUES
2006/12/01	RA	COPY FEES-		17,671.55-
2006/12/04	RA	COPY FEES-Co. Recorder		42.25-
2006/12/06	RA	COPY FEES-Co. Recorder		62.50-
2006/12/06	RA	COPY FEES-Co. Recorder		46.50-
2006/12/07	RA	COPY FEES-Co. Recorder		65.00-
2006/12/07	RA	COPY FEES-Co. Recorder		137.25-
2006/12/08	RA	COPY FEES-Co. Recorder		50.50-
2006/12/11	RA	COPY FEES-Co. Recorder		119.05-
2006/12/12	RA	COPY FEES-Co. Recorder		34.10-
2006/12/14	RA	COPY FEES-Co. Recorder		20.25-
2006/12/14	RA	COPY FEES-Co. Recorder		45.75-
2006/12/15	RA	COPY FEES-Co. Recorder		108.25-
2006/12/18	RA	COPY FEES-Co. Recorder		13.75-
2006/12/18	RA	COPY Fee Charges		4.75-
2006/12/21	RA	COPY FEES-Co. Recorder		97.25-
2006/12/22	RA	COPY FEES-Co. Recorder		19.50-
2006/12/22	RA	COPY FEES-Co. Recorder		30.50-
2006/12/22	RA	COPY FEES-Co. Recorder		38.25-
2006/12/26	RA	COPY FEES-Co. Recorder		48.25-
2006/12/27	RA	COPY FEES-Co. Recorder		11.75-
2006/12/27	JE	Crt Turnin		11.75-
2006/12/27	JE	Crt Turnin		8.75-
2006/12/28	RA	COPY FEES-Co. Recorder		10.75-
2006/12/29	RA	COPY FEES-Co. Recorder		136.00-
2006/12/31	JE	010207BM Recorder 2006 Turn-In		668.70-
				1,807.85-

ACCOUNT 0001-0006-0008 0410-0008 / DECEMBER TOTA

ENDING BALANCE

19,479.40-

1/03/07

RECORDER REVENUE ACCOUNTS 12/01/2006 - 1/02/2007

RECRPTI

G/L DATE JOURNAL TYPE SOURCE

TRANSACTION DESCRIPTION

BUDGET

REVENUES

ACCOUNT 0001-0006-0008 0410-0029

G/L DATE	JOURNAL TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES
2006/12/01	RA	604892	Recording		503,713.00-
2006/12/04	RA	604905	Recording		1,552.00-
2006/12/04	RA	604905	Rec FeeCH		1,343.00-
2006/12/06	RA	604947	Recording		15.00-
2006/12/06	RA	604947	Recording		2,540.00-
2006/12/07	RA	604982	Recording		1,852.00-
2006/12/08	JE	604977	Recording		1,312.00-
2006/12/08	RA	604997	Recording		12.00
2006/12/11	RA	605026	Recording		2,145.00-
2006/12/11	RA	605026	Recording		2,159.00-
2006/12/12	RA	605034	Recording		30.00-
2006/12/12	RA	605034	Recording		2,446.00-
2006/12/14	RA	605096	Recording		5.00-
2006/12/14	RA	605096	Recording		3,230.00-
2006/12/15	RA	605108	Recording		1,552.00-
2006/12/15	RA	605108	Recording		2,796.00-
2006/12/18	RA	605128	Recording		67.00-
2006/12/21	RA	605196	Recording		1,461.00-
2006/12/21	RA	605196	Recording		2,722.00-
2006/12/22	RA	605205	Recording		10.00-
2006/12/22	RA	605205	Recording		2,763.00-
2006/12/22	RA	605205	Recording		125.00-
2006/12/22	RA	605205	Recording		2,669.00-
2006/12/22	RA	605205	Recording		21.00-
2006/12/26	RA	605218	Recording		2,858.00-
2006/12/27	RA	605270	Recording		2,697.00-
2006/12/27	RA	605270	Recording		2,090.00-
2006/12/28	RA	605303	Recording		11.00-
2006/12/28	RA	605303	Recording		835.00-
2006/12/29	RA	605311	Recording		948.00-
2006/12/29	RA	605311	Recording		1,249.00-
2006/12/31	JE	605321	Recording		2,484.00-
2006/12/31	JE	605321	Recorder 2006 Turn-In		1,438.00-
2006/12/31	JE	605321	Recorder 2006 Turn-In		2,916.00-
				600,000.00	
					50,329.00-

ACCOUNT 0001-0006-0008 0410-0029 / DECEMBER TOTA

ENDING BALANCE

554,042.00-

1/03/07 REORDER REVENUE ACCOUNTS 12/01/2006 - 1/02/2007
 G/L DATE JOURNAL TYPE SOURCE TRANSACTION DESCRIPTION
 ACCOUNT 0001-0006-0008 0410-0032

DATE	DESCRIPTION	AMOUNT	BUDGET	REVENUES
	DESCRIPTION: Sale Of Revenue Stamps		375,000.00	
	BEGINNING BALANCE			444,829.00-
2006/12/01	County Rev Stamp Sales	604892 RA		671.00-
2006/12/06	County Rev Stamp Sales	604947 RA		1,512.50-
2006/12/06	County Rev Stamp Sales	604947 RA		661.75-
2006/12/07	County Rev Stamp Sales	604982 RA		1,209.50-
2006/12/08	County Rev Stamp Sales	604997 RA		1,414.50-
2006/12/11	County Rev Stamp Sales	605026 RA		2,987.00-
2006/12/12	County Rev Stamp Sales	605034 RA		2,113.00-
2006/12/14	County Rev Stamp Sales	605096 RA		1,545.50-
2006/12/14	County Rev Stamp Sales	605096 RA		886.50-
2006/12/15	County Rev Stamp Sales	605108 RA		1,736.25-
2006/12/18	County Rev Stamp Sales	605128 RA		522.50-
2006/12/21	County Rev Stamp Sales	605196 RA		3,847.25-
2006/12/22	County Rev Stamp Sales	605205 RA		587.25-
2006/12/22	County Rev Stamp Sales	605205 RA		1,480.25-
2006/12/22	County Rev Stamp Sales	605205 RA		1,699.50-
2006/12/26	County Rev Stamp Sales	605218 RA		1,745.75-
2006/12/27	County Rev Stamp Sales	605270 RA		1,610.00-
2006/12/28	County Rev Stamp Sales	605303 RA		87.75-
2006/12/29	County Rev Stamp Sales	605311 RA		598.00-
2006/12/31	Recorder 2006 Turn-In	605321 JE		2,453.00-

ACCOUNT 0001-0006-0008 0410-0032 / DECEMBER TOTA 29,368.75-

ENDING BALANCE 474,197.75-

1/03/07	REORDER REVENUE ACCOUNTS	12/01/2006	-	1/02/2007						
	G/L DATE	JOURNAL TYPE	SOURCE	TRANSACTION DESCRIPTION		BUDGET				RRECRPT1
	ACCOUNT 0001-0006-0008	0410-0128		DESCRIPTION: Microfilm Roll Sales		3,000.00				REVENUES
				BEGINNING BALANCE						.00
	ACCOUNT 0001-0006-0008	0410-0128	/	MAY TOTAL						.00
				ENDING BALANCE						.00

1/03/07	RECORDER REVENUE ACCOUNTS	12/01/2006	-	1/02/2007	RRCPRT1
G/L DATE	JOURNAL TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES
ACCOUNT 0001-0006-0008 0410-0132				3,000.00	
2006/12/11	605026	RA	CD Sales		3,180.00-
2006/12/15	605108	RA	Compact Disk Sales		100.00-
2006/12/27	605270	RA	Compact Disk Sales		80.00-
2006/12/31	605321	JE	010207BM		100.00-
			Recorder 2006 Turn-In		80.00-
					360.00-

 3,540.00-
 =====

ENDING BALANCE

ACCOUNT 0001-0006-0008 0410-0132 / DECEMBER TOTA

1/03/07 RECORDER REVENUE ACCOUNTS 12/01/2006 - 1/02/2007 RRCRPT1
 G/L DATE JOURNAL TYPE SOURCE TRANSACTION DESCRIPTION REVENUES
 ACCOUNT 0001-0006-0008 0410-0195

BUDGET		REVENUES	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
DESCRIPTION: Rental Hsg Support Progra			
BEGINNING BALANCE			29,615.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	94.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	92.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	141.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	104.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	88.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	135.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	134.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	153.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	151.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	99.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	175.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	94.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	157.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	177.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	148.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	167.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	147.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	117.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	55.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	64.00-
Rental Hsg Support Progra		Rental Hsg Support Progra	92.00-
Recorder 2006 Turn-In			
35,000.00		2,584.00-	

ACCOUNT 0001-0006-0008 0410-0195 / DECEMBER TOTA

ENDING BALANCE 32,199.00-

1/03/07

RECORDER REVENUE ACCOUNTS 12/01/2006 - 1/02/2007

RECRPT1

TRANSACTION DESCRIPTION

BUDGET

REVENUES

ACCOUNT 0137-0006-0008 0410-0089

G/L DATE	JOURNAL TYPE	SOURCE	DESCRIPTION	BUDGET	REVENUES
2006/12/01	RA	Recorder D	Recorder Document Storage	120,000.00	98,691.00-
2006/12/04	RA	Recorder D	Recorder Document Storage		285.00-
2006/12/04	RA	Doc St Ch	Document Storage Charges		291.00-
2006/12/06	RA	Recorder D	Recorder Document Storage		9.00-
2006/12/06	RA	Recorder D	Recorder Document Storage		447.00-
2006/12/07	RA	Recorder D	Recorder Document Storage		366.00-
2006/12/07	RA	Recorder D	Recorder Document Storage		273.00-
2006/12/08	JE	120806cd	W/O NSF Washington Mutual		3.00
2006/12/08	RA	Recorder D	Recorder Document Storage		417.00-
2006/12/11	RA	Recorder D	Recorder Document Storage		423.00-
2006/12/11	RA	Doc St Ch	Document Storage Charges		18.00-
2006/12/12	RA	Recorder D	Recorder Document Storage		471.00-
2006/12/12	RA	Doc St Ch	Document Storage Charges		3.00-
2006/12/14	RA	Recorder D	Recorder Document Storage		636.00-
2006/12/14	RA	Recorder D	Recorder Document Storage		309.00-
2006/12/15	RA	Recorder D	Recorder Document Storage		543.00-
2006/12/15	RA	Doc St Ch	Document Storage Charges		30.00-
2006/12/18	RA	Recorder D	Recorder Document Storage		309.00-
2006/12/21	RA	Recorder D	Recorder Document Storage		504.00-
2006/12/21	RA	Doc St Ch	Document Storage Charges		6.00-
2006/12/22	RA	Recorder D	Recorder Document Storage		573.00-
2006/12/22	RA	Doc St Ch	Document Storage Charges		75.00-
2006/12/22	RA	Recorder D	Recorder Document Storage		477.00-
2006/12/22	RA	Doc St Ch	Document Storage Charges		12.00-
2006/12/22	RA	Recorder D	Recorder Document Storage		540.00-
2006/12/26	RA	Recorder D	Recorder Document Storage		495.00-
2006/12/27	RA	Recorder D	Recorder Document Storage		369.00-
2006/12/27	RA	Doc St Ch	Document Storage Charges		6.00-
2006/12/28	RA	Recorder D	Recorder Document Storage		174.00-
2006/12/28	RA	Doc St Ch	Document Storage Charges		237.00-
2006/12/29	RA	Recorder D	Recorder Document Storage		237.00-
2006/12/29	RA	Doc St Ch	Document Storage Charges		621.00-
2006/12/31	JE	010207BM	Recorder 2006 Turn-In		279.00-
2006/12/31	JE	010207BM	Recorder 2006 Turn-In		729.00-
-----					10,161.00-
-----					108,852.00-
=====					

ACCOUNT 0137-0006-0008 0410-0089 / DECEMBER TOTA

ENDING BALANCE

G/L DATE	JOURNAL TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES
ACCOUNT 0137-0006-0008 0410-0181					
2006/12/01	RA	604892	Rec-GIS DS		
2006/12/04	RA	604905	Rec-GIS DS		
2006/12/04	RA	604905	GIS Doc Ch		
2006/12/06	RA	604947	Rec-GIS DS		
2006/12/06	RA	604947	Rec-GIS DS		
2006/12/07	RA	604982	Rec-GIS DS		
2006/12/08	JE	604977	W/O NSF Washington Mutual		
2006/12/08	RA	604997	Rec-GIS DS		
2006/12/11	RA	605026	Rec-GIS DS		
2006/12/11	RA	605026	GIS Doc Ch		
2006/12/12	RA	605034	Rec-GIS DS		
2006/12/12	RA	605034	GIS Doc Ch		
2006/12/14	RA	605096	Rec-GIS DS		
2006/12/14	RA	605096	Rec-GIS DS		
2006/12/15	RA	605108	Rec-GIS DS		
2006/12/15	RA	605108	GIS Doc Ch		
2006/12/18	RA	605128	Rec-GIS DS		
2006/12/21	RA	605196	Rec-GIS DS		
2006/12/21	RA	605196	GIS Doc Ch		
2006/12/22	RA	605205	Rec-GIS DS		
2006/12/22	RA	605205	GIS Doc Ch		
2006/12/22	RA	605205	Rec-GIS DS		
2006/12/22	RA	605205	GIS Doc Ch		
2006/12/22	RA	605205	Rec-GIS DS		
2006/12/26	RA	605218	Rec-GIS DS		
2006/12/27	RA	605270	Rec-GIS DS		
2006/12/27	RA	605270	GIS Doc Ch		
2006/12/28	RA	605303	Rec-GIS DS		
2006/12/28	RA	605303	GIS Doc Ch		
2006/12/29	RA	605311	Rec-GIS DS		
2006/12/29	RA	605311	GIS Doc Ch		
2006/12/31	JE	605321	010207BM		
2006/12/31	JE	605321	010207BM		
ACCOUNT 0137-0006-0008 0410-0181 / DECEMBER TOTA					
ENDING BALANCE					3,387.00
ENDING BALANCE					36,284.00

RECREPT1 REVENUES
 BUDGET
 220,000.00

G/L DATE	JOURNAL TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES
ACCOUNT 0167-0006-0008 0410-0181					
2006/12/01	RA	604892	DESCRIPTION: GIS Document Fees		
2006/12/01	RA	604905	BEGINNING BALANCE		162,304.00-
2006/12/04	RA	604905	Recorder-GIS Fund		475.00-
2006/12/04	RA	604905	Recorder-GIS Fund		485.00-
2006/12/06	RA	604947	GIS Fund Charges		6.00-
2006/12/06	RA	604947	Recorder-GIS Fund		745.00-
2006/12/06	RA	604947	Recorder-GIS Fund		610.00-
2006/12/07	RA	604982	Recorder-GIS Fund		455.00-
2006/12/08	JE	604977	W/O NSF Washington Mutual		2.00
2006/12/08	RA	604997	Recorder-GIS Fund		695.00-
2006/12/11	RA	605026	Recorder-GIS Fund		705.00-
2006/12/11	RA	605026	GIS Fund Charges		12.00-
2006/12/12	RA	605034	Recorder-GIS Fund		785.00-
2006/12/12	RA	605034	GIS Fund Charges		2.00-
2006/12/14	RA	605096	Recorder-GIS Fund		1,060.00-
2006/12/14	RA	605096	Recorder-GIS Fund		515.00-
2006/12/15	RA	605108	Recorder-GIS Fund		905.00-
2006/12/15	RA	605108	GIS Fund Charges		20.00-
2006/12/18	RA	605128	Recorder-GIS Fund		515.00-
2006/12/21	RA	605196	Recorder-GIS Fund		840.00-
2006/12/21	RA	605196	GIS Fund Charges		4.00-
2006/12/22	RA	605205	Recorder-GIS Fund		955.00-
2006/12/22	RA	605205	GIS Fund Charges		50.00-
2006/12/22	RA	605205	Recorder-GIS Fund		795.00-
2006/12/22	RA	605205	GIS Fund Charges		8.00-
2006/12/22	RA	605205	Recorder-GIS Fund		900.00-
2006/12/22	RA	605218	Recorder-GIS Fund		825.00-
2006/12/26	RA	605270	Recorder-GIS Fund		615.00-
2006/12/27	RA	605270	GIS Fund Charges		4.00-
2006/12/28	RA	605303	Recorder-GIS Fund		290.00-
2006/12/28	RA	605303	GIS Fund Charges		395.00-
2006/12/29	RA	605311	Recorder-GIS Fund		395.00-
2006/12/29	RA	605311	GIS Fund Charges		1,035.00-
2006/12/31	JE	605321	Recorder 2006 Turn-In		465.00-
2006/12/31	JE	605321	Recorder 2006 Turn-In		1,215.00-
ACCOUNT 0167-0006-0008 0410-0181 / DECEMBER TOTA					16,779.00-
ENDING BALANCE					179,083.00-

STATE STAMP INVENTORY AND RECEIPTS TO GENERAL LEDGER FOR DECEMBER 2006		GENERAL LEDGER Acct# 0151-0126-0001	
RECORDER			
Inventory as of 11/30/2006	89,342.15	A	90,745.00
Inventory purchases for December 2006	-	B	61,835.00
Less stamps damaged or issued in error for December 2006	-	C	
Less inventory as of 12/29/2006	(31,946.65)	D	(98,748.50)
Total Receipts for December 2006	57,395.50	E=SUM(A:D)	
Plus 11/30/2006 receipts	1,342.00	F	
Less 12/29/2006 receipts	(4,906.00)	G	
Total	53,831.50	H=SUM(E:G)	53,831.50
M=SUM(I:L)			
<p>B, F Amount includes an IDOR credit of \$</p> <p>G = Stamps were voided and will be or have been submitted to IDOR for credit</p> <p>F = Receipts for the last business day of previous month</p> <p>G = Receipts for the last business day of report month</p> <p>Adjustments are made by F & G because the Recorder's daily receipts are not turned into the General Ledger until the next business day. These adjustments must be made in order to balance to the General Ledger.</p>			
DON EVERHART			
CHIEF DEPUTY RECORDER			

TRAN JRN

G/L DATE JOURNAL TYPE TYPE SOURCE DESCRIPTION

DEBIT AMOUNT CREDIT AMOUNT ACTUAL BALANCE

ACCOUNT:0151 0126-0001 Stamp Inventory		FISCAL YEAR TO DATE:			
2006/12/01	604892	RA	JE State Revs State Rev Stamp Sales	1,342.00	90,745.00
2006/12/06	604947	RA	JE State Revs State Rev Stamp Sales	3,025.00	89,403.00
2006/12/06	604947	RA	JE State Revs State Rev Stamp Sales	1,323.50	86,378.00
2006/12/07	604982	RA	JE State Revs State Rev Stamp Sales	2,419.00	85,054.50
2006/12/08	604997	RA	JE State Revs State Rev Stamp Sales	2,829.00	82,635.50
2006/12/11	605026	RA	JE State Revs State Rev Stamp Sales	5,974.00	79,806.50
2006/12/12	605034	RA	JE State Revs State Rev Stamp Sales	4,226.00	73,832.50
2006/12/14	605096	RA	JE State Revs State Rev Stamp Sales	3,091.00	69,606.50
2006/12/14	605096	RA	JE State Revs State Rev Stamp Sales	1,773.00	66,515.50
2006/12/15	605108	RA	JE State Revs State Rev Stamp Sales	3,472.50	64,742.50
2006/12/18	605128	RA	JE State Revs State Rev Stamp Sales	1,045.00	61,270.00
2006/12/21	605196	RA	JE State Revs State Rev Stamp Sales	7,694.50	60,225.00
2006/12/22	605205	RA	JE State Revs State Rev Stamp Sales	1,174.50	52,530.50
2006/12/22	605205	RA	JE State Revs State Rev Stamp Sales	2,960.50	51,356.00
2006/12/22	605205	RA	JE State Revs State Rev Stamp Sales	3,399.00	48,395.50
2006/12/26	605218	RA	JE State Revs State Rev Stamp Sales	3,491.50	44,996.50
2006/12/27	605230	AP	JE AcctsPaybl ILLINOIS D RECORDER/REAL	61,835.00	41,505.00
2006/12/27	605270	RA	JE State Revs State Rev Stamp Sales	3,220.00	103,340.00
2006/12/28	605303	RA	JE State Revs State Rev Stamp Sales	175.50	100,120.00
2006/12/29	605311	RA	JE State Revs State Rev Stamp Sales	1,196.00	99,944.50
2006/12/31	605321	JE	JE 010207BM Recorder 2006 Turn-In	4,906.00	98,748.50
DECEMBER TOTAL				58,737.50	93,842.50

ACCOUNT:0151 0126-0001

DECEMBER TOTAL

61,835.00 58,737.50 93,842.50

ACCOUNT 0151 0126-0001 DATE RANGE TOTALS

61,835.00 58,737.50 93,842.50

Date	End-of-day (EOD) register balance	CREDIT to General Ledger	EOD register +/- (-)	Stamp Purchases
11/01/2006	77,449.15	4,906.50		
11/02/2006	69,822.65	7,626.50		
11/03/2006	65,494.65	4,328.00		
11/06/2006	59,264.65	6,230.00		
11/07/2006	56,520.65	2,744.00		
11/08/2006	52,193.15	4,327.50		
11/09/2006	45,782.65	6,410.50		
11/13/2006	42,723.15	3,059.50		
11/14/2006	36,978.15	5,745.00		
11/15/2006	33,776.65	3,201.50		
11/16/2006	33,267.65	509.00		
11/17/2006	25,507.65	7,760.00		
11/20/2006	21,262.65	4,245.00		
11/21/2006	19,353.15	1,909.50		
11/22/2006	17,530.15	1,823.00		
11/27/2006	16,291.65	1,238.50		
11/28/2006	14,031.65	2,260.00		
11/29/2006	11,887.15	2,144.50		
11/30/2006	89,342.15	1,342.00		78,797.00
	November Total:	71,810.50	-	78,797.00
	Day Average:	3,779.50		

Don Everhart
Chief Deputy Recorder

Date	End-of-day (EOD) register balance	CREDIT to General Ledger	EOD register +/- (-)	Stamp Purchases
12/01/2006	89,342.15	-		
12/04/2006	86,317.15	3,025.00		
12/05/2006	84,993.65	1,323.50		
12/06/2006	82,574.65	2,419.00		
12/07/2006	79,745.65	2,829.00		
12/08/2006	73,771.65	5,974.00		
12/11/2006	69,545.65	4,226.00		
12/12/2006	66,454.65	3,091.00		
12/13/2006	64,681.65	1,773.00		
12/14/2006	61,209.15	3,472.50		
12/15/2006	60,164.15	1,045.00		
12/18/2006	52,469.65	7,694.50		
12/19/2006	51,295.15	1,174.50		
12/20/2006	48,334.65	2,960.50		
12/21/2006	44,935.65	3,399.00		
12/22/2006	41,444.15	3,491.50		
12/26/2006	38,224.15	3,220.00		
12/27/2006	38,048.65	175.50		
12/28/2006	36,852.65	1,196.00		
12/29/2006	31,946.65	4,906.00		
	December Total:	57,395.50	-	-
	Day Average:	2,869.78		

Don Everhart
Chief Deputy Recorder

DATE	(A) ASCENDING REGISTER	(B) DESCENDING REGISTER	(C) TOTAL OF COLUMNS (A) AND (B)
12/1	36307085	7744918	
12/2	37069735	6982265	
12/3	37502585	6549465	
12/4	38725535	5926465	
12/5	38399935	5652065	
12/6	38832685	5219315	
12/7	39473735	4578265	
12/8	39789685	4272515	
12/9	40354185	3697815	
12/10	41067435	3377665	
12/11	40723285	3326765	
12/12	41501235	2550765	
12/13	41925735	2126265	
12/14	42116485	1935315	
12/15	4228885	1753015	
12/16	42424885	1629165	
12/17	42864885	1402165	
12/18	42863285	1188715	
12/19	42863285	9068415	170000
12/20	42863285	8934215	

DATE	(A) ASCENDING REGISTER	(B) DESCENDING REGISTER	(C) TOTAL OF COLUMNS (A) AND (B)
12/1	42997485	8934215	
12/2	43299985	8631715	
12/3	43432335	8499365	
12/4	43674235	8257465	
12/5	43957135	7974565	
12/6	44554535	7377165	
12/7	44977135	6954565	
12/8	45286235	6645465	
12/9	45463535	64468165	
12/10	45810785	6120915	
12/11	45915285	6016415	
12/12	46684735	5246965	
12/13	46802185	5129515	
12/14	47098285	4833465	
12/15	47438135	4493565	
12/16	47787285	4144415	
12/17	48109285	3822415	
12/18	48126835	3804865	
12/19	48246435	3685265	
12/20	48737035	3319465	

Recorder's Receivable Reconciliation

December 2006

<u>Date</u>		<u>General</u> <u>0001</u>	<u>Doc Storage</u> <u>0137</u>	<u>GIS</u> <u>0167</u>
12/1/2006	Recorder	1,349.00	1,020.00	522.00
12/4/2006	General Ledger	1,349.00	1,020.00	522.00
	Difference	-	-	-
12/4/2006	Recorder	1,349.00	1,020.00	522.00
12/5/2006	General Ledger	1,349.00	1,020.00	522.00
	Difference	-	-	-
12/5/2006	Recorder	1,349.00	1,020.00	522.00
12/6/2006	General Ledger	1,349.00	1,020.00	522.00
	Difference	-	-	-
12/6/2006	Recorder	1,349.00	1,020.00	522.00
12/7/2006	General Ledger	1,349.00	1,020.00	522.00
	Difference	-	-	-
12/7/2006	Recorder	1,349.00	1,020.00	522.00
12/8/2006	General Ledger	1,349.00	1,020.00	522.00
	Difference	-	-	-
12/8/2006	Recorder	1,379.00	1,044.00	534.00
12/11/2006	General Ledger	1,379.00	1,044.00	534.00
	Difference	-	-	-
12/11/2006	Recorder	1,384.00	1,048.00	536.00
12/12/2006	General Ledger	1,384.00	1,048.00	536.00
	Difference	-	-	-
12/12/2006	Recorder	1,384.00	1,048.00	536.00
12/13/2006	General Ledger	1,384.00	1,048.00	536.00
	Difference	-	-	-
12/13/2006	Recorder	1,384.00	1,048.00	536.00
12/14/2006	General Ledger	1,384.00	1,048.00	536.00
	Difference	-	-	-
12/14/2006	Recorder	1,451.00	1,088.00	556.00
12/15/2006	General Ledger	1,451.00	1,088.00	556.00
	Difference	-	-	-
12/15/2006	Recorder	1,204.75	900.00	462.00
12/18/2006	General Ledger	1,204.75	900.00	462.00
	Difference	-	-	-
12/18/2006	Recorder	1,214.75	908.00	466.00
12/19/2006	General Ledger	1,204.75	900.00	462.00
	Difference	10.00	8.00	4.00

Recorder's Receivable Reconciliation

December 2006

<u>Date</u>		<u>General 0001</u>	<u>Doc Storage 0137</u>	<u>GIS 0167</u>
12/19/2006	Recorder	1,339.75	1,008.00	516.00
12/20/2006	General Ledger	1,204.75	900.00	462.00
	Difference	135.00	108.00	54.00
12/20/2006	Recorder	1,360.75	1,024.00	524.00
12/21/2006	General Ledger	1,214.75	908.00	466.00
	Difference	146.00	116.00	58.00
12/21/2006	Recorder	1,360.75	1,024.00	524.00
12/22/2006	General Ledger	1,360.75	1,024.00	524.00
	Difference	-	-	-
12/22/2006	Recorder	1,314.75	988.00	506.00
12/26/2006	General Ledger	1,314.75	988.00	506.00
	Difference	-	-	-
12/26/2006	Recorder	1,322.75	996.00	510.00
12/27/2006	General Ledger	1,322.75	996.00	510.00
	Difference	-	-	-
12/27/2006	Recorder	2,270.75	1,312.00	905.00
12/28/2006	General Ledger	2,270.75	1,312.00	905.00
	Difference	-	-	-
12/28/2006	Recorder	4,706.75	2,124.00	1,920.00
12/29/2006	General Ledger	4,706.75	2,124.00	1,920.00
	Difference	-	-	-
12/29/2006	Recorder	1,274.75	980.00	490.00
1/2/2007	General Ledger	1,274.75	980.00	490.00
	Difference	-	-	-
Explanation of differences: 12/18/06 receipts deposited 12/21/06 12/19/06 & 12/20/06 receipts deposited 12/22/06				
DON EVERHART				
CHIEF DEPUTY RECORDER				

G/L	DATE	JOURNAL	TYPE	SOURCE	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	ACTUAL BALANCE
ACCOUNT:0001	0122-0022	Due From Recording Chrgs					FISCAL YEAR TO DATE: 408.00	1,742.00
	2006/12/04	604905	RA	JE Record Rec	Recorder Receivable			1,334.00
	2006/12/04	604905	RA	JE Rec FeeCH	Recording Fee Charges	15.00		1,349.00
	2006/12/11	605026	RA	JE Rec FeeCH	Recording Fee Charges	30.00		1,379.00
	2006/12/12	605034	RA	JE Rec FeeCH	Recording Fee Charges	5.00		1,384.00
	2006/12/15	605108	RA	JE Rec FeeCH	Recording Fee Charges	67.00		1,451.00
	2006/12/18	605128	RA	JE Record Rec	Recorder Receivable		251.00	1,200.00
	2006/12/18	605128	RA	JE Copy Fee	Copy Fee Charges	4.75		1,204.75
	2006/12/21	605196	RA	JE Rec FeeCH	Recording Fee Charges	10.00		1,214.75
	2006/12/22	605205	RA	JE Rec FeeCH	Recording Fee Charges	125.00		1,339.75
	2006/12/22	605205	RA	JE Rec FeeCH	Recording Fee Charges	21.00		1,360.75
	2006/12/26	605218	RA	JE Record Rec	Recorder Receivable		46.00	1,314.75
	2006/12/27	605270	RA	JE Rec FeeCH	Recording Fee Charges	11.00		1,325.75
	2006/12/27	605323	JE	JE pw010307	Crt Turnin		3.00	1,322.75
	2006/12/28	605303	RA	JE Rec FeeCH	Recording Fee Charges	948.00		2,270.75
	2006/12/29	605311	RA	JE Record Rec	Recorder Receivable		48.00	2,222.75
	2006/12/29	605311	RA	JE Rec FeeCH	Recording Fee Charges			4,706.75
	2006/12/31	605321	JE	JE 010207BM	Recorder 2006 Turn-In	2,484.00	6,348.00	1,641.25-
ACCOUNT:0001	0122-0022	DECEMBER TOTAL				3,720.75	7,104.00	1,641.25-
ACCOUNT:0001	0122-0022	2007/01/02	700006	RA	JE MISC CODE Recorder	2,916.00		1,274.75
ACCOUNT:0001	0122-0022	JANUARY TOTAL				2,916.00	.00	1,274.75
ACCOUNT 0001	0122-0022	DATE RANGE TOTALS				6,636.75	7,104.00	1,274.75

TRAN JRN

G/L DATE JOURNAL TYPE TYPE SOURCE DESCRIPTION

DEBIT AMOUNT CREDIT AMOUNT ACTUAL BALANCE

ACCOUNT:0137 0122-0022 Due From Recording Chrgs

=====		FISCAL YEAR TO DATE:		=====	
		DEBIT AMOUNT	CREDIT AMOUNT	ACTUAL BALANCE	
2006/12/04	604905		9.00	1,016.00	
2006/12/04	604905		8.00	1,008.00	
2006/12/04	604905	9.00		1,017.00	Storage Receivable
2006/12/11	605026	3.00		1,020.00	Document Storage Charges
2006/12/11	605026	18.00		1,038.00	GIS Document Storage Char
2006/12/12	605034	6.00		1,044.00	Document Storage Charges
2006/12/12	605034	3.00		1,047.00	GIS Document Storage Char
2006/12/15	605108	1.00		1,048.00	Document Storage Charges
2006/12/15	605108	30.00		1,078.00	GIS Document Storage Char
2006/12/18	605128	10.00		1,088.00	Storage Receivable
2006/12/21	605196	6.00	188.00	900.00	Document Storage Charges
2006/12/21	605196	2.00		906.00	GIS Document Storage Char
2006/12/22	605205	75.00		908.00	Document Storage Charges
2006/12/22	605205	25.00		983.00	GIS Document Storage Char
2006/12/22	605205	12.00		1,008.00	Document Storage Charges
2006/12/22	605205	4.00		1,020.00	GIS Document Storage Char
2006/12/26	605218	36.00		1,024.00	Storage Receivable
2006/12/27	605270	6.00		988.00	Document Storage Charges
2006/12/27	605270	2.00		994.00	GIS Document Storage Char
2006/12/28	605303	237.00		996.00	Document Storage Charges
2006/12/29	605311	79.00		1,233.00	GIS Document Storage Char
2006/12/29	605311	621.00	16.00	1,312.00	Storage Receivable
2006/12/29	605311	207.00		1,296.00	Document Storage Charges
2006/12/31	605321		2,116.00	1,917.00	GIS Document Storage Char
2006/12/31	605321		8.00	2,124.00	Recorder 2006 Turn-In
=====		1,356.00	2,364.00	8.00	
DECEMBER TOTAL					
2007/01/02	700006	729.00		737.00	Recorder
2007/01/02	700006	243.00		980.00	Recorder
=====		972.00	.00	980.00	
JANUARY TOTAL					
=====		2,328.00	2,364.00	980.00	
ACCOUNT 0137 0122-0022 DATE RANGE TOTALS					

ACCOUNT:0137 0122-0022

ACCOUNT:0137 0122-0022

ACCOUNT 0137 0122-0022 DATE RANGE TOTALS

G/L DATE	JOURNAL	TRAN	TYPE	SOURCE	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	ACTUAL BALANCE
=====								
ACCOUNT:0167	0122-0022	Due From Recording	Chrgs				FISCAL YEAR TO DATE:	
2006/12/04	604905	RA	JE	GIS Rec	GIS Receivable		4.00	520.00
2006/12/04	604905	RA	JE	GIS Fd Ch	GIS Fund Charges	6.00		516.00
2006/12/11	605026	RA	JE	GIS Fd Ch	GIS Fund Charges	12.00		522.00
2006/12/12	605034	RA	JE	GIS Fd Ch	GIS Fund Charges	2.00		534.00
2006/12/15	605108	RA	JE	GIS Fd Ch	GIS Fund Charges	20.00		536.00
2006/12/18	605128	RA	JE	GIS Rec	GIS Receivable		94.00	556.00
2006/12/21	605196	RA	JE	GIS Fd Ch	GIS Fund Charges	4.00		462.00
2006/12/22	605205	RA	JE	GIS Fd Ch	GIS Fund Charges	50.00		466.00
2006/12/22	605205	RA	JE	GIS Fd Ch	GIS Fund Charges	8.00		516.00
2006/12/26	605218	RA	JE	GIS Rec	GIS Receivable		18.00	524.00
2006/12/27	605270	RA	JE	GIS Fd Ch	GIS Fund Charges	4.00		506.00
2006/12/28	605303	RA	JE	GIS Fd Ch	GIS Fund Charges	395.00		510.00
2006/12/29	605311	RA	JE	GIS Rec	GIS Receivable		20.00	905.00
2006/12/29	605311	RA	JE	GIS Fd Ch	GIS Fund Charges			885.00
2006/12/31	605321	JE	JE	010207EM	Recorder 2006 Turn-In	1,035.00		1,920.00
						1,536.00	2,781.00	725.00
=====								
ACCOUNT:0167	0122-0022	DECEMBER TOTAL				1,536.00		725.00
						1,215.00		490.00
=====								
ACCOUNT:0167	0122-0022	JANUARY TOTAL				1,215.00	.00	490.00
=====								
ACCOUNT 0167	0122-0022	DATE RANGE TOTALS				2,751.00	2,781.00	490.00

Memo

To: Honorable Members of the Finance Committee
From: Robert T. Kahman, Supervisor of Assessments
Date: January 26, 2007
Re: Tentative Multiplier

RTK

I am please to announce that the Tentative Multiplier was received on Thursday, January 25th. The multiplier is a 1.0000 indicating that the median county assessment of 33.34% is less than one percent less or greater than the statutory median of 33.33%. The enclosed table lists the Tentative Received, County Median and Tentative EAV since 2000. As you can see the only year in which we received the tentative earlier was 2004. Our County Median of 33.34 is as close as I have ever come to hitting the mark on the head. Our EAV has grown by just about 1 billion dollars in the 7 year period listed.

The Board of Review closed for hearings last Friday. I hope to have the Final Abstracts to the County Clerk in the next two weeks or so. We are on track to receive our final multiplier even earlier than our 2005 record, which was March 30, 2006.

YEAR	TENTATIVE RECEIVED	COUNTY MEDIAN	TENTATIVE EAV
2000	3/13/2001	33.29	\$ 2,478,479,198
2001	2/19/2002	33.29	\$ 2,627,988,916
2002	3/27/2003	33.26	\$ 2,787,581,445
2003	3/15/2004	33.15	\$ 2,923,808,344
2004	12/27/2004	33.30	\$ 3,079,622,977
2005	2/9/2006	33.23	\$ 3,235,980,634
2006	1/25/2007	33.34	\$ 3,394,620,980

Thank you to everyone involved in another successful assessment year. Your hard work is a credit to all of us that make up McLean County Government.

McLEAN COUNTY NURSING HOME

ACCRUED EXPENDITURE

Yr Date January 30, 2007

	2006 BUDGET	2006 MONTHLY ALLOC	DEC,2006 ACCRUED EXPENSE	YTD ALLOC	ADJUSTED YTD EXPENSE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET SPENT	PROJECTED EXPENSE 12/31/06
SALARIES	3,257,996	276,707	312,232	3,257,996	3,613,680	(355,684)	(355,684)	110.92%	3,613,680
MRF	279,537	23,741	26,789	279,537	310,054	(30,517)	30,517	110.92%	310,054
MED/LIFE	384,300	12,256	32,639	384,300	384,300	0	0	100.00%	384,300
SOC/SEC	249,237	21,168	23,886	249,237	276,447	(27,210)	27,210	110.92%	276,447
VAC LIAB	30,000	2,548	2,548	30,000	30,000	0	0	100.00%	30,000
SELLBACK	0	0	0	0	0	0	0	0.00%	#DIV/0!
PERSONNEL	4,201,070	336,420	398,094	4,201,070	4,614,481	(413,411)	413,411	109.84%	4,614,481
COMMODITIES	691,894	58,764	55,019	691,894	673,900	17,994	(17,994)	97.40%	673,900
CONTRACTUAL	1,377,186	115,710	300,089	1,377,186	1,594,872	(217,686)	217,686	115.81%	1,594,872
CAPITAL	188,770	16,287	40,387	191,770	87,440	101,330	(104,330)	46.32%	87,440
GRAND TOTAL	6,458,921	527,180	793,590	6,461,921	6,970,693	(511,772)	508,772	107.92%	6,970,693

McLEAN COUNTY NURSING HOME

ACCRUED REVENUE

Yr Date January 30, 2007

	2006 BUDGET	2006 MONTHLY ALLOC	DEC,2006 ACCRUED REVENUE	YTD ALLOC	ADJUSTED YTD REVENUE	REMAINING BUDGET	YTD VARIANCE AMOUNT	OF BUDGET SPENT	PROJECTED REVENUE 12/31/06
MEDICARE REVENUE	775,400	65,856	58,634	775,400	703,886	71,514	(71,514)	90.78%	703,886
DPA REVENUE	2,581,280	219,232	575,268	2,581,280	4,208,428	(1,627,148)	1,627,148	163.04%	4,208,428
SCHOOLING REIMB	0	0	0	0	0	0	0	#DIV/0!	0
IDC LAUNDRY	7,100	603	810	7,100	9,635	(2,535)	2,535	135.71%	9,635
IDC FOOD	31,501	2,675	2,951	31,501	36,173	(4,672)	4,672	114.83%	36,173
MEALS	500	42	92	500	1,021	(521)	521	204.23%	1,021
PVT PAY REVENUE	1,862,960	158,224	156,663	1,862,960	1,890,064	(27,104)	27,104	101.45%	1,890,064
JNCLASS	7,300	620	20	7,300	1,434	5,866	(5,866)	19.65%	1,434
INTEREST EARNED	41,604	3,533	25,590	41,604	169,788	(128,184)	128,184	408.11%	169,788
SALE OF ASSETS	0	0	0	0	0	0	0	#DIV/0!	0
TRANSFER IN	424,373	36,043	51,410	424,373	597,695	(173,322)	173,322	140.84%	597,695
TELEPHONE REIMB	0	0	1,050	0	11,820	(11,820)	11,820	#DIV/0!	11,820
TOTAL ACC REVENUE	5,732,018	486,829	872,489	5,732,018	7,629,945	(1,897,927)	1,897,927	133.11%	7,629,945
TOTAL ACC REVENUE	5,732,018	486,829	872,489	5,732,018	7,629,945	(1,897,927)	1,897,927	133.11%	7,629,945
LESS ACCRUED EXPENSE	(6,458,921)	(527,180)	(793,590)	(6,461,921)	(6,970,693)	511,772	(508,772)	107.92%	(6,970,693)
ACC REV - (ACC EXP)	(726,903)	(40,351)	78,899	(729,903)	659,252	(1,386,155)	1,389,155		659,252
PLUS CAP EXP	0	16,287	40,387	191,770	87,440	101,330	(104,330)		87,440
ACC BALANCE	(726,903)	(24,064)	119,287	(538,133)	746,692	(1,284,824)	1,284,824		746,692

McLEAN COUNTY NURSING HOME - CERT PA SKILLED

DECEMBER 31 DAYS

2006

DAILY CENSUS

DAY OF MONTH 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 TOT AVG

DECEMBER

CERT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOT	AVG			
NON-CERT	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3		
PA SKILL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
PA INT	11	11	11	11	11	11	11	11	11	11	10	10	9	8	8	8	8	9	9	9	9	8	7	7	8	8	8	9	9	9	9	9	9	9	9	
SP SKILL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SP INT	4	4	4	4	4	4	4	4	4	4	4	4	4	4	3	3	3	3	3	3	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
SUB TOTAL	18	18	18	18	18	18	18	18	19	19	19	19	19	18	19	19	19	19	20	21	21	19	18	18	19	19	18	18	18	18	18	18	18	18	18	18

CERT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOT	AVG			
NON-CERT	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
PA SKILL	89	89	89	89	88	88	88	88	88	87	86	86	86	88	89	89	89	89	88	88	88	88	87	84	85	88	88	88	88	88	88	88	87	87	87	87
PA INT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SP SKILL	36	36	36	36	36	36	36	36	36	36	36	36	37	37	37	37	37	37	37	37	37	37	37	36	36	36	37	37	37	37	37	37	37	37	37	37
SP INT	128	128	128	128	127	127	127	127	127	126	125	125	128	129	129	129	129	129	129	128	128	128	127	123	124	127	128	128	128	127	127	127	127	127	127	127
SUB TOTAL	128	128	128	128	127	127	127	127	127	126	125	125	128	129	129	129	129	129	129	128	128	128	127	123	124	127	128	128	128	127	127	127	127	127	127	127

CERT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOT	AVG			
TOTAL	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
MEDICARE	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
PA SKILL	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
PA INT	100	100	100	100	98	99	99	99	99	98	96	96	97	97	97	97	97	97	97	97	97	96	94	91	93	96	96	96	97	96	96	96	96	96	96	96
SP SKILL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SP INT	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40
SUB TOTAL	146	146	146	146	144	145	145	146	146	145	144	145	147	147	148	148	148	148	148	148	148	147	145	141	143	146	146	146	146	145	145	145	145	145	145	146

CERT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOT	AVG			
TOTAL	146	146	146	146	144	145	145	146	146	145	144	145	147	147	148	148	148	148	148	148	148	147	145	141	143	146	146	146	146	145	145	145	145	145	146	
PA BED HOLD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PA BED HOLD	1	1	1	1	3	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	3	8	4	1	1	1	1	0	1	1	1	1	1	1
SUB TOTAL	147	147	147	147	147	147	147	146	146	146	145	145	147	147	148	148	148	148	148	148	148	147	145	141	143	146	146	146	146	145	145	145	145	145	146	
ADMITTANCES	3	3	3	3	3	3	4	4	4	4	5	6	5	3	3	2	2	2	2	2	1	1	1	1	2	2	3	3	3	4	4	4	4	4	4	4

McLEAN COUNTY NURSING HOME

CENSUS Report - 2006

MONTH	AVG MEDICARE	AVG PVT PAY	AVG IDPA	AVG IN HOUSE	AVG BED HOLD	AVG CENSUS	AVG VACANT
JANUARY	7.61	37.81	99.71	145.13	2.32	147.45	2.55
FEBRUARY	7.79	37.75	96.89	142.43	2.04	144.46	5.54
MARCH	9.58	38.81	93.94	142.32	1.16	143.48	6.52
APRIL	5.40	43.37	91.83	140.60	1.60	142.20	7.80
MAY	6.58	43.87	90.16	140.61	0.74	141.35	8.65
JUNE	5.67	43.47	94.10	143.23	0.93	144.17	5.83
JULY	4.84	40.52	96.94	142.29	1.19	143.48	6.52
AUGUST	4.45	42.48	93.81	140.74	2.29	143.03	6.97
SEPTEMBER	3.73	42.73	98.43	144.90	1.37	146.27	3.73
OCTOBER	2.13	41.29	100.87	144.29	1.23	145.52	4.48
NOVEMBER	2.03	39.93	103.83	145.80	1.33	147.13	2.87
DECEMBER	5.71	40.23	100.03	145.97	1.13	147.10	2.90
YTD AVERAGE	5.46	41.02	96.71	143.19	1.44	144.64	5.36
% OF CAPACITY	3.64%	27.35%	64.47%	95.46%	0.96%	96.43%	3.57%



RISK MANAGEMENT OFFICE

TEL: (309) 888-5940
104 West Front Street

FAX: (309) 888-5949
P. O. Box 2400

E-MAIL: riskmgt@mclean.gov
Bloomington, IL 61702-2400

Memo To: Matt Sorensen, Chairman
Members, Finance Committee

From: Jen Ho, Risk Manager

Date: January 30, 2007

Subject: **Extension of Agreement for Brokerage Services with IRM/Acordia**

We are enclosing the extension for the above agreement for your attention. The agreement provides for the placement of the County's insurance programs on a fee-based basis instead of commissions. The extension provides for compensation of \$ 30,000 in fees. Due to the fact that the Healthcap insurance program is based on commissions only and hence, cannot be underwritten net of commissions, the corresponding commissions for this line of coverage is netted out of the \$ 30,000 fees for 2007, resulting in a net payable of \$ 25,393 from \$ 28,116 for 2006.

Also due to the recognition that contingency commissions are part and parcel of the commercial insurance industry, I'd asked Mr. McColloch to provide an indication of contingency commissions received on account of the County's book of business.

Mr. McColloch and myself will be present to respond to your questions. Thank you. JH

AGREEMENT FOR INSURANCE BROKERAGE SERVICES

This Agreement made and entered into this February 20, 2007 , by and between Insurance Risk Managers/Acordia (hereinafter know as "Agent") and the County of McLean (hereinafter known as "County".)

This agreement is made with regard to the following recitals:

- A. The County has determined that the Agent should continued to be retained as the Broker of Record for insurance brokerage services for the period commencing March 1, 2007 and ending March 1, 2008 for desired brokerage services for its property and casualty insurance coverages;
- B. Agent has been selected by the County as its Agent of Record.
- C. Agent will be compensated on a fee based as stipulated in Exhibit I.

Now, therefore, in consideration of this agreement, and the mutual promises, covenants, and stipulation hereinafter contained, the parties agree as follows:

1. TERM

The term of this Agreement shall be for the period of March 1, 2007 to March 1, 2008, unless earlier terminated as provided in paragraph 4 herein.

2. BROKERAGE SERVICES TO BE PROVIDED

Services to be provided by the Agent in this Agreement includes the following:

2.1 Usual and Customary Brokerage Services

- 2.1.1 Consultation and coordination of activities in the acquisition, enhancement and maintenance of the risk management and insurance program of the County, and as liaison between County and the underwriters.
- 2.1.2 Administration of insurance programs to ensure the timely issuance and accuracy of policies, endorsements, and other coverage amendments.
- 2.1.3 Consultation and coordination of all claim reporting activities to the insurance companies and assistance in the settlement and /or processing of claims until all claim matters under the policies or binds are resolved.
- 2.1.4 Maintenance of current records on reported claims and production of a claim summary not less than annually subject to the availability of internal loss records of the County and the underwriters.
- 2.1.5 Consultation on loss control, inspection and prevention activities. These consultation services are considered to be the type that normally are included within the scope of routine insurance broker servicing. Additional services requested by the County are mentioned in paragraph 2.2.

- 2.1.6 Participation in meetings with insurance companies and the County to review insurance coverages.
- 2.1.7 Preparation of all necessary support documents, such as automobile ID cards, filings and/or certificates of insurance, in compliance with local statutes or provisions provided within this agreement.
- 2.1.8 Consultation and advice on all relevant changes/trends in the insurance industry to keep the County personnel current with market conditions and insurance coverages affecting the County.
- 2.1.9 Preparation of premium and loss development forecasts as requested.
- 2.1.10 Deliver to the County on or before July 1, a statement of the industry rating and report of financial status of insurance companies providing coverage to the County.
- 2.1.11 Provide the County on or before July 1, a report reviewing and developing premiums indications for coverages, based on market trends, for the County's next fiscal year.
- 2.1.12 Upon consultation with the County, provide alternative proposals from prospective carriers for coverage for the next coverage period.
- 2.1.13 Other usual and customary insurance consulting services as mutually agreed upon.

2.2 ADDITIONAL SERVICES

Services described in this section include special services or those not within the scope of routine insurance brokerage services. Examples of additional services include special study projects, significant changes in an insurance program requiring extensive marketing activities.

Agent agrees that in each such case to notify the County whether it has the expertise within its staff or whether outside specialists are recommended. The County may then either request the Agent to develop a list of outside specialists for the County to interview or the County may request the Agent to do so and make specific recommendations to the County.

3. COMPENSATION

3.1 In consideration of the brokerage services to be provided hereunder, Agent will be compensated on a fee basis as provided in Exhibit I. Statement of Acceptance of Insurance Service Fee Agreement.

3.2 At the request of the County, the Agent shall disclose the commissions earned on the accounts.

4 TERMINATION

4.1 This Agreement may be terminated by either party upon written notice to the other party, provided such notice specifies an effective date for termination of not less than thirty (30) days from the date of such notice.

4.2 As of the termination date, the Agent shall have no further obligation to perform any of the brokerage services set forth in this Agreement or to provide any servicing with respect to any of the County's insurance coverages, with the exception of the continued coordination of claims activities for claims reported or filed while this agreement is in force.

4.3 The Agent shall also return to the County the originals or file copies, if originals are not available, of all documents and materials supplied by the County upon request by the County.

4.4 Agent shall continue to administer, coordinate the claims activity for any reported or filed claims within the coverage periods of insurance policies procured within the duration of this agreement until such claims are resolved.

5 DISCLOSURE, NON-DISCLOSURE AND NOTICES

5.1 During the term of this Agreement or upon termination of this Agreement, the Agent hereby agrees for itself and on behalf of its officers, agents, attorneys and all others acting on its behalf or in its employ:

- (i) to hold in strict confidence and not disclose any "confidential information" furnished by or on behalf of the County;
- (ii) not to use any such information for any purpose other than the management of and the placement of the County's insurance coverages;
- (iii) to return any and all such information (including all copies) upon request by the County. "Confidential information" means all information regarding the County, including information on its operations, assets, and projected future economic performance and prospects, other than information which has already been disclosed to the public, and
- (iv) to disclose to the County on or before June 1 of each year the total amount of contingency fees received by the Agent during the prior calendar year on the County's insured coverages.

5.2 All notices to be given pursuant to this Agreement shall be deemed given when mailed by certified mail, return receipt requested, to the following addresses:

If to the Agent

Wally McColloch, Sr. Vice President
Accordia/IRM
205 Landmark Drive
Normal, IL 61761-0968

If to the County

Jennifer Ho, Risk Manager
McLean County
104 West Front St
Bloomington, IL 61702-2400

or such other addresses as the parties may, from time to time, specify in writing.

6. INTEREST OF AGENT

Agent warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of services required to be performed under this Agreement. Agent warrants that, in performance of this Agreement, Agent shall not employ any person having such interest.

7. INDEPENDENT CONTRACTOR

7.1 All acts of Agent, its agents, officers, and employees and all others acting on behalf of Agent relating to the performance of this Agreement, shall be performed as independent contractors and not as agents, officers, or employees of the County. Agent, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of the County, save and except to bind insurance coverage for the County in its Agent's capacity as an independent contractor. Agent has no authority or responsibility to exercise any rights or power vested in the County. No Agent, officer, or employee of the County is to be considered an employee of Agent. It is understood by both Agent and the County that this Agreement shall not under any circumstances to be construed or considered to create any employer-employee relationship or joint venture.

7.2 Agent shall determine the method, details and means of performing the work and services to be provided by Agent under this Agreement. Agent shall be responsible to the County only for the requirements and results specified in this Agreement, and, except as expressly provided in this Agreement, shall not be subjected to the County's control with respect to the physical action or activities of the Agent in fulfillment of this Agreement. Agent has control over the manner and means of performing the services under this Agreement. Agent is permitted to provide service to others during the period service is provided to the County under this Agreement.

7.3 The County shall reserve the right to inspect the Agent's work and service during the performance of this contract to ensure that this contract is performed according to its terms.

8. HOLD- HARMLESS AND INDEMNIFICATION PROVISION

As an independent contractor, Agent hereby indemnifies and holds the County harmless from any and all claims that may be made against the County arising out of or in any way connected with the performance of work by Agent, or the Agents' representatives in conjunction with this Agreement.

9. INSURANCE REQUIREMENTS

9.1 The Agent shall provide at its own expense and maintain at all times the following insurance with insurance companies licensed in the State of Illinois and shall provide evidence of such insurance to the County as may be required. The policies or certificates thereof shall provide that, thirty (30) days prior to cancellation or material change in the policy, notices of same shall be given to the Risk Manager of the County by registered mail, return receipt requested, for all of the following stated insurance policies.

9.1.1 **Worker's Compensation** – in compliance with the statutes of the State of Illinois, plus employer's liability with a minimum limit of liability of \$500,000.

9.1.2 **General Liability** insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage or a minimum of \$1,000,000 combined single limit. This insurance shall indicate on the certificate of insurance the following coverages and indicate the policy aggregate limit applying to: premises and operations; broad form contractual; independent contractors and subcontractors; products and completed operations; and/or professional liability.

9.1.3 **Automobile Liability** insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage or \$1,000,000 combined single limit. This insurance shall cover any automobile for bodily injury and property damage.

9.1.4 **Professional Errors and Omissions** insurance with a minimum limit of \$ 1,000,000 per occurrence.

Upon failure of the Agent to furnish, deliver or maintain such insurance and certificates as above provided, this Agreement, at the election of the County, may be forthwith declared, suspended, or terminated. Failure of the Agent to obtain and/or maintain any required insurance shall not relieve the Agent from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of the Agent concerning indemnification.

10. GENERAL PROVISIONS

10.1 Neither this Agreement nor any rights thereunder shall be assigned by either party, including any assignment by operation of law, without the prior written consent of the other party first having been obtained.

10.2 No waiver, amendment or modification of any covenant, condition, limitation or provision herein contained shall be valid unless in writing and duly executed by both parties.

10.3 It is agreed that if any provision of this Agreement shall be determined to be void by any court of competent jurisdiction, then such determination shall not affect any other provisions of this Agreement, all of which provisions shall remain in full force and effect; it is the intention of the parties hereto that if any provision of this Agreement is capable of two (2) constructions, one of which would render the provision valid, then the provision shall have the meaning which renders the provision valid.

10.4 This Agreement shall be governed by, and construed in accordance with, the Laws of the State of Illinois. All relevant provisions of the laws of the State of Illinois applicable hereto and required to be reflected or set forth herein are incorporated herein by reference.

10.5 This Agreement shall inure to the benefit of and be binding upon the respective successors and assigns, if any, of the parties hereto, except that nothing contained in this paragraph shall be construed to permit any attempted assignment which would be in violation of any other provision of this Agreement.

10.6 This Agreement constitutes the entire agreement between the parties and supercedes all proposals, prior discussions and representations, oral or written, between the parties relating to this Agreement or any services to be provided to the County. No representation or statement expressly contained in this Agreement shall be relied upon or be binding upon the parties.

10.7 Agent shall pay all current and applicable, city, county, state and Federal taxes, licenses as required by law.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first written above.

ATTEST:

the County

By: _____

Name: _____

Title: _____

ATTEST:

the Agent

By: _____

Name: _____

Title: _____

SERVICE FEE EXPLANATION

In accordance with Illinois Insurance Code, a service fee must be agreed upon in writing by the party to be charged. Therefore, please acknowledge by signing the Statement of Acceptance below.

STATEMENT OF ACCEPTANCE INSURANCE SERVICE FEE AGREEMENT

This service fee agreement is made this 1ST day of MARCH, 2007, between Acordia, hereinafter called "agent" and

COUNTY OF MCLEAN
(a Corporation, Sole Proprietor, Partnership)

hereinafter called "client."

1. This service fee agreement will apply to types of insurance and/or services as checked below:

- | | |
|---|--|
| <input type="checkbox"/> Package | <input type="checkbox"/> Automobile |
| <input checked="" type="checkbox"/> Property | <input type="checkbox"/> Umbrella |
| <input checked="" type="checkbox"/> General Liability | <input checked="" type="checkbox"/> Workers Compensation |
| <input checked="" type="checkbox"/> Other Crime | |

2. Client agrees to remit the sum of \$25,393.00 as a service fee, payable as follows:

- Flat Charge
 Quarterly Installments
 Downpayment due 3/1/07 in the amount of \$6,349.00,
 plus 3 equal installments due 6/1/07, 9/1/07 and
 12/1/07 in the amount of \$6,348.00 each.

3. Client understands and agrees that the service fee payable under this agreement is in addition to premiums to be paid on policies to the insurance companies involved.

4. Client acknowledges that in the event coverage is cancelled, the service fee charge is immediately earned.

COUNTY OF MCLEAN

ACORDIA

By: _____

By: 
G.W. McColloch, Agent

SERVICE FEE EXPLANATION

In accordance with Illinois Insurance Code, a service fee must be agreed upon in writing by the party to be charged. Therefore, please acknowledge by signing the Statement of Acceptance below.

STATEMENT OF ACCEPTANCE INSURANCE SERVICE FEE AGREEMENT

This service fee agreement is made this 1ST day of MARCH, 2007, between Acordia, hereinafter called "agent" and

COUNTY OF MCLEAN
(a Corporation, Sole Proprietor, Partnership)

hereinafter called "client."

1. This service fee agreement will apply to types of insurance and/or services as checked below:

- Package
- Property
- General Liability
- Other Crime and Nursing Home Coverages
- Automobile
- Umbrella
- Workers Compensation

2. Client agrees to remit the sum of \$30,000. as a service fee, payable as follows:

- Flat Charge
- Quarterly Installments:
Downpayment due 3/1/07 in the amount of \$7,500., plus 3 equal installments of \$7,500 due on 6/1/07, 9/1/07 and 12/1/07.

3. Client understands and agrees that the service fee payable under this agreement is in addition to premiums to be paid on policies to the insurance companies involved.

4. Client acknowledges that in the event coverage is cancelled, the service fee charge is immediately earned.

COUNTY OF MCLEAN

ACORDIA

By: _____

By: G.W. McColloch
G.W. McColloch, Agent



Acordia
205 Landmark Dr.
PO BOX 968
Normal, IL 61761-0968
Voice: 309.454.6900 Fax: 309.452.5061

January 30, 2007

COUNTY OF MCLEAN
ATTN JENNIFER HO
104 W FRONT ST, LOBBY WEST
BLOOMINGTON, IL 61701

RE: CONTINGENCIES

Dear Jennifer:

I am writing to confirm our conversation early this morning, at which time we discussed contingencies received from insurance carriers currently providing coverage through Acordia for McLean County.

As I indicated, the only carrier currently involved in McLean County's program from which Acordia would receive contingency payments is Chubb Insurance Group. In 2007 Acordia Corporate anticipates receiving a contingency from Chubb representing approximately 4% of annual written premiums in the 2006 policy year. Should you retain coverage through Acordia with Chubb Insurance Group in March of 2007, a Disclosure will be provided indicating the amount of contingency received by Acordia's corporate office (not shared with local office or Producer) in the 2007 calendar year based on 2006 performance.

We anticipate the amount allocated to McLean County will be \$1,937 with \$3,234 being allocated to the billing addressed to the Public Building Commission.

GWM/817171

Based on information we have received, it appears that Chubb intends to eliminate payment of contingencies for 2007 and future years.

Hopefully this is the information you desire and will be validated with our billing statements in March for the renewal of the coverages effective 3/1/07.

Sincerely,
ACORDIA



G.W. MCCOLLOCH
Senior Vice President

GWM/817171



RISK MANAGEMENT OFFICE

TEL: (309) 888-5940
104 West Front Street

FAX: (309) 888-5949
P. O. Box 2400

E-MAIL: riskmgt@mclean.gov
Bloomington, IL 61702-2400

Memo To: Matt Sorensen, Chairman
Members, Finance Committee

From: Jen Ho, Risk Manager

Date: January 31, 2007

Subject: Proposed Insurance Program for PY 2007

The Policy Year 2007 insurance program is forwarded for your approval. The proposed program is 3.25 % or \$15,025 less in premiums over PY 2006 and \$ 59,884 less than the anticipated amounts budgeted for PY 2007, given an increase in the County's exposures. For PY 2007, we had an increase of 4.47% in the County's operating budget, an increase in payroll and had adjusted the insured property values for the County upwards to reflect inflation. By working very closely with underwriters, staff and our agent of record, Wally McColloch of Acordia/IRM, have been able to offset the exposures increases and obtain a cost-competitive program that fits with the County's risk profile. We are therefore recommending this program for your approval.

As a customary part of the renewal process, agent was directed to approach markets that we mutually agree would be serve the County's interests for each line of coverage. A summary of PY 2007 is as follows:

- a). Excess workers compensation insurance – our self-insured retention (SIR) with the incumbent carrier, Safety National Casualty Corp., was increased by \$50,000 to \$ 400,000 from an SIR of \$350,000 in PY 2006. This represents the minimum SIR that carriers will underwrite in Illinois. Professional judgement indicates that selecting an aggregate stop-loss coverage for sustained losses exceeding \$ 2.97 million, does not serve the County's interests as our indicated loss experience does not trend towards this level. SNCC remains the most competitive market in Illinois.
- b). Property insurance - insured values were increased to reflect inflation. The ETSB/Metcom building, which was reverted back to the County 's ownership, is also included. Chubb Insurance Company continues to offer broader coverages than its competition.
- c). Excess liability insurance program – the States Self-insured RRG program was selected over another competing program, ICRMT for higher limits of \$ 15 million per occurrence over the \$ 10 million limits offered by ICRMT and the greater flexibility offered by the use of an occurrence form for the County's exposures over a mix of occurrence and claims-made form offered by ICRMT. The County has an increase of 4.47% in its operating budget but by with the cooperation of County departments in working with the underwriter, we are able to realize a reduction in premiums.
- d). Nursing home liability insurance – due to satisfaction with working with the incumbent carrier and the overall consideration for policy limits, Healthcap remains the best fit for the County's overall mix of risk exposures. Again, the assistance of the Nursing Home administrator, Don Lee, was invaluable in the underwriting process.
- e). Theft/Bond Insurance – remains unchanged.
- f). Claims Administration - remains with CCMSI, with the assumption of a new 3 year contract in 2007.
- g). Legal representation – rates for attorneys increased from \$ 100 to \$ 175 for principals and from \$ 90 to \$ 135 for associates. However, the firm still remains the most cost-effective for the County's tort matters.

I will be available to answer your questions. Our broker of record, Wally McColloch will also be present to provide the marketing details of PY 2007. Thank you.

Risk Management Program FY 2007

A. Coverages	DESCRIPTION	Budget FY 2007	Proposed FY 2007	FY 2006	Change 07-06
1. Excess Workers Comp. Ins*: Safety National Casualty Corp.	Statutory ;SIR: \$ 400,000 EL Limits: \$ 1 Million;	45,000.00	26,332.00	32,407	-18.75%
2. Property Insurance/Inland Marine** Chubb Insurance Co.	\$ 71.02 Million Blkt limits;Ded-\$ 10,000 Flood/Quake - \$25 M; Ded ~\$ 100,000	53,000.00	44,201.00	47,188	-6.33%
3. Boiler & Machinery:	Coverage Consolidated In Property Cov		Included	Included	N/A
4. Theft/Bond Insurance: Zurich Insurance Company	Limits:\$ 500,000; ; Ded: \$ 5,000	5,000.00	3,570.00	3,570	0.00%
5. Excess Liability : STATES SELF-INSURED RRG	Limits: \$15 million excess of SIR \$250,000 Occurrence Form	210,000.00	198,802.00	207,590	-4.23%
6. Nursing Home Liability Insurance Health Cap	Limits: \$ 1 M occ/\$3 Magg; Excess: \$ 1 M occ/\$3 M Agg;	143,895.00	128,963.00	124,520	3.57%
B. Brokerage Fees:	IRM/Acordia	30,000.00	25,393.00	28,116	-9.68%
C. Claims Administration: CANNON-COCHRAN MSI Danville, IL	Administration of Workers' Compensation claims.	20,000.00	19,750.00	18,645	5.93%
D. Outside Counsel: COSTIGAN & WOLLRAB, P.C.*** Bloomington, IL	Partner: \$ 175/ \$ 135hr				
HEYL, ROYSTER, VOELKER & ALLEN Peoria, IL	Partner: \$ 125/hr (WC)				
Total:		\$ 506,895	\$ 447,011	\$ 462,036	-3.25%
	Budget - Proposed	\$ 59,884			

Notes:

* Excess Workers Compensation: SIR increased by \$50,000 to \$400,000

** Property Insurance: Values increased to reflect inflation; also includes coverage for ETSB/Metcom Building;

*** Reflects 75% across the board increase in rates for Costigan firm; remains most cost-effective as compared with others.



RISK MANAGEMENT OFFICE

TEL: (309) 888-5940
104 West Front Street

FAX: (309) 888-5949
P. O. Box 2400

E-MAIL: riskmgt@mclean.gov
Bloomington, IL 61702-2400

Memo to: Matt Sorensen, Chairman
Members, Finance Committee

From: Jennifer Ho

Date: January 31, 2006

Subject: Fourth Quarter Risk Management Fund Report

The County's cumulative loss experience ended December 31, 2006 is enclosed for your perusal. Since the last quarter report to you, the County has experienced 14 new workers compensation claims, closed six new claims for property damages and incurred an open auto physical damage claim involving a sheriff vehicle dispatched on an emergency response. It is very fortunate that the officer and the other driver are reportedly doing well at this time.

The County has experienced an increase in the amount of general liability claims for damages to property from operations not exceeding \$ 500.00. For workers compensation, the County did experience an increase in the average severity of injuries in addition to the serious injury sustained by a correctional officer assaulted by an inmate. The outlook for the injured correctional officer remains positive. The County did fare better in the area of auto physical damage claims and auto liability claims in terms of the number of claims reported.

However, it remains positive that the County's claims experience will improve in the future due to the continued willingness of department heads in addressing workplace injuries. I will be available at your regular meeting to answer questions that you may have. In the meantime, should you need to reach me, I can be contacted at 309-888-5940. JH

**McLEAN COUNTY RISK MANAGEMENT FUND
AS OF December 31, 2006**

TABLE 1: CUMULATIVE CLAIMS SUMMARY BY LINE:

CLAIM TYPE	ALL	OPN	PD LOSSES	RESERVES	RECOVRS	INCRD LOSSES
A. AUTO PHYSICAL DAMAGE:						
PY 2002	8	0	52,866	0	32,046	20,820
PY 2003	11	0	33,596	0	700	32,896
PY 2004	13	0	31,720	0	3,490	28,230
PY 2005	15	3	43,370	0	9,653	33,717
PY 2006	6	1	6,828	20,000	582	27,410
B. AUTO LIABILITY:						
PY 2002	3	0	2,474	0	-	2,474
PY 2003	5	0	22,476	0	-	22,476
PY 2004	2	0	15,415	0	200	15,215
PY 2005	3	0	10,064	0	-	10,064
PY 2006	1	0	9,084	-	-	9,084.48
C. GENERAL LIABILITY:						
PY 2000-2001	19	1	70,319	1,721		\$72,040
PY 2002	7	0	3,304	-	-	\$3,304
PY 2003	15	3	37,799	30,248	-	\$68,046
PY 2004	9	4	57,132	14,871	-	\$72,003
PY 2005	11	0	26,840	0		\$26,840
PY 2006	19	3	12,854	9,618	0	22,473
D. WORKER'S COMPENSATION:						
PY 1992 - 1996*	450	1	\$3,860,578	35,803	1,993,479	\$1,902,902
PY 1997**	76	1	278,900	2,963	10,520	\$271,343
PY 1998	105	1	311,995	1	0	\$311,996
PY 1999	73	1	403,244	2,657	0	\$405,901
PY 2000	64	2	270,949	88,641	0	\$359,590
PY 2001	71	1	314,380	1	8,500	\$305,881
PY 2002	76	1	348,905	111,478	0	\$460,383
PY 2003	65	4	117,764	186,040	659	\$303,145
PY 2004	68	5	162,386	247,974	1,216	\$409,144
PY 2005	64	4	247,823	103,238	0	\$351,061
PY 2006	66	19	183,444	494,308	854	\$676,898

- Includes catastrophic incident of 2/16/93 ** Includes Fatality of 8/15/97

Table 2: Historical Fourth Quarter experience FY 2002 – FY 2006

COVERAGES:	FY 02		FY 2003		FY 2004		FY 2005		FY 2006	
	#	INCRD \$	#	INCRD \$	#	INCRD \$	#	INCRD \$	#	INCRD \$
Auto Physical Damage	8	20,820	11	32,896	13	30,863	15	20,317	6	27,410
Auto Liability	1	724	4	9,391	1	8,300	3	10,064	1	9,084
General Liability	1	489	10	14,085	4	2,583	10	9,489	19	22,473
Worker's Compensation	73	249,822	61	98,074	67	48,506	63	246,204	66	676,898
TOTAL:	83	271,855	86	154,446	85	90,252	91	286,074	92	735,865



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.mcleancountyil.gov/countyclerk

peggyann.milton@mcleancountyil.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:

"We look forward to serving you."

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.

PeggyAnn Milton
McLean County Clerk
2006 Monthly Activity Report
(For Period Ending December 31, 2006)

Example	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2005 YTD	2006 YTD	2006 Percent of Budget
	Number Processed Dollar Amount Generated														
Birth Record Requests	738 \$5,620.00	684 \$5,782.00	791 \$6,740.00	752 \$6,332.00	906 \$7,590.00	840 \$6,918.00	937 \$7,796.00	1,088 \$9,446.00	708 \$6,174.00	827 \$7,014.00	589 \$5,026.00	498 \$4,270.00	7,407 \$46,026.00	9,358 \$78,708.00	121.65%
Marriage Record Requests	217 \$1,348.00	278 \$1,356.00	201 \$1,536.00	135 \$982.00	314 \$2,240.00	430 \$2,896.00	425 \$2,918.00	377 \$2,636.00	251 \$1,820.00	317 \$2,234.00	278 \$1,964.00	142 \$1,066.00	2,668 \$13,382.00	3,365 \$22,998.00	114.99%
Marriage License Applications	38 \$836.00	46 \$1,012.00	51 \$1,122.00	85 \$1,870.00	119 \$2,618.00	135 \$2,970.00	117 \$2,574.00	86 \$1,892.00	95 \$2,090.00	92 \$2,024.00	56 \$1,232.00	57 \$1,254.00	762 \$16,764.00	977 \$21,494.00	89.56%
Death Record Requests	67 \$374.00	69 \$384.00	45 \$246.00	55 \$374.00	73 \$410.00	47 \$364.00	58 \$416.00	62 \$436.00	71 \$436.00	108 \$552.00	47 \$292.00	72 \$324.00	579 \$2,820.00	774 \$4,608.00	94.04%
Tax Redemptions	113 \$7,910.00	108 \$7,560.00	106 \$7,420.00	89 \$6,230.00	45 \$3,150.00	46 \$3,220.00	32 \$2,240.00	37 \$2,590.00	35 \$2,450.00	14 \$1,610.00	17 \$3,850.00	20 \$5,950.00	706 \$49,420.00	662 \$54,180.00	90.30%
Take Notices	151 \$2,199.54	84 \$1,229.76	251 \$3,674.64	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	10 \$145.30	699 \$10,075.16	486 \$7,248.24	71.76%
Assumed Names	26 \$78.00	25 \$75.00	40 \$115.50	28 \$84.00	28 \$84.00	26 \$78.00	17 \$54.00	19 \$58.50	13 \$39.00	21 \$63.00	14 \$42.00	25 \$76.50	257 \$1,015.50	282 \$847.50	63.48%
Notary Public Commissions	52 \$305.00	35 \$195.00	38 \$235.00	45 \$245.00	66 \$375.00	63 \$315.00	40 \$230.00	45 \$245.00	46 \$270.00	40 \$250.00	40 \$225.00	26 \$155.00	436 \$2,613.00	536 \$3,045.00	112.78%
Liquor Licenses	0 \$0.00	0 \$0.00	0 \$0.00	1 \$25.00	14 \$11,558.34	5 \$4,600.00	2 \$50.00	5 \$125.00	1 \$25.00	0 \$0.00	0 \$0.00	0 \$0.00	24 \$14,600.00	28 \$16,583.34	115.16%
Voter Registrations/ Address Changes/ Cancellations	543	1,278	773	1,758	1,604	445	400	1,815	1,917	3,245	473	700	17,407	14,951	N/A

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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McLean County

An audit of cell phone usage for the following county departments was completed on December 18, 2006. This audit was conducted to ensure that policy 10.84-3 of the McLean County Personnel Policy was being followed. The departments audited were;

Building and Zoning
Coroner
Court Services
Emergency Management
Facilities Management
Juvenile Detention
Metro Communications
Nursing Home
Parks & Recreation
State's Attorneys

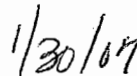
Findings

- All departments listed are in compliance with the established policy.

The scope of this examination consisted of review of the monthly cell phone charge to the account. It also consisted of examination of monthly cell phone usage bills and the Master List of the McLean County Cellular Telephone Listing on file in the Auditor's Office.



Carol A. Ash



Date

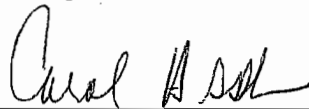
McLean County Highway Department

An audit of the McLean County Highway Department's cell phone usage line item was completed on December 21, 2006. This audit was conducted to ensure that policy 10.84-3 of the McLean County Personnel Policy was being followed.


Findings

- Examination of individual, county issued cell phone bills revealed two highway department employees were using their cell phones for personal use.
- These two individuals had elected not to use their cell phones for personal use. (See attached copy of the Master List).
- The individuals have been contacted and a request for personal usage reimbursement has been made by the McLean County Auditor's Office.

The scope of this examination consisted of review of the monthly cell phone charge to the account. It also consisted of examination of monthly cell phone usage bills and the Master List of the McLean County Cellular Telephone Listing on file in the Auditor's Office. The department supervisor has been informed of the issue. As of January 30, 2007, reimbursement of the charges has not been made into the general ledger.



Carol A. Ash



Date

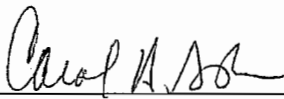
McLean County Information Services Department

An audit of the McLean County Information Services Department's cell phone usage line item was completed on December 21, 2006. This audit was conducted to ensure that policy 10.84-3 of the McLean County Personnel Policy was being followed.

Findings

- Examination of individual, county issued cell phone bills revealed one Information Services employee was using their cell phone for personal use.
- This individual had elected not to use their cell phone for personal use. (See attached copy of the Master List).
- The individual has been contacted and a request for personal usage reimbursement has been made by the McLean County Auditor's Office.

The scope of this examination consisted of review of the monthly cell phone charge to the account. It also consisted of examination of monthly cell phone usage bills and the Master List of the McLean County Cellular Telephone Listing on file in the Auditor's Office. The department supervisor has been informed of the issue. As of January 30, 2007, reimbursement of charges has not been made into the general ledger.



Carol A. Ash

1/30/07

Date

**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

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**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>\$ 58,247.00</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	CASH BALANCE AS OF 12/31/06		ACTUAL REVENUE AS OF 5/31/06		EST. REVENUE TOTAL AS OF 5/31/07		EXPENDITURES			EST. BALANCE AS OF 5/31/07
	AS OF 12/31/06	AS OF 5/31/06	AS OF 5/31/06	EST. 5/31/07	AS OF 5/31/06	EST. AS OF 5/31/07	AS OF 5/31/06	EST. AS OF 5/31/07	AS OF 5/31/07	
General Fund 0001	7,412,845	8,514,360	8,684,647	16,097,492	11,951,639	12,429,705	11,951,639	12,429,705	3,667,788	
Sub-Total	7,412,845	8,514,360	8,684,647	16,097,492	11,951,639	12,429,705	11,951,639	12,429,705	3,667,788	
Persons Devel. Disabilities Fund 0110	43,963	-	-	43,963	239,445	196,378	239,445	196,378	(152,415)	
TB Care & Treatment Fund 0111	211,830	42	-	211,830	107,312	117,663	107,312	117,663	94,167	
Health Department Fund 0112	1,473,756	557,187	405,863	1,879,619	1,396,046	1,426,766	1,396,046	1,426,766	452,853	
Highway Department Fund 0120	1,364,771	1,230,616	383,088	1,747,859	1,597,911	1,090,332	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	520,491	1,060,182	1,175,274	
County Matching Fund 0122	1,891,467	-	30,064	1,921,531	4,164	572,797	4,164	572,797	1,348,734	
Children's Advocacy Center Fund 0129	19,814	139,359	176,100	195,914	171,549	175,561	171,549	175,561	20,353	
FICA - Social Security Fund 0130	391,743	-	318,600	710,343	797,192	829,080	797,192	829,080	(118,737)	
IMRF Fund 0131	6,922	64,718	274,500	281,422	903,551	939,693	903,551	939,693	(658,271)	
Tort Judgment Fund 0135	(203,727)	40,138	325,800	122,073	1,190,900	1,238,536	1,190,900	1,238,536	(1,116,463)	
Veterans Assistance Commission 0136	94,613	-	24,500	119,113	51,929	54,006	51,929	54,006	65,107	
Sub-Total	7,530,608	2,131,350	1,938,515	9,469,123	6,980,490	7,700,994	6,980,490	7,700,994	1,768,129	
TOTAL	14,943,453	10,645,710	10,623,162	25,566,615	18,932,129	20,130,698	18,932,129	20,130,698		
Working Cash Fund	742,423			742,423						
TOTAL AVAILABLE	15,685,876			26,309,038						




OFFICE OF THE ADMINISTRATOR

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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.

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

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

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.



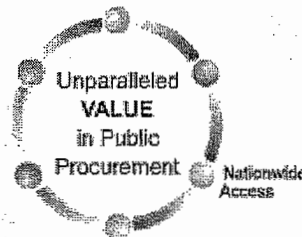
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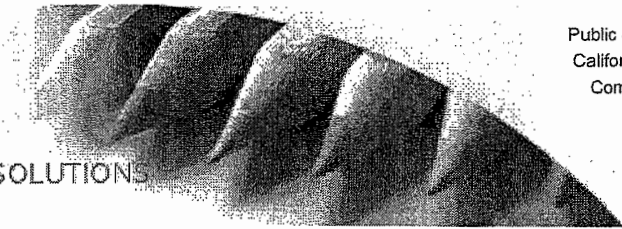
Contract Updates: Janitorial contract with Zep, Carpet and Flooring contract with Milliken and Electrical contract with Graybar are extended through January 2008.



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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 ANNUAL LEGISLATIVE CONFERENCE - March 2 - 7, 2007
 Washington, D.C.

	The Churchill Hotel	Hilton Embassy Row Hotel	Jury's Normandy Hotel	3 - 3.5 Star Hotel Location/Name ??	Red Roof Inn Downtown D.C.
NACo Conference Rate	\$190.00	\$189.00	\$168.00		
Internet Site					
Expedia.com	\$273.80				
Hilton.com		\$249.00			
Hotels.com		\$279.00	\$219.00		\$168.00
Hotwire.com				\$119.00 - \$162.00	
Orbitz.com			\$204.99		\$167.98
Priceline.com		\$269.00			
Travelocity.com		\$249.00	\$272.99		\$143.99

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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Rate Details

Expedia Special Rate hotels require that your credit card be **charged for the full payment upon reservation**. Please carefully read the rules and restrictions for your selected hotel. Book the destination online, or call our travel specialists toll-free at **1 (800) 509-1972**.

Summary	
The Churchill Hotel	
Check in:	3/02/07
Check out:	3/07/07
# of nights:	5
1 Adult	
3/2:	\$169.00/night
3/3:	\$289.00/night
3/4-3/5:	\$309.00/night
3/6:	\$293.00/night
Taxes/fees:	\$46.79/night
Total:	\$1,602.93

1 Review the rate details

Room/unit type		Avg rate
Premiere with king bed	Room features	\$273.80 per night
Premiere with two double beds	Room features	+\$20.20 per night
Deluxe suite	Room features	+\$60.20 per night

Guests: 1 adult

Room rate 3/2: \$169.00 per night
 Room rate 3/3: \$289.00 per night
 Room rate 3/4 - 3/5: \$309.00 per night
 Room rate 3/6: \$293.00 per night
 Taxes & service fees: \$46.79 per night [Details](#)

Total room cost: \$1,602.93 Expedia Special Rate

I have a coupon. [What's a coupon?](#)

2 Review the hotel details

Fri Mar-2-2007 (5 nights)

The Churchill Hotel

1914 Connecticut Ave Nw
 Washington, DC 20009
 USA

Check in: Fri Mar-2-2007
 Check out: Wed Mar-7-2007

Hotel class: [More lodging info](#)

Room/unit type: Premiere with king bed

Unless specified otherwise, rates are quoted in US dollars.

The price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The lodging will assess these fees, charges, and surcharges upon check-out.

Your room will be guaranteed for late arrival.

Award points and airline mileage may not be awarded when booking an Expedia Special Rate hotel.

3 Review the rules and restrictions

Property policies

- You must be at least 18 to check in to this hotel.
- Base rate is for 2 guests. [See rules and details on guest charges and room capacity](#)
- Your credit card is charged the total cost above at time of purchase. Prices and room availability

are not guaranteed until full payment is received.

Pricing and payment

- Some hotels request that we wait to submit guest names until 7 days prior to check in. In such a case, your hotel room is reserved, but your name is not yet on file with the hotel.
 - Rooms are provided by Expedia Travel, under an agency agreement with Expedia.
- Any changes to or cancellation of your reservation may result in fees from \$25.00 up to the full cost of your stay.

Cancellations and changes

- Cancellations or changes made before 6:00 PM (Eastern Standard Time (US & Canada)) on 3/1/2007 are subject to a \$25.00 penalty.
- Cancellations or changes made after 6:00 PM (Eastern Standard Time (US & Canada)) on 3/1/2007 are subject to a 1 Night Room & Tax penalty.
- Cancellations or changes made after check-in on 3/2/2007 are subject to a 100% penalty.
- **Canceling your stay:** Cancellations can be made online. From your itinerary, click the **How to cancel this hotel reservation** link and follow the instructions.
- **Changing your stay:** To make changes, please call 1-800-EXPEDIA (1-800-397-3342) or 1-404-728-8787, and specify that you booked an **Expedia Special Rate** hotel.
- All refund requests must occur within 60 days of hotel check-out. Any refund for checking out early or for no shows will be given at the sole discretion of Expedia.com.
- If you wish to book multiple rooms, you must use a different name for each room or the duplicate reservation MAY be cancelled by the hotel.

4 Select a booking option

Ready to book your Expedia Special Rate hotel for this destination? Booking online is a snap -- or call 1 (800) 509-1972 to book by phone.

Continue with booking. I have read and accept the rules and restrictions.

Review Activities & Services, select a traveler, and request additional room/unit options.

Save this to my itinerary.

Cancel and go to home page

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Making reservations is quick and easy for registered users! Sign in to access your account information.

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Your Pending Reservation Details

Selected Hotel

Hilton Washington Embassy Row
 2015 Massachusetts Avenue NW, Washington, District of Columbia 20036
 1-202-265-1600

[Edit](#)

Stay Information

Check-in: Fri 02 Mar 2007
Check-out: Wed 07 Mar 2007
Rooms: 1 Room
Guests per Room: 1 Adult

Room Type Preferences:

Non-Smoking
Your room type preferences will be submitted with your reservation and are subject to hotel availability.

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Room / Rate Information

Room Description:

1 QUEEN BED

Rate Type:

Note, your price changes during your stay

BEST AVAILABLE RATE- BOOK NOW!

Rate per Night (USD) 249.00
 02 Mar - 04 Mar

Rate per Night (USD) 249.00
 04 Mar - 07 Mar

Total For Stay

Rate (USD)	1245.00
Taxes	180.53
Total	1425.53

Total For Stay All Rooms

1425.53 USD
Your total cost is estimated according to the tax information described below.

[Edit](#)

* required field

Guest Information

We value your privacy. See our comprehensive [policy](#) for more details.

*First Name

*Last Name

Company

*Address

*City

*State or Province

U.S. / Canada <input type="text"/>	Outside U.S. / Canada <input type="text"/>
*Zip/Postal Code <input type="text"/>	*Country United States <input type="text"/>

Contact Information

*E-Mail Address <input type="text"/>	*Phone Number <input type="text"/>
---	---------------------------------------

Hold/Guarantee

There is a credit card required for this reservation. If you wish to cancel, please do so 1 day prior to arrival to avoid cancellation penalties.

<p>*Credit Card Type Select <input type="text"/></p> <p>*Credit Card Number <input type="text"/></p> <p>*Expiration Date 01 / / 2007 <input type="text"/></p> <p>View our privacy policy.</p>	<p>Your Rate Information</p> <p>Rate Type: <i>Note, your price changes during your stay</i></p> <p>BEST AVAILABLE RATE- BOOK NOW! Rate per Night (USD) 249.00 02 Mar - 04 Mar</p> <p>Rate per Night (USD) 249.00 04 Mar - 07 Mar</p> <p>Total For Stay</p> <table border="0"> <tr><td>Rate (USD)</td><td>1245.00</td></tr> <tr><td>Taxes</td><td>180.53</td></tr> <tr><td>Total</td><td>1425.53</td></tr> </table> <p>Total For Stay All Rooms 1425.53 USD</p>	Rate (USD)	1245.00	Taxes	180.53	Total	1425.53
Rate (USD)	1245.00						
Taxes	180.53						
Total	1425.53						

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HHonors®/ Senior HHonors® #

<p>Travel Partner None <input type="text"/></p>	<p>Travel Partner Account # <input type="text"/></p> <p>No dashes or spaces, please.</p>
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---	---

Yes! I would like to create an account.
(You will be given the chance later to complete your account sign-up.)

Arrival Information

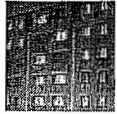
Hotel Standard Check-In Time: 3:00PM



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800-246-8357

Email a Friend | Print this Page | View Reservations | Customer Care | Sign In | Register



Jurys Normandy Inn

2118 Wyoming Ave NW
Washington, DC 20008
800-444-6835

\$219.00

LOWEST AVG. NIGHTLY RATE

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GUEST SATISFACTION

4.1 of 5 Overall Guest Satisfaction Rating

→ [Read the Guest Review of: Jurys Normandy Inn](#)

DESCRIPTION

Location. The Jurys Normandy Inn in Washington, D.C., is on a private street in the prestigious Embassy District. The boutique-style hotel is six miles from Ronald Reagan National Airport and two miles from Embassy Row, where guests can stroll past magnificent mansions and the must-see Thai and French embassies. The 1,800-acre Rock Creek Park is located less than two miles from the hotel. The private art galleries, shops and cafes in Dupont Circle and Georgetown's dining and shopping venues are less than one mile away. Attractions including the National Mall, the Pentagon and the White House are within three miles.

Hotel Features. The Jurys Normandy Inn features colonial decor and warm touches.

→ [Show Full Description](#)

POPULAR AMENITIES

Business Center
Fitness Center

Internet Access Available*
Kitchen or Kitchenette**

Pets Allowed
Pool

Restaurant On-site

→ [Show All Amenities](#)

* This amenity may be available only in some rooms or units | Some amenities may incur additional fees.

1	Standard room	SAT	SUN	MON	TUE
		\$199.00	\$199.00	\$239.00	\$239.00

[Room Description](#) | [Cancellation Policy](#)

\$219.00
AVG. NIGHTLY RATE

LOW PRICE GUARANTEE



Book Online or Call Our Experts: 800-246-8357

CHANGE DETAILS

CHANGE DATES

1 Rooms | 1 Adults | 0 Children

Check-in: Sat
March 2007



Check-out: Wed
March 2007



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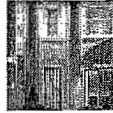
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INDULGE YOURSELF



Carlyle Suites Hotel ★★★
0.5 Miles Away
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\$197.00
LOWEST AVG.
NIGHTLY RATE



The Westin Embassy Row,
Washington D.C ★★★
0.5 Miles Away
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\$254.00
LOWEST AVG.
NIGHTLY RATE

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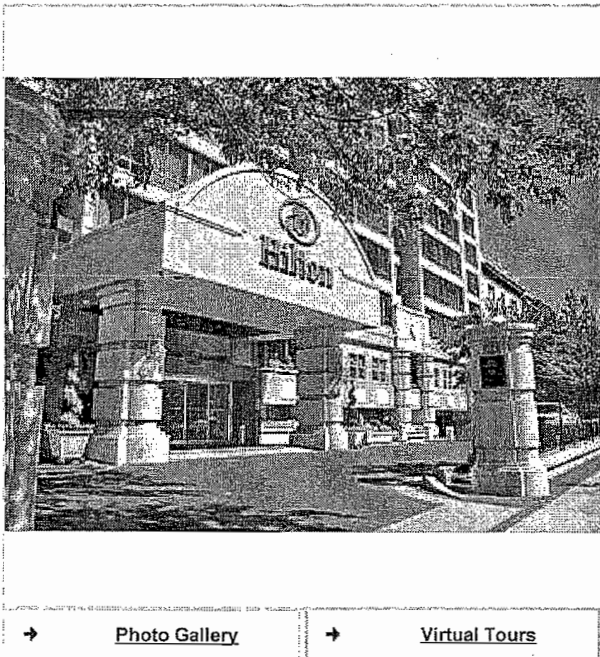
Hilton Washington Embassy Row
 ★★★★★
 2015 Massachusetts Ave NW
 Washington, DC 20036
 800-346-8357

\$279.00
LOWEST AVG. NIGHTLY RATE
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GUEST SATISFACTION

4.1 of 5 Overall Guest Satisfaction Rating
[Read the Guest Review of: Hilton Washington Embassy Row](#)

DESCRIPTION

Location. The Hilton Washington Embassy Row is located in Washington, D.C., one-half block from the Dupont Circle Metro Station. The 1,800-acre Rock Creek Park is five blocks from the hotel and includes hiking trails. Georgetown and the White House are one mile from the hotel. The hotel is in a neighborhood called Kalorama, which is Greek for "beautiful view."

Hotel Features. The hotel's Lobby Lounge offers a fireplace and murals and serves light fare and beverages. American cuisine is featured at The International Marketplace. The hotel's business center includes fax and photocopying capabilities and high-speed Internet access. The hotel houses 7,500 square feet of event space.

[+ Show Full Description](#)

POPULAR AMENITIES

- Business Center
- Internet Access Available *
- Pets Allowed
- Restaurant On-site
- Fitness Center
- Kitchen or Kitchenette²
- Pool

[+ Show All Amenities](#)

* This amenity may be available only in some rooms or units | Some amenities may incur additional fees.

1	Standard room Room Description Cancellation Policy	SAT SUN MON TUE \$279.00 \$279.00 \$279.00 \$279.00
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\$279.00
AVG. NIGHTLY RATE
LOW PRICE GUARANTEE **BOOK NOW**

Book Online or Call Our Experts: 800-246-8357

CHANGE DETAILS

CHANGE DATES

1 Rooms | 1 Adults | 0 Children

Check-in: Sat March 2007 3 Check-out: Wed March 2007 7

[Change Guests & Rooms](#)

CHANGE DATES

ANOTHER AFFORDABLE OPTION

INDULGE YOURSELF



The Westin Embassy Row, Washington D.C ★★★★★
0.1 Miles Away
[More Info](#) | [View Rooms & Rates](#)

\$254.00
LOWEST AVG.
NIGHTLY RATE



Hotel Palomar Washington DC - a Kimpton Hotel ★★★★★
0.1 Miles Away
[More Info](#) | [View Rooms & Rates](#)

-\$309.00
LOWEST AVG.
NIGHTLY RATE

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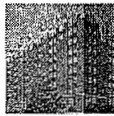
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Red Roof Inn Washington, DC Downtown

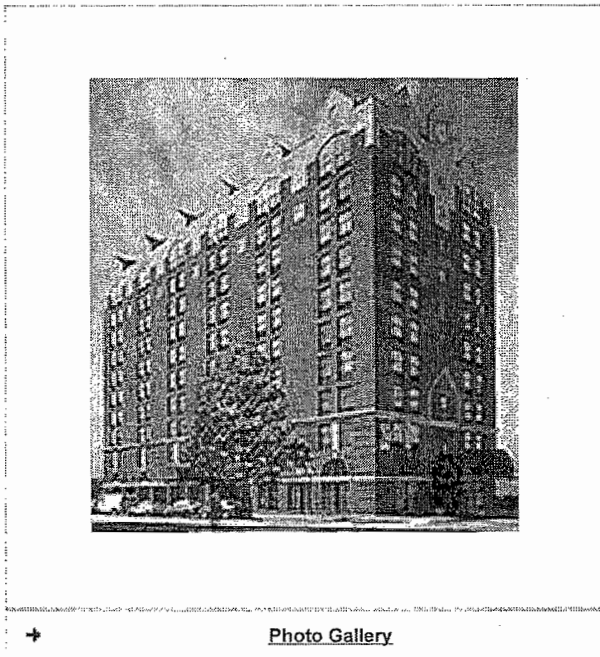
★★
500 H St Nw
Washington, DC 20001
800-444-6835

\$168.00
LOWEST AVG. NIGHTLY RATE
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DESCRIPTION

Red Roof Inn Washington, DC Downtown in downtown Washington, D.C., is within one-half mile of Chinatown, the Washington Convention Center and the National Portrait Gallery. The White House is one mile from the hotel. The U.S. Capitol and Union Station are less than one mile away.

The hotel offers complimentary coffee in the lobby. Wireless Internet access is available. The hotel includes a fitness center and sauna.

Guestrooms at the Red Roof Inn Washington, D.C. Downtown are equipped with cable television. Complimentary weekday newspapers are available. Coffeemakers are provided. Pets are allowed at this hotel. Rooms feature upholstered armchairs, 25-inch televisions with cable and Nintendo systems.

[+ Show Full Description](#)

POPULAR AMENITIES

Business Center
Fitness Center

Internet Access Available *
Kitchen or Kitchenette †

Pets Allowed
Pool

Restaurant On-site

[+ Show All Amenities](#)

* This amenity may be available only in some rooms or units | Some amenities may incur additional fees.

1 Business King FRI SAT SUN MON TUE
[Room Description](#) | [Cancellation Policy](#) \$150.00 \$150.00 \$180.00 \$180.00 \$180.00

\$168.00
AVG. NIGHTLY RATE
LOW PRICE GUARANTEE [BOOK NOW](#)

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2 Standard Two Full Smoking FRI SAT SUN MON TUE
[Room Description](#) | [Cancellation Policy](#) \$150.00 \$150.00 \$180.00 \$180.00 \$180.00

\$168.00
AVG. NIGHTLY RATE
LOW PRICE GUARANTEE [BOOK NOW](#)

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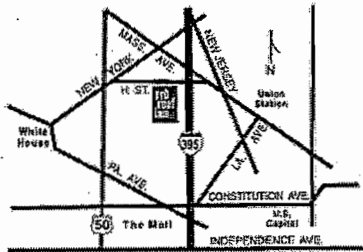
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Hotel and room information

1 Review hotel details

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Red Roof Inn Washington DC Downtown

★★★★☆

500 H Street Northwest, Washington, DC 20001 [Map](#)
 1 Miles East of Washington DC

Red Roof Inn is renovating all of their inns nationwide! This location now features redesigned rooms with more comfort and added amenities such as T-Mobile wireless Internet access (daily fee may apply). You will find the Washington D.C. - Downtown Red Roof Inn in the heart of the nation's...

[More hotel details](#) | [Amenities](#) | [Photos](#)

Check in: Fri, Mar 2, 2007 (2:00 PM) Guests: 1
 Check out: Wed, Mar 7, 2007 (12:00 Noon) Rooms: 1

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 booking
 your trip?**

Call us:
1-877-548-4251

2 Review rate details

Average nightly rate	Room description
\$167.98 <small>LOW PRICE GUARANTEE</small>	Standard 2 full beds smoking, 25" tv
\$167.98 <small>LOW PRICE GUARANTEE</small>	Business king non-smoking, micro-fridge, 25" tv
\$167.98 <small>LOW PRICE GUARANTEE</small>	Standard 2 full beds non-smoking, 25"tv

Selected room rates	Fri	Sat	Sun	Mon	Tue
Mar 2 - Mar 7	\$149	\$149	\$179	\$179	\$179

\$839.94	Subtotal
\$132.43	Taxes and fees
\$972.37	Total charges includes taxes and fees

Optional: Special requests

Non-smoking Smoking

handicapped accessible room

late check in, after 4pm local time

Requests are not guaranteed and will be granted based on availability at check-in.

[I have a promotion code.](#) [What's this?](#)

3 Optional: Members please sign in for faster booking

We'll fill in your preferences, coupons, reward points and billing info.

[Am I a member?](#)

E-mail address Password

Remember my e-mail address when I return.

[Sign in](#)

[Forgot your password?](#)

4 Who's staying

We'll hold the room in this person's name.

*First/given name MI *Last name/surname Suffix * Phone number Why we ask

(Phone outside US?)

- I am a resident of the European Union (EU). [Why we ask](#)
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5 Review hotel policies



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Red Roof Inn Washington DC - Downtown



500 H STREET NW Washington, DC 20001
Washington DC Area: Capitol Hill

Some necessary information is missing or invalid

What you can do:

- Check-in date or check-out date is invalid. Dates can not be more than 30 days apart. Check-in date cannot be more than 330 days in the future.

Features Photos Maps & Directions Room Rates Flexible Dates



Room Rates from \$143.99 Mar 2 - Mar 7



Check-in time: 2:00pm
Check-out time: 12:00pm

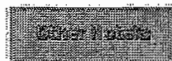
Select your room type and continue below.

Change dates, rooms, or travelers

Nightly rates are based updn 1 person in the room and may not include Taxes & Fees.

Room Types	Fri Mar 2	Sat Mar 3	Sun Mar 4	Mon Mar 5	Tue Mar 6	Avg. Nightly Rate*
Standard Room with 2 Full Beds Non-Smoking	\$119.99	\$119.99	\$119.99	\$179.99	\$179.99	\$143.99
Standard Room with 2 Full Beds Smoking	\$119.99	\$119.99	\$119.99	\$179.99	\$179.99	\$143.99
Business Room with 1 King Bed Non Smoking	\$129.99	\$129.99	\$129.99	\$179.99	\$179.99	\$149.99

Are your dates flexible? Explore GoodBuy Rates for the best value!



Note: The rates shown above are based on two people in the room unless otherwise noted and do not yet include Taxes & Fees including any applicable service charges, resort fees, extra person charges, child fees, or any other incidentals. Any currency conversion for the above rates is based on todays exchange rate.

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You agree that your credit card will be charged for the full cost of your reservation upon submitting your reservation request. The cost of your reservation is the total of: the indicated room rate multiplied by the number of days in your reservation, plus an additional amount for the tax recovery charges and our service fees. The tax recovery charge is assessed to recover the amount we pay to the hotel in connection with your reservation for sales and use, occupancy, room tax excise tax, value added and other similar taxes etc., and the balance of the additional amount is a fee we charge in connection with the handling of your reservation. Our service fee varies based on the amount and location of your reservation.

We are not the vendor collecting and remitting said tax to the applicable tax authorities. The vendors bill all applicable taxes to us and we remit such tax directly to the vendor. We are not a co-vendor associated with the vendor with whom we book or reserve our customer's travel arrangements. Taxability and the appropriate tax rate vary greatly by location. Our actual tax cost paid to the vendor may vary from the tax recovery charge, depending upon the rates, taxability, etc. in effect at the time of the actual use of the hotel, automobile, etc. by our customer.

You may cancel or change your prepaid 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 your 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. See the hotel description for the cancellation policy period for each hotel. You agree to pay any cancellation or change fee that you incur. In some cases, hotels do not permit changes to or cancellations of reservations after they are made, generally for stays during holiday periods or special events. You will be notified before the reservation order is completed and your credit card is charged if a reservation is non refundable or non changeable. You agree to abide by the terms and conditions imposed with respect to any completed reservation order for a hotel stay as specified on the reservation order form.

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Requested check-in time:

Please note: Requests for early check-in will be handled based on hotel availability at the time of check-in. Should you need to confirm an earlier arrival than the hotel's standard check-in time, please contact the hotel directly.

Want to be on your way to your room within 30-seconds of arrival?

Yes, I want to Zip-In Check-In®
(To Zip-In, you must use this credit card for payment at the hotel.)

Tell us about your Travel

Please provide any information you would like us to know about you and your travel by checking up to three reasons below. To include any additional remarks, use the 'Comments' section.

Productivity / Business

-I like to be able to get work done and be productive when I'm on the road.

Entertainment / Attractions

-I want to have fun and see the best my destination has to offer.

Relaxation / Pampering

-I like to relax and rejuvenate when I'm away from home.

Family Enjoyment

-I am attending a family event or vacationing with my family.

Fitness / Vitality

-It is important to me to maintain my healthy lifestyle when I travel.

Comments

Please note that comments may not be read by the hotel until the day of arrival. Due to system limitations please do not use the following characters: &, %, < and >.

You have **100** remaining characters.

Tax & Service Charge

Taxes are estimated based on a 14.50 % per room per night tax (from Mar 2, 2007 to Mar 4, 2007)a 14.50 % per room per night tax (from Mar 4, 2007 to Mar 7, 2007). Changes in taxes or fees applied after booking may affect the total rate for your stay.

Additional Charges

- Parking charges: Valet parking: 30.00

Rules & Restrictions

- There is a credit card required for this reservation.
- If you wish to cancel, please do so 1 day prior to arrival to avoid cancellation penalties.
- A maximum of one room per night at a specific hotel may be booked as part of the Diamond Guaranteed Reservations benefit. Additional rooms booked via this benefit at the same hotel for the same date(s) may be cancelled by the hotel and accommodations denied without any liability for cancelled rooms.
- At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.
- We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

I have read and accept the Rules and Restrictions and [Site Usage Agreement](#).

Worldwide Sites

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Details for your 3.5-star hotel in Dupont Circle - Embassy Row

Need help booking this trip?
 Call us toll free:
 1-866-468-9473.
 For faster service, mention ref. #D6460792120.

Hotel Details

Check in: **Fri, Mar 2, 2007** ★★★★★ Ratings Guide
 Check out: **Wed, Mar 7, 2007**
 Hotel name: **Hotwire Hotel Supplier**
\$162 per room per night
 Retail: ~~\$170.00~~
 You save: \$16.80

Our 3.5-star hotel suppliers include: Hilton, Millennium, Crowne Plaza, plus other top brands and quality hotels.
 When do I learn the hotel's name? [< Back](#)

Total price for your trip

Rooms:	1
Nights:	5
Rate per night:	\$162.00
Subtotal:	\$810.00
Tax recovery charges and fees:	\$104.10
Total:	\$914.10

Prices are in US dollars.

About This Deal

- What you'll get:**
- A room in a quality name-brand or trusted independent hotel
 - A location that works for you
 - Star ratings you can trust
 - The lowest price *anywhere*, guaranteed
- Why you'll save:**
- Top hotels use Hotwire to fill their unsold rooms.
 - By allowing our hotel suppliers to remain anonymous, we negotiate rates significantly lower than what you'll find on other travel sites!
 - Once you book your room, we immediately confirm your reservation and show you the hotel's complete information, including its name and exact location.
 - You can't get a refund or change this reservation once your purchase is complete.

Payments from \$10 / mo.
 Select Bill Me Later® at checkout. **Pay Later**
 Click here for restrictions & details

Hotel Amenities

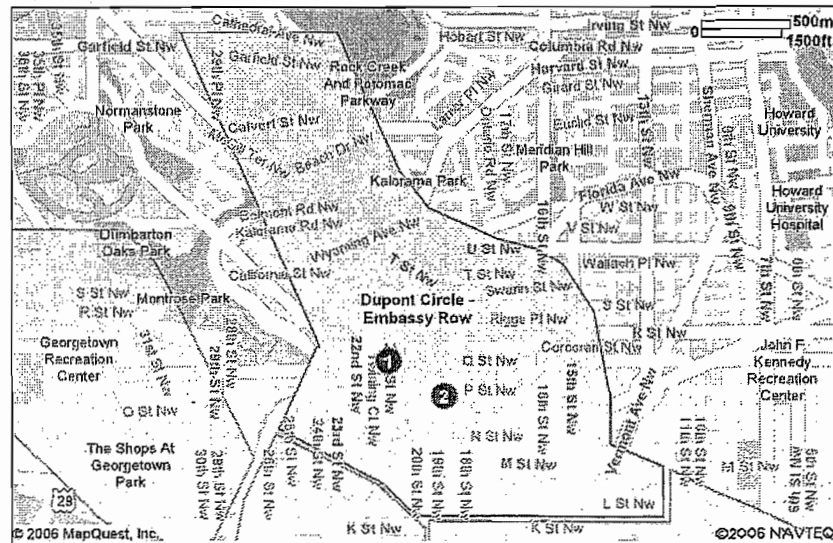
- Boutique Hotel**
Property offers a distinctive, unique or eclectic atmosphere. Many boutique hotels are smaller, hip properties in an urban setting, or renovated hotels with historical flair.
- Fitness Center**
Guests have access to exercise equipment; an additional charge may apply.
- Restaurant(s)**
Property offers at least one restaurant on the premises; hours and days of operation may vary.
- Business Center**
Guests have access to business equipment and services; an additional charge may apply.
- High-speed Internet Access**
Guestrooms are equipped with high-speed Internet access; an extra charge may apply.

- Common questions**
- [Why can't I see the hotel name?](#)
 - [Which hotels work with Hotwire?](#)
 - [What type of room can I expect?](#)
- [More questions](#)

LOW-PRICE GUARANTEE
 Learn more

Area Information [When do I learn the hotel's exact location?](#)

Dupont Circle - Embassy Row area map



[Find an address on the map](#)

Dupont Circle - Embassy Row: Central DC area brimming with cultural diversions and restaurants

Points of interest: 1. The Phillips Collection, 2. Dupont Circle

Travel information: 4.2 miles to Ronald Reagan Washington National Airport (DCA), 22.1 miles to Washington Dulles Intl. (IAD)

Note: All distances measured from center of area boundaries to destination listed.



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Drive away a great car rental deal in Washington DC
See Hotwire's exclusive bargains -- with no hidden fees!

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Independent Travel Web Site - 2006

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Details for your 3-star hotel in Dupont Circle - Embassy Row

Need help booking this trip?
 Call us toll free:
 1-866-468-9473.
 For faster service, mention ref. #D6748378901.

Total price for your trip
Best Value!
 Rooms: 1
 Nights: 5
 Rate per night: \$119.00
 Subtotal: \$595.00
 Tax recovery charges and fees: \$79.74
Total: \$674.74
 Prices are in US dollars.

Payments from \$10 / mo. Select Bill Me Later® at checkout. Bill Me Later
 Click here for restrictions & details

Common questions

- Why can't I see the hotel name?
- Which hotels work with Hotwire?
- What type of room can I expect?

More questions

5 LOW-PRICE GUARANTEE
 Learn more

Hotel Details

Check in: Fri, Mar 2, 2007
 Check out: Wed, Mar 7, 2007
 Hotel name: Hotwire Hotel Supplier

★★★★☆ Ratings Guide
\$119 per room per night
 Retail: ~~\$150.00~~
 You save: \$31.00
21% savings

Our 3-star hotel suppliers include: Doubletree, Radisson, Holiday Inn, plus other top brands and quality hotels.
 When do I learn the hotel's name?

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About This Deal

What you'll get:

- A room in a quality name-brand or trusted independent hotel
- A location that works for you
- Star ratings you can trust
- The lowest price *anywhere*, guaranteed

Why you'll save:

- Top hotels use Hotwire to fill their unsold rooms.
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- Boutique Hotel**
 Property offers a distinctive, unique or eclectic atmosphere. Many boutique hotels are smaller, hip properties in an urban setting, or renovated hotels with historical flair.
- Restaurant(s)**
 Property offers at least one restaurant on the premises; hours and days of operation may vary.
- Golf Nearby**
 Property is located within walking distance or a short drive of at least one golf course; an extra charge typically applies.
- Tennis Nearby**
 Property is located within walking distance or a short drive of at least one tennis court; an extra charge typically applies.

Customer Reviews

Customer Favorite!
 What other travelers say about this hotel :
 "The hotel was in a good location for the Washington, D.C. business district. The rooms were nice and the staff was friendly. The hotel also had a very trendy bar."
 - Eric S J. from Decorah, Iowa

Customer feedback:
 Would you stay again? Yes
 Overall value: 5
 Room comfort: 4
 Service: 4

(Scale: 1-lowest, 5-highest)

[See all reviews](#)

Area Information

[When do I learn the hotel's exact location?](#)

Dupont Circle - Embassy Row area map

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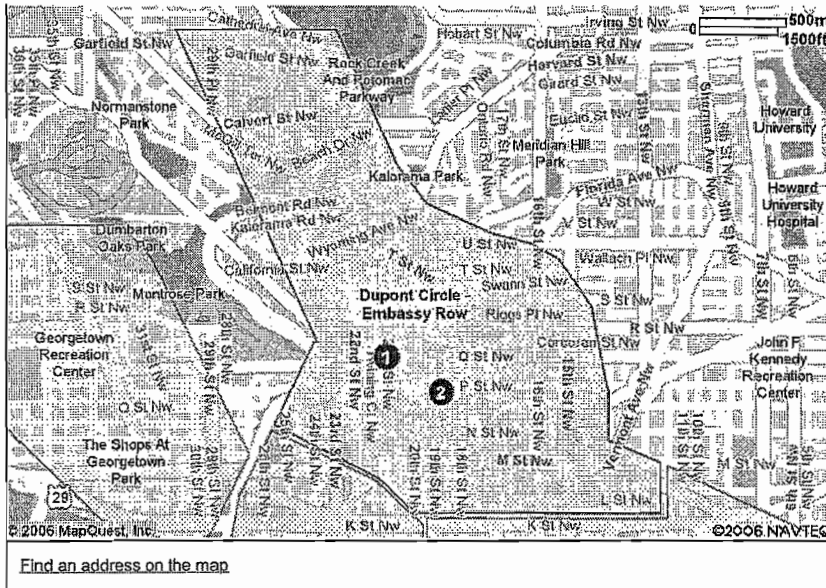
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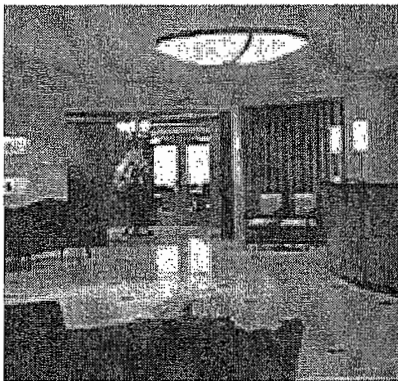
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Hotel and room information

1 Review hotel details

[Back to search results](#)



Jurys Washington Hotel

★★★★☆

1500 New Hampshire Avenue, NW, Washington, DC 20036

[Map](#)

Jurys Washington Hotel, the Jurys Doyle Hotel Group's 4-star north American flagship, is located in downtown Washington D.C. on the historical Dupont Circle. Offering an excellent base for both the business and leisure traveler, the hotel is within walking distance of business and cultural...

[More hotel details](#) | [Amenities](#) | [Photos and tours](#)

Check in: Fri, Mar 2, 2007 (3 PM) Guests: 1
Check out: Wed, Mar 7, 2007 (12 Noon) Rooms: 1

**Need help
booking
your trip?**

Call us:
1-877-548-4251

2 Review rate details

Average nightly rate		Room description				
\$204.99	LOW PRICE GUARANTEE	Standard room - 2 double or 1 king				
Selected room rates	Fri	Sat	Sun	Mon	Tue	
Mar 2 - Mar 7	\$138	\$138	\$208	\$268	\$268	
\$1,024.96	Subtotal					
\$174.42	Taxes and fees					
\$1,199.38	Total charges					
	includes taxes and fees					
Optional: Special requests						
Non-smoking Smoking						
<input type="checkbox"/> handicapped accessible room						
<input type="checkbox"/> late check in, after 4pm local time						
Requests are not guaranteed and will be granted based on availability at check-in.						

I have a promotion code. [What's this?](#)

3 Optional: Members please sign in for faster booking

We'll fill in your preferences, coupons, reward points and billing info.

[Am I a member?](#)

E-mail address

Password

Remember my e-mail address when I return.

Sign in

[Forgot your password?](#)

4 Who's staying

We'll hold the room in this person's name.

*First/given name

MI

*Last name/surname

Suffix

* Phone number [Why we ask](#)

(Phone outside US?)

I am a resident of the European Union (EU). [Why we ask](#)

This is not my information. I am making this reservation for another person.

5 Review hotel policies

Pre-payment: Prepayment by credit card required

Cancellation: Cancellations or changes more than 1 day prior to 12:01 am local hotel time on the day of arrival are subject to a \$25 charge. Cancellations or changes within 1 day prior to 12:01 am

We guard your privacy


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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 after 12:01 am local hotel time on the day of arrival are subject to a 100% charge. We are sorry but refunds are not available for early check-out. The hotel is not authorized to make an exception to this policy.

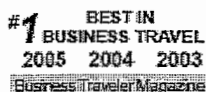
Call Orbitz at 1-888-656-4546 to change or cancel hotel reservations.
Please do not call the hotel directly.

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Washington D.C.

Check-In: Fri, Mar 2

Check-Out: Wed, Mar 7

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Hilton Washington Embassy Row Overview

[See Room Rates](#)

Hotel Guide for Hilton Washington Embassy Row

[Overview](#)

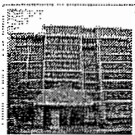
[Hotel Features](#)

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Hilton Washington Embassy Row ★★★

2015 Massachusetts Avenue NW
 Washington, DC 20036

[TAKE A VIRTUAL TOUR](#)

Overview of Hilton Washington Embassy Row

The Hilton Washington Embassy Row hotel is on Washington DC's avenue of the Embassies. The elegant European-influenced boutique-style hotel is the heart of our Nations Capitals most prestigious neighborhoods (Dupont Circle) and is surrounded by world class dining, shopping and entertainment. Each guest room is beautifully decorated to reflect warmth and charm. All rooms offer high speed internet access, coffee makers, hair dryers, irons and ironing boards. For guests demanding the highest level of comfort and service, we offer an Executive Club Level featuring complimentary continental breakfast, turn down service, bottled water, robes, CD players and evening hors d'oeuvres in the private concierge lounge. Our Restaurant services a breakfast buffet 7 days a week and an extensive lunch buffet Monday - Friday. Our intimate lobby lounge features evening cocktails and light fare. Guests will appreciate facilities such as the exercise room, business center, outdoor pool (open July 4th until Labor Day) and high speed internet access. The Hilton Washington Embassy Row is just 1/2 block from METRO (Dupont Circle/Red Line). The hotel is walking distance to the White House, Washington Monument, WWII Memorial, The Phillips Collection, The Capitol and many other museums and historical attractions. The hotel is also within walking distance of over 100 Embassies. Ronald Reagan National Airport is only 5 miles away. For guests traveling by rail- there is convenient metro access to Union Station. Warm hospitality and exemplary service on Embassy Row - It Happens at the Hilton.



[More Photos](#)

Guest Reviews of Hilton Washington Embassy Row

"Clean and convenient Hilton property is steps away from the Washington, dc Dupont circle metro stop. It is clean and friendly. It has a small bar and restaurant area on the first floor and is able to host small to medium sized meetings on the second floor."

Lee from Chicago, IL | November 23 2006

"Located 1/2 block off Dupont circle convenient to the subway, surrounded by interesting shops and restaurants."

Steve from Norwell, MA | November 16 2006

"Surpassed my expectations; convenient, safe location with excellent food available on site. The staff was eager to help and friendly. The room (suite) was spacious and comfortable."

Sharon from Beverly, MA | November 15 2006

"While this Hilton has an excellent location, it is nothing out of the ordinary. If you are looking for anything beyond a place to crash for a night, look elsewhere."

Taylor from Bethesda, MD | October 31 2006

"The staff of this hotel was rude. When we didn't use the \$30.00 per night parking garage after the first night of our three night stay, they changed the keys, and had us come to lobby where they asked for payment for the parking."

Gary from Bridgeport, CT | October 16 2006

[See more reviews of Hilton Washington Embassy Row](#)

Learn more about **Hilton Washington Embassy Row**:

[Overview](#) | [Features & Amenities](#) | [Available Rooms & Rates](#) | [Photos](#) | [Guest Reviews](#) | [Map](#)

Hilton Washington Embassy Row Rooms Availability

1 Room — Fri, Mar 2 to Wed, Mar 7

Room Type	Avg. Price per Night	Subtotal for 5 Nights	
1 Queen Bed Hi Speed 12.95/ Day-Serenity Bed-Lux Linens	\$269	\$1345	Book this Room
2 Double Beds Hi Speed 12.95/ Day-Serenity Bed-Lux Linens	\$269	\$1345	Book this Room
Room Selected At Check-In Hi Speed 12.95/ Day-Serenity Bed-Lux Linens	\$269	\$1345	Book this Room
1 Queen Bed Executive Floor Executive Lounge Access W/ Cont Breakfast	\$299	\$1495	Book this Room
2 Double Beds Executive Floor Executive Lounge Access W/ Cont Breakfast	\$299	\$1495	Book this Room
1 King Bed Junior Suite Sitting Area-Kitchenette-Turndown Service	\$319	\$1595	Book this Room
	See Nightly Rates		

Prices shown are for double occupancy and do not include taxes, service fees or additional hotel charges.

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Review and Continue

The Churchill

1914 CONNECTICUT AVE NW
Washington, DC 20009

☆☆☆☆ Travelocity Rating

Room: Standard King (1 Adult)
Nightly rates are based upon 1 person in the room.
5 Nights:

Fri, Mar 2	\$169.00
Sat, Mar 3	\$288.99
Sun, Mar 4	\$308.99
Mon, Mar 5	\$308.99
Tue, Mar 6	\$288.99

Sum of Nightly Rates:	\$1,364.96
Taxes & Fees:	\$233.52
Total for 1 Room:	\$1,598.48

I have a Promotional Code:

We will charge you \$1,598.48 (US Dollars) when you complete this reservation.

Hotel Policies

- All GoodBuy hotel reservations are prepaid. Your credit card will be charged when you complete your reservation. [View further details.](#)
 1. The total charge includes all taxes and fees
 2. GoodBuy reservations are guaranteed for late arrival
 3. GoodBuy reservations are generally ineligible for hotel award points or airline mileage
- Any incidental charges will be assessed directly to you by the hotel upon check-out. Examples: Parking, Phone Calls, Room Service.
- Any changes to or cancellation of your GoodBuy reservation may result in fees from \$25.00 up to the full cost of your stay. [View further details.](#)
 1. Please do not call the hotel directly to make changes or cancel this reservation, as their agents will not be able to change or issue refunds for these specially negotiated rates.
 2. If you are reserving multiple rooms at the same hotel for the same dates, you must use a different name for each reservation. Using the same name for multiple reservations may cause the hotel to cancel reservations that appear to be duplicates
 3. 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.
- Guests must be at least 18 to 21 years of age at time of check-in (depending on individual hotel policy) unless accompanied by a parent or guardian. [View further details.](#)

Room Policies

- Cancellations or changes occurring within 24 hours of 12:01 am (Central Time) 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.

Are you a member?

Use your profile information to make checkout faster.

Log-in Name

Password

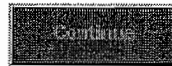



or

Not a member? Lost your password?

If you are not yet a Travelocity member, you can also click the **Continue** button; you'll become a member as you complete your reservation.

If you lost your password or forgot your log-in name, click the **Continue** button below.



I am reserving a trip for someone else 

For help with your reservation, call Travelocity toll-free: 1-888-872-8356



Review and Continue

⚠ We're sorry, the cost of the hotel room you selected has changed.

- Continue with the new cost
- Select [different rooms](#) to check availability in this hotel
- Perform a [new hotel search](#)
- Call us at 1-888-TRAVELOCITY (1-888-872-8356)

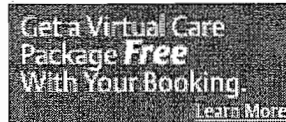
Hilton Washington DC Embassy Row

2015 MASSACHUSETTS AVE NW
Washington, DC 20036

★★★★★ Travelocity Rating **7**

Room: Business Room with 1 Queen Bed (1 Adult)
Nightly rates are based upon 1 person in the room.
5 Nights:

Fri, Mar 2	\$249.00
Sat, Mar 3	\$249.00
Sun, Mar 4	\$249.00
Mon, Mar 5	\$249.00
Tue, Mar 6	\$249.00



Sum of Nightly Rates: \$1,245.00
Taxes & Fees: **7** \$213.05

Total for 1 Room: \$1,458.05

I have a Promotional Code:

We will charge you \$1,458.05 (US Dollars) when you complete this reservation.

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Log-in Name

Password



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203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

December 12, 2006

Michael F. Sweeney
Chairman
McLean County
P.O. Box 2400
Bloomington IL 61702-2400

Dear Mr. Sweeney:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **December 31, 2005** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The Certificate of Achievement plaque will be shipped to:

John M. Zeunik
County Administrator

under separate cover in about eight weeks. We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. To assist with this, enclosed are a sample news release and the Certificate Program "Results" for reports with fiscal years ended during 2004 representing the most recent statistics available.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,
Government Finance Officers Association

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

12/12/2006

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **McLean County** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Michael F. Sweeney, Chairman

Rebecca C. McNeil, County Treasurer

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 16,000 government finance professionals with offices in Chicago, IL, and Washington, D.C.

Certificate of Achievement for Excellence in Financial Reporting

Presented to

McLean County
Illinois

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended
December 31, 2005

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



President

Executive Director