



**FINANCE COMMITTEE AGENDA**  
Room 700, Law and Justice Center

**Tuesday, January 6, 2004**

**4:00 P.M.**

1. Roll Call
2. Approval of Minutes – December 2, 2003
3. Departmental Matters:
  - A. Don Lee, Nursing Home Administrator
    - 1) Items to be presented for Information:
      - a) Monthly Report 1-3
      - b) General Report
      - c) Other
  - B. Robert Kahman, Supervisor of Assessments
    - 1) Items to be presented for Information:
      - a) Assessment Status Report 4
      - b) General Report
      - c) Other
  - C. Jerry Vogler, Veteran's Assistance Commission
    - 1) Items to be presented for Action:
      - a) Request Approval of a Professional Service Contract with Sammy J. Ferrara 5-8
    - 2) Items to be presented for Information:
      - a) Annual Report for 2003 9
      - b) General Report
      - c) Other

- D. Ruth Weber, County Recorder
- 1) Items to be presented for Information:
    - a) Annual Recorder's Office Activity Report  
(To be provided at meeting)
    - b) Recorder's Response to Internal Auditor's Memo 10
    - c) General Report
    - d) Other
- E. Robert Keller, Health Department Administrator
- 1) Items to be presented for Action:
    - a) Request Approval of an Ordinance of the McLean County Board Amending the 2003 Combined Appropriation and Budget Ordinance for Fund 0103 – Computer Equipment 11-12
    - b) Request Approval of an Ordinance of the McLean County Board Amending the 2004 Combined Appropriation and Budget Ordinance for Fund 0103 – Employee Benefits 13-14
    - c) Request Approval of a Resolution Amending the Fiscal Year 2004 McLean County Full-Time Equivalent Position Resolution Associated with an Ordinance to amend the Fiscal Year 2004 McLean County Combined Appropriation and Budget Ordinance for Fund 0103 15
    - d) Request Approval of the Proposed County Wellness Plan and Seventh Annual Health Fair – Health Department 16-40
  - 2) Items to be presented for Information:
    - a) General Report
    - b) Other
- F. Peggy Ann Milton, County Clerk
- 1) Items to be presented for Action:
    - a) Request Approval and Acceptance of Bid for Optical Scan Voting System 41-63
  - 2) Items to be presented for Information:
    - b) General Report
    - c) Other

G. Becky McNeil, County Treasurer

1) Items to be presented for Action:

- a) Request Approval of a Resolution Authorizing the County Board Chairman to Execute a Deed of Conveyance or Authorize Cancellation of the appropriate Certificates regarding the Tax Liquidation Program

64-66

2) Items to be presented for Information:

*(Documents to be provided at meeting)*

- a) Accept and place on file County Treasurer's Report as of December 31, 2003  
b) Accept and place on file the County Treasurer's Semi-annual CDAP Loan Report  
c) Accept and place on file Quarterly Employee Fund Benefits Report  
d) General Report  
e) Other

H. William Yoder, State's Attorney

1) Items to be presented for Action:

- a) EXECUTIVE SESSION – Personnel Matter

I. John M. Zeunik, County Administrator

1) Items to be presented for Action:

- a) Request Approval to Amend McLean County Cafeteria Plan to include over-the-counter medication  
b) EXECUTIVE SESSION – Collective Bargaining

67-72

2) Items to be presented for Information:

- a) General Report  
b) Other

4. Recommend payment of bills and transfers, if any, to County Board

5. Adjournment

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**McLEAN COUNTY NURSING HOME**

**ACCRUED EXPENDITURE**

Prt Date: December 23, 2003

	2003 BUDGET	2003 MONTHLY ALLOC	NOV,2003 ACCRUED EXPENSE	YTD ALLOC	ADJUSTED YTD EXPENSE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET SPENT	PROJECTED EXPENSE	PROJECTED VARIANCE
SALARIES	3,040,787	249,928	256,563	2,782,529	2,816,206	224,581	33,678	0.93	3,077,591	36,803
IMRF	141,701	11,647	11,956	129,666	129,106	12,595	(560)	0.91	141,089	(612)
MED/LIFE	324,233	9,882	26,649	296,695	296,695	27,538	0	0.92	324,233	0
SOC/SEC	232,620	19,119	19,627	212,863	211,944	20,676	(920)	0.91	231,615	(1,005)
VAC LIAB	25,000	2,055	2,055	22,877	22,877	2,123	0	0.92	25,000	0
SELLBACK	0	0	0	0	0	0	0	#DIV/0!	0	0
PERSONNEL	3,764,341	292,631	316,850	3,444,630	3,476,828	287,513	32,198	0.92	3,799,527	35,186
COMMODITIES	609,731	50,115	55,950	557,946	515,612	94,119	(42,334)	0.85	563,468	(46,263)
CONTRACTUAL	1,187,805	97,447	94,141	1,086,923	969,022	218,783	(117,901)	0.82	1,058,961	(128,844)
CAPITAL	168,370	13,839	32,443	154,070	92,253	76,117	(61,817)	0.55	100,816	(67,554)
<b>GRAND TOTAL</b>	<b>5,730,247</b>	<b>454,031</b>	<b>499,384</b>	<b>5,243,569</b>	<b>5,053,715</b>	<b>676,532</b>	<b>(189,854)</b>	<b>0.88</b>	<b>5,522,772</b>	<b>(207,475)</b>

**McLEAN COUNTY NURSING HOME**

**ACCRUED REVENUE**

Prt Date: December 23, 2003

	2003 BUDGET	2003 MONTHLY ALLOC	NOV,2003 ACCRUED REVENUE	YTD ALLOC	ADJUSTED YTD REVENUE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET	PROJECTED REVENUE	PROJECTED VARIANCE
MEDICARE REVENUE	775,400	63,732	66,974	709,544	734,224	41,176	24,680	0.95	802,371	26,971
IDPA REVENUE	2,454,698	201,756	220,700	2,246,217	2,381,233	73,465	135,016	0.97	2,602,245	147,547
SCHOOLING REIMB	0	0	0	0	0	0	0	#DIV/0!	0	0
JDC LAUNDRY	7,100	584	440	6,497	5,546	1,554	(951)	0.78	6,061	(1,039)
JDC FOOD	31,501	2,589	2,250	28,826	26,877	4,624	(1,949)	0.85	29,371	(2,130)
MEALS	500	41	87	458	405	95	(53)	0.81	443	(57)
PVT PAY REVENUE	1,766,600	145,200	171,026	1,616,560	1,896,957	(130,367)	280,397	1.07	2,073,022	306,422
UNCLASS	7,300	600	140	6,680	1,570	5,730	(5,110)	0.22	1,716	(5,584)
INTEREST EARNED	60,000	4,932	2,485	54,904	27,488	32,512	(27,416)	0.46	30,039	(29,961)
SALE OF ASSETS	0	0	0	0	0	0	0	#DIV/0!	0	0
TRANSFER IN	373,723	30,717	31,654	341,982	344,483	29,240	2,501	0.92	376,456	2,733
TELEPHONE REIMB	0	0	750	0	8,250	(8,250)	8,250	#DIV/0!	9,016	9,016
<b>TOTAL ACC REVENUE</b>	<b>5,476,822</b>	<b>450,150</b>	<b>496,507</b>	<b>5,011,667</b>	<b>5,427,033</b>	<b>49,789</b>	<b>415,366</b>	<b>0.99</b>	<b>5,930,739</b>	<b>453,917</b>

<b>TOTAL ACC REVENUE</b>	<b>5,476,822</b>	<b>450,150</b>	<b>496,507</b>	<b>5,011,667</b>	<b>5,427,033</b>	<b>49,789</b>	<b>415,366</b>	<b>0.99</b>	<b>5,930,739</b>	<b>453,917</b>
<b>LESS ACCRUED EXPENS</b>	<b>(5,730,247)</b>	<b>(454,031)</b>	<b>(499,384)</b>	<b>(5,243,569)</b>	<b>(5,053,715)</b>	<b>(676,532)</b>	<b>189,854</b>	<b>0.88</b>	<b>(5,522,772)</b>	<b>(207,475)</b>

<b>ACC REV - (ACC EXP)</b>	<b>(253,425)</b>	<b>(3,882)</b>	<b>(2,877)</b>	<b>(231,901)</b>	<b>373,318</b>	<b>(626,743)</b>	<b>605,219</b>		<b>407,967</b>	
<b>PLUS CAP EXP</b>	<b>0</b>	<b>13,839</b>	<b>32,443</b>	<b>154,070</b>	<b>92,253</b>	<b>76,117</b>	<b>(61,817)</b>		<b>100,816</b>	

<b>ACC BALANCE</b>	<b>(253,425)</b>	<b>9,957</b>	<b>29,566</b>	<b>(77,831)</b>	<b>465,571</b>	<b>(550,627)</b>	<b>543,403</b>		<b>508,783</b>	
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# McLEAN COUNTY NURSING HOME

CENSUS Report - 2003

MONTH	AVG MEDICARE	AVG PVT PAY	AVG IDPA	AVG BED HOLD	AVG CENSUS	AVG VACANT
JANUARY	10.06	47.29	78.29	0.55	136.19	13.81
FEBRUARY	10.68	48.36	76.14	1.50	136.68	13.32
MARCH	7.13	50.29	76.42	1.65	135.49	14.51
APRIL	7.53	52.97	78.13	1.53	140.16	9.84
MAY	7.32	51.58	81.94	1.23	142.06	7.94
JUNE	9.40	47.57	83.80	0.87	141.63	8.37
JULY	4.84	49.55	84.94	0.90	140.22	9.78
AUGUST	8.00	50.13	82.19	1.13	141.45	8.55
SEPTEMBER	7.50	52.80	79.57	0.70	140.57	9.43
OCTOBER	7.68	50.94	76.84	2.97	138.43	11.57
NOVEMBER	5.83	50.27	78.53	1.17	135.80	14.20
DECEMBER						

YTD AVERAGE      7.82      50.16      79.71      1.29      138.97      10.71  
 % OF CAPACITY      5.21%      33.44%      53.14%      0.86%      92.65%      7.14%

Assessment Status Report

Township	Book to S/A	To Printer	To Publisher	Newspaper	Publication	Date of Filing	Final Filing Date	2002 Factor	2003 Factor	Complaints Filed	BIR's Filed	Books Closed
Allin	10/28/03	10/30/03	10/29/03	Pantagraph	11/03/03	12/03/03	1.0346	1.0561	1.0346	6	6	
Anchor	06/30/03	09/18/03	09/18/03	Ridgeview Review	09/25/03	10/27/03	1.0100	1.0323	1.0100	4	1	
Arrowsmith	10/27/03	10/28/03	10/28/03	Pantagraph	11/03/03	12/03/03	1.1067	1.0000	1.1067	3	3	
Bellflower	12/05/03	12/06/03	12/06/03	LeRoy Journal	12/10/03	01/09/04	1.0188	1.0943	1.0188			
Bloomington				Pantagraph				1.0215				
Blue Mound	07/03/03	09/08/03	09/15/03	Ridgeview Review	09/18/03	10/20/03	1.1327	1.0419	1.1327	12	1	
Cheney's Grove	12/05/03	12/06/03	12/08/03	Ridgeview Review	12/11/03	01/12/04	1.0163	1.0585	1.0163	8		
Chenoa				Chenoa Town Crier				1.0177				
City				Pantagraph				1.0412				
Cropsey	07/30/03	09/18/03	09/18/03	Ridgeview Review	09/25/03	10/27/03	1.0000	1.0000	1.0000	4		
Dale				Pantagraph				1.0283				
Danvers	10/15/03	10/16/03	10/20/03	Quill	10/23/03	11/24/03	1.0390	1.0362	1.0390	30	2	
Dawson	10/29/03	10/30/03	10/30/03	Pantagraph	11/03/03	12/03/03	1.1161	1.0000	1.1161	11	8	
Downs	08/12/03	09/26/03	09/26/03	Pantagraph	10/01/03	12/05/03	1.0525	1.1121	1.0525	19	7	
Dry Grove	12/29/03			Quill				1.0663				
Empire	12/10/03	12/15/03	12/15/03	LeRoy Journal	12/17/03	01/16/04	1.0229	1.0526	1.0229	2	2	
Funk's Grove	12/15/03			Heyworth Star				1.0906	1.0188			
Gridley	10/24/03	10/27/03	10/27/03	Gridley Village Times	10/30/03	12/01/03	1.0133	1.0122	1.0133	14	3	
Hudson	10/15/03	10/15/03	10/20/03	Quill	10/23/03	11/24/03	1.0000	1.0702	1.0000	23	15	
Lawndale	08/01/03	09/18/03	09/18/03	Ridgeview Review	09/25/03	10/27/03	1.0156	1.0000	1.0156	2		
Lexington				Lexingtonian				1.0192				
Marin	07/07/03	09/09/03	09/15/03	Ridgeview Review	09/18/03	10/20/03	1.0085	1.0476	1.0085	9	16	
Money Creek	11/06/03	11/12/03	11/12/03	Lexingtonian	11/20/03	12/22/03	1.0297	1.0539	1.0297	15	8	
Mount Hope				Heyworth Star				1.0107				
Normal	12/09/03	12/13/03	12/13/03	Normalite	12/18/03	01/20/04	1.0000	1.0396	1.0000	2	6	
Old Town				Pantagraph				1.0490				
Randolph	09/26/03	09/30/03	09/30/03	Heyworth Star	10/09/03	11/10/03	1.0228	1.0350	1.0228	36	43	
Towanda	12/29/03			Pantagraph				1.0582				
West	12/05/03	12/06/03	12/06/03	LeRoy Journal	12/10/03	01/09/04	1.0029	1.1385	1.0029	1		
White Oak	10/28/03	10/31/03	10/31/03	Quill	11/06/03	12/08/03	1.0074	1.0000	1.0074	7		
Yates	08/01/03	09/18/03	09/18/03	Chenoa Town Crier	09/25/03	10/27/03	1.0723	1.0323	1.0723	4	1	
										212	122	

## CONTRACT

This Contract, entered into this \_\_\_\_ day of January, 2004 between the County of McLean, a Body Politic and Corporate, hereinafter known as, "the County", acting by and for its Veterans' Assistance Commission, hereinafter known as "the Commission," and Sammy J. Ferrara, hereinafter known as, "the Contractor":

WHEREAS, the County of McLean has authority under Illinois Compiled Statutes, Chapter 55, Section 5/5-1005(3) to make all contracts and do all other acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and

WHEREAS, there is a necessity to provide additional professional contract services for the McLean County Veterans' Assistance Commission; and

WHEREAS, the Contractor has the capacity to provide such services;

NOW, THEREFORE:

1. The purpose of this professional services contract is to provide technical assistance to the Veterans' Assistance Commission in providing training and educational services to staff of the Commission, and support services to clients of the Commission. The Commission shall pay to the Contractor and the Contractor agrees to accept as full payment for the professional services furnished under this agreement, said amount to be \$ 25.00 per hour.
2. Work performed shall not exceed 20 hours per week during the term of this agreement.

The Contractor agrees to:

1. Sammy J. Ferrara, the Contractor, shall assist and perform his duties as assigned to him by the Commission, said duties to include:
  - providing orientation and introductory training to staff in the Commission Offices
  - arranging and conducting orientation and training sessions with Veterans' assistance organizations such as hospitals and social service programs
  - assisting the Veterans' Officer with specific cases as assigned



- providing outreach services to area veterans' organizations
- performing such other duties as may be from time to time assigned by the Commission

2. The Contractor, as an independent contractor, shall indemnify and hold harmless the County, the Commission, its agents, employees and assigns against any and all claims arising out of or relating to the Contractor's activities pursuant to this contract.

It is further agreed by both parties:

1. The parties enter into this contract on the date first stated above and, further, the agreement shall commence on January 5, 2004, and terminate on February 27, 2004.
2. The Contractor is and shall be an independent contractor for all purposes, solely responsible for the results to be obtained and not subject to the control or supervision of the County in so far as the manner and means of performing the services and obligations of this agreement. However, the County reserves the right to review the Contractor's work and service during the performance of this contract to ensure that this contract is performed according to its terms.
3. Nothing in this agreement shall prevent the Contractor from engaging in other for-profit activities apart from the services provided by this contract.
4. The contractor shall submit bills for services on a monthly basis to the Commission for review and approval. The Contractor shall pay all current and applicable City, County, State and Federal taxes, licenses, assessments, including federal excise taxes, including and thereby limiting the forgoing, those required by the Federal Insurance Contribution Act and Federal and State Unemployment Tax Acts.
5. The parties agree to comply with all terms and provisions of the Equal Employment Opportunity Clause of the Illinois Human Rights Act.
6. This contract shall be governed by and interpreted 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 are set forth herein or incorporated herein by reference.

7. No waiver of any breach of this contract or any provision hereto shall constitute a waiver of any other or further breach of this contract or any provision thereof.
8. This contract may be amended at any time by mutual agreement of the parties. Before any amendment is valid, it must first be reduced to writing and signed by both parties.
9. This contract may not be assigned by either party without the prior written consent of the other party.
10. This contract may be terminated for any of the following reasons:
  - (a) At the request of the Contractor upon giving thirty (30) days' written notice prior to the effective date of cancellation.
  - (b) At the request of the County upon giving thirty (30) days' written notice prior to the effective date of cancellation.
  - (c) At the request of the Commission upon giving thirty (30) days' written notice prior to the effective date of cancellation.

Written notice shall be mailed by certified copy to the following address:

For the Veterans' Assistance Commission:

Mr. Clayton James  
Chair, Veterans' Assistance Commission  
200 West Front Street  
Bloomington, Illinois 61701

For the McLean County Board:

Mr. John M. Zeunik  
County Administrator  
Law & Justice Center, Room 701  
104 West Front Street  
Bloomington, Illinois 61702-2400

For the Contractor:

Mr. Sammy J. Ferrara  
1228 Omega  
Maple Grove Estates  
Bloomington, Illinois 61701

11. This contract is severable and the invalidity or unenforceability of any provision of this agreement or any party hereto shall not render the remainder of this agreement invalid or unenforceable.
12. This agreement shall be binding upon parties hereto and upon the successors and interests, assigns, representatives, and heirs of such party.
13. The parties agree that the forgoing and the attached document(s), (if any), constitute all of the agreement between the parties; and

IN WITNESS THEREOF, the parties have affixed their respective signature on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

APPROVED:

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Sammy J. Ferrara  
Contractor

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Clayton James  
Chair, Veterans' Assistance Commission

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Michael F. Sweeney, Chairman  
McLean County Board

ATTEST:

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



TO: The Honorable Members of the Finance Committee  
 FROM: Mr. Paul Kinsella, Director, Veterans' Assistance Commission

**ITEMS FOR INFORMATION:**

McLean County Veterans Assistance Commission  
 Veterans Assistance Fund Date Sheet for 2003

Month	Number of Vouchers	Total Amount	Running Balance	"2003" Monthly Average	Budgeted Monthly Average	"+or -"
		<b>Start =</b>	\$46,000.00		\$ 3,833.33	
January	29	\$ 3,431.05	\$ 42,568.95	\$ 3,431.05	\$ 3,833.33	\$ (402.28)
February	43	\$ 5,099.18	\$ 37,469.77	\$ 4,265.12	\$ 3,833.33	\$ 1,265.85
March	31	\$ 4,517.59	\$ 32,952.18	\$ 4,349.27	\$ 3,833.33	\$ 684.26
April	62	\$ 6,041.93	\$ 26,910.25	\$ 4,772.44	\$ 3,833.33	\$ 2,208.60
May	30	\$ 4,349.92	\$ 22,560.33	\$ 4,687.93	\$ 3,833.33	\$ 516.59
June	34	\$ 3,937.97	\$ 18,622.36	\$ 4,562.94	\$ 3,833.33	\$ 104.64
July	28	\$ 4,300.20	\$ 14,322.16	\$ 4,525.41	\$ 3,833.33	\$ 466.87
August	24	\$ 2,766.67	\$ 11,555.49	\$ 4,305.56	\$ 3,833.33	\$ (1,066.66)
September	14	\$ 1,870.31	\$ 9,685.18	\$ 4,034.98	\$ 3,833.33	\$ (1,963.02)
October	* 27	\$ 3,617.56	\$ 6,067.62	\$ 3,993.24	\$ 3,833.33	\$ (215.77)
November	30	\$ 4,464.77	\$ 1,602.85	\$ 4,036.10	\$ 3,833.33	\$ 631.44
December						
<b>Totals</b>	<b>325</b>	<b>\$ 44,397.15</b>			<b>Total + or -</b>	<b>\$ 2,230.48</b>
<b>Average Monthly Fluctuation 2003=</b>						<b>\$ 371.75</b>

\* October 2003 included Annual \$1,000.00 Donation for Peoria - Bloomington - Danville Van

Note: Our Voucher Amounts are accounted for when created. Auditors office takes 8 to 15 days to create check and mail. Amounts may be different when looking at different sources because of date recorded. Auditor Amounts may show up on following month.

If more information is required, Please contact Paul Kinsella at 888-5141 or email wpkinsel@mclean.gov Thanks!



**Ruth Weber**  
**County Recorder**

(309) 888-5171 Fax (309) 888-5927 e-mail: ruth@mclean.gov  
104 W. Front, Room 708 P.O. Box 2400 Bloomington, Illinois 61702-2400

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December 30, 2003

To: Finance Committee Chairman and Members

From: Ruth Weber, Recorder *Ruth Weber*

The new additions to our software system have been installed and will handle the matter of the Accounts Receivable allocation issue. We have unable to meet with Helen Barrick of the Clifton Gunderson firm, because she has been out-of-town on vacation. However she will be in our community and in the Law and Justice Center next week, so we plan to meet with her at that time. You will receive a report at the Finance Committee meeting.

Also, at the meeting, you will receive a year end report on the activity in the Recorder's Office during 2003. This has been the busiest year in the history of the office.



## Health Department

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

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### Memorandum

To: Honorable Members McLean County Board Finance Committee

From: Robert J. Keller, Director *RJK*

Date: December 26, 2003

Re: Budget and FTE Amendments for Grant Fund 0103 for budget years 2003 and 2004

Please find attached budget amendments for 2003 and 2004 for grant fund 0103, WIC, and an FTE amendment for 2004 for the same fund.

#### **2003 Budget Amendment**

The 2003 budget amendment balances revenue to expenses for the County budget year closing out December 31, 2003. Funds supporting the WIC program are derived from several sources. One of the funding sources is federal financial participation. This income stream is generated through a cost allocation formula that distributes overhead by various categories of FTE. Both direct and indirect allocation methodologies are used in the formula. The WIC program is budgeted on a July 1 – June 30 fiscal year. Therefore, calendar year appropriation levels are estimates of funding generated through two different state fiscal periods. Federal financial participation (FFP) is estimated at the beginning of the year on a conservative basis. For County budget year 2003, \$22,100 in FFP was generated in excess of the original estimate. The funds were used to replace 12 work stations and pay a portion of software upgrades. The vast majority of the workstation upgrades were used link to the Illinois Department of Human Services' wide area network known as Cornerstone.

#### **2004 Budget and FTE Amendments**

Due to increases within the department's state fiscal year 2004 WIC grant, the department has converted a part-time nutritionist position to full-time. The funds are used not only to increase the additional compensation needed to support the .40 FTE increase, but to provide for increased benefits associated with FICA, IMRF and group health insurance benefit increases.

An Ordinance of the McLean County Board  
Amending the 2003 Combined  
Appropriation and Budget Ordinance for Fund 0103

WHEREAS, Chapter 55, Section 5/6-1003 of the Illinois Compiled Statutes (1992) allows the County Board to approve appropriations in excess of those authorized by the budget; and,

WHEREAS, the McLean County Health Department has requested an amendment to the McLean County Fiscal Year 2003 appropriation in Fund 0103 Women, Infants, and Children (WIC) program, and the Board of Health and Finance Committee concurs; and,

WHEREAS, the County Board concurs that it is necessary to approve such amendment, now, therefore,

BE IT ORDAINED AS FOLLOWS:

1. That the Treasurer is requested to increase revenue line 0407-0142 FFP - in Fund 0103, Department 0061, Program 0062, and increasing the appropriation by \$22,100 from \$15,876 to \$37,976.

2. That the County Auditor is requested to increase the appropriations of the following line - item accounts in Fund 0103, Department 0061, Program 0062, WIC Grant as follows:

LINE	DESCRIPTION	PRESENT AMOUNT	INCREASE	NEW AMOUNT
833-0002	Purchase Computer Equip.	\$ 3,500	\$22,100	\$ 25,600
TOTALS:		\$ 3,500	\$22,100	\$ 25,600

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

Adopted by the County Board of McLean County this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

ATTEST:

APPROVED:

\_\_\_\_\_  
Peggy Ann Milton, Clerk of  
the McLean County Board of  
the County of McLean

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Michael F. Sweeney Chairman of the  
McLean County Board

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FY2004 FTE and Budget Amendment for Fund 0103  
Narrative

The McLean County Health Department has been notified by the Illinois Department of Human Services that the WIC Grant has been increased by an annualized amount of \$12,000 in SFY2003 that will be carried over into County fiscal year 2004. The increase in the award is based on increased caseload in the WIC program from a base of 1,950 to 2,132 clients. Additionally, more revenue is being realized from the Federal Financial Participation program than was originally projected. An additional \$4,000 of that revenue will be used in the WIC program for staffing to meet the increased caseload demand.

The additional \$16,000 will be used to increase a .60 FTE Nutritionist by .40 FTE making this position full-time. The expanded Nutritionist position will provide nutrition education programming for the expanded caseload.



An Ordinance of the McLean County Board  
Amending the 2004 Combined  
Appropriation and Budget Ordinance for Fund 0103

WHEREAS, Chapter 55, Section 5/6-1003 of the Illinois Compiled Statutes (1992) allows the County Board to approve appropriations in excess of those authorized by the budget; and,

WHEREAS, the McLean County Health Department has requested an amendment to the McLean County Fiscal Year 2004 appropriation in Fund 0103 Women, Infants, and Children (WIC) program, and the Board of Health and Finance Committee concur; and,

WHEREAS, the County Board concurs that it is necessary to approve such amendment, now, therefore,

BE IT ORDAINED AS FOLLOWS:

1. That the Treasurer is requested to increase revenue lines 0407-0031 WIC Grant - in Fund 0103, Department 0061, Program 0062, by \$12,000 from \$268,500 to \$280,500 and 0407-0142 Federal Financial Participation in Fund 0103, Department 0061, Program 0062, by \$4,000 from \$26,182 to \$30,182.

2. That the County Auditor is requested to increase the appropriations of the following line - item accounts in Fund 0103, Department 0061, Program 0062, WIC Grant as follows:

LINE	DESCRIPTION	PRESENT AMOUNT	INCREASE	NEW AMOUNT
0503-0001	Full Time Employees	\$186,664	\$11,582	\$198,246
0599-0001	County IMRF Contrib.	\$ 13,047	\$ 733	\$ 13,780
0599-0002	Employee Medical/Life Ins.	\$ 16,884	\$ 2,800	\$ 19,684
0599-0003	Social Security Contrib.	\$ 15,502	\$ 885	\$ 16,387
TOTALS:		\$232,097	\$16,000	\$248,097

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

Adopted by the County Board of McLean County this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

ATTEST:

APPROVED:

\_\_\_\_\_  
Peggy Ann Milton, Clerk of  
the McLean County Board of  
the County of McLean

\_\_\_\_\_  
Michael F. Sweeney Chairman of the  
McLean County Board

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A Resolution Amending the Fiscal Year 2004 McLean County Full-Time Equivalent Position Resolution Associated with an Ordinance to Amend the Fiscal Year 2004 McLean County Combined Appropriation and Budget Ordinance for Fund 0103.

WHEREAS, the County Board adopted a funded Full-Time Equivalent Position Resolution on November 18, 2003 which became effective on January 1, 2004; and,

WHEREAS, it becomes necessary to increase the Funded Full-Time Equivalent Position Resolution to authorize position changes associated with additional funding from the Illinois Department of Human Services for the WIC program based upon increased caseload from 1950 to 2132;

Therefore, Be it resolved by the McLean County Board, now in regular session, that the said funded Full-Time Equivalent Positions Resolution be and hereby is amended as follows:

Action	Fund	Program	Position	Annual	Months	Now	New
			Classification	FTE			
Increase	0103-0061	0062	0515-8041	.40	12.0	.60	1.00

This Amendment shall become effective and be in full force immediately upon adoption.

Adopted by the County Board of McLean County this \_\_\_\_\_ day of \_\_\_\_\_ 2004.

APPROVED

\_\_\_\_\_  
Michael F. Sweeney, Chairman  
McLean County Board

ATTEST:

\_\_\_\_\_  
Peggy Ann Milton, Clerk of McLean County  
Board of the County of McLean

adm\budg\04WICFTE



## Health Department

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

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### MEMORANDUM

TO: Honorable Members McLean County Board Finance Committee

FROM: Jan Morris, Health Promotion Program Manager *Jan Morris*

DATE: January 6, 2004

RE: Proposed County Wellness Plan and Seventh Annual Health Fair

The health promotion section of the Health Department is proposing the seventh annual Employee Wellness Fair and a continuation of the screenings and wellness activities. 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. A healthier workforce would reduce the increase in rising healthcare costs, absenteeism and premature retirement.

As stated within the text of the attached report, the recommended intervention strategies for the entire workplace population included coronary and cancer risk reduction, management of cholesterol levels, weight management, fitness, and better nutrition. Several potentially serious health problems were detected through the 2003 screenings. The total cost to the County's Employee Benefit Fund was less than \$16,000. Left undetected, heart disease, stroke, or cancer could cost the County considerably more in treatment costs. It is our goal that the 2004 wellness program, "Good Health is Always in Season" will involve more than 400 employees in one or all of the activities.

# Employee Wellness Report 2003

PRESENTED TO:

Honorable Members of McLean County Board Finance Committee

By:

Jan Morris, Health Promotion Program Manager

## 2003 Employee Wellness Report

The McLean County Health Department wishes to express sincere gratitude to McLean County Board Finance Committee, County Administrator John Zeunik, and Assistant County Administrator Terry Lindberg for their ongoing support of the employees' screenings, wellness fair, and other fitness activities. Without their endorsement, these events would not have continued through the past six years.

Each year more McLean County employees participate in the health screenings and wellness activities. **Approximately 400 employees from 33 different departments were involved during 2003.** We are all aware that health care benefits represent a notable portion of employer expenses and that costs *continue* to rise. **Review of McLean County employee shock loss claims from October 2001 through March 2003 revealed \$1,773,364.20 were spent on medical costs.** National health care expenses are estimated to reach \$1.66 trillion in 2003. According to insurance experts, double digit health insurance increases will be experienced for the next decade. Health insurance premiums for McLean County employees have followed this trend and have shown double digit increases for the last three years. Claim expenses show us that many of the causes of health care claims in county government can be prevented or are amendable to early detection and intervention. As an employer, we have the ability to influence health care costs and, thus, stem rising premium rates.

For the next fiscal budget, McLean County is faced with an average 13% increase in the employer's share of health benefits. We continue to encourage employees to adopt healthy lifestyle habits and diminish chronic diseases as well reduce insurance costs for themselves and for the County. During 2003, a preventive health care benefit was included within the County's PPO option. That option encourages employees to take advantage of coverage for physical examinations and other screening procedures. As a result, the County experienced only a moderate growth of 6.5% in PPO premiums.

Employee wellness programs have long been advocated as a way to decrease healthcare costs, reduce absenteeism and increase productivity. It is important that employers help to identify at risk employees and provide interventions that encourage lifestyle changes that can reduce those risks. Expensive health conditions such as cardiovascular disease, cancer, and diabetes are related to lifestyle behaviors and changing those behaviors have been shown to have a vital effect in reducing the incidence of disease.

Many employers are now sponsoring health care screenings at work sites. Early detection can save companies thousands of dollars. According to the 2003 U.S. Department of Health and Human Services report, *Prevention Makes Common "Cents"*; wellness programs improve employee health, increase productivity and yield a significant return on investment for the employer. D.W. Edington, Ph.D., at the University of Michigan said, "Wellness programs in general, and fitness programs in particular may be the only employee benefits which pay money back." Larry Chapman of the Summax Corporation conducted research on the impact of employee-based wellness programs and their impact on health care costs. Chapman's research showed that 50% or greater participation for a period of seven years or longer resulted in an actual payback in controlling health care premiums. The Motorola wellness program saves \$3.93 for every \$1 invested, the Johnson and Johnson Health and Wellness program receives an average

annual health care savings of \$224.66 per employee, and Caterpillar's Healthy Balance program is projected to save \$700 million by 2015.

### Results of the Wellness Programs

When researching various employee wellness programs, it was found that programs including **health risk assessment tools, screenings for early detection of health issues, ongoing communication messages, rewarding employees with incentives for their efforts, and on-going evaluations are critical to the success of the programs.** Various trends can be seen as we compare data about McLean County employee wellness events from 1998 through 2003.

Total employee **involvement almost tripled** in the six-year period, increasing from **150 in 1998 to approximately 400 in 2003.** (Table 1) **Ninety-five people** were screened for coronary risk factors during the first year compared to **209 employees** in the sixth year. This represents a **120% increase in the number of employees seeking screenings** to determine total cholesterol, LDL, HDL, triglycerides, fasting glucose, blood pressure, and electrocardiogram results.

Yearly Results - 1998-2003

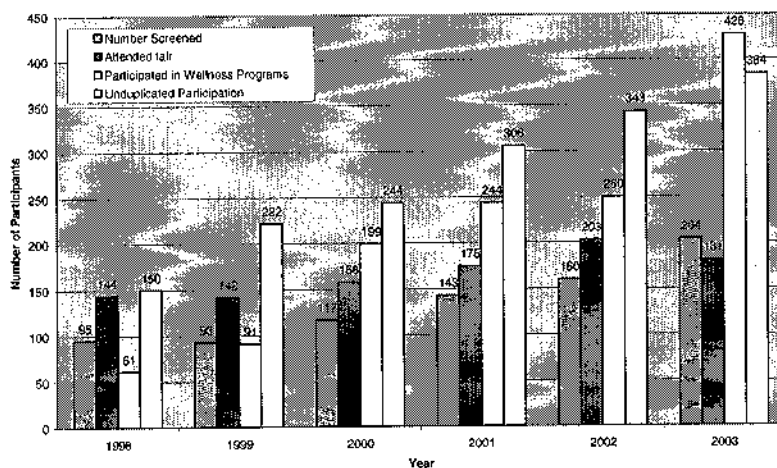


Table 1

Each year more screening opportunities were made available to County employees. Screening appointments were held exclusively in the Health Department building in 1998, but additional sites and times were offered to employees after the founding year. Not only were screenings held in the morning at the four locations in 2003: Regional Office of Education, McLean Highway Department, the Law and Justice Center, and the Health Department, but an additional afternoon clinic was scheduled at the Law and Justice Center. Both early morning and afternoon sessions made it more conducive for persons working second and third shifts to participate in the screenings. Employee participation in screenings moved from 160 persons in 2002 to 209 persons in 2003, a 31% increase. One hundred thirteen of those 160 people screened in 2002 repeated again in 2003, but many were persons who had never participated in the past or not on a yearly basis.

## 2003 Data

The theme for the 2003 wellness activities and health fair continued to be "Good Health is Always in Season". The health fair, screenings and other programs were promoted on County E-mail, in *County Comments*, and through flyers strategically placed in the workplaces. A flyer, "McLean County Employee Wellness Program, A Benefit to Employees" was developed in 2003 and placed in all new employee packets. The purpose of the flier was to explain all the wellness opportunities offered to employees. To further promote the wellness program, contacts were made with various department supervisors explaining the events and encouraging all departments to participate. For example, health promotion staff used a direct marketing approach by attending department staff meetings to enable employees to register for the health screenings. Employees were given the opportunity to participate in screenings, the employee health fair and a variety of fitness and nutrition programs including *Climb Mt. Everest*, *Heart Smart for Women*, *Summer Wellness Challenge*, *Tour de County*, *Turkey Trot*, *Great American Smokeout*, *Holiday Stress Management*, and *Lunch and Learns*.

## Risk Factors

Cardiovascular disease, cancer, and cerebrovascular disease are the three leading causes of death in the United States as well as in McLean County and have been identified as IPLAN Priorities within the Health Department's Community Health Plan. Heart disease was commonly believed to be a disease that primarily affected men and older adults. However, research has shown that deaths from heart disease have increased in the younger population and that more than half of all deaths from coronary heart disease in the happen to women. The U.S. Centers for Disease Control and Prevention (CDC) has identified six key risk factors for these chronic diseases: tobacco use, elevated cholesterol levels, lack of physical activity, poor nutrition, elevated blood pressure, and diabetes. Many strides have been made in the treatment of chronic diseases, but not nearly enough to promote prevention and thus lower the risks in the younger population who are currently free from disease.

Health issues tend to escalate as employees in the work place age. There are approximately 700 full time employees working for the County and the average age is 45. Studies show that the impact of a healthy lifestyle can add five to ten years or more to ones life expectancy. The Health Age Summary of the employees involved in the 2003 screenings and health risk appraisal indicated that **the average employee could add 6 years to his or her life expectancy by maintaining a healthy lifestyle**. For the entire group of 204 people, over 1,220.7 years could be added to their collective life expectancy. **We continue to encourage employees to take responsibility for their health and to be proactive instead of reactive.**

## Screenings for Cardiovascular Risks

Because the screenings were scheduled at the Regional Office of Education, Highway Department, Law and Justice Center, and the Health Department a convenient site was available for each employee. Therefore, all employees were encouraged to schedule an appointment for "Wellness in the Workplace" screenings offered by OSF Center for Healthy Lifestyles. The screenings included cholesterol, glucose, EKG and heart card, height, weight, blood pressure, waist girth, hip girth, and optional body composition. The cholesterol blood draw was broken down into LDL, HDL, triglycerides and total cholesterol. The cholesterol, glucose, blood pressure, weight, body composition and EKG results were entered into the health risk assessment, and all components were used to calculate an appraisal of the health risks for each employee. **Two hundred four employees** chose to complete the **health risk appraisal**. Other employees elected to participate in selective screenings and did not complete the appraisal.

Employees completed identical health risk appraisals in 2002 and 2003. Based on data gathered from the 2002 and 2003 Executive Summary Reports, it appears that more "moderate to high risk" employees completed the health risk appraisal in 2003. 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. **The top six recommended intervention strategies for the entire workplace population listed in order of need included cancer risk reduction, weight management, fitness improvement, adjustments in nutrition, coronary risk reduction, and management of cholesterol levels.** All McLean County employee wellness programs are designed to address the risk factors identified in the executive summary.

Even though the screenings helped to detect several medical challenges among employees, including elevated PSA, glucose, blood pressure, and cholesterol numbers, we know that unless behavior risk factor surveys are done on a random basis, they tend to reflect habits that exceed the general population's health habits. The persons taking part in these screenings and profiles were people who wanted to participate and thus tend to be healthier.

### Screening Data Reported in Executive Summary

#### Cholesterol

Desired cholesterol levels are 200 or less. The cholesterol screenings revealed that **89 of the 209 (42%) persons tested had readings of 201 or higher, and 22 (11%) of them were at high risk with levels above 240mg/dL.** The percentage of employees with elevated cholesterol has ranged from 43% to 54.8% in the last 6 years. (Table 2) Lowering cholesterol can significantly lower the risks for heart disease. The risk for heart disease lowers by 2% for every 1% reduction in cholesterol. Fortunately, **the percentage of employees with readings above 240 mg/dL decreased from 18% in 2002 to 11% of those persons screened in 2003.** These readings can also be compared to screening data gathered by OSF Center for Healthy Lifestyles in the last five years from 25,746 people in the general population. Fifty one percent of those screened in the general population had readings of 201 or higher and 18% had levels above 240mg/dL.



Total Cholesterol Results 1998 - 2003

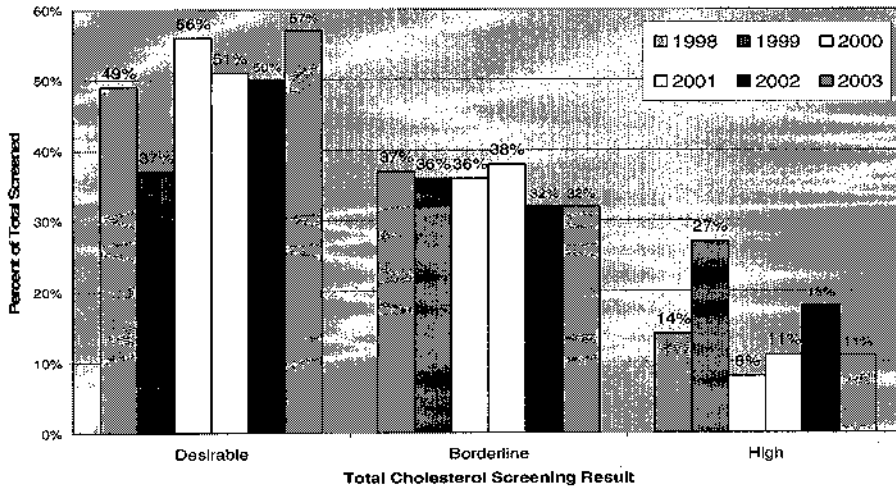


Table 2

Approximately, 28% of the employees had low-density lipoprotein (LDL) cholesterol levels of 130mg/dL or higher. LDL or “bad cholesterol levels of 130mg/dL or higher is associated with a higher risk for coronary heart disease. **Twenty-one percent of employees screened also had high or very high triglyceride levels.** (Table 3) This continues to rise and was higher in 2003 than the past 4 years. Studies have found that excess triglyceride levels in the blood should be considered a risk factor for heart attack. Having high density cholesterol (HDL) levels of less than 40mg/dL is also associated with increased risk for cardiovascular disease. **Unfortunately, the percentage of the employee population with low HDL increased from 13% in 2003 to 20% of the population in 2003.** The data from the general population revealed 22% to have low HDL levels.

Triglycerides 1999-2003

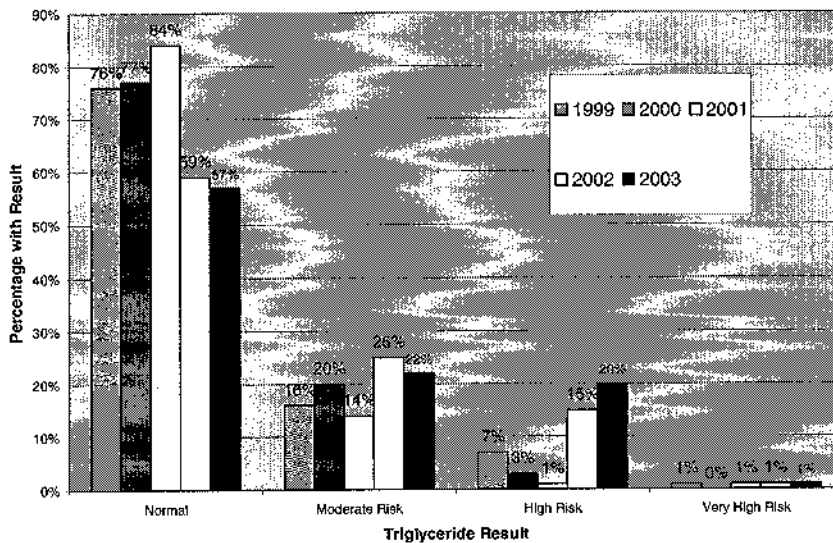


Table 3

## Glucose

A high blood glucose level is a possible indicator for diabetes. One million cases of diabetes in adults are diagnosed each year. Diabetes was the sixth leading cause of death in 1999 in the United States. In 2000, an estimated 17 million or 6.2% of the American population had diabetes costing the United States approximately \$132 billion. This included 11.1 million people with diagnosed diabetes and 5.9 million whose condition was undiagnosed. According to the American Heart Association, many are unaware that they have diabetes, which proved true for some county employees.

**Eighteen percent of county employees who were screened were found to have elevated fasting blood glucose levels. (Table 4) Results of the glucose testing indicated that 37 persons had above normal levels. In the past 5 years, the number of employees with elevated fasting blood glucose ranged from 3.2 % to 16%. This compares to 5% of the general population screened by OSF Center for Health Lifestyles with elevated fasting blood glucose and 8% with elevated non fasting blood glucose levels.**

Glucose Results 1998 - 2003

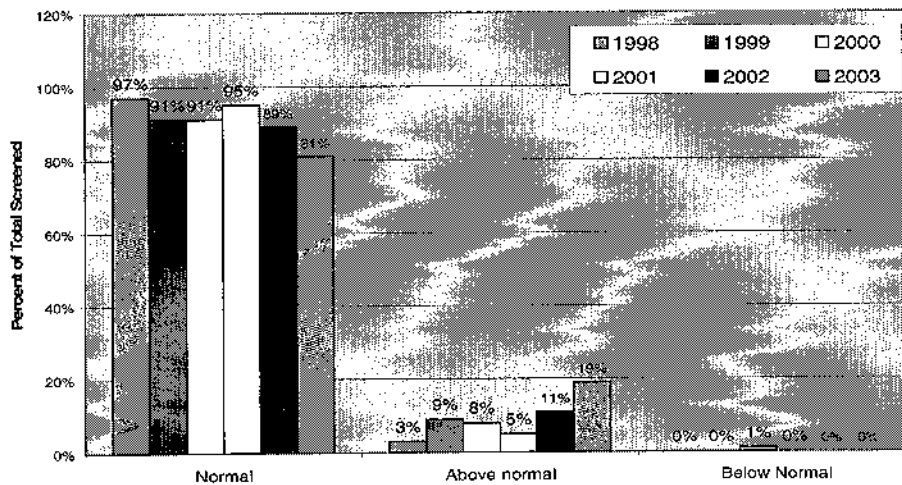


Table 4

The CDC has estimated that 1 in 3 persons born in the United States in 2000 has a life time risk for developing diabetes unless major changes occur in eating and physical activity patterns. If adjustments are not made, approximately 39 million people in the United States will be diagnosed with diabetes by 2050. There are no known methods for prevention of Type I diabetes, but research has found that positive lifestyle changes in diet, physical activity, and body weight can prevent or delay onset of Type II diabetes.

The increase in diabetes cases is greatly impacting businesses. CDC studies show that people with diabetes lost more than 8 days per year from work, accounting for 14 million disability days.

## Blood Pressure

As many as 50 million Americans have elevated blood pressure or are taking medications to control their blood pressure. Elevated blood pressure that remains high for an extended period of time and is not under control can be a serious cardiovascular risk.

One of the greatest dangers of high blood pressure is that it can be a silent killer, going undetected in many individuals. Approximately 30% of people with high blood pressure are unaware of their condition. Untreated elevated blood pressure can lead to stroke, heart attack, kidney and congestive heart failure. The American Heart Association (AHA) recommends that adults have blood pressure checked by a qualified professional at least once every two years.

Blood pressure was measured indicating **29 employees with elevated blood pressure, 34 people that were borderline** and 133 individuals in the normal range. (Blood pressure is considered abnormal if it is a consistently elevated pressure of 140 systolic or higher and/or 90 diastolic or higher). 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 population screened have improved since the screenings in 2002, decreasing from 27% in 2002 to 13.9% in 2003**. This not only will greatly reduce the risk for cardiovascular disease and strokes, but medical costs as well.

### **EKG and Heart Card**

The electrocardiogram (EKG) is a tool to determine damage to the heart. There were **100 (76%) normal, 29 (22%) borderline, 3 (2%) abnormal EKG screenings this year**. There were many variations in the "normal" readings, but none that concerned the interpreting physicians. The "abnormal" EKGs were not life threatening, but they fell out of the normal range. An example of this would be atrial fibrillation, but many people have this on a regular basis. Only one of the employees with abnormal or borderline EKGs required a referral to a physician. The majority of other participants requested a copy be sent to their personal physician.

The Heart Card is a wallet-sized card containing a personal health history and a copy of the EKG. It is recommended that this card be carried in the wallet or purse at all times so that in the event of an emergency the medical staff can reference the EKG.

### **Weight Management/Body Composition**

The corporate health risk appraisal reported that **85% of the participants were above their recommended weight range and 80% of the population needed to make nutritional changes and improve physical activity levels**. The body composition screenings revealed that **64 (84%) men and 102 (85%) women were in the above average to high risk range and 3 women were in the below average range**. Nationally, more than 129 million people, or two thirds of the adult population, are considered to be overweight or obese, and approximately 61 million people are considered obese. Public health officials refer to obesity as an epidemic and it is seen by the CDC as one of the top health issues in the country. Overweight and obesity are major health concerns particularly since they are associated with an increased risk for many diseases including high blood pressure, Type II diabetes, coronary heart disease, high cholesterol levels, congestive heart failure, stroke, asthma, gallbladder disease, osteoarthritis, musculoskeletal disorders, sleep apnea, respiratory problems and some types of cancer.

The 2003 U.S. Department of Health and Humans Services report, *Prevention Makes Common "Cents"*, proclaims employers pay a large portion of costs associated

with treating obesity related conditions, including lost productivity and the increased costs for health and disability insurance. Research shows that obese and overweight employees use more sick time than non-obese employees and are twice as likely to have high levels of absenteeism.

### Fitness Status

According to the risks identified in the persons completing the assessment, **80% of the employees showed a need for improving their fitness levels.** The fitness status for the 204 employees screened revealed that 16 (7.8%) were excellent, 24 (11.8%) were good, 94 (46.1%) were fair and 70 (34.3%) were low and at high risk for heart disease. The coronary risk status of those employees completing the health risk appraisal showed that **approximately 60% of them were at risk for coronary disease.** Six persons (2.9%) were ideal, 76 (37.3%) were low, 52 (25.5%) were at moderate risk, and 70 (34.3%) were at high risk for cardiovascular challenges. (Table 5)

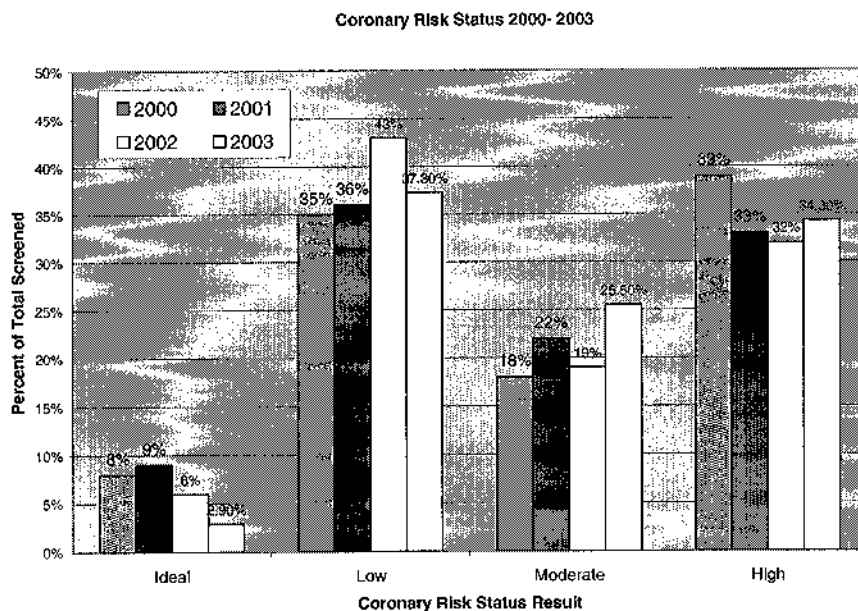


Table 5

### Screenings for Cancer

The executive summary revealed that 87% of employees completing the wellness profile demonstrated higher risks for cancer. 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 employees at risk included: 7% reporting a personal history with cancer, 85% reporting a low-fiber diet, 74% eating less than 5 fruits and vegetables per day, 85% carrying excess weight or had base mass index (BMI) greater than 25, 15% drinking more than recommended, and 19% of those completing the profile were smokers.

### **Prostate Cancer**

Prostate cancer is the most common cancer found in men, besides skin cancer. The Prostate Specific Antigen (PSA) test was offered to men over 50 or to younger men who might be at risk for prostate cancer. This test, requested by male employees, has been provided for the past four 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-two men screened this year tested in the above normal range (< 4.00ng/ml).** These men were referred to their personal physician for further testing.

### **Breast Cancer**

According to the July 2002 addition of *Research Activities*, the Journal of the Agency of Healthcare Research and Quality, breast cancer is the second most common cancer in women, behind skin cancer, and the second leading cause of cancer deaths behind lung cancer. It is estimated that 211,500 new cases of invasive breast cancer will be diagnosed in 2003 and 39,600 women will die from the disease. Since there is no known method for breast cancer prevention, early detection is the best protection against the disease. The survival rate for breast cancer is approximately 97% when found in early stages. The Proctor Hospital mammography van was unavailable to employees for screening mammograms in 2003. Thus, all female employees 40 and over were encouraged to schedule a yearly mammogram with their personal physicians.

Employees were given the opportunity to participate in breast cancer awareness activities. One hundred forty employees participated in National Lee Denim Day on October 10 and raised \$850 for breast cancer research. Persons paying \$5 to the Susan G. Komen Breast Cancer Foundation wore jeans to work on that day and promoted breast cancer awareness. A Lee Denim Day reception was held for all persons participating in the campaign. Breast health information and prizes were distributed to those in attendance.

### **Smoking**

Smoking is the most preventable cause of death in this country and it is directly related to cardiovascular disease and cancer. The Surgeon General has called it "the most important of the known modifiable risk factors for coronary heart disease in the United States." According to the American Heart Association, approximately one-third of all coronary deaths each year are attributable to smoking. Smoking is not only attributable to 87% of lung cancers in the United States, but is also associated with cancers of the mouth, esophagus, pharynx, larynx, pancreas, uterine cervix, kidney, bladder, stomach and colon. This fact is documented by McLean County's Community Cancer Center's Cancer Registry as well.

Much progress has been made in reducing the use of tobacco in McLean County. Recent data from the 2002 Behavioral Risk Factor Survey (BRFS) of McLean County indicates that 19.7% 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 county employees follow this trend because **19% of persons screened reported to be smokers.** This number is below the national average of 25% but is an increase from **14% in 2002** and above the Healthy People 2010 Objective of 12%.

McLean County employees are encouraged to quit using tobacco and reduce their risk for numerous cancers. Scholarships are made available for those persons wishing to quit to attend a Freedom from Smoking Cessation class held at OSF St. Joseph Center for Healthy Lifestyles. The Great American Smokeout was observed on November 20th. This is a national event held on the third Thursday of November, sponsored by the American Cancer Society, encouraging people to quit smoking for just one day. We again offered the *Go Cold Turkey and Win a Turkey* Campaign. Smokers are asked to find a non-smoking buddy to support them to be smoke-free for the day. Both the smoker and the non-smoking person signed a pledge card declaring the smoker would not smoke for 24 hours. They returned the following day to verify that the individual stayed smoke free. Each successful two-person team was entered into a drawing for two free turkeys.

All employees who wanted to quit smoking were provided a Smoke Out Quit Kit containing educational information and tips to avoid smoking for the day. A health promotion specialist was also on call for employees who had questions or needed encouragement and support to refrain from smoking. The four participants were awarded for their efforts with special incentives to replace the cigarettes and to keep their hands occupied when they had the desire to smoke. It is interesting to note, anecdotally, that the Health Department has experienced some success in employees stopping smoking. The greatest opportunity for success is realized when a combination of the wellness program is used in conjunction with organized peer support in the workplace. Techniques such as "adopting a smoker" or a "buddy system" can help achieve success.

### **Screenings for Tuberculosis**

Fifty-five persons took advantage of the TB skin tests made available by the Health Department nursing staff. Many county employees work in positions that put them in contact with high-risk populations, such as residents of nursing homes and prisons, minority and other medically underserved populations, and persons who abuse alcohol or use intravenous drugs. Tuberculosis and multi drug resistant tuberculosis are diseases that are more prevalent in the community and a number of County employees are interacting with clients infected with the disease and believed it to be very important to receive the skin tests.

### **Wellness Activities to Address Health Risks**

Physical inactivity continues to be a serious national health issue. It is estimated that as many as 250,000 deaths each year in the United States are attributable to a lack of physical activity. According to Former Surgeon General C. Everett Koop, "The greatest challenge in medicine today is to be found in motivating people to assume more responsibility for a health affirming lifestyle." County employees are eligible for membership at Four Seasons and can participate at the local YWCA, YMCA, Gold's Gym and the Work Out Company using their corporate discount. Many people often state that they would like to exercise but find it difficult to fit classes into their busy schedule. Our intent is to motivate employees to exercise and to find activities that they can incorporate into their daily routine and to combat the cardiac risk factors.

*Climb Mount Everest* is an eight-week program that encourages employees to use the stairs instead of the elevator. In order to reach the top of the mountain, teams of employees must climb 49,763 steps. The goal in 2003 was to have the teams reach the peak of the mountain and climb down again. All participants received a Climb Mt. Everest tee shirt and the top 3 teams were awarded with additional incentives. This contest was held from February through April, a time when incumbent weather makes it more difficult to exercise outdoors.

The *Summer Wellness Challenge* implemented in June, July, and August provided employees a fun way to track wellness activities and improve their health. Activities included such things as exercise, taking the stairs, eating 5 fruits and vegetables, reading, gardening, wearing sun screen, etc. At the beginning of each month participants received a chart to log to their activities and receive a point for each activity. At the end of each month, their points were submitted to health promotion staff and then they were rewarded with a small prize. All persons having 150 points or more per month were entered into a drawing for larger prizes. Seventy-four persons from 14 departments participated in the program.

*Tour de County*, held for the second summer, encourages employees to walk while at work or in their leisure time. Walking is a very inexpensive way to get physical activity. The only equipment needed was a comfortable pair of walking shoes. Employees could walk on their own or with a partner. This year a free step counter was offered to all employees participating in *Tour de County* and a record 135 people joined the six week program. The step counter is a simple inexpensive device used to measure fitness and monitor the number of steps taken each day. We feel it may provide additional daily motivation for people to be physically active and help them to be aware of their activity levels. Walkers received a sheet to track their steps, map of the downtown walking path and a map of the Constitution Trail and all were eligible for a prize drawing.

The Health Department received a grant from the Office of Women's Health, Illinois Department of Public Health for a cardiovascular program targeting small groups of sedentary women. *Heart Smart for Women* classes have been added to the wellness agenda. One thirteen week session was offered in the spring of 2003. This program, designed by the Cooper Institute of Dallas, Texas helps to identify women at risk for cardiovascular disease, educate them on the risk factors associated with the disease, and promotes healthy behaviors.

A two-week exercise program, *TurkeyTrot*, was offered two weeks prior to Thanksgiving. This is a way for employees to participate in aerobic activities in anticipation of the holidays. Each of the enrollees received a health-related calendar for 2004 and larger prizes are awarded to the three persons with the greatest amount of aerobic activity.

In the last year a number of educational programs were offered during the lunch hour to County employees. The topics for the lunch and learn sessions included *Cooking with Soy*, *Eating More Than 5-A-Day*, *Make Your Home a Relaxation Station*, and *Holiday Recipe Makeover*. Employees brought their lunch and participated in interactive educational sessions facilitated by professionals from the community and from the Health Department.

## **Health Fair**

The fair was held on May 28 from 8:30 AM until 3:00 PM in the conference center at the Health Department. Fair vendors included: American Heart Association, Bloomington Parks and Recreation, BroMenn Health Care, Chestnut Health Systems, Community Cancer Center, OSF St. Joseph Center for Healthy Lifestyles, Gailey Eye Clinic, YWCA, YMCA, Gold's Gym, Bloomington Public Library, McLaughlin Chiropractic Clinic, Neville House, Regional Organ Bank of Illinois, Health Alliance Medical Plans, Healthy Connections, McLean County Anesthesiology, Four Seasons, and McLean County Health Department. Employees were able to receive massages, counsel with a diabetes educator, experience posture screening, learn about fitness, smoking cessation, nutrition, weight loss, diabetes, osteoporosis, breast health and many other educational experiences.

On the day of the fair, medical staff from OSF- St. Francis Hospital brought a bone density machine to measure the heel and detect those who may have low bone density and be at risk for hip fractures. Forty women and two men participated in this activity and received information about osteoporosis and the need for weight bearing exercise and calcium. A number of people, both men and women, were referred to their doctor for additional testing.

This year 181 employees from 21 different departments registered for the fair. Many favorable comments were recorded on the participant and vendor evaluations. All persons completing the participant survey said they would recommend the fair to their co-workers and many reported they planned to make changes in their health behavior as a result of the fair.

## **Other Promotional Activities**

The health promotion and assessment section of the Health Department also promoted a number of national health observances and other health topics in County Comments, through news releases, and distribution of education materials. These events included: American Heart Month in February, Osteoporosis and Skin Cancer Awareness in May, Men's Health Month in June, Five-A-Day Month and Food Safety Week in September, Breast Cancer Awareness Month during October, Great American Smoke Out in November, and Holiday Food Safety. A survey regarding the employee wellness program was also sent to employees via electronic mail and in County Comments. In an effort to improve the wellness program, employees were asked to provide input regarding presentations and activities. A number of suggestions were given for future programs and many positive comments were given regarding the wellness activities.

County employees have made major lifestyle changes because of risks identified in the wellness screenings and with the help of activities implemented by the Employee Wellness Program. In order to honor those individuals, we are asking employees to nominate the 2003 McLean County Wellness Employee of the Year. This award will recognize a person who is working toward or has succeeded in improving his/her health or that of their peers in the last year. The positive lifestyle change not only helps the employee, but benefits the County as well. The winner will receive a certificate of achievement and a \$25.00 gift certificate to Eastland Mall.



## Testimonials

The employee wellness program has made great strides in the last six years. Knowing that the health promotion section of the Health Department is involved in wellness, employees call or email with various questions concerning health related topics and services. At times we have the answer and other times we refer them to nurses on staff or to someone in the community. We have received many positive comments about the various screenings and activities. A number of the comments are listed below: *"Keep up the good work". "I like the free counseling, the fitness screening". "I appreciate and thank all people involved in trying to keep us healthy. I thank you. It takes a lot of work to think up things and plan. I try to be involved in as much as possible." "Very valuable! A great employee benefit! Convenient! Cutting edge knowledge! Access to latest information! I can't say enough!" "I thought the speaker was great! She was funny, full of energy and motivating. I don't know what other topics she might do, but I would be interested in hearing her again." "Found my sugar level to be high and am taking steps to get under control." "Screenings and health fair are great. I like the fitness challenges." "Ironically enough, when I was "accidentally" tested for osteoporosis a couple of months ago, my doctor looked at the results and had me tested for the hip/back thing. My back showed very, very slight osteo. Now I am aware of it and I will be checked regularly and they have me on calcium pills to correct it." "This pedometer is very cool. It sure is a motivator!" "I added more calcium to my diet after calcium presentation and osteo scan." "Thank you for working to make us a healthier bunch." "I lost 11 pounds. Great program!" "I liked that we could count points for a variety of activities." "I am glad we have year round activities like these." "Good program and a great employee benefit. August is very busy time for us in immunization. It would have been too easy to slack off on the working out, but the SWC would not let me!"*

## Future Recommendations

Cardiovascular disease and cancer continue to be the number one and two killers in McLean County and have thus been indicated as health priorities for McLean County IPLAN. In addition, a major portion of larger employee health benefit claims are associated with these diseases. According to Healthy People 2010, primary prevention that promotes heart-healthy behaviors is a major strategy to reduce the development of heart disease and stroke. Risk factors contributing to these deaths are smoking, sedentary lifestyles, obesity, poor eating habits, elevated cholesterol and blood pressure, and diabetes. Screening for risk factors, especially high cholesterol, high glucose levels, and high blood pressure is an important step to identify the unidentified risks. Many of these risks can be controlled by changes in lifestyle activities-thus impacted through preventive measures.

Treating heart disease and cancer can be very costly. According to Larry Chapman of the Summax Corporation, wellness programs that address cardiac risk factors yielded high cost-benefit ratios. Therefore, being proactive in keeping employees healthy makes good business sense and helps to reduce county medical expenses. Much progress has been made since the inception of the County Health Fair and the wellness activities in 1998. The health promotion section of the Health Department is proposing to continue the fair, the screenings, and implement an on-going wellness program with

activities throughout 2004 to promote the on-going theme "Good Health is Always in Season".

### **Proposed Events and Activities for 2004**

The proposed date for the annual employee wellness fair is Wednesday, May 26 from 8:30 a.m. until 3:00 p.m. The Heart Card and cholesterol and glucose screenings would be scheduled in late spring at the Health Department, Law and Justice Center, Regional Office of Education and Highway Department. The osteoporosis screenings would be offered to employees on the day of the fair. The costs for all screenings and wellness activities would continue to be covered by the Employee Benefit Fund. The **ultimate goal for our seventh year** of employee wellness would be for **three-fourths** of all employees to participate in the screenings and activities. According to Chapman, we **must have 50% or greater participation for seven or more years to notice a difference in health care expenses**. In order to reach that goal, an intensive marketing campaign would be implemented by involving all department heads and through the use of electronic mail, informational displays in various departments, flyers, *County Comments* Newsletter, payroll inserts, and becoming more visible in all county work-sites. We plan to promote the screenings and wellness activities at the annual meeting for Department Heads and to attend individual staff meetings making it more convenient for employees to register for the appointments and activities. Every effort possible will be taken to encourage healthy lifestyles among employees.

#### **Cardiovascular Screenings**

- Locations: Health Department, Law and Justice Center (morning and afternoon), Highway Department and the Regional Office of Education
- Includes Cholesterol, Glucose, and Blood Pressure, Height, Weight, Body Composition, Heart Card also available
- Complete *Personal Wellness Profile* a Comprehensive Health Risk Assessment
- An individual and corporate report compiled from data received in profiles

#### **Osteoporosis**

- Screenings to be held on May 26 in conjunction with the Health Fair

#### **Cancer Screenings**

- Schedule mammography van
- PSA (Prostate-Specific Antigen) blood test for men 50 and over or for those 40 and over and at risk for prostate cancer

#### **Peripheral Vascular Disease**

- Screenings to be held on May 26 in conjunction with the Health Fair

#### **Health Fair**

- To be held on Wednesday, May 26, 2004
- 8:30 AM until 3:00 PM
- Variety of vendors, focusing on all aspects of health

## **Activities**

- Select McLean County Wellness Employee of the Year
- Climb Mt. Everest
- Tour de County Walking program- promotion of downtown walking path, mall walking, and Constitution Trail
- Millionaires Club: Persons continuing to walk after the Tour has ended. Those taking 1,000,000 or more steps become a member of the club.
- Summer Wellness Challenge
- Heart Smart For Women
- Observation of Five-A-Day Month
- Great American Smokeout
- Go Cold Turkey and Win a Turkey
- Promotion of Freedom From Smoking Program at OSF and offering reimbursement for those who complete the program
- Turkey Trot
- Holiday Stress Management
- Observation of National Health Observances
- Ongoing Informational Displays in various departments
- County Comment articles pertaining to pertinent health topics
- Health Beat Articles on County E-mail

## **Summary**

Reviews of county health insurance claims over the past several years clearly show that heart disease, diabetes, cancer, and stroke 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. As stated previously in this report an employer's attention to health promotion and early detection efforts play a significant role in controlling health care expenditures. According to Tommy G. Thompson, Secretary of the Department of Health and Human Services, "So many of our health problems can be avoided through diet, exercise and making sure we take care of ourselves. By promoting healthy lifestyles, we can improve the quality of life for all Americans, and reduce health costs dramatically." We strongly encourage the Finance Committee to endorse this concept and the County's employee wellness program for 2004.

## 2003 Wellness Plan Budget

Screenings (Including Cholesterol, Glucose) including  
Health Risk Appraisal (Individual and Corporate Report)

\$30 x 200 persons	\$ 6,000	
(30 x 204)		\$6,120
Cholesterol only (\$20 x5)		100

EKG and Heart Card

\$30 x 50 persons	\$ 1,750	
(\$35 x 132)		\$4,620

PSA

\$20 x 46		920
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### Proctor Hospital

Mammograms in mammogram van for women 40 and over

\$95 x 40 women =	\$3,800	
Canceled because of disabled equipment		\$00

### OSF St. Francis Hospital

Osteoporosis screening (heel)

\$20 x 50 women and/or men =	\$1,000	
Salary and travel expenses		
100		

Women were not charged, financed by OWH grant		
2 men participated		\$40

<b>Total for screenings</b>	<b>\$ 12,650</b>	<b>\$11,800.</b>
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Incentives, supplies for fair and wellness activities	\$ 3,500	\$3,737.11
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Wellness programs/Health Fair printing/paper	125	180.90
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5 Scholarships for Smoking Cessation Class	500	
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Workplace Wellness Seminar	225	
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<b>Total amount requested</b>	<b>\$17, 000</b>	<b>\$15,718.04</b>
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(\$1,281.96 Remaining)

### Proposed 2004 Employee Wellness Budget

Screenings (Including Cholesterol, Glucose) including  
Health Risk Appraisal (Individual and Corporate Report)

\$30 x 220 persons = \$ 6,600

Cholesterol only (\$20 x5) = \$100

EKG and Heart Card

\$35 x 100 persons = \$ 3,500

PSA

\$20 x 50 men = \$1,000

#### Methodist Hospital

Mammograms in mammogram van for women 40 and over

\$100 x 40 women = \$4,000

#### OSF St. Francis Hospital

Osteoporosis screening (heel)

\$20 x 50 women and/or men = \$1,000

<b>Total for screenings</b>		<b>\$16,200</b>
Incentives, supplies for fair and wellness activities	\$4,000	
Wellness programs/Health Fair printing/paper	200	
<b>Total amount requested</b>		<b>\$ 20,400</b>

# **Six Year Screening Results**

**1998-2003**

**Six Year Employee Screening Results  
1998-2003**

<b>Gender</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Male	20	32	43	54	59	77
Female	75	61	74	89	101	127
<b>Total Screened</b>	95	93	117	143	160	204

<b>Smokers</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Male	--	--	9 of 42 (21%)	12 of 54 (22%)		
Females	--	--	8 of 68 (11%)	9 of 89 (10%)		
<b>Total</b>			17 of 110 (15%)	21 of 143 (15%)	22 of 152 (14%)	37 of 204 (19%)

<b>Total Cholesterol</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
High Risk (>240 mg/dL)	13 (13.6%)	20 (21.5%)	10 (9%)	15 (10.4%)	29 (18%)	22 (11%)
Moderate Risk (200-239 mg/dL)	35 (36.8%)	31 (33.3%)	38 (34.5%)	55 (38.4%)	51 (32%)	67 (32%)
Normal (<200 MG/dL)	47 (49.4%)	42 (45%)	62 (56.4%)	73 (51%)	80 (50%)	120 (57%)
<b>Number Screened</b>	95	93	117	143	160	209

<b>Low Density Lipid (LDL)</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Very High Risk (>190 mg/dL)	--				5 (5%)	2 (1%)
High Risk (160-189mg/dL)	--	11 (12.5%)	31 (29%)	35 (24%)	19 (12%)	13 (6%)
Moderate Risk (130-159 mg/dL)	--	17 (19%)			41 (26%)	43 (21%)
Normal LDL (100-129 mg/dL)	--	58 (66%)	77 (71%)	105 (73%)	95 (59%)	149 (71%)

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

2 (1%)

<b>High Density Lipid (HDL)</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Too Low (< 40 mg/dL)	14 (14.7%)	5 (5%)	11 (10%)	3 (2%)	21 (13%)	42 (20%)
Normal (40-59 mg/dL)	81 (85.3%)	88 (95%)	98 (90%)	140 (98%)	139 (87%)	165 (79%)
						2 (1%)

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

<b>Triglycerides</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Very High Risk (> 500 mg/dL)	--	1 (1%)	0	1 (.6%)	2 (1%)	2 (1%)
High Risk (200-499 mg/dL)	--	6 (6.5%)	4 (3.6%)	2 (1%)	24 (15%)	41 (20%)
Moderate (150-199 mg/dL)	--	15 (16.4%)	22 (19.8%)	20 (14%)	40 (25%)	46 (22%)
Normal Level (< 150mg/dL)	--	69 (76%)	85 (76.5%)	120 (84%)	94 (59%)	120 (57%)

<b>Blood Glucose</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Elevated (Fasting) (>110 mg %)	3 (3.2%)	8 (8.6%)	9 (7.8%)	7 (5%)	18 (11%)	37 (18%)
Normal Blood Glucose (65-110 mg/dL)	92 (96.8%)	84 (90.4%)	105 (91.3%)	135 (95%)	142 (89%)	135 (65%)
Below Normal	0	1 (1%)	1 (.8%)	0	0	0
Elevated (Non Fasting) (> 140 %)						3 (1%)
Normal Non Fasting Blood Glucose						34 (16%)

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



<b>Blood Pressure</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Normal Range (< 130/85)	82	64			69 (50%)	133 (63.6%)
Moderate/Prehypertension (130-139) (85-89)					32 (23%)	34 (16.3%)
High Blood pressure (140/90+)	15	23			38 (27%)	29 (13.9%)
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		

<b>Mammograms</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Number of women	0	4	24	36	31	0
Recalled for additional films	0	0	6	6	7	0

<b>Prostate Specific Antigen Screening (PSA)</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Above Normal Range (< 4.00ng/ml)			0	0	1	2
Below Normal Range			29	37	41	44
Total Screened	0	0	29	37	42	46

<b>Coronary Risk Status</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Ideal	-	-	9 (8%)	13 (9%)	9 (5.8%)	6 (2.9%)
Low	-	-	38 (35%)	51 (36%)	66 (42.9%)	76 (37.3%)
Moderate	-	-	20 (18%)	31 (22%)	30 (19.5%)	52 (25.5%)
High	-	-	43 (39%)	48 (34%)	49 (31.8%)	70 (34.3%)
Total Screened			42 men 68 women	54 men 89 women	57 men 97 women	77 men 127 women

<b>Fitness Score</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Low Fitness	-	-	-	57 (39.8%)	56 (36.4%)	70 (34.3%)
Fair Fitness	-	-	-	28 (19.5%)	69 (44.8%)	94 (46.1%)
Good Fitness	-	-	-	44 (30.7%)	19 (12.3%)	24 (11.8%)
Excellent	-	-	-	14 (9.7%)	10 (6.5%)	16 (7.8%)

<b>Percent Fat, Men</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Below Average Range	-	-	5 (12%)	8 (14.8%)	0	0
Average Range	-	-	29 (70%)	15 (27.7%)	7 (12%)	12 (15.8%)
Above Average Range	-	-	7 (17%)	31 (57%)	8 (14%)	11 (14.5%)
Overweight	-	-	-	-	14 (24.5%)	17 (22.4%)
High Risk	-	-	-	-	25 (43.8%)	36 (47.4%)
Total Screened	-	-	41	54	57	76

<b>Percent Fat, Women</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Below Average	-	-	2 (3%)	6 (6.7%)	2 (2%)	3 (2.5%)
Average Range	-	-	24 (36%)	14 (15.7%)	17 (17.5%)	14 (11.8%)
Above Average Range	-	-	40 (60.6%)	69 (77.5%)	5 (5%)	8 (6.7%)
Overweight	-	-	-	-	11 (11%)	15 (12.6%)
High Risk	-	-	-	-	51 (52.5%)	79 (66.4%)
<b>Total</b>	-	-	66	89	97	119

<b>Yearly Results</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Number Screened	95	93	117	143	160	209
Attended Health Fair	144	142	158	175	203	181
Participated in Additional Wellness Activities/Programs	61	91	199	244	250	428
<b>Total Employee Participation</b>	150	222	244	306	343	384



**PEGGY ANN MILTON  
COUNTY CLERK**

(309) 888-5190

Fax (309) 888-5932

Tax Extension (309) 888-5187

Voter's Registration (309) 888-5186

104 W. Front Room 704 Bloomington, IL 61701

E-mail: [peggyann@mclean.gov](mailto:peggyann@mclean.gov) Website: [www.mclean.gov](http://www.mclean.gov)

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DATE: December 30, 2003

TO: Honorable Chairman Matt Sorensen  
Honorable Members of the Finance Committee

FROM: Peggy Ann Milton *Peggy Ann Milton*

RE: Request for Bid

Attached please find a copy of the Legal Notice, which was published in the Pantagraph on Wednesday, December 24, 2003 and a copy of the Request for Bid given to both ES&S and Fidler/GBS.

Thank you.

Enclosures

**LEGAL NOTICE**

The County Clerk of the County of McLean, hereinafter "COUNTY", will accept sealed bids, hereinafter "BIDS", for the purchase and implementation of a Precinct Count Optical Scan Voting System.

The deadline for the receipt of BIDS is Monday, January 5, 2004, at 11:00 a.m. (prevailing time). BIDS shall be mailed or delivered to the Office of the McLean County Clerk, McLean County Law & Justice Center, 104 W. Front Street, Room 704, Bloomington, IL 61701. Only those BIDS received prior to the stated expiration time for the receipt of BIDS shall be opened in Room 704 of the Law & Justice Center.

BIDS must include an earnest money cashiers check, certified check, or certified bank draft in the amount of \$10,000 made payable to the County of McLean or the BIDS will not be considered.

COUNTY reserves the right to accept or reject any or all BIDS for any reason as deemed most beneficial to the interests of COUNTY.

BIDS must be considered valid for a period of 60 days from the date of the expiration for the receipt of BIDS.

To obtain a copy of the Request for Bid packet, write to the Office of the McLean County Clerk, McLean County Law & Justice Center, 104 W. Front Street, Room 704, Bloomington, IL 61701, or call (309) 888-5190 during the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday.

Firm Name: \_\_\_\_\_

I

**REQUEST FOR BID**

**INSTRUCTIONS AND SPECIFICATIONS FOR PURCHASE AND  
IMPLEMENTATION OF A PRECINCT COUNT OPTICAL SCAN VOTING SYSTEM**

The County Clerk of the County of McLean will receive sealed bids in the Office of the County Clerk, McLean County Law and Justice Center Building, 104 W. Front Street, Room 704, Bloomington, Illinois 61701 until 11:00 a.m. on January 5, 2004.

**ALL BIDS MUST BE ENCLOSED IN SEALED ENVELOPES MARKED:**

**“PRECINCT COUNT OPTICAL SCAN VOTING SYSTEM”  
11:00 A.M. JANUARY 5, 2004**

The McLean County Clerk reserves the right to accept or reject any and all bids or to waive technicalities, or to accept any item of any proposal. Information is available from the McLean County Clerk's Office, McLean County Law and Justice Center Building, 104 W. Front Street, Room 704, Bloomington, Illinois 61701.

Telephone: (309) 888-5190, Fax: (309) 888-5932, E-Mail [peggyann@mclean.gov](mailto:peggyann@mclean.gov)

The documents constituting component parts of the Bid Form are the following:

- I Request for Bid
- II Requirements for Bidding and Instructions to Bidders
- III General Specifications
- IV Technical Specifications
- V Bid Forms

Legal Notice for Bids published in the Pantagraph, Bloomington, Illinois, December 24, 2003.

II

**REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS**

**PREPARATION OF BID**

The bidder must submit a bid on the forms furnished by the McLean County Clerk. All blank spaces on the bid form must be filled in. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership, or signed in the name of a corporation by an officer whose title shall be stated. Bids shall be sealed in an envelope and marked as required in the instructions. The bid is contained in these documents and must remain attached hereto when submitted.

## **TAXES NOT APPLICABLE**

The County of McLean as a Governmental Unit pays neither Federal Excise Tax nor Illinois Retailers Occupational Tax, and therefore, those taxes should be excluded from bid. Our Tax Exempt Number is: E9994-9946-04.

## **PROMPT PAYMENT ACT**

The bid should provide that all payments are subject to the Local Governmental Prompt Payment Act.

## **WITHDRAWAL OF BIDS**

Any bidder may withdraw their bid at any time prior to the time specified in the advertisement as the closing time for the receipt of bids by signing a request therefore. However, no bidder shall withdraw or cancel his bid for a period of sixty (60) days after said advertised closing time for the receipt of bids; the successful bidder shall not withdraw or cancel their bid after having been notified by the McLean County Clerk that said bid has been accepted by the McLean County Clerk.

## **CATALOGS**

Each bidder shall submit catalogs, descriptive literature, and detailed drawings, where applicable, to fully illustrate and describe the material and/or work they propose to furnish.

## **CANCELLATION**

The County of McLean reserves the right to cancel any contract in whole or in part without penalty due to failure of the contractor to comply with terms, conditions, and specifications of this contract.

## **COST OF BID**

Expenses incurred in the preparation of proposals in response to this bid are the Bidder's sole responsibility.

## **USE OF TRADE NAMES**

In cases where a specified item is identified by a manufacturer's name, trade name, or other references, it is understood that the bidder proposes to furnish the item identified. If the bidder proposes to furnish an "equal," the proposed "equal" item must be so indicated in the written bid. The County shall be the sole determiner of the equality of the substitute offered.

## **DELIVERIES**

All materials shipped to the County of McLean must be shipped F.O.B. designated location, County of McLean, Bloomington, Illinois as directed by McLean County Clerk.

## **DEVIATIONS AND EXCEPTIONS**

Deviations and exceptions from terms, conditions, or specifications shall be described fully, on bidder's letterhead, signed, and attached to the Request for Bid. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and the bidder shall be held liable. Bidders are cautioned to avoid making deviations and exceptions to the specifications, which may result in rejection of their bid.

## **COMPLIANCE WITH LAWS**

All services, work and materials must comply with all federal and state laws, County of McLean ordinances, rules and regulations that in any manner affect the production and sale of the product or service contained herein. In the event federal or state funds are being used to fund this contract, additional certifications, attached as amenda, will be required. Lack of knowledge on the part of the vendor will in no way be cause for release of this obligation. If the County becomes aware of violation of any laws on the part of the vendor, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.

## **ENTIRE AGREEMENT**

These Standard Terms and Conditions of Bid shall apply to any contract or order awarded as a result of this Request for Bid except where special requirements are stated elsewhere in the Request; in such cases the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by the contracting authority.

## **NON-DISCRIMINATION**

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, physical condition, developmental disability, or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment of compensation, and selection for training, including apprenticeship. The contractor further agrees to take affirmative action to ensure Equal Employment Opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, the Non-Discrimination Clause.

## **NON-COLLUSION**

The Bidder, by its officers, agents or representatives (hereafter referred to the Bidder) present at the time of filing this bid, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other Bidders, or with any public officer or the County of McLean, Illinois, whereby, the Bidder has not paid or is to pay to such Bidder or public officer any sum of money, anything of value or has not directly or indirectly entered into any arrangement or agreement with any other Bidder or Bidders. Whereby, no inducement of any form or character other than that which appears upon the face of the bid will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said bid or understanding of any kind whatsoever, with any person whomsoever to pay,



deliver to, or share with any other person in any way or manner, any of the proceeds on the Contract sought by this bid.

### **NON-BARRERD BIDDING**

The Bidder is not barred from bidding on this Contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating.

*The Bidder, by signing the bid form, acknowledges, understands, and abides by all of the above "Requirements For Bidding And Instructions To Bidders".*

### **III**

#### **GENERAL SPECIFICATIONS**

1. **INTENTION** – McLean County, Illinois is seeking a qualified Contractor to provide replacement equipment for casting of votes and for tabulation and reporting of election results, in accordance with the following specifications. The County is requesting prices to purchase and implement a precinct count optical scan voting system. All equipment and accessories furnished under these specifications shall be new, the latest model in current production.
2. **WORK INCLUDED** – The work to be performed by the Contractor shall include, but not be limited to, furnishing and delivering the equipment, implementing, training, supporting and maintaining the system.
3. **TIME FOR COMPLETION** – All work, with the exception of maintenance and support, in accordance with this contract shall be completed by March 1, 2004. If an award is made for a precinct count optical scan voting system, the software plus one device for testing must be delivered within five (5) days of request and shall remain with McLean County until contract delivery. Contractor must be able to carry out terms of contract for supply, delivery and implementation of system and training prior to March 1, 2004. The McLean County Clerk requires the bidder to meet the following additional deadlines unless otherwise agreed to by the McLean County Clerk: All Optical Scan ballot boxes must be delivered to locations specified by the McLean County Clerk by February 1, 2004. McLean County Judges of Election classes will be trained on-site by bidder and will be completed by February 15, 2004. All McLean County Clerk required staff will be thoroughly trained on-site for the Optical Scan System and all pertinent election processes associated with same by February 15, 2004. Subsequent election deadlines shall be as appropriate.
4. **BID PRICES** - The bid price shall include the cost for all of the work to be performed in accordance with the terms and conditions herein.
5. **CONTRACT TERM** -- This contract shall be in effect for a one (1) year period from the date of acceptance for warranty and for additional purchases in accordance with the unit prices of this bid; three (3) years for maintenance services.

6. **AWARD** – McLean County Clerk reserves the right to determine the item(s) that best meet our needs and to award a contract to the lowest, responsive and responsible bidder who best meets the qualifications set forth herein.
7. **PERSONAL EXAMINATION** – Bidders are required to satisfy themselves as to work involved and of the difficulties likely to be encountered in the performance of work under this contract. No plea of ignorance of conditions that exist now or hereafter, or of any conditions of difficulties that may be encountered in the execution of the work under this contract will be accepted as an excuse for failure to or omission on the part of the contractor to fulfill in every respect all the requirements, specifications, etc., nor will same be accepted as a basis for any claim for extra compensation.
8. **INSURANCE** – The contractor must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois and provide the County of McLean with evidence of insurance. Insurance in the following types and amounts are necessary:
  - ◆ Worker’s Compensation Insurance covering all liability of the Contractor arising under the Worker’s Compensation Act and Worker’s Occupational Disease Act.
  - ◆ Comprehensive General (Public) Liability in a broad form, to include coverage for the following where exposure exists: Premises/Operations, Independent Contractors, Products/Completed Operations, Personal Injury and Contractual Liability, limits of liability not less than:
    - \$1,000,000 each occurrence
    - \$2,000,000 general aggregate
9. **OWNERSHIP** - The County will have exclusive ownership of the election information collected, tabulated, and reported as a result of this project.
10. **CERTIFICATION** – The proposed voting system shall be certified by the Illinois State Board of Elections for use in Illinois as required by law with certification documents provided. Each prospective bidder is responsible for familiarizing itself with the State Board’s certification procedures and is to be certified by date of award. The voting system proposed shall meet or exceed the standards for electronic voting equipment established by the Federal Election Commission. The proposed system must be capable of modification to meet all future requirements of the Illinois Election Code and all applicable regulations and laws. All modifications are to be the sole responsibility of the Contractor. In the event that the State revokes certification of the system, the Contractor shall forfeit their security guarantee.
11. **CONTRACTOR QUALIFICATIONS** –
  - ◆ Experience and Qualifications as Evidenced by:
    - Company background and history;
    - Resumes for lead staff who would work on this project;

Relevant experience with comparable projects covering similar geographic extents; and  
Client references

◆ Ability to Meet the Project Schedule and Complete the Project as Evidence by:

Size of company - number of skilled employee;  
Adequacy of resources/financials;  
Ability to meet scheduled completion dates;  
Understanding of project milestones; and  
Project management

12. **EASE OF USE** – The voting system shall be constructed so voters may readily and easily learn the method of operation. The equipment shall be constructed to be durable and safely and easily transported. The contractor shall provide information including size, weight, etc., of each component of the system (e.g., tabulation unit, ballot box, battery, charger, etc.). Bidder shall state, for each component, whether it is integrated into the precinct tabulator unit or is an external device. Equipment shall use standard three (3) prong 120V AC electrical outlet.
13. **ASSIGNMENT** – The Contractor may not reassign any award made, as the result of this bid, without prior written consent from the County.
14. **TITLE** – The Contractor warrants that on the delivery date, Contractor shall have good title, free and clear of all liens, claims, and encumbrances of whatever kind. Title shall pass to the County upon final payment to the Contractor.
15. **ITEMS TO BE SUBMITTED** – Bidders shall submit **One (1) Original and Two (2) Copies** of the completed bid document with submittal information as follows. Include a table of contents, page numbers, and marked or numbered tabs between the sections:
  - A. **Bid Sheet**
  - B. **References and Qualifications**
  - C. **Equipment Specifications** – a detailed description of your election system and a point by point response to the requirements of these specifications including a summary of features/abilities of your system that will benefit McLean County that are not specified in the bid.
  - D. **Software Specifications** – including software release and updated software version information.
  - E. **Recommended Hardware** – Contractor shall include hardware specifications necessary to accommodate the system proposed. (Bidders may include hardware as a separate price. It will be the County's decision as to whether hardware will be purchased under a separate contract or included as part of this bid package.)
  - F. **Project Coordination and Management** – Provide complete description of the services proposed.
  - G. **Training** – Provide a complete description of the staff training program proposed including samples.
  - H. **Support Procedures** – Provide complete description of the support services provided for questions and problems.

- I. **Financial Stability** – Provide financial information and attach an audited financial statement for the most recent fiscal year end.
  - J. **Additional Software** – List additional proprietary software or any other additional software that must be purchased to run the system.
  - K. **Repair Parts List** – Include a price list of the most commonly used parts.
  - L. **Project Schedule** – Provide a project schedule with timeline from date of award of contract. Include name, resume, and estimate of time dedicated by the project manager, installation team, and trainer(s).
  - M. **Additional Information and Comments** - Include any other information you believe to be pertinent, but not specifically mentioned elsewhere.
16. **EVALUATION CRITERIA** – Bids will be reviewed and a company selected on the following criteria (not listed in specific order):
- A. Contractor Qualifications as referenced herein
  - B. Price
  - C. Compliance with the requirements of the bid
  - D. Ability of the proposed system to satisfy the specifications
  - E. Contractor support
  - F. Project schedule and ability of contractor to meet time lines
  - G. Integration with existing voting registration system without conversion
17. **JURISDICTION, VENUE, CHOICE OF LAW** – This bid and any contract resulting therefrom shall be governed by and construed according to the laws of the State of Illinois. Venue shall be in the Circuit Court of McLean County.
18. **INDEPENDENT CONTRACTOR** – The Contractor is an independent contractor and no employee or agent of the Contractor shall be deemed for any reason to be an employee or agent of McLean County.
19. **ACCEPTANCE** – Acceptance shall be defined as the time when the first countywide election is completed without any problems or malfunctions specific to the system, and the system works as detailed in the contract.
20. **APPLICATION SOFTWARE WARRANTIES** – The Contractor warrants that, for a period of one (1) year from the date of Acceptance, the Application Software used in conjunction with the Network shall operate in accordance with the terms set forth in this Agreement, (“Warranty of Operation”). Any errors or non-conformance to the Agreement within the warranty period shall be corrected by the Contractor at no charge to McLean County. McLean County shall be entitled to unlimited telephone support and shall receive all new versions, releases and updates to the Application Software during the warranty period or subsequent periods covered by a software maintenance agreement at no charge to McLean County.

The Contractor covenants and represents that the Application Software and all related materials supplied to McLean County hereunder do not infringe or otherwise constitute wrongful use of any copyright, patent, registered industrial design, trade mark, trade secret, or any other right of any third party. The Contractor shall indemnify and save harmless McLean County from any suit or proceeding (including without limitation any

judgment awarded thereunder, any reasonable settlement agreed to, any costs incurred in complying with such judgment or settlement and any or all costs, including reasonable legal costs of any attorney incurred in respect of the same) brought against McLean County by reason of any such infringement or any wrongful use.

21. **LICENSE** – The Contractor shall grant McLean County a perpetual, nontransferable, nonexclusive license to use the Application Software. McLean County shall have the absolute right to upgrade or replace any equipment and continue to use the Application Software. McLean County shall not be required to pay the Contractor any additional licensing fee or other fees as a result of using the Application Software in conjunction with upgraded or replacement equipment.
22. **PROJECT MANAGER** – a project manager shall be assigned who has long term, successful experience in implementation of this system, for similar sized customers. The project manager, and their qualifications, shall be submitted with the bid. The project manager shall be present at the system demonstration and must be assigned to McLean County throughout the contract period. Replacement of the project manager, if necessary, must have equal qualifications to those of the project manager originally identified.
23. **COMPLIANCE WITH THE SPECIFICATIONS** – Each bidder must answer all questions in the bid. If you are unable to comply with a specific item in the bid, you are to prepare a list of exceptions and include the exceptions in your cover letter. If you do not indicate exceptions to the Requirements, you therefore guarantee that you fully comply with the Requirements. Exceptions to the specifications may cause your bid to be disqualified.
24. **SECURITY GUARANTEE** – Each bidder shall submit a bid/performance/maintenance bond or cashier's check or irrevocable letter of credit in the amount of \$10,000 to serve as a guarantee that the Contractor shall enter into a contract with McLean County to perform the work identified herein, at the price bid. This security shall be retained by the County throughout the contract term, including maintenance to guarantee the Contractor's performance in accordance with the terms and conditions of the contract. In the event that the State revokes certification of the system, the Contractor shall forfeit their security guarantee.
25. **WARRANTY** – All equipment and accessories furnished under this contract shall be of good quality, workmanship and material, and fit for the use intended. The bidder shall provide a minimum one-year (12-month) warranty for all equipment and software, or manufacturer's standard warranty if longer. This warranty shall provide for 100% parts and labor, including software updates required to service the equipment during the warranty period, for all equipment, hardware, software, labor, and services to keep the system in proper working order. Consumable supplies are excluded from this warranty. The warranty period will commence upon the successful completion of the acceptance period. The manufacturer must guarantee parts availability for the election system for a minimum of ten (10) years from the date of the installation. The Contractor must be the manufacturer, subsidiary of the manufacturer, or an authorized distributor/dealer of system(s) bid. In the case of a subsidiary or distributor/dealer, the manufacturer must agree to provide maintenance through an alternate source authorized by the manufacturer.

The Contractor must respond to concerns within two (2) hours and guarantee repair within three (3) days prior to any Election Day. If concerns or problems occur on Election Day, Contractor must respond within thirty (30) minutes and repair guaranteed within two (2) hours.

26. **SUPPORT SERVICES** – The Contractor shall provide on-site support services at no additional cost for three (3) consecutive working days, selected by the McLean County Clerk, preceding and throughout the entire election day from twenty-four (24) hours before polls open through completion of election tabulation for the next two calendar elections: the March 2004, and the November 2004. During election cycle the contractor shall provide twenty-four (24) hour support by telephone, using a toll-free number. Responses shall occur within two (2) hours and repair guaranteed within three (3) days prior to any election. If concerns or problems occur on Election Day, Contractor must respond within thirty (30) minutes and repair guaranteed within two (2) hours.
27. **MAINTENANCE** – The bidder shall submit bid pricing for three (3) additional years of maintenance subsequent to the one (1) year warranty period for the equipment and system software. The maintenance period will begin one (1) year after the date of the system acceptance. Contractor shall specifically identify routine maintenance and repairs which our technicians, when trained, can be expected to perform. The contractor must respond to concerns within two (2) hours and guarantee repair within three (3) days prior to any Election Day. If concerns or problems occur on Election Day, Contractor must respond within thirty (30) minutes and repair guaranteed within two (2) hours.
28. **QUANTITY/UNIT PRICES** – The quantities indicated are the total quantity to be purchased. Unit prices must remain firm/fixed at the bid price for a one year period from date of acceptance. Written requests for price revisions after the one (1) year period shall be submitted in advance of receipt of order to McLean County. Requests must be based upon and include documentation of the actual change in the cost of the components involved in the contract and shall not include overhead, or profit. The County reserves the right to reject any price increase and to procure equipment elsewhere.
29. **SOFTWARE MAINTENANCE AGREEMENTS & UPDATES** – All warranty and maintenance agreements shall include a software subscription program, to provide any software updates released by the manufacturer(s) during that period. The contractor shall provide all hardware or software program updates which are required or necessary to correct any deficiency, improve operations, or to meet changes in State of Federal regulations at no cost to the County during the twelve (12) month warranty period and thereafter, should the County subscribe to a valid Maintenance Agreement.
30. **IMPAIRED ACCESS** – Describe the equipment necessary to make the system adaptable for the visually impaired and illiterate voter.
31. **BALLOT PRINTING** – McLean County reserves the right to contract with a commercial printer to print all ballot versions without fee paid to or encumbrance set by the contractor.
32. **PRESENTATIONS** – Subsequent to the submittal of bids, bidders shall be available within five (5) days of written request by McLean County, to make a presentation on the

election system bid, including supplying an in-precinct tabulator, operation and maintenance instruction manuals, and instruction on programming the software and system operations for McLean County personnel to familiarize themselves with the unit if requested by the County.

33. **TRAINING** – The Contractor shall provide on-site training for designated staff of McLean County in the system’s programming, set-up, coding use, data backup and recovery/retrieval procedures, generation of pre-election day reports, testing of accuracy and logic for the retrieval and accumulation of all results, reporting out to internet and intranet, ballot layout and design, routine file and system maintenance, and repair or preventative maintenance of equipment. Contractor shall describe provisions of the system for self-training including self-guided tours, wizards, videos, on-line help features, on-line documentation, etc. In addition, the contractor shall provide on-site programming assistance for eight countywide elections. A timeline shall be provided for all training. The Contractor shall also provide training support to McLean County Clerk staff in training election judges, field staff, and technical support by February 15, 2004. Submit with your bid, a copy of a video, if available, on use and operation of the equipment for the purpose of training poll workers.

#### IV

### TECHNICAL SPECIFICATIONS

#### BACKGROUND

McLean County currently conducts all general, primary, and special elections for over 47,000 registered voters in 66 precincts voting at 57 different polling sites within McLean County excluding the City of Bloomington. For mail and absentee voting, there are six locations. McLean County had a combined total of approximately 1,500 absentee ballots requested in the 2000 General Election. Since approximately 1975, elections have been conducted using punch-card ballots tabulated on a centrally based system.

Currently McLean County uses the punch card system with 12 columns of punch positions.

#### PRECINCT COUNT OPTICAL SCAN VOTING SYSTEM

Bidders shall indicate how the optical scan system bid meets the following attributes:

*(Typical answers are as follows, unless further explanation is necessary. Attach separate sheets if required.)*

- Y - Feature is provided in standard system as a fixed feature
- N - Feature is not provided
- U - Feature is provided in standard system as a user-defined option
- M - Contractor will modify the system to include the item at no cost to the County

## GENERAL CONTRACTOR RESPONSE

1. The ballot tabulation unit shall be an optically scanned, precinct-based unit that is voter initiated, records voter's choices, including write-in votes, and tallies results. A unit shall include the optical precinct count device, a ballot box with standard feature to separate write-in votes, a carrying case for the optical count device, a memory pack or card, an uninterruptible power supply and charging device with all required cabling. \_\_\_\_\_
2. The precinct tabulator shall be capable of accepting and processing ballots in any of four orientations (face up head or foot first, face down, head or foot first). \_\_\_\_\_
3. The computer program for the election system shall be installed and backed up on the county network and executed on a local device. The contractor shall provide specifications on the minimum hardware requirements for the local device. \_\_\_\_\_
4. The source document for the voting system proposed shall be a paper ballot, on which offices and candidates may be printed in multiple columns and numerous positions on both the front and back. Contractor shall specify the maximum number of available columns and rows in which voting positions can be placed on the maximum size ballot. Contractor shall specify the maximum ballot size in inches, as well as the minimum and maximum paper weight. \_\_\_\_\_

# Columns \_\_\_\_\_ # Rows \_\_\_\_\_ Max ballot size \_\_\_\_\_ inches

Min paper weight \_\_\_\_\_ Max paper weight \_\_\_\_\_

5. The contractor shall provide the appropriate instructions and templates for McLean County to provide to commercial printers for printing the optical scan paper ballots. \_\_\_\_\_
6. The precinct tabulator shall be equipped with a message device for the purpose of communicating information to assist poll workers and/or voters. The precinct tabulator shall clearly indicate to the voter and/or poll worker whether or not a jammed or misfed ballot has been counted. Contractor shall instruct the McLean County Clerk about the message device and its operation. \_\_\_\_\_
7. The precinct tabulators shall be interchangeable and shall employ a removable memory device, which contains an internal backup battery to preserve and protect election data and vote totals in the event of a power failure and/or a total system failure. \_\_\_\_\_
8. If optical scan technology employs the use of read heads, the precinct tabulator shall be equipped with self-adjusting read heads that are capable of scanning multiple columns on each side of a ballot. The read heads must also contain the ability to remove glare from marks and bidder must describe how that is accomplished. Contractor shall specify the number of columns that can be scanned on each side of the ballot. \_\_\_\_\_

# Columns scanned per side \_\_\_\_\_



9. If a memory card or memory pack is utilized by the system to retain vote totals, state the capacity(s) of the cards or packs in terms of amount of memory, as well as the price per each type of card or pack. If the cards or packs are powered by an on-board battery, state the price and method of replacement of the battery. \_\_\_\_\_

Memory capacity \_\_\_\_\_ \$/each \_\_\_\_\_

Battery Powered (Y/N) \_\_\_\_\_ Battery \$ \_\_\_\_\_

10. The precinct tabulation system shall comply with the Tabulation System Specifications stated herein. \_\_\_\_\_
11. The software shall allow a single precinct tabulator to serve a multiple precinct polling location by distinguishing between the different precincts ballots and shall be capable of producing individual precinct printouts with totals. Vendor shall provide references of existing customers using a single precinct tabulator to serve multiple precincts. \_\_\_\_\_
12. The software shall allow for the seamless integration with the iVoter voter registration system. Vendor shall provide references of existing customers using the iVoter voter registration system and the proposed optical scan voting system. \_\_\_\_\_
13. The software shall allow for the bidirectional use of ballot composition and active ballot position layout. Vendor shall provide references of existing customers using that feature. \_\_\_\_\_
14. The software shall allow for the number of active voting targets to be in excess of 500 and they may be placed on either side of the candidate or issue to be voted and utilized within a four or five column format on the front or back of the ballot. The software shall also allow for a four column format either above or below the three column format. Vendor shall provide references of existing customers using a four-column active target format. \_\_\_\_\_
15. The optical scan precinct count voting system shall have the capability of printing ballots on demand (for early or absentee voting). It shall be capable of printing draft ballots for each ballot style and capable of utilizing standard size paper without any pre-existing ballot timing marks or preprinted ballot shells. \_\_\_\_\_
16. The system shall have and the Contractor shall indicate the specifications of a printer with at least 600 x 600-dpi resolution. The printer shall be capable of printing an area at least as large as the maximum length ballot the system is capable of using. The printer shall be capable of printing on paper the weight specified for the optical scan ballot. McLean County reserved the right to purchase hardware outside the contract. Vendor shall give complete specifications on printing system, including speed, rated life cycle of printer, etc. Bid shall include a new ballot on demand printer, HP9100 or the latest model in current production. \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_

Speed \_\_\_\_\_ Price \$ \_\_\_\_\_



Project Manager (Attach Resume) \_\_\_\_\_

Years in Business \_\_\_\_\_ Number of Employees \_\_\_\_\_

Annual Sales \$ \_\_\_\_\_ Dunn & Bradstreet # \_\_\_\_\_

List Key Personnel who will be involved with this contract (Attach Resumes)

Name/Position/Number of Years Experience in Area of Responsibility:

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System meets all state and federal election regulatory and legal requirements?

Yes \_\_\_\_\_ No \_\_\_\_\_

List of any election contest, recounts, or the like involving the entity's system.

Agency/Date/Description:

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List of special tools or instruments required for maintenance of the equipment.

Tools/Purpose/Price:

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Specify routine maintenance and repairs which we can be trained to perform.

Task:

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**REFERENCES:**

List below other organizations [with particular emphasis on work done in Illinois] for which these or other similar services have been provided.

1)

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone                      Fax                      E-Mail

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Date of Service                      Date of Elections Used

\_\_\_\_\_  
Number of Registered Voters

---

System Description

2)

Agency Name

Address

City, State, Zip

Telephone

Fax

E-Mail

Contact Person

Date of Service

Date of Elections Used

Number Registered Voters

System Description

3)

Agency Name

City, State, Zip

Telephone Number

Fax

E-Mail

Contact Person

Date of Service

Date of Elections Used

Number of Registered Voters

System Description

4)

Agency Name

---

Address

---

City, State, Zip

---

Telephone

Fax

E-Mail

---

Contact Person

---

Date of Service

Date of Elections Used

---

Number Registered Voters

---

System Description

5)

---

Agency Name

---

Address

---

City, State, Zip

---

Telephone

Fax

E-Mail

---

Contact Person

---

Date of Service

Date of Elections Used

---

Number Registered Voters

---

System Description

**PROJECT MANAGER REFERENCES:**

Provide three governmental references for Projects of similar size and nature managed by the Project Manager.

1)

---

Agency Name

---

Address

---

City, State, Zip

---

Telephone                      Fax                      E-Mail

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Contact Person

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Project Description

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Project Dates:              From              to              Completion

2)

---

Agency Name

---

Address

---

City, State, Zip

---

Telephone                      Fax                      E-Mail

---

Contact Person

---

Project Description

---

Project Dates:              From              to              Completion

3)

---

Agency Names

---

Address

---

City, State, Zip

---

Telephone

Fax

E-Mail

---

Contact Person

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Project Description

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Project Dates:

From

to

Completion



**BID FORM**

**TO:** Peggy Ann Milton, McLean County Clerk  
Law and Justice Center  
104 W. Front Street, Room 704  
Bloomington, Illinois 61701

**DATE:** \_\_\_\_\_

The undersigned declares he has carefully examined the requirements, information sheet, detailed specifications and bid form. In addition, the undersigned declares that this bid is made without any connection with any person making another bid, that the bid is in all respects fair and without collusion or fraud, that no member of the McLean County Board or other officer of the County, or any person in the employ of the County is directly or indirectly interested in this bid, or in any portion of the profits thereof. The undersigned bidder by submission of the bid form accepts and incorporates all of McLean County's specifications as listed herein.

**Hardware and Software for a Quantity of 62 machines:**

**System Price:** \$ \_\_\_\_\_

**Unit Price Per Machine:** \$ \_\_\_\_\_

**Training: State pricing with complete details:**

\$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Warranty:** \$ \_\_\_\_\_

**Shipping and Handling Charges:** \$ \_\_\_\_\_

**State Prices for Third Party Items and include detailed Warranty and Maintenance Information:**

\$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Software and Hardware Maintenance Costs:**  
*(Provide complete detailed description of maintenance services)*

1<sup>st</sup> Year Warranty:       \$ \_\_\_\_\_ Software

                                  \$ \_\_\_\_\_ Hardware

2<sup>nd</sup> Year Warranty:       \$ \_\_\_\_\_ Software

                                  \$ \_\_\_\_\_ Hardware

3<sup>rd</sup> Year Warranty:       \$ \_\_\_\_\_ Software

                                  \$ \_\_\_\_\_ Hardware

4<sup>th</sup> Year Warranty:       \$ \_\_\_\_\_ Software

                                  \$ \_\_\_\_\_ Hardware

SIGNATURE \_\_\_\_\_

PRINT/TYPE NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

FAX NO. \_\_\_\_\_

E-MAIL ADDR. \_\_\_\_\_

FEIN NO. \_\_\_\_\_



**REBECCA C. McNEIL**  
**COUNTY TREASURER**

(309) 888-5180

104 W. Front Room 706 P.O. Box 2400 Bloomington, Illinois 61702-2400

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Date: December 31, 2003

To: Members of the Finance Committee

From: Rebecca McNeil  
McLean County Treasurer

On May 18, 1999, the McLean County Board entered into a service agreement with Joseph Meyer and Associates to create a Delinquent Real Estate Tax Liquidation program. This agreement was entered into in conjunction with the specifications in section 35ILCS 200/21-90 of the property tax code. The primary goal of the program is to recover delinquent real estate taxes for the benefit of all taxing districts. The second goal is to return unproductive and abandoned parcels to productive use and back onto the tax rolls.

Attached is a summary of the 2003 auction that was held in October. Through this program, a total of 9 parcels were sold which carried a combined delinquency of \$13,105.25. To complete the conveyance of these real estate parcels it is necessary the following Resolutions to be signed. Each Resolution authorizes the County Board Chairman to execute a deed of conveyance of the County's interest or to authorize the cancellation of the appropriate certificates for each parcel in exchange for the auctioned bid amount.

Thank you for your consideration of this matter.

Summary of 2003 McLean County As Trustee Auction

<u>Cert#</u>	<u>Parcel#</u>	<u>Prior Forf</u>	<u>TY 1999</u>	<u>TY2000</u>	<u>TY2001</u>	<u>Total Delq</u>	<u>Auction Proceeds</u>	<u>Distribution Summary</u>		
								<u>Recorder</u>	<u>J Meyer</u>	<u>Collector</u>
(99)118-120	03-02-485-001,3,4		732.44	652.21	691.62	2,076.27	750.00	18.00	250.00	482.00
(98)221	07-21-401-001	3,053.12				3,053.12	501.00	18.00	250.00	233.00
(99)139	11-24-302-005		198.76	176.12	187.25	562.13	810.00	18.00	250.00	542.00
(99)016	18-05-278-004		156.28	136.38	146.27	438.93	470.00	18.00	250.00	202.00
(99)628	21-03-307-031		1,210.39	1,184.91	1,229.95	3,625.25	7,500.00	18.00	1,870.50	5,611.50
(99)845	21-09-276-021		136.45	110.62	113.16	360.23	501.00	18.00	250.00	233.00
(98)179	30-20-426-001	2,989.32				2,989.32	500.00	18.00	250.00	232.00

McLEAN COUNTY

DATE: December, 2003

MONTHLY RESOLUTION LIST

PAGE 1

RES NO.	ITEM NUMBER	TYPE OF TRANS	ACCOUNT NAME	TOTAL COLLECTED	COUNTY CLERK	AUCTIONEER	RECORDER	AGENT	COUNTY TREASURER
1	S1003001B	Sale	BELL(VICTOR	\$750.00	\$0.00	\$0.00	\$18.00	\$250.00	\$482.00
2	S1003002B	Sale	BRODERICK(LEE	\$501.00	\$0.00	\$0.00	\$18.00	\$250.00	\$233.00
3	S1003005B	Sale	SANDERSON(DALE H & ROBERTA K	\$810.00	\$0.00	\$0.00	\$18.00	\$250.00	\$542.00
4	S1003010B	Sale	HETHMON(LYNN R	\$470.00	\$0.00	\$0.00	\$18.00	\$250.00	\$202.00
5	S1003011B	Sale	WILLIAMS(ALAN R	\$7,500.00	\$0.00	\$0.00	\$18.00	\$1,870.50	\$5,611.50
6	S1003014B	Sale	MILLER(LAURA	\$501.00	\$0.00	\$0.00	\$18.00	\$250.00	\$233.00
7	S1003020B	Sale	SHIRLENE STARK TRUCKING	\$500.00	\$0.00	\$0.00	\$18.00	\$250.00	\$232.00

TOTALS \$11,032.00 \$0.00 \$0.00 \$126.00 \$3,370.50 \$7,535.50

CLERK FEES \$0.00

RECORDER FEES \$126.00

TOTAL TO COUNTY \$7,661.50

Committee Members

AMENDMENT NUMBER 2 TO

McLean County, Illinois  
CAFETERIA PLAN

BY THIS AGREEMENT, the McLean County, Illinois Cafeteria Plan (hereinafter referred to as the "Plan") is hereby amended as follows, effective as of January 1, 2004:

1. The definition of "Medical Expenses" is amended to read as follows:

"Medical Expenses" means any expense for medical care within the meaning of the term "medical care" as defined in Code Section 213(d) and as allowed under Code Section 105 and the rulings and Treasury regulations thereunder, and not otherwise used by the Participant as a deduction in determining his tax liability under the Code. However, a Participant may not be reimbursed for the cost of other health coverage such as premiums paid under plans maintained by the employer of the Participant's spouse or individual policies maintained by the Participant or his spouse or Dependent. Furthermore, a Participant may not be reimbursed for "qualified long-term care services" as defined in Code Section 7702B(c).

IN WITNESS WHEREOF, this Amendment has been executed this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed, sealed and delivered  
in the presence of:

McLean County, Illinois

By \_\_\_\_\_  
EMPLOYER

CERTIFICATE OF CORPORATE RESOLUTION

The undersigned officers of McLean County, Illinois (the County) hereby certifies that the following resolutions were duly adopted on \_\_\_\_\_, and that such resolutions have not been modified or rescinded as of the date hereof;

RESOLVED, that Amendment Number 2 to the Cafeteria Plan effective January 1, 2004 presented to this meeting is hereby approved and adopted and that the proper officers of the County are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the amendment.

RESOLVED, that the proper officers of the County shall act as soon as possible to notify employees of the County of the adoption of this Amendment Number 2 to the Cafeteria Plan by delivering to each employee a copy of the summary description of the changes to the Plan in the form of the Summary Plan Description - Material Modification presented to this meeting, which form is hereby approved.

The undersigned further certifies that attached hereto as Exhibits A and B respectively, are true copies of Amendment Number 2 to the McLean County, Illinois Cafeteria Plan and Summary Plan Description - Material Modifications approved and adopted in the foregoing resolutions.

\_\_\_\_\_  
Plan Administrator

Date: \_\_\_\_\_

McLean County, Illinois  
CAFETERIA PLAN

SUMMARY PLAN DESCRIPTION  
MATERIAL MODIFICATIONS

I

INTRODUCTION

McLean County, Illinois has amended your Cafeteria Plan as of January 1, 2004

This is merely a summary of the most important changes to the Plan. If you have any questions, contact your Plan's Administrator. A copy of the Plan, including this amendment, is available for your inspection. If there is any discrepancy between the terms of the Plan or the amendment itself and this summary of material modifications, the provisions of the Plan, as amended, will control.

II

SUMMARY OF CHANGES

1. Health Care Reimbursement Plan

You may now request reimbursement for any "over the counter" drugs that are purchased for medical purposes.



## MEDICAL EXPENSE REIMBURSEMENT WORKSHEET

This worksheet will help you estimate your annual medical costs which may not be reimbursed by a health plan. This list is not intended to be comprehensive, but it contains some of the more common medical expenses. Please review the attached list for additional qualifying medical care expenses.

List all costs that are not reimbursed by other coverage incurred by you, your spouse or qualified dependents:

QUALIFYING EXPENSE	ESTIMATED ANNUAL EXPENSE
Medical doctors' fees	\$ _____
Annual physical examinations	_____
Dental examinations	_____
Eye examinations	_____
Eyeglasses	_____
Contact lenses	_____
Drugs	_____
X-rays	_____
Lab fees	_____
Hospital services	_____
Chiropractors	_____
Hearing aids	_____
Surgery	_____
Ambulance service	_____
Nursing home costs	_____
False teeth	_____
Psychiatrists	_____
Psychologists	_____
Acupuncturists	_____
Orthodontists	_____
_____	_____
_____	_____
_____	_____
<b>TOTAL ESTIMATED ANNUAL EXPENSES</b>	<b>\$ _____ (A)</b>
<b>NUMBER OF PAY PERIODS</b>	<b>_____ (B)</b>
<b>AMOUNT OF REDUCTION PER PAY PERIOD (A/B)</b>	<b>\$ _____</b>

## QUALIFYING MEDICAL CARE EXPENSES

Under the Plan, you will be reimbursed only for medical expenses. They include, for example, expenses you have incurred for:

1. Medicine, drugs, birth control pills and vaccines.
2. Medical doctors, dentists, eye doctors, chiropractors, osteopaths, podiatrists, psychiatrists, psychologists, physical therapists, acupuncturists and psychoanalysts (medical care only).
3. Medical examination, X-ray and laboratory service, insulin treatment and whirlpool baths the doctor prescribed.
4. Nursing help. If you pay someone to do both nursing and housework, you can be reimbursed only for the cost of the nursing help.
5. Hospital care (including meals and lodging), clinic costs and lab fees.
6. Medical treatment at a center for substance abuse.
7. Medical aids such as hearing aids (and batteries), false teeth, eyeglasses, contact lenses, braces, orthopedic shoes, crutches, wheelchairs, guide dogs and the cost of maintaining them.
8. Ambulance service and other travel costs to get medical care. If you used your own car, you can claim what you spent for gas and oil to go to and from the place you received the care; or you can claim 13 cents a mile. Add parking and tolls to the amount you claim under either method.

You cannot obtain reimbursement for:

1. The basic cost of Medicare insurance (Medicare A).
2. Life insurance or income protection policies.
3. Accident or health insurance for you or members of your family.
4. The hospital insurance benefits tax withheld from your pay as part of the Social Security tax or paid as part of Social Security self-employment tax.
5. Nursing care for a healthy baby.
6. Illegal operations or drugs.

7. Travel your doctor told you to take for rest or change.
8. Cosmetic Surgery.
9. Long-term care expenses.

Qualifying medical expenses include only those expenses incurred for:

1. Yourself.
2. Your spouse.
3. All dependents you list on your federal tax return.
4. Any person that you could have listed as a dependent on your return if that person had not received \$2,450 or more of gross income or had not filed a joint return. This amount is adjusted each year for cost of living.

IRS Publication 502, Medical and Dental Expenses, has a checklist of most of the medical expenses that can be deducted and are therefore reimbursed under this Plan. Some other medical expenses are also reimbursable. However, regardless of any statements in Publication 502 to the contrary, expenses under this Plan are treated as being "incurred" when you are provided with the care that gives rise to the expenses, not when you are formally billed or charged, or you pay for the medical care. Also, no reimbursement will be allowed for any privately held insurance policies or long-term care expenses.