

***Amended***  
**Minutes of the Finance Committee Meeting**

The Finance Committee of the McLean County Board met on Tuesday, January 6, 2004, at 4:00 p.m. in Room 700 of the McLean County Law and Justice Center, 104 W. Front Street, Bloomington, IL 61701.

Members Present: Chairman Sorensen, Members Berglund, Selzer, Nuckolls Moss and Kalapp

Members Absent: None

Staff Present: Mr. John Zeunik, Administrator; Mr. Terry Lindberg, Assistant County Administrator; Ms. Lucretia Wherry, Human Resources Assistant; Ms. Christine Northcutt, County Administrator's Assistant

Elected Officials/  
Department Heads: Mr. Don Lee, Director, Nursing Home; Ms. Jackie Dozier, County Auditor; Ms. Becky McNeil, County Treasurer; Mr. Derick Love, Chief Deputy, Sheriff's Department; Mr. Bob Keller, Director, Health Department; Ms. Jan Morris, Health Promotion Program Manager, Health Department; Ms. Peggy Ann Milton, County Clerk; Ms. Maria Pascua, Chief Deputy Clerk; Ms. Jennifer Ho, Risk Manager; Mr. Jerry Vogler, Veterans' Assistance Officer, Mr. Sammy Ferrara; *Ms. Ruth Weber, County Recorder*

Others Present: None

Chairman Sorensen called the meeting to order at 4:07 p.m. Chairman Sorensen presented the minutes from the December 2, 2003 Finance Committee meeting.

Motion by Berglund/Moss to accept and place on file the minutes of the December 2, 2003 Finance Committee meeting as presented.  
Motion carried.

Moving on to Departmental Matters, Chairman Sorensen stated that with the Committee's concurrence, he would ask that the Treasurer's Report be moved to the first item on the agenda. Ms. Becky McNeil, County Treasurer informed the Committee that McLean County participates in a delinquent real estate tax liquidation program in which all unpaid taxes are picked up by the County's appointed tax agent. After three years, the County takes title and the property is auctioned. The auction took place in October and the summary of the auction was included in your packets. The delinquency was approximately \$13,000.00. The proceeds do not offset the delinquent taxes, but the role of this program is to get the parcels back into an active status and into the hands of a property owner that will maintain the property and pay the property taxes.

Motion by Selzer/Berglund to recommend 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. Motion carried.

Ms. McNeil stated that the first report is the General Pooled Investment Report. Ms. McNeil informed the Committee that there were a couple of CD's which came due in December that were renewed at an interest rate of between 1.4% - 1.8%. The rates are fairly competitive. Ms. McNeil noted that she did move \$1 million of Nursing Home Funds from the prime account to CD's. Ms. McNeil informed the Committee that the CD's will earn twice as much as the funds were earning in the prime account. Mr. Lee has assured her that Nursing Home will not need those funds in the near future. Ms. McNeil stated that she also moved \$800,000.00 of the Township Motor Fuel Tax Funds to six-month CD's from the Prime Account. The Highway Department stated that they would not need those funds until June, 2004.

Ms. McNeil stated that the next report is the Summary of Retailer's Occupational Tax (ROT), State Income Tax and Personal Property Replacement Tax (PPRT). Ms. McNeil commented that she was very pleased with the way this report turned out for the end of 2003. Overall ROT came in at 103% of budget for FY2003. It is a bit lower than FY 2002, but it came in on target of budget projections. The State Income Tax only came in at 88% of budget projections as expected. The PPRT came in at 100% of budget.

Ms. McNeil informed the Committee that the next report is the Semi-Annual CDAP Revolving Loan Report. Ms. McNeil explained that this is a program that the State of Illinois began years ago to help individuals interested in starting or expanding a business. These individuals could apply for loans through the County at lower interest rates than at a bank. There are only two outstanding loans at the present time. One is to Victory Enterprises (Dry Clean City) and the other is to the Debra Thomas Learning Center. Those two loans are current. Victory Enterprises is past due for December, 2003. Ms. McNeil informed the Committee that the Treasurer's Office makes a practice of sending notices when they are delinquent on their payments, as it happens regularly with this particular note. The Debra Thomas Learning Center is paid two months ahead at this time. Mr. Kalapp asked if these loans are collateralized. Mr. Zeunik responded that these loans are bridge loans. The applicant's bank is not able to provide 100% of the funding. The County takes second or third position on the collateral, behind the bank.

Ms. McNeil stated that the next report is the quarterly Employee Benefit Fund. Ms. McNeil stated that the fund balance at the end of FY 2003 was \$782,023.31. The fund balance is up nearly \$110,000.00 from FY 2002. Ms. McNeil noted that employee and County rates are up for the year and that explains the increase. Expenditures are obviously up compared to one year ago. These expenses include the life and health insurance premiums paid out to Prudential and Health Alliance Insurance Companies for employee insurance benefits.

The final report is the Statement of Revenue and Expenditures for the General Fund. Ms. McNeil stated that it is too early to determine how the year will end up. Unfortunately, at the present time, revenues are \$200,000.00 less than expenditures. There are many expenses not yet entered for the year, and there are some interfund transfers and management surcharges which increase revenue. Hopefully, by the end of January, the picture will be more clear. Ms. McNeil added that when you are operating on a balanced budget, it is very tight at the end of the year. There were no questions for Ms. McNeil.

Chairman Sorensen stated that he would entertain a motion to accept and place on file the Treasurer's Reports for December, 2003.

Motion by Selzer/Kalapp to accept and place on file the County Treasurer's Investment Report, Statement of Revenue, Expenditure and Fund Balance Report, as of December 31, 2003, and the Semi-Annual CDAP Loan Report and the Quarterly Employee Benefit Report. Motion carried.

Chairman Sorensen asked if there was anything else from the Treasurer's Office. Ms. McNeil stated that she wanted to address the question that Mr. Selzer raised at the last Finance Committee meeting regarding where the County stands regarding the accounts receivables due from the Airport Authority. Ms. McNeil stated that the outstanding amount has not been reported to the Treasurer's Office by the Highway Department. There also appears to be a discrepancy in the amount that is owed to the County. Ms. McNeil informed the Committee that there is an Intergovernmental Agreement between the County and the Airport Authority, which she has not reviewed. The Highway Department is billing interest on the outstanding amount owed and the Airport Authority is disputing the original amount owed and the fact that interest is being charged. Until an amount is settled and reported to the Treasurer's Office, it cannot be booked as deferred revenue.

Mr. Selzer stated that he would like to know why the County Highway Department has not reported these accounts receivable to the Treasurer's Office. Mr. Selzer also stated that he would like to know why the Airport Authority has not reported the fact that they think  
Minutes of the Finance Committee Meeting  
January 6, 2004

Page Four

that there is a discrepancy to the County. Chairman Sorensen stated that the Finance Committee may need to seek some advice on its authority on this issue. This is probably an issue for the Transportation Committee to handle.

Chairman Sorensen stated that next on the agenda is the report of the Nursing Home. Mr. Don Lee, Director, Nursing Home stated that there is nothing unusual in the reports this month. The month of December's census was approximately 135. The census has dropped since then. Hopefully, it will rebound throughout the month of January. There is nothing remarkable to report. There were no questions for Mr. Lee.

Chairman Sorensen noted that Mr. Bob Kahman, Supervisor of Assessments, is not present at the meeting, but his status report is in the packets. There were no questions regarding the report.

Chairman Sorensen stated that next on the agenda is Mr. Jerry Vogler, Veterans' Assistance Officer. Mr. Vogler stated that he has just started in this position on December 23, 2003. Mr. Vogler stated that Mr. Sammy Ferrara, former Veterans' Assistance Officer will be assisting him through the transition. Mr. Vogler informed the Committee that the Veterans' Assistance Commission (VAC) has relocated to suite 350 in the Health Department Building. Mr. Vogler stated that the volume of veterans seeking assistance is expected to rise with the lay-offs at Mitsubishi and other post-holiday retail lay-offs.

Mr. Vogler stated that he is looking forward to working in County Government after having been the Mayor of Towanda and working for Verizon for 30 years.

Chairman Sorensen welcomed Mr. Vogler and asked the Committee if there were any questions regarding the Agreement for Professional Services with Mr. Sammy Ferrara. Mr. Selzer asked why the County was entering into a contract with Mr. Ferrara. Mr. Lindberg, Assistant County Administrator, responded that Mr. Paul Kinsella had resigned as Veterans' Assistance Officer on December 23, 2003 and was not able to assist in the transition. Mr. Lindberg informed the Committee that the County is asking Mr. Ferrara back in to help Mr. Vogler with the transition. The contract calls for a maximum of 160 hours over the next eight weeks, the same that was offered when Mr. Kinsella began a year ago.

Motion Selzer/Berglund to recommend approval of a  
Professional Service Contract with Sammy J. Ferrara.  
Motion carried.

Chairman Sorensen stated that the next item is the report of the County Recorder.

Minutes of the Finance Committee Meeting  
January 6, 2004  
Page Five

Ms. Ruth Weber, County Recorder, stated that her annual report shows that the number of documents recorded in her office this year is 63,555 which represents a 16% increase and 10,283 documents more than FY 2002. This is due mainly to the low interest rates over the past fiscal year. Mr. Selzer asked how many documents are included in a refinance of a mortgage. Ms. Weber stated that there is the release of the old mortgage, the new mortgage, which is two documents. If the original financial institution sells the mortgage to another institution that would be an additional document recorded. So, each refinance will result in two and possibly three documents recorded. Ms. Weber stated that her office is now up to date with all recordings. Mr. Nuckolls asked if Ms. Weber sees any signs of things slowing down. Ms. Weber responded that December is always a busy month in the Recorder's Office, but January has seemed a bit slower in comparison.

Chairman Sorensen stated that he would entertain a motion to accept and place on file the Recorder's Annual Report.

Motion Nuckolls/Kalapp to accept and place on file  
the Recorder's 2003 Annual Report. Motion carried.

Ms. Weber informed the Committee that software updates have been installed to assist her office with the accounts receivable reconciliation. Ms. Helen Barrick, Clifton & Gunderson, is going to be helping the Recorder's Office in that reconciliation. Ms. Weber stated that Ms. Barrick has been on vacation for some time and just recently returned. Ms. Weber noted that she spoke to Ms. Barrick at length today and that Ms. Barrick wants the Recorder to add several more tasks to the updates to the software. Ms. Weber stated that Ms. Barrick spoke directly to the software vendor who was agreed to perform these updates.

Chairman Sorensen asked Ms. Weber if she had any idea as to a timeline when this process may be complete. Ms. Weber responded that she estimates that it will take around three weeks. There were no questions for Ms. Weber.

Chairman Sorensen stated that the next item on the agenda is the report of Mr. Bob Keller, Director, Health Department. Mr. Keller stated that he wanted to introduce Ms. Jan Morris, Health Promotion Program Manager. Mr. Keller stated that Ms. Morris will go over the results of the Employee Wellness Program.

Mr. Keller stated first he has several budget amendments which he needs to address. The first is a 2003 Federal Financial Participation Fund Budget Amendment. These funds are usually used for one-time expenses. This will be used for some computer upgrades to the Cornerstone system. The second one is a 2004 budget amendment for the WIC program which will be used to upgrade a part-time Nutritionist position from .60 to full time with benefits. Accompanying this Budget Amendment is a Full-Time Minutes of the Finance Committee Meeting

January 6, 2004

Page Six

Equivalent Position Resolution.

Motion by Moss/Nuckolls to recommend approval of an Ordinance Amending the 2003 Combined Annual Appropriation and Budget Ordinance for Fund 0103 – WIC Fund- Health Department. Motion carried.

Chairman Sorensen stated that the next two items can be taken together.

Motion Nuckolls/Moss to recommend approval of an Ordinance Amending the 2004 Combined Annual Appropriation and Budget Ordinance for Fund 0103 – WIC Fund and a Resolution Amending the FY 2004 McLean County Full Time Equivalent Position Resolution Associated with an Ordinance to amend the FY 2004 Combined Annual Appropriation and Budget Ordinance for Fund 0103. Motion carried.

Mr. Keller stated that last item are the results of the County Wellness Program and also to look for some additional funding for the program. Mr. Keller explained that he and Ms. Morris have attempted to work with the County Administrator's Office to upgrade the health status of County employees. The Health Department tries to address the risk factors that are detected in screenings. Risk factors associated with heart disease, stroke and cancer are the leading factors addressed.

Ms. Morris stated thanked the Finance Committee for continuing to sponsor and support this program for the last six years. Ms. Morris stated that the programs participation has increased greatly. It began with 150 participants and in 2003 there were over 400 from 33 different departments. The first year that screenings were offered, there were 95 people screened. Last year, there were 209 people screened. Ms. Morris asked for the Committee's support to continue this program into the next year. Last year, the amount spent on the program was \$16,200.00. This year Ms. Morris stated that she is requesting \$20,400.00. Ms. Morris informed the Committee that last year, there was a greater response to the cholesterol screenings than anticipated. The mammography unit was not available last year so the dollar amount came out even. This year, Ms. Morris stated that they would like to offer both services. This will create a need for some additional funding. Mr. Keller stated that there are negotiations with Carle Clinic and Health Alliance to have Carle come on-site and perform these tests as a part of the wellness component of the insurance program. The advantage to Carle would be that there is no disconnect to the referral of triage due to HIPPA regulations. The Medical Director at Carle Clinic is very anxious to work with the County on this venture.

Minutes of the Finance Committee Meeting  
January 6, 2004  
Page Seven

Mr. Selzer stated that this program should become a model for business. Mr. Selzer stated that in this climate where employers are giving less and less benefits to employees, this is a wonderful benefit. He stated that he backs this program wholeheartedly.

Mr. Keller stated that there is valid research which shows that corporations that have comprehensive wellness programs, have a direct impact on the bottom line of the employee health costs pay out. This could be an investment in the long run.

Motion by Nuckolls/Selzer to Fund the Employee  
Wellness Program from the Employee Benefit Fund.  
Motion carried.

Mr. Keller stated that he wanted to inform the Committee that the McLean County Health Department participated in NACo's "Smoke Free Home Pledge". Mr. Keller stated that the Health Department will be receiving an Honorable Mention award at the NACo Convention in February. Mr. Keller asked Ms. Morris to explain the program to the Committee. Ms. Morris informed the Committee that NACo and EPA sponsor a program to collect signatures from people who commit to keep their homes and vehicles smoke-free, so their children would not be exposed to second hand smoke. McLean County gathered 1,209 signatures at health fairs and on the ISU campus. There were 20 counties which participated and McLean County was second in the nation. The leading county collected 1,900 signatures. Ms. Morris informed the Committee that NACo wants to honor McLean County at the Legislative conference.

Chairman Sorensen congratulated Mr. Keller and Ms. Morris and thanked them for their hard work.

Chairman Sorensen stated that the next item on the agenda is the report of the County Clerk, Ms. Peggy Ann Milton. Ms. Milton handed out a bid that was received in her office yesterday, January 5<sup>th</sup>. Ms. Milton stated that her office received only one bid from Fidlar for the Optical Scan Voting machines. Ms. Milton informed the Committee that the bid from Fidlar is identical to the one received previously, with the exception of the number of ballot bags. The original proposal included 75 ballot bags and the current proposal only has 62. Ms. Milton informed the Committee that ballot bags can be purchased separate from the machines at any time. Mr. Nuckolls asked if Ms. Milton would have the equipment up and running by the March 16<sup>th</sup> primary. Ms. Milton responded that she made a commitment to Mr. Zeunik that she would do her best to make sure that the machines are ready by that time.

Motion by Selzer/Nuckolls to accept and approve the Bid received from Fidlar in the County Clerk's office for Optical Scan Voting Equipment. Motion carried.

Chairman Sorensen stated that the Committee will need to have a Stand-up meeting prior to the County Board on January 20, 2004 to approve the funding documents for this proposal.

Chairman Sorensen stated that the next item is the report of the County Administrator. Mr. Zeunik explained that it is necessary to amend the McLean County Cafeteria Plan (Section 125 Plan) to include over-the-counter medication. This request was prepared by Guthoff and Company, which prepared our Section 125 plan. Mr. Zeunik stated that it is now a federal requirement to include over-the-counter medication as eligible expenses in all Section 125 Plans.

Motion by Berglund/Selzer to recommend approval to Amend Cafeteria Plan to include over-the-counter Medication. Motion carried.

Chairman Sorensen stated that there are two separate items for Executive Session. Chairman Sorensen stated that he would entertain a motion to enter into Executive Session.

Motion by Selzer/Moss to enter into Executive Session at 5:07 p.m. to discuss Personnel Issues in the States Attorney's Office. The following administrative staff are included in the Executive Session: Mr. Bill Yoder, Mr. Terry Lindberg, Mr. John Zeunik, Ms. Lucretia Wherry and Ms. Christine Northcutt. Immediately following will be Executive Session to discuss Collective Bargaining issues. The following administrative Staff are included in the Executive Session: Chief Deputy Sheriff Derick Love, Mr. Terry Lindberg, Mr. John Zeunik, Ms. Lucretia Wherry and Ms. Christine Northcutt. Motion carried.

Motion by Kalapp/Nuckolls to return to Open-Session at 6:47 p.m. Motion carried.

Chairman Sorensen presented the bills for the Finance Committee's review and approval as transmitted by the County Auditor. The Finance Committee Fund total is \$1,494,041.02 and the prepaid total is \$1,459,553.48. The pending total is \$34,487.54.



Motion by Berglund/Nuckolls to recommend approval of the Finance Committee Bills as presented to the Committee by the County Auditor. Motion carried

Chairman Sorensen stated that the Nursing Home Fund total is \$403,442.55 with the prepaid total being the same.

Motion by Moss/Kalapp to recommend approval of the Nursing Home Bills as presented to the Committee by the County Auditor. Motion carried.

Chairman Sorensen reminded the Committee that the Finance Committee will have a Stand-up Committee meeting prior to the January County Board meeting. There being nothing further to come before the Committee at this time, Chairman Sorensen adjourned the meeting at 6:49 p.m.

Respectfully submitted,

Ms. Christine Northcutt  
Recording Secretary