



**FINANCE COMMITTEE AGENDA  
Room 400, Government Center**

**Tuesday, January 3, 2006**

**4:00 p.m.**

1. Roll Call
2. Approval of Minutes: December 6, 2005
3. Departmental Matters
  - A. Don Lee, Director, Nursing Home
    - 1) Items to be Presented for Information:
      - a) Monthly Reports 1-3
      - b) General Report
      - c) Other
  - B. Lee Newcom, County Recorder
    - 1) Items to be Presented for Information:
      - a) General Report 4-24
      - b) Other
  - C. Becky McNeil, County Treasurer
    - 1) Items to be Presented for Information:  
*(Documents to be provided at meeting)*
      - a) Accept and place on file County Treasurer's Monthly Financial Reports as of December 31, 2005
      - b) Accept and place on file County Treasurer's Fourth Quarter CDAP Revolving Loan Fund Report
      - c) Accept and place on file County Treasurer's Employee Quarterly Benefit Report
      - d) General Report
      - e) Other

- D. Peggy Ann Milton, County Clerk
- 1) Items to be Presented for Action:
    - a) Request Approval for Change in Polling Place for the Mt. Hope Township to the Former McLean-Waynesville Grade School, 101 N. West Street, McLean, IL 25-26
    - b) Request Approval of an Ordinance of the McLean County Board Setting Fees to be Charged by the McLean County Clerk for Copies of Birth and Marriage Certificates 27-29
  - 2) Items to be Presented for Information:
    - a) General Report
    - b) 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 2005 Combined Appropriation and Budget Ordinance for Grant Fund 0105, Asthma Grant and Wellness Incentives 30-32
    - b) Request Approval of an Amendment to the Chapter 21 of the McLean County Code-Animals 33-37
    - c) 2005 County Wellness Program Report and Request for Approval of the 2006 Wellness Program 38-85
  - 2) Items to be Presented for Information
    - a) General Report
    - b) Other
- F. Robert Kahman, Supervisor of Assessments
- 1) Items to be Presented for Information:
    - a) General Report 86
    - b) Other
- G. John M. Zeunik, County Administrator
- 1) Items to be Presented for Action:
    - a) Request Approval of a Professional Services Agreement with Costigan & Wollrab P.C. for Legal Services 87-92
    - b) Request Approval of Position Classifications and Pay Ranges for Fiscal Year 2006 93-96
    - c) Request Approval of General Compensation Plan for Non-Union Employees for Fiscal Year 2006 97-104

2) Items to be Presented for Information

- a) Notice that the McLean County Comprehensive Annual Financial Report for FY'2004 qualifies for a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association
- b) General Report
- c) Other

105-106

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 27, 2005

	2005 BUDGET	2005 MONTHLY ALLOC	NOV,2005 ACCRUED EXPENSE	YTD ALLOC	ADJUSTED YTD EXPENSE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET SPENT	PROJECTED EXPENSE 12/31/05
SALARIES	3,220,595	264,706	284,460	2,946,881	3,203,955	16,640	16,640	99.48%	3,501,328
IMRF	209,339	17,206	18,490	191,559	213,038	(3,699)	21,478	101.77%	232,811
MED/LIFE	365,085	11,267	30,007	334,078	334,054	(24)	(24)	91.50%	365,059
SOC/SEC	246,376	20,250	21,761	225,450	250,729	(4,353)	25,278	101.77%	274,000
VAC LIAB	25,000	2,055	2,055	22,877	22,860	2,140	(17)	91.44%	24,982
SELLBACK	0	0	0	0	0	67,271	0	0.00%	#DIV/0!
PERSONNEL	4,066,394	315,484	356,773	3,720,845	4,091,906	41,759	303,789	100.63%	4,398,179
COMMODITIES	642,965	52,846	53,304	588,357	571,316	71,649	(17,041)	88.86%	624,343
CONTRACTUAL	1,297,036	105,866	86,596	1,186,876	997,009	300,026	(189,867)	76.87%	1,089,546
CAPITAL	189,438	15,570	273	173,349	90,947	98,491	(82,401)	48.01%	99,389
<b>GRAND TOTAL</b>	<b>6,195,833</b>	<b>489,767</b>	<b>496,947</b>	<b>5,669,428</b>	<b>5,751,179</b>	<b>444,654</b>	<b>81,751</b>	<b>92.82%</b>	<b>6,211,456</b>

**McLEAN COUNTY NURSING HOME**

**ACCRUED REVENUE**

Prt Date December 27, 2005

	2005 BUDGET	2005 MONTHLY ALLOC	NOV,2005 ACCRUED REVENUE	YTD ALLOC	ADJUSTED YTD REVENUE	REMAINING BUDGET	YTD VARIANCE AMOUNT	OF BUDGET SPENT	PROJECTED REVENUE 12/31/05
MEDICARE REVENUE	775,400	63,732	40,103	709,544	619,311	156,089	(90,233)	79.87%	676,792
IDPA REVENUE	2,581,280	212,160	287,295	2,362,048	2,973,025	(391,745)	610,977	115.18%	3,248,965
SCHOOLING REIMB	0	0	0	0	265	(265)	265	#DIV/0!	289
JDC LAUNDRY	7,100	584	1,265	6,497	6,436	664	(61)	90.65%	7,033
JDC FOOD	31,501	2,589	5,596	28,826	27,763	3,738	(1,062)	88.13%	30,340
MEALS	500	41	109	458	597	(97)	140	119.45%	653
PVT PAY REVENUE	1,862,960	153,120	149,741	1,704,736	1,805,827	57,133	101,091	96.93%	1,973,434
UNCLASS	7,300	600	72	6,680	3,808	3,492	(2,872)	52.17%	4,162
INTEREST EARNED	41,604	3,420	8,406	38,071	74,070	(32,466)	35,999	178.04%	80,945
SALE OF ASSETS	0	0	0	0	0	0	0	#DIV/0!	0
TRANSFER IN	424,373	34,880	40,864	388,330	455,866	(31,493)	67,536	107.42%	498,177
TELEPHONE REIMB	0	0	1,050	0	12,090	(12,090)	12,090	#DIV/0!	13,212
<b>TOTAL ACC REVENUE</b>	<b>5,732,018</b>	<b>471,125</b>	<b>534,501</b>	<b>5,245,189</b>	<b>5,979,060</b>	<b>(247,042)</b>	<b>733,870</b>	<b>104.31%</b>	<b>6,534,002</b>

**TOTAL ACC REVENUE**

**TOTAL ACC REVENUE**

**LESS ACCRUED EXPENSE**

**ACC REV - (ACC EXP)**

**PLUS CAP EXP**

**ACC BALANCE**

<b>TOTAL ACC REVENUE</b>	5,732,018	471,125	534,501	5,245,189	5,979,060	(247,042)	733,870	104.31%	6,534,002
<b>TOTAL ACC REVENUE</b>	5,732,018	471,125	534,501	5,245,189	5,979,060	(247,042)	733,870	104.31%	6,534,002
<b>LESS ACCRUED EXPENSE</b>	(6,195,833)	(489,767)	(496,947)	(5,669,428)	(5,751,179)	(444,654)	(81,751)	92.82%	(6,211,456)
<b>ACC REV - (ACC EXP)</b>	(463,815)	(18,642)	37,554	(424,238)	227,881	(691,696)	652,119		322,546
<b>PLUS CAP EXP</b>	189,438	15,570	273	173,349	90,947	98,491	(82,401)		99,389
<b>ACC BALANCE</b>	(274,377)	(3,072)	37,827	(250,890)	318,828	(593,205)	569,718		421,935

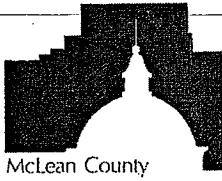


# McLEAN COUNTY NURSING HOME

CENSUS Report - 2005

MONTH	AVG MEDICARE	AVG PVT PAY	AVG IDPA	AVG IN HOUSE	AVG BED HOLD	AVG CENSUS	AVG VACANT
JANUARY	10.94	46.48	87.16	144.58	2.45	147.03	2.97
FEBRUARY	9.36	46.64	88.68	144.68	0.68	145.36	4.64
MARCH	6.16	50.26	90.61	147.03	1.26	148.29	1.71
APRIL	4.43	45.50	90.37	140.30	1.23	141.53	8.47
MAY	5.45	43.39	89.32	138.16	1.19	139.35	10.65
JUNE	5.27	45.57	92.07	142.90	1.77	144.67	5.33
JULY	4.03	46.90	92.13	143.06	1.35	144.42	5.58
AUGUST	4.26	43.97	93.23	141.45	1.23	142.68	7.32
SEPTEMBER	5.47	41.73	97.90	145.10	1.07	146.17	3.83
OCTOBER	4.23	39.94	98.48	142.65	0.81	143.45	6.55
NOVEMBER	4.60	39.83	101.77	146.20	1.40	147.60	2.40
DECEMBER							

YTD AVERAGE 5.84 44.56 92.88 143.28 1.31 144.60 5.40  
 % OF CAPACITY 3.89% 29.71% 61.92% 95.52% 0.87% 96.40% 3.60%



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

December 15, 2005

To: Honorable Members of the Finance Committee

From: Lee Newcom, County Recorder

For your information and approval at your January 3, 2006, meeting I present the following attached documents and action items.

I. Information:

- A. November monthly financial reports.

FOR THE MONTH OF NOVEMBER 2005

Description	Revenue Account #	GL Balance	Recorder's Rcpts		PLUS		Less		Total	Difference
		As Of 11/30/2005	For the Month Of November 2005	To GL 11/01/2005	Rec Rcpts Dep To GL 12/01/2005	10/31/2005	Rec Rcpts Dep To GL 12/01/2005	11/30/2005		
Copy Fees	0001-0006-0008 0410-0008	1,252.55	1,219.75	28.30	(16.50)			1,231.55	21.00	
Recording Fees	0001-0006-0008 0410-0029	46,819.00	45,870.00	3,237.00	(2,088.00)			46,819.00	-	
County Revenue Stamps	0001-0006-0008 0410-0032	43,764.00	41,818.75	2,598.00	(652.75)			43,764.00	-	
Micro Film Sales	0001-0006-0008 0410-0128	-	-	-	-			-	-	
Compact Disc Sales	0001-0006-0008 0410-0132	280.00	280.00	-	-			280.00	-	
Rental HSG Support Program	0001-0006-0008 0410-0195	2,794.00	2,729.00	189.00	(124.00)			2,794.00	-	
Document Storage	0137-0006-0008 0410-0089	9,102.00	8,895.00	591.00	(384.00)			9,102.00	-	
GIS Document Storage	0137-0006-0008 0410-0181	3,034.00	2,965.00	197.00	(128.00)			3,034.00	-	
GIS Fund	0167-0006-0008 0410-0181	15,005.00	14,660.00	985.00	(640.00)			15,005.00	-	

(A) (B) (C) (D) (A-E) Sum(B:D)=E

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

Explanation of Differences: On 11/10/2005, D. Stork reconciled two NSF checks that were written off on 10/05/2005: ck #2446, dated 07/30/04, for the amount of \$10, and ck #2450, dated 08/09/04, for the amount of \$11.

DON EVERHART  
CHIEF DEPUTY RECORDER



Year-to-date Totals through November, 2005

Month-to-date Totals

Account #	Account Description	Cash/Check/ Charge	Charge	Charges Paid	Total	Cash/Check/ Change	Charge	Charges Paid	Total
101-0-0-201-070-034:	Due Idor-Rental Hsg Prog	\$24,561.00	\$0.00	\$0.00	\$24,561.00	\$106,857.00	\$0.00	\$0.00	\$106,857.00
101-6-8-410-008-034:	Copy Fees	\$1,217.25	\$2.50	\$0.00	\$1,219.75	\$22,663.65	\$22.50	\$25.00	\$22,661.15
101-6-8-410-029-035:	Recording Fees	\$45,480.00	\$268.00	\$78.00	\$45,670.00	\$542,440.00	\$3,371.00	\$2,815.00	\$542,996.00
101-6-8-410-032-036:	County Revenue Stamps	\$41,818.75	\$0.00	\$0.00	\$41,818.75	\$413,193.50	\$0.00	\$0.00	\$413,193.50
101-6-8-410-111-111	Payment On Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-6-8-410-128-100	Microfilm Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$2,145.00	\$0.00	\$0.00	\$2,145.00
101-6-8-410-132-100:	Compact Disc Sales	\$280.00	\$0.00	\$0.00	\$280.00	\$1,540.00	\$0.00	\$0.00	\$1,540.00
101-6-8-410-195-035:	Rental Hsg Support Program	\$2,729.00	\$0.00	\$0.00	\$2,729.00	\$11,873.00	\$0.00	\$0.00	\$11,873.00
116-8-4-102-222-222:	Balance Brought Forward	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
116-8-4-102-222-222:	Balance Brought Forward/Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-6-8-410-089-284:	Document Storage	\$8,775.00	\$150.00	\$30.00	\$8,895.00	\$106,471.00	\$1,857.00	\$1,588.00	\$106,740.00
37-6-8-410-181-100:	Gis Document Storage	\$2,925.00	\$50.00	\$10.00	\$2,965.00	\$35,369.00	\$555.00	\$408.00	\$35,516.00
51-0-0-126-001-903:	State Revenue Stamps	\$103,267.50	\$0.00	\$0.00	\$103,267.50	\$845,993.00	\$0.00	\$0.00	\$845,993.00
67-6-8-410-181-100:	Gis Fund	\$14,580.00	\$100.00	\$20.00	\$14,660.00	\$108,759.00	\$1,206.00	\$998.00	\$108,967.00
<b>Final Total :</b>		<b>\$245,633.50</b>	<b>\$570.50</b>	<b>\$138.00</b>	<b>\$246,066.00</b>	<b>\$2,197,304.15</b>	<b>\$7,011.50</b>	<b>\$5,834.00</b>	<b>\$2,198,461.65</b>



PROJECT #	G/L DATE	JOURNAL	TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES
G/L ACCOUNT NUMBER: 0001-0006-0008 0410-0008							
	11/01/2005	504507	RA	Copy Fees-	BEGINNING BALANCE	25,000.00	21,392.10-
	11/02/2005	504541	RA	Copy Fees-	Copy Fees-Co. Recorder		28.30-
	11/03/2005	504569	RA	Copy Fees-	Copy Fees-Co. Recorder		59.00-
	11/04/2005	504588	RA	Copy Fees-	Copy Fees-Co. Recorder		100.75-
	11/07/2005	504604	RA	Copy Fees-	Copy Fees-Co. Recorder		91.75-
	11/08/2005	504604	RA	Copy Fee	Copy Fee Charges		1.25-
	11/09/2005	504627	RA	Copy Fees-	Copy Fees-Co. Recorder		47.15-
	11/10/2005	504674	RA	Copy Fees-	Copy Fees-Co. Recorder		104.50-
		504693	RA	Copy Fees-	Copy Fees-Co. Recorder		50.25-
		504693	RA	MISC CODE	NSF Ck 2446 Stork		10.00-
		504693	RA	MISC CODE	NSF Ck 2450 Stork		11.00-
	11/14/2005	504712	RA	Copy Fees-	Copy Fees-Co. Recorder		65.00-
	11/15/2005	504716	RA	Copy Fees-	Copy Fees-Co. Recorder		58.50-
	11/16/2005	504779	RA	Copy Fees-	Copy Fees-Co. Recorder		59.75-
	11/17/2005	504806	RA	Copy Fees-	Copy Fees-Co. Recorder		65.15-
	11/18/2005	504825	RA	Copy Fees-	Copy Fees-Co. Recorder		24.00-
	11/21/2005	504840	RA	Copy Fee	Copy Fee Charges		90.00-
	11/22/2005	504866	RA	Copy Fees-	Copy Fees-Co. Recorder		1.25-
	11/23/2005	504906	RA	Copy Fees-	Copy Fees-Co. Recorder		55.00-
	11/28/2005	504916	RA	Copy Fees-	Copy Fees-Co. Recorder		37.40-
	11/29/2005	504930	RA	Copy Fees-	Copy Fees-Co. Recorder		67.75-
	11/30/2005	504969	RA	Copy Fees-	Copy Fees-Co. Recorder		30.75-
							85.50-
					MONTH TOTAL: NOVEMBER 2005	.00	1,252.55-
	12/01/2005	504985	RA	Copy Fees-	Copy Fees-Co. Recorder		16.50-
	12/02/2005	505013	RA	Copy Fees-	Copy Fees-Co. Recorder		159.80-
					MONTH TOTAL: DECEMBER 2005	.00	176.30-
					Base Acct#/Detl Acct# TOTAL: Copy Fees	25,000.00	22,820.95-
					Sub-Dept. TOTAL . . . . . : LEGAL REC.	25,000.00	22,820.95-
					Department TOTAL . . . . . : CO.RECORDR	25,000.00	22,820.95-
					Fund TOTAL . . . . . : GEN. FUND	25,000.00	22,820.95-

PROJECT #	G/L DATE	JOURNAL	TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES
G/L ACCOUNT NUMBER: 0001-0006-0008 0410-0029							
	11/01/2005	504507	RA	Recording	BEGINNING BALANCE	600,000.00	494,076.00-
	11/02/2005	504541	RA	Recording	Recording Fees		3,237.00-
		504541	RA	Rec FeeCH	Recording Fee Charges		2,119.00-
	11/03/2005	504569	RA	Recording	Recording Fee Charges		6.00-
		504569	RA	Rec FeeCH	Recording Fee Charges		2,798.00-
	11/04/2005	504588	RA	Recording	Recording Fees		16.00-
	11/07/2005	504604	RA	Recording	Recording Fees		2,532.00-
	11/08/2005	504627	RA	Recording	Recording Fees		1,803.00-
	11/09/2005	504674	RA	Recording	Recording Fees		2,853.00-
		504674	RA	Rec FeeCH	Recording Fee Charges		2,229.00-
	11/10/2005	504693	RA	Recording	Recording Fees		10.00-
	11/14/2005	504712	RA	Recording	Recording Fees		2,148.00-
		504712	RA	Rec FeeCH	Recording Fee Charges		2,203.00-
	11/15/2005	504716	RA	Recording	Recording Fees		21.00-
	11/16/2005	504779	RA	Recording	Recording Fees		2,454.00-
		504779	RA	Rec FeeCH	Recording Fee Charges		2,629.00-
	11/17/2005	504806	RA	Recording	Recording Fees		16.00-
	11/18/2005	504825	RA	Recording	Recording Fees		3,218.00-
		504825	RA	Rec FeeCH	Recording Fee Charges		2,476.00-
	11/21/2005	504840	RA	Recording	Recording Fees		101.00-
		504840	RA	Rec FeeCH	Recording Fee Charges		1,750.00-
	11/22/2005	504866	RA	Recording	Recording Fees		13.00-
		504866	RA	Rec FeeCH	Recording Fee Charges		2,451.00-
	11/23/2005	504906	RA	Recording	Recording Fees		33.00-
		504906	RA	Rec FeeCH	Recording Fee Charges		2,278.00-
	11/28/2005	504916	RA	Recording	Recording Fees		36.00-
	11/29/2005	504930	RA	Recording	Recording Fees		2,315.00-
		504930	RA	Rec FeeCH	Recording Fee Charges		2,385.00-
	11/30/2005	504969	RA	Recording	Recording Fees		5.00-
		504969	RA	Rec FeeCH	Recording Fee Charges		2,673.00-
							11.00-
						.00	46,819.00-
	12/01/2005	504985	RA	Recording	Recording Fees		2,088.00-
	12/02/2005	505013	RA	Recording	Recording Fees		2,247.00-
						.00	4,335.00-
						600,000.00	545,230.00-
						600,000.00	545,230.00-
						600,000.00	545,230.00-
							=====
						600,000.00	545,230.00-
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							545,230.00-
							=====
							545,230.00-
							=====
							545,230.00-



F I N A N C I A L M A N A G E M E N T  
 REVENUE LEDGER - DETAIL LISTING

PROJECT #	G/L DATE	JOURNAL	TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES
G/L ACCOUNT NUMBER: 0001-0006-0008 0410-0132							
	11/03/2005	504569	RA	CD Sales	BEGINNING BALANCE	.00	1,260.00-
	11/15/2005	504716	RA	CD Sales	Compact Disk Sales		100.00-
	11/23/2005	504906	RA	CD Sales	Compact Disk Sales		80.00-
					Compact Disk Sales		100.00-
					MONTH TOTAL: NOVEMBER 2005	.00	280.00-
					MONTH TOTAL: DECEMBER 2005	.00	.00
					Base Acct#/Detl Acct# TOTAL: CDiskSales	.00	1,540.00-
					Sub-Dept. TOTAL . . . . . : LEGAL REC.	.00	1,540.00-
					Department TOTAL . . . . . : CO.RECORDR	.00	1,540.00-
					Fund TOTAL . . . . . : GEN. FUND	.00	1,540.00-

PROJECT #	G/L DATE	JOURNAL	TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES
G/L ACCOUNT NUMBER: 0001-0006-0008 0410-0195							
					DESCRIPTION: Rental Hsg Support Progra		
					BEGINNING BALANCE		
	11/01/2005	504507	RA	Hsg sppt	Rental Hsg Support Progra	.00	8,955.00-
	11/02/2005	504541	RA	Hsg sppt	Rental Hsg Support Progra		189.00-
	11/03/2005	504569	RA	Hsg sppt	Rental Hsg Support Progra		130.00-
	11/04/2005	504588	RA	Hsg sppt	Rental Hsg Support Progra		164.00-
	11/07/2005	504604	RA	Hsg sppt	Rental Hsg Support Progra		155.00-
	11/08/2005	504627	RA	Hsg sppt	Rental Hsg Support Progra		109.00-
	11/09/2005	504674	RA	Hsg sppt	Rental Hsg Support Progra		172.00-
	11/10/2005	504693	RA	Hsg sppt	Rental Hsg Support Progra		134.00-
	11/14/2005	504712	RA	Hsg sppt	Rental Hsg Support Progra		129.00-
	11/15/2005	504716	RA	Hsg sppt	Rental Hsg Support Progra		149.00-
	11/16/2005	504779	RA	Hsg sppt	Rental Hsg Support Progra		153.00-
	11/17/2005	504806	RA	Hsg sppt	Rental Hsg Support Progra		143.00-
	11/18/2005	504825	RA	Hsg sppt	Rental Hsg Support Progra		197.00-
	11/21/2005	504840	RA	Hsg sppt	Rental Hsg Support Progra		136.00-
	11/22/2005	504866	RA	Hsg sppt	Rental Hsg Support Progra		104.00-
	11/23/2005	504906	RA	Hsg sppt	Rental Hsg Support Progra		146.00-
	11/28/2005	504916	RA	Hsg sppt	Rental Hsg Support Progra		117.00-
	11/29/2005	504930	RA	Hsg sppt	Rental Hsg Support Progra		131.00-
	11/30/2005	504969	RA	Hsg sppt	Rental Hsg Support Progra		160.00-
							176.00-
					MONTH TOTAL: NOVEMBER 2005	.00	2,794.00-
	12/01/2005	504985	RA	Hsg sppt	Rental Hsg Support Progra		124.00-
	12/02/2005	505013	RA	Hsg sppt	Rental Hsg Support Progra		132.00-
					MONTH TOTAL: DECEMBER 2005	.00	256.00-
					Base Acct#/Detl Acct# TOTAL: RntlHsgPrG	.00	12,005.00-
					Sub-Dept. TOTAL . . . . . : LEGAL REC.	.00	12,005.00-
					Department TOTAL . . . . . : CO.RECORDR	.00	12,005.00-
					Fund TOTAL . . . . . : GEN. FUND	.00	12,005.00-

PROJECT #	G/L DATE	JOURNAL	TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES	
G/L ACCOUNT NUMBER: 0137-0006-0008 0410-0089								
DESCRIPTION: Document Storage Fees								
BEGINNING BALANCE								
	11/01/2005	504507	RA	Recorder D	Recorder Document Storage	120,000.00	97,251.00-	
	11/02/2005	504541	RA	Recorder D	Recorder Document Storage		591.00-	
		504541	RA	Doc St Ch	Document Storage Charges		432.00-	
	11/03/2005	504569	RA	Recorder D	Recorder Document Storage		3.00-	
		504569	RA	Doc St Ch	Document Storage Charges		519.00-	
	11/04/2005	504588	RA	Recorder D	Recorder Document Storage		9.00-	
	11/07/2005	504604	RA	Recorder D	Recorder Document Storage		498.00-	
	11/08/2005	504627	RA	Recorder D	Recorder Document Storage		342.00-	
	11/09/2005	504674	RA	Recorder D	Recorder Document Storage		540.00-	
		504674	RA	Doc St Ch	Document Storage Charges		450.00-	
	11/10/2005	504693	RA	Recorder D	Recorder Document Storage		6.00-	
	11/14/2005	504712	RA	Recorder D	Recorder Document Storage		402.00-	
		504712	RA	Doc St Ch	Document Storage Charges		453.00-	
	11/15/2005	504716	RA	Recorder D	Recorder Document Storage		12.00-	
	11/16/2005	504779	RA	Recorder D	Recorder Document Storage		468.00-	
		504779	RA	Doc St Ch	Document Storage Charges		462.00-	
	11/17/2005	504806	RA	Recorder D	Recorder Document Storage		9.00-	
	11/18/2005	504825	RA	Recorder D	Recorder Document Storage		633.00-	
		504825	RA	Doc St Ch	Document Storage Charges		474.00-	
	11/21/2005	504840	RA	Recorder D	Recorder Document Storage		60.00-	
		504840	RA	Doc St Ch	Document Storage Charges		333.00-	
	11/22/2005	504866	RA	Recorder D	Recorder Document Storage		3.00-	
	11/23/2005	504906	RA	Recorder D	Recorder Document Storage		477.00-	
		504906	RA	Doc St Ch	Document Storage Charges		18.00-	
	11/28/2005	504916	RA	Recorder D	Recorder Document Storage		420.00-	
	11/29/2005	504930	RA	Recorder D	Recorder Document Storage		7.00-	
	11/30/2005	504969	RA	Recorder D	Recorder Document Storage		21.00-	
		504969	RA	Doc St Ch	Document Storage Charges		7.00-	
				pw120605	Cr entry		7.00	
				Recorder D	Recorder Document Storage		420.00-	
				Doc St Ch	Document Storage Charges		498.00-	
				Recorder D	Recorder Document Storage		3.00-	
				Doc St Ch	Document Storage Charges		540.00-	
				Doc St Ch	Document Storage Charges		6.00-	
				MONTH TOTAL: NOVEMBER 2005				9,102.00-
	12/01/2005	504985	RA	Recorder D	Recorder Document Storage		384.00-	
	12/02/2005	505013	RA	Recorder D	Recorder Document Storage		438.00-	
				MONTH TOTAL: DECEMBER 2005				822.00-
				Base Acct#/Detl Acct# TOTAL: Doc Stora				107,175.00-
				Sub-Dept. TOTAL . . . . . : LEGAL REC.				107,175.00-
				Department TOTAL . . . . . : CO.RECORDR				107,175.00-
				Fund TOTAL . . . . . : RECORD DOC				107,175.00-

PROJECT #	G/L DATE	JOURNAL	TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES
G/L ACCOUNT NUMBER: 0137-0006-0008 0410-0181							
DESCRIPTION: GIS Document Fees							
BEGINNING BALANCE							
	11/01/2005	504507	RA	Rec-GIS DS	Recorder-GIS Doc Storage	.00	32,353.00-
	11/02/2005	504541	RA	Rec-GIS DS	Recorder-GIS Doc Storage		197.00-
		504541	RA	GIS Doc Ch	GIS Document Storage Char		144.00-
	11/03/2005	504569	RA	Rec-GIS DS	Recorder-GIS Doc Storage		1.00-
		504569	RA	GIS Doc Ch	GIS Document Storage Char		173.00-
	11/04/2005	504588	RA	Rec-GIS DS	Recorder-GIS Doc Storage		3.00-
	11/07/2005	504604	RA	Rec-GIS DS	Recorder-GIS Doc Storage		166.00-
	11/08/2005	504627	RA	Rec-GIS DS	Recorder-GIS Doc Storage		114.00-
	11/09/2005	504674	RA	Rec-GIS DS	Recorder-GIS Doc Storage		180.00-
		504674	RA	GIS Doc Ch	Recorder-GIS Doc Storage		150.00-
	11/10/2005	504693	RA	Rec-GIS DS	Recorder-GIS Doc Storage		2.00-
	11/14/2005	504712	RA	Rec-GIS DS	Recorder-GIS Doc Storage		134.00-
		504712	RA	GIS Doc Ch	GIS Document Storage Char		151.00-
	11/15/2005	504716	RA	Rec-GIS DS	Recorder-GIS Doc Storage		4.00-
	11/16/2005	504779	RA	Rec-GIS DS	Recorder-GIS Doc Storage		156.00-
		504779	RA	GIS Doc Ch	Recorder-GIS Doc Storage		154.00-
	11/17/2005	504806	RA	Rec-GIS DS	Recorder-GIS Doc Storage		3.00-
	11/18/2005	504825	RA	Rec-GIS DS	Recorder-GIS Doc Storage		211.00-
		504825	RA	GIS Doc Ch	Recorder-GIS Doc Storage		158.00-
	11/21/2005	504840	RA	Rec-GIS DS	Recorder-GIS Doc Storage		20.00-
		504840	RA	GIS Doc Ch	Recorder-GIS Doc Storage		111.00-
	11/22/2005	504866	RA	Rec-GIS DS	Recorder-GIS Doc Storage		1.00-
		504866	RA	GIS Doc Ch	Recorder-GIS Doc Storage		159.00-
	11/23/2005	504906	RA	Rec-GIS DS	Recorder-GIS Doc Storage		6.00-
		505045	JE	pw120605	Cr entry		140.00-
	11/28/2005	504916	RA	Rec-GIS DS	Recorder-GIS Doc Storage		7.00-
	11/29/2005	504930	RA	Rec-GIS DS	Recorder-GIS Doc Storage		140.00-
		504930	RA	GIS Doc Ch	Recorder-GIS Doc Storage		166.00-
	11/30/2005	504969	RA	Rec-GIS DS	Recorder-GIS Doc Storage		1.00-
		504969	RA	GIS Doc Ch	Recorder-GIS Doc Storage		180.00-
MONTH TOTAL: NOVEMBER 2005						.00	3,034.00-
	12/01/2005	504985	RA	Rec-GIS DS	Recorder-GIS Doc Storage		128.00-
	12/02/2005	505013	RA	Rec-GIS DS	Recorder-GIS Doc Storage		146.00-
MONTH TOTAL: DECEMBER 2005						.00	274.00-
Base Acct#/Detl Acct# TOTAL: GIS Doc Fe						.00	35,661.00-
Sub-Dept. TOTAL . . . . . : LEGAL REC.						.00	35,661.00-
Department TOTAL . . . . . : CO.RECORDR						.00	35,661.00-
Fund TOTAL . . . . . : RECORD DOC						.00	35,661.00-



PROJECT #	G/L DATE	JOURNAL	TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES
G/L ACCOUNT NUMBER: 0167-0006-0008 0410-0181							
DESCRIPTION: GIS Document Fees							
BEGINNING BALANCE							
	11/01/2005	504507	RA	Rec GIS Fu	Recorder-GIS Fund	100,000.00	93,320.00-
	11/02/2005	504541	RA	Rec GIS Fu	Recorder-GIS Fund		985.00-
		504541	RA	GIS Fd Ch	GIS Fund Charges		714.00-
	11/03/2005	504569	RA	Rec GIS Fu	Recorder-GIS Fund		2.00-
		504569	RA	GIS Fd Ch	GIS Fund Charges		865.00-
	11/04/2005	504588	RA	Rec GIS Fu	Recorder-GIS Fund		6.00-
	11/07/2005	504604	RA	Rec GIS Fu	Recorder-GIS Fund		824.00-
	11/08/2005	504627	RA	Rec GIS Fu	Recorder-GIS Fund		570.00-
	11/09/2005	504674	RA	Rec GIS Fu	Recorder-GIS Fund		900.00-
		504674	RA	GIS Fd Ch	GIS Fund Charges		750.00-
	11/10/2005	504693	RA	Rec GIS Fu	Recorder-GIS Fund		4.00-
	11/14/2005	504712	RA	Rec GIS Fu	Recorder-GIS Fund		670.00-
		504712	RA	GIS Fd Ch	GIS Fund Charges		755.00-
	11/15/2005	504716	RA	Rec GIS Fu	Recorder-GIS Fund		8.00-
	11/16/2005	504779	RA	Rec GIS Fu	Recorder-GIS Fund		780.00-
		504779	RA	GIS Fd Ch	GIS Fund Charges		770.00-
	11/17/2005	504806	RA	Rec GIS Fu	Recorder-GIS Fund		6.00-
	11/18/2005	504825	RA	Rec GIS Fu	Recorder-GIS Fund		1,052.00-
		504825	RA	GIS Fd Ch	GIS Fund Charges		790.00-
	11/21/2005	504840	RA	Rec GIS Fu	Recorder-GIS Fund		40.00-
	11/22/2005	504866	RA	Rec GIS Fu	Recorder-GIS Fund		555.00-
		504866	RA	GIS Fd Ch	GIS Fund Charges		2.00-
	11/23/2005	504906	RA	Rec GIS Fu	Recorder-GIS Fund		795.00-
	11/28/2005	504916	RA	Rec GIS Fu	Recorder-GIS Fund		12.00-
	11/29/2005	504930	RA	Rec GIS Fu	Recorder-GIS Fund		700.00-
		504930	RA	GIS Fd Ch	GIS Fund Charges		14.00-
	11/30/2005	504969	RA	Rec GIS Fu	Recorder-GIS Fund		830.00-
		504969	RA	GIS Fd Ch	GIS Fund Charges		2.00-
MONTH TOTAL: NOVEMBER 2005						.00	15,005.00-
MONTH TOTAL: DECEMBER 2005						.00	1,370.00-
Base Acct#/Detl Acct# TOTAL: GIS Doc Fe						100,000.00	109,695.00-
Sub-Dept. TOTAL . . . . . : LEGAL REC.						100,000.00	109,695.00-
Department TOTAL . . . . . : CO.RECORDR						100,000.00	109,695.00-
Fund TOTAL . . . . . : GIS FEES						100,000.00	109,695.00-

STATE STAMP INVENTORY AND RECEIPTS TO GENERAL LEDGER FOR NOVEMBER 2005					
<b>RECORDER</b>					
Inventory as of 10/31/2005	89,299.65	A			94,495.65 I
Inventory Purchases for November 2005	85,814.00	B			85,368.00 J
Less stamps damaged or issued in error for November 2005	(446.00)	C			
Less inventory as of 11/30/2005	(71,400.15)	D			(72,705.65) K
Total Receipts for November 2005	103,267.50	E=SUM(A:D)			
Plus 10/31/2005 Receipts	5,196.00	F			
Less 11/30/2005 Receipts	(1,305.50)	G			
Total	107,158.00	H=SUM(E:G)			107,158.00 M=SUM(I:K)
<p>B = Amount includes an IDOR credit of \$446.00</p> <p>C = Stamps were voided and will be or have been submitted to IDOR for credit</p> <p>F = Receipts for the last business day of previous month</p> <p>G = Receipts for the last business day of report month</p> <p>Adjustments are made by F &amp; G because the Recorder's daily receipts are not turned into the General Ledger until the next business day. These adjustments must be made in order to balance to the General Ledger.</p>					
DON EVERHART					
CHIEF DEPUTY RECORDER					

Date	End-of-day (EOD) register balance	CREDIT to General Ledger	EOD register +/- (-)	Stamp Purchases
11/01/2005	86,310.65	2,812.00	177.00	
11/02/2005	80,494.15	5,547.50	269.00	
11/03/2005	78,707.65	1,786.50		
11/04/2005	73,426.65	5,281.00		
11/07/2005	68,413.15	5,013.50		
11/08/2005	66,731.65	1,681.50		
11/09/2005	63,344.15	3,387.50		
11/10/2005	60,862.15	2,482.00		
11/14/2005	57,602.65	3,259.50		
11/15/2005	56,435.65	1,167.00		
11/16/2005	50,469.15	5,966.50		
11/17/2005	45,708.65	4,760.50		
11/18/2005	44,041.65	1,667.00		
11/21/2005	40,921.65	3,120.00		
11/22/2005	16,974.65	23,947.00		
11/23/2005	13,739.65	3,235.00		
11/28/2005	79,923.65	19,630.00		85,814.00
11/28/2005	76,724.65	3,199.00		
11/29/2005	72,705.65	4,019.00		
11/30/2005	71,400.15	1,305.50		
<b>November Total:</b>		<b>103,267.50</b>	446.00	85,814.00

Day Average: 5,163.38

**CHIEF DEPUTY RECORDER**

**don.everhart:**  
Stamp issued in excess. Stamp voided & will be submitted to IDOR for credit.  
File # 2005-33269

**don.everhart:**  
Stamp issued in excess. Stamp voided & will be submitted to IDOR for credit.  
File # 2005-33436

**don.everhart:**  
File # 2005-35603 (recorded 11/23/05) required a \$19,630.00 PTAX stamp due to PTAX-203-B declaration. Insufficient EOD register balance for same-day issue. Stamp issued after PTAX stamp purchase from IDOR. \$22,865.00 total stamp issues for 11/23/05 recordings.

**don.everhart:**  
\$ 446.00 IDOR credit (Nov. 1-2, 2005)  
\$ 85368.00 purchase

**don.everhart:**  
End-of-day register balance for 11/28/05 recordings only.

Date	End-of-day (EOD) register balance	CREDIT to General Ledger	EOD register +/- (-)	Stamp Purchases
10/03/2005	30,132.65	6,194.50		
10/04/2005	25,279.65	4,853.00		
10/05/2005	19,821.65	5,458.00		
10/06/2005	94,877.15	2,996.50		78,052.00
10/07/2005	94,091.15	786.00		
10/10/2005	90,361.15	3,730.00		
10/11/2005	83,896.15	6,465.00		
10/12/2005	79,457.65	4,438.50		
10/13/2005	74,234.65	5,223.00		
10/14/2005	72,297.15	1,937.50		
10/17/2005	65,213.15	7,084.00		
10/18/2005	60,852.15	4,361.00		
10/19/2005	53,914.15	6,938.00		
10/20/2005	51,197.15	2,717.00		
10/21/2005	47,848.65	3,348.50		
10/24/2005	45,745.65	2,103.00		
10/25/2005	42,814.65	2,931.00		
10/26/2005	38,488.65	4,326.00		
10/27/2005	95,793.65	1,933.00		59,238.00
10/28/2005	94,495.65	1,298.00		
10/31/2005	89,299.65	5,196.00		
<b>October Total:</b>	<b>84,317.50</b>	<b>84,317.50</b>	<b>-</b>	<b>137,290.00</b>

Day Average: 4,015.12

don.everhart:  
 \$ 385.00 IDOR credit (Sept 16, 2005)  
 \$ 77667.00 purchase



192005

MONTH OF NOVEMBER

MONTH OF OCTOBER

192005

MONTH OF OCTOBER

DATE	(A) ASCENDING REGISTER	(B) DESCENDING REGISTER	(C) TOTAL OF COLUMNS (A) AND (B)
11/4	35736135	8631065	
11/4	36317785	8049415	
11/3	36496435	7870765	
11/4	32024535	7342665	
11/2	37525885	6841315	
11/8	37694035	6673165	
11/9	38032785	6334415	
11/10	38280985	6086215	
11/4	38606935	5760265	
11/5	38723635	5643565	
11/10	39320285	5046915	
11/7	39796335	4570865	
11/8	39963035	4404165	
11/21	40275035	4092165	
11/22	42469735	1697465	
11/28	42993235	9955305	452948600
11/23	42993235	1373965	
11/23	44956285	7992365	
11/28	45276135	7672465	
11/29	45678035	7270565	
11/30	45808585	7140015	

DATE	(A) ASCENDING REGISTER	(B) DESCENDING REGISTER	(C) TOTAL OF COLUMNS (A) AND (B)
10/30	27624935	3013265	
10/4	28110235	27965	
10/5	28656035	1982165	
10/6	28955685	9487715	
10/7	29034285	9409115	
10/10	29407285	9036115	
10/11	30053785	8389615	
10/12	30497635	7945765	
10/13	31019935	7423465	
10/14	31213685	7229715	
10/17	31922085	6521315	
10/18	32358185	6085215	
10/19	33051985	5391415	
10/20	33323685	5719715	
10/21	33658535	4784865	
10/24	33868835	4574565	
10/25	34141935	4281465	
10/26	34594535	3848865	
10/27	34787835	9579865	
10/28	34917635	9449565	
10/31	35437235	8929965	

METER RECORD BOOK (STATE REVENUE STAMPS) FOR OCTOBER 2005 AND NOVEMBER 2005

Recorder's Receivable Reconciliation

Nov 05

Date		General	Doc Storage	GIS
		0001	0137	0167
11/01/2005	Recorder	1,694.00	1,280.00	640.00
11/02/2005	General Ledger	1,694.00	1,280.00	640.00
	Difference	-	-	-
11/02/2005	Recorder	1,710.00	1,292.00	646.00
11/03/2005	General Ledger	1,701.00	1,292.00	646.00
	Difference	9.00	-	-
11/03/2005	Recorder	1,710.00	1,292.00	646.00
11/04/2005	General Ledger	1,710.00	1,292.00	646.00
	Difference	-	-	-
11/04/2005	Recorder	1,711.25	1,292.00	646.00
11/07/2005	General Ledger	1,711.25	1,292.00	646.00
	Difference	-	-	-
11/07/2005	Recorder	1,711.25	1,292.00	646.00
11/08/2005	General Ledger	1,711.25	1,292.00	646.00
	Difference	-	-	-
11/08/2005	Recorder	1,683.25	1,292.00	646.00
11/09/2005	General Ledger	1,683.25	1,292.00	646.00
	Difference	-	-	-
11/09/2005	Recorder	1,683.25	1,292.00	646.00
11/10/2005	General Ledger	1,683.25	1,292.00	646.00
	Difference	-	-	-
11/10/2005	Recorder	1,683.25	1,292.00	646.00
11/11/2005	General Ledger	1,683.25	1,292.00	646.00
	Difference	-	-	-
11/11/2005	Recorder	1,704.25	1,308.00	654.00
11/14/2005	General Ledger	1,704.25	1,308.00	654.00
	Difference	-	-	-
11/14/2005	Recorder	1,704.25	1,308.00	654.00
11/15/2005	General Ledger	1,704.25	1,308.00	654.00
	Difference	-	-	-
11/15/2005	Recorder	1,720.25	1,320.00	660.00
11/16/2005	General Ledger	1,720.25	1,320.00	660.00
	Difference	-	-	-
11/16/2005	Recorder	1,680.25	1,288.00	644.00
11/17/2005	General Ledger	1,680.25	1,288.00	644.00
	Difference	-	-	-

## Recorder's Receivable Reconciliation

Nov 05

<u>Date</u>		<u>General 0001</u>	<u>Doc Storage 0137</u>	<u>GIS 0167</u>
11/17/2005	Recorder	1,781.25	1,368.00	684.00
11/18/2005	General Ledger	1,781.25	1,368.00	684.00
	Difference	-	-	-
11/18/2005	Recorder	1,795.50	1,372.00	686.00
11/21/2005	General Ledger	1,795.50	1,372.00	686.00
	Difference	-	-	-
11/21/2005	Recorder	1,828.50	1,396.00	698.00
11/22/2005	General Ledger	1,828.50	1,396.00	698.00
	Difference	-	-	-
11/22/2005	Recorder	1,864.50	1,424.00	712.00
11/23/2005	General Ledger	1,864.50	1,424.00	712.00
	Difference	-	-	-
11/23/2005	Recorder	1,864.50	1,424.00	712.00
11/28/2005	General Ledger	1,864.50	1,424.00	712.00
	Difference	-	-	-
11/28/2005	Recorder	1,869.50	1,428.00	714.00
11/29/2005	General Ledger	1,869.50	1,428.00	714.00
	Difference	-	-	-
11/29/2005	Recorder	1,880.50	1,436.00	718.00
11/30/2005	General Ledger	1,880.50	1,436.00	718.00
	Difference	-	-	-
11/30/2005	Recorder	1,880.50	1,436.00	718.00
12/01/2005	General Ledger	1,880.50	1,436.00	718.00
	Difference	-	-	-





PROJECT #	G/L DATE	JOURNAL	TRAN JRN	TYPE	SOURCE	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	ACTUAL BALANCE
G/L ACCOUNT NUMBER:	0137	0122-0022				Due From Recording Chrgs			1,276.00
	11/02/2005	504541	RA	JE	Doc St Ch	Document Storage Charges	3.00		1,279.00
		504541	RA	JE	Doc St Ch	Document Storage Charges	1.00		1,280.00
	11/03/2005	504569	RA	JE	Doc St Ch	Document Storage Charges	9.00		1,289.00
		504569	RA	JE	Doc St Ch	Document Storage Charges	3.00		1,292.00
	11/09/2005	504674	RA	JE	Stg Rec	Storage Receivable		8.00	1,284.00
		504674	RA	JE	Doc St Ch	Document Storage Charges	6.00		1,290.00
		504674	RA	JE	Doc St Ch	Document Storage Charges	2.00		1,292.00
	11/14/2005	504712	RA	JE	Doc St Ch	Document Storage Charges	12.00		1,304.00
		504712	RA	JE	Doc St Ch	Document Storage Charges	4.00		1,308.00
	11/16/2005	504779	RA	JE	Doc St Ch	Document Storage Charges	9.00		1,317.00
		504779	RA	JE	Doc St Ch	Document Storage Charges	3.00		1,320.00
	11/17/2005	504806	RA	JE	Stg Rec	Storage Receivable		32.00	1,388.00
		504806	RA	JE	Doc St Ch	Document Storage Charges	60.00		1,348.00
	11/18/2005	504825	RA	JE	Doc St Ch	Document Storage Charges	20.00		1,368.00
		504825	RA	JE	Doc St Ch	Document Storage Charges	3.00		1,371.00
	11/21/2005	504840	RA	JE	Doc St Ch	Document Storage Charges	1.00		1,372.00
		504840	RA	JE	Doc St Ch	Document Storage Charges	18.00		1,390.00
	11/22/2005	504866	RA	JE	Doc St Ch	Document Storage Charges	6.00		1,396.00
		504866	RA	JE	Doc St Ch	Document Storage Charges	7.00		1,403.00
	11/23/2005	504906	RA	JE	Doc St Ch	Document Storage Charges	21.00		1,424.00
		504906	RA	JE	Doc St Ch	Document Storage Charges	3.00		1,427.00
	11/29/2005	504930	RA	JE	Doc St Ch	Document Storage Charges	1.00		1,428.00
		504930	RA	JE	Doc St Ch	Document Storage Charges	6.00		1,434.00
	11/30/2005	504969	RA	JE	Doc St Ch	Document Storage Charges	2.00		1,436.00
		504969	RA	JE	Doc St Ch	Document Storage Charges			
						MONTH TOTAL: NOVEMBER	200.00	40.00	1,436.00
						MONTH TOTAL: DECEMBER	.00	.00	1,436.00
						Base Acct#/Detl Acct# TOTAL: From Recrd	200.00	40.00	1,436.00
						Fund TOTAL	200.00	40.00	1,436.00

PROJECT #	G/L DATE	JOURNAL	TRAN JRN TYPE	SOURCE	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	ACTUAL BALANCE
G/L ACCOUNT NUMBER: 0167 0122-0022								
	11/02/2005	504541	RA	JE GIS Fd Ch	Due From Recording Chrgs	2.00		638.00
	11/03/2005	504569	RA	JE GIS Fd Ch	GIS Fund Charges	6.00		640.00
	11/09/2005	504674	RA	JE GIS Rec	GIS Receivable		4.00	646.00
	11/14/2005	504674	RA	JE GIS Fd Ch	GIS Fund Charges	4.00		642.00
	11/16/2005	504712	RA	JE GIS Fd Ch	GIS Fund Charges	8.00		654.00
	11/17/2005	504779	RA	JE GIS Fd Ch	GIS Fund Charges	6.00		660.00
	11/18/2005	504806	RA	JE GIS Rec	GIS Receivable		16.00	644.00
	11/21/2005	504825	RA	JE GIS Fd Ch	GIS Fund Charges	40.00		684.00
	11/22/2005	504840	RA	JE GIS Fd Ch	GIS Fund Charges	2.00		686.00
	11/22/2005	504866	RA	JE GIS Fd Ch	GIS Fund Charges	12.00		698.00
	11/23/2005	504906	RA	JE GIS Fd Ch	GIS Fund Charges	14.00		712.00
	11/29/2005	504930	RA	JE GIS Fd Ch	GIS Fund Charges	2.00		714.00
	11/30/2005	504969	RA	JE GIS Fd Ch	GIS Fund Charges	4.00		718.00
MONTH TOTAL: NOVEMBER						100.00	20.00	718.00
MONTH TOTAL: DECEMBER						.00	.00	718.00
Base Acct#/Detl Acct# TOTAL: From Recrd						100.00	20.00	718.00
Fund TOTAL						100.00	20.00	718.00



**PeggyAnn Milton**  
**McLean County Clerk**

(309) 888-5190  
Fax (309) 888-5932  
Tax Administration (309) 888-5187  
Elections Administration (309) 888-5186  
104 W. Front Street, Room 704 • P.O. Box 2400 • Bloomington, IL 61702-2400  
E-mail: peggyann@mclean.gov Website: www.mclean.gov/countyclerk

We've moved to:

Government Center  
115 E Washington Street, Room 102  
PO Box 2400  
Bloomington, IL 61702-2400  
[www.mcleancountyil.gov/countyclerk](http://www.mcleancountyil.gov/countyclerk)  
[peggyann.milton@mcleancountyil.gov](mailto:peggyann.milton@mcleancountyil.gov)

DATE: December 21, 2005

TO: Chairman Sorensen  
Honorable Members of the Finance Committee

FROM: Denise Cesario, Elections Administrator *Denise Cesario*

RE: Polling Place Change

Enclosed please find a request from Mt. Hope Township to change the location of their polling place. We are in support of the change.

We respectfully request your approval of this change.

Thank you.

Enclosure

**MT. HOPE TOWNSHIP**  
McLEAN, ILL. 61754

Dec. 21, 2005

**RECEIVED**

DEC 21 2005

PEGGY ANN MILTON  
COUNTY CLERK

To: Peggy Ann Milton  
McLean County Clerk  
115 E. Washington Str., Rm. 102  
Bloomington, Ill. 61702-2400

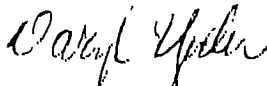
Re: change of polling place in Mt. Hope Township

Ms. Milton:

Mt. Hope Township has recently sold their building to the Village of McLean. This leaves us to ask for a change of polling places within the Township. The Mt. Hope-Funks Grove Park Dist. has taken over the former McLean-Waynesville Grade School, street address of 101 N. West Str., McLean, Ill., and has graciously granted our request to utilize this facility for a polling place.

The library within the building is conveniently located inside the North door, is completely handicapped accessible, and offers more than ample parking. Also added space is welcome as our former polling place was somewhat cramped at times. We would then request that this change be made.

Thank You,



Daryl Yoder, Mt. Hope Township Supervisor



**PeggyAnn Milton**  
**McLean County Clerk**

(309) 888-5190

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[peggyann.milton@mcleancountyil.gov](mailto:peggyann.milton@mcleancountyil.gov)

DATE: December 27, 2005

TO: Chairman Sorensen  
Honorable Members of the Finance Committee

FROM: PeggyAnn Milton

RE: Increase in Fees

We respectfully request to increase our fees by \$2.00 for each additional certified copy of birth and marriage certificates.

Thank you for your consideration of this matter.

*"We look forward to serving you."*

AN ORDINANCE OF THE McLEAN COUNTY BOARD  
SETTING FEES TO BE CHARGED BY THE McLEAN COUNTY CLERK  
FOR COPIES OF BIRTH AND MARRIAGE CERTIFICATES

WHEREAS, 55 *ILCS* 5/4-4001 allows the McLean County Board and the County Clerk to conduct a user fee study of the fees charged by the County Clerk and to raise the fees charged by the County Clerk if the full cost of the services provided exceeds the statutory fee; and,

WHEREAS, 55 *ILCS* 5/4-4001 requires that an independent, professional cost accounting firm be retained to complete the cost accounting study of the fees charged by the County Clerk; and,

WHEREAS, the McLean County Board and the County Clerk retained the services of MAXIMUS, Inc., a national cost accounting firm with substantial experience in analyzing the cost of fee services in accordance with the provisions of 55 *ILCS* 5/4-4001 and the United States Office of Management and Budget Circular A-87; and,

WHEREAS, the Cost Accounting Study of the Fees charged by the County Clerk documented that the full cost of services provided for the First Certified Copy of a Birth Certificate or a Marriage Certificate exceeds the current revenue received and, therefore, the County Board is permitted to adjust current fee levels of these services to recover the actual cost of services provided; and,

WHEREAS, the County Clerk has carefully reviewed the findings of the Cost Accounting Study and has recommended to the Finance Committee that the fees charged by the County Clerk for the second and each additional copy of a Birth Certificate or a Marriage Certificate be adjusted in accordance with the provisions of 55 *ILCS* 5/4-4001; and,

WHEREAS, in addition to the fee charged by the County Clerk for the second and each additional copy of a Birth Certificate or a Marriage Certificate, the County Clerk is also permitted to charge an additional \$2.00 fee for document storage and retention; and,

WHEREAS, adoption of the fees as recommended will result in an equitable total cost of obtaining said documents from the County Clerk or from the County Health Department; and,

WHEREAS, the Finance Committee, at its regular meeting on Tuesday, January 3, 2006, recommended that the fees charged by the County Clerk for the second and each additional copy of a Birth Certificate or a Marriage Certificate be adjusted in accordance with the schedule of fees for service incorporated in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the McLean County Board as follows:

- (1) The fees charged by the County Clerk for the following services shall be established and set in accordance with the following schedule:

		(2)	<u>Current</u>	<u>New</u>
(a)	<u>For the second and each additional Copy of a Birth Certificate:</u>		\$ 2.00	\$ 4.00
(b)	<u>For the second and each additional Copy of a Marriage Certificate:</u>		\$ 2.00	\$ 4.00

- (2) This Ordinance shall not supersede any other Ordinance enacted by the McLean County Board which establishes and sets fees to be charged for other services provided by the McLean County Board.
- (3) The County Clerk shall provide a Certified Copy of this Ordinance to the McLean County Clerk and the County Administrator.
- (4) This Ordinance shall become effective February 1, 2006.

ADOPTED by the McLean County Board this 17th day of January, 2006.

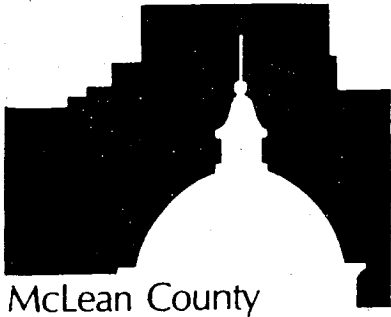
ATTEST:

APPROVED:

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

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





McLean County

Health Department

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

## Memorandum

To: Honorable Members of the McLean County Board Finance Committee

From: Robert J. Keller, Director

Date: December 27, 2005

Re: Items for Submission to the County Board Finance Committee

Following are items to be presented to the Finance Committee of the McLean County Board for the month of January:

### **Budget Amendment – Grant Fund 0105**

Grant expenditures related to a small asthma grant and digital walking meters that were purchased for resale to some Heart Smart participants, contributed to the general appropriation for grant fund 0105 being exceeded. Originally, it was anticipated that the expenditures and revenue sources from these two areas would not result in the appropriation being exceeded during calendar year 2005. Another major contributing factor for the appropriation being exceeded is the balance of payments between the first half of state fiscal year 2006 (July 1<sup>st</sup> through December 31<sup>st</sup>) and the second half (January 1<sup>st</sup> through June 30<sup>th</sup>). In aggregate, it is anticipated that fund 0105 would have been over-expended by approximately \$5,500 absent the amendment. Revenues from the asthma grant and sale of digital walking meters, offset the expenditures.

### **Amendment to the Chapter 21 of the McLean County Code-Animals**

It is being proposed that Section 21.22-3 of the County Code be amended to increase the rabies inoculation tag issuance fee for replacement tags from \$1.00 to \$2.00. The amendment also removes reference to the Treasurer's Office as the collection agent. The Treasurer's Office has not been involved in dog registration or tag issuance fee collection for nearly four years. The change will allow the Health Department's animal control program to better track tag number changes and collect revenue to offset the cost of the tag and data entry.

### **2005 County Wellness Program Report and Proposal for the 2006 program**

The attached report and cover letter from Health Promotion and Program Manager Jan Morris provides an overview of the results of the 2005 health screening program, an overview of the 2005 wellness program activities, and a proposal for the 2006 program. For the past two years the wellness program has been integrated with the County's Health Alliance health insurance coverage through Carle Clinic. As the report points out, the County is beginning to see incremental progress both in terms of employee participation and outcomes.

Budget Amendment Narrative  
Grant Fund 0105  
Asthma Grant and Wellness Incentives

The McLean County Health Department received two small grants from the Illinois Department of Public Health to provide and coordinate asthma prevention activities in McLean County. The grant was primarily utilized for advertising and promoting asthma prevention activities conducted and coordinated by the Health Departments Health promotion Department. The two grants combined covered parts of two County fiscal years but required an amendment to the FY2005 Budget for the period January 1, 2005 through December 31, 2005. The two grant components consisted of \$2,500 for the period 1/1/05 through 10/29/05 and \$1,000 for the period 10/30/05 through 12/31/05.

In addition to the Asthma Grant program added in FY2005 the Health Department is asking to amend the budget in the same grant fund to appropriate resources and recognize revenues obtained for a wellness program activity sponsored by the Department. During FY2005 the Health Department purchased digi-walkers as part of the Heart Smart for Women grant program. The Illinois Department of Public Health formulated the program as a method to distribute educational materials to the community and allow for discretionary purchases of additional program related materials that the grant could not provide. The Health Department purchased the digi-walkers from an independent vendor and sold them to program participants who wanted additional units for friends and family members. The total revenues and expenses associated with this operation totaled \$2,050. Since the initial proposal was such a small component of an existing grant program the administrative decision was made to monitor the wellness program activity within the existing appropriation of the grant fund using the Unclassified Revenue Line. As the year progressed the Asthma Grant was added and the spending patterns between the grant fiscal years and the County fiscal year precipitated this amendment. The FY2006 budget development incorporated all these grant components into discreet revenue lines for more comprehensive fiscal monitoring.

An Ordinance of the McLean County Board  
Amending the 2005 Combined  
Appropriation and Budget Ordinance for Fund 0105

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 2005 appropriation in Fund 0105 Preventive Health Grant 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 line 0410-0035 Unclassified Revenue in Fund 0105, Department 0061, Program 0067, by \$5,550 from \$0 to \$5,550.
2. That the County Auditor is requested to increase the appropriations of the following line - item accounts in Fund 0105, Department 0061, Program 0067, Preventive Health Grant as follows:

LINE	DESCRIPTION	PRESENT AMOUNT	INCREASE	NEW AMOUNT
0612-0003	Educational Materials	\$14,704	\$ 2,050	\$16,754
0701-0001	Advertising	\$14,282	\$ 3,500	\$17,782
TOTALS:		\$28,986	\$ 5,550	\$34,536

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 \_\_\_\_\_, 2005.

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

F:\adm\budg\05Asthmaamend

CHAPTER 21 - ANIMALS

21.11 SUPERVISION OF ANIMAL CONTROL

21.11-1 The McLean County Board of Health shall supervise and oversee all personnel, operations, maintenance and safe upkeeping of the McLean County Animal Control Department beginning January 1, 1984, except that any capital improvement to the Animal shelter \$2,500 and over shall be by the appropriate County Board committee as outlined in the Rules of the County Board adopted August 16, 1983.

21.11-2 Annual Financial Subsidation for the McLean County Animal Control Department shall be budgeted from the McLean County Health Fund by the Board of Health beginning January 1, 1984, subject to the approval of the County Board.

21.11-3 Should the McLean County Board of Health deem it necessary to propose, change, amend or alter this Ordinance as it pertains to the Registration of Dogs, to the Control of Dogs Running at Large; or to the Disposal and Euthanization of Dogs and Cats, it shall advise the McLean County Board in writing and seek approval prior to implementation.

Adopted: 15 November 1983. 55 ILCS 5/5-2500 et.seq.. Formerly Ill. Rev. St., Ch. 111-1/2, Sec. 20 c 13

21.15 DEFINITIONS. For the purposes of this Chapter, the terms defined in this Section shall have the meanings given them.

Agent - means any person licensed to practice veterinary medicine in the State of Illinois who maintains a current Service Agreement with the McLean County Board of Health. (Added 6-19-84)

Animal - means any cat or dog.

Animal Shelter - means the McLean County Animal Shelter.

Cat - means all members of the family felidae which have attained the age of six (6) months or more. (Amended 12-16-86)

Dog - means all members of the family canidae, which have attained the age of more than four (4) months.

Dog running at large - means any dog which is unattended, unrestrained, or uncontrolled, and is strolling about without constraint or confinement or is wandering, roving or rambling about at will.

Euthanization - The act or practice of painlessly putting to death dogs, puppies, cats, and kittens. (Amended 09-20-94)

Kennel - means an establishment, other than a pound or animal shelter, operated by a person licensed by the State of Illinois as a kennel operator. (Added 6-19-84)

Kitten - All members of the family felidae cats which have not yet attained the age of six months. (Amended 12-16-86)

Litter - The offspring at one birth of a multiparous dog or cat comprised of two or more kittens or puppies. (Added 09-20-94)

Owner - means any person having a right of property in an animal or who keeps or harbors an animal or who has it in his or her care, or acts as its custodian, or who knowingly permits an animal to remain on or about any premise occupied by him or her.

Person - means any person, firm, corporation, partnership, society, association or other legal entity, or any public or private institution of the State of Illinois, municipal corporation or political subdivision of the State, or any other business unit.

Puppy - All members of the family canidae which have not yet attained the age of four months. (Amended 6-19-84)

Service Agreement - means the written agreement between the McLean County Board of Health and an agent for the spaying, neutering and vaccination of animals adopted from the McLean County Animal Shelter. (Added 6-19-84, Amended 01-21-86)

Subdivided area - means any area of land for which a subdivision plat has been recorded in the Office of the Recorder of Deeds, County Recorder of McLean County, Illinois, including all the area within the boundaries of said plat.

Surrender of Ownership - The release of ownership of a dog, puppy, cat or kitten, by its owner to the McLean County Animal Control Center. (Added 09-20-94)

## 21.22 REGISTRATION OF DOGS

21.22-1 Every person residing in McLean County who is the owner of a dog shall register said dog with the County of McLean. (Amended 6-19-84)

21.22-2 The registration fee shall be based on the following schedule:

(A) The annual registration fee for a dog with a one year vaccination shall be nine dollars (\$9.00). The three year registration fee for a dog with a three year vaccination shall be \$25.00. (Amended 06-19-84, 09-17-85, 12-20-88, 10-19-93, 01-01-03, 12-14-05)

(B) The fee for dogs registered within 30 days after a failure to register notice has been sent shall be an additional six dollars (\$6.00) for a total of fifteen dollars (\$15.00) for the one year vaccination and thirty-one dollars (\$31.00) for the three year vaccination/registration. (Amended 01-21-86, 12-20-88, 10-19-93, 12-14-05)

(C) The fee for dogs registered within 30 days after a second failure to register notice has been sent shall be an additional twenty-six dollars (\$26.00) for a total of thirty-five dollars (\$35.00) for the one year vaccination and fifty-one (\$51.00) for the three year vaccination/registration. (Amended 01-21-86, 12-20-88, 10-19-93, 12-14-05)

The fee charged for the registration of dogs shall be paid at the McLean County Health Department, McLean County Animal Shelter, or at offices designated by the McLean County Health Department as Agents for registration and collection of fees. (Amended 01-21-86, 12-20-88)

21.22-3 Every owner of a dog which is inoculated against rabies in the County of McLean shall be issued a rabies inoculation tag at a fee based upon the cost of issuance: one dollar (\$1.00) per tag upon issue by the County Treasurer and no charge per tag issued by agents. Replacement tags will be issued at McLean County Health Department at a fee of two dollars (\$2.00) per tag. (Amended 1-21-86, 12-13-05)

21.22-4 If the ownership of a dog changes, the following apply:

(A) Dogs shall be registered anew within thirty (30) days of a change in ownership.

(B) No additional fee shall be charged to a new owner for the registration of a dog which has been previously registered during the course of the same calendar year.

(C) Change of ownership may be proven by a bill of sale and/or evidence of the previous registration.

## 21.23 EXEMPTIONS

### 21.23-1 Dogs confined in kennels:

(A) Any dog confined in a kennel at all times shall be exempt from individual registration.

(B) The owner of said kennel shall pay an annual registration fee of one hundred twenty-five dollars (\$125.00).

(Amended 1-21-86, 10-2-00)

(C) Said registration fee shall be payable as hereinbefore provided in this Ordinance.

21.23-2 No registration fee shall be assessed to those owners who are physically impaired and use their dog as a guide dog.

21.24 PENALTY. Any person found in violation of any of the provisions of this Ordinance regarding the registration of dogs shall be guilty of a petty offense for the first or second offense and shall be fined not less than twenty five dollars (\$25.00) nor more than two hundred dollars (\$200.00), and for a third and subsequent offense, is guilty of a Class C misdemeanor, punishable by a fine of not more than five hundred dollars (\$500.00) or imprisonment of not more than thirty (30) days or both. (Amended 6-19-84)

Adopted: 18 March 1982. Amended 6-19-84, 9-17-85, 1-21-86, 12-20-88, 10-19-93  
510 ILCS 5/1

## 21.36 THE CONTROL OF DOGS RUNNING AT LARGE

21.36-1 DOGS RUNNING AT LARGE. It shall be unlawful for any person to permit a dog to run at large in any unincorporated area of this County which has been subdivided for residence purposes.

## 21.37 ENFORCEMENT

21.37-1 It shall be the duty of the Animal Control Administrator to enforce all provisions of this Ordinance pursuant to his authority under 510 ILCS 5/1 et.seq.

21.37-2 The Sheriff of McLean County is hereby authorized, empowered, and ordered to exercise all powers and duties necessary or related to the implementation, execution, and enforcement of the provisions of this Ordinance.

## 21.38 PENALTIES

21.38-1 Any person found in violation of any provision of this Ordinance regarding dogs running at large shall be subject to a fine not to exceed fifty dollars (\$50.00) for any one offense.

21.38-2 A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

21.38-3 Said fines shall be used for animal control and to otherwise effectuate the intent and purpose of this Ordinance.

21.39 NON-INTENT TO CONFLICT. Nothing in this Ordinance shall be taken or interpreted to be inconsistent with the duties and responsibilities imposed upon the Animal Control Administrator by the Animal Control Act.

21.40 COMPLAINTS. The Animal Control Administrator, the State's Attorney, or any citizen of this County may verify a complaint in the name of the County for violations of this Ordinance.

Adopted this 18th day of March, 1982. 55 ILCS 1071; 510 ILCS 5/1

21.50 RECLAMATION AND ADOPTION OF ANIMALS FROM THE MCLEAN COUNTY ANIMAL CONTROL FACILITY

21.52 RECLAMATION. When an animal has been impounded by the Animal Control Administrator, he shall give notice of not less than seven (7) days to the owner, if known. If the owner does not reclaim the animal within such seven (7) day period, the animal may be adopted by another person, or humanely dispatched in accordance with applicable laws. If the owner is not known through the display of McLean County rabies vaccination tag, or other form of identification, the animal may be humanely dispatched in accordance with applicable laws following a three (3) day holding period, unless in the judgment of the Animal Control Administrator, or by court order, said stray animal should be destroyed sooner for humane reasons or reasons of health and safety. (Amended 12-16-86, 12-20-88)

21.53 RECLAMATION FEES. The following fees for reclamation of an animal shall be paid before the animal is released: (Amended 12-16-86, 12-20-88, 10-19-93, 2/1/04)

- \$30.00 For owner reclamation of the animal; and
- \$10.00 Additional boarding charge for each day or part of a day the animal is impounded; and,
- \$ 8.00 Additionally, for a rabies vaccination deposit if an impounded dog has not been currently vaccinated; and,
- \$ 9.00 Additionally, if a dog is not currently registered in McLean County; and,
- \$40.00 Additionally, for a Microchipping Deposit; and,
- \$20.00 Additionally, per occurrence, for each prior incident of impoundment of any animal owned by a person owning, or having owned, any animals impounded two (2) or more times during a calendar year.

21.54 ADOPTION. After an animal has been impounded by the Animal Control Administrator and has not been reclaimed, the animal may be adopted by another person following the holding period described in Section 21.52. Prior to adoption, the animal must be rendered incapable of reproduction by spaying or neutering, or the person adopting the animal shall enter into an agreement to have such service done within a specified period of time, not to exceed six (6) months, unless otherwise recommended by a licensed veterinarian. If the person adopting the animal fails to have said animal spayed or neutered within the specified period of time, the Animal Control Administrator has the right to seize the animal and retain all adoption fees paid. (Amended 12-20-88)

21.55 ADOPTION FEES. The following fees for adoption of an animal shall be paid before the animal is released: (Amended 12-16-86, 12-20-88, 10-19-93, 01-01-03, 2/1/04)

	<u>DOGS</u>	<u>CATS</u>
Boarding (Adoption Fee)	\$10.00	\$10.00
Registration	9.00	----
Vaccination Deposit	8.00	8.00
Neuter Deposit	35.00	35.00
Microchipping Deposit	<u>40.00</u>	<u>40.00</u>
Total Fee	\$102.00	\$93.00

Adopted: 19 June 1984. Amended: December 16, 1986; December 20, 1988  
510 ILCS 5/1 et. seq.

21.60 THE DISPOSAL AND EUTHANIZATION OF DOGS AND CATS

21.62 PROCEDURE FOR DISPOSAL OF DEAD DOGS AND CATS

21.62-1 Every person residing in McLean County who is the owner of a dead dog, puppy, cat or kitten who desires to have said animal disposed of may deliver said animal to the McLean County Animal Shelter.

21.62-2 Said person shall sign a release form permitting the licensed veterinarian for the County of McLean to dispose of said animal.

21.62-3 The disposal fee for a dog shall be \$35.00. The disposal fee for a puppy shall \$15.00. The disposal fee for a cat shall be \$15.00. The disposal fee for a kitten shall be \$10.00. (Amended 06-19-84)

### 21.63 PROCEDURE FOR EUTHANIZATION AND DISPOSAL OF LIVE DOGS AND CATS

21.63-1 Every person residing in McLean County who is the owner of a live dog, puppy, cat or kitten who desires to surrender ownership or to have said animal euthanized and disposed of may deliver said animal to the McLean County Animal Shelter. (Amended 06-19-84, 09-20-94)

21.63-2 Said person shall sign a release form permitting the County of McLean to seek adoption or euthanization and disposal of said dog, puppy, cat or kitten. (Amended 06-19-84, 09-20-94)

21.63-3 The euthanization and disposal fee for a dog shall be seventy dollars (\$70.00). The euthanization and disposal fee for a puppy shall be thirty dollars (\$30.00). The euthanization and disposal fee for a cat shall thirty dollars (\$30.00). The euthanization and disposal fee for a kitten shall be twenty dollars (\$20.00). The surrender fee for a dog or cat shall be five dollars (\$5.00). The surrender fee for a puppy or a litter of puppies shall be five dollars (\$5.00). The surrender fee for a kitten or litter of kittens shall be five dollars (\$5.00) (Amended 06-19-84, 09-20-94, 1-1-95)

21.63-4 A bite impoundment fee for an animal held subsequent to a bite investigation at the Animal Control Center, shall be twenty dollars (\$20.00) a day.

21.63-5 A specimen preparation fee for a non-vaccinated animal that is surrendered to Animal Control pursuant to a bite investigation shall be twenty-five dollars (\$25.00)

Adopted: 20 September 1983, Amended June 19, 1984; December 16, 1986; September 20, 1994; January 1, 1995  
510 ILCS 5/1 et.seq.

21.70 SEVERABILITY. The sections, subsections, paragraphs and provisions of this Ordinance shall be deemed severable and the invalidity of any portion of this Ordinance shall not affect the validity of the remainder.

21.71 REPEAL. All other Ordinance and Resolutions in conflict with this Ordinance or any of the provisions thereof are hereby repealed.

21.72 EFFECTIVE DATE. This Ordinance shall take effect and be in full force upon its adoption by the McLean County Board as provided by law.

Revised 12/14/05

U:AC\CH\_21.DRF Revision 2000 12-14-05 Version





## 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

DATE: January 3, 2006

RE: Proposed County Wellness Plan and Ninth Annual Health Fair

The health promotion and assessment section of the Health Department is proposing to continue the McLean County Employee Wellness Program for the ninth year. The recommended plan would include the annual Employee Wellness Fair, cardiovascular and cancer screenings, and a variety of wellness activities addressing cancer and cardiovascular risks. An on-going employee wellness program will increase health awareness, increase productivity, improve the overall health of the work force, and demonstrate the County's commitment to employee wellbeing. Research shows that having a healthier workforce reduces the increase in rising healthcare costs, absenteeism and 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 in past screenings. The total cost to the County's Employee Benefit Fund in 2005 was less than \$19,000. Left undetected, heart disease, stroke, or cancer could cost the County considerably more in treatment costs. It is our goal that the 2006 wellness program, "Good Health is Always in Season" will involve more than 450 employees in one or all of the activities.

# Employee Screening Report 2005

PRESENTED TO:

Honorable Members of McLean County Board Finance Committee

By:

Jan Morris, Health Promotion Program Manager

## McLean County Employee Wellness Screenings

The McLean County Employee Wellness program began in 1998 as a way to inspire employees to adopt healthy lifestyle changes and decrease illnesses and health care costs. This program involving health screenings, a wellness fair, and a variety of wellness activities is supported by McLean County government and coordinated through the Health Promotion and Assessment Section of the McLean County Health Department.

We are all cognizant that health care benefits represent a substantial amount of employer expenses and that costs *continue* to accelerate. Research shows that the United States spends more on health care than any country in the world. And for many businesses, health insurance is the second highest expense following salaries for employees. **Review of McLean County employee medical claims exceeding \$10,000 from January 1, 2003 through October 2, 2005 revealed that \$1,060,266 was spent on medical costs and at least \$300,000 was spent on claims directly contributable to cardiovascular and cancer related conditions.** Many causes of those health care claims can be prevented or addressed with early detection and intervention. As an employer, we have the capability to influence health care costs and stem rising premium rates. Prevention efforts to eliminate at least 20% of the direct and indirect cause of these chronic diseases would essentially pay for yearly costs of the employee wellness program in just 2 months.

The number of McLean County employees being screened annually has risen dramatically since the inception of the program in 1998 and the number of employees benefiting from ongoing wellness activities continues to climb. During 2005, approximately 425 people participated in one or more of the activities within the overall wellness programs. Ninety-five people were screened for coronary risk factors during the first year compared to 227 employees in the eighth year. (Table 1) **This represents a 139% increase in the number of employees seeking screenings to determine total cholesterol, LDL, HDL, triglycerides, fasting glucose, and blood pressure results.** The latest group completing the screenings and the wellness profiles was composed of 88 men and 139 women from 31 departments in the County with the average age of the persons screened in 2005 being 45 years. (Attachment 1)

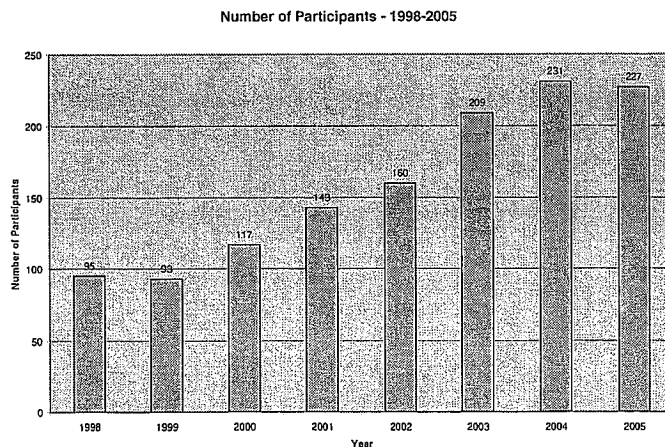


Table 1

Prior to 2004, the screenings were performed by staff from BroMenn Regional Medical Center and OSF St Joseph Medical Center. However, Carle Clinic became the medical provider in 2004. The Employee Wellness program in conjunction with the County Administrator's office collaborated with Carle Clinic and Health Alliance to help bring more continuity in the screenings process. Because the majority of employees have Health Alliance Insurance it seemed the most efficient avenue to expedite the screening results to network doctors and to lower the amount taken from the employee benefit fund.

Uncovering elevated screening results helped to direct employees to their physicians and likely served to prevent catastrophic illnesses. The information collected by Carle Clinic and Health Alliance revealed that of the 232 employees screened, **208 employees had 1 or more high risk factors** for cardiovascular disease and **143 employees exhibited 2 or more risk factors**. Absent intervention, not all employees having Health Alliance Insurance visit their physician on a regular basis. **One-hundred-seventeen** of 232 (Table 2) employees screened currently **have a Carle Clinic Primary Care Physician (PCP)**. **One hundred four employees displaying 1 or more risk factors have a Carle PCP of which forty-six (44%) saw their physicians within 4 months of the screenings.** And **34 of the 76 (45%) employees displaying 2 or more high risk factors and having a Carle PCP saw their doctor within four months of screenings.** This serves as a measure of the early intervention effectiveness of this program. Identifying and treating risk factors for serious disease early, improves health status and positively impacts the bottom line.

McLean County Employees 1 or More High Risk Factors

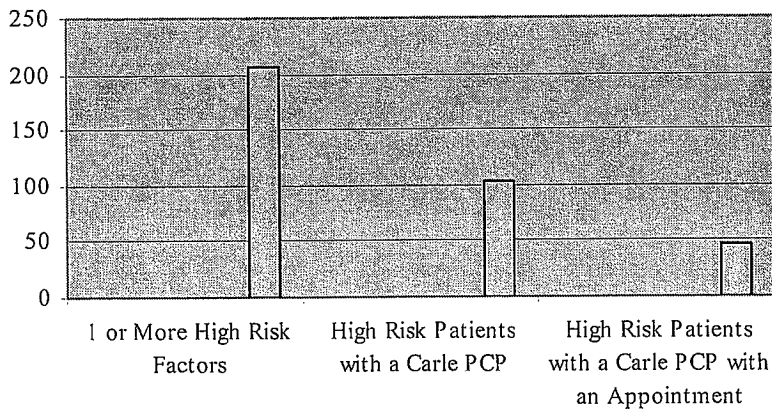


Table 2

McLean County Employees 1 or More High Risk Factors

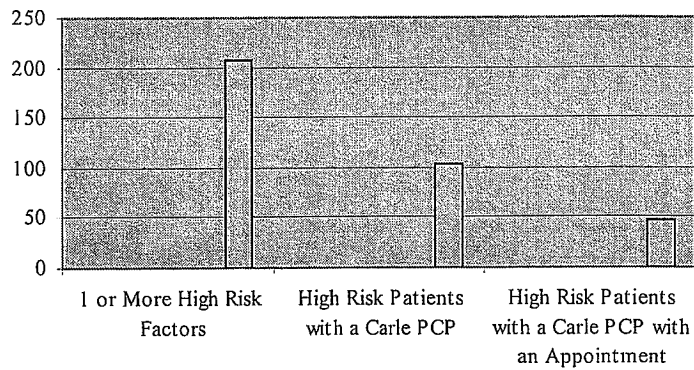


Table 3

McLean County Employees 2 or More High Risk Factors

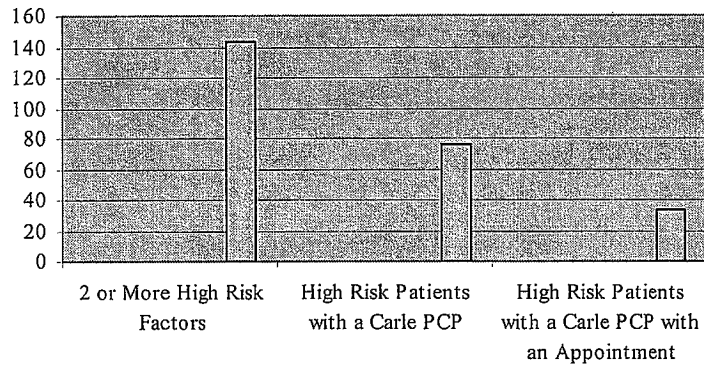


Table 4

Employees completed identical health risk appraisals the last four years. As in prior years the screening results were entered into a health risk assessment and used to calculate an appraisal of the health risks for each employee. Recommended interventions were based on the prevalence of the health risks identified by the screenings. Each employee received a personal summary as well as an executive summary identifying the corporate risks for all employees. In 2005, the top six recommended intervention strategies for the entire workplace population listed in order of need included better nutrition, fitness improvement, cancer risk reduction, weight management, coronary risk reduction, and management of cholesterol. (Attachment 2) All McLean County employee

wellness activities are designed for employees to address the risk factors identified both in the personal and executive summaries. A summary of the activities will be discussed later in this report.

**In the current year we were also able to track and compare individual health risk assessments of 129 employees (58 men and 71 women) screened in both 2004 and 2005 that provided social security numbers as a means of tracking. The group progress report noted that at least 77 employees (59.7%) achieved “good” to “excellent” in the following areas: handling stress, improved safety habits, smoking/tobacco use, drinking less alcohol, better seat belt use, improved happiness, improved sleep habits, and fewer sick days.** The same report also demonstrated that less than 77 employees (59.7%) achieved “good” to “excellent” in the following wellness factors: coronary risk, cancer risk, nutrition status, fitness status, blood cholesterol levels, blood pressure, aerobic activity, and body composition. **The results of the clinical summary also revealed that the group of 129 employees improved in 7 of the 12 clinical areas including: total cholesterol (1.6%), HDL cholesterol (5.4%), LDL cholesterol (2.9%), triglycerides (8.1%), body mass index (1.2%), cholesterol/HDL ratio (6.8%), and grip strength.** Again, a true measure of incremental results directed toward the long-term goal of improving overall health status among county employees. (A summary of the comparison can be found at the end of this report.)

As reported in prior summaries, guidelines for diagnosis of elevated cholesterol, hypertension, and diabetes have become much more stringent in the last eight years. What was once considered normal blood pressure or normal glucose level may now be considered pre-hypertension and pre-diabetes. Therefore, some of the risks for heart disease appear to be higher than when the screenings first began in 1998. There may be several reasons for the increase. First, as the number of employees participating in the screenings increase, more at risk people are being screened. Secondly, as the total workforce for the county continues to age the risks for heart disease and cancer also continue to rise. And another reason for extreme differences in total results could be the method for drawing blood changed from a finger stick in 2002 and 2003 to a venous blood draw in 2004 and 2005. Studies show that the venous draw is a more accurate technique to measure glucose and cholesterol results. The results of the 2005 screenings and 227 health risk assessments revealed the following information: (A summary is found in at the end of this report).

### **Cholesterol**

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

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

The results of the cholesterol screenings indicated that **108 (96 in 2004) of the 227 (47.5%) employees tested had readings above 200 mg/dL or higher, and 23 (10.1%) of them were at high risk with levels above 240 mg/dL.** The percentage of

employees with readings above 240 mg/dL is the lowest percentage since 2000 screenings. The percentage of employees with elevated cholesterol has ranged from 42% to 54.8% in the last 8 years. Fortunately, the employees at high risk decreased from 30 (13%) to 23 (10.1%) in the last year and the employees at moderate risk increased from 66 (29%) to 85 (34.7%) in the last year. (Table 5)

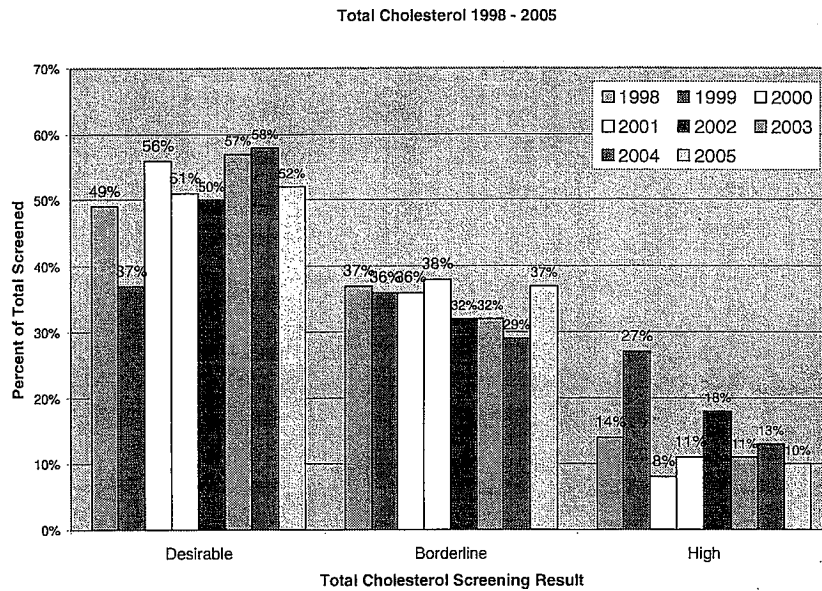


Table 5

LDL or “bad cholesterol” is the main source of cholesterol buildup and blockage in the arteries. Levels less than 100mg/dL are considered optimal, 100-129mg/dL near optimal, 130-159mg/dL borderline and 160mg/dL and above high. Border line and high levels are associated with a higher risk for coronary heart disease. There was a noted reduction in the employees having high and moderate risk levels. The number of employees having low-density lipoprotein (LDL) cholesterol levels of **130mg/dL or higher decreased from 45.5% in 2004 to 41.5% in 2005**. However, **twenty-eight percent (63) of employees screened also had high or very high triglyceride levels**. (Table 6) This number is comparable to 2004 but much higher than the previous six years. Studies have found that excess triglyceride levels (fat in the blood) should be considered a risk factor for heart attack because the high levels can impair the circulation of the blood. Having high density cholesterol (HDL) levels of less than 40mg/dL is also associated with increased risk for cardiovascular disease and fortunately, an improvement was noted in the number of these employees. Those having less than 40mg.dL decreased from **33% in 2004 to 26% of employees in 2005 but had increased from 20% in 2003 and 13% in 2002** (Table 7). This too could be as a result of the method for drawing blood.

Triglycerides 1999 - 2005

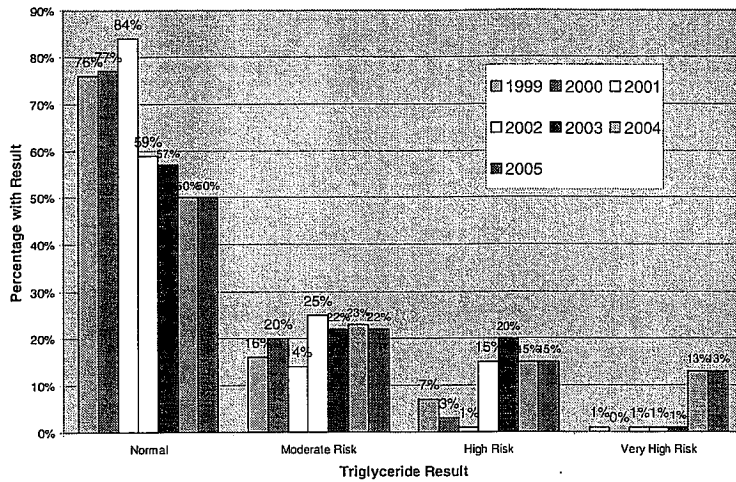


Table 6

Cholesterol - High Density Lipoprotein (HDL) 1998 - 2005

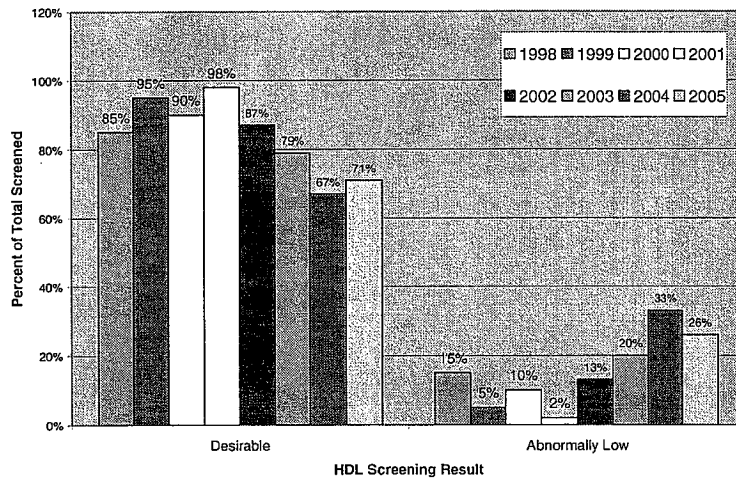


Table 7

**Glucose**

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

A high blood glucose level is a possible indicator for diabetes. The criteria for the diagnosis of diabetes have been changed by the American Diabetes Association. Normal fasting glucose is considered to be 70-99mg/dL, pre-diabetes blood glucose level is 100



to 125mg/dL, and elevated fasting glucose level is greater than 125mg/dL. People with pre-diabetes, a state between normal and diabetes, are also at risk for developing diabetes, heart attacks, and strokes. Research suggests that weight loss and physical activity can prevent or delay diabetes. **Forty seven (21%) county employees who were screened were found to have elevated fasting blood glucose levels.** (Table 8) In the past 7 years, the number of employees with elevated fasting blood glucose ranged from 3.2 % to 20.7%. (Again the extreme differences could result from the method of drawing blood.)

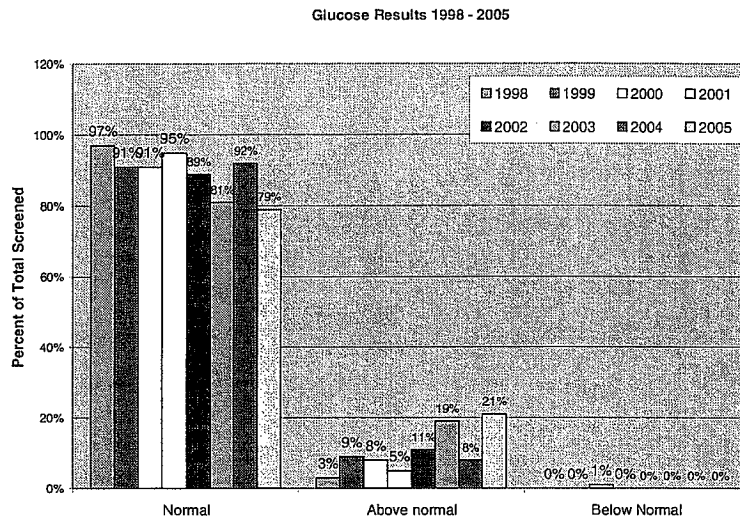


Table 8

### Blood Pressure

The U.S. Department of Health and Human Services report, *Prevention Makes Common "Cents"*, states that about **90% of middle aged Americans will develop elevated blood pressure in their lifetime and nearly 70% of the people will not have it under control.** Because the average age for the 232 employees screened was 45 years of age many fall in the middle age or above category.

Blood pressure guidelines have also been revised and measurements are identified as hypertension, pre-hypertension and normal ranges of blood pressure. The screenings indicated **66 employees with elevated blood pressure, 107 people that were moderate/pre-hypertensive and 51 individuals in the normal range.** (Blood pressure is considered abnormal if it is a consistently elevated pressure of 139 systolic or higher and/or 89 diastolic or higher. Pre-Hypertension is diagnosed if systolic pressure is less than 140 and greater than 129 and/or diastolic is less than 90 and greater than 84). Much can be done to control elevated blood pressure through diet, exercise, and the use of medications. The elevated blood pressure numbers of the employees screened have increased since the screenings in 2002, **decreasing from 27% in 2002 to 13.9% in 2003, and then increasing to 23.2% in 2004 and 29.5% in 2005.** (Table 9) Lowering blood pressures will greatly reduce the risk for cardiovascular disease and strokes, and will reduce medical costs as well.

Blood Pressure 1998-1999, 2002-2005

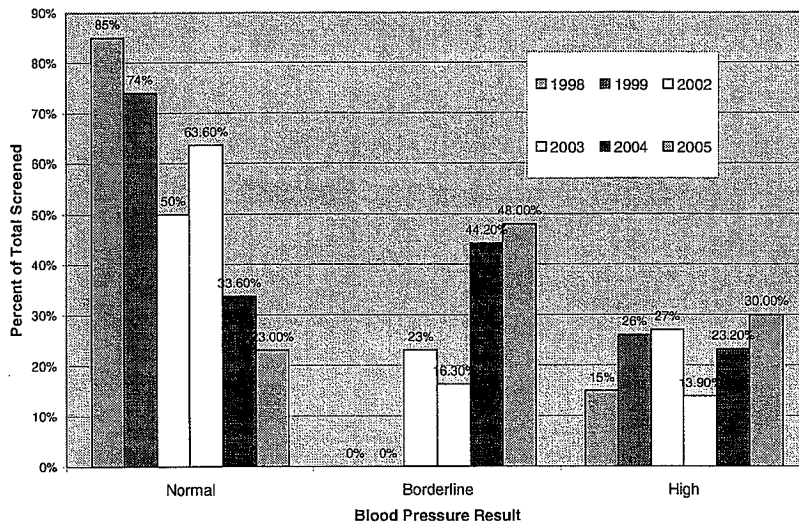


Table 9

### Weight Management/Body Composition

The prevalence of overweight and obesity has increased dramatically in the last 25 years and is seen by the Centers for Disease Control (CDC) and other medical experts as one of the top medical threats to the country. According to the CDC's 1999-2000 National Health and Nutrition Examination Survey, more than two-thirds of the adults in America are overweight or obese. The 2004 Illinois Behavior Risk Factor Survey also indicated that 55.7% of adults in McLean County and 60.7% of adults in the state were overweight or obese.

The employees screened in 2005 made great progress in steps to lose weight. The corporate health risk appraisal reported that **70% of the participants were above their recommended weight range compared to 81% in 2004. However, 78% (74% in 2004) of those screened needed to make nutritional changes and 75% reported a need to improve physical activity levels.** The body composition screenings revealed that **52 (85%) men and 71 (79.8%) women were in the above average to high risk range. This is a marked improvement from 2003 when 85% of the participants were reported to be above their recommended weight range and 85% needed to make nutritional changes in their lives, but definitely over the Healthy People 2010 Objective to reduce the prevalence of obesity to less than 15%.**

### Fitness Status

A recent study conducted by the National Center of Health Statistics (NCHS) found that less than one-third of the adults in America participate in leisure physical activity. Many employees indicated that they too do not participate in physical activity on a regular basis. The Center for Disease Control and Prevention (CDC) and the American College of Sports medicine recommend that every adult participate in at least 30 minutes of moderate-intensity physical activity on most days of the week. **Seventy-five percent of the employees showed a need for improving their fitness levels.** (Table 10) The fitness

status for the 232 employees screened revealed that 25 (10.8%) were excellent, 32 (10.8%) were good, 115 (49.8%) were fair and 59 (25.5%) 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.** Twelve persons (5.2%) were ideal, 65 (28.1%) were low, 60 (26%) were at moderate risk, and 94 (40.7%) were at high risk for cardiovascular challenges. (Table 11)

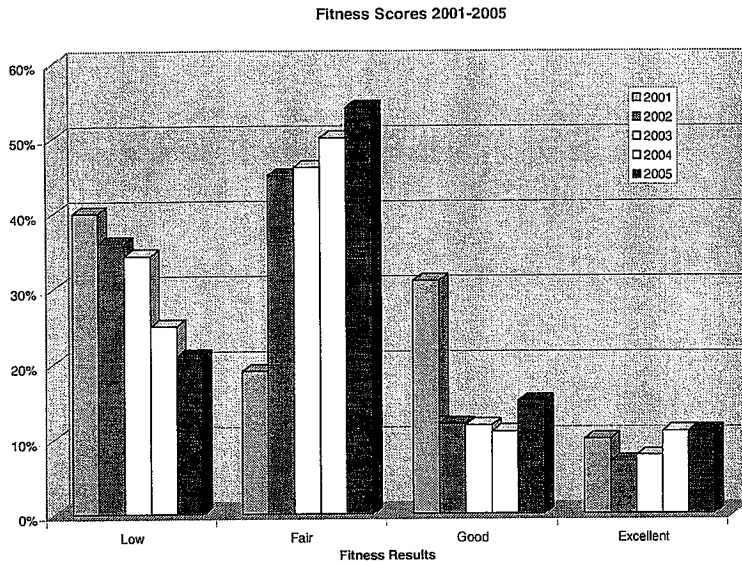


Table 10

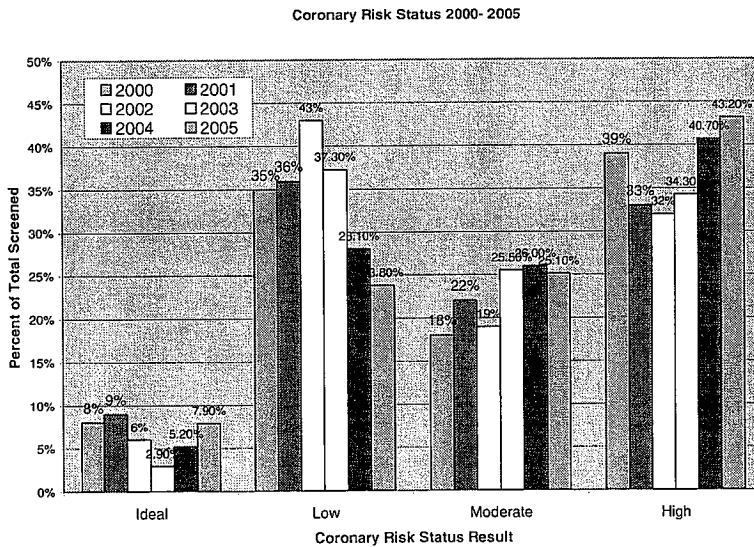


Table 11

### Risks for Cancer

A positive component in the health risk appraisal revealed that employees' risk for cancer is lessening. The executive summary disclosed that **74% of employees completing the wellness profile demonstrated higher risks for cancer compared to 78% in 2004, 87% in 2003 and 82% in 2002.** The American Cancer Society and the

National Cancer Institute both have stated that many premature deaths from cancer can be prevented with lifestyle changes and regular screenings. Modifiable factors that put employees at risk included: 4% reporting a personal history with cancer, 80% reporting a low-fiber diet, 74% eating less than 5 fruits and vegetables per day, 70% carrying excess weight or a body mass index (BMI) greater than 25, 10% drinking more alcohol than recommended, and 19% of those completing the profile were smokers. Fortunately most modifiable risk factors were lower than in the 2004 report.

### Prostate Cancer

Prostate cancer is the most common non-skin cancer found in men. The Prostate Specific Antigen (PSA) test was offered to men over 50 and younger men who might be at risk for prostate cancer. This test, requested by male employees, has been provided the last six 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. **Three of the fifty-two men screened this year tested in the above normal range (< 4.00ng/ml).** They were referred to their personal physician for further testing. (Table 12)

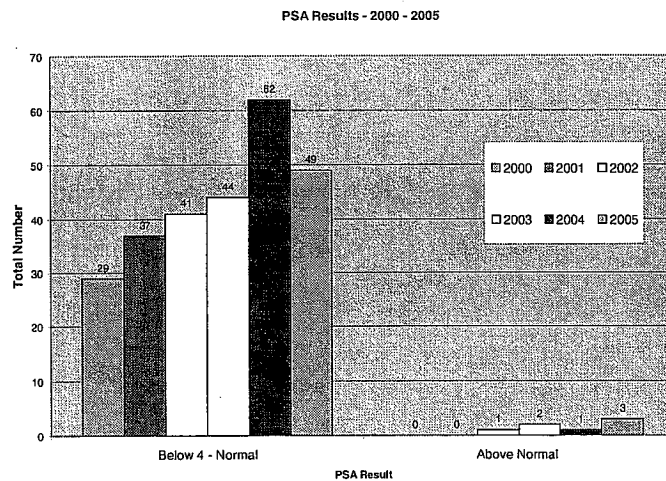


Table 12

### Breast Cancer

According to the American Cancer Society, breast cancer is the most frequently diagnosed non-skin cancer in women and the second leading cause of cancer deaths behind lung cancer. An estimated 211,240 new cases of invasive breast cancer were expected to be diagnosed in 2005 resulting in 40,410 deaths. Because there is no known method for breast cancer prevention, early detection is the best protection against the disease. The survival rate is approximately 97% when found in beginning stages. Mammography can detect breast cancer as early as 3 years before a lump is large enough to be detected by breast self exams or clinical examinations. All female employees 40 and over were encouraged to schedule a yearly mammogram, whether on site or at another location. This was the sixth year of eight years that a mobile mammography van was made available to employees for screening mammograms. To be eligible for a screening mammogram, a woman must be 40 years of age and not have had prior breast

health issues. A significant number of the **46 women seen were screened for the first time or had not had a mammogram on a yearly basis. Nine women needed additional imaging and were referred to their personal physicians.** Nine women were also recalled for additional views in 2004, seven in 2002 and six in 2001 and 2000.

### **Smoking**

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

Much progress has been made in reducing the use of tobacco in McLean County. Recent data from the 2004 Behavioral Risk Factor Survey (BRFS) of McLean County indicates that 20.1 % of the adult population in the county uses tobacco products compared to 25% in the 1997 Behavioral Risk Factor Survey. The health risk assessments revealed that county employees follow this declining trend to smoke because **17.7% of persons screened reported to be smokers.** This number increased 0.7% from 2004 and is below the national average of 25% but above the Healthy People 2010 Objective of 12%.

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

**Over 400 County employees from 33 departments participated in the Employee Wellness Program in 2005.** (Attachment 4) Two hundred thirty two employees participated in cardiovascular screenings and 227 completed the health risk assessment, 231 attended the wellness fair, and more than 400 people took part in the various wellness programs.

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

*Explore Route 66* was a six-week program that encouraged employees to travel along old Route 66 by running, biking, walking, or stair climbing. The goal was for each team of 6 participants was to "travel" the greatest distance and as well as reach their personal goals. **One hundred forty-six employees formed 25 teams in 2 divisions and**

**combined traveled 27,048 miles.** One team successfully traveled 2,007 miles from Bloomington, Illinois to Santa Monica, California the official end of Route 66. All participants received a t-shirt and pedometers were also made available to employees requesting them.

The eighth annual *Employee Wellness Fair* held on **May 25, 2005** was attended by **231 employees from 24 departments.** The fair is an excellent way for employees to learn about a variety of health topics and interact with health professionals. Agencies represented at the fair included: American Red Cross, Benefit Planning Associates, Bloomington Parks and Recreation, Bloomington Public Library, BroMenn Community Wellness Services, Body Shop at Home, Chestnut Health Services, Community Cancer Center, Cortese Foot and Ankle Clinic, Eastland Chiropractic and Wellness Center, Edna's Health Foods, Four Seasons Association, Fox and Hound Hair Studio and Day Spa, Gailey Eye Clinic, Health Alliance Medical Plans, Illinois Wesleyan University students, Midwest Center for Sleep Medicine, McLean County Gardeners Association, McLean County Health Department (MCHD) Kid Care, MCHD Health Promotions, Neville House, OSF St. Joseph Center for Healthy Lifestyles, and The Wellness Forum. Eighty-four percent of the participants completed evaluations of the fair. Many stated that as a result of the fair they planned to make changes to their health behavior including increased exercise, improved eating habits, lowering cholesterol and improving their health overall. Most were very pleased with the fair and wanted it to occur each year.

At employee's request, the *Weight Watchers at Work* class was reinstated in June 2005. Research indicates that the Weight Watchers program is a very safe and successful way to loose weight. **During the first 25 weeks a group of 25 members lost approximately 425 pounds.** All members were also given a step counter so they could incorporate walking into their weight loss program.

*One participant reported that the results of the wellness screenings, a call from her physician requesting she schedule an appointment to discuss results, and family history of cardiovascular disease promoted her to join Weight Watchers. She was excited to report that program helped her immensely because after loosing more than twenty pounds through Weight Watchers her total cholesterol decreased 40 points, LDL dropped 36 points, and blood pressure returned to normal.*

The *Summer Wellness Challenge* offered in July and August allowed employees to engage in wellness activities and earn points for their participation. Activities included exercising, eating fruits and vegetables, mediating, reading about health topics, wearing seatbelts, sun safety, etc. At the beginning of each month participants were given a chart to log their activities and received points for activities completed. At the end of the six week period the points were submitted to health promotion staff and the participants were awarded with an incentive and entered in a drawing for a larger prize. **Seventy-five employees participated in this program.** Participants listed increased physical activity as the most common benefit gained from the program.

A new program, *On the Go*, was introduced in the fall of 2005. The program was designed to assist employees in setting goals for incorporating physical activity and nutrition into their daily routine. Participants were to write one goal addressing nutrition and one goal addressing physical activity for each week and then track their successes on

a log. All **50 participants** were rewarded with mid-point and final prizes and the three employees with most goals reached received additional rewards.

A pilates class was also implemented in the fall of 2005. Pilates is a form of isometric exercise and physical movement designed to stretch, strengthen, tone and balance the body, while eliminating tension and strain on the joints. It is an exercise designed to improve posture and coordination, increase flexibility, develop optimal core control, create flat abdominals and a strong back, as well as provide a refreshing mind-body workout. **Fifteen women enrolled in the weekly class taught by an instructor from Bodies and Balance.**

### **Activities Addressing Cancer Risks**

Research shows that physical activity and a diet rich in fruits, vegetables, and grains help to lower the risks for many types of cancer. In addition to the aforementioned programs, several programs specifically addressed cancer awareness and/or cancer risks. A breast cancer awareness campaign available for employees in October included breast health information through electronic mail *Health Beat*, trivia questions and, the opportunity to participate in Lee National Denim Day. Employees could donate \$5 to the Susan G. Komen Breast Cancer Foundation in exchange for wearing jeans to work on the second Friday in October. One hundred sixty seven employees participated in the event and donated \$1535 for breast cancer research and services. The money was donated to the National Foundation and to the McLean County Affiliate to help pay for education and mammograms for women that can not afford the costs.

Employees that smoke will be given the opportunity to go smoke free during the *Go Cold Turkey and Win a Turkey* campaign on the American Cancer Society's Great American Smoke-out. Employees will sign a pledge card and received a "quit kit". All participants that are successful at quitting for the day will be entered into a drawing to win a free turkey for the participant and the buddy.

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

### **Other Wellness Programs in 2005**

Several lunch and learn sessions were scheduled throughout the year touching on a variety of health topics including **Healthy Summer Cooking, Journaling for Your Health, 5-A-Day the Color Way, Broccoli and Breast Self Exams, and Addressing Holiday Stress.** The average attendance for the lunch and learn sessions was sixteen people. The program taught by the produce manager from Schnucks regarding fruits and vegetables drew the greatest attendance.

This is the third year the Wellness Employee of the Year Award will be given to a County employee. The honor is awarded to an employee who is working toward or has

succeeded in improving his/her health or that of their peers in the past year. A certificate is given to all persons nominated for the award and a gift certificate to Eastland Mall is presented to the winner.

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

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

### **Summary**

Reviews of county health insurance claims over the past several years clearly show that heart disease, diabetes, cancer, stress related illnesses make up the greatest share of payouts. Risk factors such as poor nutrition, smoking, and lack of physical activity are major contributors in the development and progression of chronic diseases. An employer's attention to health promotion and early detection efforts plays a significant role in controlling health care expenditures. According to Larry Chapman, Chairman and Founder of the Summex Corporation, health promotion programs are very beneficial in the workplace and business cannot afford not to invest in employee wellness. We strongly encourage all employees to participate in the employee wellness program. This program is one benefit which can improve health, increase productivity and yield a significant return on investment for the employer and the employee. The proposed wellness program for 2006 is listed below.

### **Proposed Events and Activities for 2006**

The scheduled date for the annual employee wellness fair is Wednesday, May 24, 2006. The cholesterol and glucose screenings will be held at the Regional Office of Education, Highway Department, Health Department, and the Law and Justice Center on April 24, 26, 27 and 28. The osteoporosis screening will be held on the day of the fair and the mammogram van will be available on May 24th and 25th. The costs of the screening will be paid by the Employee Benefit Fund or Health Alliance Insurance.

#### **Cardiovascular Screenings**

- Screening to be conducted by Carle Clinic on April 24, 26, 27, and 28
- Locations: Health Department, Law and Justice Center, Highway Department and Regional Office of Education
- Includes Cholesterol, Glucose, and Blood Pressure, Height, Weight, Body Composition
- Complete *Personal Wellness Profile*
- A corporate and individual report compiled from data received in wellness profiles
- Tracking patients with high risk screening scores to determine how many schedule appointments with physician



### **Osteoporosis**

- Screenings to be conducted by BroMenn Women's Center on May 24th in conjunction with the Wellness Fair

### **Tuberculosis Skin Tests**

- Tests administered by Health Department staff on screening days

### **Tetanus Vaccine**

- Administered by Health Department staff on day of screenings/fair

### **Cancer Screenings**

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

### **Wellness Fair**

- Wednesday, May 24, 2006 from 8:30 until 2:30
- Variety of vendors focusing on all aspects of prevention and health

### **Activities**

- Select McLean County Wellness Employee of the year
- Explore Route 66: A 6 week program encouraging employees to walk, run, climb stairs, and bike along Historic Route 66 to improve health.
- Walking program – promoting downtown walking path, mall walking, and the Constitution Trail
- Millionaires Club for employees continuing to walk after the 6 week program has ended. Those walking more than 1,000,000 steps become a member of the club.
- Weight Watchers At Work
- Summer Wellness Challenge
- Breast Cancer Awareness activities during October
- Observation of the Great American Smoke-out in November
- Go Cold Turkey and Receive a Turkey
- Promotion of Illinois Tobacco Quitline and free nicotine patches from Health Promotion as result of Illinois Tobacco Free Communities Grant
- Holiday Stress Management
- Sun Safety Campaign
- Random Acts of Kindness Day
- Lunch and Learns
- Observation of National Health Observances
- Ongoing informational displays in the various county buildings
- County Comment articles pertaining to pertinent health topics
- Health Beat Articles on County-E-mail
- Intranet site: I Wellness

## 2005 Screenings by Department

## 2005 Screenings by Department

Administration	3
Adult Court Services	5
Adult Literacy	2
Assessor's Office	8
Auditor's Office	1
Building and Zoning	6
CASA	5
Circuit Court	3
Circuit Clerk	19
County Board	1
County Clerk	7
Court Services	10
Election Commission	3
Facilities Management	4
Government Center	1
Health Department	55
Highway Department	21
Information Services	8
Jail	2
Judicial	4
Juvenile Detention Center	3
Met com	1
Nursing Home	7
Parks and Recreation	2
Public Defender	3
Recorder	4
Regional Office of Education	5
Regional Planning	0
Risk Management	1
Sheriff	18
States Attorney's Office	15
Treasurer's Office	5
Veteran's Assistance	0

# **Executive Summary of Wellness Profiles**

**2002 - 2005**

McLean County Wellness Screenings  
Executive Summary of Wellness Profiles  
2002-2005

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

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

# **Eight Year Employee Screening Results**

**1998 – 2005**

**Eight Year Employee Screening Results  
1998-2005**

<b>Gender</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
Male	20	32	43	54	59	77	91	88
Female	75	61	74	89	101	127	140	139
<b>Total Screened</b>	95	93	117	143	160	204	231	227

<b>Smokers</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
Male	--	--	9 of 42 (21%)	12 of 54 (22%)				
Females	--	--	8 of 68 (11%)	9 of 89 (10%)				
Total			17 of 110 (15%)	21 of 143 (15%)	22 of 152 (14%)	37 of 204 (19%)	30 of 231 (17%)	40 of 227 (17.7%)

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



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

\*\* 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>	<b>2004</b>	<b>2005</b>
Too Low ( < 40 mg/dL)	14 (14.7%)	5 (5%)	11 (10%)	3 (2%)	21 (13%)	42 (20%)	76 (33%)	59 (26.1%)
Moderate Risk								44 (19.5%)
Normal ( 40-59 mg/dL)	81 (85.3%)	88 (95%)	98 (90%)	140 (98%)	139 (87%)	165 (79%)	154 (67%)	123 (54.4%)

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

2 (1%)

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

<b>Blood Glucose</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
Elevated (Fasting) (>110 mg/dL)	3 (3.2%)	8 (8.6%)	9 (7.8%)	7 (5%)	18 (11%)	37 (18%)	19 (8%)	47 (21%)
Normal Blood Glucose (65-110 mg/dL)	92 (96.8%)	84 (90.4%)	105 (91.3%)	135 (95%)	142 (89%)	135 (65%)	211 (92%)	180 (79%)
Below Normal	0	1 (1%)	1 (.8%)	0	0	0	0	0
Elevated (Non Fasting) (> 140 mg/dL)						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>	<b>2004</b>	<b>2005</b>
New Heart Cards	97 (100%)	69 (79%)	--	--	147	103 (78%)	0	0
Renewals	0	17 (5%)	--	--	--	29 (22%)	0	0
Normal EKG		51 (51%)	84 (76%)	96 (67%)	140 (95%)	100 (76%)	0	0
Abnormal EKG		20 (23%)	16 (14.5%)	35 (24%)	7 (5%) No Referrals	3 (2%) 1 Referral	0	0
Borderline EKG		16 (18%)	10 (9%)	12 (8%)		29 (22%)	0	0

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

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

<b>Mammograms</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
Number of women	0	4	24	36	31	0	36	46
Recalled for additional films	0	0	6	6	7	0	9	9

<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>	<b>2004</b>	<b>2005</b>
Above Normal Range (< 4.00ng/ml)			0	0	1	2	1	3
Below Normal Range			29	37	41	44	62	49
Total Screened	0	0	29	37	42	46	63	52

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

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

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

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

<b>Yearly Results</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
Number Screened	95	93	117	143	160	209	233	232
Attended Health Fair	144	142	158	175	203	181	192	231
Participated in Additional Wellness Activities/Programs	61	91	199	244	250	428	548	587
Total Employee Participation	150	222	244	306	343	386	400	412

## 2005 Participants

## 2005 Activities and Number of Participants

### Screenings

Cholesterol/Glucose Screenings	232
Completed Personal Wellness Profile	227
Prostate Specific Antigen Test	51
TB Skin Tests	45
Bone density Screenings	75
Mammograms	46

### Fair

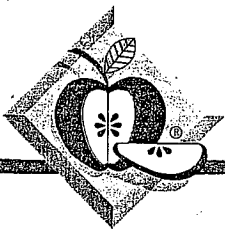
Health Fair Attendance	231
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### Other Activities

Explore Route 66	143
Lunch and Learns	82
On the Go	51
Pilates	15
Summer Wellness Challenge	74
Weight Watchers	28

**Group Progress Report  
Comparing 2004-2005**





# Group Progress Report

## Personal Wellness Profile Group Progress Report McLean County Employees

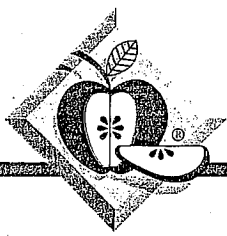
### Scientific Basis for the Personal Wellness Profile

- ◆ American Cancer Institute
- ◆ American Cancer Society
- ◆ American College of Sports Medicine
- ◆ American Heart Association
- ◆ U.S. Department of Health and Human Services
- ◆ Health Outcomes Institute
- ◆ Johns Hopkins Medical Institutions
- ◆ National Academy of Sciences, NRC
- ◆ National Center of Health Statistics
- ◆ National Committee For Quality Assurance
- ◆ National Institutes of Health
- ◆ National Mental Health Association
- ◆ University of California at Berkeley
- ◆ University of Michigan
- ◆ U.S. Preventive Services Task Force
- ◆ U.S. Surgeon General's Report on Health Promotion and Disease Prevention
- ◆ U.S. Department of Agriculture's Dietary Guidelines for Americans
- ◆ World Health Organization

### Table of Contents

Major Wellness Scores	1
Clinical Test Values	2

Provided by  
**The Wellness Connection**  
PO Box 370  
Collegedale, TN 37315  
423.236.2439



# PWP Group Progress Report

McLean County Employees

% Rating Good to Excellent

*The Group Progress Report documents health changes made since the last testing session. Group test results for the previous and current testing sessions are shown together. Values shown are the number and percent of people who rate "Good" to "Excellent" in the Wellness Factors and clinical tests listed.*

This group consists of 129 people (58 men, 71 women). Positive changes, as well as areas still needing improvement, are listed below.

**-- Positive Changes --**

At least 77 people (59.7%) achieved "Good" to "Excellent" in each of the following wellness factors.

- ★ Handling stress better
- ★ Improved substance use
- ★ Improved safety habits
- ★ Smoking/tobacco use
- ★ Drinking less alcohol
- ★ Better seat belt use
- ★ Improved happiness
- ★ Improved sleep habits
- ★ Fewer sick days

**-- Needing Improvement --**

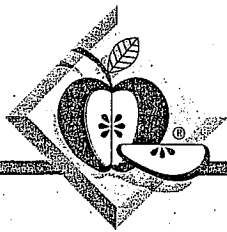
Less than 77 people (59.7%) achieved "Good" to "Excellent" in the following wellness factors.

- ✓ Coronary risk
- ✓ Cancer risk
- ✓ Nutrition status
- ✓ Fitness status
- ✓ Blood cholesterol levels
- ✓ Blood pressure
- ✓ Aerobic activity
- ✓ Body composition

	Number	Percent	Avg. Sc	0	25	50	75	100
Low coronary risk	37 42	28.7% 32.6%	33 36					
Low cancer risk	26 36	20.2% 27.9%	41 44					
Good nutrition status	34 29	26.4% 22.5%	42 42					
Good fitness status	31 33	24.0% 25.6%	40 41					
Good coping and stress status	117 117	90.7% 90.7%	77 77					
Good substance use status	100 103	77.5% 79.8%	78 79					
Good safety status	112 113	86.8% 87.6%	79 80					
Nonsmoker, avoids tobacco	90 92	69.8% 71.3%	73 74					
No or low alcohol use	116 117	89.9% 90.7%	88 88					
Good cholesterol status*	66 70	51.6% 54.7%	49 52					
Good blood pressure	37 25	28.9% 19.5%	48 41					
Good aerobic exercise score	39 35	30.2% 27.1%	40 39					
Good weight status	21 43	16.3% 33.3%	35 44					
Wears seat belts regularly	123 124	95.3% 96.1%	91 94					
Happy and content	114 112	88.4% 86.8%	68 68					
Adequate sleep, 7-8 hour per day	84 80	66.1% 63.0%						
Less than 5 sick days per year	104 102	80.6% 79.1%						
Doing Well	12	9.3%	36					
Overall Wellness	17	13.2%	38					

Previous: 05/04 to 05/04  
Current: 05/05 to 05/05

\* LDL and HDL, if tested, may influence the overall cholesterol score.



# PWP Group Progress Report

McLean County Employees

## Clinical Tests

The Clinical Summary of the Group Report shows changes in specific health tests. Average values are listed for current and previous testing data. The percent improvement for the average test results is shown in graph form.

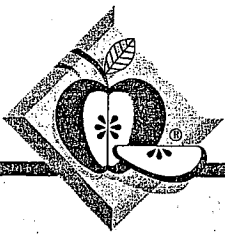
### -- Evaluation --

This group has improved in 7 of the 12 clinical tests listed. Those areas showing improvement, in average test results, are listed below. Areas marked with a ★ indicate major improvement (6% or more) has occurred.

- ↻ Total cholesterol
- ↻ HDL cholesterol
- ↻ LDL cholesterol
- ★ Triglycerides
- ↻ Body mass index
- ★ Cholesterol/HDL ratio
- ★ Grip strength

	# of people tested		Percent Improved	Percent Improvement					
	Previous	Current		0	5	10	15	20	
Systolic Blood Pressure	124	125.8	126.0	0.0%					
Diastolic Blood Pressure	124	77.0	82.4	0.0%					
Cholesterol (mg/dl)	127	199.9	196.6	1.6%					
HDL level (mg/dl)	127	45.3	47.8	5.4%					
LDL level (mg/dl)	123	127.3	123.6	2.9%					
Triglycerides (mg/dl)	126	133.2	122.5	8.1%					
Glucose (mg/dl)	127	91.8	94.5	0.0%					
Body mass index	129	28.6	28.3	1.2%					
Waist/hip ratio	16	0.87	0.89	0.0%					
Cholesterol/HDL ratio	127	4.6	4.3	6.8%					
Grip Strength (KG)	121	78.2	90.0	15.0%					
Waist girth (in)	16	36.5	37.3	0.0%					

**Personal Wellness Profiles  
Executive Summary Report  
McLean County Employees  
2005**



# Executive Summary Report

## Personal Wellness Profile Executive Summary McLean County Employees

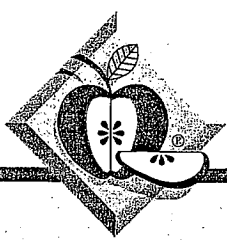
### Scientific Basis for the Personal Wellness Profile

- ◆ American Cancer Institute
- ◆ American Cancer Society
- ◆ American College of Sports  
Medicine
- ◆ American Heart Association
- ◆ U.S. Department of Health and  
Human Services
- ◆ Health Outcomes Institute
- ◆ Johns Hopkins Medical  
Institutions
- ◆ National Academy of Sciences,  
NRC
- ◆ National Center of Health  
Statistics
- ◆ National Committee For Quality  
Assurance
- ◆ National Institutes of Health
- ◆ National Mental Health  
Association
- ◆ University of California at  
Berkeley
- ◆ University of Michigan
- ◆ U.S. Preventive Services Task  
Force
- ◆ U.S. Surgeon General's Report  
on Health Promotion and  
Disease Prevention
- ◆ U.S. Department of Agriculture's  
Dietary Guidelines for  
Americans
- ◆ World Health Organization

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Provided by  
**Carle Clinic**



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## Introduction

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

Improved control of behavioral risk factors, such as:

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

could prevent:

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

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

## Health Practices

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

## Group Needs

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

## Health Age and Quality of Life

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

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

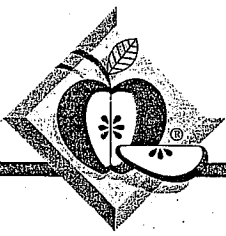
## Risk Reduction

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

## Demographics

There were 227 individuals from this group who participated in the wellness assessment program. The group consisted of 88 men and 139 women. The average age of the group was 45. The health norms and comparisons used in this report are based on these demographics.

The ethnicity mix was 83% Caucasian, 3% Black, 2% Asian, 3% Hispanic, 3% Native American, and 0% other races. 6% chose not to indicate their ethnicity.



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## Health Hazards

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

## Reducing Risk

Reducing the number of people with these health risks can significantly decrease health problems and costs, while improving the health and productivity of the individuals. (Note: Concise Plus Profile does not include Factors with an asterisk) (1) If done, waist girth or % fat may override BMI.

### Cardiovascular (697,754 deaths per year)

Contributing Risk Factors	#	%
Personal history of heart disease, stroke or diabetes	19	8
Family history of heart disease	62	27
High total cholesterol (240+ or 200+ if CHD or Diabetes)	23	10
High LDL cholesterol (160+ or 130+ if CHD or Diabetes)	30	13
Low HDL cholesterol (less than 40)	59	26
High blood pressure (140/90 and above)	66	29
Smoking	38	17
Diabetes/high blood sugar (100+ fast, 140+ non)	47	21
Low aerobic exercise score	74	33
Excess weight (BMI > 25, high waist girth or % fat) (1)	160	70
*Abnormal ECG	0	0
High overall coronary risk	98	43

### Cancer (558,847 deaths per year)

Contributing Risk Factors	#	%
Personal history of cancer	10	4
Tobacco use (all forms)	43	19
Drinking more than recommended (more than 1-2/day)	22	10
High-fat diet	51	22
Low-fiber diet	181	80
Fruits and vegetables (less than 5/day)	167	74
Excess weight (BMI > 25, high waist girth or % fat) (1)	160	70
Bowel disease	13	6
*Positive blood in stool	0	0
*Positive PSA (9 men over 50 years old)	3	1



## Accidents

(102,303 deaths per year)

Contributing Risk Factors	#	%
Does not wear seat belt all the time	8	4
*No working smoke alarm in home	15	7
Drinks and drives occasionally	13	6
Does not use good lifting technique	21	9
*Does not wear a helmet when applicable	59	26

## Lung Disease

(125,500 deaths per year)

Contributing Risk Factors	#	%
Smoking (cigarettes)	38	17
*Low lung function (FEV1 <80% of predicted)	0	0
No regular exercise	74	33
Unusual shortness of breath	7	3
Chronic bronchitis or emphysema (COPD)	5	2

## Diabetes

(73,119 deaths per year)

Contributing Risk Factors	#	%
Personal history of Diabetes	12	5
High blood sugar (100+ fasting, 140+ non)	42	19
Poor weight score (score < 50 or high waist girth)	160	70

## Cirrhosis, Liver

(27,045 deaths per year)

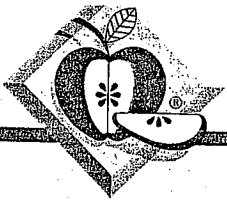
Contributing Risk Factors	#	%
Drinking more than recommended (more than 1-2/day)	22	10

## Suicide

(30,646 deaths per year)

Contributing Risk Factors	#	%
"I have recently thought about ending my life"	0	0
"Feel down-hearted and blue"	21	9
"Have been a happy person" .. "little of the time"	16	7





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## Other Key Health Practices

Lifestyle Risks	#	%
Low nutritional status	178	78
Heavily stressed (often have trouble coping)	6	3
Numerous stress signals present (3 or more)	8	4
Very unhappy with life	6	3
Low in sleep (less than 7 hours per day))	86	38
Low energy level (feel tired most the time)	48	21
Have no good social support system	12	5
Regularly use drugs that affect mood or ability to relax or sleep	24	11
*Consumes caffeine heavily (6 or more servings per day)	12	5

## Disease States

Disease States	#	%
*Allergies	74	33
*Arthritis	29	13
Asthma	27	12
*Blindness or trouble seeing	7	3
Bowel polyps or inflammatory bowel disease	13	6
*Cataracts	8	4
*Deafness or trouble hearing	8	4
*Glaucoma	8	4
*Kidney disease	3	1
*Macular degeneration (AMD)	4	2
Sciatica or chronic back problem	11	5
*Skin problems or dermatitis	22	10
*Ulcer or bleeding in stomach or bowels	9	4
Chronic bronchitis or emphysema (COPD)	5	2
Personal history of diabetes	12	5
Personal history of heart disease or stroke	19	8
Personal history of cancer	10	4

## Medical Care Summary

Medical Care Issues	#	%
*Doctor visits in past 12 months -	207	91
Sick and missed work 5 or more days last year	54	24
*Spent at least 1 day in hospital last year	14	6



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## Health Status and Quality of Life

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

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

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

## Health Age

### Good Health Practices

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

## Health Status and Quality of Life (HSQ-12)

Quality of Life Scale	Group Score	U.S. National Norms*	Low Scores (n)	Low Scores (%)
Physical Health Composite Score (PCS)	males	51.89	4	4.9
	females	50.02	19	14.4
Mental Health Composite Score (MCS)	males	50.15	13	15.9
	females	47.94	26	19.7

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

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

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

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

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

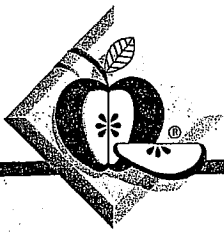
## Health Age Summary

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

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

Average Age	Average Health Age	Average Achievable Age	Potential Years of Added Life for Group
44.9	45.0	39.5	1,245.7

The average person in this group may add 5.5 years to his or her life expectancy by maintaining good health practices. For the entire group of 227 people, over 1,245.7 person years may be gained. The addition of these person years is invaluable. People will feel better and be more productive all the years of their lives.



## *Recommended Health Actions*

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

### *Nutrition*

#### **1. Better Nutrition**

*(78% showed need for making nutritional changes)*

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

### *Fitness*

#### **2. Improving Fitness**

*(75% showed need for improving fitness levels)*

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

### *Cancer*

#### **3. Cancer Risk Reduction**

*(74% have higher cancer risk)*

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

### *Weight Management*

#### **4. Weight Management**

*(70% are above their recommended weight range)*

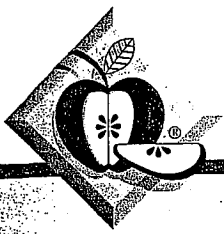
Weight control is a commonly reported need. By losing or preventing excess weight, risk for heart problems, cancer risk, hypertension, diabetes, and other serious health problems can be prevented. Losing weight can also have a positive effect on self-image.

### *Coronary Risk*

#### **5. Coronary Risk Reduction**

*(68% have a moderate to high coronary risk)*

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



## *Cholesterol*

### 6. Managing Cholesterol Levels

(52% had cholesterol over recommended levels)

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

## *Blood Pressure*

### 7. Managing High Blood Pressure

(29% had elevated blood pressure levels, 140/90 and above)

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

## *Stress*

### 8. Managing Stress

(20% are bothered by excessive stress or have an MCS score < 40)

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

## *Smoking*

### 9. Quit Smoking

(18% are smokers)

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

## *Alcohol*

### 10. Alcohol Management

(10% report drinking more than recommended)

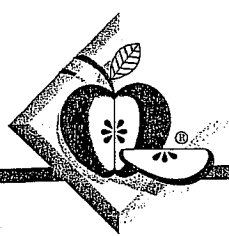
High levels of drinking lead to high accident rates, decreased job performance, and serious health problems including cirrhosis of the liver and increased cancer risk. Alcohol awareness education and referral help for those dependent upon alcohol can have a significant impact on the health of these individuals.

## *Back Care*

### 11. Better Back Care

(9% do not know or practice correct lifting techniques)

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



## Your Next Step

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

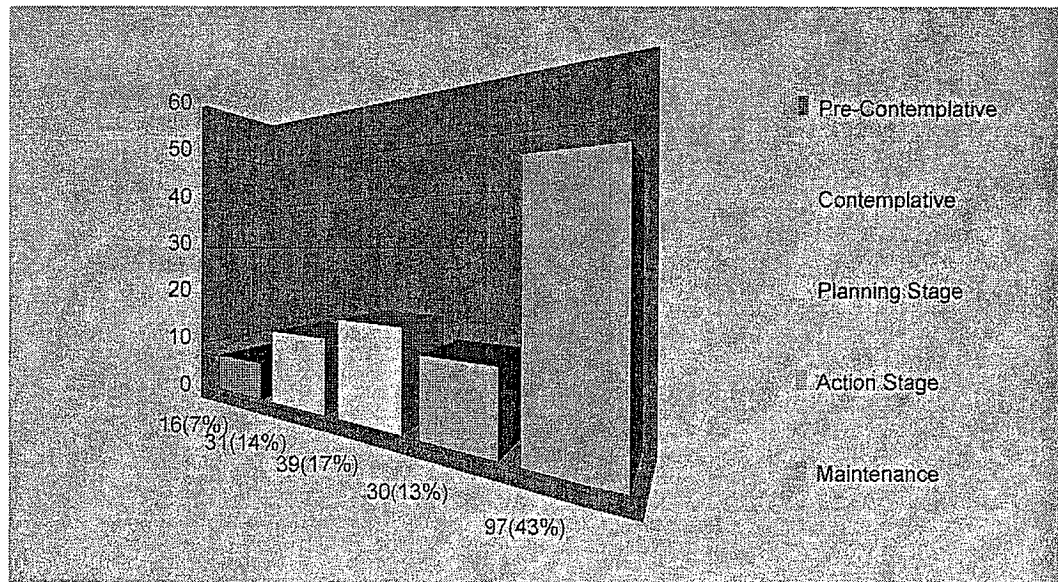
## Health Action Opportunities

Self-Help Study Guide or Class	Number of People	Percent of Group
Alcohol Management	22	10
Better Nutrition	178	78
Healthy Pregnancy	10	4
Managing High Blood Pressure	66	29
Improving Fitness	170	75
Living With Diabetes	12	5
Managing Cholesterol Levels	117	52
Stress Management	46	20
Protecting Your Heart	155	68
Quit Smoking	40	18
Senior Living	43	19
Strengthen Your Back	21	9
Weight Management	160	70

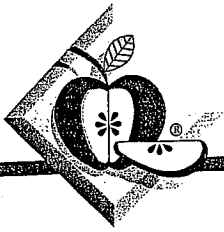
## Readiness to Change

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

## Estimated Readiness to Change Distribution



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

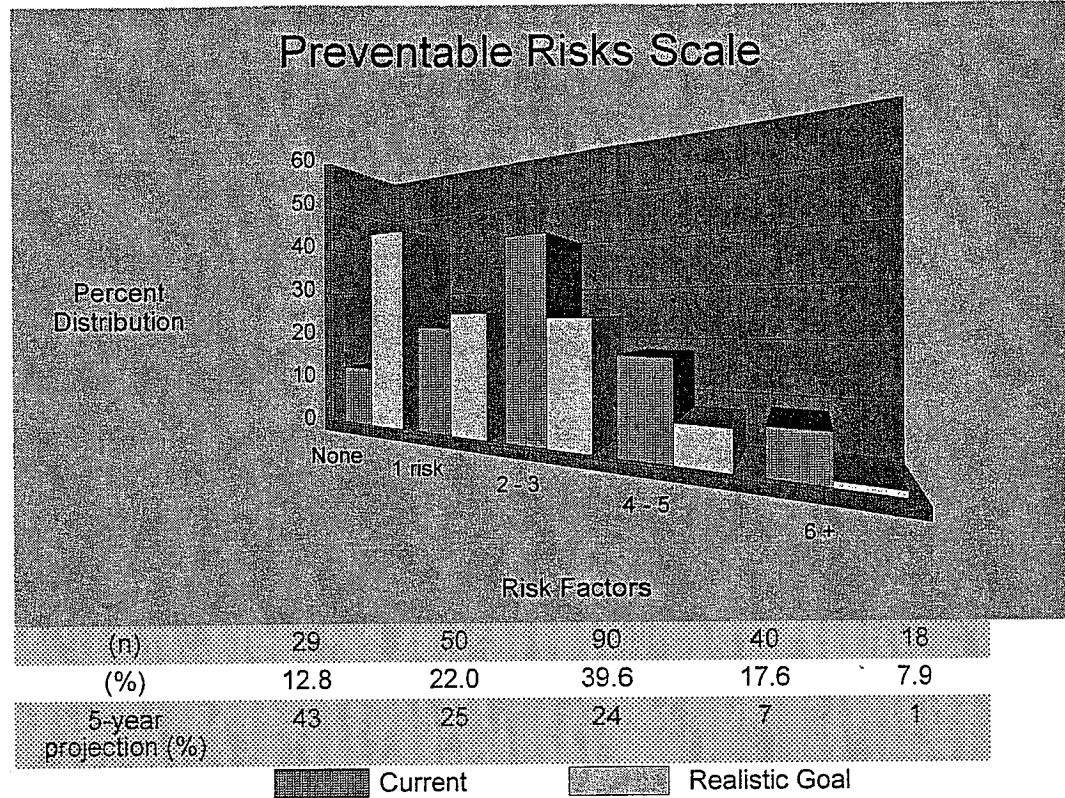


## Economic Impact of Major Health Risks

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

### Risk Factors Associated with Higher Medical Claims:

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



## Preventable Risks and Health Care Costs

A number of health risk factors have been shown to be associated with higher medical claims (see side bar). The presence of multiple risk factors provides a better prediction of future claims experience than any single factor. Based on the risk factors of participants in this group, the average medical claim per person is projected to be \$3,028.76.\* (A)

When your group is compared to a group with zero risk factors (average claim = \$1,017.50), your average preventable cost per person is \$2,011.26 per year. However, to achieve zero risk factors for all people is not a realistic goal. A more realistic method of estimating preventable costs is to compare your group with a company that has had an ongoing comprehensive wellness program in place for a number of years (average claim = \$1,963.50). This comparison shows preventable costs per person for your group to be \$1,065.26.

Therefore, by reducing preventable risks with an effective ongoing wellness program, your group could achieve a realistic total savings of \$241,813.00 per year. ( $1,065.26 \times 227 = 241,813.00$ )

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

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

## 2005 Employee Wellness Budget

	<b>Proposed</b>	<b>Actual Cost</b>
<b>Carle Clinic</b>		
Screenings     \$40 x 250 persons = (\$35 x 232)	\$ 10,000	\$8,120
Health Risk Appraisal (Individual) \$10 x 250 = (\$11 x 227)	\$2,500	\$2497
Corporate Report & Postage		\$ 282.78
PSA                 \$30 x 65 men = (25 x 51)	\$1,950	\$1275
<b>Methodist Hospital</b>		
Mammograms \$124.50 x 40 women = \$127 x 46	\$ 4,000	\$5842
<b>BroMenn Medical center</b>		
Osteoporosis screening (heel)     \$5 x 50 = (74 x 5)	\$250	\$270
<b>Total estimated for screenings</b>	<b>\$18,700</b>	<b>\$18286.78</b>
<b>Amount paid by Benefit Fund for Screenings</b>		<b>\$12755.78</b>
<b>Health Alliance Insurance paid</b>	<b>8,000</b>	<b>- <u>5531.</u></b>
National Wellness Conference at Stevens Point, Wisconsin	\$600	313.10
Membership to WELCOA	365	292.
Incentives, supplies for fair and wellness activities	\$8,035	4,451.31
Wellness programs/Health Fair printing/paper	300	236.36
<b>Total amount requested</b>	<b>\$20,000</b>	<b>\$18,048.55</b>
Amount remaining \$1951.45		

**Proposed 2006 Employee Wellness Budget**

**Carle Clinic**

Screenings (Including Cholesterol, Glucose \$36 x 250 persons = \$9,000

Health Risk Appraisal (Individual and Corporate Report) \$12 x 250 = \$3,000

PSA \$26 x 60 men = \$1,560

**Methodist Hospital**

Mammograms in mammogram van for women 40 and over  
\$130.00 x 50 women = \$ 6,500

**BroMenn Medical center**

Osteoporosis screening (heel) \$5 x 75 women and/or men = \$375

**Total for screenings \$20,435**

Health Alliance Insurance will pay for employees having  
HMO policy Deduct insurance payment - 8,000

**Amount paid by Benefit Fund for Screenings \$12,435**

National Wellness Conference at Stevens Point, Wisconsin \$ 600

Membership to WELCOA 300

Incentives, supplies for fair and wellness activities \$6,400

Scholarships for Weight Watchers 600

Wellness programs/Health Fair printing/paper 300

**Total amount requested \$20,635**



Assessment Status Report

Township	Book to S/A	To Printer	To Publisher	Newspaper	Date of Publication	Final Filing Date	2004 Factor	2005 Factor	Complaints Filed	Books Closed
Allin	10/10/05	11/10/05	11/11/05	Pantagraph	11/16/05	12/16/05	1.0000	1.0341	2	
Anchor	10/24/05	11/25/05	11/25/05	Ridgeview Review	12/01/05	01/03/06	1.0322	1.0491	1	
Arrowsmith	07/25/05	10/05/05	10/04/05	Pantagraph	10/11/05	11/10/05	1.1189	1.0000	5	
Bellflower	08/31/05	10/05/05	10/05/05	LeRoy Journal	10/12/05	11/14/05	1.0000	1.0000	1	
Bloomington	09/12/05	11/10/05	11/11/05	Pantagraph	11/16/05	12/16/05	1.0000	1.0128	40	
Blue Mound	08/08/05	08/25/05	08/25/05	Ridgeview Review	09/01/05	10/03/05	1.0704	1.1040	32	
Cheney's Grove	09/02/05	10/10/05	10/10/05	Ridgeview Review	10/13/05	11/14/05	1.0417	1.0000	12	
Chenoa	09/26/05	11/25/05	11/25/05	Chenoa Town Crier	12/01/05	01/03/06	1.0000	1.0297	2	
City	10/24/05	11/11/05	11/11/05	Pantagraph	11/16/05	12/16/05	1.0406	1.0300	317	
Cropsey	10/24/05	11/25/05	11/25/05	Ridgeview Review	12/01/05	01/03/06	1.0000	1.1033	2	
Dale	10/17/05	11/10/05	11/11/05	Pantagraph	11/16/05	12/16/05	1.0514	1.0158	16	
Danvers	09/30/05	11/15/05	11/15/05	Quill	11/24/05	12/27/05	1.0420	1.0044	0	
Dawson	09/13/05	10/07/05	10/07/05	Pantagraph	10/13/05	11/14/05	1.1189	1.0732	21	
Downs	08/29/05	09/01/05	09/01/05	Pantagraph	09/07/05	10/07/05	1.0498	1.0000	7	
Dry Grove	10/24/05	11/10/05	11/10/05	Quill	11/17/05	12/19/05	1.0729	1.0000	13	
Empire	11/17/05	11/28/05	11/28/05	LeRoy Journal	11/30/05	12/30/05	1.0286	1.0210	16	
Funk's Grove	11/28/05	11/28/05	11/28/05	Heyworth Star	12/01/05	01/03/06	1.0000	1.0000	4	
Gridley	10/40/05	11/08/05	11/08/05	Gridley Village Times	11/10/05	12/12/05	1.0432	1.0590	25	
Hudson	09/12/05	10/17/05	10/17/05	Quill	10/20/05	11/21/05	1.0248	1.0603	12	
Lawndale	10/25/05	11/25/05	11/25/05	Ridgeview Review	12/01/05	01/03/06	1.0450	1.0157	0	
Lexington	10/06/05	11/25/05	11/25/05	Lexingtonian	12/01/05	01/03/06	1.0405	1.0315	6	
Martin	08/05/05	08/24/05	08/24/05	Ridgeview Review	09/01/05	10/03/05	1.0000	1.0000	3	
Money Creek	10/05/05	11/18/05	11/18/05	Lexingtonian	11/24/05	12/27/05	1.0057	1.0815	10	
Mount Hope	11/28/05	11/28/05	11/28/05	Heyworth Star	12/01/05	01/03/06	1.0151	1.0277	15	
Normal	08/31/05	09/20/05	09/20/05	Normalite	09/29/05	10/31/05	1.0122	1.0422	410	
Old Town	09/14/05	10/12/05	10/12/05	Pantagraph	10/19/05	11/18/05	1.0432	1.0327	26	
Randolph	07/05/05	10/11/05	10/11/05	Heyworth Star	10/20/05	11/21/05	1.0400	1.0073	16	
Towanda	09/19/05	10/20/05	10/20/05	Pantagraph	10/26/05	11/28/05	1.0361	1.0350	25	
West	08/29/05	09/02/05	09/02/05	LeRoy Journal	09/07/05	10/07/05	1.1160	1.1036	4	
White Oak	08/30/05	09/29/05	09/29/05	Quill	10/06/05	11/07/05	1.0538	1.0731	16	
Yates	10/25/05	11/25/05	11/25/05	Chenoa Town Crier	12/01/05	01/03/06	1.0377	1.0319	1	
									1060	



**OFFICE OF THE ADMINISTRATOR**

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December 23, 2005

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

From:

John M. Zeunik 

Re:

Professional Services Agreement – Costigan & Wollrab P.C.

For your review and approval, please find a Professional Services Agreement between Costigan & Wollrab P.C., the State's Attorney and the County for legal services provided by Costigan & Wollrab in certain civil cases. Costigan & Wollrab has been retained to represent the County in certain civil cases since the County Board approved the self-insurance program for general liability, property and workers' compensation in 1991.

In negotiating the contract renewal with Costigan & Wollrab, the State's Attorney and the Risk Manager added the following changes:

- In paragraph 1, the phrase "and unasserted claims which may be made against the County" has been added.
- In paragraph 3, at the end of the paragraph, the phrase "and present educational seminars and forums to the County on legal topics of mutual interest" has been added.
- In paragraph 10, the minimum insurance coverage per occurrence for the firm's attorneys, paralegals, legal assistants, secretaries and/or other employees has been specified.

The most significant change in the proposed Professional Services Agreement is the increase in the hourly rate to be charged by Costigan & Wollrab. Effective January 1, 2006, the hourly rate charged for work performed by partners increases from \$100.00 per hour to \$175.00 per hour and the hourly rate charged for work performed by associates increases from \$65.00 to \$135.00 per hour. Since the inception of the County's self-insurance program, this is the first increase in the hourly billing rate for legal services provided by Costigan & Wollrab. The State's Attorneys Office advises that even with

The Honorable Chairman and Members of the Finance Committee  
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this increase, the proposed hourly billing rate is still below the average hourly billing rate for comparable legal firms in the County.

The State's Attorney, the Risk Manager and the County Administrator respectfully recommend approval of the contract with Costigan & Wollrab. If you have any questions concerning the proposed contract agreement, please call either Eric Ruud or myself at 888-5110.

Thank you for your kind assistance and cooperation.

## PROFESSIONAL SERVICES AGREEMENT

This Agreement, entered into this \_\_\_\_ day of \_\_\_\_\_, 200\_, by and between the County of McLean, a Body Politic and Corporate, hereinafter known as, "the County", the McLean County State's Attorney, hereinafter known as "State's Attorney", and Costigan & Wollrab, P.C. Attorneys at Law, hereinafter known as, "the Firm".

WHEREAS, the County has authority under *Illinois Compiled Statutes*, Chapter 55, Section 5/5-1005 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, the State's Attorney and the County Board agree it is necessary to obtain professional legal services for the representation of the County in certain civil cases; and

WHEREAS, the Firm has the capacity to provide such legal services, now, therefore,

### IT IS AGREED AS FOLLOWS:

1. The Firm shall, upon the request of the State's Attorney, represent the County, its officers, employees, and/or agents in civil cases assigned to it and provide evaluations concerning claims which have been made against the County and unasserted claims which may be made against the County but in which no litigation has been filed.
2. That upon assignment, the Firm shall further assign each case or matter to a specific partner and associate, both being identified in a letter of receipt and acknowledgement that shall be promptly mailed to the Civil Assistant State's Attorney and the County's Risk Manager. The Firm shall make status reports to the Civil Assistant State's Attorney and the County's Risk Manager at least quarterly, unless otherwise requested or necessitated by developments. The Firm shall also handle telephone inquiries from the County Administrator, the State's Attorney, the Civil Assistant State's Attorney, and the County's Risk Manager, or their designees on cases and matters which have been assigned to the Firm.
3. The Firm shall, from time to time, make appearances before the

McLean County Board or its committees; meet with the County Administrator, the State's Attorney, the Civil Assistant State's Attorney and/or the County's Risk Manager, or their designees in connection with the Firm's status reporting and claims evaluation responsibilities; and present educational seminars and forums to the County on legal topics of mutual interest.

4. The Firm shall provide copies of all correspondence and pleadings filed in assigned cases to the Civil Assistant State's Attorney and the County's Risk Manager.
5. The Firm shall assist the County's outside auditors by responding in writing to their annual request for a legal opinion concerning any pending or threatened litigation, claims and assessments or unasserted claims and assessments.
6. The Firm's attorneys shall be licensed to practice law in the State of Illinois and be in good standing with the Illinois Attorney Registration and Disciplinary Commission.
7. The Firm's attorneys are hereby appointed Special Assistant State's Attorneys solely for legal work performed on assigned cases for the duration of this Agreement.
8. That commencing January 1, 2006, the Firm shall charge and the County shall pay to the Firm \$175.00 per hour for work performed by partners and \$135.00 per hour for work performed by associates. The minimum billing unit shall be 1/10<sup>th</sup> of an hour and the billings shall be provided in itemized form on a monthly basis. Billings shall also be made individually, per file.
9. The Firm and its attorneys are and shall be independent contractors for all purposes, solely responsible for the results to be obtained and not subject to the control or supervision of the County or State's Attorney in so far as the manner and means of performing the services and obligations of this Agreement. However, the County and State's Attorney reserve the right to review the Firm's and its attorneys' work during the performance of this Agreement to ensure that this Agreement is performed according to its terms.

10. The Firm and its attorneys shall secure and maintain malpractice insurance in the minimum amount of \$1,000,000 per occurrence and workers' compensation insurance in accordance with Illinois law for itself as well as its attorneys, paralegals, legal assistants, secretaries and/or other employees and, upon request, supply to the County certificates of insurance evidencing such coverage.
11. The parties agree that this Agreement shall commence on January 1, 2006 and shall terminate in accordance with the provisions of Paragraph 13 below.
12. This Agreement may be amended at any time by the mutual written agreement of the parties.
13. This Agreement is terminable at the will of any party upon the giving of sixty (60) days notice in writing. Written notice shall be mailed to the following addresses:

For the State's Attorney:

William A. Yoder, State's Attorney  
McLean County Law & Justice Center  
104 West Front Street, Suite 605  
Bloomington, Illinois 61701

For the County:

John M. Zeunik, County Administrator  
Government Center, Room 401  
115 East Washington Street  
P.O. Box 2400  
Bloomington, Illinois 61702-2400

For the Firm:

David Wochner, Senior Partner  
Costigan & Wollrab, P.C.  
308 East Washington Street  
P.O. Box 3127  
Bloomington, IL 61702-3127

IN WITNESS THEREOF, the parties have affixed their respective signatures on the date first above noted.

APPROVED:

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Michael F. Sweeney, Chairman  
Chairman, McLean County Board

ATTEST:

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

APPROVED:

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William A. Yoder  
McLean County State's Attorney

APPROVED:

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David C. Wochner, Senior Partner  
Costigan & Wollrab, P.C.

**Position Classifications and Pay Ranges for Fiscal Year 2006**

<u>Pay Grade</u>	<u>Minimum</u>	<u>Maximum</u>	<u>B/W Hrs.</u>	<u>Title</u>	<u>Class Code</u>
M	\$4.8569	\$10.0014	75	Assistant Clerical Assistant Intern	0004 0010 0399
1	\$9.3372	\$13.5391			
2	\$10.0373	\$14.5524	80	Receptionist Lobby Security Screener Automotive Servicer Volunteer Services Coordinator	0003 3301 7301 8311
3	\$10.7898	\$15.6444	80	Custodian CNA Coordinator	7131 8004
4	\$11.5993	\$16.8240	75	Commissary Clerk Office Support Specialist I Deputy County Clerk Assistant Clerk-Jury Commission	0005 0011 0023 1202
			80	Mail Processing Clerk Emergency Communications Addressing Technician Building Maintenance Worker Building Maintenance Worker-Nursing Home Park Maintenance Worker I	0007 3107 7142 7152 7210
5	\$12.4694	\$18.0850	75	Accounting Specialist I Computer Operator Vision and Hearing Technician Dental Hygienist	0101 0201 8101 8103
			80	Lead Custodian Building Maintenance Mechanic I Building Maintenance Mechanic -Nursing Home Park Maintenance Mechanic I Assistant Food Services Supervisor	7133 7143 7153 7221 9015
6	\$13.4045	\$19.4419	75	Office Support Specialist II Safety Coordinator Computer Operator II Legal Assistant I Victims Witness Specialist Circuit Court Secretary Animal Control Warden Assistant Field Inspector Senior Field Inspector	0012 0046 0202 1101 1135 1205 2001 5001 5002
			80	Parks Maintenance Worker II Fleet Mechanic Activity Director	7211 7303 8305

\*= Exempt Position  
All positions above  
Grade 10 are exempt



**Position Classifications and Pay Ranges for Fiscal Year 2006**

<u>Pay Grade</u>	<u>Minimum</u>	<u>Maximum</u>	<u>B/W Hrs.</u>	<u>Title</u>	<u>Class Code</u>				
7	\$14,4100	\$20,8998	75	Supervising Office Support Specialist	0013				
				Administrative Support Supervisor I	0015				
				Administrative Specialist	0017				
				Accounting Specialist II	0102				
				Legal Assistant II	1102				
				Jury Coordinator	1207				
				Animal Control Manager	2005				
				Deputy Coroner	2103				
				Assessor	5011				
				Senior Field Inspector-Building and Zoning	6001				
				Zoning Enforcement Officer	6003				
				80				Engineering Technician I	6102
								Custodial Supervisor	7132
								Building Maintenance Mechanic II	7144
								Park Maintenance Supervisor	7222
								Heavy Equipment Mechanic	7305
								Licensed Practical Nurse-Nursing Home	8005
								Licensed Practical Nurse	8006
				8	\$15,4907 \$30,207	\$22,4638 \$43,804	75	Administrative Support Supervisor II	0016
County Administrator's Assistant	0019								
Program Administrator, County Clerk	0025								
Chief Deputy Recorder*	0031								
Human Resources Assistant	0041								
Network Support Specialist	0211								
Defense Investigator	1127								
Victim Witness Program Coordinator*	1136								
Circuit Clerk-Division Supervisor I	1215								
CASA Coordinator*	2305								
Veterans Assistance Officer*	2403								
Assistant Director-ESDA	3203								
Inmate Program Supervisor	4109								
Senior Assessor	5012								
WIC Nutritionist*	8041								
Health Promotion Specialist*	8115								
Case Manager*	8123								
80								Engineering Technician II	6104
								Domestic Services Director	7125
								Assistant to the Nursing Home Administrator	8131
								Social Services Director	8325
9	\$16,6520 \$32,471	\$24,1498 \$47,092	75					Assistant Chief County Assessment Officer	5015
								Senior Accounting Specialist	0103
								Circuit Clerk-Division Supervisor II	1216
								Probation Officer I	1301
				Inmate Assessment Specialist*	4108				
				Clinic Nurse*	8011				
				Registered Nurse*	8013				
				Registered Nurse-Nursing Home	8014				
				Public Health Nurse*	8015				
				School Health Nurse Consultant*	8017				

\*= Exempt Position  
All positions above  
Grade 10 are exempt

**Position Classifications and Pay Ranges for Fiscal Year 2006**

<u>Pay Grade</u>	<u>Minimum</u>	<u>Maximum</u>	<u>B/W Hrs.</u>	<u>Title</u>	<u>Class Code</u>				
9(cont.)	\$16,6520	\$24,1498	75	Communicable Disease Investigator*	8105				
				Public Health Communications Specialist*	8113				
				Quality Assurance Specialist*	8127				
				Staff Sanitarian	8403				
			80				Animal Control Director	2007	
							Emergency Communications Supervisor*	3104	
							Juvenile Detention Officer	4001	
							Juvenile Detention Program Coordinator	4002	
							Detention Training/Accreditation Specialist*	4011	
							Operations Officer, Parks and Recreation	7216	
							Fleet Manager	7307	
							Assistant Director of Nursing-LPN	8031	
							Food Services Supervisor	9017	
							10	19,1502 \$37,343	27,7692 \$54,150
Staff Accountant*	0105								
Internal Auditor*	0106								
Computer Services Coordinator*	0213								
Assistant States Attorney I*	1105								
Assistant Public Defender I*	1112								
Probation Officer II	1302								
Chief Deputy Coroner*	2104								
Planner-Building and Zoning*	6011								
Clinic Supervisor*	8025								
WIC Nutritionist/Program Coordinator*	8043								
Communicable Disease Program Coordinator*	8107								
Health Promotion Program Manager*	8117								
DCFS Lead Agency Coordinator*	8121								
Forensic Interviewer*	8124								
Case Management Supervisor*	8125								
Birth to Three Assurance Coordinator*	8141								
Bio-Terrorism/Public Health Planner*	8127								
80				Senior Staff Sanitarian*	8405				
				Assistant Director-MMCCC Operations*	3105				
				Facilities Maintenance Foreman	7145				
				Juvenile Detention Shift Supervisor	4003				
				Project Manager	6101				
				Highway Maintenance Coordinator	7015				
				Assistant Director of Nursing-RN	8030				
11	\$44,811	\$64,987		Programmer	0205				
				Network Security Specialist	0214				
				Assistant States Attorney II	1106				
				Assistant Public Defender II	1113				
				Chief Deputy-Circuit Clerk	1217				
				Deputy Director-Court Services	1305				
				Assistant Director-MMCCC Technical Services	3109				
				Assistant Superintendent-JDC	4005				
				Jail Operations Supervisor	4105				
				Civil Engineer I	6105				
				Facilities Maintenance Supervisor	7147				

\*= Exempt Position  
 All positions above  
 Grade 10 are exempt

**Position Classifications and Pay Ranges for Fiscal Year 2006**

<u>Pay Grade</u>	<u>Minimum</u>	<u>Maximum</u>	<u>B/W Hrs.</u>	<u>Title</u>	<u>Class Code</u>
11 (cont.)	\$44,811	\$64,987		Detention Health Supervisor	8129
12	\$49,293	\$71,474		Risk Manager	0047
				Assistant County Treasurer	0111
				Systems/Database Coordinator	0209
				Network Program Manager	0215
				Director-Children's Advocacy Center	0327
				Director-ESDA	0329
				Assistant States Attorney III	1107
				Assistant Public Defender III	1114
				Command Lieutenant	3006
				Civil Engineer II	6106
				Highway Operations Officer	6107
				Community Health Services Supervisor	8021
				Maternal-Child Health Services Supervisor	8023
				Communicable Disease/Health Program Supervisor	8109
				Environmental Health Program Supervisor	8406
13	\$54,221	\$81,341		Assistant Director, Information Services	0217
				Director-Building and Zoning	0325
				Director-Parks and Recreation	0331
				Emergency Communications Director	0335
				Supervisor of Assessments	0345
				Assistant States Attorney IV	1108
				Assistant Public Defender IV	1115
				Superintendent of JDC	4007
				Jail Superintendant	4107
				Facilities Maintenance Director	7148
				Assistant Administrator-Health Department	8133
				Environmental Health Director	8407
14	\$58,289	\$87,433		Assistant County Engineer	6109
				Director of Nursing Services	8029
				Director Personal Health Services	8135
15	\$62,660	\$93,991		Director-Information Services	0333
16	\$65,794	\$98,685		Court Services Director	0323
				Assistant States Attorney V	1109
				Chief Deputy Sheriff	3009
17	\$69,084	\$103,623		County Engineer	0315
				Nursing Home Administrator	0339
				Public Defender	0341
18	\$70,810	\$106,215			
19	\$72,579	\$108,882		Assistant County Administrator	0301
				Health Department Administrator	0337
20	\$76,210	\$114,313			
21	\$87,641	\$131,461		County Administrator	0305

\*= Exempt Position  
 All positions above  
 Grade 10 are exempt

**MCLEAN COUNTY  
GENERAL COMPENSATION PLAN  
FOR NON-UNION EMPLOYEES**

January 1, 2006

**SECTION I: Definitions**

- A. Oversight Committee. The County Board committee assigned the responsibility of reviewing personnel salaries.
- B. AOIC. The Administrative Office of the Illinois Courts - Probation Division. Provisions which reference the AOIC only apply when the personnel involved are professional employees in the Court Services Department.
- C. General Employees. All professional, technical, administrative and support employees of McLean County whose annual salaries are determined in accordance with the McLean County General Compensation Schedule.
- D. Permanent Employees. Employees whose positions are recognized in the annual McLean County Budget as full-time (0503.xxxx account number) or part-time (0515.xxxx account number) and who have every expectation that their employment in that classification will continue from year to year without interruption.
- E. Promotion. A change in an employee's position classification to a position classification which has a higher pay range.
- F. Transfer. A change in an employee's position classification to a position classification which has the same or a lower pay range, or a change in the department in which the employee works.
- G. Demotion. An involuntary change in an employee's position classification to a position classification which has a lower pay range.
- H. Merit Anniversary Date. The date on which an employee is eligible for consideration for a salary increase based on performance.
- J. Position Appraisal Method (PAM). A system for evaluating and maintaining internal job relationships within the McLean County personnel system, implemented July 1, 2000.

**SECTION II: Annual Salary Adjustments**

All employees included in the General Compensation Schedule shall receive any across-the-board salary adjustment which is applied to their respective salary schedules.

### SECTION III: Philosophy Related to Step Progression

All pay grades on the General Compensation Schedules contain a range of salary rates, which allow employees in the same pay grade of the compensation system to receive different rates of pay.

- A. Pay Progression. McLean County expects its employees to progress along a salary range on some basis other than, and in addition to, any cost of living pay increases. This may take the form of a longevity system which is based on one's length of service, or a performance based system which provides merit.
- B. Merit Increases. McLean County believes that performance measurements and achievement provide the best methodology for determining pay progression. This allows an employee's rate of pay to be determined by the employee's own performance and value to the organization. It provides the department with an incentive tool to achieve departmental and organizational goals and encourages all employees to reach their maximum potential. Such increases also allow the department to differentiate among employees in order to recognize individuals whose performance is superior, as well as those who need to improve. We also recognize that the "average" or "satisfactory" employee should progress on the salary range in that their additional year of service has benefited the County. However, this component of pay progression is a minor portion of an employee's merit increase.
- C. Competency. The salary ranges adopted by McLean County are structured so that the midpoint of each such range represents "competency." Such competency is not just an indication that the employee has the necessary knowledge, skills, and abilities to perform the duties and responsibilities of the position, but also that the employee knows and understands the environment, including, as appropriate to the position, the political structure, other employees, outside contacts, etc.
- D. Beyond Competency. Progression along those wage steps which are above the midpoint of the salary range are reserved for employees whose performance consistently goes beyond competency. Advancement along these steps requires that the employee adds value to the position and the organization through their achievements on behalf of the organization.
- E. Maximum Limits. The salary range recognizes that there is a limit to the amount of achievement and value which an individual, by nature of the specific position classification which the employee occupies, can bring to the organization. Once an employee reaches the maximum salary rate for the position classification, the employee's annual compensation rate, albeit no longer progressing, rewards continual efforts and achievements.

#### **SECTION IV: Evaluations and Merit Increases**

- A. All merit increases require that a performance evaluation form, satisfactory to the County Administrator's Office and, as applicable, to the AOIC, be submitted to the County Administrator's Office along with the merit increase request, i.e. a completed Payroll Change Form. Whether or not the employee receives a merit increase, the evaluation form shall be sent to the County Administrator's Office no later than the Merit Anniversary Date. Said form shall be returned by that office to the Department Head within two weeks.
- B. All merit increases require an average evaluation score consistent with the merit step chart detailed in Section VI. Beyond the level of competency, i.e. the midpoint of the salary range, progression should become more difficult as the overall performance of the employee must be above that level required by the position. Thus, the amount of progression is less when the employee approaches midpoint and is further reduced as the employee progresses toward the maximum of the range.
- C. The County Administrator's Office may reject a merit increase, pending a review and decision by the Oversight Committee and, as applicable, the AOIC. Such action shall be based on the belief that merit increase(s) within a department are not consistent with merit principles or with the provisions of this compensation plan.
- D. The County Administrator's Office shall reject any request for a merit increase which does not conform to the provisions of this compensation plan or to the requirements of the performance evaluation instrument and instructions.

#### **SECTION V: Establishing Salaries**

- A. New Hires. In order to recognize the value of long-term employees and to avoid wage compression within a pay grade, new hires should be employed at the minimum rate of their respective pay grades. If any position classification on the General Compensation Schedule includes employees scheduled for both a 37.5 hour workweek and a 40-hour workweek, the minimum and maximum hourly rate for that position classification shall be the minimum and maximum hourly rate for those on the 40-hour workweek schedule.

Each department head is authorized to offer a starting rate above the minimum, if necessary to employ a qualified candidate, subject to the following:

1. Department Head Discretion. The department head may offer a starting rate up to a maximum of 10 steps above the minimum rate to a candidate for any position classification.

2. Impacted Positions List. Candidates for position classifications requested by the County Administrator and approved by the Oversight Committee as "impacted" due to the difficulty of attracting and retaining qualified employees shall be eligible for the following, in addition to A.1. above:

a) Experience Credit. The employee may receive a maximum of an additional 3 steps of the minimum starting rate for each year of experience which is directly related to his new position with the County, limited to a total additional maximum of 12 steps.

b) Education Credit. A professional employee may receive a maximum of an additional 8 steps of the minimum starting rate for an educational degree which is directly related to his new position with the County and which is above the educational requirements for his position classification.

c) The County Administrator may approve a maximum of an additional 10 steps if, in his judgment, it is in the best interests of the County and necessary to attract the qualified employee.

3. Elected officials or department heads who believe the Department Head Discretion and Impacted Position policies would result in an insufficient starting rate for a candidate or vacancy must notify the County Administrator in sufficient time prior to the meeting of the Oversight Committee that they wish to request that the Oversight Committee set a higher starting rate for a particular candidate or vacancy. The Oversight Committee shall require a report from the County Administrator as to adjustments, if any, in the PAM Factors for the subject position.

B. Promotions. A promoted employee shall generally receive a 5% increase but not less than the minimum nor more than the maximum rate of the pay range for the employee's new position classification. Also, the increase may exceed 5% if the change in the employee's merit date is disadvantageous; in which case an additional percentage shall be added by calculating the number of months of merit lost by the employee and multiplying that by the potential merit increase in the employee's previous position classification. The exact increase shall be determined by the County Administrator in consultation with the department head. Any increase exceeding 10%, unless necessary to reach the minimum of the new salary range, requires the consent of the Oversight Committee and, as applicable, the AOIC. The employee's merit anniversary date will be the date of the promotion.

C. Transfers. Transferred employees shall retain their present salary and merit anniversary date; however, they shall not be eligible for a merit increase until serving at least three months in the

new position. If an employee transfers from one department to another within four (4) months of the next Merit Anniversary Date, the department receiving the employee may request, in writing, that the other department provide a completed performance evaluation form on that employee. The department providing the employee shall honor all such reasonable requests. Such requests should be made within one month of the employee's transfer.

D. Demotions. A demoted employee shall receive the same step in the new salary range as s/he received of the previous (higher) salary range. The extent of the decrease may be lessened if, projected over the next 12 months, this would result in a loss greater than the percentage differential between the two salary ranges. Also, the decrease may be lessened if the change in the employee's merit date is disadvantageous; in which case an additional percentage shall be added by calculating the number of months of merit lost by the employee and multiplying that by the potential merit increase in the previous position classification. Also, the department head may consult with the County Administrator's Office concerning possible arrangements to withhold future increases to mitigate the extent of present salary loss to the employee. Any such arrangement requires the written consent of the employee and must be reported to the Oversight Committee and, as applicable, the AOIC. The employee's merit anniversary date will be the date of the demotion.

#### **SECTION VI: Merit Increases**

A. Eligibility. All permanent general employees shall be eligible for merit increase consideration on their merit anniversary dates. Each employee eligible for a merit increase shall be evaluated in accordance with this compensation plan and the requirements of the evaluation instrument and instructions under departmental procedures so that said evaluation is completed and discussed with the employee prior to the actual Merit Anniversary Date. In the case of part-time employees, the actual Merit Anniversary Date shall not be considered to have occurred unless the employee has at least 900 hours of actual work hours (including benefit time) since the last merit increase (or 450 hours when the first merit increase is six months from the date of hire). The merit increase shall be effective at the beginning of the payroll period:

- 1) during which the employee's Merit Anniversary Date falls, assuming that the employee is normally scheduled to work on or after that date during that payroll period, if the Evaluation Form and Payroll Change Form are received in a timely manner; or
- 2) at the beginning of the next payroll period following the receipt of the Evaluation Form and Payroll Change Form by the County Administrator's Office, if these materials are late.

B. Probation. All newly hired employees shall serve a six-month probationary period which may be extended by the department head if additional time is necessary in order to properly evaluate the employee's prospect of success in the position. All such extensions must be reported in writing to the County Administrator's Office. Employees who successfully complete



their probationary period, except as noted, shall receive an increase of a maximum of steps indicated by the charts in Subsection C of this Section, and the end of probation shall be their merit anniversary date. Those employees who start at step 11 or above of the pay grade for the position classification shall retain their employment date as their merit anniversary date, regardless of the ending date of their probation.

C. Merit Increase Ranges. General employees who qualify for merit increases shall receive salary increases in accordance with the following schedules. Each step equals 1/2% (one-half percent) of the minimum salary for the particular pay grade and salary schedule. All evaluation scores are based on a total of five (5) possible points. The step columns refer to the employees' current step (prior to receiving this merit increase). For certain employees in the Court Services Department, who are under the jurisdiction of the AOIC, it is recognized that those below the midpoint of their respective salary ranges also receive merit and longevity credit within any annual salary adjustment, as described in Section II.

**GENERAL COMPENSATION SCHEDULE EMPLOYEES  
RANGE 13 AND HIGHER**

Evaluation Score	Employee's Current Step	# Steps	Employee's Current Step	# Steps	Employee's Current Step	# Steps	Employee's Current Step	# Steps
4.75 - 5.00	1-40	8	41-60	7	61-80	6	81-101	5
4.50 - 4.74	1-40	7	41-60	6	61-80	5	81-101	4
4.00 - 4.49	1-40	6	41-60	5	61-80	4	81-101	3
3.50 - 3.99	1-40	5	41-60	4	61-80	3	81-101	2
3.00 - 3.49	1-40	4	41-60	3	61-80	2	81-101	1
2.50 - 2.99	1-40	3	41-60	2	61-80	1	81-101	0
2.00 - 2.49	1-40	2	41-60	1	61-80	0	81-101	0

**GENERAL COMPENSATION SCHEDULE EMPLOYEES  
RANGE 12 AND LOWER**

Evaluation Score	Employee's Current Step	# Steps	Employee's Current Step	# Steps	Employee's Current Step	# Steps	Employee's Current Step	# Steps
4.75 - 5.00	1-40	8	41-57	7	58-74	6	75-91	5
4.50 - 4.74	1-40	7	41-57	6	58-74	5	75-91	4
4.00 - 4.49	1-40	6	41-57	5	58-74	4	75-91	3
3.50 - 3.99	1-40	5	41-57	4	58-74	3	75-91	2
3.00 - 3.49	1-40	4	41-57	3	58-74	2	75-91	1
2.50 - 2.99	1-40	3	41-57	2	58-74	1	75-91	0
2.00 - 2.49	1-40	2	41-57	1	58-74	0	75-91	0

Certain employees of the Court Services Department, due to the requirements of the AOIC, shall not be eligible for any such increase unless their evaluation score is a minimum of 3.25. This compensation plan also recognizes that such employees receive credit for their longevity as well as their performance but that such credit is provided partially by any across-the-board increase, as provided in Section II of this policy.

- D. Merit Increase Methodology. All merit increases shall be added to the employee's present salary rate. The employee's new salary rate shall be stated in even steps with each step equaling increments of one-half of one percent (0.5%) of the minimum of the salary range for the position classification and shall not exceed the maximum of the salary range.
  
- E. Merit Standards. The merit step system is designed to permit departments to reward employees for their performance. It is understood that the indiscriminate awarding of merit acts as a disincentive for employees who typically are exceptional performers. It follows that the number of merit steps awarded to various employees within a department should differ. In order to protect the intent of this merit system, the County Administrator's Office shall be responsible for maintaining statistics necessary to determine that merit standards are met. This shall be accomplished as follows:
  - 1. Each department, as identified within the McLean County Annual Budget, shall evaluate the employees within that department and be responsible for maintaining the merit standards.
  
  - 2. Merit standards shall be considered as met by each department unless such department awards merit so that the department's ratio of steps awarded divided by the maximum steps available, exclusive of any such award for an employee who reaches the maximum step for his position classification by receiving four (4) or less steps of merit, is 1.0 or more standard deviations higher than the mean for all departments collectively.
  
  - 3. Any department which exceeds this merit standard over a one calendar year period shall, for the next calendar year, be limited to the following maximum number of merit steps for each employee: 1/2 (one-half) of the number of steps indicated in Section VI.

If such department's performance evaluation scores continue to exceed the norm for all other departments, then the above restriction on merit steps shall continue during the next year.

## **SECTION VII: Policy Review**

This General Compensation Plan shall be reviewed annually by the County Administrator, who shall make recommendations concerning this plan to the Oversight Committee, which may recommend changes to the County Board and, as applicable, to the AOIC. The annual review shall include a study of the PAM Factors (see Appendix A) for one or more positions, and recommendations for changes thereto.

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Revised 11/12/2003



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

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

December 13, 2005

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

Dear Mr. Sweeney:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **December 31, 2004** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The Certificate of Achievement plaque will be shipped to:

**John M. Zeunik**  
**County Administrator**

under separate cover in about eight weeks. We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. To assist with this, enclosed are a sample news release and the Certificate Program "Results" for reports with fiscal years ended during 2003 representing the most recent statistics available.

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

Sincerely,  
Government Finance Officers Association

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
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Phone (312) 977-9700 Fax (312) 977-4806

12/13/2005

NEWS RELEASE

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

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

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

**Michael F. Sweeney, Chairman**

**Rebecca C. McNeil, County Treasurer**

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

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