

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Tuesday, January 3, 2006 at 4:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Sorensen, Members Moss, Berglund, and Owens

Members Absent: Members Nuckolls and Selzer

Staff Present: Mr. John Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Ms. Jude LaCasse, Assistant to the County Administrator; Ms. Lucretia Wherry, Human Resources Assistant

Department Heads/
Elected Officials

Present: Mr. Don Lee, Director, Nursing Home; Ms. Becky McNeil, County Treasurer; Ms. Peggy Ann Milton, County Clerk; Mr. Robert Keller, Health Department Administrator

Others Present: Mr. Walt Howe, Assistant Administrator, Health Department; Ms Jan Morris, Health Promotion Program Manager

Chairman Sorensen called the meeting to order at 4:03 p.m., noting that it is the first meeting of 2006.

Chairman Sorensen presented the minutes from the December 5, 2005 Finance Committee Meeting for approval. Hearing no corrections to those minutes, Chairman Sorensen advised that the minutes would stand approved as presented.

Mr. Don Lee, Director, Nursing Home, reviewed the Nursing Home monthly reports for December, 2005. He stated that there was nothing significant to report. Mr. Lee noted that the census is currently 146 residents and he expects that to hold through December.

Chairman Sorensen asked if there were any questions. Hearing none, he thanked Mr. Lee for his report.

Ms. Becky McNeil, County Treasurer, presented the County Treasurer's Monthly Financial Reports for the period ending December 31, 2005. She reviewed the Summary of Retailers Occupation Tax, State Income Tax and Personal Property Replacement Tax Revenue Report.

Ms. McNeil announced that this report summarizes the 12 months of 2005. She noted that the County ended the year with revenues substantially above budget. Ms. McNeil reported that, overall, \$7,143,000.00 was budgeted in sales tax, income tax and personal property replacement tax revenues, and the County received \$8,520,000.00, which is the reason for the dramatic fund balance increase in the General Fund for 2005. She noted the following:

- Retailers Occupation Tax Revenue is at \$5,625,680.27, which is 8.18% over last year and 109.95% of budget.
- State Income Tax Revenue is at \$1,514,424.85, which is 17.42% over last year and 125.58% of budget.
- Personal Property Replacement Tax Revenue is at \$1,380,642.10, which is 37.46% over last year and 168.08% of budget.

Ms. McNeil reported that all of the property tax revenue has been credited to the General Fund. She stated that the Property Tax Revenue was budgeted at \$6,906,180.00 and the amount received was \$6,881,000.00, which was 99.65% of budget.

Ms. McNeil presented the Treasurer's General Pooled Investment Account. She reviewed the changes for the month, noting that most of the CD rates went up from between one-third to almost double. She pointed out the following rate comparisons to last year:

- National City increased from 3.40% last year to 4.130% today.
- Busey Bank increased from 3.52% last year to 4.400% today.
- Commerce Bank increased from 3.15% last year to 4.500% today.
- Dewey State Bank-Saybrook increased from 2.26% to 4.112%.
- Atlanta National Bank-McLean increased from 2.50% to 4.400%.

Ms. McNeil advised that the Nursing Home Fund had two CDs mature this month, including a \$750,000.00 CD. She noted that the prior rate was 2.85% for two years and the rate is now 4.875% at maturity. Ms. McNeil stated that a \$250,000.00 CD at Commerce Bank had a prior rate of 2.90% and will mature at 4.650% in November of 2006.

Mr. Owens asked why Credit Unions are not utilized. Ms. McNeil responded that she has not used Credit Unions for the following reasons:

- Rates have not been as competitive;
- Increased time in reconciliation and tracking;
- Illinois Law does not clearly give County Government authority to invest in Credit Unions.

Ms. McNeil reported that the Money Market rates are fluctuating. She noted that there is a significant amount of money in the Illinois Funds Market, which is currently at 3.651%. Ms. McNeil stated that the Prime is at 4.19%, prompting her to move \$6,000,000.00 into the Prime Account. She advised that she is keeping track of these changes.

Ms. McNeil reviewed the Statement of Revenue, Expenditures and Fund Balance. She pointed out that these figures are not final numbers, as there are adjustments that will be made for the year end. Ms. McNeil indicated that the current General Fund Revenue, as of December 31, 2005, is \$27,240,541.38, which is 101.83% of budget. She reported that General Fund Expenditures are at \$25,859,383.53, which is 96.66% of budget. Ms. McNeil stated that the Fund Balance stands at \$7,337,648.25, which is \$1,381,157.85 higher than a year ago. She indicated that the reduction in expenses over what was anticipated and the extra Revenue received resulted in the increase over last year. Ms. McNeil reminded the Committee that these numbers will change over the next two months as preparation is made for the final audit.

Ms. McNeil reviewed the Treasurer's Fourth Quarter CDAP Revolving Loan Fund Report. She stated that there are two active loans; one of which is current and one, Victory Enterprises, is lagging behind slightly. Ms. McNeil pointed out that they are not significantly behind.

Ms. McNeil advised that, because the County administers this program, a small portion of the funds will be transferred into the General Fund.

Mr. Moss asked if Victory Enterprises will pay the amount due. Ms. McNeil replied that they always make their payment, but are sometimes a month behind.

Ms. McNeil presented the Treasurer's Employee Quarterly Benefit Program. She reported that the beginning Fund Balance was \$746,839.10 as of the beginning of the year and it is now at \$723,933.32. Ms. McNeil stated that there are some accruals that will need to take place and some funds that will be shifting into this fund due to some of the reorganizing done in the Payroll Fund. She noted that

the Cafeteria, Medical and Dependent Care Plans are currently being paid out of the Payroll Fund, but will move into this Fund, as it will be handled by a vendor. Ms. McNeil reported that all benefit programs will now be included on this report.

Mr. Owens asked if Payroll has been contracted out to a vendor. Mr. Lindberg explained that, as part of the overall Health Benefits Program, Health Alliance has a vendor that handles all of the 125 Flexible Benefit Plan payments and reports at no additional charge.

Motion by Owens/Berglund to accept and place on file the month-end Treasurer's Financial Reports, the Fourth Quarter CDAP Revolving Loan Fund Report and the Employee Quarterly Benefit Report from the County Treasurer's Office for the month ending December 31, 2005, as submitted.
Motion carried.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Ms. McNeil.

Ms. Peggy Ann Milton, County Clerk, presented a request for approval of a change in the Polling Place for Mt. Hope Township to the former McLean-Waynesville Grade School, 101 N. West Street in McLean, Illinois. She advised that, once this change is approved, notice will be sent out advising the voters of the change in location.

Motion by Berglund/Moss to recommend approval of a Change in the Polling Place for Mt. Hope Township to the former McLean-Waynesville Grade School, 101 N. West Street in McLean, Illinois.
Motion carried.

Ms. Milton presented a request for approval of an Ordinance of the McLean County Board setting fees to be charged by the McLean County Clerk for second copies of Birth and Marriage Certificates. She reminded the Committee that this was the intent of the request last month, but the Ordinance was not clear.

Motion by Moss/Owens to recommend approval of an Ordinance of the McLean County Board setting Fees to be charged by the McLean County Clerk for second copies of Birth and Marriage Certificates.
Motion carried.

Ms. Milton advised the Committee that the Honorable Dan Brady objected to Mr. Phil Huckleberry being on the ballot because Mr. Huckleberry did not have sufficient signatures to be on the ballot. She stated that the Electoral Board met today and reached the decision to not allow Mr. Huckleberry to be on the ballot.

Mr. Owens asked who is on the Electoral Board. Ms. Milton replied that it is made up of the County Clerk, as the Chair, and the State's Attorney and Circuit Clerk as members.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Ms. Milton.

Mr. Robert Keller, Health Department Administrator, presented a request for 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. He explained that this amends the Fund to bring it up to balance for Calendar Year 2005.

Motion by Owens/Berglund to recommend 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.

Motion carried.

Mr. Keller introduced Mr. Walt Howe, Assistant Administrator of the Health Department and Ms. Jan Morris, Health Promotion Program Manager.

Mr. Keller presented a request for approval of an Amendment to Chapter 21, Section 21.22-3 of the McLean County Code-Animals. He noted that, when the Health Department took over this program, there was a Tag Fee of \$1.00. Mr. Keller is requesting that the Tag Fee be increased to \$2.00 and a replacement Tag Fee of \$2.00 be implemented. He advised that the Health Department issues rabies tags to veterinarians; there is a link between the number on the Tag and the ownership of the pet. Mr. Keller noted that the Health Department has a data base program to keep track of the pets and their owners. He explained that when an owner loses the tag, they go back to the veterinarian for a replacement tag. Mr. Keller noted that this practice throws off the data base and the animals cannot be identified.

Mr. Keller reported that the Health Department would like to establish a way to cover the cost of the data base entry and keep track of the animals and their owners. Mr. Howe explained that they purchased a Tag Duplicator. He noted that they will request that the veterinarians not issue duplicate tags but send the individuals to the Health Department where an identical tag will be produced so that the information is all current.

Chairman Sorensen asked if the micro-chip will eventually take the place of tags. Mr. Howe replied that the micro-chip program has several problems, noting that the micro-chip readers are not always able to read the chips. He stated that the micro-chip could work, but the technology has not kept pace with what is available. Mr. Keller also pointed out that the micro-chip program would have to be able to be "re-micro-chipped" each time the pet received a vaccination.

Motion by Berglund/Owens to recommend approval of
an Amendment to Chapter 21 of the McLean County
Code-Animals.
Motion carried.

Mr. Keller asked Ms. Morris to review the 2005 County Wellness Program Report, noting that he will then present the proposal for the 2006 Program Budget.

Ms. Morris reviewed the report, noting that they were able to collaborate again with Health Alliance and Carle Clinic. She stated that they were able to track and compare individual risk assessments of 129 employees from last year to this year. Ms. Morris announced that some improvements have been made, while some areas still need improving. She pointed out the following improvements:

- total cholesterol, HDL, LDL, Triglycerides, and body mass index,
- handling stress,
- smoking and tobacco use,
- alcohol consumption,
- overall happiness,
- sleep habits,
- fewer sick days used

Ms. Morris stated that there were a total of 323 employees screened in 2005; however, five did not complete the Wellness Profiles. She reported that 51 PSA tests were done and 46 mammogram screenings. Ms. Morris advised that nine of the mammogram screenings were referred for further testing, but none of them were malignant. She indicated there were 75 tests completed for osteoporosis and 45 Tuberculosis skin tests.

Ms. Morris reported that, of the 227 Wellness Profiles, 208 employees had one or more high risk factors and 143 exhibited two or more high risk factors. She noted that 117 of 232 employees indicated they had a primary care physician. Ms. Morris stated that a high percentage of employees who had one or more high risk factors went on to see a physician within four months of the screening.

Ms. Morris reported on the following positive aspects:

- Cholesterol is at its lowest percentage since 2000 for the people at 240 or over;
- Employees with a high risk of cholesterol decreased from 30 in 2004 to 23 in 2005;
- The moderate risk increased, but the high risk decreased;
- Employees with weight above the recommended range decreased from 81% in 2004 to 70% in 2005;
- Cancer risk is lessening; 74% compared to 78%/87%/82% in the last four years.

Ms. Morris stated that, based on the information accumulated, 50% of the employees tested need to improve their nutrition, their fitness, weight management, cholesterol and blood pressure.

Ms. Morris indicated that New Year's Eve resolutions are reinforced by the many programs offered by the Health Department. She highlighted the following programs:

- The *Weight Watchers Program* started in June, 2005 and, since that time, 456.2 pounds have been lost.
- *Pilates Program* has several employees involved.
- *Explore Route 66* is a program that encourages biking, walking, swimming or running. The program offers features of Route 66 from Illinois to California around which employees can plot their health program.
- *On the Go* is a program for employees to make goals for an eight week period on nutrition and physical activity. Each week they set a new goal.
- 231 people attended the *Health Fair*, which is a record amount.

Ms. Morris stated that the Health Department was involved in *Go Cold Turkey* and *Win a Turkey*, which is for the Great American Smoke Out, and had five people involved. She reported that the Health Department offers, through a grant, free nicotine patches. Ms. Morris explained that if people call the Illinois Quit Line, give their health history and are willing to be counseled, they can receive one week of free patches for up to four weeks.

Ms. Morris announced that *I Wellness*, an intranet site, was developed through Information Services for people to learn about the Wellness staff, available activities, links to health sources and a variety of health articles. She noted that they are working with Redbird Vending to make healthy choices available in the vending machines.

Ms. Morris advised the Committee that the Screenings are set up for April and the Health Fair is in May. She noted that a new program that will start at the end of January, called *Active for Life*, was developed with the American Cancer Society and is based on physical activity and nutrition.

Mr. Owens asked if some of the fitness places in town offer discounts for employees who have attended the Wellness Fair or participated in Wellness Programs. Mr. Lindberg replied that the County is a corporate member of Four Seasons and has discounts in place with other fitness centers. Mr. Keller added that many of the fitness centers participate in the Health Fair.

Mr. Keller announced that 425 employees participated in either the Wellness Program or the Health Fair. He stated that, consistent with available data, if you have 50% or more of your employees participate in a well-rounded Wellness Program for seven or more years, you can begin to see impacts on the bottom line as far as the mitigation of some of the risk factors. This will give the County a return on claims related to heart disease, cancer, diabetes, stroke and other maladies that make up the majority of the Shock Loss Claims.

Mr. Keller presented the Health Department's request for \$20,635.00 to continue the Wellness activities.

Motion by Moss/Berglund to recommend approval of
the Proposed 2006 Employee Wellness Budget.

Mr. Moss expressed his appreciation to the Health Department for offering this program on an annual basis. He stated that he has been a regular participant in the screenings and the Health Fair, and believes it is a great benefit to the County employees and County Board members.

Chairman Sorensen asked if these successful health programs have impacted the cost of health insurance for the County employees. Mr. Lindberg responded that the County's data shows that we are a better risk. He stated that the overall demographics need to be considered as well. Mr. Keller agreed that we can demonstrate that the County is doing more than most other employers in terms of

mitigation and in terms of hope for the future. He noted that the County has two good years of longitudinal data and some anecdotal data that represents the progress being made in terms of employee health.

Mr. Keller advised that the Health Department has worked with the County's insurance broker and they are very interested in this approach and are aware of the benefits of this program. However, he noted that insurance rates are often based on demographics.

Chairman Sorensen reported that the Employee Wellness cost has historically been paid out of the Employee Benefits Fund 0512.

Motion carried

Chairman Sorensen thanked Mr. Keller and Ms. Morris for the great health programs.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Mr. Keller, Ms. Morris and Mr. Howe.

Chairman Sorensen presented the General Reports as submitted by Mr. Bob Kahman, Supervisor of Assessments, and Mr. Lee Newcom, County Recorder. He asked if there were any questions. There were none.

Mr. John Zeunik, County Administrator, presented a request for approval of a Professional Services Agreement with Costigan & Wollrab P.C. for Legal Services. He explained that, since the County initiated their self-insurance Risk Management Program in 1991, Costigan & Wollrab has been the primary law firm to handle general liability, property and some worker's compensation cases. Mr. Zeunik advised that there has not been an adjustment in the hourly fee charged for their partners and associates since 1991.

Mr. Zeunik stated that he and Mr. Eric Ruud, First Assistant State's Attorney, met with representatives from Costigan & Wollrab to discuss increasing their fee effective January 1, 2006. The current rate for Partners is \$100.00 an hour and they are requesting that fee go to \$175.00. The current rate for Associates is \$65.00 an hour and they propose it be increased to \$135.00. Mr. Zeunik stated that there is no retainer paid to Costigan & Wollrab, rather they are paid for services they render. He noted that they are designated by the State's Attorneys Office to represent McLean County in these matters. The Agreement was prepared by Mr. Ruud and reviewed and approved by Costigan & Wollrab.

Mr. Owens noted, for the record, that due to a business relationship with Costigan & Wollrab, he would not be voting on this item.

Ms. Berglund expressed her reluctance to vote on this matter as well since a member of that firm is her personal attorney.

Chairman Sorensen recommended that the Agreement be carried over to a Stand-up Committee Meeting prior to the County Board Meeting.

Chairman Sorensen asked if the work done by Costigan & Wollrab is an overflow from the State's Attorneys Office. He also asked if Costigan & Wollrab is used when an independent counsel is necessary. Mr. Zeunik replied that Chairman Sorensen is correct. He noted that there are also certain areas of civil litigation where this firm has specific expertise that the State's Attorneys office doesn't, such as insurance-related matters.

Ms. Berglund asked if the hourly fee increases are in line with other attorney fees. Mr. Zeunik replied that the fee has not been increased since 1991 and the fee increase is still below average for attorney fees.

Mr. Moss asked that a report be supplied to the Finance Committee on the history of Costigan & Wollrab charges to the County. Mr. Zeunik stated that he will provide that information to the Committee at the Stand-up Meeting.

Mr. Zeunik presented a request for approval of Position Classifications and Pay Ranges for Fiscal Year 2006, as well as a request for approval of a General Compensation Plan for Non-Union Employees for Fiscal Year 2006. He stated that these are routine items that come before the Finance Committee each year. The approval of the Position Classifications and Pay Ranges for FY'2006 will reflect the across the board increase which was part of the 2006 budget and will also reflect any changes the Finance Committee recommended and the Board approved as to changes in pay grade, position title or position classification. The General Compensation Plan for the non-union employees is approved by the Finance Committee and recommended to the Board.

Mr. Lindberg added that the Compensation Plan is substantially the same as it has been since January, 2004. He noted that there are no changes on the Comp plan itself from 2005 to 2006. Mr. Lindberg advised that, between the two documents, the biggest change is that the pay ranges reflect the 2.5% across the board increase as budgeted. The positions listed do not include any positions covered by bargaining units, which are negotiated separately.

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Mr. Lindberg reported that there is one correction on page 95, namely the Bio-Terrorism/Public Health Planner Class Code should be corrected from 8127 to 8128.

Motion by Berglund/Moss to recommend approval of Position Classifications and Pay Ranges for Fiscal Year 2006 as amended and to recommend approval of a General Compensation Plan for Non-Union Employees for Fiscal Year 2006.
Motion carried

Mr. Zeunik announced 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 for the 20th consecutive year. Mr. Zeunik stated that the two people who deserve a lot of credit and commendation for this honor are Ms. Becky McNeil, County Treasurer and Ms. Jackie Dozer, County Auditor.

Chairman Sorensen expressed his appreciation that the County has once again received this award.

Chairman Sorensen presented the December 31, 2005 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee Fund total is \$672,962.29 with the prepaid total the same. The Nursing Home Fund is \$383,404.08 with the prepaid total the same.

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Motion by Owens/Moss to recommend approval of the
December 31, 2005 Finance Committee bills as
presented by the County Auditor.
Motion carried

There being nothing further to come before the Committee at this time,
Chairman Sorensen adjourned the meeting at 5:02 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary