

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Tuesday, June 7, 2005 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, Owens, and Selzer

Members Absent: Member Nuckolls

Staff Present: Mr. John Zeunik, County Administrator, Mr. Terry Lindberg, Assistant County Administrator, and Ms. Jude LaCasse, Assistant to the County Administrator

Department Heads/
Elected Officials

Present: Ms. Peggy Ann Milton, County Clerk; Mr. Don Lee, Director, Nursing Home; Mr. Lee Newcom, County Recorder; Mr. Derick Love, Chief Deputy, Sheriff's Department

Others Present: Board Chairman Mike Sweeney; Mr. Jack Mitchell, County Highway Engineer; Mr. Eric Schmidt, Assistant County Engineer, Highway Department; Mr. Darius Gant, Illinois Wesleyan University Intern; Mr. Lucas Helmer, Illinois State University Intern; Mr. James Malic, Illinois Wesleyan Intern

Chairman Sorensen called the meeting to order at 4:06 p.m.

Chairman Sorensen presented the minutes from the May 3, 2005 Finance Committee Meeting for approval. Hearing no corrections to those minutes, Chairman Sorensen advised that the minutes would stand approved as presented.

Chairman Sorensen announced that the County Treasurer's Report would be approved at a Stand-up Committee Meeting prior to the June 21, 2005 Board Meeting.

Ms. Peggy Ann Milton, County Clerk, presented a request for approval to consolidate the location of the polling place to the Community Building for Gridley Township. She stated that the consolidation is made in an effort to reduce the expense associated with providing new election equipment for polling places.

Ms. Milton indicated that Gridley will still have two precincts, but just one polling place.

Motion by Berglund/Owens to recommend Approval
of the recommendation received from the County
Clerk to Consolidate the location of the Polling Place
to the Community Building for Gridley Township.
Motion carried

Ms. Milton announced that E-PAY is now connected on the web-site. She indicated that it has been operational since June 1st and they are getting a couple requests a day. Ms. Milton noted that there are a few minor adjustments being made.

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

Mr. Don Lee, Director, Nursing Home, presented the monthly reports for April 2005, noting that there is nothing unusual to report. He stated that the Nursing Home had a positive balance at the end of April. Mr. Lee indicated that the census is down from what it was earlier in the year, but it is building back up with an average of 140 residents for the month of April. The census is currently 142 residents. He stated that, in April, the Medicare census was down slightly, which will be reflected in the Medicare revenue in the May report.

Chairman Sorensen asked about the status of the parking lot repaving. Mr. Lee replied that it is scheduled to be done June 27. He reported that a plan is in place to alleviate the disruption the project will cause. Mr. Lee stated that the ambulance drive will remain open so that people can get around the building, and the front parking lot will be utilized for all parking. Mr. Lee indicated that the project should take three days.

Chairman Sorensen asked if there were any questions. Hearing none, he thanked him for attending.

Mr. Lee Newcom, County Recorder, presented a request for approval of a Resolution of the McLean County Board Amending the Resolution Establishing the Recorder's Revolving Revenue Stamp Fund. He explained that three months ago, the Recorder's Office submitted a similar Resolution to increase the Revenue Stamp Fund from \$50,000.00 to \$85,000.00 to lessen the number of trips to Springfield to refill the Fund. Mr. Newcom indicated that the current

request is to increase that amount to \$100,000, which would allow him to make fewer trips to Springfield.

Motion by Owens/Berglund to recommend Approval of a Resolution of the McLean County Board Amending the Resolution establishing the Recorder's Revolving Stamp Fund.

Mr. Selzer asked for a status report on the State's approval to change the method of refilling the Recorder's Revenue Stamp machine. Mr. Newcom replied that the State has no intention of making any changes at this time. Mr. Selzer advised that our legislators need to become involved in changing this policy.

Mr. Newcom shared his concern with a bill for \$877 he recently received to replace the print head on the Stamp machine. The reason for the excessive amount of the invoice is that the only service man in the State of Illinois authorized to service the machine must drive to Springfield to make the repairs.

Mr. Selzer asked why the Recorder's Office is not requesting a larger sum of money for the Stamp Fund. Mr. Newcom replied that he was advised by the Administrator's Office to keep it at \$100,000.00 due to the General Fund cash flow.

Mr. Selzer asked how other Counties deal with this method of refilling their Stamp Funds. Mr. Newcom indicated that he learned that some smaller Counties are required to drive to Springfield almost every week, but he does not know the status of other larger Counties.

Chairman Sorensen asked if there were any other questions. Hearing none, Chairman Sorensen called for the question on the motion.

Motion carried

Mr. Newcom presented his General Report for April, 2005.

Chairman Sorensen asked if there were any questions. Hearing none, he thanked him for attending.

Mr. Derick Love, Chief Deputy Sheriff, presented a request for approval of a Resolution amending the Funded Full-time Equivalent Position Resolution for 2005. He explained that this FTE amendment is for the full-time deputy position to be assigned at the Bloomington-Normal Airport.

Chairman Sorensen asked what is the duration of the contract. Mr. Zeunik responded that it is guaranteed through 2007. Mr. Lindberg stated that the Transportation Security Administration has a contract with Central Illinois Regional Airport through 2007. He indicated that the Justice Committee approved an Intergovernmental Agreement between the County and the Airport that is good for the year. This will cover staffing the position through December 31, 2005 and any other staffing changes will be in the budget for 2006.

Mr. Selzer asked for an explanation of the dates on the signature page of the Agreement, which states August 1, 2005 through July 31, 2005. Mr. Lindberg replied that it should be corrected to July 31, 2006.

Mr. Selzer asked if this would be a new hire. Mr. Love replied that it will be a new person. Mr. Selzer asked what would happen to the new employee if the contract should be terminated. Mr. Love responded that the new employee would be terminated. He noted that the person will be informed in advance of this arrangement. Mr. Owens shared information from the Justice Committee discussion, namely that the County will be reimbursed for training the new person and that there will be a rotation of Deputies at the Airport.

Chairman Sorensen asked that the minutes reflect a correction on the Contract date from July 31, 2005 to July 31, 2006.

Motion by Selzer/Owens to recommend Approval of a Resolution Amending the Funded Full-Time Equivalent Positions Resolution for 2005, as corrected.

Motion carried.

Mr. John Zeunik, County Administrator, presented a request for approval of a revision to the Personnel Policy and asked Mr. Lindberg to review the revision.

Mr. Lindberg explained that, under the current County Personnel Policy, an employee who is being promoted goes to the greater of a 5% increase over their current salary or step 1 of the new position. However, a newly hired individual from outside the County can be brought into a non-impacted position at step 10 of the position's pay range if the Department Head believes it necessary to employ a qualified person.

Mr. Lindberg indicated that, occasionally, an internal candidate who is selected for promotion may be limited to step 1 of the salary range, while an individual

hired from outside the County can start at step 10. To afford the same pay opportunity to a current employee, who is being promoted, it is recommended the hiring and promotional policy be changed.

Mr. Lindberg explained the policy changed as follows: Whether the person is an outside candidate or an internal candidate being recommended for promotion, the individual can start as high as step 10 without the consent of the Oversight Committee, rather the County Administrator would report any instances where the policy is applied. This policy would treat internal promotions on an even footing with candidates from the outside. Mr. Lindberg advised that this would have no effect on impacted positions, noting there are still a limited number of positions on the impacted position list.

Mr. Selzer asked if an internal candidate can compete with an outside candidate for an impacted position. Mr. Lindberg replied that the impacted criteria are applied at initial hire, but it could happen if an internal candidate qualified.

Chairman Sorensen expressed his appreciation that this issue was addressed.

Motion by Selzer/Moss to recommend Approval of a Revision to the Personnel Policy to allow promoted employees to be brought in to a new position as high as step 10 when the Department Head believes it necessary.

Motion carried.

Mr. Selzer asked how this change is communicated to the employees. Mr. Lindberg replied that Chapter 10 of the County code, which is the Personnel Code as well as the Employee Handbook are posted on the County intranet site. He noted that when the Board adopts any future change, they will include some type of a signal that will point out this change.

Mr. Zeunik presented a request for approval of an Ordinance for Prevailing Rate of Public Works Wages for McLean County. He stated that this is a routine item that the County is required, under Illinois law, to present annually for approval by the Finance Committee and the County Board. Mr. Zeunik explained that this Ordinance is the County's adoption of the prevailing rate of Public Works wages for McLean County. He stressed that this must be adopted at the June meeting and made available to anyone who requests a copy.

Motion by Selzer/Berglund to recommend Approval of an Ordinance for Prevailing Rate of Public Works Wages for McLean County.
Motion carried.

Motion by Owens/Moss to recommend the Finance Committee go into Executive Session at 4:40 p.m. to discuss Collective Bargaining with the Committee members, Administrator's Office staff, Chief Deputy Derick Love and to discuss Personnel issues with the Committee members, Administrator's Office staff, Mr. Jack Mitchell, County Highway Engineer and Mr. Eric Schmidt, Assistant County Engineer.
Motion carried

Motion by Owens/Moss to recommend the Finance Committee return to Open Session at 5:00 p.m.
Motion carried.

Chairman Sorensen indicated it would be appropriate to take a motion for a 2.65% increase on the third-year wage re-opener with the FOP Corrections Bargaining Unit.

Motion by Selzer/Owens to recommend a 2.65% Increase on the Wage Re-opener with the FOP Corrections Bargaining Unit.
Motion carried.

Chairman Sorensen presented the May 31, 2005 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee Fund total is \$704,909.15 with the prepaid total the same. The Nursing Home Fund is \$514,312.11 with the prepaid total the same.

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

Chairman Sorensen announced that the Outside Auditors have requested that a special meeting of the Finance Committee be held next week. Mr. Zeunik indicated that the Outside Auditors are available in the afternoon on Wednesday or Thursday, June 15-16. He explained that the purpose of the meeting is to present the Comprehensive Annual Financial Report for 2004 and the Management Letter of Advisory Comments for 2004. Mr. Zeunik stated that they wanted to get this material to the Finance Committee before the County Board meeting so that the materials can be presented to the County Board on Tuesday, June 21.

Chairman Sorensen stated that there will be at least two agenda items and, perhaps, three. He indicated that the Committee has received its first request for a Class C raffle license permit since the County Board Rule's change, which sends raffle licenses to the Finance Committee instead of the Land Use Committee.

Board Chairman Sweeney asked why the Outside Auditors did not make their presentation at a regularly scheduled Finance Committee Meeting. Mr. Zeunik stated that the Outside Auditors did not have a chance to meet with the Administrator's Office on the Management Letter prior to this Committee meeting. The meeting is scheduled for Wednesday, June 8. He explained that the County has received extensions the last two years from GFOA and from the State of Illinois on submitting the County's Financial Statements after June 30th. Mr. Zeunik further explained that the County was told they would not get a third extension. Therefore, it is necessary to hold a special Finance Committee meeting so that the County can meet the requirement to file by June 30th. Mr. Lindberg warned that if this deadline is not met, the County would break its 20 year run of receiving GFOA Certificates of Achievement and would jeopardize the Health Department's relationship with the Illinois Department of Public Health on all the Public Health grants.

After a short discussion, Chairman Sorensen announced that the special meeting of the Finance Committee will be scheduled for Thursday, June 16 at 4:00 p.m. He noted that there will be three agenda items, namely the Outside Auditors' Report, approval of a Raffle License and approval of the Treasurer's Monthly Financial Report as of May 31, 2005.

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There being nothing further to come before the Committee at this time, Chairman Sorensen adjourned the meeting at 5:07 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

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