



FINANCE COMMITTEE AGENDA
Room 700, Law and Justice Center
Tuesday, October 1, 2002
5:30 p.m.

1. Roll Call
2. Approval of Minutes – September 3, 2002 and September 17, 2002
3. Departmental Matters:
 - A. Don Lee, Nursing Home Administrator
 - 1) Items to be Presented for Information:
 - a) Monthly Report 3-5
 - b) General Report
 - c) Other
 - B. James Boylan, County Treasurer
 - 1) Items to be Presented for Action:
 - a) Accept and place on file County Treasurer's Report as of August 30, 2002
 - b) Accept and place on file County Treasurer's Investment Report as of August 30, 2002
 - c) Accept and place on file County Treasurer's Employee Benefits Fund Report for the Third Quarter
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other
 - C. Dave Owens, Sheriff's Department
 - 1) Items to be Presented for Action:
 - a) Request Approval to fill additional staff positions in the Adult Detention Center 6-7
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other

- D. Peggy Ann Milton, County Clerk
 - 1) Items to be Presented for Action:
 - a) Request Approval to cease print publication of the County Board Proceedings Book and begin exclusive publication of the Proceedings Book on the County's website 8-9
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other

- E. Charles Reynard, State's Attorney
 - 1) Items to be Presented for Action:
 - a) Request Approval of a new contract with Transworld Systems, Inc. 10
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other

- F. Jennifer Ho, Risk Manager
 - 1) Items to be Presented for Action:
 - a) Request for Approval of Risk Manager's Recommendation of Bids for Public Officials Bonds – Election Year 2002 11-12
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other

- G. John M. Zeunik, County Administrator
 - 1) Items to be Presented for Action:
 - a) Schedule Committee Meetings for Review of Fiscal Year 2003 Recommended Budget
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other

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

5. Adjournment

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McLEAN COUNTY NURSING HOME

CENSUS Report - 2002

| MONTH | AVG MEDICARE | AVG PVT PAY | AVG IDPA | AVG BED HOLD | AVG CENSUS | AVG VACANT |
|-----------|-----------------|----------------|-------------|-----------------|---------------|---------------|
| JANUARY | 8.65 | 39.29 | 79.03 | 2.97 | 129.94 | 20.06 |
| FEBRUARY | 4.79 | 43.07 | 77.14 | 3.61 | 128.61 | 21.39 |
| MARCH | 7.55 | 45.00 | 72.26 | 2.52 | 127.33 | 22.67 |
| APRIL | 3.50 | 46.53 | 73.77 | 2.23 | 126.03 | 23.97 |
| MAY | 4.48 | 45.16 | 76.39 | 0.77 | 126.80 | 23.20 |
| JUNE | 7.00 | 44.17 | 82.07 | 1.00 | 134.23 | 15.77 |
| JULY | 9.42 | 45.13 | 78.52 | 1.26 | 134.32 | 15.68 |
| AUGUST | 6.87 | 43.90 | 76.97 | 1.65 | 129.39 | 20.61 |
| SEPTEMBER | | | | | | |
| OCTOBER | | | | | | |
| NOVEMBER | | | | | | |
| DECEMBER | | | | | | |

⁴ YTD AVERAGE 6.53 44.03 77.02 2.00 129.58 20.42
 % OF CAPACITY 4.36% 29.35% 51.34% 1.33% 86.39% 13.61%

McLEAN COUNTY NURSING HOME
ACCRUED EXPENDITURE

September 24, 2002

| | 2002 BUDGET | 2002 MONTHLY ALLOC | AUG, 2002 ACCRUED EXPENSE | YTD ALLOC | ADJUSTED YTD EXPENSE | REMAINING BUDGET | YTD VARIANCE AMOUNT | PER CENT OF BUDGET SPENT | PROJECTED EXPENSE 12/31/02 | PROJECTED VARIANCE 12/31/02 |
|--------------------|------------------|--------------------|---------------------------|------------------|----------------------|------------------|---------------------|--------------------------|----------------------------|-----------------------------|
| SALARIES | 2,937,984 | 249,527 | 262,449 | 1,955,973 | 2,023,328 | 914,656 | 67,355 | 69% | 3,039,155 | 101,171 |
| IMRF | 123,395 | 10,480 | 11,023 | 82,151 | 84,980 | 38,416 | 2,829 | 69% | 127,645 | 4,249 |
| MED/LIFE | 292,445 | 9,210 | 24,838 | 194,696 | 194,696 | 97,749 | 0 | 67% | 292,445 | 0 |
| SOC/SEC | 224,756 | 19,089 | 20,077 | 149,632 | 154,785 | 69,971 | 5,153 | 69% | 232,495 | 7,740 |
| VAC LIAB | 25,000 | 2,123 | 2,123 | 16,644 | 16,644 | 8,356 | 0 | 67% | 25,000 | 0 |
| SELLBACK | 40,000 | 3,397 | 3,397 | 26,630 | 26,630 | 13,370 | 0 | 67% | 40,000 | 0 |
| PERSONNEL | 3,643,580 | 293,827 | 323,908 | 2,425,726 | 2,501,063 | 1,142,517 | 75,337 | 69% | 3,756,740 | 113,160 |
| COMMODITIES | 537,825 | 45,678 | 41,125 | 358,059 | 359,754 | 178,071 | 1,695 | 67% | 540,371 | 2,546 |
| CONTRACTUAL | 1,163,276 | 98,799 | 72,544 | 774,455 | 629,204 | 534,073 | (145,252) | 54% | 945,100 | (218,176) |
| CAPITAL | 172,350 | 14,638 | 5,579 | 114,743 | 47,234 | 125,116 | (67,509) | 27% | 70,948 | (101,402) |
| GRAND TOTAL | 5,517,031 | 452,942 | 443,156 | 3,672,982 | 3,537,253 | 1,979,778 | (135,729) | 64% | 5,313,158 | (203,873) |

McLEAN COUNTY NURSING HOME
ACCRUED REVENUE

September 24, 2002

| | 2,002 BUDGET | 2,002 MONTHLY ALLOC | AUG, 2002 ACCRUED REVENUE | YTD ALLOC | ADJUSTED YTD REVENUE | REMAINING BUDGET | YTD VARIANCE AMOUNT | PER CENT OF BUDGET | PROJECTED REVENUE 12/31/02 | PROJECTED VARIANCE 12/31/02 |
|--------------------------|------------------|---------------------|---------------------------|------------------|----------------------|------------------|---------------------|--------------------|----------------------------|-----------------------------|
| MEDICARE REIMBURSEMENT | 545,304 | 46,313 | 88,474 | 363,038 | 499,387 | 45,917 | 136,349 | 92% | 750,108 | 204,804 |
| IDPA REIMBURSEMENT | 2,646,673 | 224,786 | 176,756 | 1,762,032 | 1,442,687 | 1,203,986 | (319,345) | 55% | 2,166,999 | (479,674) |
| SCHOOLING REIMB (MARC) | 1,000 | 85 | 0 | 666 | 0 | 1,000 | (666) | 0% | 0 | (1,000) |
| JDC LAUNDRY | 6,000 | 510 | 489 | 3,995 | 4,567 | 1,433 | 573 | 76% | 6,860 | 860 |
| JDC FOOD | 25,000 | 2,123 | 2,220 | 16,644 | 20,280 | 4,720 | 3,636 | 81% | 30,462 | 5,462 |
| MEALS | 500 | 42 | 21 | 333 | 161 | 339 | (172) | 32% | 242 | (258) |
| PVT PAY REVENUE | 1,547,600 | 131,440 | 147,082 | 1,030,320 | 1,136,587 | 411,013 | 106,267 | 73% | 1,707,220 | 159,620 |
| UNCLASS | 6,000 | 510 | 93 | 3,995 | 37,618 | (31,618) | 33,624 | 627% | 56,505 | 50,505 |
| INTEREST EARNED | 140,000 | 11,890 | 4,497 | 93,205 | 33,415 | 106,585 | (59,790) | 24% | 50,192 | (89,808) |
| SALE OF ASSETS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 0 |
| TRANSFER IN | 358,042 | 30,409 | 31,557 | 238,368 | 244,353 | 113,689 | 5,986 | 68% | 367,033 | 8,991 |
| TELEPHONE REIMB | 0 | 0 | 690 | 0 | 5,160 | (5,160) | 5,160 | #DIV/0! | 7,751 | 7,751 |
| TOTAL ACC REVENUE | 5,276,119 | 448,109 | 451,881 | 3,512,594 | 3,424,216 | 1,851,903 | (88,378) | 65% | 5,143,370 | (132,749) |

| | | | | | | | | | | |
|-----------------------------|--------------------|------------------|------------------|--------------------|--------------------|--------------------|-----------------|------------|--------------------|------------------|
| TOTAL ACC REVENUE | 5,276,119 | 448,109 | 451,881 | 3,512,594 | 3,424,216 | 1,851,903 | (88,378) | 65% | 5,143,370 | (132,749) |
| LESS ACCRUED EXPENSE | (5,517,031) | (452,942) | (443,156) | (3,672,982) | (3,537,253) | (1,979,778) | 135,729 | 64% | (5,313,158) | (203,873) |

| | | | | | | | | | | |
|----------------------------|------------------|----------------|--------------|------------------|------------------|------------------|-----------------|--|------------------|--|
| ACC REV - (ACC EXP) | (240,912) | (4,834) | 8,725 | (160,388) | (113,037) | (127,875) | 47,351 | | (169,788) | |
| PLUS CAP EXP | 0 | 14,638 | 5,579 | 114,743 | 47,234 | 125,116 | (67,509) | | 70,948 | |

| | | | | | | | | | | |
|--------------------|------------------|--------------|---------------|-----------------|-----------------|----------------|-----------------|--|-----------------|--|
| ACC BALANCE | (240,912) | 9,804 | 14,304 | (45,646) | (65,803) | (2,759) | (20,158) | | (98,840) | |
|--------------------|------------------|--------------|---------------|-----------------|-----------------|----------------|-----------------|--|-----------------|--|



McLEAN COUNTY SHERIFF'S DEPARTMENT
DAVID OWENS, SHERIFF
"Peace Through Integrity"
Administration Office
(309) 888-5034
104 W. Front Law & Justice Center Room 105
P.O. Box 2400 Bloomington, Illinois 61702-2400

Detective Commander (309) 888-5051
Patrol Commander (309) 888-5166
Patrol Duty Sergeant (309) 888-5019
Jail Division (309) 888-5065
Process Division (309) 888-5040
Records Division (309) 888-5055
Domestic Crimes Division (309) 888-5860
FAX (309) 888-5072

September 26, 2002

TO: Mr. Matt Sorensen, Chairman
FROM: Sheriff David Owens
SUBJ: OCTOBER 1st, 2002 FINANCE COMMITTEE

Dear Mr. Sorensen:

I would respectfully request that the following item be placed on the October 1st Finance Committee Agenda:

Action

- 1) **Request to hire new Correctional Officers:** Attached, please find a letter explaining the need for additional Correctional Officers in the McLean County Detention Center.

If you have any questions prior to the meeting, please feel free to give me a call.

Sincerely,

David Owens
Sheriff

DO:jc



McLEAN COUNTY SHERIFF'S DEPARTMENT
DAVID OWENS, SHERIFF
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Domestic Crimes Division (309) 888-5860
FAX (309) 888-5072

September 26, 2002

TO: Mr. Matt Sorensen, Chairman
Finance Committee
FROM: Sheriff David Owens
SUBJ: MCDF STAFFING

Dear Mr. Sorensen:

I would like to give you an update on the status of personnel in the Detention Center. As of today's date, we have two new Correctional Officers in PTI. We have one officer on FMLA leave through the entire month of October and one officer who is resigning to start work at BPD on October 7th. We have two empty Correctional Officer slots, however, due to budget cuts, we will not fill them both at this time. We are currently interviewing candidates to fill one position.

This will mean that we are unable to staff (6) Correctional Officer slots on the October schedule. There are two empty slots on 7-3. There is one empty slot on 3-11. There will be three empty slots on the 11-7 for October. The same situation will be present in November and into December, due to new officers that are or will be in training, so we will not be able to fill mandatory posts for minimum staffing requirements.

The 7-3 shift Control Operator will be unable to work 10/2-10/4 due to medical tests. On 10/14, he will have heart surgery and will be unable to work for 8 weeks.

As it stands now, for October, there will be 35 slots filled by overtime. This does not take into consideration the call in for sick time or other absences that may occur, which will increase that number. Officers are also unable to attend training due to the need to meet minimum staffing on each of the shifts. Again, I would like to stress the critical need to hire additional Correctional Officers in the McLean County Jail.

David Owens
Sheriff



**PEGGY ANN MILTON
COUNTY CLERK**

(309) 888-5190

Fax (309) 888-5932

Tax Extension (309) 888-5187

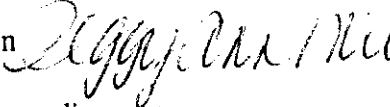
Voter's Registration (309) 888-5186

104 W. Front Room 704 Bloomington, IL 61701

E-mail: peggyann@mclean.gov Website: www.mclean.gov

DATE: September 20, 2002

TO: Honorable Members of the Finance Committee

FROM: Peggy Ann Milton 

RE: County Board Proceedings, etc.

During the September 3, 2002 Finance Committee meeting, we recommended the possibility of placing our County Board Proceedings on our Website (www.mclean.gov/countyclerk) instead of presenting them in printed form in an effort to reduce expenditures from the County's General Fund. We spent \$4,253.17 in 2001 to print these booklets and through August of 2002, we have spent \$2,452.81.

Due to the cooperation of Information Services, we have August Proceedings available on our website. It is my understanding Information Services will soon be doing a demo for County Board Members. We also provided the printed booklets to give all Board Members an opportunity to determine if viewing the website is a viable means of obtaining the proceedings. Please add this recommendation to the County Board agenda.

For your information, since the last Finance Committee meeting, as well as placing the Proceedings on the website, we have made other attempts to cut expenditures. Some examples are:

- During our Deputy Registrar training, we will be handing out a one-page summary of the duties instead of the multi-page booklet traditionally used. For the complete booklet, we direct the new Deputy Registrars to our website where they may review and print the information at their leisure. This will help to reduce expenditure for copies.
- Whenever possible we have been obtaining e-mail addresses to reduce the cost of the many mass mailings each year, i.e. election judge training which will save in postage and long distance telephone calls.

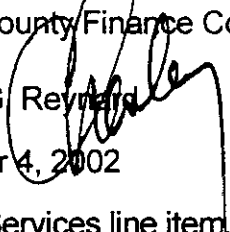
- We are actively pursuing lowering the costs associated with running an election and other areas in our office. This month, we changed suppliers for our voter registration forms and are saving \$0.13 per form, which for the 5,000 we just ordered, saved us \$650.00 in our election supply expenses.
- Because of the cooperation of the Chamber of Commerce, we are no longer purchasing manila envelopes for our marriage applicants' paperwork. We put necessary Clerk documents in the Chamber packets. This will cut costs in office supplies.
- We are working on using an overhead projector to update the press about our election results instead of the printed reports we historically give them. This will save our copy costs.

We will continue to be mindful of potential ways to reduce the budget.

cc: John Zeunik
Craig Nelson

**McLean County
State's Attorney's Office
104 W. Front St., Room 605
Bloomington, IL 61701
Telephone: 309 - 888 - 5400
FAX: 309 - 888 - 5429**

Memo

To: McLean County Finance Committee
From: Charles G. Reynolds 
Date: September 4, 2002
Re: Contract Services line item, 0001-0020-0020-0706-0001

Please consider the following proposal in reference to the County's contract with Transworld Systems, Inc. (TSI):

The balance in this line item for FY02 is \$11,200. The requested amount for FY03 is \$13,200. I propose that we purchase a sufficient number of accounts to cover the balance of 2002 and the entirety of 2003. Our current rate of usage is 150 accounts per month. Our current contract should cover us through October 2002. A new contract, as proposed above, would cover the purchase of 2,100 accounts. At the rate of \$8.75 per account, this totals \$18,375.

I propose that we spend \$6,600 from the FY02 balance and keep our requested FY03 budget intact to cover the balance of \$11,775 and also provide for a cushion in the event of an increase in account usage. This scenario will enable our department to return \$4,600 to the FY02 General Fund account.

Thank you for your consideration.



RISK MANAGEMENT OFFICE

TEL: (309) 888-5940 FAX: (309) 888-5949
104 West Front Street P. O. Box 2400

E-MAIL: riskmgt@mclean.gov
Bloomington, IL 61702-2400

Memo To: Matt Sorensen, Finance Committee Chair
Finance Committee Members
Cc: John Zeunik, County Administrator
From: Jennifer Ho, Risk Manager *Jen Ho*
Date: September 26, 2002
Subject: **Recommendation of Bids for Public Officials Bonds – Election Year 2002**

Received bids for the public officials bonds for the prospective elected county officials and the Superintendent of the Regional Office of Education of the 2002 election year were opened September 25, 2002. Based on the received bids, we are recommending that the bids for the elective office of the County Sheriff, County Clerk, County Treasurer and County Tax-collector, and the Superintendent of the Regional Office of Education be awarded to agent Michael Sprague, who represents the State Farm Insurance Companies. The total amount of these bids are: \$ 4,835.00.

It should be noted that agent Sprague submitted the only bids from a surety that met the bid specifications for the financial size and rating as defined by the AM Best Company of minimum financial size category IX (\$ 250 to \$ 500 M of capital, surplus and conditional reserve funds in millions of U.S. dollars) and a rating of A (excellent) as indicative of the carrier's ability to meet its on-going policyholders' obligations. State Farm Insurance Companies carry a rating of A++ and is of financial size category XII. Other received bids were from carriers that didn't met the financial size requirement or the rating requirements.

It would appear that the public official bonds market is a casualty of the current tight insurance marketplace. At this time, it is appropriate to acknowledge the efforts of the agents who participated in this bid process amidst a restrictive market situation. We may revisit the minimum specifications if needed for similar future bid undertakings.

A summary of the received bids is attached for your perusal. Please contact me if you should have questions on this matter. I will also be available at your regular meeting on October 1, 2002. Thank you.

W/attachment

**PUBLIC OFFICIAL BONDS BID
OPENING @ SEPTEMBER 25, 2002**

| AGENT/BROKER | BOND AMOUNT | | SHERIFF | | COUNTY CLERK | | CO. TREASURER | | CO. COLLECTOR | | ROE - SUPT. | |
|--------------------------------------------------------------------------------------|-------------|------------|---------|---------|--------------|---------|---------------|---------|---------------|---------|-------------|---------|
| | | \$ 100,000 | ANNUAL | 4-Yr Pd | ANNUAL | 4-Yr Pd | ANNUAL | 4-yr Pd | ANNUAL | 4-Yr Pd | ANNUAL | 4-Yr Pd |
| Agent: Capen Frank Proctor & Bowles Carrier: West Bend Mutual Rating: A+/VIII | | 270 | 0 | 60 | 0 | 850 | 0 | 850 | 0 | 850 | 0 | 50 |
| Agent: Capen Frank Proctor & Bowles Carrier: Ohio Casualty Group Rating: A-/XI | 387 | 942 | 100 | 178 | 649 | 2,109 | 649 | 2,109 | 100 | 178 | 100 | 178 |
| Agent: Parson & Nunan Inc. Carrier: Western Surety Company Rating: A+/VIII | 450 | 1,530 | 90 | 214 | 1,507 | 5,126 | 1,507 | 5,126 | 315 | 1,071 | 315 | 1,071 |
| Agent: RW Gipson Agency Inc Carrier: old Republic Surety Rating: A/VII | 416 | 1,415 | 58 | 198 | 2,227 | 7,573 | 2,227 | 7,573 | 291 | 991 | 291 | 991 |
| Agent: Michael B. Sprague Carrier: State Farm Insurance Cos. Rating: A+/XII | 150 | 533 | 43 | 149 | 506 | 1,797 | 506 | 1,797 | 158 | 559 | 158 | 559 |

**Notes: Required qualifications for sureties - AM Best Rating 2002 - A (Excellent)/Size IX (250 to 500 M)
* Recommended bids are double-underlined**