

## **Minutes of a Special Finance Committee Meeting**

The Finance Committee of the McLean County Board held a special meeting on Friday, October 15, 2004 at 8:00 a.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL, at 5:00 p.m.

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

Members Absent: Member Kalapp

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: Mr. Jerry Vogler, Director, Veteran's Assistance Commission; Ms. Charlotte Talkington, Cooperative Extension; Ms. Peggy Ann Milton, County Clerk; Ms. Maria Pascua, Chief Deputy County Clerk; Mr. Don Meyer, Director; Cooperative Extension; Ms. Mary Ellen Griffin, Cooperative Extension; Mr. Robert Kahman, Director, Supervisor of Assessments; Ms. Connie Clifford, Chief Deputy Assessment Officer; Ms. Becky McNeil, County Treasurer; Mr. Dave Goldberg, Director, Juvenile Detention Center; Ms. Roxanne Castleman, Director, Court Services; Ms. Joan Naour, Director, Jail Medical; Mr. Don Lee, Director, Nursing Home; Ms. Jennifer Ho, Risk Management; Mr. Derick Love, Chief Deputy Sheriff

Others Present: None

Chairman Sorensen called the meeting to order at 8:11 a.m.

Chairman Sorensen reported that Item 14 and 15 are being inserted in the Agenda under Item 2(A)1)a). Item 14 is the Tort Judgment Fund, carried over from the Tuesday, October 12 meeting and Item 15 is the Bloomington Election Commission, which is also carried over from Tuesday, October 12.

Chairman Sorensen asked Mr. John Zeunik, County Administrator to present the first item for action. Mr. Zeunik stated that this is a special meeting of the Finance Committee to review several Departments' FY'2005 Recommended Budgets.

**Veteran's Assistance Commission 0136-0065** is found on pages 228-231 of the Recommended Budget and pages 1-3 of the Summary. Mr. Zeunik introduced Mr. Jerry Vogler, Director, Veterans Assistance Commission. Mr. Zeunik reported that the total Operating Budget is \$146,388, a 1.88% decrease, or \$2,802. The decrease is also reflected in the only revenue source for the Commission, which is the property tax levy that funds the Commission. There is no change in the staffing level, minor changes in Materials and Supplies, which is down from the FY'2004 Adopted Budget, and the Contractual Services are also down. Other than the Personnel expenses, the largest single expense is the Emergency Assistance Line item account 779.0002 for veterans. Mr. Vogler reported that in preliminary discussions regarding the budget, the \$53,000 line item for Emergency Assistance was increased from \$51,000 due to the layoffs at Mitsubishi and other "feeder" plants. He indicated that he is seeing some use in this line item. Mr. Vogler indicated he had some concern regarding a \$3,000 request for computers made in May that is not reflected in the budget as a current expense item. Mr. Zeunik indicated he will research the computer request.

Chairman Sorensen asked if there were any questions for Mr. Vogler. Mr. Selzer asked if the Commission worked with the Chamber of Commerce or Economic Development Council for assistance in veteran hiring. Mr. Vogler replied that they have not done so as yet, but the Veterans Employment representative for McLean and Livingston County helps find jobs for veterans. Mr. Vogler informed the Committee that they encourage the veterans to go through temporary service groups (i.e. Manpower) to find employment.

Mr. Moss asked what are the Emergency dollars spent on. Mr. Vogler replied that they provide emergency assistance for rent or mortgage payments, utility payments, food and transportation. He noted that they will buy prescription drugs occasionally. Mr. Vogler indicated that, while there is not a time limit on assistance, there is an amount limit. Mr. Selzer asked if there was enough money in the budget for gas reimbursement for the VA. Mr. Vogler replied that they anticipate the budget will cover transportation expenses.

Motion by Selzer/Nuckolls to recommend tentative approval of the Veterans Assistance Commission – 0136-0065 FY'2005 Recommended Budget as submitted.  
Motion carried.

Chairman Sorensen thanked Mr. Vogler. He then introduced Ms. Peggy Ann Milton, County Clerk.

**County Clerk 0001-0005** is found on pages 19-22 in the Recommended Budget and pages 4-8 in the summary. Mr. Zeunik reported that the Revenue of \$207,346 is significantly down from 2004. He attributes this to the HAVA reimbursement received this year for optical scan voting machines. The total operating budget of \$645,936 is down \$81,211 or 11.1% as compared to the FY'2004 Adopted Budget, due, in large part, to 2004 being an even year election and the purchase of the optical scan voting machines earlier this year. Mr. Zeunik pointed out that, after this budget was prepared, it was learned that the appropriation for the 2005 election judge reimbursement is going to be more than what was recommended. It was noted in the Summary that the Revenue line should be increased by an additional \$4,950, for a total of \$6,525. Mr. Zeunik noted that there is no change in the staffing. Mr. Zeunik reported that there are two errors in the Recommended Budget. The first is in the Schooling and Conferences line item account. This line was approved at \$7,000, but was inadvertently changed to \$5,000. The second is in the Telephone Expense line item, which, in the budget book, is listed as \$7,075 and should be \$7,975.

Ms. Milton indicated that she is in concurrence with Mr. Zeunik's overview. She added that she was pleased with the election judge reimbursement and is hopeful that it will continue for the next several years. Ms. Milton presented a request for an automated phone system to help with the high volume of telephone calls received in the County Clerk's office. She noted that research had been conducted on cost and it is anticipated that it will be an additional \$1,500 per year in the Telephone Expense line. Ms. Milton indicated it would be similar to the phone system being used by the Health Department. Mr. Nuckolls asked how many phone calls are received in the Clerk's Office per day. Ms. Milton replied that she did not have any figures but they are planning to complete a survey with assistance from Verizon. Mr. Zeunik indicated that, with the current system, Verizon can develop an application that will offer a menu of choices when a phone call comes into the County Clerk's Office, which will enable the caller to transfer the call to the correct division in the office.

Mr. Zeunik indicated that the only additional cost for the automated telephone system is a one-time expense of \$495 to program the application and this can be paid in this year's budget.

Ms. Berglund expressed some concern about the use of automated phone systems in general. Ms. Milton replied that she would prefer one-on-one customer service, but with the high volume of calls, the automated system was more cost-effective than adding more personnel.

Chairman Sorensen, Ms. Milton and the Committee held a lengthy discussion on ways this expense could come out of the current Recommended Budget. The Committee expressed their support of the automated system, but Chairman Sorensen explained that the roll of the Finance Committee is to be fiscally conservative with the budget. Ms. Milton indicated there was no line item in the Recommended Budget that could be decreased to pay for the system.

Chairman Sorensen clarified that there are three corrections to be made to the Recommended Budget. Under the Revenue line, Reimbursement for Special Services line item account 407.0011 should be increased an additional \$4,950, for a total of \$6,525. On the Expense side, Schooling and Conferences line item account 718.0001 as presented is \$5,000, as amended \$7,000. Telephone Expense line item account 795.0003 as presented is \$7,075, as amended \$7,975.

Motion by Selzer/Berglund to recommend tentative approval of the County Clerk – 0001-0005 FY'2005 Recommended Budget as amended.  
Motion carried.

**County Clerk, Document Storage Fund 0164-0005** is found on pages 23-26 in the Recommended Budget and pages 9-11 in the Summary. Mr. Zeunik reported that this is a small budget with a total operating cost of \$41,837. He noted that \$27,000 is generated via the fee that is collected and the balance comes from the Unappropriated Fund Balance. This is a special revenue fund to assist the County Clerk with managing and storage of vital records and documents. Mr. Zeunik noted there is no change in the staffing level, and the Contract Services line is for microfilming and indexing permanent vital records.

Ms. Milton asked if the automated telephone system could be paid out of the Document Storage Fund as it is an automation fund. Mr. Zeunik and Chairman Sorensen expressed agreement that it would be a viable solution to transfer \$1,500 from the Contract Services line item to the Telephone Expense line item.

Motion by Selzer/Berglund to recommend tentative approval of the County Clerk Document Storage Fund – 0164-0005 FY'2005 Recommended Budget as amended.

Chairman Sorensen asked if there were any questions. Mr. Moss asked for clarification of the transfer. Mr. Zeunik explained that, under Contract Services, the Contract Services line item account 706.0001, as recommended was \$10,000 but it will be amended to \$8,500, and the Telephone Service line item account 795.0003 is recommended at zero is amended at \$1,500.

Motion carried.

Chairman Sorensen recognized Mr. Don Meyer, Director, Cooperative Extension, and Ms. Mary Ellen Griffin and Ms. Charlotte Talkington, Extension Council. Mr. Meyer asked the Committee to introduce themselves, which they did.

**Cooperative Extension 0133-0088** is found on pages 214-215 in the Recommended Budget and pages 12-13 in the Summary. Mr. Zeunik presented the Cooperative Extension budget, noting that it is a very simple budget. Per the approved referendum, the County Board is permitted to levy a property tax to support the Cooperative Extension program. The request from the Cooperative Extension Council for 2005 is \$437,750. When the property taxes are collected by the County Treasurer's Office, payments are made after the first and second installment payments to the Cooperative Extension Office.

Mr. Meyer reviewed the levy, noting that this year's request is about a 3% increase. He noted that the County Extension's programs include 4-H and Youth Development. Mr. Meyer reported that they are doing a needs assessment focused on youth who do not get involved. Mr. Meyer gave a brief report on the work done in the Extension office, including their monthly newsletter, web site and voice mail accessibility. Mr. Meyer noted that Ms. Griffin and Ms. Talkington represent one of their fastest growing areas, the Master Gardener Program, which was instituted six years ago. They have 86 active master gardeners who donate an average of 60-70 hours each per year, which is equivalent to 2-3 staff positions that they are donating through their time in answering home owner questions, doing radio talk shows and news releases. Mr. Meyer informed the Committee that there are three professional staff members, seven support staff members and three secretaries who work full-time, but with the volunteers, it appears to be much larger.

Mr. Meyer indicated that the Cooperative Extension Office is trying to sustain their growth and volume of business.

Ms. Berglund acknowledged the Extension's ability to keep costs down. Mr. Moss asked if they operated on the same fiscal year as the County. Mr. Meyer replied that they are on a July 1-June 30 fiscal year.

Chairman Sorensen asked if there were any more questions. Hearing none, he asked for a motion.

Motion by Berglund/Nuckolls to recommend tentative approval of the Cooperative Extension – 0133-0088 FY'2005 Recommended Budget as submitted.  
Motion carried.

**Supervisor of Assessments 0001-0049** can be found on pages 148-149b in the Recommended Budget and pages 14-18 in the Summary. Mr. Zeunik reported that in the FY'2005 Recommended Budget, Revenue increases to \$63,204 and total expenses are \$634,360, which represents a 0.69% increase. On the Revenue side, the significant increase is attributable to a transfer of \$33,684. The Supervisor of Assessments, in the budget meetings, recommended that a vacant position of Assistant Field Inspector be deleted from the budget. He recommended that this position be replaced with a GIS Technician in his office. Because it is a GIS Technician position, it would be funded 100% from the \$1.00 GIS fee that the County receives of the \$3.00 GIS fee that the Recorder collects. This transfer will come out of the GIS Fee Fund into the General Fund to cover this position. Mr. Zeunik pointed out that Mr. Lindberg had passed out a corrected version of the FTE page, as the FTE page in the Budget Book showed the Assistant Field Inspector position being deleted, but failed to show the GIS Technician position being added. Mr. Zeunik pointed out some of the other line items, noting that there is very little change in the Contractual Services. Postage expense is up and there is no request for Capital Equipment. Mr. Zeunik asked Mr. Bob Kahman to share his vision of the GIS Technician position.

Mr. Kahman reported that, since he has been the Supervisor of Assessments, there has been a great deal of automation done and a lot of automated systems have been purchased. The GIS System is part of a larger consortium with an overall expenditure over one million dollars -- the County's share being approximately half a million dollars. Mr. Kahman indicated that the Supervisor of Assessments Office has reduced the number of employees due to automation. He noted that more things are being done via the internet.

Mr. Kahman noted that the function of the Field Inspector was to help the township assessors. He explained that this assistance was not the responsibility of the Assessor's Office, so he placed that charge back on the assessors. He further explained that the Assessment Office is very clerical and a lot of information is being put out to the world and more information will be coming in due to the GIS System and Bulletin 810, from the State of Illinois, which will change how farmland is assessed. The difference between the skills needed for a Field Inspector and a GIS Technician is significant. Mr. Kahman noted that the GIS Technician will use Arcview, a GIS package, to integrate the database to create assessments and images, which will be available via the internet.

Motion by Selzer/Berglund to recommend tentative approval of the Supervisor of Assessments 0001-0049 FY'2005 Recommended Budget as submitted.  
Motion carried.

Mr. Zeunik presented a letter from the McLean County Board of Review for a salary increase from \$9,000 to \$11,000 per year for Board members and from \$10,000 to \$12,000 per year for the Chairman of the Board. Chairman Sorensen explained that he wanted the request to be part of the budget packet in order to give Mr. Kahman an opportunity to address the topic with the Finance Committee. Mr. Kahman indicated that he recognized the budget situation and believes that it is a difficult year to expect an increase in salary for the Board of Review. He noted that sometime in the future he may request a salary increase for the Board of Review. Mr. Kahman expressed his appreciation to the Board of Review members and said that they are, first and foremost, pleased to be on the Board to provide a public service to the community.

**County Treasurer 0001-0004** can be found on pages 13-16 in the Recommended Budget and pages 19-22 in the Summary. Mr. Zeunik reviewed the County Treasurer budget, noting that the total Revenue for next year is \$570,000, which is down slightly from the FY'2004 Adopted Budget. The total Expenses, \$338,544, represent an increase of 1.93% over the current year. The decline in Revenue reflects the fact that interest earnings continue to be down. There is no change in the revenue projected from cost for interest on delinquent taxes. On the Expense side, there is no change in the staffing level for FY'2005. The only change in Expenses is an increase in Postage and on the Contractual side, the Bank's Service Charge line item account 782.0003, has increased from \$8,000 to \$12,000. This increase is based on the monthly and annual fees charged by the financial institutions where the Treasurer's Office maintains depository accounts. Mr. Zeunik introduced Ms. Becky McNeil, County Treasurer.

Ms. McNeil noted that, in regards to the Revenue, one of the line items not budgeted for in 2005 is the interest on the McBarnes Building, which was budgeted at \$5,000 last year. This is due to the fact that the County no longer owns the McBarnes Building. It also represents the decrease in the Revenue. She reported that interest rates in the money markets have stayed around .9% and .8%. She noted that last month there was an increase in rates and it is anticipated there will be another one in November. Ms. McNeil explained that, in the Bank Service Charge line, the Treasurer's Office was previously reducing the interest earnings by those charges, whereas now these charges are budgeted in an expense line-item to recognize them. Ms. McNeil indicated that the reason it has been budgeted higher is due to the large investment with State Farm Bank, which has a 1.65% interest rate (1.3% after deducting the State Farm Pledge fee), which is significantly higher than the money markets.

Chairman Sorensen asked if there were any questions, comments or discussions for Ms. McNeil.

**Collector's Automation Fund 0168-0004** can be found on pages 17-18 in the Recommended Budget and pages 23-24 in the Summary. Mr. Zeunik reported that Revenue is projected at \$25,000, and Ms. McNeil has recommended that it be transferred into the General Fund to support Information Services as they provide all of her needs in the area of automation and support. Ms. McNeil reported that last year Revenue into that fund was \$27,400, which is generated from a \$5.00 duplicate bill fee charged to all mortgage companies. She noted that there is also a \$10.00 automation fee charged to every parcel going to tax sale, which brought in \$8,540 last year. Ms. McNeil expects that out of the 2005 Budget, they will be able to move \$25,000 to Information Services for their work in support of the Treasurer's Office.

Motion by Selzer/Berglund to recommend tentative approval of the County Treasurer 0001-0004 and the Collector Automation Fund 0168-0004 FY'2005 Recommended Budgets as submitted.  
Motion carried.

**Tort Judgment Fund - Juvenile Detention Health 0135-0077** can be found on pages 218-219 of the Recommended Budget and pages 25-27 in the Summary. Mr. Zeunik reported that both the Juvenile Detention Health Budget and the Correctional Health Services are in the Tort Fund because the County, under law, is responsible to provide appropriate medical care for the juveniles and adults who are being detained. Since there is no way to purchase a commercial insurance policy, these expenses are budgeted in the Tort Judgment Fund. In

Juvenile Detention Health, Revenue is \$2,500 and Expenses are \$94,700, which is a 3% increase. There is no change in the staffing level in Juvenile Detention. The Operating Accounts are budgeted at the same level, with a slight increase in Contract Services, which reflects the anticipated increase in the contract with OSF Health Systems Group for physician services and in the contract for a mental health therapist. Mr. Zeunik noted that there is a slight increase in Dues and Membership.

**Tort Judgment Fund, Correctional Health Services 0135-0077** can be found on pages 220-222 of the Recommended Budget and pages 28-31 in the Summary. Mr. Zeunik introduced Ms. Joan Naour, Director, Correctional Health Services. He explained that this fund is the health service provided to the adult inmates in the jail in the Sheriff's Department. The entire property tax levy for Tort Judgment appears in this program, and the total levy for all of the services provided in Tort Judgment is \$2,076,928. Expenses of \$808,318 are up 7.9% over the FY'2004 Adopted Budget. Mr. Zeunik noted that there is no change in staffing, but there is a reduction in the part-time expense and an increase in full-time, which is an adjustment to provide better coverage in Correctional Health Services. The Material and Supplies line item accounts have been budgeted at the same level or less than in the FY'2004 Adopted Budget except for Office Supplies and Vaccines/Prescriptions, which is due to the high cost of prescription medications for chronic diseases. Mr. Zeunik reported that the Contractual lines contain the services lines with contracts for the Center for Human Services, Medical Director's Fee and the Non-Employee Medical Expense. These are services provided to the inmates, both in-patient and out-patient, which has increased significantly due to some hospital cases.

Ms. Naour explained that the two line items were increased in order to bring them more in line with actual expenditures. These line items are controlled by the number of inmates and the types of medical conditions that the inmates have, medications they need, and whether or not they need additional care off-site. Mr. Zeunik asked Mr. Dave Goldberg and Ms. Naour to report to the Committee the number of times the physician and dentist are on-site. Ms. Naour reported that, in order to control costs, they try to have on-site services with an established cost. The doctor is on-site three times per week, a psychiatrist once a week, and a dentist on-site once a week. Mr. Goldberg reported that the Juvenile Detention Center uses a similar system. The physician comes in one day a week and the therapist two or three days a week. He noted that they do not have a contractual psychiatrist, but rather use Center for Human Services on an as need basis. Mr. Goldberg also noted that the dentist is pro-bono. Ms. Naour reported that they have two nurses on-site as well for 16 hours per day.

Mr. Selzer asked for clarification on the line item for Vaccine/Prescriptions. Ms. Naour replied that the majority is spent on medications for psychiatric conditions and inmates with HIV and AIDS, which can run \$1,000 per month for just one person. Mr. Selzer asked if any of the medication is free. Ms. Naour replied that occasionally people will bring in their own medications, which they will use if it has been identified or has limited use, such as an antibiotic. She noted that they have a contract with Merle Pharmacy to provide some medications. Mr. Selzer suggested they investigate getting expired medication from pharmaceutical representatives. He noted that the Community Clinic uses these medications for up to one year after expiration and suggested that Ms. Naour call the Community Clinic for information on drug representatives.

Motion by Nuckolls/Moss to recommend tentative approval of the Tort Judgment Fund-Juvenile Detention Health – 0135-0077, Tort Judgment Fund-Correctional Health – 0135-0077 and Tort Judgment Fund-Civil Division – 0135-0077 FY'2005 Recommended Budgets as submitted.  
Motion carried.

**Nursing Home 0401-0090** can be found on pages 246-251b of the Recommended Budget and pages 34-39 of the Summary. Mr. Zeunik noted that this is the County's only Enterprise Fund. He reported that the FY'2005 Recommended Budget is \$5,939,140, which represents a 3.61% increase. As an enterprise fund, it is balanced within the fund. On the Revenue side, Medicare Reimbursement decreased from \$775,400 to \$715,400. This revenue amount is based on the Nursing Home's projection of the number of Medicare eligible residents and the Medicare reimbursement rate. Mr. Zeunik reported that the Transfer from Other Funds line item account is budgeted at \$509,026 and is the transfer that comes into the Nursing Home's budget from the FICA/Social Security Fund and the IMRF Pension Fund. He explained that, in a private-pay situation, the County is able to capture 100% of the cost, but that is not the case with Medicare and Medicaid. This transfer is based on budget, though at year-end, the transfer that is actually made is based on actual expenses. Mr. Zeunik stated that there is no change in the staffing level. The Material and Supplies line item account has a zero percent increase over 2004.

Mr. Zeunik reported that there are significant increases in the Contractual Services accounts. The two largest lines are the Temporary Employment Services, which is the agency line, and the General Liability Insurance. This line

item is the biggest increase in the entire budget and is based on the increase in the cost of general liability insurance for the Nursing Home. The insurance  
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market for Nursing Home liability coverage is very "tight" and it is difficult to find insurance carriers willing to write liability coverage for nursing homes. Mr. Zeunik pointed out that the Insurance line increased from \$13,892 in this year's Adopted Budget compared to \$120,000 in the Recommended Budget. The Capital Outlays reflect the proposed replacements and improvements at the Nursing Home and are consistent with the five-year Capital Improvement plan that Mr. Lee presents each year.

Mr. Selzer commented that he appreciates the Nursing Home budget and the overall management of the Nursing Home.

Motion by Selzer/Berglund to recommend tentative approval of the Nursing Home – 0401-0090 FY'2005 Recommended Budget as submitted.  
Motion carried.

**F.I.C.A. Social Security 0130-0069** can be found on pages 210-211 of the Budget Book and pages 34-39 of the Summary. Mr. Zeunik reported that the County Board is authorized to levy a property tax sufficient to meet the cost of participating in the Social Security Program (FICA). This property tax levy may include the costs of participating in the Federal Medicare Program. The total levy is \$1,985,166, which is split between the contribution to Social Security and the transfer. The transfer includes both the transfer to the Nursing Home and the FICA expense at MetCom, which is transferred into the County Board's Budget where the MetCom Contractual Services expense is budgeted. The employer rate for FICA remains at 7.65%.

**I.M.R.F. Illinois Municipal Retirement Fund 0131-0069** can be found on pages 212-213 of the Recommended Budget and pages 42-44 of the Summary. Mr. Zeunik reported that there are two sources of revenue. The first is a property tax levy, which is \$1,658,539, and, by law, the County has to budget \$21,403 of Personal Property Replacement Tax Revenue. There is also \$150,000 coming out of the Fund Balance that has grown, making the total budget \$1,829,942. The IMRF budget itself mirrors the FICA budget, with the County's contribution of \$1,615,589, and the transfer, a portion going to the Nursing Home and a portion going to the IMRF expense at MetCom. The rates have changed from 6.34% in 2004 to 6.5% in 2005. The Sheriff's Department Law Enforcement personnel rate this year is 15.72% and will increase to 17.26% in 2005.

Motion by Moss/Nuckolls to recommend tentative approval of the FICA Social Security – 0130-0069 and the IMRF Illinois Municipal Retirement Fund – 0131-0069 FY'2005 Recommended Budgets as submitted.  
Motion carried.

**Tort Judgment 0135-0077**, held over from the October 12 Special Finance Committee meeting, can be found on pages 223-224 of the Recommended Budget. Mr. Zeunik gave an overview of the memo that Ms. Ho had submitted to the Committee requesting that the budgeted position of Office Specialist be replaced with a half-time Safety Coordinator. Ms. Ho passed out supporting documents to the Committee.

Ms. Ho gave a presentation on her request for a Safety Coordinator. She noted that students graduating from Illinois State University with a Safety background usually obtain a starting salary of \$33,000 to \$43,000. In comparison, that would equal a County Level 10, which is consistent with an Assistant State's Attorney Level I salary. Ms. Ho reviewed the many areas of safety that needs to be addressed in order to be in compliance with OSHA and gave an overview of the number, cost and types of claims made by County employees over the last few years. The Committee discussed several aspects of the request, including the improvement in claims over the last three years and the preventive programs already in place. Mr. Selzer suggested that the clerical support be maintained and safety information be sent out to the departments on a regular basis. Ms. Berglund suggested with the budgetary problems, it would be difficult to justify a position with such a high classification.

Chairman Sorensen clarified the request as being a two-part transaction with part one being to eliminate the Support Specialist, as it is being underutilized. The second issue is whether or not to add a Safety Coordinator.

Mr. Nuckolls asked what the difference in salaries would be between the Office Specialist and the Safety Coordinator. Mr. Zeunik replied that the difference between a part-time Office Support Specialist and a full-time Safety Coordinator at a Grade 10 would be an additional \$25,000. Ms. Ho explained that her original intent was not to have the position be a Grade 10. However, she needs someone with more technical skills than an Office Specialist. She noted that she would be happy to keep the position of Office Specialist and would try to work within those boundaries at this time. She indicated that she recognizes that, in these difficult budget times, she cannot hire both an Office Specialist and a Safety Coordinator and, given a choice of the two, she would prefer a part-time Safety Coordinator.

Chairman Sorensen recommended transferring the salary amount of the Office Support Specialist, \$11,849, from Personnel to contractual for one year to allow Ms. Ho to contract a safety coordinator. Chairman Sorensen asked that Ms. Ho present a quarterly report to the Finance Committee. Mr. Zeunik indicated the budgeted dollars would best be transferred into a Consultant line for better tracking. Chairman Sorensen explained that this would be similar to an internal grant, wherein we lock in an investment in this program without adding a full-time employee and Ms. Ho would have time to validate the program.

Motion by Selzer/Berglund to recommend tentative approval of the Tort Judgment – 0135-0077 FY'2005 Recommended Budget as amended by the Finance Committee.  
Motion carried.

**Bloomington Elections Commission 0001-0048**, held over from the October 12 Special Finance Committee meeting, can be found on pages 145-147 of the Recommended Budget.

Mr. Moss reminded the Committee of his concern from the October 12 meeting regarding a potential conflict of interest issue, as he is employed by the City of Bloomington. He reported that he had discussed the situation with Assistant State's Attorney, Eric Ruud and, with the advice of Mr. Ruud, Mr. Moss recused himself from discussion and voting on the Bloomington Elections Commission Budget 0001-0048.

Mr. Zeunik reported that, at the October 12 meeting, the Committee did not make a motion and asked that a copy of the Intergovernmental Agreement, approved March 1988, and the pertinent sections from the Illinois Compiled Statutes as they pertain to the County's responsibility for funding the City of Bloomington Election Commission be provided to the Committee.

Chairman Sorensen thanked Ms. Charlene Stanford, Executive Director and Mr. Esaw Peterson, Chairman, Bloomington Board of Election Commissioners, for attending the meeting. He assured them that the Finance Committee discussion had not revolved around whether or not a Bloomington Election Commission should exist, but rather economic equity between this agency and other government funded and tax funded entities in terms of rising costs. From the perspective of the Finance Committee, in the past, McLean County has tried

to adhere to an Intergovernmental Agreement between the County and the Bloomington Election Commission that, in spirit and action, reflects Illinois State Law. Chairman Sorensen noted that historical data suggests that costs in the Bloomington Election Commission have escalated at rates faster than all of the departments in the County Government, and he expressed concern as to how and why that happened. He noted that, as the Committee understands the Intergovernmental Agreement of 1988, the Bloomington Election Commission would return unused monies to the County. Further, he noted that the Illinois State Statute is very specific on that topic indicating that "Overpayment or underpayment will be dealt with in a specific way in the State of Illinois." Chairman Sorensen indicated that neither State Law nor the Intergovernmental Agreement permits the Bloomington Election Commission to reserve the right to maintain an unencumbered fund balance. Chairman Sorensen expressed to Ms. Stanford and Mr. Peterson that the reason they were invited is to help the Committee understand why the costs of running elections in Bloomington are rising faster than the cost of running all of the departments in the County.

Mr. Peterson thanked the Finance Committee for the invitation and opportunity to speak on behalf of the Bloomington Election Commission. He asked, first, for an introduction to the members of the Committee and an opportunity to thank members of the Board for their concern for him during his illness. Ms. Berglund commented that Ms. Stanford and the Bloomington Election Commission staff have always been very helpful when she has been in their offices. Ms. Stanford replied that their office strives to provide good service and works hard to be a non-partisan office.

Ms. Stanford addressed the questions expressed by the Committee, explaining that costs have escalated and many of the items in their office have been upgraded, per the requirements of HAVA, which is part of the reason that the funds have not been returned to the County. She explained that if they did not hold that money back, the County, per the Intergovernmental Agreement, would be required to reimburse the over expenditures. Ms. Stanford assured the Committee that it has never been their intention to hold the funds from the County. Mr. Selzer asked if their total budget is allocated by the County and what is the amount they have in reserve. Ms. Stanford replied that the money from the County is their total budget and it is held by the City. To pay for monthly expenses, they must have approval of the Commissioners and the Circuit Court judge. Ms. Stanford noted that the City's budget is May-April and, as of May, the projected receipts from the County are \$338,000, which includes funding that might be coming from the Federal Government and from the State. She reported that the balance, at the end of October, is \$203,270.42 and is the balance of their

account until next June, with three elections forthcoming. She noted that the funding also pays for employee salaries and health and retirement benefits.

Chairman Sorensen indicated that the Finance Committee wanted to share with the Commissioners and Ms. Stanford their concerns. He noted that, over the last three years, employees in the Bloomington Election Commission received raises that were nearly twice as large, if not more, than County employees. Mr. Peterson indicated that the increase in salaries reflected a need to "catch up" as their salaries were far below where they should have been. He indicated that they anticipate a 2% salary increase this year for cost of living. Chairman Sorensen asked how they determined what fair compensation was for their employees. Mr. Peterson replied that they compared salaries against other Election Commissions, similar jobs and comparative population figures.

Chairman Sorensen expressed concern that the County Budget Book does not reflect specific budget information on the Bloomington Election Commission other than the fact that their budget from the County is \$450,317. He expressed a belief that the County Board can put some restraints on the Bloomington Election Commission, based on Legislation in the State.

Ms. Berglund asked for clarification on the budget review worksheet, which indicates that last year's revenue budget was \$100,000 and the actual revenue was \$15,000. Ms. Stanford explained that \$15,000 was given back to the County last year, which is the minimum amount that will be given back each year. However, she assured the Committee that they expect to return more money once their HAVA requirements have been met. Ms. Stanford offered to give the Committee a copy of their budget for the final month.

Chairman Sorensen expressed his belief that the McLean County Board and the taxpayers in McLean County and the City of Bloomington have a right to expect a level of fiscal conservatism consistent with other Government agencies. He noted that the Finance Committee's concerns over the last three years have been that the City of Bloomington Election Commission has not been as fiscally conservative as they have been in the past or what the County would hope they would be in the future.

Chairman Sorensen pointed out that the Intergovernmental Agreement that was passed in 1988 includes references to State law that are no longer valid. He suggested that this Intergovernmental Agreement should be revisited in 2005 as it is out of date in terms of current State laws.

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Motion by Nuckolls/Berglund to recommend tentative approval of the Bloomington Elections Committee 0001-0048 FY'2005 Recommended Budget as submitted.

Motion carried. Mr. Moss did not vote.

The Committee went into Executive Session at 11:42 a.m. to discuss Collective Bargaining.

Motion by Selzer/Nuckolls to recommend the Finance Committee go into Executive Session at 11:42 a.m.

Motion carried

Motion by Selzer/Nuckolls to return to Open Session.

Motion carried.

The Committee returned to Open Session at 11:56 a.m.

Chairman Sorensen asked if there was any further business for the Finance Committee. Hearing none, the meeting was adjourned at 11:57 a.m.

Respectfully Submitted,

Judith A. LaCasse  
Recording Secretary

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