

## **Minutes of the Finance Committee**

The Finance Committee of the McLean County Board met on Tuesday, October 4, 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, Nuckolls, Berglund, Owens and Selzer

Members Absent: None

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: Ms. Becky McNeil, County Treasurer; Mr. Don Everhart, Chief Deputy Recorder; Ms. Charlene Stanford, Bloomington Election Commission; Ms. Joan Naour, Correctional Health Services; Ms. Peggy Ann Milton, County Clerk; Ms. Jackie Dozier, County Auditor; Mr. Bill Yoder, State's Attorney;

Others Present: Ms. Maria Pascua, Chief Deputy Clerk

Chairman Sorensen called the meeting to order at 4:05 p.m.

Chairman Sorensen presented the minutes from the September 6, 2005 Finance Committee Meeting for approval. Hearing no corrections to those minutes, Chairman Sorensen advised that the minutes would stand approved as presented.

Ms. Becky McNeil, County Treasurer, presented the County Treasurer's Monthly Financial Reports for the period ending September 30, 2005. She reviewed the Summary of Retailers Occupation Tax, State Income Tax and Personal Property Replacement Tax Revenue Report, noting that September 30 marks 75% of the year. Ms. McNeil reported that the three areas continue to be very strong, noting the following:

- Retailers Occupation Tax is 7.42% above last year at 80.85% of budget.
- State Income Tax is 19.78% over last year and 97% of budget.
- Personal Property Replacement Tax is 37.18% over last year and 132% of budget.

Ms. McNeil stated that the General Fund Property Tax Revenue is at 95.79% of budget. She advised the Committee that the Treasurer's Office is preparing for a Tax Sale on November 2<sup>nd</sup> and expects the final distribution to be made by the end of November or early December.

Mr. Selzer asked if any of the sales tax increase is attributable to the increase in the gas price, since it is percentage-based. Ms. McNeil replied that she would check on this.

Ms. McNeil reviewed the Treasurer's General Pooled Investment Account. She reported that there has been very little interest rate fluctuations and no CD's have matured since last month's report. Ms. McNeil stated that, because of the receipt of the second installment, there is a combined pool of \$33,027,231.25 between all of the funds, which is probably the peak for these balances. She explained that the negative number for Bank One—Pooled Checking—was a timing issue with the Auditor's Office and was corrected.

Ms. McNeil reviewed the Statement of Revenue, Expenditures and Fund Balance. She stated that, at 75% into the year, General Fund revenue is 78.88% of budget and expenses are 71.36% of budget. Ms. McNeil noted that both revenue and expenses are about 1% above last year. She reported that the fund balance is \$7,964,821.33, which is \$1,000,000.00 above last year.

Ms. McNeil presented the CDAP Revolving Loan Fund Report, noting that there are two active loans, with all payments current. The fund has a balance of \$826,000.00.

Mr. Selzer expressed concern with the Revolving Loan fund and questioned whether it is being used effectively. Mr. Zeunik advised that the Economic Development Council (EDC) is the marketing arm per the Agreement the Board reached when this was initiated. He stated that EDC has informational materials and application forms and Mr. Marty Vanags, Executive Director of EDC, has been out meeting with local banks to promote the program.

Mr. Selzer asked what is the main criteria to qualify for the money. Mr. Zeunik replied that the criteria is tighter than it was previously, noting that the loan to job ratio is now \$10,000.00 for every job created or retained. He indicated that it is not a first dollar program, which means there must be other financing available from a bank or financial institution.

Ms. McNeil asked if anyone has shown an interest in applying for a loan from the Fund, as the funds are currently in a checking account and money market. She advised that it could receive a better interest rate in a short-term CD.

Chairman Sorensen pointed out that in 2000, the Fund's most active year, only \$500,000.00 went out in loans. He suggested that Ms McNeil could safely put some of the money into longer term CD's for better rates. Ms. McNeil reiterated that the money market is doing very well at over 3%.

Mr. Selzer asked if there is a way for the County to make revenue on this Fund. Ms. McNeil replied that she believes the interest on the Fund can only be returned to the Fund.

Ms. McNeil reviewed the Employee Benefit Fund Report, which reflects a positive balance. She noted that, when comparing the Revenues and Expenditures, some of the differences are due to timing issues. Ms. McNeil reported that the fund balance is \$461,449.21 and she expects a transfer into this fund for the fourth quarter employee health and insurance payment.

Mr. Selzer asked for an update on the Law Library Fund. Ms. McNeil replied that the Fund is recovering significantly, but is still at a negative balance. Chairman Sorensen recalled that when the fund reaches a positive balance, the funds will likely be used to update the Law Library. Mr. Lindberg reported that the audit results for 2004 show that the revenue exceeded expenditures by \$28,000.00, which lowered the fund deficit from \$76,800.00 to \$48,400.00.

Motion by Owens/Nuckolls to accept and place on file  
the month-end financial reports from the County  
Treasurer's Office for the month ending December 31,  
2004, as submitted.  
Motion carried.

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

Chairman Sorensen presented the Assessment Status Report as submitted by Mr. Bob Kahman, Supervisor of Assessments. He asked if there were any questions. There were none.

Chairman Sorensen presented the monthly reports for September, 2005 as submitted by Mr. Don Lee, Director, Nursing Home.

Chairman Sorensen asked if there were any questions. Hearing none, he asked Mr. Everhart to present the Recorder's Office reports.

Mr. Don Everhart, Chief Deputy Recorder, presented the Recorder's General Report. He pointed out that there is a new revenue item, the Rental Housing Support Program. Chairman Sorensen commented that the CD sales are picking up. Mr. Everhart indicated that the CD sales revenue will range from \$200.00-\$280.00 per month.

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

Mr. John Zeunik, County Administrator, presented a request for approval of a Resolution Establishing Rates for Health and Life Insurance Coverage for FY'2006. He asked Mr. Lindberg to review the recommendation.

Mr. Lindberg reported that the County recommends the continuation of Health Alliance Medical Plans as the County employees' health insurance provider for Fiscal Year 2006, as it has been the sole provider for the past five years. He advised the Committee that the proposed 2006 health insurance package continues to offer employees a choice between a traditional Health Maintenance Organization plan (HMO) and a custom Preferred Provider Organization plan (PPO). The PPO features a rebate for wellness and prevention services. Mr. Lindberg referred to page 26 of the packet -- a Health Insurance Renewal Comparison.

Mr. Lindberg stated that the County has encouraged participation in the PPO, as the PPO products are less expensive for the consumer than the HMO products. He noted that the HMO program has turned out to be much more expensive for both the employee and the County, so the emphasis has been placed on the PPO program.

Mr. Lindberg reported that, for 2006, the overall health insurance costs went up 8.4%. There has been no change in the PPO rates and the HMO rates go up an average of 11.4%, for an overall cost increase of 8.4%, which is a very competitive overall increase in today's health insurance market.

Mr. Lindberg indicated that McLean County employees have shown a strong interest in becoming more involved in their health care choices, which is evidenced by the increasing participation in the annual employee health screenings, health fair and ongoing wellness activities. He stated that he believes all of these programs are having an impact on health insurance rates.

Mr. Lindberg stated that, during 2005, Health Alliance worked with the County to link screening data with medical intervention and he hopes that this trend will continue in 2006. He noted that the 2006 benefits program will include a web-based program to encourage wider employee participation in cafeteria plan benefits. Mr. Lindberg advised that the tangible results of the County's emphasis on consumer driven health care is that the PPO rates are unchanged from the previous year.

Chairman Sorensen commented that, as an employer, we are spending more money on an employee who chooses the HMO than an employee who chooses PPO. He wondered why the employer should carry the difference in cost. Mr. Lindberg responded that the County is spending more on a per-client basis, but not more on a budgetary basis. He explained that the County raises money for either program by calculating a flat amount per FTE. In the 2006 budget proposal, it went from the 2005 amount of \$2,850.00 to \$3,000.00, a 5.2% increase.

Mr. Selzer expressed his confusion. He asked if one employee chooses the HMO and another the PPO, does the one with the HMO get more financial benefit from the County. Mr. Lindberg replied that, on a percentage basis, it is the same. He stated that the employee is paying \$20.00 more per month to be on the HMO than the PPO, but the employer is paying about \$118.00 per month more. Ms. Wherry commented that the County pays a portion of the deductible for those employees on the PPO plan. Mr. Lindberg stated that, under the PPO Plan, the County pays up to \$500.00 for a single and up to \$1,000.00 for a family for preventative and diagnostic care. Chairman Sorensen clarified that while the County is paying \$151.00 more for a family on the HMO program, it is paying up to \$1,000.00 of deductible expenses on the PPO program.

There was some discussion on providing only one choice or providing one flat amount of insurance. Mr. Selzer suggested that the County consider placing a value on all areas, including vacation, dental, vision, etc. and allocating a certain amount of dollars to each employee per year. Under this program, if an employee declines health insurance, they can buy extra vacation days with their dollars. Mr. Lindberg responded that the insurance program, as it currently stands, is not a negotiating item for the employees represented by a collective bargaining agreement. A different system may open the doors for contract negotiations.

Chairman Sorensen expressed concern with the cost of insurance and equitable treatment of employees.

Mr. Selzer asked for clarification on what happens when an employee declines to take advantage of health insurance because they are insured under a spouse's insurance, and, since that employee is saving the County close to \$5,000.00 a year, how is the employee compensated. Mr. Zeunik explained that all full-time equivalent positions in the FY'2006 Recommended Budget are charged, as a budgetary item, \$3,000.00 whether they participate in the plan or not. The aggregate pool of money raised by that expense is what is used towards health insurance costs. Mr. Lindberg stated that it is because of that total pool of funds that the County is able to raise the insurance cost by only 5.2%.

Chairman Sorensen referred back to the Employee Benefit Fund that Ms. McNeil presented, noting that this fund represents year's worth of accruing those dollars. He indicated that the funds have been used from time-to-time to fund such things as the Employee Wellness Fair.

Motion by Selzer/Owens to recommend Approval of a  
Resolution Establishing Rates for Health and Life  
Insurance Coverage for FY'2006.

Mr. Moss asked what is the percentage of employees in the HMO and the PPO. Mr. Lindberg replied that approximately 72% of the County employees use the HMO and 28% use the PPO. He stated that he continues to encourage a move to the PPO and expects there may be more employees migrating over to the PPO in the next few years.

Motion carried.

Mr. Zeunik presented a request for approval of a County Board Mileage Reimbursement Reporting Form. He reminded the Committee that, at the September meeting, the Committee made a decision that Board members should be responsible for reporting their own mileage. Mr. Zeunik stated that he prepared a form which Board members could use to record the meetings they attended and report their mileage each month. He explained that he prepared a sample form for each member of the Finance Committee with home address, work address and a spot for another address, along with the Board Committees that the Board member currently sits on, as well as Board and Stand-up meetings that might take place. Board members would use the form to indicate where they left from and where they will be returning following the meeting. After each County Board meeting, the Board member would sign the form and return it to the Administrator's Office, where the forms will be reviewed for accuracy and forwarded to the Auditor's Office. If a Board member elects not to receive mileage reimbursement, then the member simply does not return the form. Mr. Zeunik stated that this puts the responsibility on the individual Board member. The Committee members agreed that the form is acceptable.

Motion by Owens/Nuckolls to recommend Approval  
of a County Board Mileage Reimbursement Reporting  
Form to be implemented January 1, 2006.

Chairman Sorensen commented that the job of the Finance Committee is to place an option on the table for the entire Board to discuss and approve.

Mr. Moss asked when the forms would be sent to the Board member each month. Mr. Zeunik replied that the Administrator's Office will send them out to the Board members along with monthly calendars. He suggested another option would be to put a new form in Board mailboxes at the beginning of each monthly cycle, noting that the form could be stored in the mailboxes between meetings.

After a brief discussion, it was decided that, if approved, the new reimbursement system could begin in January.

Mr. Selzer asked that a copy of the IRS rule be distributed to Board members for clarification of the requirements.

Motion carried.

Mr. John Zeunik, County Administrator, introduced the review of the Fiscal Year 2006 Recommended Budget for the following departments:

**Bloomington Election Commission** can be found on pages 151-153 of the Budget Book and pages 37-38 of the Summary. Chairman Sorensen reported that the Finance Committee briefly reviewed the budget at the Special Finance Committee meeting on September 29<sup>th</sup> and the consensus was that the Committee was very pleased to see that much of what was discussed last year has been implemented, including increasing the return of funds to the County.

Ms. Stanford stated that it was always the intention of the Election Commission to increase the funds returned to the County after assuring that the funds the Election Commission needed to cover the HAVA expenses was met.

Chairman Sorensen asked if there were any questions regarding this budget.

Mr. Moss advised that, as an employee of Bloomington, he recused himself from voting last year and would do so again this year.

Motion by Owens/Nuckolls to recommend tentative approval of the Bloomington Election Commission FY'2006 Recommended Budget as submitted.  
Motion carried. Member Moss abstained.

**Tort Judgment Fund – Correctional Health Services – 0135-0077** can be found on pages 231-233 of the Budget Book and pages 39-42 of the Summary. Mr. Zeunik reported that the total budget for Correctional Health Services is \$817,947.00, which is a 1.19% increase over the FY'2005 Adopted Budget. He noted that there are no changes in the staffing level and a few changes in the 600 lines, specifically Medical and Nursing Supplies, which increases from \$5,100.00 to \$6,000.00 and Vaccines and Prescriptions which increases from \$110,000 to \$115,900.00. Mr. Zeunik stated that many of the Contractual line items are budgeted at the same level as in FY'2005.

Mr. Selzer asked if the County works with the Community Health Clinic to acquire prescription drugs. Ms. Naour replied that she does not. She explained that they have a unit dose system that the consultant pharmacy provides that has the inmate's name, dosage of medication and time it needs to be taken. Ms. Naour stated that she is hoping to make use of some of the formulary items that other health providers use. She indicated that she would not restrict what a physician orders, but she will try to steer them towards medications which might be less costly.



Mr. Selzer expressed his frustration that inmates in jail can be provided with the best medications, while community members who need help, are forced to go to the Community Clinic and often receive expired medications. Ms. Naour replied that this is a problem that is recognized even at the national conferences she attends. However, she noted that the County's liability is so great that it is necessary that the inmates receive proper medications.

Chairman Sorensen commented on the small increase in the salary line, which increases only 1.41%. He advised the Committee that this is due to the retirement of a senior employee.

Mr. Lindberg responded to Mr. Selzer's question about using the Community Health Program, noting that the County is exploring an option through NACo on a drug program that may provide some economies for the Bloomington Township Community Health Program. The County would be the sponsor for the program. Mr. Zeunik stated that this was pilot-tested in Lake County. Mr. Owens stated that there was a workshop on this initiative at the last NACo Conference, which was well attended.

Motion by Moss/Selzer to recommend tentative approval of the Tort Judgment Fund – Correctional Health Services – 0135-0077 FY'2006 Recommended Budget as submitted.  
Motion carried.

**County Clerk – 0001-0005** can be found on pages 18-20 of the Budget Book and pages 43-47 of the Summary. Mr. Zeunik reported that the County Clerk's revenue for FY'2006 increases from \$212,296.00 to \$568,010.00, which is a \$350,000.00 increase at almost 168%. He explained that this increase is primarily driven by one line item that has to do with the reimbursement to be received for compliance with the Help America Vote Act, specifically the ADA accessible voting machines, which are to be 100% reimbursed by the State. Mr. Zeunik pointed out that there is a corresponding expense entry of \$330,000.00 in the budget to offset that reimbursement for the purchase of election equipment.

Mr. Zeunik stated that the Recommended Budget contains no change in the staffing level. He noted that many of the operating line items reflect what occurs during the even year elections. There are even year elections and odd year elections, and the even year elections are more expensive. Mr. Zeunik indicated that 2006 is a general election year. He noted that in an even year there are five election judges per precinct versus three judges in an odd year.

Chairman Sorensen advised the Committee that this budget can be reviewed as a whole; however, there is a new Illinois law that became effective August 22, 2005, that will make this budget impossible to pass tonight. He stated it will be brought back to the Committee at the next regularly scheduled Finance Committee meeting in November.

Chairman Sorensen instructed the Committee to review the budget as presented and ask any questions they may have before Ms. Milton explains the new law.

Ms. Milton stated that she did not have anything to add to Mr. Zeunik explanation of the budget as presented. However, she indicated that, if the Liquor Control Commission were to decide to amend the Liquor Control Ordinance and raise the fees for the Liquor License applications, it could mean additional revenue in the amount of \$12,000.00 for the County Clerk's Office. Ms. Milton reported that a recent survey shows that McLean County is under the Bloomington and Normal license fees. Mr. Zeunik stated that a comprehensive review of the Liquor License Ordinance was just completed to add Beer Gardens but did not address fees or what is charged to establishments.

Ms. Milton reported that she expects another grant besides the one for the election equipment as discussed; however, she does not know the amount at this time. She indicated that she is confident it will come through in 2006 and will be for additional expenses associated with ADA accessibility, perhaps \$2,500 per precinct.

Ms. Milton advised the Committee that the County Clerk's Office has tried to keep expenses down as much as possible.

Chairman Sorensen asked for an explanation of the budget in terms of the HAVA monies going in and out. Ms. Milton stated that if the HAVA funds were taken out of consideration, the budget is higher than most departments. Mr. Zeunik agreed and indicated it is 16% higher. He further explained that this is a cyclical effect of the every two years election and the increase is seen in the Election Judges expense which goes from \$55,000.00 to \$105,000.00 because of the need to have five judges per precinct. Mr. Zeunik noted that the Non-Contractual Services line goes from \$85,000.00 to \$100,000.00, which, again, is due to the two year cycle seen with the Clerk's budget.

Mr. Owens asked for clarification on Overtime Pay, noting that the FY'05 Adopted Budget was \$6,745.00 and the Current Year Expense is \$8,573.00, and no increase from \$6,745.00 was requested in the FY'2006 Recommended Budget. Mr. Zeunik replied that this item will be reviewed again, particularly in light of the new legislation. Mr. Lindberg added that overtime increases when full-time employee vacancies occur, which was the case in the County Clerk's Office.

Ms. Milton reviewed the new law and its impact on the County Clerk's Office. She explained that Public Act 94-0645 requires Counties to provide the following:

- Absentee Voting
- Early Voting
  - Starts 22 days before the election, which means anyone can go to the County Clerk's office to vote without any excuse
  - Early Voting stations placed throughout the County
  - Early Voting stations to be opened on Saturday and Sunday
- Grace period voting, where someone can register/change address within 14 days prior to election

Ms. Milton stated that these new mandates will necessitate an increase in the need of seasonal staffing. She projected that having just one early voting station located out in the County, with two judges rather than five, the staffing costs would be \$8,500.00.

Ms. Milton advised that there are numerous kinds of changes associated with guidelines, form changes, etc. She stated that she will prepare several proposals to accommodate the changes and submit them to the County Administrator for review.

Chairman Sorensen summarized the report, noting that the County Clerk and Administrator's Office will come back to the Finance Committee to request budgetary adjustments to the Occasional/Seasonal/Overtime expenses and Election Supplies/Printing expenses.

Mr. Selzer stated that he approves of the legislation that allows early voting, but wondered if there was a way to deputize town officials to accommodate early voting in local community halls. He also suggested that local banks or businesses volunteer their facility and an employee/judge to operate the voting station.

Mr. Moss asked if she would get assistance on research through the associations to which she belongs. Ms. Milton replied that she has been and will continue to network with the associations that have already been through this process.

Ms. Milton indicated that in Public Act 94-0645, the Election Authority was made the Canvassing Board, which is an additional responsibility.

Mr. Selzer expressed his feeling that the Legislative Sub-Committee should be involved. Mr. Zeunik agreed and suggested that this Bill is a good argument for establishing a permanent, dedicated stream of funding for elections. He stated that it should be taken out of the County's General Fund and be funded by levy or some other means to assure that the Bloomington Election Commission and the County Clerk's Office have sufficient dollars to conduct the elections and meet all of these unfunded mandates which the State and Federal Government are imposing. Mr. Lindberg informed the Committee that this Bill traveled "under the radar" and was called an Elections Technical Corrections bill.

Chairman Sorensen asked if there were any further questions. There were none.

**County Clerk Document Storage Fund – 0137-0006** can be found on pages 21-24 of the Budget Book and pages 48-50 of the Summary. Mr. Zeunik reported that this is the Special Revenue Fund that was established to assist the County Clerk's Office with automation and document storage. The Document Storage Fee increased slightly from \$27,000.00 to \$27,500.00. He noted that, as of December 31, 2004 for the outside audit, the fund balance totaled \$46,935.00. There is no change in the staffing level in this fund and the fund is primarily used for Contract Services to assist the County Clerk with microfilm and indexing.

Motion by Nuckolls/Selzer to recommend tentative approval of the County Clerk Document Storage Fund – 0137-0006 FY'2006 Recommended Budget as submitted.

Motion carried.

Mr. Zeunik presented the review of the Reclassification and Salary Upgrade requests submitted by County Offices and Departments. He stated that Elected Officials, departments and agencies submitted 13 reclassification requests covering 19 incumbent employees as part of the Fiscal Year 2006 budget process. He noted that the County uses the Position Appraisal Method (PAM) system developed by Public Administration Services, Inc. (PAS) to evaluate all requests.

Mr. Zeunik advised that the Administrator's Office recommends three positions be upgraded by one pay grade and 10 positions remain in their current classification. He asked Mr. Lindberg to explain the process and pointed out that several Department Heads and Elected Officials are available to speak to these requests.

Mr. Lindberg stated that the County has been using the same system since the 2001 budget and feels that it is an objective and understandable way to review the positions. He provided the Committee with the 13-page listing of factors and degrees. Mr. Lindberg reviewed the seven overall factors, namely:

1. Knowledge/Ability
2. Supervision/Responsibility
3. Scope/Effect
4. Problem Solving
5. Authority
6. Public Contact
7. Physical Requirement

Mr. Lindberg explained that each of these seven factors have a varying number of degrees within them, some three or four degrees and some with eight or nine degrees. Every job is scored on every factor and every degree, which produces the numbers on the PAM's table and the score ranges, which equate to pay grades. Mr. Lindberg noted that he is one of three people who work independently through the requests and then meet and have extensive discussions before making recommendations. He reported that the committee is recommending that ten of the 13 position requests remain as they have been and three be upgraded each by one pay grade.

Mr. Lindberg referred to the requests made by the State's Attorneys Office, which can be found on page 54 of the Summary. He noted that the State's Attorney made two requests and only one upgrade was recommended, namely changing a Chief Prosecutor from an ASA IV to an ASA V, which is actually a restoration of a position from an ASA IV back to an ASA V, which is what it had been prior to 2004. Mr. Lindberg stated that it was recommended that a Court Services Office Support Specialist I position be changed to an Office Support Specialist II position, due to reorganization in that office. He reported that the final recommendation is to upgrade a Detention Health Supervisor XI to a Detention Health Supervisor XII.

Mr. Selzer asked Mr. Lindberg if he has met with the Department Heads involved to inform them of the final recommendations. Mr. Lindberg stated that the requests were discussed at individual department budget meetings, but, since that time, follow-up discussion have been held with a little more than half of the departments.

Chairman Sorensen recommended that the Reclassification Requests be reviewed per department, when discussion is necessary, beginning with the County Auditor's Office. He noted that the County Auditor requested that a Staff Accountant be moved to Chief Deputy Auditor, from a Grade X to a Grade XII, and an Accounting Specialist II be increased to an Accounting Specialist III, from a Grade VII to a Grade X. Chairman Sorensen advised that the recommendation from the Administrator's Office is to leave the positions as they are currently graded.

Ms. Dozier advised the Committee that, when she took office as the County Auditor, she was not given the opportunity to reorganize the Office. She stated that, when she took the position, the Office was basically Accounts Payable and it is now the General Accounting Office for the County. The office is responsible for the additions of accounts, deletions of accounts, etc. Ms. Dozier pointed out the additional responsibilities that resulted from GASB 34, and shared her belief that the Auditor's Office requires the changes as requested.

Mr. Lindberg reviewed the first position listed, namely the request to increase the Staff Accountant to create a position two grades higher to a Chief Deputy Auditor. He reviewed the seven factors used to determine the decision, noting the following:

- Knowledge/Ability – the degree of five already recognizes someone who is a senior practitioner in an administrative or professional field and accurately describes the job duties and knowledge and ability required for the Staff Accountant position.
- Problem Solving – the degree of five is based on working within a set of standard methods and procedures, which is the case with the accounts payable function.
- Public Contact – the degree of three already comprehends non-routine external and internal contacts and includes dealing with non-routine sets of circumstances, but it does not rise to the level of making county-wide policy, which is required to get to a four factor.

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Mr. Lindberg summed up the rationale by stating that the appropriate total score of 435 and all of the listed factors and degrees described the position adequately, even with the addition of GASB 34.

Mr. Selzer asked if the position interacts with other departments. Ms. Dozier replied that the position deals with every other department.

Chairman Sorensen asked what is the total FTE in the Auditor's Office. Ms. Dozier replied that there are currently eight employees. Mr. Nuckolls asked if she currently has a Chief Deputy. She responded that she does not have a Chief Deputy, which is why she is recommending the change.

Chairman Sorensen pointed out that Grade X is the same rank as several Chief Deputies in other County offices.

Mr. Selzer recommended that the job title change to Chief Deputy Auditor, but remain at Grade X. Ms. Dozier responded that she would like to see the name change approved, as the law, by statute, says the Chief Deputy Auditor takes over should something happen to the Auditor. Currently, there is no Chief Deputy.

Chairman Sorensen asked if the current incumbent in the Staff Accountant position is the person who should be Chief Deputy. Ms. Dozier replied that the person currently in that position is the correct choice.

Chairman Sorensen requested that the Committee go into Executive Session since the current incumbent is being discussed.

Motion by Nuckolls/Moss to recommend the Finance Committee go into Executive Session at 5:58 p.m. to discuss personnel matters related to the Auditor's Office.

Motion carried.

Motion by Owens/Berglund to recommend the Finance Committee return to Open Session at 6:04 p.m.

Motion carried.

Mr. Nuckolls asked if there is a possibility of changing the title from Staff Accountant to Chief Deputy Auditor without changing from Grade X to Grade XII. Chairman Sorensen replied it is the responsibility of the Finance Committee to advance the FTE Resolution that has the job titles and the grades throughout the

County. He shared his thoughts on reclassification requests, noting that he looks at the PAM Scoring, which is a systematic way to look at reclassifications, and then looks at the individuals in the various groups of classes and outside of the scope of PAM, and then makes a decision.

After additional discussion, the Committee agreed that the position title should change from Staff Accountant to Chief Deputy Auditor.

Chairman Sorensen asked how the Committee should proceed and whether they need to vote on each recommendation or take action only on those that the Committee wishes to approve. Mr. Zeunik replied that the Committee can vote to recommend those requests they want to approve and any requests not acted upon will remain as the Administrator's Office has recommended. He indicated that if the Committee wishes to change titles, they may recommend the change.

Mr. Selzer recommended that the Committee vote up the ones they wish to change and the ones that are not voted on can be left open for the Department to resubmit at another time. Chairman Sorensen stated that the current County Budget Policy specifies that the budget cycle is the time to make these changes. Mr. Selzer suggested that the Department Heads and Elected Officials could meet with the Administrator's Office up until the November meeting to present additional documentation for their requests.

Motion by Selzer/Moss to recommend tentative approval of an Amendment to the FTE Resolution to add a Chief Deputy Auditor, Grade X, in the Auditor's Office and to make the Appropriate FTE Adjustments reducing the number of Staff Accountants by one and increasing the new position of Chief Deputy Auditor by one for the FY'2006 Recommended Budget.

Motion carried.

Chairman Sorensen reviewed the request to move an Accounting Specialist II, Grade VII to an Accounting Specialist III, Grade X. Mr. Lindberg explained that there are three Accounting Specialist II positions in the Auditor's Office and the Auditor's proposal is to create a new job class called Accounting Specialist III, which would change from a Grade VII job to a Grade X job. He advised that the Auditor would like to take two of the existing Accounting Specialist II's and make them Accounting Specialist III's. The proposal is to increase the Supervision and Responsibility score by one degree, increase Problem Solving by two degrees, increase Authority by a degree and Public Contact by two degrees.



Mr. Lindberg warned that if the Administrator's office is wrong in a score or off in a job, it would be at most by one degree. When a request for a change of two degrees is made, it is usually questionable. Mr. Lindberg stated that the factors were reviewed and they did not see anything of significance to increase the overall PAM Score from Grade VII to Grade X.

Mr. Selzer indicated that, without knowing the job and the people involved, he feels unqualified to debate the request or the finding. He stated that he plans to support the recommendation of the Administrator's Office. However, in the future, he would like to see more justification for the request.

Chairman Sorensen presented the County Clerk's three requests, representing seven incumbents.

Ms. Milton informed the Committee that she has requested a "desk audit," as it is difficult to explain, on paper, the responsibilities of her staff, including redeeming taxes, extending taxes, calculating rates, and the knowledge they must possess, including knowing the Property Tax Code, the Vital Records Act and the Election Code. She expressed her opinion that the Deputy Clerks are under-classified, the Program Administrators are under-classified, and the Chief Deputy Clerk should be increased from a Grade X to a Grade XV. Ms. Milton asked that the Administrator's Office perform a desk audit to evaluate the positions in the hopes for a compromise on the Classification requests.

Mr. Lindberg indicated that the plan is to use the Personnel intern to coordinate the desk audit and to have the Administrator's Office provide guidance to members of the Student Chapter of SHRM, the ISU Society for Human Resource Management and make it a class project.

Mr. Selzer observed that, in his experience, departments would not have nine FTE positions, with four of the positions being managers. He suggested the office be restructured to eliminate some of the supervisors/manager positions. Ms. Milton replied that this would be difficult because of the responsibilities of the managers.

Mr. Selzer asked if the Chief Deputy Clerk is in charge of the Elections. Ms. Milton replied that she is not in charge of elections, but works closely with the election people as there is not currently a person in that position.

Ms. Milton explained that the County Clerk's Office is a diverse office and she looks forward to a desk audit, which she believes will justify her requests. The Committee agreed that a desk audit was a good compromise.

Chairman Sorensen reviewed the consensus that the three requests made by the County Clerk's Office are "off the table" until such time as a desk audit can be performed.

Chairman Sorensen presented the requests submitted by the State's Attorneys Office, noting that Mr. Yoder had to leave the meeting.

Mr. Lindberg clarified the position, noting that, when Mr. Yoder took office, he chose to move the one ASA V position into the Civil side. The request before the Committee would restore the ASA V in the Criminal Division as the Chief Felony Prosecutor. In conversations with Mr. Yoder, it was decided to make it an ASA V to distinguish it from the other ASA IV's, but not to raise the pay. He stated that no position is being added and the pay rate is not changing, but one of the ASA IV's is increased to an ASA V.

Motion by Selzer/Nuckolls to recommend tentative approval to move an Assistant State's Attorney IV Position to an Assistant State's Attorney V, with no pay raise, as requested by the State's Attorney and recommended by the Administrator's Office for FY'2006 Recommended Budget.  
Motion carried.

Chairman Sorensen presented the request to move an Office Support Specialist I to an Office Support Specialist II, from Grade IV to Grade VI as requested by Court Services.

Motion by Selzer/Moss to recommend tentative approval to move an Office Support Specialist I position to an Office Support Specialist II, from Grade IV to Grade VI, as requested by Court Services and recommended by the Administrator's Office for FY'2006 Recommended Budget.  
Motion carried.

Chairman Sorensen presented three requests made by Information Systems. Mr. Lindberg advised the Committee that the Department Head is aware that the Administrator's Office did not recommend the requests as submitted and has accepted that decision.

Chairman Sorensen forwarded the request made by the Supervisor of Assessments. Mr. Lindberg explained that this request is a result of the new County Recorder making changes in the Recorder's Office when he took office, namely hiring a Chief Deputy Recorder. The Assistant Chief County Assessment Officer is actually a Chief Deputy in the Assessor's Office and the Supervisor of Assessments requested that this position be a pay grade higher than the one in the Recorder's Office. Mr. Lindberg stated that this request almost merits approval, but not enough to recommend the change. He stated that the Administrator's Office recommends that it remain the same.

Chairman Sorensen presented the Tort Judgment request to increase a Detention Health Supervisor from a Grade XI to a Grade XII. Mr. Lindberg reported that this is the head of Jail Medical, which operates as a Department Head and is very much equivalent in the number of people supervised and span of control of the positions in the Health Department. He noted that one difference is that those positions typically have two levels of supervision above them, while this position reports directly to the County Administrator. Mr. Lindberg noted that when the salary for this position topped out, it was re-evaluated, and it was discovered that the position should go up from a Grade XI to a Grade XII because of the complex nature of the problems to be dealt with and the position functions at a Department Head level.

Motion by Selzer/Nuckolls to recommend tentative approval to Change the Detention Health Supervisor position from a Grade XI to a Grade XII as requested by the Detention Health Supervisor and recommended by the Administrator's Office for FY'2006 Recommended Budget.  
Motion carried.

Chairman Sorensen asked that a reproduced version of the job titles, classes and PAS Scores for reference be provided to the Committee.

Chairman Sorensen presented the September 30, 2005 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee Fund total is \$811,567.91 with the prepaid total the same. The Nursing Home Fund is \$354,538.67 with the prepaid total the same.

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Motion by Selzer/Nuckolls to recommend approval of the September 30, 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 6:04 p.m.

Respectfully Submitted,

Judith A. LaCasse  
Recording Secretary

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