

**FINANCE COMMITTEE MEETING**  
**Special Meeting – Budget Hearing #5**  
**October 3, 2013**  
**5:15 P.M.**

**MEMBERS PRESENT**

Jay Dunn, Vice Chair  
Kevin Greenfield  
Linda Little (arrived @5:17 p.m.)  
Patty Cox  
Tim Dudley (arrived @ 5:19 p.m.)  
Susanna Zimmerman

**MEMBERS ABSENT**

Keith Ashby

**COUNTY PERSONNEL PRESENT**

Jim Root, EMA  
Jeff Scheibly, Animal Control  
Kris Horton, Animal Control  
Sheriff Schneider  
Amy Stockwell, Auditor  
Lois Durbin, Circuit Clerk  
Mike Baggett, State's Attorney's Office  
Dennis Crowley, Mental Health  
LeAnn Schumaker, Mental Health  
Jeannie Durham, County Board Office

**CALL TO ORDER**

The meeting was called to order at 5:15 p.m. by Vice Chair Jay Dunn at the Macon County Office Building.

**APPROVAL OF MINUTES**

Motion to approve minutes of the prior meeting on 9/30/13 was made by Patty Cox, seconded by Kevin Greenfield and motion carried 4-0.

**Budget Proposals**

**Sheriff / Jail / Courtroom Security**

Sheriff Schneider began his presentation with the projected revenue lines on the 01-60 account for FY14. There were no questions or discussion. The Sheriff moved on to expenses in the administrative lines. Kevin Greenfield asked where the contractual versus the non-contractual fell. The Sheriff explained that contractually obligated, through agreements with the county, would include anybody that is below the sheriff. Lieutenants are the highest ranking officers in the department under the sheriff and they have agreements with the County and the Command Association under the "me too" clause. Sergeants also fall under the Command Association. Deputies fall under the FOP Contract. The "me too" clause covers anything that is a monetary increase in reference to the deputies contract. The Command Association is allowed to "me too" any type of a salary increase through the county so they receive the same increase as what the deputies were given during their contractual negotiation. Kevin Greenfield asked if the upper management negotiated anything. The Sheriff said they do not negotiate anything in regards to that part of the "me too" clause. That is something that is invoked. They are offsetting. This year is an FOP contract. Next year, they will negotiate their contract for their number of years and if there is no contractual obligation for one of those years, they may agree to, for example, 2% at that time. If the FOP agrees that year to 3%, then they would be entitled to the additional 1%. Jay said that the "me too" agreement, for as long as he has been doing the negotiations, gets signed after the Deputies agreement gets signed. He said that the "me too"

clause agreement will be looked into this year. The deputies' contract comes up this next board meeting for approval by the board. Typically after that, the "me too" agreement is signed. The Negotiations Committee and Mr. Flynn want to look into it to assure it is being interpreted correctly. Kevin Greenfield asked if they would get a report before having to vote on the final budget or if it would be in the next year's budget. Jay said that the "me too" clause increases would not take effect until it got signed. Linda Little asked if these raises were the result of a previous "me too" clause. Jay said it typically works that if the deputies get 3% then the next group got 3%, but we want to open that language up. Linda asked if these that are being discussed are the result of a previous "me too" clause that the Board has already agreed to. Jay said the new deputy increases are also not included. There were no further questions and the Sheriff moved on.

The Jail account, 001-061. Kevin Greenfield asked if the federal prisoner number was accurate. The Sheriff said it was probably a little less because he likes to go a little conservative. And, they are actually paying us. Unlike the State, the Federals are actually giving the money for this and they are pretty well caught up. Kevin Greenfield stated that the sheriff is to be commended for that. The Sheriff said he appreciated that because it is an added demand on the department and it is not an easy area to get into and it has brought in a potential revenue source of almost a million dollars a year. We can do that and do it the right way and it is beneficial to everybody. There were no questions regarding the general funding.

LEST, 02-060. Jay Dunn asked about whether line 7530, Dietary was contracted. The actual is only at \$75,000 so far. The Sheriff said it is contractual. The billing has changed a bit. It is now Trinity where it was Canteen. Trinity took over. If \$351,000 was the actual in FY12, it will take every bit of that if not more just based on jail population. Kevin Greenfield asked about why line 5706, Holiday Pay had gone up. The Sheriff explained that it is due to percentages. Holiday pay is 6% of their salary. 6% of whatever their salary is across the board goes to holiday pay. There is going to be an increase from year to year from the base salary to the next projected salary level. Tim Dudley asked about whether line 7340, medical is also contractual. The Sheriff said it is contractual with DMH which is an absolute, but all the variable expenses associated with medicals run it up and down. It runs about \$20,000 a month for the contract.

LEST, 02-070. Linda Little asked about lines 7120 & 7650. The sheriff explained that these are put into the budget in case any court studies or training were needed. This hasn't been used in a while because the same officers are still working. That was used at one time when there were special court studies and was kept as a possible training line.

IDOT Grant, 093-059. The Sheriff explained that he had put down \$10,000. This is a grant that is actually ceasing. The Illinois Department of Transportation is cutting the grant commonly known as the DUI grant. That will be nullified and whatever additional expenditures that are in there will be used in regards to payroll.

Sheriff Grant Fund for Prisoner Transport, 093-061. A change needs to be made on line 7200 where \$4000 in expenditures needs to be added.

Sheriff Grant Fund, Alien Assistance/Social Security Grant, 093-063. Another change needs to be made to the 7200 line, \$60,000 for proposed expenditures and line 8080 OP Supplies needs to have \$30,000 put in.

Looking at the Sheriff Millikin Hireback, add \$2,000 under the 5705 hireback under 6011 fringes - \$2,000 in that area for projected.

The Gun Range Project, 093-067 has a proposed \$500,000 in it for contractual just in case anything is done with that this year. Right now there is not anything truly projected, but there are possibilities.

Amy Stockwell stated that they are still working on the balance between what goes in to fund 1 and what goes in to fund 2. In looking at revenue this year and revenue next year, there are always adjustments. We just haven't done that yet. The Sheriff added that they have been trying to get together to go over looking at where the projections are for LEST and where it is right now as to where it would have to be moved over into the general in reference to some of the funding. We were really lucky with LEST for a long time, but unfortunately the hole is drying up a bit.

Amy said she had some adjustments to make on this budget, but she did not know what they are yet. Looking at the total expenditure, where we are on the expected endpoint of both LEST and the general fund and then make adjustments on which items are charged in which fund. That has not been done yet. Jay asked if this budget should be put on display and then take care of it afterwards. Amy said they just need to realize that there will be some changes and that they would be brought back. Changes to amounts are not anticipated, but changes as to where they are funded may be made. Amy said she could make the changes and bring them back rather than making the sheriff come back. Jay asked if Amy knew if the changes would be done prior to the display budget. Amy said she was not sure when the display budget would be, but the intent is to get them done in time and included in it. Kevin asked if the budget needed to be tabled. Jay said that if the changes would be back in time for the display, he did not have a problem passing it on to display with an \* that there will be some changes. Or we can just not do anything with it until she has the changes and then take care of it then. Kevin asked Amy what she anticipated the changes to be. Amy said that because LEST is down, the fund balance of LEST is essentially zero, so we can't put anything more in to LEST than we expect to get. The trend line for LEST is going down. We have to look again at that projection. We have to look at where we are right now. We have to look at where we are with all the general fund things. It is a funding issue. The sheriff said they would not be increasing anything in reference to the lines in the budget. Jay said that if they were ok with the revenue projections and the expenditures, we can pass it on to display with knowing the fact that we are going to have to move some of the money from LEST to General. Linda Little so moved, seconded by Kevin Greenfield and the motion carried 6-0.

## **EMA**

Jim Root said he was presenting basically the same budget as last year, but would go over some of the changes.

The LEST revenue lines have only one change. The FEMA Hazard Mitigation Grant line is being dropped. That grant is going to be closed out and will not carry into the next year.

There is a little reduction in the Nuclear Safety Grant of \$780.

Under expenditures, Line 7200, other expenses includes the Hazard Mitigation Plan. That plan is going to be closed out so that will not be needed.

The Nuclear Safety Grant reduction of \$780 is reflected.

Line 5101, EMA Coordinator. The assistant coordinator has been moved down to part time help as we do not have an assistant coordinator. This is a bookkeeping error that is being cleaned up. There is a part time employee that uses those expenditure lines.

Line 5475, Administrative Assistant, has been adjusted to include a wage increase. There have been some problems keeping help in this position due to the fact that we don't pay enough. The job description has been amended to include the added responsibilities since Jim took over the position. The position has been transitioned over the last 3 years with IEMA putting extra requirements in there in order for the person to be claimed on the grant. Jim presented the job description and the salary of \$25,000 paid in 1997. The job description shows red highlighted additional job requirements on the position. Jim presented a comparable job description for a judicial clerk with the courts. An Administrative Assistant position with the Macon County Health Department was also presented. Jim said he called other EMA Offices within the region and found out that the majority of them are not using an Administrative Assistant. Some are using Assistant Coordinators. Logan County has a Deputy Director and an office manager. Jim said he is asking to increase the wage line for that position to eliminate or lessen the desire of this person to go somewhere else before he loses them. Kevin Greenfield asked how much of an increase he was requesting. Jim said \$6,000. Jay said he knew of 2 great ladies working in the office before that went on to better paying jobs after he had put a lot of time in training. Jim said it takes almost 8 months to get a person trained to be able to include them on a grant. From the day they are hired, they have one year to complete the required training. Those are FEMA required online courses. In the event that they are not completed, I would have to let them go or FEMA would be expecting some of their money back. Kevin asked if he was creating a position and promoting this person into that position. Jim said no, this is a union position. I just want to pay that person what they are worth. Linda Little asked if this is above and beyond what is negotiated. Jim said the union says they need to be compensated for what they are doing. As long as I have added the increased responsibilities, they have no problem with paying them more money. Linda asked if the new salary includes whatever wage increases were included in the negotiations. Jim said this would be the start of this budget year, so if a 3% raise was negotiated, then this would be included in that. There would not be an additional on to that. Tim Dudley made a motion to approve passing the budget on to display, seconded by Susanna Zimmerman, and motion carried 6-0. Amy Stockwell commented that Jim's current employee has been really great at some of the Risk Control projects and she appreciates everything she has done in that regard.

### **Animal Control**

Jeff Scheibly stated that he would go over the differences in the budget as most of it is the same as last year.

Revenues:

Line 4110 - Tags registrations from the City shows a prediction of a \$5,000 increase over the previous year.

Line 4115, Board, has been moved to Return to Owner.

Line 4215- The City County Contract shows a cost of living increase

Line 4325 – Adoptions shows an increase of \$5,000

Line 4330 – Impound Fees is increased by \$6,000

Line 4335 – Owner Surrenders for Euthenasia shows a decrease of \$1,000 because we have seen a decrease in that.

Line 4514 – the Owner Surrender Owner Release where the 4115 was moved in to

Line 4517 – Animal Care Fee shows a reduction, but that was a \$16,000 increase from a criminal case that was paid as reimbursement to the shelter

Line 4900 – Miscellaneous Donations is being increased by \$7,000

#### Expenditures:

Line 5305 – The Lieutenant's salary is contractual. The wardens are part of the union negotiation contract that has been ratified that goes before the Board coming up.

Line 7110 – Equipment Maintenance is dropping \$200

Line 7160 – Printing is being reduced by \$500

Line 7200 – Contractual services is being increased by \$1,500

Line 7210 – Dues is going up \$50

Line 7240 – Professional Services shows the difference of the 7202

Line 7610 – Spay & Neuter is being reduced by \$500

Line 8200 - Medical Supplies is being reduced as part of the \$16,000 criminal case.

Jay Dunn asked why that was being dropped so much. Lt. Scheibly explained that the \$16,000 was put into the medical supplies and professional services lines. This was a one time deal

Line 9060 – Vehicle expense which is an every other year \$25,000 expense

Kevin Greenfield commented that the revenues are about \$100,000 more than the expenses and made a motion to pass the budget on, seconded by Linda Little, and motion carried 6-0.

#### AUDITOR

Amy Stockwell explained that she did not have the insurance / self insurance ready as a couple of key things are still yet to be determined. On Retirement and Social Security, because the funds are being managed so tightly and because both raises and where salaries are going (to general fund or special revenue funds), they need to be looked at in more detail. Salaries need to be fixed before revenue and expense are done. The Display Budget will not be on the 15<sup>th</sup> because we need to make sure the balances between all the funds are right, the raises are taken care of, the LEST issues are taken care of, & cranking the numbers for the administrative departments needs to be done. The expectation is to meet with Chairman Dunn & Chairman Ashby next week and then be able to provide a better schedule about when the Display Budget meeting can be. Part of that will be revising the revenue numbers. All the numbers based on the August results are in, September is being booked, but we need to go through it one more time. Some things are going up from passing the fee increases and some things, such as sales tax are going down.

Amy passed out an IMRF chart from a law that was passed some months ago and explained that the rules on retirees returning to work have tightened up. IMRF is a stickler for detail. That is great. We have 14 IMRF retirees that are working in part time capacities. We have to be sure

that we can track that. One issue is for people who are on salary. We need to get reports on their hours.

In August, the General Assembly passed a law, effectively immediately, changing the requirements for the annual budget which is the display budget, any amendments and the resolution passing it. It says, "A detailed statement showing any bonuses or increase in any salary, wage, stipend, or other form of compensation that is not subject to a collective bargaining agreement for every agency, department, or any other entity receiving an appropriation from the county, regardless of whether the employee receiving them is part of a collective bargaining unit." Amy said she doesn't really understand it and doesn't understand what would constitute fulfilling that topic and said she thinks she needs more guidance. Jay asked Mike Baggett to send a letter to the Attorney General asking for a more definitive description of what is expected of the counties. Mike Baggett said he would take care of sending the letter. Amy said that we don't have the information to do that because we get information after the fact. When somebody wants a check increase, we know what the total salary is, but we don't know what the office holders are planning in terms of compensation for individuals. For instance, someone who says their total is not going to increase, but they've had somebody leave and the money is going to be reallocated to other people. That would be known after the fact. Jay suggested Mike talk with Amy and Cathy Mansur about how to phrase the question so when we do get an answer, we get all the information we need.

Amy suggested that the capital lease program be extended. Every department is pretty much using the capital lease program to avoid vendor interest charges that are hidden inside commercial leases, they get a cost of money of less than a percent and are able to spread out copier purchases. Amy said she would like to see a similar fund created for vehicles. This has a number of benefits, in addition to smoothing out expenditures. There is concern about some departments where unsafe vehicles are being used. It will help fleet management. It would be structured, like the copier program where a loan is made from the judgment fund to this fund. So, the judgment fund is earning interest on the internal leases. In this case, the loan would be made from the general fund to a vehicle capital equipment fund and it would be available to all departments. Hopefully, it would be most used by the smaller departments that under a lot of pressure not to put cars in and end up driving cars that are not the best. Amy said she would be making that presentation soon. Jay asked if something could be put into the agreement that would require them to get inspections done at the Highway Department. Amy agreed saying that that would also help the risk management program.

Kevin Greenfield said that they've all talked about, at the end of the budget cycle, the plan was to give non-contractual employees a 3% raise, basically putting money in a pot totaling 3% and then have the office holder dole it out accordingly after doing personnel evaluations. How are we going to put that money in to each office holder's account for them to do that? Amy said it would have to be done through the budget process – either before the display budget through all these individual lines or after the display budget as a big omnibus amendment. Amy said she would like to answer that question after further discussion, but it will be part of the adopted budget whether the mechanism is that it goes in before the display budget or the mechanism is that it goes as an amendment after. But it is no different than any other expenditure. There is no spending until an appropriation is made. Kevin asked if the auditor would calculate? Amy said no, the departments would have to do it, but she hoped to have a process in place so it's not a complete nightmare. Kevin said that he would like to see the money go into a pot so the raises

could be given out accordingly based on evaluations versus just handing out 3% across the board. Amy said that would be a conversation they should have with the office holders as they present this additional appropriation. Jay said that some budgets are strictly union personnel. That is one case. Another case is like the Public Defender. He is agreeable with having it put in one line and giving it out as he sees fit. In this mix, you've got departments that are getting raises, but where is the money coming from because they may have multiple areas such as general, fund balance, or some other and we have to look at all of that together. Amy added that the account structure could accommodate this if it makes sense to add an account number called performance raises or something like that as a separate line item, we can do that. Or, some departments, such as the Circuit Clerk and the Courts, have judicial staff as a line already. This is another reason why the display budget is not going to be ready on the 15<sup>th</sup>. Kevin Greenfield said he could see where this could take some time.

### **Mental Health Board**

Denny Crowley stated that he was there to request a tax levy approval of \$2,445,594 which is almost \$17,000 less than the Board approved last year. There was an \$85,000 increase approved last year. Of that, about \$65,000 was received with the decrease in assessed valuation. The request was approved to sustain the Mental Health Court and for a cost of doing business increase. The Mental Health Board was \$20,000 short of revenue to sustain the Mental Health Court. The fee revenue in that budget was only 26% of what had been projected. The Mental Health Board intends to fully fund the Mental Health Court and will use their reserves and other funding sources or money will be redirected from other services as the County Board has made the Mental Health Court a priority. The Mental Health Board is at the maximum tax rate of 1.5 mils and they do understand that a further decrease in assessed valuation is expected in the coming year. They do not expect to get this amount, but recognize that if this amount is approved as in the past, it would automatically be reduced to the legal tax rate. Denny said that they desire to capture any unexpected growth or if the decrease in assessed valuation is not as good. The impact on the taxpayer with a house assessed at \$120,000 was \$60 for the Mental Health Tax last year. The Mental Health Tax in 2008 was \$60 and if this request is approved, their Mental Health Tax will be \$60. Denny distributed information with details about the budget and added that there is a potential of 2.5% raises, but it is a pool and each supervisor awards that based on competence and it is not an across the board increase.

Kevin Greenfield made a motion to approve the levy, seconded by Tim Dudley and the motion carried 6-0.

### **Circuit Clerk**

Lois Durbin reported that changes to her budget include

Line 4350 – The 4D Grant. She said that when the report was done, there were a lot more petitions filed this month, so hopefully the trend will go up and by next year, the amount will go up. But this is the amount, \$19,380, the State cut which put it down to \$39,572.

Line 5001 – The raise that is set by the resolution

The Clerk Typist has been taken down some by moving a salary from this back to one of the other funds.

Everything else remains the same as last year's.

That is mainly contractual and longevity and the promotion of two union people to management. Jay Dunn said he had wanted to make Amy aware of the amount those people were being raised up for IMRF purposes. The people are actually going from union positions to

management positions. Amy said that if the person and the increase raise a red flag, our response would be to submit the job descriptions before and after the raises. They will demand documentation. Lois said that documentation would be no problem.

The Automation Fund – This is the fund where some supervisors have been moved into along with Melanie Milliman, the IT person.

Document Storage Fund – Another salary was moved here from the general fund. The fund consists of salaries and EDP, part of the microfilming. The same is true with the Automation Fund where EDP pays for automation, upgrading technology and microfilming there also.

Restricted Cash Fund – The salaries had to be removed out of this fund because the balance is down to basically zero according to Amy. Lois said when she came in to office three years ago, the balance was pretty good so she started paying salaries out of it and now it is down to nothing. This fund is the \$36 a year child support maintenance annual fee.

Clerk OP & Admin Fund – Several fees get collected by the Clerk's Office and per Statute, a percentage of that fee goes into this fund and it helps pay for the collection of the fees for the different agencies. That remains the same as last year.

Electronic Citation Fund – This fund was set up a couple of years ago for the future of the Law Enforcement usage of electronic means of getting citations to the Clerk's Office. It cannot be used until it gets to the point where it goes into effect. It is building so the data processing can be bought. Per Statute, it is there, but has to be left alone to build until we can go live with it.

Jury Fund – This remains the same. Judge Griffiths is now in charge of the jury and he has cut down the jury weeks from 3 on 4 off, 3 on 4 off to 2 weeks, but these are 2 full weeks where there are jurors in every day now. The budget for this year will be very, very, close if not over because of this.

Jay Dunn asked what Fund 053 was for. Lois said it is, per Statute, to be used in regard to child support collection. She said she was paying salaries out of that. This is the fund that when Lois first started actively collecting the \$36 fee, that there was not very much coming in until there was that big year of almost \$130,000. Now it is leveling off to about \$50,000 to \$60,000 a year. When salaries started being taken out of it, there was about a \$200,000 balance.

Jay said that 053 has about \$88,000 in reserve and he would like to see the budget lowered a little more by moving some money out of either 050 or 053. Lois said she had some microfilming out and has now received the estimate on it which is \$13,226.60. They do it so much per image so they gave their best estimate. For the 176 boxes of files, it is \$36, 507.43. That is about \$50,000 that will be coming out of the automation. Another thing is that Chief Judge Flannell has talked about becoming an e-filing county and the cost is uncertain. He wants Macon County to do it because we are a large county and Moultrie is the other he'd like to do this. Montgomery County just went live last month. We are waiting for them to give a basic guideline for us to tweak to fit Macon County. This is something that Justice Kilbride is pushing for. Jay asked if it was a good thing. Mike Baggett said that from a lawyer's point of view, yes. Lois said she had a lot of attorneys inquiring about it. An application has to be filled out and one of the systems costs about \$13,000. That is why I'm careful about the automation



because it is used for the courts also. Lois said that Justice Kilbride signed it last November. It is going to happen. There is just a process in getting everything set up. Technology is being upgraded. There was a small bump in the imaging because we were a pilot county that started imaging documents in 2004. That took about 8 months to get that straightened out. So now we can move forward.

Jay said if Lois could squeeze out \$17,240 you would be below \$100,000 which would be a balanced budget in his opinion. Lois said she could take it out of the Automation right now. Jay told her to let Amy know. Kevin Greenfield made a motion to pass the budget on with the adjustment, seconded by Tim Dudley, and motion carried 6-0. Jay commended Lois on the great job she does.

**CITIZEN REMARKS – PUBLIC COMMENT**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**CLOSED SESSION**

None

**NEXT MEETING**

Tuesday, October 15 @ 5:15 p.m., but that will probably be changed.

Jay stated that at the next Board Meeting on October 10, there would be a closed session to vote on the Deputy Contract and the 612 Contract.

**ADJOURNMENT**

Motion to adjourn made by Patty Cox, seconded by Linda Little, motion carried 6-0, and meeting adjourned at 6:35 p.m.

Minutes submitted by Jeannie Durham  
Macon County Board Office