

FINANCE COMMITTEE MEETING
November 4, 2013
5:15 P.M.

MEMBERS PRESENT

Keith Ashby, Chairman
Jay Dunn, Vice Chair
Kevin Greenfield
Tim Dudley
Patty Cox (arrived @ 5:20 p.m.)
Susanna Zimmerman

MEMBERS ABSENT

Linda Little

COUNTY PERSONNEL PRESENT

Amy Stockwell, Auditor
Carol Reed, Auditor's Office
Ed Yoder, Treasurer's Office
Lori Long, Probation
Jon Baxter, Board Member
Josh Tanner, Bd of Review, SofA, GIS
Mike Day, Coroner
Robyn McCoy, Workforce Investments
Nathan Pierce, Historical Society
Mike Baggett, Asst State's Attorney
Bruce Bird, Highway Dept
Jeannie Durham, County Board Office

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion to approve minutes of prior meeting was made by Kevin Greenfield, seconded by Jay Dunn, and motion carried 5-0.

CLAIMS

Motion to approve the claims as presented made by Jay Dunn, seconded by Susanna Zimmerman, and motion carried 5-0.

REPORTS

Audit Sub-Committee

No report

Auditor

Macon County Board Resolution Accepting a One Year Insurance Renewal Proposal through Arthur J. Gallagher

Amy Stockwell reported that the renewal would start December 1st and that we remain with our current carriers both for the primary coverage with Travelers and for the secondary excess liability coverage with Nationwide. Both are AAA companies and our partners.

Motion to approve forwarding to the Full Board with recommendation for approval made by Jay Dunn, seconded by Kevin Greenfield, and motion carried 5-0.

Macon County Board Resolution Establishing a Capital Vehicle Revolving Fund

Amy Stockwell reported that previously, we have had a very successful capital projects fund that owns essentially all the leases of copiers. When, particularly smaller departments that don't buy cars very often, there is a big up and down in their budgets when they need to buy a car. By going to the same sort of concept, we make the payments more even and insure that vehicle maintenance is up to the Highway Department's standards. Just as the capital projects fund was created by a loan from Judgment to that fund, rather than the Judgment Fund putting money in the bank, they put it in our own little bank. This resolution is asking for essentially the same thing. We are going to take a piece of the General Fund balance which is sitting in a bank and loan it to ourselves. The reason for the interest provisions is that there needs to be a reward to the General Fund for accepting a higher level of risk. This would operate in exactly the same way. It would be a formal lease document signed by the Treasurer and the head of the Finance committee. The payments would be made automatically each month.

Motion to approve forwarding to the Full Board with recommendation for approval made by Jay Dunn, seconded by Tim Dudley.

Discussion: Jay Dunn commented that in #3, it calls for the vehicles to be maintained according to the published highway safety standards. He asked if the recommendation that they go through the Highway Department for maintenance could be made. Amy confirmed and stated that the Purchasing Department and Highway Department could help in maintaining the records. The motion carried with 5 yes votes, zero no votes, and one present (Patty Cox arrived @ 5:30 p.m. and voted present).

Amy then presented the final publication of the IMRF rates for next year. Starting January 1, 2014, they are exactly as expected.

She also reported that the budget did go on display on Friday, November 1st.

A 2014 Budget in Brief sheet comparing the 2014 Display Budget to the expenses as they were in the 2013 Display Budget. Some of the places that have gone up are Workforce, Health Dept and the group of Highway Funds in total because of the "lumpiness" of the Highway projects. Health & WIA are taking on additional responsibilities. The Sheriff Grant Fund has gone way down because a different concept for the firing range is being pursued and it will no longer be owned by us. Some losses of grant funds have been seen. Those losses have been moved to the General Fund. By Board actions, some of the special revenue funds have been used up and those expenses have been moved to the General Fund. The BIG change is LEST being diminished and moved to the General Fund. One item was overlooked. \$200,000 additional expense for EMA needs to be taken care of because it is not self-supporting as was being assumed.

Amy said that she felt that she had not previously strongly enough stated her personal opinion that she is very uncomfortable with the revenue minus expense picture. The Board is usually very conservative and things usually work out better than thought, but if the situation, as written, turns out, a huge chunk is being taken out of the reserves. She cautioned the committee

and said she wanted them to know that she is extremely uncomfortable with any further reductions in revenue. Patty Cox asked what the total estimated amount that would be taken out of the reserves was. Amy said \$2.5 million, but remember we said this year was going to be \$1.6 million and it looks like it will be more like \$300,000. Everything is getting tighter though. Keith asked for clarification on the reduction of the General Fund. Amy said it was estimated at \$300,000 for this year but it has not been updated based on October results yet. Keith said there is \$10 million in the General Fund? Amy confirmed that the figure includes reserved and unreserved. Jay asked when the October figures would be figured in. Amy said it would be next week. Jay asked that she let the committee know and she said she would.

Board of Review

Josh Tanner reported that they had published and expected more complaints to come in, but there haven't been that many and they are still hovering under 400. The Board of Review will start this month and should have full day hearings in December. Keith Ashby asked if that was down from 700 or 800. Josh said the high has been about 1,200 with the typical being 700 or 800. Decatur Township usually has the most.

Jay Dunn asked Josh to let the Finance Committee know when the Board of Review would be in session. Josh confirmed.

Supervisor of Assessments

Tim Dudley commented that he had run into a couple of folks during the past week that were familiar with the S of A office and that he had heard some really good reviews and just wanted to pass the information on. He said we don't hear enough good sometimes and when we do, it's good to convey it. He said he's heard a lot of positives and encouraged Josh to keep up the good work. Josh thanked him and said he would let the staff know. He also said that attending the new classes on customer service had been helpful. Many times, people don't mean to be unfriendly; sometimes they just need some tactics and skills to communicate that and help them understand how to diffuse a situation.

GIS

No Report

Treasurer

Macon County Board Resolution to Execute Deeds to Convey Property on which Taxes were Delinquent

Motion to approve forwarding to the Consent Calendar for consideration by the Full Board with recommendation for approval made by Jay Dunn, seconded by Patty Cox, and motion carried 6-0.

Macon County Board Resolution Approving Transfer of Funds for the FY13 County Treasurer Automation Budget

Ed Yoder reported that this is a bucket resolution.

Motion to approve forwarding to the Full Board with recommendation for approval made by Patty Cox, seconded by Susanna Zimmerman, and motion carried 6-0.

Jay Dunn said that there had been a discussion about part time help at a recent meeting and asked if Mr. Ashby had been able to be helpful to Mr. Yoder in finding part time help from Richland for next year. Keith said he had spoken to some teachers and they said they had students capable, but he had not had a conversation with Mr. Yoder yet. Ed stated that for the 2nd installment, all the students would be back in school and that makes it tougher. He said that last year he had contacted Millikin and Richland and was able to hire some students, but by late July, they headed back to school and he still needs to collect taxes after that. Keith asked Ed to work closer with him next year and he thought he could get him some help. Ed agreed. Kevin Greenfield stated that he wondered if Robyn McCoy would have some qualified people in her pool of people through Workforce. Ms. McCoy said she had helped supply someone to work in the office 2 summers ago.

CITIZEN REMARKS – PUBLIC COMMENT

None

OLD BUSINESS

None

NEW BUSINESS

Historical Society

Macon County Board Resolution Approving Increase in Appropriations in the Historical Society's FY13 Budget

Nathan Pierce introduced himself as the new Executive Director for the Historical Society Museum and explained he was there to request an additional \$4,500 for going over budget on payroll, which was necessary for the time he spent with the former Director training. Since they were both on the payroll simultaneously and Pat had some accrued vacation time that needed to be paid out, they went over budget. Keith asked where the increased revenue was coming from. Nathan said it is funded by them and he was not, technically, asking for County funds. Amy explained that the revenue that is coming in is from the donations and reserves that are “off” the County books. What comes into the County books is what funds the salary and benefits.

Motion to approve forwarding to the Full Board with recommendation for approval made by Tim Dudley, seconded by Patty Cox, and motion carried 6-0.

Jay Dunn requested a correction of a Scribner's error.

Highway

Macon County Board Resolution Appropriating Funds for Engineering Expenses for the Hickory Point Township Spacemark Road Extension Project

Bruce Bird reported that this is a development project about a mile and half north of CH20 off of Rt 51 on the North side of Forsyth. This is putting in an extension of a Township Road there so an existing business can have access to an existing crossover area on Rt 51. This will allow their customers the ability to go either north or south when they leave the business. This is a project that was installed in the Illinois Capital Bill when it was passed in 2009. There is an existing set of plans and the expenses are to bring those plans up to IDOT standards. Kevin Greenfield asked why IDOT isn't paying. Bruce said IDOT is paying. The project is paid 100% out of the Capital Bill. Kevin asked why Bruce would be the engineer and not IDOT's engineer. Bruce said they don't want to.

Motion to approve forwarding to the Full Board with recommendation for approval made by Patty Cox, seconded by Susanna Zimmerman, and motion carried 6-0.

Macon County Board Resolution Approving Funding Agreement with the Illinois Department of Transportation on the Hickory Point Township Spacemark Road Extension Road Project

Bruce Bird reported that this is for the actual funding agreement for this project. 95% of the costs of the project will be fronted by IDOT and the final 5% will be billed out. The initial engineering is \$22,500. When the specs are brought up to date, the 2006 Engineer's estimate was \$700,000. That will probably be higher, so when we get around to having an up to date estimate for the engineering, the appropriation for the actual project will be done.

Motion to approve forwarding to the Full Board with recommendation for approval made by Patty Cox, seconded by Susanna Zimmerman, and motion carried 6-0.

Coroner

Macon County Board Resolution Approving Increase in Appropriations in the FY13 Coroner's Budget

Mike Day reported that they need to transfer \$5,416 from the revenue line, which are the cremation permits and document fees into the autopsy line so the bills can be paid.

Motion to approve forwarding to the Full Board with recommendation for approval made by Jay Dunn, seconded by Kevin Greenfield, and motion carried 6-0.

Mike Day then went on to caution the Finance Committee members that the fees line is a line that used to entail anywhere from \$1,500 to \$2,000 and went directly into the General Fund. The only way the Coroner's Office could access that is through an additional appropriation from the Board from the General Fund. Now, the fees line is designed and is supposed to be maintained so that any surplus is a contingency for the Coroner's Office. After 2 or 3 years, that contingency fee has not grown much. We are spending down every dollar in this line every year. It is difficult to anticipate what the autopsies will be each year, how many death investigations there will be, how many cremation permits, and how many documents will be sold. With the FOIA, the state says to charge \$50 for an autopsy report. As a courtesy, the documents are provided to the Sheriff, the State's Attorney, the Decatur Police Dept and other agencies to assist in investigations. Now, it seems that the documents that should be generating

fees for the Coroner's Office have been made a part of these other agency's files and are being sold for a penny per page. Consequently, that is revenue that could help finance our office, but is being allowed to move into the hands of those who would normally purchase it from us at no charge. Then they call and want the Coroner's Office to explain and do the follow through. Since we did not supply the document, we have no idea what they have. In some counties, this fees line is not part of the General Budget. It all goes into contingency. Mr. Day said he was not proposing that, but was saying that at some point the body cooler in the morgue would need to be replaced. We are only asking for the money to do our jobs responsibly and to serve the public in these tragic issues we are involved in. We will be as frugal as we can be this coming year. He said he would like to see more discussion. They took a couple of pretty heavy budget hits back when the County was having a financial crisis and they have not recouped any of that. Everybody's statutory responsibilities are a little different and everybody's history is a little different. Expenditures increase. The revenue is not inexhaustible and there is no way we can boost it. It is what it is.

Jay Dunn thanked Mike for all the good work he does in the Coroner's Office and if everyone paid attention to their budget like Mike does, we wouldn't have to ask any of the elected officials to cut or keep the budget the same. He has done a fabulous job and Jay said he could not imagine this board not giving him the money to keep the office open. He is to be commended.

Workforce Solutions

Macon County Board Resolutions for Fy2013 Workforce Budget Modification – Summer youth Employment Program

Robyn McCoy reported \$55,000 additional funding has been received due to the State having some excess dollars.

Motion to approve forwarding to the Full Board with recommendation for approval made by Tim Dudley, seconded by Patty Cox, and motion carried 6-0.

Macon County Board Resolution for FY2013 Workforce Budget Modification – TAA Grant

Robyn McCoy reported that this grant ended 9/30/13 and was modified to include two last minute individuals from Interstate Bakery who is trade eligible.

Motion to approve forwarding to the Full Board with recommendation for approval made by Kevin Greenfield, seconded by Tim Dudley, and motion carried 6-0.

Macon County Board Resolution Approving Budget Amendment for Workforce Investment Solutions FY13 Budget for Grant Timing Purposes

Robyn McCoy reported this is done each year and is due to the different fiscal year ends in the County and the State.

Motion to approve forwarding to the Full Board with recommendation for approval made by Jay Dunn, seconded by Tim Dudley, and motion carried 6-0.

Probation / Court Services

Macon County Board Resolution Approving Increase in Appropriations in the Probation Grant Fund for Drug Court

Macon County Board Resolution Approving Increase in Appropriations in the Probation Grant Fund for Illinois Department of Transportation DUI Grant

Macon County Board Resolution Approving Increase in Appropriations in the Probation Grant Fund for Juvenile Redeploy Illinois Grant

Lori Long reported that the three resolutions are all dealing with timing issues on three grants.

Motion to approve forwarding all three resolutions to the Full Board with recommendation for approval made by Jay Dunn, seconded by Tim Dudley, and motion carried 6-0.

State's Attorney's Office

Macon County Board Resolution Approving Increase in Appropriations in the State's Attorney's FY2013 Grant Fund Budget

Mike Baggett reported that this is another grant timing issue and will help close the books on the Mental Health Court Grant that ended 9/30/13. The grant was not renewed. The Board has considered the Mental Health Court sustainability and has addressed that previously. This just brings the budget in line to help close the books.

Motion to approve forwarding to the Full Board with recommendation for approval made by Patty Cox, seconded by Jay Dunn, and motion carried 6-0.

CLOSED SESSION

None

NEXT MEETING – Regular Finance Committee Meeting – Monday, December 2 @ 5:15 p.m.
Special Board Meeting for Approval of FY2014 Budget – November 19th @ 6 p.m.

ADJOURNMENT

Motion to adjourn made by Jay Dunn seconded by Patty Cox, motion carried 6-0, and meeting adjourned at 5:55 p.m.

Minutes submitted by Jeannie Durham
Macon County Board Office