

FINANCE COMMITTEE MEETING

June 2, 2014

5:15 P.M.

MEMBERS PRESENT

Kevin Greenfield
Patty Cox
Linda Little
Tim Dudley
Susanna Zimmerman

MEMBERS ABSENT

Keith Ashby, Chair
Jay Dunn, Vice Chair

COUNTY PERSONNEL PRESENT

Amy Stockwell, Auditor
Sheri Wallace, HR
Carol Reed, Deputy Auditor
Ed Yoder, Treasurer's Office
Bruce Bird, Highway Dept
Lt. Butts, Sheriff's Department
Josh Tanner, Bd of Review, SofA, GIS
Pat Berter, Probation Dept
Mike Baggett, State's Attorney's Office
Jon Baxter, County Board Member
Carol Carlton, Health Department
Sheree Zalanka, Health Department
Jeannie Durham, County Board Office

Committee members selected Kevin Greenfield to serve as acting chair in the absence of both Chair Ashby & Vice Chair Dunn.

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion to approve minutes of prior meeting was made by Linda Little, seconded by Patty Cox and motion carried 5-0.

CLAIMS

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

REPORTS

Audit Sub-Committee

Amy Stockwell reported that the Comprehensive Annual Financial Report is available, in front of the members and will be posted to the website tomorrow. Copies will be provided to departments that need to send it to their granting agencies. There will be an audit sub-committee to receive the report and go over the management letter as written. Amy called the members' attention to the text where some of the key events that have happened in the past year are described. She said that gives the big picture of the County's finances. She also pointed out the statistical section that includes operating stats from the various departments as well as some major employers (page 170). The final part is in the back and shows the schedule of federal awards. That is where the County complies with the A133 single audit provisions and all the grants that come through Macon County that are Federal, Federal but pass through

the State or any other organization are included. That means the budgeting phase of the year is now upon us. Ms. Stockwell said she is working with Finance Chair Ashby in getting the letter out that goes to the departments giving direction and calendar. Fringes are still being worked on, but it should go out by the end of the week. Kevin Greenfield asked when the process was started last year. Amy said the forms were produced at the end of June. There were oversight hearings in July. The forms came back at the end of July and the hearings were in August & September. This is the same schedule that has been laid out for this year. Linda Little asked if specific cuts or a request to stay within last year's budget would be issued. Amy said the text from last year's budget letter is the starting point, but if there are changes anyone would like, they should let Chair Ashby know. Linda said there was confusion over raises last year that she would like to avoid this year. Linda said she would speak with the chairman. She said it needs to be consistent between departments.

Auditor

Macon County Board Resolution Prohibiting Business with any Debarred or Suspended Vendors

Amy Stockwell said this is a cleanup. There is language in all of the grant agreements stating that we cannot do business with any vendor who has been suspended for disbarred either by the State of Illinois or the Feds. Amy said she doesn't think we have a problem and we aren't doing business with anyone who has been suspended, but this resolution just cleans that up.

Linda Little made a motion to forward on to the full board with recommendation for approval, seconded by Patty Cox and motion carried 5-0.

Macon County Board Resolution Increasing Appropriations in the DPBC Lease Fund FY2014 Budget for Energy Savings Grant

Amy Stockwell said this is good news. This is a continuation of the grant that the Building Commission has received for help with the HVAC renovation project in the jail. Because they were able to implement energy saving things, we received additional funds, actually more than expected. We have received the \$158,000 and this resolution allows us to write the check to the Building Commission. The County is the pass through agency for this grant.

Patty Cox made a motion to forward on to the full board with recommendation for approval, seconded by Susanna Zimmerman and motion carried 5-0.

Board of Review

Josh Tanner reported that June is the organizational meeting. So, this Wednesday, the new 2014 Board will be organized and then they will start processing paperwork. He said they tried some things this year to eliminate the number of cases. In the past, the applications would just be accepted, but this year, they have tried to send the applicants to the Townships to see if the Townships could fix it at their level first. They have the books until June 15. So, from January to June, the office has been telling them that while they are completely within their rights to file the appeal, there is a lot less paperwork and it may be easier to go talk to the Township and give them the opportunity to fix it first. Sometimes it works, sometimes not. We tell them that if it doesn't work to come back and file the appeal. We are hoping that will bring the numbers down.

There are only 11 State level PTAB cases left from 2009, 2010, & 2011. We have already submitted our evidence and we are just waiting on a hearing date. Sometimes, when a case in 2009 is solved, if it is in their favor, they will turn around and file a 2010 case. A win on an old case on their part automatically gives them the right to file for a subsequent year. When they get a decision, we'll go ahead and fix it for 2014 to try and stop the cycle. There are 26 cases from 2012 and 18 from 2013. The numbers are coming down on those. We are trying to close them out and eliminate them. Some appraisals have been ordered recently. There are a couple of bigger cases pending. Walgreens is one. Once you get a decision on one, it should wrap up 3 or 4. We are not the only county as we are constantly getting emails from other counties asking how we dealt with Walgreens.

Supervisor of Assessments

Josh Tanner reported that they are about to finish up Whitmore / Oakley which they were contracted to do. They will start South Wheatland next week. They were also contracted to do that. This was Hickory Point Township's quadrennial and they have already turned their books in so we are ahead of schedule there. They did a really good job this year. Based on their level of assessment and COD, they were already pretty good, but any time you do a lot of work, it just gets a little bit better.

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 Patty Cox, seconded by Linda Little, and motion carried 5-0.

CITIZEN REMARKS – PUBLIC COMMENT

None

OLD BUSINESS

None

NEW BUSINESS

County Board

Macon County Board Resolution Approving an Equal Employment Opportunity Plan for the County of Macon

Sheri Wallace reported that this was approved by O&P. The utilization chart was put together by the Auditor's office and the plan was approved and put together by the State's Attorney's office. This is done every 2 years.

Linda Little asked what the purpose of the plan was. Sheri explained that it is to make sure there are not categories that we are significantly underutilizing and not hiring for. Note that Macon County is

underutilized by one or more employees in 10 of the 96 categories or 10.4%. Those are the categories that we should be most concerned with. Linda said if we are concerned, what we are going to do about it. Sheri explained that we are not getting skilled applicants applying for most of the areas listed. This is a lack of having the right people apply. Linda said that this document is more of an awareness document then.

Patty Cox made a motion to forward on to the full board with recommendation for approval, seconded by Tim Dudley and motion carried 5-0.

Macon County Board Ordinance Approving Wages of Laborers, Mechanics & Workers Employed in any Public Works by the State, County, City or any Public Body or any Political Subdivisions or by Anyone under Contract for Public Works

Sheri Wallace said this is Prevailing Wage Act. The new June, 2014 wages are now attached. They were not available at the O&P meeting.

Tim Dudley made a motion to forward on to the full board with recommendation for approval, seconded by Patty Cox and motion carried 5-0.

Health Department

Chair Greenfield asked if all of these Resolutions had been approved by the Health Board. Sheree Zalanka confirmed that they had. Kevin Greenfield suggested all 9 resolutions be voted on with one vote. Tim Dudley agreed.

Macon County Board Resolution Approving Increase in Appropriations in the FY14 Health Fund Budget for Fussy Baby Research Project

Macon County Board Resolution Approving Increase in Appropriations in the FY14 Health Fund Budget for Mother and Infant Home Visiting Program Evaluation (MIHOPE) Project

Macon County Board Resolution Approving Increase in Appropriations in the FY14 Health Fund Budget for HIV Testing and Prevention Services

Macon County Board Resolution Approving Increase in Appropriations in the FY14 Health Fund Budget for MIPPA Expansion

Macon County Board Resolution Approving Increase in Appropriations in the FY14 Health Fund Budget for ASTHO

Macon County Board Resolution Approving Increase in Appropriations in the FY14 Health Fund Budget for Options Counseling

Macon County Board Resolution Approving Increase in Appropriations in the FY14 Health Fund Budget for CDSMP

Macon County Board Resolution Approving Increase in Appropriations in the FY14 Health Fund Budget for Respite

Macon County Board Resolution Approving Increase in Appropriations in the FY14 Health Fund Budget for CERT Fundraising

Tim Dudley made a motion to forward all 9 resolutions on to the full board with recommendation for approval, seconded by Patty Cox and motion carried with 4 in favor, 0 opposed, and Linda Little voted present.

Highway Department

Resolution appropriating County Bridge Funds for land acquisition for Section 14-00200-03-RW, the Wyckles Road (CH 41) Whitetopping Project.

Motion to approve forwarding to the full board with recommendation for approval made by Patty Cox seconded by Linda Little and motion carried 5-0.

Resolution approving an Intergovernmental Agreement with the City of Decatur on the installation of Guardrail on Lost Bridge Road.

Kevin Greenfield asked the location. Bruce said it is on the SE corner of the bridge where it has been damaged. Linda Little said she thought this had been turned over to the City. Bruce said we did, this is an intergovernmental agreement to do a combined project where we've got several sections that we are doing, but they want that section replaced at the same time. We are pooling resources to get a better price.

Motion to approve forwarding to the full board with recommendation for approval made by Susanna Zimmerman seconded by Patty Cox and motion carried 5-0.

Resolution approving the purchase of a Vermeer BC1000XL Wood Chipper

Motion to approve forwarding to the full board with recommendation for approval made by Patty Cox seconded by Susanna Zimmerman and motion carried 5-0.

Sheriff's Department

Macon County Board Resolution Approving Increase in Appropriations in the General Fund

Lt. Butts explained that a \$2,000 donation had been received from the Sandemac Kennel Club and it is to be used for the K9 assigned to the Office Building and Court Security

Motion to approve forwarding to the Full Board with recommendation for approval made by Tim Dudley, seconded by Patty Cox and motion carried 5-0.

Macon County Board Resolution Approving Agreement for Inmate Health Services at Macon County, Illinois

Lt. Butts explained that this is a yearly contract and was presented to the Justice Committee last week. There is no increase from last year. It is for \$275, 625. Patty Cox asked if it had been put out for bids. Lt. Butts said yes and pointed out that DMH assumes all liability.

Motion to approve forwarding to the Full Board with recommendation for approval made by Linda Little, seconded by Susanna Zimmerman and motion carried 5-0.

Macon County Board Resolution Approving Law Enforcement Mutual Aid Agreement

Lt. Butts said this agreement is with ILEAS which is Illinois Law Enforcement Alarm System which provides for law enforcement agencies to respond to other jurisdictions throughout the state and different regions. It is run by the State and most law enforcement agencies in the State do belong to it. The purpose is that if there is a manmade or natural disaster in our county, we could request additional police services from other resources who would respond and help. This agreement says we will respond when needed and we are able to and others will respond to us when needed. Lt. Butts apologized for not having it in time to take to Justice Committee last week, but it needs to go through Finance because there is a section where we have to provide insurance for the officers that respond.

Linda Little asked if the Justice Committee was aware. Jeannie confirmed that she had emailed the Justice Committee members and none of them had responded with any concerns about it going straight to Finance.

Linda asked who pays the responders that come here. Lt. Butts said the State pays. In most events, it would be a declaration by the Governor of some type of emergency. We have 4 officers assigned to the ILEAS Task Force that are trained and when they respond, they are not paid out of the County budget.

Motion to approve forwarding to the Full Board with recommendation for approval made by Patty Cox, seconded by Tim Dudley and motion carried 5-0.

State's Attorney

Macon County Board Resolution Approving Increase in Appropriations in the Adult Redeploy Illinois Grant Fund for the Macon County State's Attorney's Office

Mike Baggett said this is an amendment to the budget for the ARI grant program. Some supplemental funds were applied for which the State approved and this resolution would approve amending the budget to account for that. There is one correction that needs to be made. The \$2,500 shown for travel will be corrected. It will be less than \$1,000. Everything else is correct.

Motion to approve forwarding to the Full Board with recommendation for approval made by Linda Little, seconded by Patty Cox and motion carried 5-0.

CLOSED SESSION

none needed

NEXT MEETING – Monday, June 30, 2014 @ 5:15 p.m.

ADJOURNMENT

Motion to adjourn made by Patty Cox seconded by Linda Little motion carried 5-0, and meeting adjourned at 5:45 p.m.

Minutes submitted by Jeannie Durham, Macon County Board Office