

**FINANCE COMMITTEE MEETING**  
**Special Meeting – Budget Hearing #3**  
**September 8, 2014 @ 5:15 P.M.**

**MEMBERS PRESENT**

Keith Ashby, Chairman  
Jay Dunn, Vice Chair  
Kevin Greenfield  
Patty Cox  
Tim Dudley (came at )  
Linda Little  
Susanna Zimmerman

**COUNTY PERSONNEL PRESENT**

Pat Berter, Probation Director  
Bruce Bird, Highway Dept  
Carol Reed, Auditor  
Robyn McCoy, Workforce Investments  
Jennifer Hoffman, P&Z Director  
Ed Yoder, Collector / Treasurer  
Jeannie Durham, County Board Office

**MEMBERS ABSENT** None

**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 (Public Hearing #2) on 8/25/2014 was made by Patty Cox, seconded by Linda Little and motion carried 6-0.

**Budget Proposals**

**Highway Department**

Bruce Bird said that there are six funds that impact the Highway Department.

The difference between FY14 & FY15:

Highway – 9% less

Matching – 207% higher

MFT - 9% less

County Bridge – 10% up

Township Bridge – 21% down

Progress City – even –this is a pass through in case projects are done out at Progress City

Taking a look overall at all six, between last year to this year, the average is up 1.7%.

The big thing is matching. Last year shows \$750,000 and this year is \$1.5 million. This is the line that whenever there are projects from the State and money comes from the State either through a member initiative or a grant, it always flows through the matching fund. There is a project coming up next year where the state monies will be received. The reason it is going up the 207% is that the money is coming in, but it is for a specific project and we will turn around and spend it. It's all capital.

From an operational standpoint, there are only two that we draw money from and that is Highway and MFT. MFT is just a portion that pays for salaries that goes to operational expenses. If you take the matching out and say that is capital, then the overall budget totals are actually down 12% compared to last year. In trying to conform to the 1% decrease request and looking at capital projects and the way the ebb and flow through the budget, it's more like a

pass through and not really an increase. For the 7<sup>th</sup> year in a row, an increase on the levy is not being requested. They are still going to be flat, the same as they were 7 budget years ago.

Looking at the CPI, it equates out to a 10% loss of purchasing power over the time period, however if you compare it to what the money is actually spent on, construction materials, and compare that to the construction materials index, we have actually experienced a 60% loss of purchasing power over the same time period. The biggest decline in revenue has been from the State side through MFT. It would be impossible to try to make what has been lost on the State side locally.

Jay Dunn asked if the levy is capped. Bruce said the highway is at the max. The three property tax lines are Highway, Matching & County Bridge. The Matching and County Bridge are both at about half of what they could be.

Chair Ashby asked about Matching funds line 4255 and when Bruce expected the money to come in. Bruce said the project has to be let first. When the project is let, the payment process starts with the State and they are pretty quick about getting it to us. 95% is paid up front and they are then billed 5% at the end of the project. On the flip side, when they provide the money up front for federal aid projects and then they bill us, it takes them from 2 to 5 years to bills us.

Mr. Ashby asked about line 7781 and where that money goes to. Bruce said that is the part that is set aside that's for when the money comes in from the State. That is for a particular project. Keith asked if the bids had been let yet. Bruce said no, the plans had just been finalized by the State. The plan is to let it in January. Bruce said they only have an estimate and won't know the exact amount until the bids are opened.

Kevin Greenfield asked for an explanation of lines 4215 & 4220 in fund 081. Bruce said this is revenue and they can actually charge against the MFT for the use of their own equipment. It is considered a maintenance expenditure. It's a legal way to transfer money out of the MFT into the highway account so it can be used as they see fit. Kevin asked what the difference was between the two lines. Bruce explained that 4215 is for their own equipment rental & 4220 is if there is equipment rental from another entity such as a Township. Kevin asked about line 9041, machinery & equipment. Bruce said that the equipment rental is what is used to pay for the equipment. Bruce reminded them that he talked about replacing an end loader last year, but wasn't sure because of not knowing what price it would be. The reason line 9041 is up \$100,000 is because that is to cover the cost of an end loader. All of the equipment line was not used this year in an effort to save up for this year. Last year about \$250,000 was budgeted, but not even \$85,000 has been spent out of this year's line. Kevin asked if Bruce planned to buy that end loader. Bruce confirmed that he was. Kevin asked if that was to be the only major purchase. Bruce said yes, except for a few small things that may break throughout the year.

Jay Dunn asked why the Bridge budget is down so much. Bruce said it was due to the flow of projects. He explained that they had quite a few in-house projects scheduled for this year and there are not as many for next year. They have more matching projects next year than this year. Jay asked if some of that was caused because Townships can't afford to spend their share when they need bridges. Bruce said most bridges go through the Township Bridges fund. He said they can use County Bridge funds. In fact, the Statutes say they are supposed to use that to match any proposed projects from a Township and if there is any left over, they can spend it on

their own drainage or bridge projects, but, yes, Bruce said that Mr. Dunn is correct that there is a problem that the Townships have a hard time matching projects.

Susanna Zimmerman asked if Bruce was good with the salt supplies for this year. Bruce said he was good with the salt, but not real happy with the price they have to pay. He said with the mini-capital bill where they found a billion point one dollars at budget time, the locals get \$100 million and we get about \$315,000. Seventy two thousand of that is to cover just the increase in the cost of salt. Not too many potholes will be filled with the money the Governor promised.

Jay Dunn made a motion to pass the budget on to Display, seconded by Linda Little, and motion carried 6-0.

### **Treasurer**

Ed Yoder said his proposed budget is like last year except for the contract pay. The Treasurer salary is set by Board Resolution. The Hospitalization is set by the figures supplied by the Auditor. The Extra Help remains the same. \$3,000 of that will come out of Automation side.

Line 7180, EDP, \$1,000 has been moved back to the Automation side, so it is exactly like it was last year.

Line 7195, Training – A \$350 increase is requested. There are three conferences held throughout the year.

### **Automation**

Equipment – Three bar code scanners are being requested. They are approximately 15 years old. That is \$900 and all of this will come out of automation. Approximately \$1,725 was spent on computer upgrades this year. That should be paid off by the end of this November.

Ed said he would like to purchase the Tipton System. He plans to span that over 2 years. It has \$10,260 and it's over a two year period.

Jay Dunn made a motion to pass the budget on to Display, seconded by Kevin Greenfield, and motion carried 6-0.

### **Probation**

Pat Berter explained that they propose to use \$600,000 of the reimbursement from Probation or Probation Fees this year. Last year it was \$714,000. The reason is that additional funding has been received this year from the State of Illinois.

Line 4317 – Money from the Mental Health Board that helps offset the cost for juvenile sex offender evaluations.

Line 4331, 4332, 4333 – Revenue from the State  
Grants in Aid went up to \$197,000  
The Subsidy went down \$20,000  
The Pre-Trial went up \$27,000

Line 4900 -The Probation Misc. is no longer in there. There used to be money from the State of Illinois for Adult sex offender evaluations. Anytime there were individuals that couldn't pay, the bills would be sent to the state and it would be reimbursed.

This is a year for contract negotiations. As soon as the date is set, the Finance Committee will be informed and invited.

Line 5465 – Since moving to the LEC, there is one point of entry and one point of exit. One secretarial position is being eliminated. A person has resigned. That position will not be filled, so no layoffs are necessary.

Line 5707 Overtime pay will stay the same. There are individuals that have comp time on the books and they can request to be paid out for that at any time. That often happens around Christmas. Keith Ashby asked how much comp time was on the books. Pat was not sure but said it was quite a bit.

Line 6010 – Hospitalization is calculated for 34 staff. Three staff have hospitalization paid through Adult Redeploy Illinois.

Lines 7115, 7120, 7150 - Telephone, Travel & Postage lines remain the same

Line 7180EDP – The client database tracker needs upgrades and upgrades for servers are necessary

Line 7190 – Institute Training remains the same

Line 7200 – Contractual Services used to have the juvenile detention included. This year Pat has worked with the Auditor to set up a separate line for that so everyone could see exactly how much is being spent for juvenile detention. The Contractual Services line now pays for drug testing, copy machines, the agreement for the portable radios, etc...

Line 7210 – DUES is for the IPCSA. They are very instrumental in helping the department get extra money from the State and so Pat would like for his officers to be a part of that organization.

Line 7255- Offender Services is for drug testing, sex offender evaluations, juvenile sex offender treatment or some things that are not covered by the Mental Health Board.

Line 7510 – Electronic Monitoring will stay the same. As much of the grant money that can be will be utilized for this. In looking at juveniles on electronic monitoring, they found that a lot of them were eligible through the Community Access Juvenile Redeploy Program. More money for this was put into that grant budget. This is the GPS program.

Line 7560 – Juvenile Detention has been increased to \$308,000. Pat said he hopes this will cover it. He said he figures it is about \$25,000 a month.

Line 8020 Supplies has been cut by \$750 because both the Adult & Juvenile Redeploy Grants pay for a lot of supplies.

Line 8060 – Cars, Gas, Oil, Tires – remains the same @ \$10,750. Warranties were purchased for 3 vehicles last year. There are 2 more 2008 vehicles they would like to have warranties for. There have been problems with the fuel injectors on the cars. Each time, the bill comes to about \$380. Between \$500-\$600 a month is being spent on fuel.

#### Mental Health Court

Line 4310– Fees that are collected from Mental Health Court individuals who participate in that

Line 4317 – 708 Contributions come from the Mental Health Board

Line 4594 – Drug Court Fees collected from individuals that are in Drug Court

Line 5050 – pays for half of the Asst Public Defender that handles the Mental Health Court

Line 5325 – There is no designated Probation Officer that is responsible for the Mental Health Court. She has another caseload as well and so is reimbursed through the State.

Line 5330 – Specialty Courts Administrator – This person takes care of the Mental Health Court and is part of the Drug Court & the DUI Court. Linda Little asked if that was a new position. Pat said it was created last year.

Line 7200 Contractual Services is money that is given back to the Mental Health Board.

#### Juvenile Redeploy Grant

The Grant has been received again this year in the amount of \$328,050

Thea Toussaint is the Program Manager. Thea & Lori Long developed the budget and Pat just broke it down by line items as to what was agreed upon with the State. There is no Probation Officer or anything that is paid for here.

Linda Little asked about Line 7200, Contractuals. She said that as of May, \$8,300 had been spent this past year and only \$5,600 is being budgeted for all of next year. Pat said that if a transfer needs to be done, Thea will sit down with the Auditor at that point. A certain amount of money is budgeted for 2014 to clean that up and then 2015 is budgeted. The State fiscal year is different starting on July 1.

Jay Dunn asked who ran the Redeploy Grant. Pat said Thea Toussaint is the program manager.

#### DUI Grant

This has been received again this year. This grant does not include anything but a Probation Officer's salary. The hospitalization is short and some of the money to cover this person will come out of the Probation budget. There are no contractual services included in this grant.

Kevin Greenfield asked if this was for juveniles. Pat clarified saying it is for adults and is a part of the Hybrid Court. It is the DUI Court. He said they are hoping the Affordable Care Act will cover the treatment for some of these individuals. Kevin asked if it was treatment and how it worked. Pat said it is a phase program that tries to help them with their sobriety. Individuals are in there for aggravated DUI. They have true substance abuse needs. They go to court weekly depending on the phase they are in. They meet with the Judge and the Probation Officer. They have intensive counseling through Heritage. It is usually about a year to 18 month long program.

Second Chance Juvenile Reentry – No funding – No longer included in the budget

#### Adult Drug Court

Word was received Friday that this grant has also been received in the amount of \$100,000 a year and it is for 2 years. This grant is for services only. It is NOT for a Probation Officer. A letter was received from the State saying there is \$8 million set aside to expand programs. The Drug Court evaluation is being included in a packet presented to them in hopes of getting the Probation Officer's position covered. If not, there is a Sustainability Committee that is looking for ways to get funding. Once this grant runs out, if there is not additional funding, an individual will have to be laid off. Linda Little asked for clarified. Pat explained that this grant does not cover a person. The Sustainability Committee is trying to get funding for a person instead of Pat having to come to the Board and ask for additional funding to cover a person. They are trying to get it from the outside. The State has additional monies set aside and they are trying to get money for that person there.

Kevin Greenfield made a motion to pass the budget on to Display, seconded by Linda Little, and motion carried 6-0.

#### Workforce Investment Services

Robyn McCoy presented a Year in Review booklet. It includes information on grants revenue received over the past county budget year which is over \$5 million. It shows money spent for the training programs that people are trained for tuition, fees & books, for each institution, employer OJT's and youth providers. The Return on Investment information is also included. Based on the customers that have been exited and the wages they are making and compared to their allocation, the adult low income population, a 139% return on the investment has been received. When they were exited, they were employed and now they are earning money at a 139% return. The Dislocated Workers that were exited are earning \$1,098,118 over the past year. That is a 181% return on the investment.

Robyn also handed out a summary sheet and explained that because the allocation is broken out by funding stream and wages are allocated accordingly, it's hard to determine totals for each grant. The summary showed the allocations for the program year 2014 at the State which is \$1.4 million. \$230,000 will be carried over from the previous year which is a total of \$1.7 million allocated dollars. That is broken up into 4 funding streams: Administration which is 10%, Adult Low Income, Dislocated Workers & Youth Low Income. This allocation is an increase of \$374,593. That came in the Dislocated Worker funding stream. Because of the data lag, the numbers are catching up with what was the high unemployment rate which is now going down.

The Special Grants section shows a National Emergency Grant for on the job training. Last fiscal year, it was \$258,000 and now Robyn says they have received a \$350,000 grant for this fiscal year. The Logistics Grant is a 2 year grant of \$58,000. Robyn has requested another \$70,000 to train truck drivers. It has not been approved yet. The Central Region Advanced Manufacturing Grant is a 2 year grant in the amount of \$960,000 which ends in May, 2015. The \$14,000 from a program done a few years ago is being carried over. This is a safety net from work done a few years ago. The City of Decatur grant is anticipated in January, 2015. They thought it was to be received last year, but it didn't come through. They said it could be \$80,000, but Robyn said she did not put it in since it has not been confirmed. The special grants are the ones that are brought to the committee and board throughout the year because you never know when something will

come up that can be applied for. The Summer Grants that have been received over the past couple of years are also not included in the summary because it is never clear when they will be received until all of a sudden word is received that \$500,000 will be granted and then the money is all spent by September 30.

Personnel expenses are proposed to be \$586,538. There are 7 full time staff currently. Three staff, one case manager, one employment specialist, & one monitor have been lost over the past year. Robyn said she is going to hire another case manager and an employment specialist because they are going to be adding customers with the additional dollars. Some of the special projects require a bit more staff time than had been anticipated. A lot more on the job training is also anticipated. A 3% increase for staff has been included with the exception of Robyn, the program manager and one case manager. Those three will get a one-time only because the base salary will not be increased.

Facility Expense has been projected at \$172,392 which includes phones, computer repair, internet access, consumables, etc...

Spending is anticipated to be over \$2 million on direct participant expenses which would be tuition, fees, books, on the job training reimbursements to employers, work experience, internships, transportations, child care, in-school & out-of-school youth contracts & Workman's Comp for participants who are on internships.

Expenditures do not ever exceed revenue. This is watched very closely and adjustments are made throughout the year to make sure that does not happen. When grants are applied for, staff is not increased most of the time. That staff time is allocated based on the time spent on the grants.

Going on to the budget pages,

MOU receipts are anticipated to be \$1,300 from the organizations that are involved in the Illinois Worknet Center. They share in the expense of the Resource Room, Computer Lab & front area. Robyn said that they are now co-located with the Illinois Department of Rehab Services. The Department of Employment Security left last year. It has become a great partnership with the Department of Rehab Services.

The Workforce Investment Act, as we know it now, will end June 30, 2016. Congress has approved new legislation called the Workforce Innovation Opportunity Grant which offers essentially the same type of services but in a different way and planning more regionally and has more sector based training than individuals. The official start date is July, 2016, but Illinois would like to apply to be an early implementer state. That means that in July, 2015, some big changes are going to be made. Right now there are more questions than answers. A 300 page document has been sent out. It is being gone through and there are meetings with directors throughout the state, Economic Opportunity, and the Department of Commerce. Robyn said she would keep the committee informed as it develops. This allocation is from July, 2014 through June, 2015. She said she was not sure what would be happening July 1 of next year, but there may need to be some adjustments to the budget.

Kevin Greenfield asked committee members if they felt the need to go through each grant. Chair Ashby added that it is money in / money out. Robyn said that they follow the letter of the law

from the Department of Labor. Linda Little added that she thought that the fact that the admin costs are only 10% is fabulous.

Kevin Greenfield asked Robyn if there was something special that she thought the committee should be made aware of. Robyn said everything was pretty much explained in the summary and said she thought the booklet she had handed out would be helpful to them as a year in review of where they've been and what they've done.

Kevin Greenfield made a motion to pass the budget on to Display, seconded by Tim Dudley, and motion carried 7-0.

### **County Board / P&Z**

Jay Dunn reported that on the County Board budget, the legal advertising revenue line for the P&Z Department has been increased to \$2,000.

The Chairman salary remains the same. The Planner, Clerk V/Inspector, & Executive Secretary all went up 3%. The Purchasing/ Printer position has been added @ \$28,000. This used to be in the Auditor's Office. Laura Lents has been hired and is working for Jeannie. Overtime has been cut by \$300. Extra Help has been cut by \$500. Board member & Committee Chair pay remains the same. ZBA member pay has been taken out of the 5000 lines, but will appear later in the budget. Hospitalization went up due to the increase and the addition of the Purchasing/Printer person. There are 5 board members included in that line item as well. Kevin Greenfield asked where the extra help was used. Jay said it used to be used quite a bit, but haven't needed it much in the last couple of years and said if they'd like to cut it more, it would be ok. He said one year, Robyn provided free help and a lot of the old minutes were scanned. Kevin said he did not want to cut it. Tim Dudley asked how many people line 6010 covered. Jay said 9.

Maintenance of Equipment & telephone lines remain the same.

County Board Travel and training were raised because some board members have been attending some conferences and training.

P&Z Travel went up because he tried to get Jennifer and Angie out to attend classes and conferences to help educate them. They've been getting certificates along the way.

The rental line went away when the Probation Department moved to the LEC.

County Board Legal Advertising stayed the same  
P&Z Legal Advertising went up anticipating some wind turbine action.

Postage stayed the same.

The Fee Study went away. Jay referred to the County Clerk's report where he reported his income over the last year has increased. Jay said this increase has more than made up for the cost of the study.



As said before, P&Z training has been increased in an effort to give Jennifer and Angie a chance to get out and learn more about their specific jobs. Jennifer has taken on quite a bit and is involved in rewriting a lot of ordinances and flood plain stuff. She's trying to get up to speed on that.

County Board training has also been increased, as said previously, to allow board members to attend conferences.

Contractual Services has been increased in anticipation of utilizing a building inspector along with the electrical & plumbing inspectors. We have already utilized him some because our staff is now half of what it used to be or less. Sometimes Jennifer & Angie are at a conference, in training or whatever and the building inspector has to be brought in. Jay said he wasn't sure if that would cover it, but he was hopeful. Electrical & Plumbing inspections seem to be down a little this year.

The ZBA line was raised. They are starting to turn in mileage. That has always been their right to turn it in, but they haven't for years. Now more and more each month are starting to turn it in. They are visiting the sites and that's what it is for so they will know what is actually going on out in the country.

County Board dues went up. We joined another organization. In FY13, \$3,800 was spent. We are on track to spend about \$3,600 this year.

P&Z dues & library stayed the same

Copy Machine stayed the same

Codification went down leaving \$2,500. American Legal has to update the code with new ordinances.

Appraisal Research has been cut by \$10,000. This went into the BOR budget.

Nuisance Abatement & Demolition remains the same. These are put in as revenue and this is the line the expenses come out of. There are quite a few new liens out there for people not paying for mowing the grass and taking care of stuff related to nuisance abatement.

Safety Committee line has gone up in anticipation of utilizing the committee even more. CPR classes were offered to employees. It was taught by certified teachers from the Probation Department. The "Annies" that are used in training needed replacement and the Safety Committee is purchasing those for them. We also anticipate purchasing at least one AED for the County Office Building. Those are a little pricey.

County Board Supplies went up because the supplies & paper lines were combined. The paper line was eliminated. P&Z supplies remained the same.  
Car expense stayed the same

The Economic Development line was increased. We gave \$10,000 for many years, but it had been cut back because of dissatisfaction of what was going on. Jay said he attends most meetings. Craig Coil has left. Larry Altenbaumer has taken over. The last meeting was 1 ½

hours long and Jay said he stayed interested through the whole meeting. This guy is super and is getting involved in the Midwest Inland Port. Jay said he serves on the steering committee. He hopes Tim Dudley and Bruce Bird will be on a committee. Amy Stockwell agreed to be on the marketing committee even though she has retired. It looks like there is potential for economic development and Larry is working as hard as he can on it. This is an exciting time for Economic Development and we're hoping it continues that way.

Equipment was raised in case something in the Print Shop might need to be upgraded or if something is needed that will enable us to do more for the departments through the Print Shop.

Revenue minus expenses last year was \$413,597 and this year it is \$403,283.54.

Chair Ashby said the Economic Development more than doubled and asked if it was justified. Jay said that \$10,000 had been paid for quite a few years. He had cut it because he wasn't impressed with what was going on. The City gave \$100,000, but they've cut it back to around \$50,000. They need some money. They're trying to get more people to join and are even looking at some possible vendor participation because a full time director is needed. With the Midwest Inland Port, a couple of extra jobs may need to be created. This is going to be an expensive process to get it going, but the logic is to get some consultants and get it set up right the first time. The closest inland port is at Centerpoint & Joliet. They can't take any more traffic. It is log jammed up there. There is another one somewhere in the state that was built around a tollway and then found out truckers weren't bothering to use it because it was a tollway. We're trying to get it set up right and make sure we don't have one developer do something here and then another one do something there and all of a sudden things are landlocked. We're trying to plan it out from start to finish before it starts. We've got several key companies / businesses that have donated money to help. A pretty good sized grant was received from the state. Two groups have donated as well. We're trying to raise money to get some marketing people in and somebody that has experience with inland ports. Kevin Greenfield asked if they were paid in one check or if it was spread out. Jay said it is usually one check a year.

Patty Cox made a motion to pass the budget on to Display, seconded by Suzanna Zimmerman, and motion carried 7-0.

**CITIZEN REMARKS – PUBLIC COMMENT** - None

**OLD BUSINESS** - None

**NEW BUSINESS** - None

**CLOSED SESSION** - None

**NEXT MEETING** - Wednesday, September 17, 2014 Budget hearing #4

**ADJOURNMENT** - Motion to adjourn made by Linda Little, seconded by Patty Cox, motion carried 7-0, and meeting adjourned at 6:15 p.m.

Minutes submitted by Jeannie Durham, Macon County Board Office