

FINANCE COMMITTEE MEETING
Special Meeting – Budget Hearing #4
September 17, 2014
5:15 P.M.

MEMBERS PRESENT

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

COUNTY PERSONNEL PRESENT

Michael Day, Coroner
Mary Eaton, Recorder
Rodney Forbes, Public Defender
Deb Garrett, Environmental Mgmt
Carol Carlton, Health Dept
Sheree Zalanka, Health Dept
Jeannie Durham, County Board Office

MEMBERS ABSENT

Linda Little

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

9/8 & 9/17 minutes will be approved at the 9/22 Budget Hearing meeting.

Budget Proposals

Coroner – Mike Day reported that this budget is equal to that of last year.

The Coroner salary has been boosted a bit by board resolution.

The Deputy Coroner & Clerk Steno received 3% raises

The Hospitalization increase was per the figures supplied by the Auditor's Office

The increase resulting from the salaries & hospitalization were deducted from the autopsy line

Mr. Day reported that there is not a lot of excess in the budget, but if the committee wanted to stick with the 1% decrease in the budget, he would take that out of the autopsy line as well since there is no other line that can be cut in this bare bones budget. He stated that he is as responsible and judicious with the expenditure of the public funds as he can be. The manpower does a lot of extra legwork and investigative work. He said he has a small, but good staff and is proud of the services provided and the results they get.

Jay Dunn made a motion to pass the budget proposal on to the display, seconded by Kevin Greenfield. Chair Ashby asked about the \$1,000 in the travel budget for FY14 that has not yet been spent. Mr. Day said that would be utilized for the state mandated training which, by State Statute requires him to be recertified yearly. He said he passes on most of the local training and attends the sanctioned training that is held in the State of Illinois. Motion passed 5-0.

(Tim Dudley arrived at 5:20 p.m.)

Recorder – Mary Eaton presented her budget line by line

Line 5000 – The Recorder’s salary is set by board resolution

Lines 5020, 5405, & 5440 – 3% increase

Line 6010 – Hospitalization per Auditor’s figures

Line 7110 – Mary reported that she had received a bill and needed to increase the line from \$420 to \$460.

Lines 7115 & 7210 – Telephone & dues are the same

Line 7120 – Travel has been increased for travel to association meetings

Line 7150 – Postage was decreased by \$200

Mary ended the presentation saying she thought she was close to the 1% decrease.

Automation

Interest was lowered compared to last year

Automation Personnel – 3 employees wages + 3% increase

Hospitalization & fringes- 3 full time employees

Expenditures were decreased because new document storage fund will be used to pay costs

Jay Dunn asked if one person’s hospitalization had been moved from general to automation.

Mary said yes. Mr. Dunn thanked her.

Document Storage is projected at \$38,000 for next year.

The current money in document storage as of the end of August is a little over \$31,000.

There will be costs coming out of that fund next year.

Jay Dunn made a motion to pass the proposed budget on to display, seconded by Tim Dudley, and motion passed 6-0.

Public Defender – Rodney Forbes presented his budget line by line

Revenue –

Mental Health Board - \$10,600 for fitness examinations for when the Public Defender meets a defendant they think is not fit to stand trial due to suffering from a mental disability, disease or defect. That person needs to be evaluated to determine whether or not they are fit to stand trial. That money to pay for these examinations is sent to the Public Defender’s office from the 708 Board. They typically are about \$400 each. Mr. Forbes explained that they got hit with 6 right at the beginning of this fiscal year. He said they may run short for FY14, but he thought it would be a good amount.

State Salary Reimbursement is for 2/3 of Mr. Forbes’ salary. The State pays 2/3 and the County pays 1/3.

Expenditures

Public Defender salary is set by State Statute and must be 90% of the State’s Attorney’s salary.

Mr. Forbes explained that he had originally asked for a \$4,000 decrease in the Assistant Public Defender line in order to meet the 1% budget reduction request, but when he presented the budget to the oversight committee, Chairman Dunn had asked it be amended to include a 3% salary increase. The investigator’s & support staff salaries have been increased by 3%. The hospitalization line reflects the figures supplied by the Auditor’s office.

The telephone line remains the same.

There is no travel or training.

Postage has been decreased since all of the budgeted amount has not been used in past years.

EDP includes expenses generated by the Courthouse computer systems and was determined with the assistance of Melanie Milliman

Contractual includes the Westlaw Account and the two contract attorneys in case the office has a conflict and is unable to represent someone.

Transcripts shows a substantial decrease. Previously \$6,000; now \$3,000. This hasn't been used and was kept just in case a large transcript cost occurred. Mr. Forbes said he thought this would be a good place to cut the budget.

Investigations remains the same. It is for service of subpoenas. There are upcoming expenses anticipated.

Publications & Witness Expenses remain the same. A lot of those witness expenses are for translators.

Supplies & Equipment are staying the same.

Supplies are mainly paper for the copier, etc...

Equipment covers car & computers. Last year, the equipment line from 2013 was applied to about 1/3 of the computers for the office. Then the 2014 equipment line was used to buy another 1/3 of the computers. There are still about 3 more to buy and then everything will be up to date and supported by Microsoft. Chair Ashby asked how long the computers would be expected to last. Mr. Forbes said that Ms. Milliman had said the life expectancy of a computer is 5 to 6 years.

Kevin Greenfield told Mr. Forbes that when the Probation budget was presented, it was explained that it takes about a year to get the juveniles that are being tried as adults through the court system and asked if Mr. Forbes could explain why it takes so long. Mr. Forbes said he had met with Pat Berter and they discussed how they could improve how the juveniles move through the system. Mr. Berter had provided a list of all the pending juvenile cases. He said that as of last week, all but two of the juveniles in detention were up for their first round of pre-trial. He said they are all new. Mr. Greenfield said that the committee was told that it takes about a year to get through the system. Mr. Forbes said he would take a look at it. Mr. Greenfield said that the juveniles are housed in Champaign & Peoria Counties and we're having to pay a lot of money to house them. Mr. Forbes said that most of the cases are not juvenile cases, they are 16 or 17 year olds being charged as adults. These are adult cases, not expedited juvenile proceeding. Mr. Greenfield said even if they are not considered juveniles, why is it taking so long. Mr. Forbes referred to the criminal justice mapping process the Justice Committee had gone through. The first step in trying a juvenile as an adult is a transfer hearing. Some are automatic because of the serious nature of the charges. Sometimes, there is an argument in deciding and those cases are often delayed because experts need to be gotten for a transfer hearing. Experts from IDOJJ testify. Court Services testifies and generates reports. The Transfer Hearing itself can take considerable time to prepare for and to have. That could be 2 to 3 months. Then, if it goes to adult court, the next step is a Preliminary Hearing which we try to do right away. They are generally required within the first week. That is when the

Public Defender gets involved in the case. At the Preliminary Hearing, if the court finds probable cause, which is a very low burden of proof, then the next step is a pre-trial. That is approximately 6 to 8 weeks after the preliminary hearing. Mr. Greenfield asked what Mr. Forbes called a fair and speedy trial. Mr. Forbes said that by law, once it is an adult case and they are charged, if the defense attorney is not moving to continue, it must happen within 120 days unless there are special considerations given by the court. There is a speedy trial right. A trial must occur within 120 days absent request for continuances on the part of the Defense Counsel or absent diligent effort on the part of the State's Attorney's office to obtain witness. They can get an additional 30 to 60 days depending on that. Mr. Forbes agreed that this is a problem and is something his clients are very upset about. They are in jail. Their freedom is lost and they want their case to go to trial or be resolved. He said that they are looking at it. Judge Webber has expressed concerns about it. He said that on the last list, he went to each of his attorneys and spoke with each one about each case and what could be done to move it on. It just moves slowly.

Jay Dunn made a motion to pass the budget on to display, seconded by Susanna Zimmerman, and motion passed 6-0.

Environmental Management - Deb Garrett explained that Macon County Environmental Management is funded by host fees. This year's budget has been reduced by 1% as requested by the Finance Committee. The 1% was deducted entirely from the Environmental Management budget. She said she did not want to reduce the Enforcement Budget as that would result in less funds being received from IEPA.

Salaries were increased by 3%. One was contractual.

Hospitalization shows a \$888 increase which is for 2 employees. The other employee, the Deputy Director, is paid from the Enforcement Budget.

Line 7110, Maintenance Equipment has been reduced by \$50. A lot of trailers have been getting repaired and the \$5,000 is sufficient.

The telephone was reduced by \$300 to reflect the current spending.

Line 7120 showed no change.

Lines 7122 & 7140 were zeroed out due to no longer being used.

Postage showed no change.

Printing has been reduced by \$400. A new copier was bought and the CDS charges of \$46 per month has been reduced to \$40. Color copy costs have gone from 12 cents per copy down to 6 cents.

Line 7185 was zeroed out.

Line 7195 – training showed no change. Spending has been pretty much on target. The conferences that are generally attended are the Illinois Recycling Association, The ILCSWMA Conference and the Energy and Sustainability Conference which is usually pretty local. Last year it was in Mattoon.

Line 7200 Sundry was reduced by \$1,000. A lot of time has been spent on developing the new website and going forward a reduction of \$1,000 would be sufficient.

Line 7220 Library has been zeroed out. Books are not bought for the office. The books that are bought are for Earth Day and are sent directly to schools.

Line 7250 & 7550 Consultant & Education lines showed no change

Line 7580 Promotional showed no change. This is used for rain barrel purchases & give aways for expos that are attended and signs / sign holders that are put up close to the recycling trailers to get the word out to the rural communities better. It was also used for the IEPA Grant which is seen in the revenue line where \$2,000 came in and \$2,000 went out through this line item.

Line 7710 the Grant Clean Community Grant has not been used for several years and so it was reduced by \$1,000. It used to be a joint venture with the City of Decatur to pay for part time workers for litter pick ups in the City, but it hasn't been accomplished in several years.

Line 7716 the Municipal Grant is the line item that is used for dual purposes. One is Spring Clean Ups in the community. This year 8 were awarded to various communities outside of Decatur in the amount of \$1,000 max. Three Sustainability Grants were granted at a maximum of \$5,000. The total of those goes over a bit, but typically the expenditures that the recipients submit their receipts for come in at a bit less than the max of \$5,000.

Line 7717 the Recycling Program has been increased by \$10,000. That has come out of the equipment line item. Deb said she is looking to increase this line item to hopefully hold a limited chemical waste collection. Right now, they have been talking with the IEPA about doing a used oil and antifreeze collection. There has not been a household hazardous waste collection funded in this immediate area for 6 to 7 years. There is going to be one this fall in Lincoln and one in Monticello. Deb said they get a lot of calls from people who need to dispose of them properly. The alternative is to do a limited collection. This year will be oil & antifreeze and perhaps next year yard chemicals and pesticides to try to alleviate some of that problem.

Line 7719 Rural Cleanup has been reduced by \$500 because this past year, the Deputy Director was able to get the Illinois Removes Illegal Dumps Program to clean up a huge site in the west side of the City.

Lines 8010 & 8020 show no change.

Line 8025 Computers have been reduced by \$1,300. Two computers were replaced this past year.

Line 8060 Vehicle gas & oil shows no change

Line 8110 Surplus Property Recycling has been zeroed out

Line 9040 Equipment has had \$10,000 taken out so it could be put into the Recycling Program line to hold the limited chemical waste collection. This line has actually been reduced by \$15,000. \$5,000 will go into Municipal Grants because this program is becoming very popular. This year there are 8 Cleanup grants that the communities have applied for. In the past, there were 5 or 6. This is a good program to give back to communities. It makes a good community economic impact and the main focus of community Cleanup grants is that communities hold these cleanups themselves and it takes care of a lot of illegal dumping in the community.

Revenue Line Items

Line 4460 Disposal Fees has been reduced by \$1,300. The income is solely for the fees that are charged for the garbage trucks that are operating in the county. The max we can charge them is \$50 per truck. The number of trucks is reduced significantly and has been steadily reducing since 2011. In 2011, there were 132 trucks.

Line 4900 has been increased by \$1,300. This line item is used for the rain barrel sales. They are purchased through the Promotional line item and then people purchase them through the misc receipts line. Those sales have been pretty steady. The recycling receipts from community events and the paint program are also here.

Enforcement Grant bottom line stays the same as it has for many years because that is what the EPA grants the office. The total amount received from the State is \$46,265. Deb explained that the figure is not reflected because of the fiscal year timing difference.

Jay Dunn made a motion to pass the proposed budget on to display, seconded by Patty Cox, and motion passed 6-0.

Health Department – Sheree Zalanka explained that the original budget was approved by the Board of Health and their Finance Committee on August 19 and then approved at EEHW on August 21. Since then changes have been made. The changes were approved at the Board of Health meeting last night.

Revenue is \$6.8 million and expenses are \$6.7 million with overhead expenses continually being looked at to reduce. During FY14 a new janitorial supply company was used to decrease costs. The contractual janitorial staff was replaced with in house staff. New telephone providers are currently being looked at to streamline services and decrease those costs.

A 3% increase in payroll given through performance evaluations in the fall is included. There are 103 employees with 97 FTE. The retirement of a few long time employees has reduced the salary expense line. A salary review has been done with a consultant that compared Macon County with other health departments in Illinois. It was presented to the Board of Health last night and they are looking at bumping up salaries to get them more equal with other counties in Illinois.

During FY13, a new grant called the Better Birth Outcomes Program, was received which originally funded a case load of 120 and additional funds were offered in Feb, 2014 to support 30 more cases. In FY15, funding was granted for 150 cases @ \$200 each making the total grant award \$450,000 and additional funding for 30 more cases is currently being considered.

Building repairs are ongoing. Roofing and drainage projects have some issues that still need to be resolved. Interior improvement projects are ongoing. Annual maintenance needs have not been a priority in the past, so they are playing catch up.

General maintenance costs are included, but big projects will be brought back by resolution when more exact figures are available.

The Health Fund is currently at \$2.2 million. Rebates have been received for energy costs savings due to the new roof. In FY14, HVAC units will be replaced. The pre-bid meeting is being held tomorrow. The fluorescent light ballasts are being replaced and rebates are being applied for.

Expenditures average \$520,000 per month which indicates that an appropriate fund balance should average between \$1.6 & \$2.1 million annually.

Jay Dunn asked if there has been a large turnover at the Health Department. Sheree said yes. Mr. Dunn said that Sheree had spoken about losing long term employees. Sheree said there were a few of those, but several people left in the Environmental Health Division recently. Some of these issues are what prompted the Board to look into the salary review. Chair Ashby asked how much lower the salaries are overall. Sheree said she did not know the percent, but a lot of the directors are close to \$14,000 below average. Tim Dudley said it was 14% to 15%.

Mr. Greenfield asked who on the County Board sits on the Health Board. Mr. Dudley said he did. Mr. Greenfield asked if that Board had gone over the budget line by line and if he was ok with the budget proposal. Mr. Dudley said he absolutely was.

Kevin Greenfield made a motion to pass the proposed budget on to display, seconded by Patty Cox, and motion passed 6-0.

CITIZEN REMARKS – PUBLIC COMMENT

None

OLD BUSINESS

None

NEW BUSINESS

None

CLOSED SESSION

None

NEXT MEETING

Budget Hearing meeting #5 – Monday, Sept 22, 2014 @ 5:15 p.m.

Budget “catch up” meeting – Tuesday, Sept 23, 2014 @ 5:15 p.m.

ADJOURNMENT

Motion to adjourn made by Patty Cox, seconded by Tim Dudley, motion carried 6-0, and meeting adjourned at 5:50 p.m.

Minutes submitted by Jeannie Durham
Macon County Board Office