

FINANCE COMMITTEE MEETING
Special Meeting – Budget Hearing #5
September 18, 2017 @ 5:15 P.M.

MEMBERS PRESENT

Kevin Greenfield
Jay Dunn
Patty Cox
John Jackson
Greg Mattingley
Tim Dudley
Debra Kraft

MEMBERS ABSENT

COUNTY PERSONNEL PRESENT

Ed Yoder, Treasurer
Howard Buffett, Sheriff
Lisa Wallace, Auditor's Office
Carol Reed, Auditor
Sgt. Lou Ann Hollon, Animal Control
Kris Horton, Animal Control
Tim Macken, Mental Health
Lt. Jim Root, EMA
Lt. Jon Butts, Sheriff's Office
Lt. Tony Brown, Sheriff's Office
Jeannie Durham, County Board Office

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion to approve minutes of prior budget hearing #4 meeting on 9/11/2017 was made by Ms. Kraft, seconded by Mr. Dudley, and motion carried 7-0.

FY18 Budget Proposals

Treasurer

Chairman Dunn apologized to Mr. Yoder and the committee because he thought Mr. Yoder was going to be unable to attend the meeting due to a hunting trip and so looked through the budget. He said that after listening to Mr. Jackson's input at the last meeting, he thought it made a lot of sense. He explained that he had worked with the Auditor to revise the budget after finding out that Cherie Meyer is retiring. An alternate budget has been prepared that goes along with what Mr. Jackson was talking about. He said he personally thinks this is a better budget compared with the previous one with the understanding that Cherie is leaving. He said that Mr. Yoder has not yet seen it and may not agree with it. (He was given a copy at that time) There will be several other finance meetings before the full budget is voted on in November. He explained that the Chief Deputy line was eliminated. \$23,000 was put into the extra help line based on Mr. Jackson's suggestion that rather than hiring a full time person all year, hire extra help when it is needed. He went through the changes saying that the Chief Deputy job had been kept because it is possible that Mr. Yoder will want a Chief Deputy at some point. The position was left, but the salary was taken out of it for now. The salaries for the remaining three employees are the same as the original budget (2%) submitted by Mr. Yoder. Hospitalization was reduced by one employee.

The automation budget part time help line, 7200, was zeroed out. Everything was put on the general fund budget as far as the extra help and some overtime. He said some overtime might be needed since the office would be operating a full time person shorter than they were prior to Ms. Meyer's retirement until Mr. Yoder decides what he wants to do.

This alternate budget makes the cut and provides the help that is needed. Mr. Dunn said he has always felt that the office may be a 3 person office (or 4 counting Mr. Yoder) for most of the year, but there are certain times when they need not just one extra person, but a couple more to come in and help. That is why the change to the part time help line was made, increasing it dramatically. A few other lines, training & travel, were cut some.

Mr. Dunn said he looks at the budget as a way for Mr. Yoder to get extra help and if he decides he wants a Chief Deputy, he can come back to the committee. He said this was done with the Coroner's office for years where they had to say that if he ran out, come back. For years, the office holders were concerned about getting more money if they needed it, so they just put a lot into the budgets so they didn't have to come back and ask. Chairman Dunn said that is why they are there and he didn't think anybody on the committee with reasonable explanation wouldn't give it to them.

Chair Greenfield commented that they had made that promise to the judges and coroner and some other office holders too.

Mr. Jackson said that in going through the math, even in the worst case scenario, with the 55,000 claims processed, you are looking at 2 ½ people tops. That is with the Treasurer not stepping in and filling any part of that role.

Chairman Dunn explained that Ms. Meyer's leaving provides about \$68,000 that could be used to hire extra help. He said he thought this very well could work.

Treasurer Yoder explained that Ms. Meyer had gotten up to that amount by, prior to him, working in two different offices and getting paid by both. When she finally transitioned over to the Treasurer's office, the pay was combined and that is how it got to that level. Mr. Dunn said he was not questioning the salary and felt that she should probably be paid more for all she does. She is pretty comparable to the Chief Deputies in the other offices. Mr. Jackson said salaries were taken completely out of his equation. It is simple math on processing and the time. He should only need 1 ½ plus the Treasurer. Mr. Yoder said he needs a fourth person for a good 9 months out of the year. He said he didn't care if it is full time or part time. Mr. Dunn said that anytime it is part time, you don't have to pay \$10,000 insurance.

Ms. Kraft asked about the extra help lines. Mr. Dunn explained that the extra help was eliminated from the automation budget (066) (line 7200). There was \$7,000 in that line, but in FY16, only \$2,000 was used. That line was eliminated and the extra help line was increased on the general fund budget. For FY17, it was \$12,500 and now \$23,000 was put in. If he needs more, he can come and ask for more. He needs time to look at it, but it provides the part time help when help is needed.

Mr. Greenfield commented that if you go to Workforce Investments, they often have grants and can pay part of the salary. Chairman Dunn added that several departments such as the S of A, Board Secretary, and HR have used Workforce Investments for hiring assistance. It is ideal for helping find part time or permanent help and a lot of times they do have grants where they can pay part of that salary. Mr. Dudley explained that that is actually the displaced worker program where when a person gets laid off, they can go through WIS Displace Worker Program and they pay half the salary for 6 months.

Mr. Jackson made a motion to forward the proposed budget on to Display, seconded by Mr. Mattingley. Mr. Yoder explained that the reason there is a Chief Deputy position is that a second signature / name is needed on all the accounts. He said he thought he could change the name, but two names are needed on each account. Mr. Dunn asked if Craig, Cheryl or Linda could do it. Mr. Yoder said he could talk to them about it. He added that he would need the fourth person at times, but understood that they had put money there and he felt that he could deal with it. Chairman Dunn agreed that during collection, he might need 5 or 6 people for a week or two or a month. This part time money should give the freedom to do that. He said that in listening to some of the people that come in and pay taxes, he wondered if there would be a chance of Mr. Yoder talking with the Building Commission to get some signs made up to let them know they can go to their banks to pay. He said he knew the information was provided with the tax bills, but maybe a couple of signs would help. Mr. Yoder said there is a paper in with the tax bills every year to explain that, but people don't read it. He added that there might be a possibility of setting up a kiosk somewhere other than the County Building where people could pay. There are 120,000 collections to deal with and it's a long process. Each installment takes the office 2 ½ to 3 weeks to get everything reconciled. The motion carried 7-0.

Animal Control

Sgt. Hollon distributed a statistics report and explained that she wanted to give some background on what was done for the year. 2,499 animals were taken in; 1205 were adopted out; wardens handled 8,018 calls. With all of that, the budget ended up within \$5,000. It was a trying year, starting out without a vet. A lot of professional services were used throughout the county. A part time vet was found and then a full time vet was hired. Currently, there is a full time vet working at the shelter. That has helped reduce costs dramatically and allows more attention for the well being of the animals. Within the last year, the food was changed. This gives a higher quality of food at a reduced price. Actual savings are not yet fully known, but general health improvements have been noted.

Sgt. Hollon said they are very fortunate to have the Decatur Macon County Animal Shelter Foundation. They are pitching in this year and are paying the salaries for the full time and part time Adoption Coordinators. The insurance for the full time position is paid by the Shelter. That is a huge savings.

An intern program has been implemented where locals from high schools can come out and work with the wardens or vet for a couple of months. It is also done with local colleges if they are looking for service credit hours. It helps supply the shelter with labor and if they decide later they want to work at the shelter, they already have some training.

The community service worker load has been increased so people on probation can come out and work in the yard or help with dishes or laundry.

Six new computers have been purchased. Thirteen total will be needed. The new computers are needed to help integrate the new software so better records can be maintained. In the next couple of years, they have to move away from the old operating system because they will no longer handle the new programs. Seven more will be purchased over the next couple of years.

There is a deficit in the budget. Cuts were made where cuts could be made. There is a fund balance of \$384,977. She asked that the budget be passed.

Mr. Dunn made a motion to forward the budget on to Display, seconded by Mr. Jackson and the motion carried 7-0.

Emergency Management Agency

Lt. Root explained that this is the same budget that been presented previous years. He began highlighting the changes. Committee members commented that they had already heard the presentation at previous committee meeting.

Mr. Dunn made a motion to forward the budget on to Display, seconded by Mr. Jackson, and the motion carried 7-0.

Mental Health Board

Mr. Macken introduced himself as the new Executive Director of the Macon County Mental Health Board and explaining that he has been in behavioral health for 33 years, in Decatur for the past 22 years. The position has been under the direction of Dennis Crowley for nearly 30 years. He said he is fortunate to be taking over at a time when he has left the board in very good condition.

He said they are asking for an extension of the Mental Health levy and explained that over the past fiscal year, they lost the Health Care Coordination which is a health care coordination operation that brought in revenue of about \$1 million a year. That led to the layoff of about 16 staff last year plus the reduction of the contracts of all the agencies that are funded by Mental Health by 10%. They received it well and understand the situation the board is in.

Other revenue sources are being sought. There are often numerous grants available that might help meet the needs of behavioral health in this community.

There is a grant that will help improve technology that will help streamline the process of contracting. That is a labor intensive process every year. That will be helpful to all the providers that go through the process.

Mr. Dudley made a motion to forward the proposed tax levy request on to Display, seconded by Mr. Mattingley and the motion carried 7-0.

Sheriff's Department

Lt. Butts explained that in the 060, sheriff's account, they are projecting the revenues at the same as the present year, \$441,670. There are several contractual agreements: to Command Officers an increase of \$16, 150 in the 53015 account and \$7,376 in the 5310 account which is a 2% raise through the Collective Bargaining Agreement; the Deputies line, 5315, went up \$180,000 which is a 3% increase based on the Collective Bargaining Agreement also. Clerical Records contract expires at the end of November. 2% increase was keyed into line 5480. There are 6 full time clerical staff.

Mr. Jackson asked about the MIS assistant. Lt. Butts explained that it is a new position that would be added. Frank Miller is the MIS Director and does a fabulous job. Currently there are

two part times that help him. They would like to add a full time assistant to his position. There are 1 or 2 people that are interested. That would eliminate the two part timers. Those are younger adults who recently got out of school and have Decatur backgrounds. Mr. Jackson asked if there was a line item that would offset that. Lt. Butts explained that the part time (extra help) line was reduced because it would come out of that.

The training line was increased from \$26,000 to \$50,000. In the last year, 9 positions, deputies and lieutenants, have retired or resigned. There is another pending retirement at the end of the month. Anticipation of having to send people to the police training institute and the need for money to pay tuition and room and board leads to the increase.

Line 7260, for the Communications Center, in the amount of \$350,000 has been removed. It is going up to about \$750,000 with the new Comm Center, but all of that is being transferred to the LEST, 002-060 line. Originally, this was anticipated to be about \$650,000. A week ago, word was received that it would be about \$100,000 more based on more current figures. That would affect not only us, but the city police and other users as well. A radio fees line was also added based on the Starcom user fees of about \$40,000 a year.

The 7000 line shows a reduction of \$271,000.

Line 8060 eliminates \$60,000 for gas / oil / tires. That was transferred to LEST.

Line 9040 & line 9060 show a total savings of \$358,410 which was moved to LEST. However, it is not anticipated that new vehicles would be purchased.

There is a \$419,883.43 reduction in the Sheriff's 060 account. 100% of that is being moved to LEST.

Mr. Jackson asked what would be left for depreciation on vehicles and asked about no new vehicles for this year. Lt. Butts explained that they had ended up with 5 new Tahoes that will be going into service by the end of the month. Those will be used for patrol. There are a couple of vehicles that will be reassigned to a specialty unit. One of the local cities is requesting to purchase one of the older squad cars which will be some revenue coming in. Another village is wanting to discuss part time services in which they would purchase another vehicle. Two or three vehicles will be sold at auction and that money should go back into general also. A few Impalas were bought last year. Those will go to the jail for the transports they do.

Ms. Cox asked what was coming out of the LEST. Lt. Butts said it is the Communications Center which is Line 7260, the vehicle equipment which is line 9040 would be eliminated, the \$60,000 for gas / oil / tires would be transferred to 002-060 LEST.

Chairman Dunn asked if a 3 or 5 year plan for vehicles. Lt. Butts explained that they try to get new cars every year, but when you have Impalas, you can do that. They are a little more reasonable. In the last 3 years, more SUVs have been purchased. The Ford Explorers are 2 ½ years old. So, last year, car purchases were held off. Three Impalas were bought just because transport units were needed. Sheriff Buffett commented that he is working on a plan. He said he hasn't had a chance to visit with the Lieutenants about it, but he is working on a plan. Mr. Dunn said his concern was that years ago, in several departments, all these cars end their life the same year and he would just like to see a plan for rotation. Lt. Butts went on saying they ended up with 5 new Tahoes, but had not replaced the Command Car because it's not used all the

time, but the 5 are used 24/7. They get a lot of miles on them. The Ford Explorers have about 150,000 miles on them and are starting to have some issues. One had a new motor a couple of months ago. They've been very reliable vehicles. The Tahoes are a little bigger which are needed because there is more equipment such as computers, printers, video cameras, GPS, going in every year. Lt. Butts said the Tahoes would probably last 2 years. It's just a more comfortable office for their shift. Chairman Dunn said he would appreciate looking at some plans. He said they had asked Highway recently to do the same.

Projected revenue has been increased in the 061 account for transport from \$60,000 to \$70,000 and \$100,000 from federal prisoners. The average number of federal prisoners has been about 40. He said he didn't think negotiations had take place in the last 7,8 or 10 years with the Federal Marshal Service to possibly see what kind of increases might be asked for by this office based on increased medical, dietary, wages of officers, etc... expenses. He said that was something they could look at. The \$910,000 in the revenue line is projected.

The 5310 line, Correction Office Sergeants, shows an increase. There is one sergeant that will get a step increase. Lines 5330 & 5335, Correctional Officers & Correctional Officer Corporals are also step increases for the 72 officers that work in the jail. Holiday pay is being transferred to LEST. For the 5000 lines, there is a decrease of \$68,413.49.

Jail Medical, line 7340, is also being moved to LEST.

Technology, Line 9021, is also going to LEST.

Hospitalization, line 6010, \$1,480,404 which is an increase of \$68,000 will go to LEST.

Total Expenditure savings is in the 060 line is \$403,413.49 from this year's current budget. Combined, the 060 account and the 061 account, there is a decrease of \$825,949.92 which is about 8.8 or 8.9% reduction in general fund expenditures that has been shifted over to the LEST.

Line 7112, shows \$750,000 for the new Comm Center.

Chair Greenfield asked if Lt. Butts had spoken with the small towns about how they're going to cope with and plan for this. Lt. Butts explained that everyone has representation in the group. There is a representative for the small town police departments, small town fire protection districts, etc... and they are in contact with them. They are aware that they need to start budgeting and being prepared for Comm Center fees that will be coming. They understand that dispatching will no longer be free. Mr. Greenfield asked when it would go into effect. Lt. Butts said in January.

In the LEST, there is Court Security with a 3% increase for the 14 Court Security Officers that are currently on staff. There are 12 assigned to the courthouse and two at the 141 Office Building.

Revenue of about \$130,000 from fees in the Clerk's Office and a contribution from the Building Commission of \$526,116.17 which will cover the full time Court Inspectors and the 4 part time Court Security personnel that do the hand wandering and help the officers during busy times, usually between 8 a.m. & 10 a.m. Currently, there are 4 of those part time help which \$25,000 was budgeted for that. Ms. Cox asked about the Court Security Inspectors increase and what drove that. Lt. Butts said it is 3% based on what they make and what they do. It is in line with

them needing training, being certified, and being a Court Security Officer based on what the State requires.

The remainder of the budget pages cover grants, drug accounts, IDOT Traffic Safety Grant, DUI Grant, a grant that is received from the Marshall Service, Drug Interdiction Grant, Grants received from the Foundation, and a single purpose canine, etc.

Mr. Dunn made a motion to forward the proposed budget on to Display, seconded by Ms. Cox and the motion carried 7-0.

Chair Greenfield commented that that pretty much concludes the budget process. There will be one more meeting with the Auditor when she presents the insurance, social security, retirement on October 4. That will be the last actual budget hearing. He thanked everyone for their help and patience and expressed appreciation to the office holders for working well with the committee.

CITIZEN REMARKS – PUBLIC COMMENT - None

OLD BUSINESS - None

NEW BUSINESS - None

CLOSED SESSION - None

NEXT MEETING - Monday, October 2, 2017 Regular Finance Committee meeting and Wednesday, October 4 for the Special Meeting to prepare for the Display Budget.

ADJOURNMENT - Motion to adjourn made by Ms. Kraft, seconded by Mr. Jackson, the motion carried 7-0, and meeting adjourned at 5:55 p.m.

Minutes submitted by Jeannie Durham, Macon County Board Office