

FINANCE COMMITTEE MEETING
Special Meeting – Budget Hearing #4
September 10, 2018 @ 5:15 P.M.

MEMBERS PRESENT

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

COUNTY PERSONNEL PRESENT

Dave Ellison, Public Defender
Bruce Bird, County Highway Engineer

Dianna Heyer, Health Dept Administrator
Sheree Zalanka, Health Dept
Jeannie Durham, County Board Office

MEMBERS ABSENT

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 meeting on 9/5/2018 was made by Ms. Kraft, seconded by Mr. Mattingley and motion carried 7-0.

Budget Proposals

Public Defender:

Mr. Ellison explained that he had updated his budget since presenting it at the Justice Committee meeting per a request that he include the new change in his salary. He said he has done so and his salary will now go up to \$153,154 which is 90% of the State's Attorney's salary. He explained that his salary is married to his to qualify for the state reimbursement. The other change is on the state reimbursement line which goes up to \$102,102. Also included in the budget is a request for \$9,000 to give raises to six people. Two of them are the support staff, the receptionist and the office manager. The other \$7,000 is for 4 Assistant Public Defenders. This is necessitated by some of the changes that have been done in the office changing things around for the assistants to try to bring up some of the salaries. Mr. Ellison presented comparison information on the starting and average salaries of other counties versus Macon County. Sangamon, Champaign, McLean, Morgan Counties & Rockford, up north were included. There have not been raises in the staff positions since FY16. The office manager is new, but has done a wonderful job in the transition. Before the last office manager passed away, she had been in the position since the office became full time. She did a great job and handled a lot of things Mr. Ellison said he was not even aware of. There were things that she did that had to be figured out. Ms. Nihiser took the position on and has done a great job at reverse engineering processes to get things done. For the most part, the office has run completely smooth. The receptionist position also has not had a raise in 3 years. Someone from the Circuit Clerk's Office transferred into the position and a moderate for her is being requested. The four Assistant Public Defenders, even when they get the raise will not be at the average salary. Three of the four will be full time felony Public Defenders having loads between 250 and 300 cases a year. The salaries will be at \$63,000, \$56,000 & \$57,800. The fourth one is a new hire since October of last year. He was handling traffic and is now moving

up to handle felony DUI, felony driving while revoked, felony driving cases along with the misdemeanors. Mr. Ellison said he wants to keep this guy because he has done great trial work. It's hard to do in this position, but he has won about 75% of his cases. He is going to be a really good lawyer. Mr. Ellison said his fear of losing him is two-fold; his father is a judge in McLean County, but is retiring next year. If he is a judge, his son can't join the Public Defender's office because of a conflict. But, when his father retires, it won't be. The other thing is, he lives in Bloomington and drives back and forth every day. He loves working here and the atmosphere he works in. Mr. Ellison said he wants to keep him as long as he can in his office because he is a part of the future of the office. There are only Mr. Ellison and a couple of other old guys and when they are gone, there will be a complete turnover since the office went full time in 2008. He is the future. Michelle Sanders was also brought back. She is at a higher salary than a lot of other people in the office, but the reason for the higher salary is that she was clerking for the Appellate Judge and brings some different experience to the office. She has been named as First Assistant, so if something happens to Mr. Ellison, that is who the judges will turn to first. She can run that office and has tons of experience and knowledge. He said he had really gone after her to bring her back into the office because when the staff level is down to where they are now which is the lowest it can go, people that can step in and do the job like that are needed. If not, the court system gets bogged down. It is up and running well now and Mr. Ellison said he does not want to see it go down again.

Mr. Dunn asked how many assistants there are in the office. Mr. Ellison said there are 9 plus himself for a total of 10 attorneys in the office plus two conflict attorneys. Mr. Dudley clarified that the \$7,000 would just affect 4 of them. Mr. Ellison confirmed saying it is the four making the least amount of money except for Mr. Perbix who would also be getting a raise, but he has been the workhorse for the last year and is now taking over a full time felony load. He has 30 years experience as an attorney. Chair Greenfield asked what kind of turmoil would be created by giving some raises and not others. Mr. Ellison explained that he has been very blunt with people and told them that he could not give them a raise – ever – because they're at the top end of the threshold. He said he cannot afford to let the highest salaries continue to grow at the expense of the lower salaries if he is going to have continuity in the office. Chairman Dunn commented that they had been doing this in the Public Defender's office for a while through Mr. Forbes when he was the Public Defender. Mr. Ellison explained that the 4 he had identified are very much deserving of the raises. Mr. Greenfield said he just didn't want to see a bunch of turmoil. Ms. Cox asked if he had thought of giving bonuses. Mr. Ellison said the way he has seen bonuses work, is that if they've got extra money left in the budget at the end of the year, especially in the salary lines, he has never been comfortable doing that because he wants to be very transparent as to what people make. People in the office don't expect that. The office is different than the State's Attorney's office in this regard. It is a very close knit office. They all communicate well. Mr. Ellison said he is very honest with them and let them know what is going on. They are very honest with him in return. He said he has not had anybody that giving these raises are going to be a problem. Chair Greenfield asked what the top four salaries are. Mr. Ellison said they are \$86,800, \$80,400, \$78,700 and then \$61,000 and this person is one of the ones to get a raise. Chair Greenfield asked Mr. Mattingley if he knew what the starting salary for an attorney just out of law school in the private sector would be. Mr. Mattingley said he has been so removed from the private field that he would have difficulty guessing, but felt that they would not make \$100,000 coming out of law school moving into a community the size of Decatur. He said he was pretty sure that probably the \$50,000 would be fairly reasonable. Mr. Ellison agreed.

Mr. Dunn made a motion to pass the proposed budget on to Display, seconded by Mr. Dudley and the motion passed 6-0. (Ms. Kraft had left the room and was not present to vote)

Highway Department:

Mr. Bird explained that most of the individual sub-sections are for different levies that are for projects that go up and down depending on the projects from year to year.

Highway Fund – 030 – Revenues have some adjustments up. Refund from Payroll MFT is split on a percentage. MFT covers 70% of the salary, so that is the increase, from the state side, to cover salaries. Bids & Plans, State of Illinois and Miscellaneous revenue are bumped up to more closely reflect what was actually coming in.

Expenses – 5000 lines – are salaries. The bump ups are from copying in the exact same raises from last year with the exception of Labor Maintenance Patrols which is the contract amount for the maintainers. The 6000 & 7000 lines – are more the operational expenses. Telephone has been bumped up because it was consistently bumping over the previously budgeted amount. An added line, contractual services, is for a portion of the money that originated from the windfarm. It will be \$150,000 this year and \$150,000 next year. Chair Greenfield commented that Mr. Bird has pretty much leeway with that. Mr. Bird confirmed that it is leeway but he has to work with the amount that is in the fund at the time. The thing with highway is the hit in the wintertime on how much fuel and overtime will be used. When looking at that, that is the longest period of time (Sept – June) between property tax deposits. He said he always wants to look at that to make sure that there is enough to cover payroll and things because projects don't really get started up until summertime. The 9000 lines are for projects and equipment. The right-of-way amount was bumped up to fund some projects that are coming up. The construction amount was also bumped up for a project that is set up for next year.

Matching Fund, Motor Fuel Tax, SB97, County Bridge, & State Township Bridge Funds – Chair Greenfield commented that there is no need to go over these because they're just all projects and pretty much money in / money out.

Progress City – This got bumped up \$150,000 from miscellaneous revenue from Richland to cover any potential work that is coming up for the Farm Progress Show. Work is not anticipated because a really nice encompassing project was done last year to try to get everything taken care of. The revenue all comes from Richland, so if they come up with something they want done, there is money in the budget for it.

Mr. Greenfield asked about Mr. Bird's new vehicle and if the old one had been given to the Coroner. Mr. Bird said it will be as soon as his new one comes in. He explained that it is a 2011 with about 110,000 miles but it runs like a top.

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

Health Department:

Ms. Zalanka explained that the budget revenue is \$6,398,000 with expenses of \$6,378,000 for a net surplus of \$20,177. This is an increase from last year. Last year there was an ending

surplus of \$8,000. Overhead expenditures are looked at every year and efforts are continually made to decrease them. However, for FY19, it looks like there is a slight increase. There will be a 17% indirect overhead cost rate mainly due to some IT increases such as licensing and updates to spam, filter, firewall, anti-virus. The budget includes an increase to payroll to be given through performance evaluations in the fall. An up to 6% raise is included. A survey was completed in 2014 and revealed that the salaries are up to 25% lower than positions at other health departments. 2019 represents the 4th year in the plan to increase the salaries at the Health Department. Difficulties in retaining experienced staff and finding nurses continue because of the salaries. Alternative ways to attract and retain staff are continually being sought.

Ms. Heyer explained that when she started at the Health Department in 2014, they had just completed a salary survey that showed the up to 25% lower wages when compared to health departments of comparable size. The Board of Health agreed on a four year plan that included up to 6% increases for staff each year. This is the 4th year. We are still not where we need to be. After explaining this to the EEHW Committee, there were some suggestions that a look be taken at what it would take to get comparable with other health departments. The other health departments were figured to have a 2.5% increase per year to see where they would be at today. Then, when comparing to our health department's 5% to 6% increases over the past 4 years, we are still, in some positions, especially the paygrade 8 which are the RNs, social workers, environmental inspectors, bachelors degree positions, up to 5% short of bringing them up to being comparable to other health departments. Ms. Heyer suggested that they proceed for another two years of trying to give a 5% to 6% raise and then we should be up to where we are comparable to the other health departments. She said they are making progress. Ms. Zalanka added that they have been able to work this into the yearly budget each year without increasing the tax levy. Cuts have been made in other areas, positions that were not totally necessary any longer were eliminated. Ms. Heyer explained that when she started in 2014, there were 107 employees and are now down to 84. That happened through attrition and looking at how we can do things differently. It was found that there were some positions that were not really necessary. The anticipation is that the staff numbers will not go much higher unless new programs are introduced. There has been a lot of reorganization.

Chairman Dunn asked about the current fund balance compared to that in 2014 when Ms. Heyer came on board. Ms. Zalanka said the current fund balance, at the end of July, was at \$4.4 million. It is significantly higher than when Ms. Heyer started because it got down really low when the state was not paying. Then a lot of cuts were made and things were tightened up to save some money. Ms. Heyer said she had told every director to look at everything done in the department and see how things can be done differently. They all did a good job. Chairman Dunn commended her on the job she has done. Ms. Heyer explained that it is due to the great team.

Ms. Zalanka explained that most of the state grant contracts for FY19 have been received, but a decision has been made by the Illinois Department of Health to bundle several of the core programs under the local Health Protection Grant for FY19. This has caused significant delay in receiving contract applications for programs such as Communicable Disease, Immunizations, Food Protection, Potable Water, Regulation of Private Sewage Disposal, Tanning, Tattoos, Emergency Preparedness, and Vector Control. These are all core programs that must be continued and the grant year should have started July 1, but we still have not applied or received the application. Ms. Heyer commented that they keep hearing that they are going to and that it

is because they went to this bundle method of putting out the grants, but payments have been coming in fairly regularly. Ms. Zalanka agreed saying that all of the grants / contracts payments are received within a month or two.

This budget shows average expenses to be a little over \$530,000 a month which indicates that proper working operational fund balance should average between \$1.6 and \$2.2 million annually. That would give 3 to 4 months reserves. There is currently \$4.4 million because of operating short staffed when no payments from the state were being received. Additionally, it is felt it is important to keep a larger health fund balance in the event of a TB outbreak. Ms. Heyer said that over the last couple of years, there has been TB in the community. There have been a couple of outbreaks that had to be taken care of and took a lot of resources. Kane County, in 2010 through 2012, had a major TB outbreak that cost them \$204,000 that they had not planned for. That is why it is important to keep that balance up.

Chair Greenfield said that according to some articles in the paper, Macon County tends to lead the state in STDs and teen pregnancies and things like that. He asked Ms. Heyer if there would be any money available to help prevent that. Ms. Heyer said that they have health educators in the schools providing education at the high schools and junior highs. A bit of a difference in the numbers has been noticed. The whole nation is seeing an increase, which does not make it ok, but we also are part of a team health coalition. Everyone is working to help find solutions. A testing program is being discussed where students can submit a urine sample, be tested and receive treatment. That is being looked at and it is hoped it can be implemented, but approval from the Medical Director has to be obtained. They also work closely with Crossing and SIU, Planned Parenthood. Ms. Heyer said she feels that education is key. Educators at the schools use evidence based curriculum and they are doing a good job. Another controversial topic is Expedited Partner Therapy. If an individual is positive for gonorrhea, some medical offices are going ahead and giving the medication to that person to give to their partner. Our Medical Director does not feel comfortable with that because you are basically giving antibiotics to someone to give to someone else without knowing anything about that person's medical history, allergies, if it's going to get to the right person, etc. There are some bigger cities that have been doing this and are saying that they are seeing an impact in the numbers going down. It is something that our Medical Director probably will not do. Chair Greenfield commented that we tend to lead the state in these numbers, so does the state give us any extra money to try to fight it. Ms. Zalanka said there is a grant for the Health Educator, but it is only \$150,000. Ms. Heyer said that they do get a small amount of money for HIV prevention.

Continuing in FY19, plans are to look at electronic health records. It has been recommended by the Independent Auditors to explore electronic medical records to automate service code billing, cash collections and scheduling within the clinical services division. A digital sign would be beneficial with marketing. Two more care for the Environmental Health Division are needed. Expansion of the Dental Clinic is being worked on. Additional funding is being sought to complete this project. Funding has been received from United Way, Bounds Foundation and have applied to Delta Dental of Illinois for funding. Certification through Private Insurance Companies is also being sought. Further Increases to salaries to better align with health departments of similar size continues. Ms. Heyer explained that she feels strongly that it is important to promote public health and what they do. So many people do not understand what it is or why it is so important. That is one reason why the digital sign would be good in getting clinic times and notices out. The Health Department Dental Clinic is the only dental clinic in

Macon County that totally serves people who are on Medicaid or under served due to no insurance. There is one other clinic in town that does that, but also bills insurance. They are also the only in-hospital treatment program in Central Illinois that serves special needs kids and need anesthesia to get their dental care done. She said they are proud of their dental clinic.

Chairman Dunn asked what the status is on the electronic medical records. He said they've been talking about this for 8 or 10 years. Ms. Heyer agreed that they have been talking about it for a while. She said she will be visiting some other health departments to see what they are using. The State of Illinois was really pushing a particular system, but she did not want to dive into it until she saw how other health departments felt it worked. She said she would visit departments that went with that system as well as some other systems and then would report back. She said they really need it for billing and for Environmental Health so when their specialists are out in the field, they will have an electronic tablet to get their work done more quickly. As far as immunizations, there is a state computer program that is used. It is called ICare. Crossing Healthcare comes to do the STD clinic and they use their own medical records system for that. Dental has a separate medical software, Eaglesoft, that they use.

Chair Greenfield asked if the Health Department would be working with them when the Buffett Foundation gets the new complex built by Wabash. Ms. Heyer said yes, they all work together collaboratively. She said she had helped facilitate the committees for the Opioid Education and Prevention, Treatment and Recovery, Public Law Enforcement, Leadership. She said they've always worked with Crossing on prenatal issues. Chair Greenfield asked if money from the state was received for that. Ms. Heyer said they get money for the Family Case Management Programs to be able to go do outreach at Crossing, but no money for the opioid issues yet.

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

CITIZEN REMARKS – PUBLIC COMMENT - None

OLD BUSINESS - None

NEW BUSINESS - None

CLOSED SESSION - None

NEXT MEETING - September 17 – Budget Hearing #5
(Sheriff / Jail, EMA, Animal Control, Mental Health Board, Coroner)

ADJOURNMENT - Motion to adjourn made by Ms. Kraft, seconded by Mr. Jackson, the motion carried 7-0, and meeting adjourned at 5:40 p.m.

Minutes submitted by Jeannie Durham, Macon County Board Office