

FINANCE COMMITTEE MEETING
Special Meeting – Budget Hearing #2
September 4, 2019 @ 5:15 P.M.

MEMBERS PRESENT

John Jackson, Chairman
Kevin Greenfield
Debra Kraft
Greg Mattingley
Jim Gresham
Tim Dudley (arrived @ 5:36)
Laura Zimmerman

MEMBERS ABSENT

COUNTY PERSONNEL PRESENT

Rocki Wilkerson, Workforce
Tammy Esposito, EMA
Carol Reed, Auditor
Josh Tanner, County Clerk
Pat Berter, Probation
Jennifer Gunter, P&Z
Mary Eaton, Recorder
Nathan Pierce, Historical
Jeannie Durham, County Board Office

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion to approve minutes of prior meeting (regular finance committee meeting) on 9/3/19 was made by Ms. Zimmerman, seconded by Mr. Mattingley and motion carried 6-0.

Budget Proposals

Workforce Investment Solutions

Ms. Wilkerson explained that Workforce is a federal employment training program funded by DCEO (Illinois Department of Commerce Economic Opportunity). The fiscal year starts July 1 and ends June 30.

The allocation for PY19 was \$1,305,754. Carry forward dollars for PY18 was \$483,916. That is a total of \$1,789,670 for a decrease of \$96,382 from last year.

Special Grants total out to \$69,387.

Trades Assistant Grant is done 9/30, so there is nothing there.

Rapid Response Grant is done 9/30, so that has been zeroed out.

Richland Consortium Grant is budgeted at \$60,000

Incentive Grant earned this year was \$9,387

Sector Based Grant was zeroed out in September

Put Illinois to Work Program was \$30,000, has been there for a while and serves as a cushion

Total Revenue comes to \$1,889,057

Expenditures – Personnel - wages & fringes – for 11 full time staff - \$665,052.

Dana Miller, after 30 years of working for Workforce will be retiring in December.

Facility expenses – telephone, rent, computer, repairs, equipment rental, internet access – totals out to about \$336,886

Direct Participant Expenses – spent directly on the customers – vocational, class training, transportation, child care, incumbent worker projects is \$887,119 which matches the revenue

Year end review reports were distributed and Ms. Wilkerson explained that it shows what all has been accomplished and is very informative. It lists all grants and has a diagram that shows that most of the training funds are spent on health care because that is where the need is. The top three occupations are health care, transportation and manufacturing, but most goes to health care. The number of participants put into training programs is shown along with the expenses and how the money was spent. A breakdown on the ROI is shown. The adults completing the program have earned \$1,455,323 in wages and the total allocation for the adult program was \$687,000. That is a 211% ROI.

The biggest red flag is with the youth where there is an almost 80% deficit with basic skills deficient youth in this community. More time needs to be spent on that. It is a real concern. That is the future workforce and when 80% are basic skill deficient, that is a real problem.

Workforce has had 38 hiring events since September, 2018 and has served almost 940 people.

Success stories are also included in the report.

Ms. Wilkerson reported that they have been recommended to receive a healthcare sector grant for \$340,000. Negotiations are being conducted now on that.

They have also been recommended for the Opioid Grant which they will be partnering with Crossings on. She said they will be doing the employment training for the participants in the Opioid training. That is \$1.3 million. That has never been done before.

Mr. Greenfield made a motion to approve the proposed budget and forward on for display, seconded by Ms. Kraft and the motion carried 6-0.

Emergency Management Agency Budget Presentation

Ms. Esposito explained savings of \$66,000 in the budget as a result of moving Lt. Root to a different budget. That includes benefits, holiday pay, SS, etc..

Ms. Esposito said she would like to leave the rest of the budget the same as she deals with getting some equipment issues taken care of. There is a light tower, an ATV, a side by side, generators and heaters that need to be serviced or have maintenance performed on them. They are assets that would be used in a disaster and to have them sitting there not working makes them a dead asset. The Other Expenditures line (210-7200) needs to stand as is even though a lot of it will probably come out of equipment maintenance.

She said that when Sheriff Brown presented the budget at the Justice Committee meeting, he spoke about the FEMA grant which is a revenue of \$40,000 and the Nuclear Safety Grant which is \$9,000. He referenced line 7200, other expenditures of \$9,000. Ms. Esposito said she thought there might be some confusion about what that line is. That line item is for phones in the EOC office, the Starcom Agreement for the radios and their maintenance, and personnel for actual time spent on nuclear activities that involve the nuclear power plant. That includes planning,

training and meetings. There are two other expenditure lines. One of them is in the general budget lines and the other one is an offset expenditure to the nuclear safety block grant. She said she is working with the auditor in looking at the phone lines and assuring they have been placed under the right line items and an adjustment may be sought for where they have fallen.

A question about further clarification was asked. Ms. Esposito explained that there are two line 2 other expenditure lines. One is 211 and that falls under the EMA Nuclear Safety Block Grant. That one is for the office phone lines, EOC's 10 phone lines, the bank of 7 Starcom Radios and the maintenance contract for them as well as for any personnel hours given toward nuclear safety activities. The other one, for the ATV and that, may come down to where it can come out of equipment maintenance, but that line is the 210-7200. It is in the same bucket as the equipment maintenance. She said she would like for that total to stand so that these equipment issues can be addressed. When Sheriff Brown was talking about unexpected expenses and meals for meetings, that falls within this bucket and not the Nuclear Safety Block Grant's expenditures. If it is a meal for a meeting specific to nuclear safety, it can fall there. But, if it is not specific to nuclear safety, then it needs to go somewhere else.

The rest of the budget remains the same. She said they are working forward on some campaigns that they would like to purchase some materials for public information, preparedness information. That could come out of the printing line. Even though as many EOPs are not printed as normally had been done, she said she would like to see about purchasing some of those items in the next year for working on that public information campaign for the citizens. There are some things that seem to cause confusion with the citizens and she said she would like to make them a little more aware about sirens and personal preparedness and personal responsibility and what they need to do to have some ownership in that. A lot of them seem to be reliant on the outdoor warning system that is not designed to do anything for them when they are in their home or business.

Chairman Greenfield asked who the support staff was. Ms. Esposito said that at the moment, extra help is the Tier II Clerk, Blake West. He is part time, but not a whole lot of hours. He comes in when there is a large need during January to March when Tier II forms are accepted from facilities that house hazardous materials. He works quite a few hours there updating site plans on the most hazardous materials are. Right now, he comes in one to two times a week and helps with the equipment issue. He gets quotes and drops off equipment. The support staff, at some point, when there is a permanent director and not an interim, there will be an assistant because that position is a union held position and will have to be filled. Right now, Ms. Esposito said she still falls under the union. She said she is on temporary duty and it still fills that union requirement. Chairman Greenfield asked how long that can go on. Ms. Esposito said she did not know. There was not an end date put on the resolution.

Ms. Kraft made a motion to approve the proposed budget and forward on for display, seconded by Ms. Zimmerman and the motion carried 6-0.

***County Clerk
Budget Presentation***

Mr. Tanner explained that he had tried to move all fixed expenses in the 031 account, which is the County Clerk Elections, which are the employee expenses to the 030 account. That is why there is a \$90,000 increase in the 030 account. The reason for that is because between the three

different budgets that are in the office, two of them are really fixed. The 030 account is most of the employees and some of the general office supplies. The 065 account is an employee and the vital records paper and material. The 031 account is the one that keeps moving around depending on whether there are one or two elections. He said he had tried to move everything out of 031 that was not a variable expense and move it into the 030 account. That way, next year this time when 20-21 is being budgeted for, and the amount needed is reduced because there will be only one election, it will all be in the 031 account and the other two accounts will not be moving around as much as they have in the past.

Chair Jackson asked if it was just a direct transfer of actuals. Mr. Tanner said yes, except for the 031 account which is more budget. The total increase was \$105,000 over all three accounts, but almost all of the expense is in the 031 account because in 2020, there will be two elections which is more expense. Mainly, the expense comes from advertising, postage, polling places, election judges, and miscellaneous and drayage which is the delivery of the large election equipment to the polling places. Someone has to be hired to do that. Election judges alone is \$50,000. The biggest increase in the office supplies in the 031 account is \$80,000. The budget is \$325,000 for 2020. Looking at 2018, \$345,000 was spent on that election. Some changes have been made that makes it hopeful we will be able to save that \$20,000. The main change is in the way that people apply to vote. If you go to the polling place, you would approach someone and they would have a laptop where they would look you up, make sure you are registered to vote, and then they would print a little sticker, put it on your application to vote. The stickers were some of the expense, but the main expense was making sure. We had to hire people from a vender to make sure that those laptops and printers worked when people walked up there. That was between \$15,000 and \$20,000 depending on how many elections there were. What has been done, is go back to the system we used to have where the application to vote is preprinted. It is a whole lot cheaper and we don't have to hire technicians. There will still be a laptop to look people up, but we won't be dependent on them printing the sticker and getting it on the application to vote. It is a little bit of a step back in technology, but you can't hack paper and the training is easier. When the election judges get there, they are trained to run the election. If the laptops or printers start malfunctioning, techs had to be hired. You can't count on Election Judges to troubleshoot laptops. By going back to the preprinted applications, we won't need to hire those technicians anymore. Ms. Zimmerman asked if there would be a stack that is already made and they just sign their name. Mr. Tanner said yes, they would be alphabetical order by precinct the way it used to be. It's going back about 6 or 8 years. Ms. Kraft commented that the laptops always had broken down. Mr. Tanner agreed saying that they sent extra laptops just in case one broke, but then the technicians have to be paid, the little label printers have to be paid for. It was a good solution until 2016 when there were so many cyber security problems. Then the Department of Homeland Security and the State started getting really concerned about those laptops and between the expense and the risk, it just isn't worth it anymore. Chair Jackson said he felt that operator error on the part of the polling place workers was probably as much to blame too. Mr. Tanner agreed that a lot of them are not tech savvy. They are working for very little and you're doing it because you believe in the process. It was a good idea and worked well for a while, but then in 2016 when the cyber security issues came up, the State and the Feds really wanted it clamped down on. This is the solution. Hopefully, it will save some money. Again, over all three budgets, there is an increase of \$105,000 that is attributable only to the election expense and it is two elections in 2020.

Mr. Tanner reminded the committee members that last night they had approved forwarding on the Liberty Contract which is paid out of 001-031-8020 and is the bulk of that line. As a review, it is for 2020 and the total contract is for \$218,000 a year. The remainder between the \$218,000 and the \$225,000 is some of the paper and other election expenses. Elections are just expensive. The Board will have opportunity to reduce the number of precincts after the census in 2020. That would save some money. Less precincts, by law, for the 2020 election, we are required to have 5 election judges per precinct. Mr. Tanner said that if he could get the parties or if the media could be used to get that 5, it would be great, but it is always hard to get. That is a huge expense. Less precincts means less election judges, less ballot styles. Precinct committee men run in the even year elections and they are on the ballot, so every precinct you have creates a different ballot style So, it is more ballot styles to print which is more expensive. Reducing precincts would help. Looking forward, if they continue down the mail in route., the elections are going to get even more expensive.

Chair Jackson commented that he would not mind sitting down with Mr. Tanner and going over the budget if it could be tabled.

Ms. Kraft made a motion to table the proposed budget, seconded by Mr. Gresham and the motion carried 7-0.

County Board Budget Presentation

Chairman Greenfield said he would like to pull the County Board budget as well because there are a couple of things he would like to look into a little further. Mr. Gresham made a motion to table the proposed budget, seconded by Mr. Mattingley and the motion carried 7-0.

Probation

Mr. Berter explained that bottom line is that he made the cut, but the reason for that is that they had received more money from the state.

Transfer from Deferred Revenue – money received from the Buffett Foundation

Reimbursement from Probation fees - \$353,000 which is a decrease of \$197,000 from last year, again because more money has been received from the State. The problem that is being run into is that only about \$325,000 is being brought in via probation fees. At this time last year, there was \$155,000 more in that account than there is today. He said he has to continue to look at how those fees are being used. Eventually, they will have to spend what is brought in and that should give a cushion of about \$100,000. He said he would be making sure he decreases that amount. Normally, at the end of the year, Mr. Berter said he gets a email from the Auditor saying that he needs to release a certain amount in probation fees. He types up a letter and sends it to the Chief Judge who signs it and the fees are released. As of July, there were \$495,000 in probation fees. Each month, anywhere from \$18,000 to \$25,000 is collected. In years past, the collection rate was a lot better, but it is what it is. There are a few less individuals on probation, but there are high case loads because there is less staff. The years that there was an increase in probation fees, the sheriff's & police departments had the DUI grants and so Probation was getting more individuals placed on probation for DUI and they were actually paying the fees. This probation fee account needs to be continually monitored because what is spent needs to be what is brought in.

Probation Mental Health Evaluations – money received from the Mental Health Board – takes care of adult and juvenile sex offender evaluations and juvenile treatment. He said that a couple of years ago, he had gone with a different provider for the juveniles. He said they worked with ABC Counseling and they were charging way too much money. They tried to charge for making a correction on their own report. As soon as that happened, they refused to pay and then went with a different provider.

Grants & Aid Court, salaries subsidy court and pre-trial court - actual money received from the state. This is an increase of \$355,857 this year. According to the State, the Administrative Office of Illinois Courts, this is full funding. The problem is that the salary subsidy positions are only reimbursed \$12,000 each. There are six positions and the county has to come up with \$323,793.78 to subsidize those positions. The Funding Formula needs to be changed. Mr. Berter said he met with Chris Boyd, AOIC Field Coordinator, and was told that the Assistant Director at AOIC was retiring in December and there will be no movement on any of these issues until a new Assistant Director is put in place. A Fair Funding Formula that addresses what is being done, what the counties are going through, is needed.

Buffett Foundation Donation – this is a decrease. The reason for that is that he is being requested to pay for one drug court officer position and their salary and fringes along with the hospitalization on one more officer. Mr Berter said he has to make sure that instead of getting grant money, he can sustain it within the department. Mr. Buffett has been very gracious in helping out with the personnel, but also with the drug testing, at risk program, etc. Mr. Berter said he wants to be sure he can sustain this on his own. Chairman Greenfield commented that Mr. Berter is basically weaning himself off of the Buffett grant money. Mr. Berter confirmed. They both agreed that is a smart move. Three individuals left the department this year.

Personnel – Elected Official – a \$1,500 raise

Probation officer salary line – contractual – there were three vacant positions and the request was to fill only 2 of them

Chief Probation Officer Line – Supervisors – \$1,500 is requested for one and \$3,000 for the other. About 4 years ago when a contract was renegotiated, juvenile probation officers were on call 24/7 and overtime and comp time were killing the budget. Renegotiations were asking for extra time every time they spent. As an alternative to this option, this supervisor that is being considered for the \$3,000 raise for has been on call for the last 4 years 24/7. Over Labor Day weekend, he had 12 calls from Law Enforcement agencies wanting kids detained. Mr. Berter said last year Finance had increased his budget to keep from having layoffs and he did not think it would be good to request it then, but he would really like to request it this year for this supervisor. Even with the increase, he still has staff that make more than he does.

Support Staff – contractual

Overtime – remains the same

Group Health Insurance – remains the same – for 30 staff

Radio Dispatch – Mr. Thomas has said that the amount has gone down a little.

Telephone – remains the same

Travel – used for transports – when clients have to be taken to treatment in Chicago or down south; travel for juvenile detention when they are housed somewhere besides Peoria; attendance at some of the IPCSA (Illinois Probation Court Services Association) legislative meetings. This association dues was cut previously, but a lot of the funding formula discussion is being held there. Mr. Berter said he had been told that he was not able to attend because he was not a member. He said he would like to be a part of it because changes are needed.

EDP – remains the same

Training – increased – IPCSA dues

Contractual Services Line – increased a little – contracts for the Motorola portable radios that officers use

Offender Services – remains the same –

Electronic Monitoring – remains the same

Juvenile Detention line – increased by 3% because of the contract with Peoria County

Office supplies – increased a little – in years past, the Juvenile Redeploy program had a little money in it for supplies. Because they did not know what would be received from the state, that grant was not renewed. Instead, the Macon County Mental Health Board was approached and asked if they would be willing to be the fiscal agent in that. They have now taken that grant over and any of the monies they received will go to them.

Vehicle Maintenance – there are five cars, they are 2008, still in good shape, but have had a few issues.

Uniforms – this year, the line staff got \$200 for shirts; for FY20 the uniforms will be purchased for the supervisors. This is flip-flopped every year so it is not a big one time expense.

Equipment – remains the same

Mr. Berter commented that he knows the budget memo about not presenting resolutions asking for more money was sent out, but the only line item he cannot budget for because of all the unknowns is the juvenile detention. Over the weekend, there were 6 in detention. The kids being locked up need to be locked up. It's not like retail theft. These are kids that are carrying guns, making threats in schools, hauling people off bicycles, etc. That's who is being detained.

Ms. Kraft made a motion to approve the proposed budget and forward on for display, seconded by Mr. Gresham and the motion carried 7-0.

Recorder

Budget Presentation

General Fund –

5000 lines – wages – Recorder's income, Chief Deputy's full income with Leap Day & contract increase, and line 5405 is a partial salary for the Asst Chief Deputy. The rest of her salary is in automation.

There is a partial payment for group health. It remains the same as last year.

7000 lines – a couple of increases and decreases.

8000 lines – office supplies – decreased. A lot more will be paid from document storage

General Fund remains close to last year.

Automation -

Fees have been increased due to some changes being made that will be explained a little later.

5000 lines – rest of Asst Chief Deputy wages
Support Staff – other employee wages.

6000 lines – benefits – health ins, IMRF, SS

Plat Books – not needed this year

Changes made to increase revenue –

In July, at the vender symposium, Ms. Eaton said she was told that there are some areas where she could make more money. As a result, she said she is doing some changes on her monthly subscribers. Right now, they are charged \$50. They can do their searches and purchase document copies. That is being increased to \$100 per month. That will increase revenue by approximately \$15,000 a year. People have been able to go onto the website to purchase documents at \$1 a page and now there is a daily charge of \$15. This change has already produced added growing revenue. Interest rates have dropped slightly causing more recording in the last couple of months.

Document Storage –

Used for vender fees, paper, toner. This has been a blessing to the office.

Equipment line 9040 – Ms. Eaton said she is looking at leasing a machine to copy old records and put them on the website. The more that is put on the website, the more people will pay, the more money that can be brought in. She said she is still looking into it and is not sure whether the line will be used or not.

Chairman Greenfield asked for clarification. Ms. Eaton said the tract index goes back to the 1800's. They are old, hand-written books. The title searchers are in those books every day. There is no back up for those books. To put those online, fees could be charged for people to do searches. For example Peoria County has done this with their records and have set fees of \$4,800 a year for people like title companies and searchers to access and print them. She said the more stuff put online the more money that can be made. Mr. Greenfield said he needed to know when she would be doing that. He said it's great to do that, but if she's going to wait a while, he'd prefer to cut it and have her come back and ask for it later via resolution. Ms. Eaton said she could do that if that's what he wants, but the quicker she can get a machine, the quicker they can get online. He asked if she was looking at the next couple of months. She confirmed she is saying she has been talking to people. Mr. Greenfield said then it might be this fiscal year instead of next fiscal year. Ms. Eaton said she'd wait to do anything until next

fiscal year, but she still needed to look into it. There are a lot of decisions to be made. Mr. Greenfield said without knowing exactly how much or anything about it, he hated to set money aside for it. Ms. Eaton said she could take it out if that is what he wanted and she could just come back later. This is a \$50,000 machine. Renting it is pretty pricey. Chair Jackson asked about the data transfer fee. Ms. Eaton said her staff would do that. Mr. Jackson asked if they had time to do that. She said they would make the time. She said she would rather they try to do it themselves. It will take some time. Mr. Dudley commented that the sooner she has it the sooner she can get started. Mr. Jackson asked if the \$8,000 is a valid bid. Ms. Eaton said she had just thrown the number in. She isn't sure yet about what machine, but she needs to do this. Mr. Jackson asked about the fund balance. Ms. Reed said there is \$121,000 in document storage. Chairman Greenfield asked if there is anything else that can be taken from that fund. Ms. Eaton said it has strict guidelines as to what it can be used for such as paying vendors, copy machine, toner, etc.

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

***Historical Museum
Budget Presentation***

Mr. Pierce explained that the budget is pretty much the same thing every year. They get about \$28,000 to \$29,000 via tax revenue. It is at the maximum without going to the ballot. The rest of the expenses come from their funds. It is what it is.

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

CITIZEN REMARKS – PUBLIC COMMENT - None

OLD BUSINESS - None

NEW BUSINESS - None

CLOSED SESSION - None

NEXT MEETING -
September 9, 2019 @ 5:15 p.m.

ADJOURNMENT - Motion to adjourn made by Ms. Kraft, seconded by Ms. Zimmerman, motion carried 7-0, and the meeting adjourned at 6:20 p.m.

Minutes submitted by Jeannie Durham, Macon County Board Office