

**MACON COUNTY BOARD
FINANCE COMMITTEE MEETING**

**MACON COUNTY OFFICE BUILDING
COUNTY BOARD ROOM #514
121 S. MAIN STREET
DECATUR, IL 62523**

**August 3, 2020
5:15 P.M.**

MEMBERS PRESENT

Debra Kraft
Jim Gresham
Kevin Greenfield
John Jackson
Greg Mattingley

Via Teleconference:

Laura Zimmerman
Helena Buckner (joined call @ p.m.)

COUNTY PERSONNEL PRESENT

Carol Reed, Auditor's Office
Dave Ellison, Public Defender
Brandi Binkley, Health Dept
Kim Fowler, S of A
Sheriff Brown
Drew Burge, Treasurer's Office
Rocki Wilkerson, Workforce Investments
Ed Yoder, Treasurer
Jennifer Gunter, P&Z
Jeannie Durham, County Board Office

MEMBERS ABSENT

CALL TO ORDER

The meeting was called to order by Chair Jackson at the Macon County Office Building.

APPROVAL OF THE MINUTES FROM PRIOR MEETING

Ms. Kraft made a motion to approve minutes of the 6/29/2020 Regular Finance Committee Meeting and the 7/13/2020 & 7/20/2020 Special Finance Committee meetings, seconded by Mr. Mattingley, and roll call vote showed the motion carried 6-0.

CLAIMS

Motion to approve the report of the finance claims made by Mr. Gresham, seconded by Mr. Mattingley, and roll call vote showed the motion carried 6-0.

REPORTS

Audit Sub Committee – No report

Auditor –

Ms. Reed explained that everybody, all board members, had received on July 28th a summary of where we are on the resolution that was to watch the general fund to see what is needed to be made up. As a review, the sales tax numbers for March were down \$15,000, April was down \$44,000 and May was down \$51,000. June's should be coming in in the next week, probably by next Monday. We will kind of know more then about what additional cuts are needed. The Circuit Clerk fees have started coming over now that they are back on their other system. We

hadn't gotten any since March. April's have come in. May & June will be put in when we get them and then we'll see where we are on those. Ms. Reed said she suspects they will be down some but the hope is that it will not be too much. Sales Tax receipts coming in next will be for June and the hope is that they will come back up a bit since most things were open by then.

Board of Review – *No report*

Supervisor of Assessments

Ms. Fowler reported that some of the Township Assessors had turned in their books late this year which is where you start to see the beginning of the tax cycle shift. As of now, they are all in. It is the quad for Austin & Illini Townships. That Township Assessor did not turn in any quad photos which means our staff will have to take on that task as well. Chair Jackson asked if that had been a surprise. Ms. Fowler said she was not surprised because they have not received Township photos from them for quite some time. Chairman Greenfield asked if they are billed for that. Ms. Fowler said yes and that she plans to work with the Supervisor at that Township to get under the new contract to try to offset some of that expense. Chairman Greenfield asked if they pay without problems or anything. Ms. Fowler confirmed that yes, they do pay, but sometimes there is a little pushback, but she said she is kind of persistent. Every invoice that was billed last year has been paid.

GIS-

Ms. Fowler explained that all of the splits and combinations are completed and the new subdivisions for 2020. Those won't hit the website until all of the annotations and fine tuning is done. That is usually around the time they publish in the fall.

Chair Jackson asked if everything was completed on the website, all the changes that were being worked on prior to COVID. Ms. Fowler confirmed and said that if there are any specific maps or anything that someone is looking to edit or something new they want changed, they can reach out to her or to Jacob and they can work through that.

Treasurer-

Macon County Board Resolution to Execute Deed to Convey Property in which Taxes were Delinquent

Mr. Greenfield made a motion to forward to the full board with recommendation for approval, seconded by Ms. Kraft, and roll call vote showed the motion carried 6-0.

Citizen Remarks – No citizen's remarks were submitted via email by the deadline for today's meeting. No citizens were present that wanted to address the committee members.

NEW BUSINESS –

Macon County Board Resolution Setting the Salaries for Office of State's Attorney and Public Defender Effective July 1, 2020

Mr. Mattingley presented the resolution and made a motion to forward to the full board with recommendation for approval, seconded by Mr. Gresham. Chairman Greenfield asked if the

salaries are set this high even with the new State's Attorney coming into office with no experience whatsoever. Mr. Mattingley said yes, that is correct. It is not tied to anything. It is set by Statute and when someone leaves, the new person that comes in assumes the salary that is set by State Statute. The same is for the Public Defender, but it is at 90% of the State's Attorney's salary. Those are not discretionary and we don't get to start at a base level and take out the COLA's that got us to where we got. Mr. Greenfield asked if they voted against it, would it still go into effect. Mr. Mattingley said that they would probably have some trouble getting the reimbursements for the positions. Roll call vote showed the motion carried 6-0.

(Ms. Buckner is now present telephonically.)

**Sheriff's Department
Macon County Board Resolution Granting Permission to Dispose of Surplus Equipment**

Sheriff Brown explained that these are the expired bullet proof vests that the deputies once wore. These will go to a company that takes these vests and distribute them to departments or agencies that are not able to afford them. A waiver is signed that releases responsibility to the County and Sheriff's Department. This is a great thing to be able to help someone else.

Ms. Kraft made a motion to forward to the full board with recommendation for approval, seconded by Mr. Mattingley, and roll call vote showed the motion carried 7-0.

Macon County Board Resolution Approving Intergovernmental Agreement For Macon County Sheriff's Police Services For the Village Of Argenta, Illinois

Sheriff Brown explained that we once had a contractual program with them. We no longer have that. They have decided to do like Long Creek. That is a hire back program. That contract is between the deputies and they become an employee of the Village. One of the stipulations is that they are responsible for all of the calls for dispatching services instead of the Sheriff's Office paying for them like in the past. Chair Jackson commented that they must think that they can do it cheaper. Sheriff Brown confirmed saying that they are actually paying the deputies by the hour.

Ms. Kraft made a motion to forward to the full board with recommendation for approval, seconded by Mr. Mattingley, and roll call vote showed the motion carried 7-0.

**Planning & Zoning
Macon County Board Resolution Approving Land Disturbance Permit Fees**

Ms. Gunter explained that these fees have not been changed since 2008 when they were set. Chair Jackson asked about the increase. Ms. Gunter said they went from \$50 to \$100.

Mr. Gresham made a motion to forward to the full board with recommendation for approval, seconded by Ms. Kraft, and roll call vote showed the motion carried 7-0.

Health Department

Macon County Board Resolution Approving Increase in Appropriations in the FY20 Health Fund Budget for COVID-19 Contact Tracing

Ms. Binkley explained that this is for a grant that they were very fortunate to find out that they had received recently. The grand total of this grant is \$2,861,712. The resolution attachment shows what part is for FY20 and the rest will be for FY21. The purposes of this grant are primarily focused on contact tracing and insuring that we have the best capacity possible locally to complete that to try to prevent the spread of the illness. There are other initiatives in there as well which would include, but not be limited to, mass vaccination clinics when there is a vaccine available along with other initiatives such as advertising, quite a few staff positions which have been posted if anyone knows of anyone looking. Ms. Binkley explained that they have a lot of capacity that they have to grow in order to adequately fight this at the Health Department.

Chair Jackson asked what the criteria had been. Ms. Binkley said it was based on population. It was a non-competitive amount, but you had to figure out how to spend it according to the rules and focus it on contact tracing. The team worked very hard and this was not easy. When you are confronted with such a large amount of money that you have not had before and you have to think outside the box to grow the capacity and infrastructure not only in COVID-19, but also moving forward. The team worked really hard and quickly to think of ways to get approved and come up with ways to spend that money responsibly.

Dr. Zimmerman commented about the large increase in cases that has happened in the last week or two and asked Ms. Binkley to talk about some of the things recently discussed about what people can do to help the contact tracing and how that is becoming a bigger issue with the people interacting with more people. Ms. Binkley explained that they have been saying since the beginning that everyone should assume that they have, are carrying and are spreading COVID-19 to others and that others that they are around have it as well which means that you need to be implementing the preventative measures that you can. We can't control everything, but there is certainly many things that we can do to try to limit the spread of illness. Right now, we are in Phase 4, but we are in danger of going backwards. Nobody wants that. Nobody wants restrictions. Nobody wants things like businesses hurting or decreased taxes coming in or whatever else can happen. Nobody wants to lose lives. Right now is the time that people need to step up and do everything that is within their power to try to fight this. Even though large gatherings up to 50 people are allowed right now, Ms. Binkley said she is strongly encouraging people not to do that. She said she has even told people not to get together with a group of 10. She said she knows that is heartbreaking and she personally has not seen some of her family. She understands, but those are the things we can do. There are several outbreaks in our community and a lot of people have assumed that these are all linked to long term care facilities. That is absolutely not the truth. There are many younger people now that are being diagnosed with COVID-19 right here in Macon County. We all need to be really responsible and thoughtful about what we are deciding to do. If you are going to be in a group around other people, you should be wearing a mask or cloth face covering and you should be social distancing. These are some very small simple things we can do to try to prevent that spread. She said she is telling those present that they do not want to make a

choice where you have been with several people you love very much and then find out later that many of you are sick or suffering from this. She said she is not in position to want to beat anyone up or make anyone feel bad. She said she is not a negative type of person. She said that she is saying, let's start today and move forward now and do everything that we can to try to save some lives here and save our community as well.

Ms. Kraft made a motion to forward to the full board with recommendation for approval, seconded by Mr. Gresham, and roll call vote showed the motion carried 7-0.

Ms. Kraft addressed Ms. Binkley saying that she appreciates her a lot and knows how hard she is working. Ms. Binkley said she appreciates that and added that her team is working just as hard right there with her every day since February / March when they had started responding. There are employees who have had no days off, no hours off. This hiring is really going to help. She thanked the committee members for their support and said the grant will help with that to grow the capacity and be able to do so with adequate funding. She said she shares all kind words with them because it builds them up to keep going the next day.

COMMENTS

Ms. Mansur was present with a preliminary report and was asked to touch on some of the points. Ms. Mansur repeated that this is preliminary, not final and it is not an audit. She said they had done an agreed upon procedure in the Collector's side of the Treasurer's Office mostly surrounding the bank reconciliation process, transfers between accounts, timeliness of deposits, posting to the Fike & Fike Property Tax System. She said that they had found that if they looked at all of the deposits that started with September 1, 2019 through the end of day last Friday, or 7/24/2020, there were about \$92.5 million of deposits posted into the bank. Those are deposits that went into the bank based on the bank statements. What posted into Fike & Fike was about \$90.5 million and there were other reconciling items that did get posted to the bank, but did not get posted to Fike & Fike such as last year's tax sale, the payment in lieu of taxes, some refunds, some fees, etc. Those types of things don't get posted into Fike & Fike. The difference was about \$260,000 which is roughly about 0.3%. She said that 0.3% of \$10 is like 3 cents. Looking at it this way gives you an idea as far as materiality. She said they had reconciled it that far.

A couple of thoughts – some of the bank reconciliations were not done. None were done for May & June. The bank statements for May don't come in until June. With the busy time upon them, they did not get to those. The bank recs that were done, that were looked at, were from the two largest bank accounts and those did not agree to the trial balance. So, they are being reconciled, but they're not. There were a lot of outstanding items that really need to be followed up on more timely.

Again, this is not final. Ms. Mansur said she would write up a final report in the next couple of weeks. At this point, from what is understood, there was \$90 million in deposits. \$45 million was paid out in the first distribution. There should not be any problem on August 10th getting everyone (every taxing body) made whole. There is enough cash in there to do that and have some cushion as Mr. Yoder had said for paying out refunds, double payments, etc.

Ms. Mansur said they had some recommendations as far as reviewing the bank reconciliations, following up on outstanding items more timely, getting deposits made more timely, using part time staff to post some of the information into the system just to get it in quicker.

Mr. Mattingley asked about real estate tax 1/10/2020 -7/7/2020 and then real estate tax, interest & fees from 6/13/20 – 7/24/20. He said if he subtracts the \$68,500 from that \$90,523 that that adds up to, are those the real estate tax receipts from the first installment or is there more in there than that? Ms. Mansur said there is more in there than that. Because we are going through July 24, there could absolutely be second installments. With the timing issue, if, in one year, half the people decide to pay only the first installment and then the next year, those half decide to pay both at the same time, it's always going to be a timing issue. In the end, we want to look at all of the tax bills that went out, whether they pay it in the first installment or second installment or late or early. The taxing bodies will still get the same amount in the end.

Chair Jackson asked if there was a way to timestamp that as to when they were approved and being accounted for. Ms. Mansur said that in the system, it shows that if someone paid the 2nd installment already, it shows when they paid it. There is a way. She said she was sure there would be a report that could be pulled out that shows which installments are being paid. Some of the things, like the delinquent list now, if you print the delinquent list now, it includes those people that have not paid second installment yet, even though it is not delinquent yet. There could be another something in the software where you can check a box that says don't include the 2nd installment in the delinquent list. It's a matter of maybe some additional training or asking Fike & Fike to walk through some of the reports with them. Mr. Jackson said it would look like we've taken in more money this year than last year based on the same time period. Last year, we paid out from the 24th of July at \$87 million. Mr. Drew Burge added that they had sent out the tax bills late last year, well, not late, but they normally go out in May, but surprisingly, because there was more of a delay in getting the information from the state last year than there was this year which he said he did not understand based on the circumstances of this year versus last year. But, because they had not gotten the information solidified from the state for the State Equalizer last year until basically, mid-May, they then had to push the tax bills out by the end of May on May 28. So, the due date was later. There is a little bit of a discrepancy between the due date this year versus the due date last year in what was collected for, technically, first installment and what was collected for after the first installment which would be delinquent first installment payments, early 2nd installment payments, those people who decided to pay both installments this year or last year. There is just a little bit of a variation between those numbers. Because the audit was through July 27th, we do have from June 15 through July 27 which would be taxes that were collected after, technically, first installment.

Chairman Greenfield asked if they would have something that shows where we are on property tax versus last year, like maybe who didn't pay and where we are. He said he could not believe that we are ahead of last year. Mr. Jackson & Ms. Kraft said we are. Mr. Greenfield said that just because some people have paid the second installment. Ms. Kraft said that they had it, so they paid it. That is what a lot of people had told her. Mr. Jackson they had assumed that we were 19% down because of COVID wasn't true either. Ms. Kraft said correct. Mr. Greenfield said maybe everybody paid, he didn't know, but asked if there was a way to know that going in

to do the budget. Ms. Mansur said that it would depend on what type of reports can be gotten out of the system because it would be astronomical to go through individually. She said that she is sure that if it can go into the system, it can come out. It is a matter of telling it what you want to get out of it. There has to be a solution to it.

Mr. Jackson asked if it was definitely an assumption of postings did not happen within 48 hours of receipt when you have \$45 million accounted for in 10 days. Ms. Mansur said correct, so the thing with the Collector, you can pay your taxes in a myriad of ways; you can in to the office, you can go online, you can go in to your bank and pay them. If you go in to your bank and pay them, they get deposited right away, but then they have to be entered into the Fike & Fike system. So if you get a couple of week's worth of bank deposits, and you've got 1,300 to 2,000 different parcels that have to be posted. It takes time to get those in. If you go in to the office, they get through the drawer, posted into the system, but not deposited right away because of the timeline. So, one of the things that might be a solution would be to have multiple part time seasonal staff that only posts. Everything has to be manually posted. It's a matter of getting keypunch data entry people, but that would catch everything up quicker and you wouldn't have the month later problem. She said that by the time her staff had done this procedure, all of the deposits and all the postings were up to date from what they could tell.

Mr. Greenfield asked if Ms. Mansur had any idea of what amount of cash comes in. Ms. Mansur said she did not. They had tested several deposits and most of them are all checks. You're not going to mail cash. The banks just send over the deposit slips. The only cash that comes in is over the counter. When that comes in, they are there in front of you and it gets posted into the system at that time. As far as how much, we don't know how much sits in the vault at one time. There is no date stamp on when something gets paid. So, if something comes in the mail, there is no date stamp on it. The envelopes that they were mail in had been torn up so it could not be determined what was in what batch or the dates they came in. That was one of the recommendations; to date stamp either the coupon or something that you keep. Mr. Drew Burge explained that the envelopes being referred to are the mail in payments. The reason that they are torn up is because after the posting for the first installment is done, they do back through all of the envelopes of every payment received via mail and verify that those envelopes are, in fact, empty to insure that there have not been any missed payments. That is the reason they were torn up. We have to have staff go through and verify that someone hasn't sent in a payment via mail that got erroneously put in to the stack that was already paid. This is to insure that we are not missing payments. Unfortunately, there are payments that are lost in the mail where they mailed it on a certain date and we did not get until much, much later. He said he cannot speak for the lag in the mail, but those things do happen and due to the nature of our collection period, we are interrupted occasionally between taking a payment. So, someone may lay an envelope down and say they'll get back to it, but when they come back, they might have forgotten they were working on it. That is why the envelopes are torn up. That insures that everything is taken out of the envelope.

Mr. Jackson said he had noticed that the deposits that went to the bank, the hand carried, there is no note of cash, but he said he was sure that on the deposit slip for the bank, you would have to note cash. Ms. Mansur confirmed and said that they had seen some of the deposits that did have cash noted on them, they just had not documented it.

Mr. Greenfield asked Mr. Yoder if he knew how much cash is taken in. He said that Mr. Yoder had told him and Mr. Baggett previously that they take in over \$100,000 in cash. Mr. Yoder said it varies during the last few days of the collections. It can vary from \$80,000, \$90,000 to \$100,000 for the day. Then it tapers off right after collections. It just stops. It's a timing issue where there can be an influx of cash. The rest of the collections, we get very little cash. We get some, but it varies every day. We may get \$2,000 or we may get \$3,000, but nothing like the 5 days leading up to the due date in the volume of cash.

CLOSED SESSION None needed

NEXT MEETINGS -

Next Regular Meeting – 8/31/2020

Finance Committee Budget Hearing #1 – 8/10/2020

Budget Hearing #2 – 8/17/2020

ADJOURNMENT

Motion to adjourn made by Ms. Kraft, seconded by Mr. Gresham, and the meeting adjourned at 5:50 p.m.

Minutes submitted by Jeannie Durham, County Board Office