

FINANCE COMMITTEE MEETING
Special Meeting – Budget Hearing #1
August 9, 2021 @ 5:15 P.M.

MEMBERS PRESENT

Kevin Greenfield
Linda Little
Helena Buckner
Greg Mattingley
Ryan Kreke

MEMBERS ABSENT

Jim Gresham
Marcy Rood

COUNTY PERSONNEL PRESENT

Doug Harlan, U of I Extension
Josh Tanner, County Clerk
Carol Reed, Auditor
Kim Fowler, S of A
Tim Macken, Mental Health
LeAnne Shoemaker, Mental Health
Debra Kraft, County Board member
Jeannie Durham, County Board Office

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion to approve minutes of prior 8/2/21 regular finance committee meeting was made by Ms. Little, seconded by Mr. Kreke and the motion carried 5-0.

Budget Proposals

University of Illinois Extension - Budget Presentation

Mr. Harlan explained that they are asking for level funding for the tax levy this year again. The tax levy request is \$445,136 again. It was very difficult to budget since 2020 was all messed up. They are back to full staff with the exception of still trying to hire one more educator. Everybody is having trouble hiring people and they are no exception.

The State 4-H premiums are down this year and are projected to be down next year because of the virtual show that was done last year. Changes for this year remain to be seen.

A 2% pay increase is being projected for next year.

There was an increase in equipment due to purchasing equipment for staff to take home so they could work from home for the year.

Ms. Little made a motion to approve the proposed budget and forward on for display, seconded by Mr. Mattingley and the motion carried 5-0.

County Clerk -Budget Presentation

Mr. Tanner presented the 001-030, general County Clerk budget.

The only changes are to the postage which essentially pays the delinquent tax notices that have to be mailed. It is a money in / money out. The money goes into the general fund (001-020 account) as Clerk fees. Whenever someone is about to lose the deed to their property, the tax buyer is required to send them a certified notice. They pay the money, give the notice and the

Clerk's Office has to mail them. In 2020, this line ended up at \$7,700 and this year it is already at \$7,200.

The Clerk's salary has been rounded up due to the way the pay periods fall. The salary does not change, but sometimes there are more days in one year than another.

Ms. Little asked about the total expenses line. The spreadsheet needs to be corrected. There is an error in a protected field. Ms. Reed explained that the total expenses should be \$3,378 more than prior year.

Ms. Little made a motion to approve passing the proposed budget on for display seconded by Mr. Mattingley and the motion carried 5-0.

County Clerk Elections - Budget Presentation

Mr. Tanner presented the 001-031, the Elections fund

This budget is going from one election which we were supposed to have this year to two elections which we know we will have next year. It is similar to the 2020 budget, although the 2020 budget was affected by all of the additional expenses with the vote by mail.

Extra help was budgeted for \$10,000. It is likely to double if there are two elections.

Overtime was not changed. Mr. Tanner explained that they try to use part timers rather than overtime for the regular staff because A) they get worn out & B) it is more expensive to do it that way. The part timers go home after the election while the full timers are still there. You can only run them so much.

Legal Advertising, this year was budgeted at \$15,000. For next year, it will be budgeted for \$25,000. There are a couple of publications that are required in a Primary, color of ballot style and all that. There is more expense in a Primary.

Postage is always a guess. It just depends on how many vote by mail ballots are requested.

Election Judges are twice as much with two elections. It is a pretty static number. There are usually around 300 Election Judges per election. The Primary only requires 3 judges per precinct and a general requires five.

Office Supplies is a generic catch all since essentially all of the supplies in an election are office supplies. They are all pre-printed paper products. When there is more than one election, you have to pre-print ballots for each election. 100% of the ballots are not printed. Historical averages are used to determine how many and then bump it up a little bit and then account for early voting in the Clerk's office. The percent of ballots that are actually printed are less than 100% by quite a bit. Probably no more than 65% are printed for a general.

The Miscellaneous & Drayage line is for the expense to deliver the election equipment. That has been a static figure for quite some time.

Ms. Little made a motion to approve passing the proposed budget on for display seconded by Mr. Mattingley and the motion carried 5-0.

County Clerk Automation Fund – Budget Presentation

Mr. Tanner presented the 065-000 Automation Fund budget saying he had made just one change because they just don't collect that much in interest anymore.

Mr. Tanner noted that none of these budgets include the contractual raise which was the instructions given because that contract has not yet been negotiated. That would be for the Clerical people, which is everyone in the Clerk's office.

Mr. Kreke made a motion to approve passing the proposed budget on for display seconded by Mr. Mattingley and the motion carried 5-0.

Note: The IT budget will be presented at a later date.

Supervisor of Assessments - Budget Presentation

Ms. Fowler explained that no increases for the salaries were included for the same reason explained by Mr. Tanner that the contract has not been negotiated yet. That is not for the office holder salary which is already in place.

Township Assessor contracts is income and is projected for doing Township work for the townships that do not have an assessor.

Everything else - telephone, travel, car expense remain the same. Legal advertising & postage – which do not get used up until after budget season because they publish in the fall – stayed the same. Those numbers will stay pretty high throughout the budget season, but dwindle down as they get used up in the fall. Training and travel expenses remain the same. Due to requirements for some of the staff in specialized positions that have educational requirements where they have to take some classes to stay qualified.

The equipment line shows an increase. The office has one color copier that scans and does everything for the office. It was purchased in 2014. The CDS Office Technologies representative says that it is pretty outdated. The memory, storage and output are at the end of life. Ms. Fowler said she has a quote which is for the purchase of a copier that will do the exact same thing the current copier does with no extra bells or whistles. There are a lot of output functions that can be ordered, but it was not felt that these were needed for the department.

Ms. Kraft asked about the number of townships the office does work for and if it stays the same. Ms. Fowler said it will change a little this year. It is pretty hard to predict until about September or October because, based on the election when some of those positions change as well as which townships contract their own assessor. That number may fluctuate a little bit.

Chairman Greenfield asked that since minimum wage and everything is going up, do they need to look at what the townships are being charged to do their work. Ms. Fowler said yes. They have revisited that and increased those contracts and was able to acquire a little bit more funds from the recent ones, but any of the new townships that are newly contracting this year, Ms. Fowler said she would definitely like to revisit that. Mr. Greenfield asked when she suggests that be done. Ms. Fowler said that right now, she has a meeting in September with Hickory Point Township and has already reached out to Austin / Illini so hopefully in the next 30 days

she should know something more. Mr. Greenfield asked how many townships the office does the work for. Ms. Fowler explained that that is where it will fluctuate. Austin / Illini is one that will have to be done this year. Hickory Point's Assessor will no longer be there either. There are some changes coming down, but they should know something later in the fall as a lot of the townships finalize.

Ms. Little made a motion to approve passing the proposed budget on for display seconded by Mr. Mattingley and the motion carried 5-0.

Board of Review- Budget Presentation

Ms. Fowler explained that there were no changes with everything staying the same.

Ms. Little made a motion to approve passing the proposed budget on for display seconded by Mr. Mattingley and the motion carried 5-0.

GIS- Budget Presentation

Ms. Fowler explained that there were no changes to this budget either. This budget is not a general fund budget. It is self funded, fee based. Outside of that, there were no increases in any of the line items.

Ms. Little made a motion to approve passing the proposed budget on for display seconded by Mr. Mattingley and the motion carried 5-0.

Mental Health Board – Budget Presentation

Mr. Macken explained that they were there to request that the Finance Committee recommend to the County Board the approval of a tax levy extension. It is at the maximum .5 mills on that. He explained that they are required to request a specific dollar amount on that which is \$2,862,063. It is a little higher than previous requests, but if the amount of tax revenue is increased, they would not get an increase if they did not request a dollar amount. So, that is what is being requested.

One of the major accomplishments this past year was moving to the County Office Building in November amid the COVID crisis which impacted the staff quite a lot at the end of October and beginning of November. The move was made thanks to the staff. The Building Commission was phenomenal to work with and they are very happy to be relocated.

Mr. Macken said they had worked very hard with their providers to be flexible in how they applied their contracts with them. Their biggest challenge in the past year was how to serve the constituents, the clients that are served, without having to be physically present with them. Use of tele-health and various different things really helped.

Funding was provided for approximately 6 or 7 agencies so that they could get the technology to assist them in doing that.

Funding was added for a social worker to be based at the Decatur Public Library. That had been done on a voluntary basis by Mary Garrison for some time. She has a lot of commitments and was not going to be able to continue doing that. Mr. Macken said they had been approached and asked if that was something they could do to help. He said their board had

approved funding a part time social worker for there at the library. He said they had gotten asked if there were not other agencies that could do that, but when you think about where people go and hang out when they are not wanting to actually seek services for the problems and issues they have, there are a couple of key places in town that they go to, Oasis Day Center and the Public Library. Sometimes there is overlap, but a lot of time there is not. This Social Worker's job is not to provide those services; it is to link people to the services. He explained that they did not want the library to get into that arena because there are providers. The key is getting the folks linked to those services. They also do not need the liability. The library is not there for that. That was one time funding, but they were able to annualize that contract this year. There was another provider who was also no longer to provide services that were being contracted for. That money was used to make that an annualized contract.

There has been a person providing social work services at the Decatur Police Department. It started out with her just being present. She has built a relationship with them, gaining trust, doing ride alongs. That, helping the officers, has become very well received there. Some of them have gone from just ride alongs and chats to actually seeking some counseling. That is a real positive thing. With the announcement from Mr. Buffett about the new center that will help first responders with PTSD issues, Mr. Macken said they feel that this position is going to continue to be needed. The issue is not just that you have a place that people can go, but you have to have a bridge to that place. He said they think this person is going to be able to do that. She has asked permission, if she gets contacted, to be able to work with other first responders whether it is the Sheriff's Department, Fire Department, etc. Mr. Macken said they have said that is fine and they will evaluate it as they go on to see if it continues to help.

Mr. Macken said they had taken over the Juvenile Redeploy contract that the Probation Department had been dealing with. Since taking that on, the budget has grown from about \$400,000 to just under \$1 million. They have had continued contract increases with the state. That is exciting and relevant because between the CFC contracts and that contract, a lot of the administrative expenses are now being covered by the contracts from the state. They have been able to reduce the 708 administrative expenses which is really good too.

Ms. Little made a motion to approve passing the budget levy request on for display seconded by Mr. Mattingley and the motion carried 5-0.

CITIZEN REMARKS – PUBLIC COMMENT - None

OLD BUSINESS - None

NEW BUSINESS - None

CLOSED SESSION - None

NEXT MEETING -

August 16, 2021 @ 5:15 p.m. Budget Hearing #2

(Regional Office of Education, Historical Museum, Veterans Assistance,
State's Attorney, Circuit Clerk)

ADJOURNMENT - Motion to adjourn made by Ms. Little, seconded by Mr. Mattingley, and the meeting adjourned at 5:40 p.m. *Minutes submitted by Jeannie Durham, Macon County Board Office*