

Minutes of the Executive Committee Meeting

The Executive Committee of the McLean County Board met on Tuesday, July 16, 2002, at 4:30 p.m. in Room 700, Law and Justice Center, 104 West Front Street, Bloomington, Illinois.

Members Present: Chairman Sweeney, Members Sommer, Salch, Bass, Gordon, Sorensen, Segobiano, Pokorney

Members Absent: Member Berglund

Other County Board Members Present: Member Rodman

Staff Present: Mr. John M. Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Ms. Martha B. Ross, County Administrator's Assistant, County Administrator's Office

Department Heads/ Elected Officials Present: Mr. Craig Nelson, Director, Information Services; Ms. Peggy Ann Milton, County Clerk

Others Present: None

Chairman Sweeney called the meeting to order at 4:31 p.m. Chairman Sweeney presented the minutes of the June 11, 2002 and June 18, 2002 meetings for approval.

Motion by Bass/Sorensen to approve and place on file the minutes of the June 11, 2002 and June 18, 2002 meetings. Motion carried.

The minutes of the June 11, 2002 and June 18, 2002 meetings were approved and placed on file as presented.

Chairman Sweeney, Chairman of the Executive Committee, stated that there are 6 reappointments, no appointments, and 2 resignations for which the Committee's advice and consent is sought.

Motion by Sorensen/Salch to recommend approval of the 6 reappointments and the 2 resignations. Motion carried.

Chairman Sweeney presented 3 Resolutions of Congratulations. Those resolutions are for: Olympia High School Girls' Softball Team; Olympia High School Boys' Baseball Team; and, Normal Community High School Girls' Softball Team.

Motion by Bass/Gordon to recommend approval of the Resolutions of Congratulations for the Olympia High School Girls' Softball Team; Olympia High School Boys' Baseball Team; and, Normal Community High School Girls' Softball Team.

Mr. Bass noted that that an oversight exists in that he had also requested a Resolution of Congratulations to be prepared for the University High School Soccer Team. Chairman Sweeney stated Mr. Bass' comment would be noted and addressed. Mr. Zeunik remarked that if the appropriate information can be obtained in sufficient time to prepare the Resolution for presentation, then the Resolution could be added to next Tuesday's Board agenda.

Mr. Sommer asked whether a Stand-Up meeting would be necessary to consider the additional resolution, since it was not placed on the Executive Committee agenda. Mr. Sorensen commented that a Stand-Up meeting would not typically be required for such a matter. Mr. Zeunik reiterated that the Resolution could be presented at the July County Board meeting if the appropriate information could be obtained in sufficient time to prepare the Resolution and invite representatives to attend the Board meeting.

Chairman Sweeney asked whether an amended motion to include the University High School Girls' Soccer Team in the Resolutions of Congratulations is indicated.

Motion by Bass/Gordon to amend the original motion to recommend approval of the three Resolutions of Congratulations and to include a fourth Resolution of Congratulations to be presented to the University High School Girls' Soccer Team. Motion carried.

Mr. Craig Nelson, Director, Information Services, presented his monthly status report. He stated that, among many other duties during the past month, his office has assisted with the second installment tax bills. Information Services Department will also assist the Recorder's Office in making their conversion from their former computer records system to the new system. As a result of this conversion, the Recorder's Office will be closed all day on July 18, 2002.

Chairman Sweeney asked whether there were any questions for Mr. Nelson. Hearing none, Chairman Sweeney moved on to Committee reports.

Mr. George Gordon, Chairman of the Land Use and Development Committee, stated that the Committee has no items for action. There will be two (2) items to be presented to the full County Board.

Mr. B.H. "Duffy" Bass, Chairman of the Transportation Committee, stated that the Committee has no items for action. However, the Transportation Committee will have an interest in one item to be presented to the full County Board by the Property Committee.

Mr. Matt Sorensen, Chairman, Finance Committee, presented a Request for Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2002 Combined Annual Appropriation and Budget Ordinance County General Fund 0001, County Recorder's Office 0006, County Recorder's Document Storage Fund 0137.

Motion by Sorensen/Pokorney to recommend approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2002 Combined Annual Appropriation and Budget Ordinance County General Fund 0001, County Recorder's Office 0006, County Recorder's Document Storage Fund 0137. Motion carried.

Mr. Sorensen stated that the second Public Hearing regarding Property Tax Caps is scheduled for Thursday, July 18, 2002 at 6:00 p.m. in Room 700 of the Law and Justice Center.

Chairman Sweeney asked whether there were any questions for Mr. Sorensen. Hearing none, Chairman Sweeney continued to receive Committee reports.

Mr. Gene Salch, Chairman of the Property Committee, stated that the Committee has no items for action.

Mr. Joe Sommer, Chairman of the Justice Committee, presented a Request for Approval of a Grant from the Illinois Criminal Justice Information Authority and the accompanying Emergency Appropriation Ordinance which would account for the receipt and expenditure of the grant funds, for the Children's Advocacy Center. Mr. Sommer stated that he would like to combine both items under one motion.

Motion by Sommer/Pokorney to recommend approval of a Grant from the Illinois Criminal Justice Information Authority and recommend approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2001 Combined Annual Appropriation and Budget Ordinance Children's Advocacy Center Fund 0129 Children's Advocacy Center 0062. Motion carried.

Mr. Sommer presented a Request for Approval of a Grant from the McLean County Child Protection Network in the amount of \$10,650, for the remainder of the 2002 calendar year. The funds will be used to fund a position of Office Support Specialist at the Children's Advocacy Center. Mr. Sommer also presented the associated budget amendment, which is the mechanism

through which the grant funding will be administered. He requested that both items be considered within the same motion.

Motion by Sommer/Pokorney to recommend approval of a Grant from the McLean County Child Protection Network for the Children's Advocacy Center, and recommend approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2001 Combined Annual Appropriation and Budget Ordinance Children's Advocacy Center Fund 0129 Children's Advocacy Center
62. Motion carried.

Mr. Sommer presented a Request for Approval of an Intergovernmental Agreement between the Illinois Department of Children and Family Services and McLean County. He noted that this \$45,000 grant is to fund a dedicated attorney position to handle child abuse cases. Mr. Sommer remarked that the issues surrounding this request are not fully finalized yet. The State's Attorney is expected to bring back to the Board, at the request of the Justice Committee, one of two options. Either the \$45,000 annual funding for the position will be spent as a contract position, or the funding would be paid as salary. If the salary option is accepted, the County would then be responsible for paying the benefits to accompany a staff attorney position with additional dollars. Mr. Sommer stated that he was in favor of the contract option, but noted that no further information has been forthcoming from the State's Attorney, to date. Therefore, the issue will be considered at a Stand-Up meeting of the Justice Committee prior to the July County Board meeting.

Chairman Sweeney asked why the item appears on the Executive Committee agenda as an action item, if it is to be considered at a Stand-Up meeting. Mr. Zeunik explained that the State's Attorney requested approval of the Agreement "in concept." The specifics as to whether the position will be a contract position or a salaried employee position would be further examined and determined by the Justice Committee.

Mr. Segobiano stated that he had concerns about approving an Intergovernmental Agreement "in concept" without more specific available details.

Mr. Pokorney remarked that it was his recollection that there was a discussion of funding that is available from some other source, and that the addition of this position would not create a need for an additional expenditure for the County.

Mr. Segobiano quoted from the text of the Intergovernmental Agreement, Section C(1)(b) by stating that, "none of the said monies will be used to provide other employee benefits of any type including, but not limited to, insurance, payroll-related taxes or retirement benefits." He noted concern over the potential delay in reimbursement payments from the State and what the County would do to meet its obligation if State funding is sporadic and undependable.

Chairman Sweeney stated that a motion should not be made at this time, since there are significant details regarding the Agreement that have yet to be finalized. He remarked that the Agreement should be further considered at a Stand-Up meeting prior to the July County Board meeting.

Mr. Sommer presented a Request for Approval of an Intergovernmental Agreement for the Addressing of Certain Residences within the County of Woodford. He explained that there is one road on the north edge of Woodford County that extends into both Woodford County and a part of McLean County for purposes of receiving E-911 service.

Motion by Sommer/Pokorney to recommend approval of an Intergovernmental Agreement for the Addressing of Certain Residences in the County of Woodford. Motion carried.

Mr. Sommer stated all other items would be presented to the full Board.

Mr. Zeunik introduced the Fiscal Year 2002 Budget Status Report by stating that the Executive Committee has asked for monthly updates on the Fiscal Year 2002 budget. Since the end of June marked the midpoint of the year, it is now appropriate to examine the current status of the budget and consider some factors that will significantly impact the budget between now and the end of the year.

The State of Illinois' recent budget decisions will significantly impact McLean County government in the second half of Fiscal Year 2002. Mr. Zeunik stated that the Illinois Department of Revenue's estimate for Personal Property Replacement Tax revenue for the period July 1, 2002 through June 30, 2003 is \$882,904.00. Based upon the year-to-date Personal Property Replacement Tax revenue and the estimate received from the Department of Revenue, the revenue shortfall for fiscal year 2002 is projected to be (\$180,401.00).

Mr. Zeunik explained that the Illinois Department of Revenue's estimate for Personal Property Replacement Tax revenue for the previous fiscal year, from July 1, 2001 through June 30, 2002 was \$1,125,269.00. Actual dollars received for fiscal year 2001 was \$1,013,700.91. He further explained that the impact of this reduced amount is that the County can anticipate nearly a \$240,000.00 decrease in funding from this source.

The Personal Property Replacement Tax is a form of corporate tax which is assessed against corporations and certain types of partnerships. It is important to note that all of the Personal Property Replacement Tax dollars do not go into the County's General Fund. Rather, there are a number of other funds that receive funding from this source. However, the estimated impact on the County's General Fund from a shortfall for this tax is (\$180,401.00).

Mr. Zeunik stated that the State's fiscal year 2003 adopted budget provides that the State will keep 100% of the photo processing sales tax revenue. The resultant revenue shortfall for the County from this second impact factor, for the last six months of the calendar year, is projected to be (\$20,687.00).

Mr. Zeunik remarked that the third impact factor on the County's General Fund is that of Salary Reimbursement. In the State's Fiscal Year 2002, the State exhausted the line-item appropriation for reimbursement of Probation Officers' salary expense and grant-in-aid expense by mid-May. As a result, McLean County received less than 100% reimbursement for May and will receive no reimbursement for June. Mr. Zeunik explained that the revenue shortfall totals (\$237,761.58) for fiscal year 2002.

Mr. Zeunik commented that the local impact of revenue shortfalls has been discussed at length. He explained that one of the major revenue impact factors in the local area that impacts the County's budget process is the annexation of Farm and Fleet, located on West Market Street, Bloomington, by the City of Bloomington (the "City"). Prior to the City's annexation, Farm and Fleet was the single largest source of sales tax revenues to County government. Mr. Zeunik reported that, historically, Farm and Fleet generated between \$650,000 - \$750,000 in sales tax revenue. As a result of the annexation by the City, County government will now receive $\frac{1}{4}$ of 1% of that sales tax revenue, which is estimated to be \$82,500.00 for the balance of fiscal year 2002. The resultant revenue shortfall is projected to be (\$247,500.00). He qualified this statement by stating that this estimated shortfall is conservative, and could actually become higher.

The known impact of the projected shortfall from both the State and Local deficits is expected to be approximately \$686,350.00.

Mr. Zeunik commented that, historically, McLean County has operated with a surplus of income, while expenses have fallen below budget. The County's outside auditors, Clifton Gunderson, L.L.C., presented the Fiscal Year 2001 audited financial statements to the Finance Committee at the July 2nd meeting. Again, the County's General Fund exceeded the revenue projection at 101% of the adopted budget. However, expenses were at 102% of the adopted budget. As a result, the audited financial statements show that the General Fund finished Fiscal Year 2001 with a deficit of \$346,823.00. This deficit reduced the General Fund's unencumbered fund balance.

Mr. Zeunik reported that Clifton Gunderson also stated that cash and deposits on December 31, 2001 totaled \$1,719,391.00, which represents 38.6% of the unencumbered fund balance. He commented that this information is significant because it is frequently reported that the County has a very large fund balance that should be expended.

As a result of the outside audit and the projected revenue shortfalls between now and the end of the year 2002, a number of recommendations are proposed. Administrative staff have met with all

Department Heads and Elected Officials within the General Fund to disseminate the same information that is presented to the Executive Committee. They have all been advised that the Executive Committee will subsequently make a recommendation to the County Board.

Mr. Zeunik noted that, in order to address the projected shortfall, three (3) actions are currently recommended:

- (1) Freeze all present Open Positions, resulting in a savings of \$77,766.00, and freeze all future Vacant Positions in the General Fund. In order to fill a position that is currently vacant or a position that becomes vacant prior to authorization from the Finance Committee.
- (2) Reduce expenditures in targeted line-item appropriations in the Overtime, 600, 700, and 800 line-item appropriations by an additional \$123,587.00.
- (3) Approve and adopt the REVISED budget Appropriation of \$23,906,422.00 as the Fiscal Year 2002 General Fund expenditure ceiling.

Mr. Zeunik explained that the recommendations with regard to Vacant and Open Positions are not a blanket prohibition against filling positions. Rather, it is an attempt to ask all affected Department Heads and Elected Officials to assess the urgency of filling open positions, and to explore other ways that responsibilities and services can be provided, with savings in mind.

Options 1 and 2, combined, represent an additional savings that the County needs. Historically, County Offices and Departments generally spend about 98% of the Adopted Budget. Upon examination of 98% of the Adopted Budget, it was determined that the shortfall would still be approximately \$200,000. Therefore, the revised budget appropriation for Fiscal Year 2002 General Fund of \$23,906,422.00 represents 98% of the Adopted Budget, less an additional \$201,353.00.

The County Administrator's Office recommends that some proactive steps be taken. If steps are not taken, the shortfall for Fiscal Year 2002 in the General Fund, may exceed by 2 times the shortfall from last year. That would create a serious liquidity problem for County government. The County would be hard-pressed to meet ongoing operations in the General Fund. The County would then need to consider the prospect of short-term borrowing in order to meet basic operating expenses.

Mr. Segobiano remarked that he asked several months ago what the recommendations might be in light of a shortfall. In reference to Item 1, regarding the freezing of all Open Positions, he asked how the Sheriff's Office would address his staffing needs. Mr. Zeunik responded that 2 of the current open positions are in the Sheriff's Department. Mr. Segobiano further remarked that there will most certainly be a Department Head or an Elected Official who will need to continue to fill open positions in order to maintain the standard of performance and service his/her office. For this

reason, Mr. Segobiano suggested that the Executive Committee join the Finance Committee in exercising jurisdiction over hiring decisions during the second half of Fiscal Year 2002.

Mr. Segobiano asked how the reduction in overtime expenditures will affect the Highway Department, particularly during the months when snow removal may be necessary. Mr. Zeunik responded that the measures are strictly meant for offices and departments under the General Fund. Departments that are not part of the General Fund are not affected by the recommended economy measures. Some examples of unaffected departments are: Highway Department; Nursing Home; and, Health Department.

Mr. Segobiano noted that personnel costs are the County's largest single expenditure. He noted that the outlook for the upcoming year is not encouraging. Mr. Zeunik stated that it is already known that the first six months of Fiscal Year 2003 will show a reduction in the Personal Property Replacement Tax revenue. The Photo Processing Sales Tax revenue will also not be available. In terms of salary reimbursement, there is likely to be a shortfall. The annexation of Farm and Fleet will significantly impact County revenue for the upcoming fiscal year.

Mr. Segobiano remarked that consideration should be given to future cuts, in the event that they become necessary. Mr. Zeunik stated that such an option is not yet off the table. Mr. Segobiano requested that a full report be provided to the full County Board.

Mr. Zeunik commented that the recommendations he has proposed are a first step. However, they may not be the final step. He noted that McLean County is not presently suffering some of the more severe economic problems that surrounding counties are experiencing. The County enjoys a diverse and well-paid workforce, low unemployment, and it is a regional market center and investment in the community continues. The budget factors impacting the General Fund are outside the County's control.

Mr. Sorensen stated that the information presented is somewhat alarming, and projections going forward for 2003 will only be amplified. He asked whether the County could expect conditions to significantly worsen in the near future. Mr. Zeunik responded that the issue of escalating health insurance costs is a major concern for all employers, with the County as no exception. He stated that Assistant County Administrator Terry Lindberg is working diligently on the health insurance renewal for 2003.

Mr. Zeunik remarked that he has examined historical revenue trends in the following major categories: property taxes; State Income taxes; Personal Property Replacement Tax; Sales Tax; License, Permits, Fees and Bonds; Charges for Service; interest on investments; transfers from other funds; other Intergovernmental revenue; and, miscellaneous revenue. The results of this examination, project total revenue in the General Fund for Fiscal Year 2003 less than the Fiscal Year 2002 Adopted Budget.

Mr. Segobiano asked how many grant funds are currently held by the County that could be added to the total. Mr. Zeunik responded that the biggest danger faced with grants is cash flow and liquidity. If the State is slow to reimburse, and if the grants include positions, the County will have to pay and then wait for reimbursement from the State, whenever it may be forthcoming. The only fund that has the ability to do that, by law, is the General Fund. All of the other funds are restricted. That is, they cannot be used to pay for expenses or services which are not set forth in law. Therefore, if the State is slow to reimburse, the County could experience a serious cash flow problem.

Mr. Gordon commented that there are some very difficult choices to be made. He stated that, upon examination of the spreadsheet that was provided, there are 23 offices and departments listed. He noted that about half of those offices and departments are running expenditures through June 30th that are over half of the total adopted budget figure. Of those 11, five of them are sharply over half.

Mr. Gordon noted that the Merit Commission, Information Services, ESDA and the Rescue Squad are over 50%. Some others are very close to that amount. He asked what is the usual pace of spending at this time of the year. Mr. Zeunik remarked that, in a recent meeting with Department Heads and Elected Officials, a spreadsheet was distributed showing where each department should be in terms of spending for the year. Many departments are driven by personnel expenditures and their spending rate depends upon how quickly they expend funds for their departmental needs.

Mr. Zeunik cited an example of a non-personnel expense in the ESDA budget. He explained that ESDA received funds as a part of the federal Homeland Security Initiative, which were distributed through the Illinois Emergency Management Association. ESDA may use the money for purposes of buying specific items that are related to homeland security and those expenses will be offset by reimbursement.

Mr. Gordon stated that the spreadsheet emphasizes expenditures and does not show the complete picture with regard to revenue types and sources. Mr. Zeunik stated that the Administrator's Office prepared a revenue projection for all of the offices and departments. Some departments are doing very well, for example: County Recorder; County Clerk; and Coroner. But, for every office that is doing well on the revenue side, there seem to be other offices in the General Fund that are not having a good year. Some examples of such offices are: County Treasurer and Circuit Clerk.

Mr. Pokorney stated that the spreadsheet shows revised budget percentages. There is a low of 90.98% through 100.0%. He asked what drives the percentages. Mr. Zeunik responded that the 90.98% figure results from a position that has been vacant and it is expected that the position will continue to remain vacant. The 100% figure is pursuant to an Intergovernmental Agreement wherein the County is obligated to provide funding to that office. Without an amendment to the Intergovernmental Agreement, the County may not change the level of funding.

Mr. Sommer asked what the impact of receivables and their earning power would have on the unencumbered fund balance. Mr. Zeunik remarked that the County cannot invest what it doesn't have. Delays in payments cause the County to lose money. Low interest on investments is also a problem.

Mr. Zeunik stated that the outside auditors' report noted that the County's cash position in the General Fund decreased as a result of the \$300,000+ loss that it incurred one year ago. As a result, there is less cash to invest on December 31, 2001 than there was on December 31, 2000.

Mr. Rodman commented that grants, which are originally generated from tax money, also create other overhead expenditures for which the County must pay.

Mr. Segobiano asked whether services that the County must provide have been prioritized. Mr. Zeunik responded that County Government is an agent of the State, and therefore, must provide a certain level of service, by mandate. The only choice that County government may have with respect to mandated services is to decide what level of service it can realistically provide.

Services that are not mandated by the State can then be examined. There is no requirement for a County Administrator's Office to be established. The Rescue Squad, the Parks and Recreation Department, Facilities Management, and Information Services are also not mandated. However, many departments are necessary on some level in order to service the remaining offices and departments. Mr. Zeunik remarked that the Executive Committee could schedule a planning session in order to prioritize services.

Chairman Sweeney asked whether there was any further discussion. Hearing none, he called for a motion regarding the three options presented as recommended actions by the Administrator's Office.

Motion by Sorensen/Pokorney to recommend approval of the following recommended actions:

- (1) Freeze all present Open Positions, and freeze all future Vacant Positions in the General Fund. In order to fill a position that is Currently vacant or a position that becomes vacant prior to December 31, 2002, the department head must seek approval and authorization from the Finance Committee;
- (2) Reduce expenditures in targeted line-item appropriations in the Overtime, 600, 700, and 800 line-item appropriations by an additional \$123,587.00;
- (3) Approve and adopt the REVISED Budget Appropriation of \$23,906,422.00 as the Fiscal Year 2002 General Fund expenditure

ceiling.

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Mr. Sorensen stated that the motion, as stated, is not quite clear. He requested that the motion be recommended for approval, as stated, as long as it is clear that the schedule provided by the Administrator's Office is the source for the numbers that have been provided for the Committee's consideration.

Mr. Segobiano remarked that the Finance Committee should be the initial Committee to whom position requests should be made. However, the Executive Committee should be added as the second step in the approval process, as the Committee Chairmen sit on the Executive Committee. Mr. Segobiano expressed a desire to be certain that all department's interests were adequately represented. Chairman Sweeney asked whether Mr. Segobiano would like to amend the original motion to include approval and authorization of position requests by the Finance Committee, followed by the Executive Committee. Mr. Segobiano stated that he would like to make such an amendment to the original motion.

Mr. Gordon remarked that the form in which the original motion is stated indicates that, following Finance Committee approval of position requests, those requests would then be presented directly to the full Board for its consideration. Chairman Sweeney commented that this was also his understanding. He further commented that Mr. Segobiano wanted to ensure that position requests would be presented to the Executive Committee to be considered as Items for Action, rather than as Items for Information.

Mr. Zeunik noted that the motion, as stated, would require that position requests would be reported to the Executive Committee for information only. The proposed change would change the status of position requests from Executive Committee informational items to action items.

Motion by Segobiano/Gordon to recommend approval of the following
Amendment to the original motion:

- (1) Freeze all present Open Positions, and freeze all future Vacant Positions in the General Fund. In order to fill a position that is currently vacant or a position that becomes vacant prior to December 31, 2002, the department head must first seek approval and authorization from the Finance Committee, and then from the Executive Committee, prior to submitting the request to the full County Board for its consideration;
- (2) Reduce expenditures in targeted line-item appropriations in the Overtime, 600, 700, and 800 line-item appropriations by an additional \$123,587.00;
- (3) Approve and adopt the REVISED Budget Appropriation of \$23,906,422.00 as the Fiscal Year 2002 General Fund expenditure ceiling.

Chairman Sweeney stated that if the Finance Committee decides to fill an open position, the matter should then also be considered by the Executive Committee. This is due to the fact that all Committee chairmen sit on the Executive Committee and their knowledge of the interrelationships between County offices and departments could provide additional input into the decision-making process.

Mr. Sorensen remarked that he had no problem with including the Executive Committee as an additional action step in the process. However, he stated that by approving Section (1) of the Recommended Actions, the Board will also be amending the FTE Resolution to reduce the number of positions the County now has, as vacancies occur. A process would then be put in place whereby positions could be added back on a case-by-case basis.

Mr. Segobiano commented that the wording of the recommendation says, "freeze," not "change." Mr. Sorensen responded that the County would be changing the number of available positions in any given department, albeit temporarily, and overriding the FTE Resolution.

Chairman Sweeney noted that the confusion was merely over semantics.

Mr. Sommer asked whether the upcoming vote would be on the amendment to the motion. Chairman Sweeney responded that this was correct.

Mr. Gordon inquired about the wording of the amendment. He stated that the amendment to Item (1) could read as follows: The Department Head must seek approval and authorization from the Finance Committee, subject to Executive Committee and County Board approval. He asked whether that was what Mr. Segobiano intended. Mr. Segobiano responded that he wanted to substitute Executive Committee for Finance Committee.

Chairman Sweeney stated that the intent of the amendment was to change Item (1) as follows:
... must seek approval and authorization from the Finance Committee and the Executive Committee. Mr. Segobiano remarked that once a request was approved by the Finance Committee, it would then be submitted to the Executive Committee as an action item, for that Committee's approval before submitting the matter to the full Board.

Mr. Zeunik noted that, under the County Board Rules and under the Budget Policy for Fiscal Year 2002, any changes that occur during the Fiscal Year must come through the Finance Committee, whether additions or reductions to the Full-Time Equivalent Resolution. He stated that his understanding of the amendment is that rather than the Finance Committee having the final decision, they will make a recommendation which will come to the Executive Committee. That recommendation will then appear on the Executive Committee's agenda as an action item.

Chairman Sweeney remarked that the only adjustment needed to the amendment would then be to say, "... authorization from the Finance Committee and the Executive Committee..." Mr. Gordon commented that the amendment should include the clear presumption that the issue will be presented to the full Board for its consideration, once the request has passed through both Committees.

Mr. Sommer asked whether the Oversight Committee has the first responsibility to talk to the requesting Department Head to get feedback on the vacancy. Then the request would move to the Finance Committee and then on to the Executive Committee for successive consideration and approval. Finally, assuming approval by both Committees, the request would move to the full Board for its consideration. Chairman Sweeney responded that such a method may create problems with filling a position expediently, as the process, as currently stated, may take more than one month's Committee cycle.

Mr. Zeunik explained that there would certainly be nothing that would prevent the Elected Official or Department Head from advising the oversight committee that a request would be submitted to the Finance Committee. He further explained that the intent of this process is: to establish a date certain when Elected Officials and Department Heads would know to submit position requests, based upon the Committee agenda schedules; and, to follow the Board's Budget Policy and Rules, which state that once the budget is adopted, all personnel matters fall under the purview of the Finance Committee.

Mr. Zeunik remarked that the amendment should say, "Recommendations of the Finance Committee will be presented to the Executive Committee for review and approval."

Chairman Sweeney asked whether all Committee members agreed with Mr. Zeunik's statement of the amendment. No dissension was voiced. Chairman Sweeney asked whether the seconder of the motion was in agreement with the amendment. Mr. Gordon stated that he was.

Motion by Segobiano/Gordon to recommend approval of the following recommended actions:

- (1) Freeze all present Open Positions, and freeze all future Vacant Positions in the General Fund. In order to fill a position that is currently vacant or a position that becomes vacant prior to December 31, 2002, the department head must first seek approval and authorization from the Finance Committee. Recommendations of the Finance Committee will be presented to the Executive Committee for review and approval;
- (2) Reduce expenditures in targeted line-item appropriations in the Overtime, 600, 700, and 800 line-item appropriations by an additional

\$123,587.00;
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- (3) Approve and adopt the REVISED Budget Appropriation of \$23,906,422.00 as the Fiscal Year 2002 General Fund expenditure ceiling.

Motion on the amendment, as shown underlined, carried.

Motion by Segobiano/Gordon to recommend approval of the main Motion, as amended. Motion carried.

Chairman Sweeney asked whether there were any further questions or comments. Hearing none, Chairman Sweeney asked whether there were any Other Business and Communications matters to address. Hearing none, the bills were presented.

Chairman Sweeney presented the bills and transfers as recommended by the Auditor's Office for approval.

Motion by Pokorney/Bass to recommend approval of the bills and transfers as recommended by the Auditor's Office as of June 30, 2002. Motion carried.

There being no further business to come before the Committee, the meeting was adjourned at 5:43 p.m.

Respectfully submitted,

Martha B. Ross
Recording Secretary

