

Minutes of the Executive Committee Meeting

The Executive Committee of the McLean County Board met on Tuesday, April 8, 2014 at 4:30 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Chairman Sorensen; Members McIntyre, Owens, Segobiano, O'Connor, Gordon, Soeldner (representing Transportation Committee), Caisley

Members Absent: Members Hoselton and Cavallini

Other Board Members Present: Member Erickson

Staff Present: Mr. Bill Wasson, County Administrator; Ms. Hannah Eisner, Assistant County Administrator; Ms. Jude LaCasse, Assistant to the County Administrator

Department Heads/
Elected Officials Present: Mr. Craig Nelson, Director, Information Technologies and Sheriff Mike Emery

Others Present: Mr. Scott Koepfel, Assistant Director, Information Technologies

Chairman Sorensen called the meeting to order at 4:30 p.m.

Chairman Sorensen presented the minutes from the March 11, 2014 Executive Committee meeting and the February 18, 2014 Stand-up meeting for approval.

Motion by Caisley/Soeldner to approve the Minutes of the March 11, 2014 Executive Committee Meeting and the February 18 Stand-up Meeting.
Motion carried.

Chairman Sorensen presented the reappointments, appointments and resignations. Mr. Soeldner stated that there are some issues in the eastern part of the County dealing with the ambulance service along with Saybrook-Arrowsmith Fire Protection District and the Octavia Fire Protection District. He asked that the nominations of Mr. Lee Klintworth and Mr. Jarrod Boyle be withdrawn. Chairman Sorensen withdrew the recommendation for reappointment of those two individuals.

Motion by Segobiano/McIntyre to Recommend Approval of the Reappointments, Appointments and Resignations as amended by the Chairman.
Motion carried.

Chairman Sorensen presented a request for approval of an Emergency Appropriation Ordinance amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance (Annual Budget Adjustments) – County Administrator's Office. Mr. Wasson explained that these are the end of the year clean-ups for multiple departments that work under the County Board.

Chairman Sorensen clarified that these are the items that were passed through the Finance Committee and the ones that were carried over to a Stand-up meeting are not included on this list. Mr. Wasson stated that the Purchase Orders that are under review are not included on this agenda.

Mr. Caisley asked what the County Board/Compact-Children's Foundation expense of \$132,278 is for. Mr. Wasson replied that this is a pass-through grant through the County Board to the Children's Foundation that has ended through the fiscal year. Ms. Eisner stated that it is for the Supervised Visitation Center.

Motion by Owens/Gordon to Recommend Approval of an
Emergency Appropriation Ordinance Amending the
McLean County Fiscal Year 2013 Combined Annual
Appropriation and Budget Ordinance (Annual Budget
Adjustments) – County Administrator's Office.
Motion carried.

Chairman Sorensen presented a request for approval of an Agreement between McLean County and Dewberry Architects for the provision of limited professional services for McLean County Jail Planning – County Administrator's Office.

Motion by Segobiano/Owens to Recommend Approval of
an Agreement between McLean County and Dewberry
Architects for the Provision of Limited Professional
Services for McLean County Jail Planning – County
Administrator's Office.
Motion carried.

Chairman Sorensen presented a request for approval of an Emergency Appropriation Ordinance amending the McLean County Fiscal Year 2014 Combined Annual Appropriation and Budget Ordinance, General Corporate Fund 0001, County Board Office 0001 (Contract with Dewberry Architects) – County Administrator's Office.

Motion by Segobiano/Owens to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2014 Combined Annual Appropriation and Budget Ordinance, General Corporate Fund 0001, County Board Office 0001 (Contract with Dewberry Architects) – County Administrator's Office.
Motion carried.

Chairman Sorensen presented a request for approval of a Resolution of the McLean County Board to include the cost of the Comprehensive Needs Assessment of the McLean County Adult Corrections Facilities of the Law and Justice Center in any future Capital Markets financing for new construction and/or renovation of existing space – County Administrator's Office.

Chairman Sorensen asked Mr. Wasson to provide information on this Resolution. Mr. Wasson stated that this allows the County to recoup the cost of the Needs Assessment as part of any future Bond Issue for construction, if needed. Chairman Sorensen pointed out that, as of now, the expense is coming out of the General Fund.

Motion by Segobiano/Owens to Recommend Approval of a Resolution of the McLean County Board to include the cost of the Comprehensive Needs Assessment of the McLean County Adult Corrections Facilities of the Law and Justice Center in any Future Capital Markets Financing for New Construction and/or Renovation of existing space – County Administrator's Office.
Motion carried.

Chairman Sorensen presented a request for approval of a Resolution amending the Funded Full-Time Equivalent Positions Resolution for 2014, Information Technologies Fund 0001, Department 0043 – County Administrator's Office.

Mr. Caisley asked what this person will be hired to do. Mr. Wasson replied that this person will perform technology support services for the Sheriff's Department.

Motion by McIntyre/Segobiano to Recommend Approval of a Resolution Amending the Funded Full-Time Equivalent Positions Resolution for 2014, Information Technologies Fund 0001, Department 0043 – County Administrator's Office.
Motion carried.

Chairman Sorensen presented a request for approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2014 Combined Annual Appropriation and Budget Ordinance, General Corporate Fund 0001 (Information Technologies Position) – County Administrator’s Office.

Motion by Owens/Segobiano to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2014 Combined Annual Appropriation and Budget Ordinance, General Corporate Fund 0001 (Information Technologies Position) – County Administrator’s Office.

Motion carried.

Chairman Sorensen presented two requests for approval of Resolutions of Congratulations to the following schools – County Administrator’s Office:

- Central Catholic High School Varsity Boys Basketball Team;
- Heyworth High School Varsity Boys Basketball Team;

Motion by McIntyre/O’Connor to Recommend Approval of a Resolution of Congratulations to the Central Catholic High School Varsity Boys Basketball Team – County Administrator’s Office; and to Recommend Approval of a Resolution of Congratulations to the Heyworth High School Varsity Boys Basketball Team – County Administrator’s Office.

Motion carried.

Chairman Sorensen presented a request for approval of a Resolution of Thanks to Agencies Assisting the County with the March 31, 2014 County Highway Department Fire – County Administrator’s Office.

Motion by Caisley/Soeldner to Recommend Approval of a Resolution of Thanks to Agencies Assisting the County with the March 31, 2014 County Highway Department Fire – County Administrator’s Office.

Motion carried.

Mr. Ben Owens, Chairman, Finance Committee, presented a request for approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance (Annual Departmental Budget Adjustments) – County Administrator’s Office.

Mr. Caisley asked for an explanation on the Nursing Home/Depreciation. Mr. Wasson replied that, historically, this process of calculation without budgeting for depreciation has been done on an annual basis. He added that the Nursing Home consultants have been asked to review such items, but the depreciation is not actual revenue and is used for reimbursement of calculations purposes.

Motion by Owens/Soeldner to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance (Annual Departmental Budget Adjustments) – County Administrator's Office.

Motion carried.

Mr. Owens presented a request for approval of an Ordinance transferring monies from the County General Fund 0001 to the Children's Advocacy Center Fund 0129, the IMRF Fund 0131 and the Tort Judgment Fund 0135, Fiscal Year 2014 – County Administrator's Office.

Motion by Owens/O'Connor to Recommend Approval of an Ordinance Transferring Monies from the County General Fund 0001 to the Children's Advocacy Center Fund 0129, the IMRF Fund 0131 and the Tort Judgment Fund 0135, Fiscal Year 2014 – County Administrator's Office.

Motion carried.

Mr. Owens presented a request for approval of a Resolution transferring monies from the Working Cash Fund 0002 to the F.I.C.A./Social Security Fund 0130, Fiscal Year 2014 – County Administrator's Office.

Motion by Owens/Caisley to Recommend Approval of a Resolution Transferring Monies from the Working Cash Fund 0002 to the F.I.C.A./Social Security Fund 0130, Fiscal Year 2014 – County Administrator's Office.

Motion carried.

Mr. Owens presented a request for approval of an Ordinance transferring monies from the Health Department Fund 0112 to the Persons with Developmental Disabilities Fund 0110, Fiscal Year 2014 – County Administrator's Office.

Motion by Owens/Caisley to Recommend Approval of an Ordinance Transferring Monies from the Health Department Fund 0112 to the Persons With Developmental Disabilities Fund 0110, Fiscal Year 2014 – County Administrator's Office.
Motion carried.

Mr. Owens advised that two items on the Finance agenda regarding purchase orders were held over to a Stand-up meeting at 8:15 a.m., April 15th in Room 404. He indicated that the Committee asked that the request come back in a different format containing more information. Mr. Owens noted that there will also be a Stand-up meeting for Executive Committee.

Mr. Segobiano stated that he believes that the County has always had a policy for Personnel monies and how they can be used. He expressed concern that the Auditor's Office transferred money from Personnel just because it was available to purchase new furniture. Mr. Segobiano also expressed concern that this precedence may encourage other department heads to start using Personnel money for other expenses.

Mr. Segobiano asked if the Auditor's Office had budgeted funds for furniture. Mr. Owens replied that the funds were not requested of the Committee and it was not requested in the budget cycle last year.

Mr. Segobiano asked if the furniture request went out for bid and whose office approved the request. Mr. Wasson replied that he was not aware of a bid and the purchase was approved by the Auditor's Office. Mr. Owens replied that, as an elected official, the Auditor has the power to determine how money is spent in that budget; however, the transfer of money falls under the Finance Committee.

Mr. Segobiano stated that this is not a proper way to spend taxpayer's money.

Mr. Owens pointed out that the furniture has already been purchased and the vendor has been paid. Mr. Wasson stated that it is a budget issue at this point.

Mr. Wasson advised that based upon this discussion, the Administrator's Office will bring to the Finance Committee meeting next month a Budget Policy for the Fiscal Year 2015 budget to strengthen and clarify language relative to areas of concerns that have been expressed by the Finance Committee and the Executive Committee.

Mr. McIntyre asked if these PO concerns are strictly for one department. Mr. Wasson replied that all PO's that extended from FY'2013 into FY'2014 will be evaluated at the Stand-up meeting.

Mr. Gordon suggested that there should be dialog on this subject at the County Board Meeting next Tuesday.

Chairman Sorensen asked what the ramifications are of not approving the budget amendment. Mr. Wasson responded that the expenditures were made in FY'2014, so the Auditor's Office would have \$13,000 dollars that have already been spent in the FY'2014. Mr. Owens asked if these are monies that can be taken out of either FY'2014 budget and/or FY'2015. Mr. Wasson replied that the money was spent in FY'2014. If the Board does not approve the encumbrance of funds from FY'2013 to FY'2014, the expenditures made in FY'2014 would come out of the FY'2014 budget. Mr. Caisley asked if there is an adequate amount in the FY'2014 budget. Chairman Sorensen replied that the Auditor's Office entire 600 line item category is only about \$16,000.

Mr. Soeldner pointed out that there were other departments that had purchases were made by the Health Department. He advised that the Health Department purchases were made from a fund that would not revert back to the General Fund if not spent; rather, these funds would remain in the fund until they are spent. Mr. Owens stated that the Health Department is very conscientious about not using those funds until needed.

Ms. Eisner indicated that every month Committee receives pre-paid bills and transfers, and those transfers are department heads saying that they need to move money in their budget for expenditures that aren't matching the budget amount, typically among line items. She stated that it is done that way and approved by Committee, but is not a Budget Amendment. When the requests begin to cut across the categories they come as actual budget amendments and are done all the time. Ms. Eisner noted that what was missing in this case was the underlying transfers for budget amendment.

Mr. Wasson clarified that County-wide elected officials have internal control of salaries and may set those salaries where they desire as long as the salaries do not exceed the budget. He added that it has been his experience that McLean County's elected officials have adhered to the County's Personnel Policies and the salary provisions included in the Personnel Policies. The appropriation is for salaries only and the use of those monies for anything else, such as supplies, services, etc. without County Board authorization is the concern.

Mr. Wasson reviewed examples of PO's, as follows:

- Capital Projects that are multi-year projects such as the East Side Highway and the Route 66 Trail that have had appropriations over a number of years and the project runs a number of years so the funding that has been budgeted and appropriated is carried from one year to the next to continue the project.

- Expenses such as those in the Circuit Clerk's Office where, annually, in September bids are taken for special file folders designed to handle, primarily, traffic cases with a sequential identifier with the year and the file number on them. This is done in an almost "just in time" basis because there is not enough storage space to store them for an entire year; rather, the funds are encumbered, a price is quoted, and an agreement is made to place the order, but the County is billed in FY'2014 for the folders as they are received. So, it is a Fiscal Year PO that is done in FY'2013 but it is for the FY'2014 folders.

Chairman Sorensen asked if the Auditor's Office situation is one where this particular department did not come into their oversight committee and ask for approval to purchase new furniture; rather, the furniture was purchased without any oversight awareness. Mr. McIntyre stated that the best policy is to come in at budget time and make this type of request. He recalled the Finance Committee's refusal for Mr. Scanlon to purchase chairs for the jury area during part of that budget process.

Mr. Wasson advised that the Administrator's Office is in the process of reviewing these PO's. He stated that the majority of those PO's had a transfer request made in November and approved by the County Board in January. He indicated that they recognized the need for funding in different line items to address specific issues and transfer requests were submitted to the appropriate oversight Committee, and then approved by the County Board to move those funds to the appropriate line items.

Chairman Sorensen asked if there were any additional questions or comments. Hearing none, he thanked Mr. Owens.

Mr. George Gordon, Chairman, Land Use and Development Committee, presented a request for approval of the McLean County Solid Waste Management Technical Committee Household Hazardous Waste Collection Program Agreement between McLean County, the City of Bloomington, the Town of Normal, and the Ecology Action Center.

Mr. Caisley asked if the population figures listed are the most recent census. Mr. Gordon replied that he believes these are the most current available. He referred to Page 107 of the Packet, which shows that the proportionality of the funding is reflective of the population in the City, the Town, and the County. Mr. Gordon noted that Section 2, 3 4 and 5 are worth reading because there is a provision that states that funds that are unexpended will be returned proportionately to the funding sources, namely the City of Bloomington, Town of Normal and McLean County. Mr. Wasson noted that the population percentages for the County do include incorporated entities other than Bloomington or Normal.

Motion by Gordon/Owens to Recommend Approval of the McLean County Solid Waste Management Technical Committee Household Hazardous Waste Collection Program Agreement between McLean County, the City of Bloomington, the Town of Normal, and the Ecology Action Center.

Motion carried.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Mr. Gordon.

Mr. Jim Soeldner, Ranking Member, Transportation Committee presented a request for approval of IDOT FY'2015 Combined Application for Section 5311 and Downstate Operating Assistance Downstate Public Transportation Operating Assistance Grant.

Motion by Soeldner/Owens to Recommend Approval of IDOT FY'2015 Combined Application for Section 5311 and Downstate Operating Assistance Downstate Public Transportation Operating Assistance Grant.

Motion carried.

Mr. Soeldner presented a request for approval of a Purchase of Service Agreement between McLean County and SHOW BUS for the continuation of rural public transportation service in FY'2015.

Motion by Soeldner/Owens to Recommend Approval of a Purchase of Service Agreement between McLean County and SHOW BUS for the Continuation of Rural Public Transportation Service in FY'2015.

Motion carried.

Mr. Soeldner presented a request for approval of an Intergovernmental Letter of Understanding, District 5 Curve Signing 2014-1.

Motion by Soeldner/Caisley to Recommend Approval of an Intergovernmental Letter of Understanding, District 5 Curve Signing 2014-1.

Motion carried.

Mr. Caisley asked for an update on the Highway Department fire. Mr. Wasson advised that the adjuster was on-site today. He indicated that the two most easterly bays are a total loss, and it is likely that the entire roof to the building will need to be replaced. Mr. Wasson stated that two different structural engineers have been on-site. He noted that the Administrator's Office initially requested a structural engineer who was on-site the following afternoon who made an evaluation that the

Highway Department could occupy the remainder of the building. A structural engineer for the insurer was on-site and concurred with that evaluation.

Mr. Wasson indicated that a targeted date of October 1st has been requested to have the reconstruction completed to ensure that the facility is ready for the fall and winter season. He stated that preparations are being made to board all of the open areas of the building due to concerns with wind damage that could occur to the structure. Mr. Wasson added that an electrician provided service to continue to operate both the well and fuel systems that are in place. He indicated that the welding shop is not operational at this time and materials have been moved to an adjacent building. The remainder of the building, including the wash bays and mechanics areas are now back in use.

Chairman Sorensen asked if there were any additional questions or comments. Hearing none, he thanked Mr. Soeldner.

Mr. Paul Segobiano, Chairman, Property Committee, presented a request for approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance (Annual Departmental Adjustments) – County Administrator's Office.

Mr. Caisley asked if the Fairview Building is in use. Mr. Wasson replied that it is not occupied, but the building is used for storage for equipment and files for the Nursing Home. The building temperature needs to be maintained to protect finishes and the phone system is operational to accommodate the elevator which is still active.

Motion by Segobiano/Gordon to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance (Annual Departmental Adjustments – County Administrator's Office.

Motion carried.

Chairman Sorensen asked if there were any additional questions or comments. Hearing none, he thanked Mr. Segobiano.

Mr. Bill Caisley, Chairman, Justice Committee, presented a request for approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance (Annual Departmental Adjustments) – County Administrator's Office.

Motion by Caisley/McIntyre to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance (Annual Departmental Adjustments – County Administrator's Office.

Motion carried.

Mr. Caisley presented a request for approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance (Metcom Annual Budget Adjustments) – County Administrator's Office.

Motion by Caisley/Owens to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance (Metcom Annual Budget Adjustments) – County Administrator's Office.

Motion carried.

Chairman Sorensen asked if there were any additional questions or comments. Hearing none, he thanked Mr. Caisley.

Chairman Sorensen presented the March 31, 2014 bills as recommended and transmitted by the County Auditor for payment. The Fund Total is \$295,554.44 and the Prepaid Total is the same.

Motion by Segobiano/Owens to recommend Approval of the Executive Committee bills for March 31, 2014 as presented to the Committee by the County Auditor.

Motion carried.

Minutes of the Executive Committee

April 8, 2014

Page **12** of **12**

Chairmen Sorensen reminded the Committee that there will be a Finance Committee Stand-up meeting at 8:15 a.m. next Tuesday and an Executive Committee Stand-up at 8:50 a.m.

There being no further business to come before the Committee, Chairman Sorensen adjourned the meeting at 5:22 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary