

**FINANCE COMMITTEE MEETING
JUNE 4, 2012
5:15 P.M.**

MEMBERS PRESENT

Vice Chair Jay Dunn
Tim Dudley
Kevin Greenfield
Linda Little
Mark Wicklund

MEMBERS ABSENT

Chair Keith Ashby
Jon Baxter

COUNTY PERSONNEL PRESENT

Daysa Miller, SOFA
Josh Tanner, GIS
Ed Yoder, Treasurer
Rodney Forbes, Public Defender
Randy Waks, Asst. State's Attorney
Amy Stockwell, Auditor
Lori Long, Probation
Linda Koger, County Board Office

CALL TO ORDER

Meeting was called to order by Finance Vice Chair Dunn at the Macon County Office Building.

APPROVAL OF MINUTES

Motion to approve minutes of prior meeting made by Mark Wicklund, seconded by Tim Dudley, and motion carried 5-0.

CLAIMS

Motion to accept the report of claims to be paid made by Linda Little, seconded by Mark Wicklund, and motion carried 5-0.

REPORTS

Audit Sub-Committee

Linda Little reported the Audit Sub-Committee will be meeting with the outside audit to review the management letter and the audit that has been completed. They will have a report on that at the next Finance meeting.

Auditor

Amy Stockwell distributed copies of the Comprehensive Annual Financial Report, went through the highlights since we may want to invite Cathy Mansur of MCK back for a fuller presentation, and they will be discussing the management letter at the Audit Sub-Committee. Referring to pages 21 and 22, we divide the money the county receives up into a million different pieces; we are concerned about the funds, how much money is in which fund, and what we are able to spend it on. Once a year we look at the big picture and put all those funds together and that is what pages 21 and 22 does, the government wide statement looks at all our funds together, and it is useful to look at this to get a sense of scale. Last year in the primary government we spent almost 50 million dollars, on our two component units which lie outside the primary government we spent another 4.6 million dollars, so this is a 55 million dollar operation. Building Commission is now inside the primary government, and it is a component unit of Macon County. The 55 million we spent is all taxpayer money, may come to us from property taxes levied, from sales and income taxes that businesses and individuals remit to the state, through the state or federal government, but whatever the source it is taxpayer money which must be correctly accounted for and used for correct purpose; also a variety of legal obligations connected with that money. One issue is grant funding either from the private sector, state, feds, or from the feds through the state. Combination of all grants for the primary government last year was 12.4 million dollars.

Pages 3 through 18 are the equivalent of the letter in the front of the annual report where highlights are summarized. Beginning on page 193 we have special requirements on any grant funding that is federal, federal funding has unique property, once it is federal dollars it doesn't matter how many hands it has passed through it remains federal, and we have to report it in our annual report. There are legal obligation requirements and since we are a major recipient of federal funds, one requirement is every year we do an A133 single audit which was explained. Unlike looking at individual grants by department, this schedule puts some of those same numbers in terms of the granting agency so DOL, DOA, DOJ, and this is organized by granting agency and program. Page 206 shows the bottom line, in total Macon County spent last year almost 7 million dollars in federal grants, 7 million dollars over 54 million dollars is not 100% but still a big number, and there are little grants but some big ones also. Kevin Greenfield asked which department receives the most grants. Amy replied Health Department both in dollars and number of grants with a lot of very small grants, and their accountant works with their operating people; various department grants were commented on. Committee is invited to go look at her grant files which are five drawers worth of current operations.

Amy distributed copies of her 6-4-12 payroll report for Non-Union Raises Processed, shaded lines are new information, so paperwork was received on three raises processed this month. She didn't hear from the department on employee #3207, she used the IMRF spreadsheet, there is a wide range there, there are many assumptions to do this calculation, and she assumed this employee would retire on the first day he was 50; she doesn't think it is fair to ask somebody what their plans are, she used the numbers she had since she knows how old he is and what day he would turn 50, first calculation is he got the 14.19% raise, she assumed after that up until his retirement he would be below the trigger point, and that gives an additional liability of \$886 that IMRF is going to charge us when he retires. If she makes another assumption which is he retires the first day he turns 50, he has plenty of service credit so that is an option, every year he receives the same raise he received this year 14.19%, then our liability is \$46,667 so reality is some place in between that and she had to pick some assumptions to give an idea of the range. It is a spreadsheet that is an estimate, has all kinds of caveats about it being an estimate, requires a lot of assumptions in the calculation, this is new for IMRF and for us, and she is working her way through that.

Committee had no questions or comments.

Amy distributed copies of her new report, Actual Payroll Versus Budget System Minus Health, Workforce. At the end of May we are at the 50% mark which she thought would be a good time to look at payroll, she compared actual payroll to the budget, excluded Health and Workforce because they are alright in total but have a zillion account numbers and splits between different grants so there is a lot of adjustment that we are doing, can do, so she thought that would obscure the issues. This is everybody else, the money if you are above 50% is going to run out, if you keep spending at the current rate the money is going to run out before you get to the end of the budget; examples are correctional officers since we know there is a new contract so there will be a resolution, Amy is on here because her extra help line is over 50% but she knows she has a reduced schedule for the next few months so it won't be a problem, she is working with departments on budget transfers pending making adjustments in where she records overtime for instance, and she is making sure she works with all departments to understand what their approach is. We have several grants ending in the state's attorney's office, and have got issues with those line items. With this report, anything 001 is general fund and anything else is a special revenue fund.

Committee had no questions or comments.

Board of Review

Daysa Miller reported the BOR convened for the new 2012 assessment year getting prepared for publishing rules and regulations, and then they don't have a lot to do until we publish assessments in the paper. Right now they are working on PTAB cases if they come in, and signing certificate of errors.

Supervisor of Assessments

Daysa Miller reported they are waiting on the assessment books to be turned in by the township assessors, they are due June 15, and once turned in she hopes to have everything published by mid-August this year.

Resolution Approving Increase in Appropriations in FY12 Budget

Josh Tanner distributed copies of resolution. The County Board created the self-help center from December to January to help people who needed more time spent with them in order to understand since it is complicated, and the assessor's office is not set up to walk someone through step by step; they are there to assist in filling out forms but not really spend that extensive amount of time with an individual to completely help them through the process. They had a temporary office set up for December, January, and February, and this resolution is to start that office back up for all of the complaints that will be coming in after books are turned in and the publication.

Linda Little asked the number of hours per week this will be manned, and the total impact of increase in the budget for that department with benefits and fringes. Josh replied this is enough for a full-time position so the county standard work week of 35 hours, resolution is for \$15,000 and \$4,000 (health insurance) so \$19,000 total, and this is prorated since we're starting in the middle of the fiscal year. Linda Little asked if it needs to be manned 35 hours per week. From this point of the year on, Josh said that is why they stopped the service in February because everybody had exhausted their complaints and you get this lull, then people get their bills reminding about property taxes, and then it starts to pick up since they pay their taxes on third floor and go right to the fourth floor to see what they can do to reduce their bill for next year; once the publication goes out, that is when everybody who got their notice would like to reduce their taxes and start coming in. With the new budget coming up that is going to be presented for approval, Linda Little asked if it is going to include this full-time position to that office, and Josh replied he believes so. Linda Little commented that it is not actually needed full time year round. Daysa Miller said her office has become more difficult not only for BOR complaints and individuals not understanding how to file appeals, but they also have to do exemptions like senior freeze etc. where income information is required which takes time; at this point she could use another person to help with that type work from January until June when they start coming in with their tax bill and freeze information, so she could use another full-time person to help with that part of it.

Kevin Greenfield asked if part of the need is because they had to do so much work for Decatur Township, Josh replied the exemptions are regardless of the townships, and Daysa explained owner-occupied exemptions (20,000) and senior citizen freeze exemptions (2200 and 4000 senior citizens) which also have to be reviewed so it has not gotten any easier along with all the documentation for disabled person exemptions and veteran exemptions. In response to a question from Kevin Greenfield, Daysa said she has six full-time employees plus herself, two handle the front counter and phone calls, two work with mapping and legal descriptions, and two are field people who go out and gather information and enter into the computer.

Finance Vice Chair Dunn said the office is two short of what it used to be, now we are looking at doing what we did last year, if somebody wants help with their appeal we will be working on them, if not we will be working on something else, and it is not a full-time job just for the self-help center. Linda Little asked if it will be a union position, and Josh replied as a part-time position it is not really a union position. Linda Little said this is going to be a full-time position, and Josh replied if you add it as a full-time position it would have to be a union position. Finance Vice Chair Dunn added right now they are just looking at doing a part-time for the rest of this year, but in the budget they will probably put in for a full-time position so it would be a union position and would be posted with the union.

Linda Little is not disputing the need but questioned the emergency wording, unforeseen circumstances causing emergency situation, in the resolution. Josh replied wording is required to amend the budget, and it depends on your determination of emergency; we won't be able to provide the level of assistance this year that we provided last year without it, so that is up to the committee. Kevin Greenfield asked the number of people helped, and Josh and Daysa will get that information and provide to Finance. Finance Vice Chair Dunn said Finance Committee should have received a report from Paula Cross. Josh commented you see the total number of complaints was around 1000 last year, and examples were given; total number of people you are helping with self-help position is less than the front desk helps, but you are spending ten times the amount of time to walk them through it; position is designed to not help as many people, but help a lesser number for a much longer period of time walking them through the process step by step. Tim Dudley stated the Herald & Review is very slim on compliments of any kind of government agencies but this is one thing they mentioned in their editorial, the self-help center being one of the best things they ever saw in county government.

Vice Chair Dunn entertained a motion on the resolution, motion to approve made by Tim Dudley, seconded by Mark Wicklund, and motion carried 4-1 with Kevin Greenfield voting no.

Treasurer

Resolution To Execute Deeds To Convey Property On Which Taxes Were Delinquent

Ed Yoder distributed copies of resolution, and requested approval. Motion to approve made by Linda Little and seconded by Tim Dudley. Mark Wicklund questioned the 624 E. Cantrell just shy of five grand, is it residential, and is that a couple years; Ed replied it is not a high dollar area, is residential yes, and he will get back on whether it is one or two years. Motion carried 5-0.

Probation

Resolution Approving Amendment to FY12 Budget

Lori Long distributed copies of the resolution dealing with their new contract signed between Chief Judge Shonkwiler, actually by Acting Chief Judge Flannel, that results in a wage schedule that requires additional revenue because of the additional expenses. Motion to approve made by Mark Wicklund, seconded by Tim Dudley, and motion carried 5-0.

NEW BUSINESS

Finance Vice Chair Dunn said he will bring next month his letter which will hopefully go out next week to the taxing bodies on seeing if they will participate in getting an appraisal on Tate & Lyle, and then the July board meeting.

NEXT MEETING

July 2, 2012

ADJOURNMENT

Motion to adjourn made by Linda Little, seconded by Mark Wicklund, motion carried 5-0, and meeting adjourned at 5:50 p.m.

Minutes submitted by Linda Koger
Macon County Board Office