

**FINANCE COMMITTEE SPECIAL BUDGET HEARING
SEPTEMBER 10, 2012
5:15 P.M.**

MEMBERS PRESENT

Chair Keith Ashby
Tim Dudley
Jay Dunn
Kevin Greenfield
Mark Wicklund
Susanna Zimmerman

MEMBERS ABSENT

Linda Little

COUNTY PERSONNEL PRESENT

Deb Garrett, Environmental Mgt.
Laurie Rasmus, Environmental Mgt.
Josh Tanner, GIS
Lori Long, Probation
Amy Stockwell, Auditor
Robyn McCoy, Workforce Investment
Joe McGlaughlin, County Board
Linda Koger, County Board Office

CALL TO ORDER

This meeting was called to order by Chair Ashby at the Macon County Office Building.

APPROVAL OF MINUTES

Motion to approve the minutes of prior meeting made by Mark Wicklund, seconded by Tim Dudley, and motion carried 6-0.

FY13 PROPOSED BUDGETS

Environmental Management

Deb Garrett hopes you all had a chance to look at her budget, and there is not too much confusion about trying to decipher things; it is hard to understand the way it was presented since there are three funds things are coming out of, her spending is now going to come out of the General Fund, but she is going to call it the Host Fund just to make it clearer to understand. Tim Dudley asked if the 6-18-12 version is the current budget and if committee has the right papers, and Deb replied yes. Chair Ashby asked if that is different than 8-2-12, and Deb replied she didn't change anything and was what she presented the last time at EEHW. Amy Stockwell said the date at the top is 6-18-12, that was the date of the form, and the date at the bottom is 8-2-12, the date it was done.

On the Enforcement Grant, Deb said nothing has changed on that, and she knows you are not able to see the full budget amount and compare it with last year in the way the information is presented with having her spending coming out of the General Fund or Host Fund this year; when she did the numbers and added up 2012, this is just the 086 fund and does not include enforcement, but the total budget for last year in 2012 was \$306,135 and for 2013 it is actually \$290,986. That does mean she reduced the budget, but just means there is a difference in the amount of revenue coming in because of the Host Fee coming in at \$250,000 which is just an estimated amount.

Chair Ashby asked where the Host Fee comes in from. Deb replied that is the tipping fees or the Host Fee so that is where the spending is coming out of this year. Top page says General Fund or Host Fund, you see the \$250,000 posted as potential revenue, and the 500 line items are listed; she will not be paying for the Clerk V position in Planning/Zoning this year, and you'll see that reflected in the County Board budget.

Deb said there was negotiation done with her Recycling Coordinator position, although she is spending half time in SOFA now, at the beginning of the new fiscal year she will have to become full time in her office. Chair Ashby noticed in Deb's budget that the Recycling Coordinator went from \$32,500 up to \$37,000, so how much is she getting paid. Deb said in her office she is getting \$17 an hour and her salary will be \$30,100 something. Chair Ashby said Deb has \$37,000 in the budget. Deb replied yes she does, and she is also paying a part-time person that she brings in for events. Chair Ashby questioned why that is not a separate line item in her budget, and Deb replied it could be or down in Extra Help line 5695 since she also pays two people out of that line item.

Chair Ashby noticed 5695 went up \$1500 or 9% over last year, at the end of five months she has spent 20% this year, so why is it necessary for that to go up. Deb replied it just fluctuates, and this next fiscal year she will be having Farm Progress and will pay part-time volunteers which is a lot of hours for three weeks. Chair Ashby asked what she will have them do during Farm Progress. Deb replied there is a set up, it takes two weeks prior, the actual event, and then tear down and helping vendors get their recycling material to the proper place. Chair Ashby asked then the next year since we won't have Farm Progress, does Deb anticipate this line going down. Deb replied perhaps if programming doesn't change.

Tim Dudley wants to be clear on this, he is looking at the flow chart, on 5001 Director is obviously Deb. Deb replied yes. Tim Dudley asked who is Executive Director, and Deb replied it is really Deputy Director. Tim Dudley said that is why he is wondering since the flow chart says Deputy Director so Executive Director would be Laurie, and Deb said yes Laurie Rasmus. Tim Dudley said so Executive Director should be Deputy, and Deb replied yes in her notes section has been changed. Tim Dudley asked if Recycling Coordinator is the same as Recycling Specialist, Deb replied yes, Tim Dudley asked if that is going to be Paula Cross, and Deb replied Paula and another part time person who comes in occasionally for events. Chair Ashby asked that those names be changed so that they reflect the job descriptions.

Kevin Greenfield asked what Luis Perez' title was, and Deb replied Recycling Coordinator. Kevin Greenfield commented she let him go last year, and Deb replied yes a year ago the first of June. Kevin Greenfield said we gave Deb and someone else a raise to absorb his job. Deb replied yes, her intention was to make that a part-time position, but there was a lot of negotiations going on with the union, they lost that union position, and she kind of had to give in to make it a full-time position. Kevin Greenfield asked she gave in to who. Deb replied the union wanted a full-time union position in her office because she lost two of them, she took Laurie out of the union when she became management, then she got rid of Luis or Luis resigned, and she was going to handle that with a part-time job.

Kevin Greenfield asked Deb if she is saying Bill Oliver gave in on negotiations. Deb replied she is not saying anything about anyone's name, she wasn't there you know but she just knows that this is going to be a full-time position now, that wasn't in the planning, not even when she was submitting this budget three months ago. Kevin Greenfield asked what Luis' salary was at the time, and Deb replied it was over \$40,000 but she doesn't know the exact amount and just knows it was over that threshold.

Within her 500 line items, Deb said last year the total amount was \$115,138 and now it is \$115,109. In the 600 line items if you compare the two, there is quite a reduction because the General Fund will pick up the fringes line item; with the 700 line items there is absolutely no change, last year the total was 96,800, and it is 96,800 this year. In the 800 numbers, there is one line item that changed by \$500, the 8060 Vehicle Gas Oil & Tires; last year in 12 it was 12,650 and this year it is 13,150. There was very minimal change, and her budget stays the same as last year when all is said and done when you add revenue in.

Kevin Greenfield commented to Chair Ashby that maybe he is reading this wrong, nothing has changed, but he doesn't know what they spent it on. Chair Ashby replied it is confusing the way the budget is presented because we don't have direct comparison with numbers to numbers from the preceding year, she stated everything stayed the same except that one line item, we are over half way through the year and he wishes we could see current figures on what they have actually spent, but is there a specific question to ask Amy Stockwell that she might be able to answer. Kevin Greenfield wonders where we are. Jay Dunn commented those are on page 4. Chair Ashby replied yes, but they are not side by side.

Unless there are questions, Deb said this is all she has for you. Chair Ashby asked what line item 4900 entails since it dropped \$5000, page 3. Deb replied miscellaneous receipts, that is from the sale of rain barrels since they put receipts in there, they make a guess at how many they are going to sell, so far this year it is 37 which is a fair amount, but she thinks that could be dropped next year because they are starting to see kind of an average of what they are selling in a year now.

Tim Dudley said his question is back to making this hire of the Recycling Coordinator where Deb said she was under some pressure by the union to make this hire. Deb said they requested a full-time union position in her office since she lost two. Tim Dudley asked if she doesn't need the position or she would not have filled it. Deb replied she is also not going to be paying like she said for the clerk position which is in P&Z, and really the Recycling Coordinator has picked up, has begun to already pick up some of those duties.

Tim Dudley said his biggest question here is this, Luis was let go last year, and Deb said a year ago in June. Tim Dudley asked didn't two people in Deb's office pick up and assume those duties. Deb replied when it happened she said they would pick up as many duties as possible and hire a part time person which Paula Cross was that part time person. Tim Dudley commented but on top of that, their salaries were bumped up to take care of the extra duties, correct. Deb replied uh huh. Tim Dudley stated now she is hiring somebody to take care of those duties, correct. Deb replied some of them. Even if it is just some, Tim Dudley said Deb is going to bring back a full-time person to do what Luis was doing which she absorbed some of his duties and got a raise for it, correct. Deb replied yes they got a raise for it assuming the management of it.

Tim Dudley asked what raise Deb is asking for in this budget on top of that. Deb replied this is listed at 5% for herself and Laurie Rasmus, and they still assume the management and administration and implementation of programming, and it is not like they assumed all those duties from Luis and then shoved them all back. Tim Dudley said he is not disputing that, his question here is that when Luis was let go Deb assumed his duties, and she said she could run it without him. Deb commented the part-time person, Tim Dudley asked what's that, and Deb stated she said they could do it and just hire a part-time person instead of taking on a full-time person. Tim Dudley commented she still has part-time people, and Deb said she has event people which wasn't in that mix.

Tim Dudley stated they are still part-time people, the point he is making is that Deb assumed Luis' duties and she said they could do that, they were given and he can't remember the percentages, it wasn't all of it and he knows it was a great discount to the county and appreciated at the time because it saved the county money, but now what he is saying is she is stacking that job back on after she and Laurie got raises to assume Luis' duties, she is keeping that, and hiring back Luis' job, so is he wrong. Deb replied instead of being part time it is going to be full time, yes. Tim Dudley asked plus she is asking for 5% raises, and Deb replied uh huh. Chair Ashby asked 5% raises on what positions, and Tim Dudley said Deb and Laurie's are 5% raises plugged into her budget, correct. Deb replied it is.

Chair Ashby noted the Recycling Coordinator gets a 13.8% raise. Tim Dudley is not including that one, but is talking about the two that absorbed the duties of Luis' job. Kevin Greenfield asked Deb what raises they got last year, and Deb commented Tim reminded her last time that it was 9%. Following up on Tim's question, Mark Wicklund asked Deb if she is taking Paula Cross and moving her full time, and then hiring a part time person also. Deb replied no. Chair Dudley said she has still got the full time person or part time, they've always had them, and they are going to keep them. Deb said the part time people, one is for just paint, and other people get hired just for events, and that is under the extra help line item; the Recycling Coordinator is Paula and an extra help person too, that salary could be put in the extra help if it is more self-explanatory for the type of work that gets done, but Paula's salary will be in the \$30,000 range.

Tim Dudley stated he for one appreciates Environmental Management, she has a great department down there, loves what they do and great staff, but he cannot support this budget, not with the absorption of the duties, the 9% raises last year, and then another 5% now, he cannot support it. Kevin Greenfield said he agrees with Mr. Dudley, this is getting to be a habit, and he doesn't like it. Chair Ashby entertained a motion to reject this budget or a motion to pass it on to the full board. Kevin Greenfield entertained a motion to reject it, and seconded by Tim Dudley; Chair Ashby said the motion is to reject the budget as presented, and motion carried 5-2 with Jay Dunn and Susanna Zimmerman voting no.

County Board/Planning & Zoning

Board Chair Dunn said he would appreciate putting him off until the October 16 special meeting.

GIS

Josh Tanner said Finance is his oversight committee, and he has made no changes since that meeting. It is 067, and it is an overall reduction of \$9000. Kevin Greenfield asked Josh how he cuts his budget when everybody else raises their budget. Josh replied last year they agreed to participate with ETSB in flying the new aerial photographs for 2012, our participation was equipment, and that is where you will see the biggest reduction. Last year he budgeted \$20,000 for equipment, a big portion of that was our share of how we participated with ETSB, and he only budgeted \$5000 this year which is a \$15,000 decrease. There was a \$3800 increase in EDP which is our ongoing cost to participate in the aerial photography, that was an increase, the only other increases were the salary increases with the union people and himself, and they all got the same increase, 3%. There was a small change in the supply line. Tim Dudley entertained a motion to approve GIS budget, seconded by Kevin Greenfield, and motion carried 6-0.

Probation

Lori Long said the budget in front of you is not any different than it was the last presentation, but she does have updates. Line 4317 Mental Health Board Grant, they were waiting to hear back from Denny Crowley, he confirmed that we will be receiving that \$15,000 grant again. On state reimbursement allocation, that is reimbursement they get from AOIC for their salaries; she hasn't been notified yet of the final decision, but rumor and informal information they are getting is that we should be able to continue to count on no decrease, no increase but no decrease. Chair Ashby asked if she has a back-up plan if that decreases. Lori replied probation fees, and they have a healthy reserve.

Line 7200 Contractual Services, Sangamon County has not yet notified us formally of the outcome of their detention utilization study, she is told she should hear something as soon as tomorrow, but certainly before the end of this week; whatever the final determination is will let her know if she has to scrap the whole plan and start over fresh with a different detention center or what. As of today, Jay Dunn signed off on a third extension for that contract so they are good through the end of this fiscal year, the end of November.

Line 8060 Cars, Gas, Oil, Tires, as Mark Wicklund suggested, Lori got hold of Miles Chevrolet and got information on extended warranties, and she will be recommending that we get three extended warranties on their most expensive models which are the interceptor models, and she appreciates that suggestion. Other update is regarding one of their grants, 2nd Chance Juvenile Offender Re-entry Grant on the last page, and it is blank because she is waiting to hear back whether or not there will be an RFP presented for next year, she is still waiting to hear that, but because of the slow start up she received notification last week that the grant period will be extended through April so she has operating expenses, she has the ability to operate the program through April, and will still be hoping to be able to renew that grant this fall.

Chair Ashby asked when she anticipates hearing about that grant. Lori replied they had heard about it by now last year so she knows money has been appropriated in the governor's budget, they are trying to figure out how that is going to be allocated to existing grant sites, we were the only site in IL awarded a grant last year, correction she said governor but this is a federal grant, we have a good track record, so if she gets the opportunity she will write for the renewal. If we don't get it, Lori said we run it through April and that is probably the end of it; she has one full time probation officer, and the majority of the funding that is in that grant goes toward services for juvenile offenders and families. She is still waiting to hear on the grant application that she wrote for smart probation for the domestic violence grant, she had written for two officers, and a lot of services for domestic violence offenders.

Tim Dudley commented this is his 4th year on Finance, has been on this committee all but one year that he has been on the board, every year it is the same thing that you're always worried about getting paid, and he commended Lori for the job she does. He doesn't know how she does it, if he had to worry and try and run an office not knowing if he was going to get paid or not, he wouldn't have any hair left. He commends her for the job she does, feels she does an awesome job, and can't thank her enough for what she does. Lori replied she has a first rate team. Tim said he knows she does, but they have got a first rate boss also.

Kevin Greenfield asked if some of these programs are mandated that the county provide them and if the state pulls the plug, are we liable. With the grant funding, Lori replied no, what they have done is concentrate on evidence based practices to try and reduce recidivism because if you do the right things with the right population, even if the money goes away you're taking care of business and hopefully that population of juveniles you're working with in juvenile re-deploy for example, they don't proceed through into the adult system; unless you have external parties coming in to look at what you're doing, she works better with people watching her, and her staff wants to do the right things for the right reasons but if you feel overwhelmed and caseloads are high, you don't always do the best you can or what evidence says you need to be doing, and you go to the same old way you do business; this helps them keep accountable to doing what works.

Mark Wicklund does not have a problem with her budget, but has concerns on whether these grants are going to come through; he made the motion to approve this budget and send on considering the information comes through that we want or otherwise bring it back to the last budget hearing if something changes. Chair Ashby feels it dictates we are dependent on these grants, we go on the best information we have, and if that information changes he imagines she will be back. Motion seconded by Tim Dudley, and motion carried 6-0.

Workforce Investment

Robyn McCoy commented their allocation is approved through June 2013, it has been appropriated, but the budget has not been approved yet in Congress. She is going with history and best guess that they are going to be here through November of next year, but is not sure exactly what is going to happen.

On summary page, revenue is 1.7 million dollars based on her allocation for this year which was a 30% cut of \$1,057,000. They carried over dollars from current allocation of \$137,811; Dislocated Worker Plant Specific Grant is \$561,000; Incentive Grant she had last year but did not spend it, she can carry it over, it dies June 30, 2013, and she will be expending those dollars; Put IL To Work is carry forward and she still has \$11,000 left in that grant. Grant from City of Decatur is HUD money and federal dollars for \$80,000 with contributions from EDC for \$10,000 and \$5000 from Community Foundation Education Coalition for a total of \$95,000, it is a reimbursement type expenditure, this program they began recruitment in July, and as she spends it she sends the bills to the city and then they reimburse. Expenditures, she has ten full-time staff and \$650,00 is allocated total, no raises. Facility expense is \$91,000, and she has reduced that by \$9000. Large amount is for direct participant expenses shown on the sheet which total \$1,126,247; in-school and out of school youth contracts were discussed.

Robyn discussed each spreadsheet individually. Department 0 is interest from their cash account, and 4310 is MOU receipts for small amounts of money from all one stop partners. Departments 30, 31, 34, 36, they do not have those grants any longer; 38 will have some revenue that \$11,000, summary page she needs to record there, they will be able to spend it on whatever she needs to but probably wages, and she will put that amount of money and give that information to Amy. Some committee members did not have all the pages, and Amy Stockwell said they were in a revision. Chair Ashby commented on 38 the page he has, there is no proposed budget, and he pulled this off the computer this morning. Robyn replied the revenue is going to be \$11,511 on 38, and she will put that \$11,511 in the wages, and Amy Stockwell commented she hasn't given her those numbers so the numbers she has are the numbers the committee has.

Robyn thought she was going to spend it by November 30, no longer thinks she is going to spend it, will continue to carry it over, she is going to have a one page revision since it will go under 4360 in revenue, the \$11,511, and she will distribute that in the wages for Director, Manager, Counselor.

Chair Ashby asked when that will be on the computer, Robyn will give it to Amy tomorrow, and Amy will need a few minutes to get it up. They no longer have department 41 grant. Department 45 will end September 30 of this year. Department 46 is Rapid Response Grant, this amount is again December through June, total is \$561,000, and period of December through June is \$280,500; with this grant she requests dollars based on need, can only spend it on individuals from CAT, ADM, or Startek, they are going to be adding G&D Integrated soon. Chair Ashby asked if that grant was cut by \$19,500, Robyn replied yes, it is not an ongoing grant but one applied for based on numbers coming in. Department 47, they will be closing that grant as of September 30 of this year.

Department 50 is their main allocation, money that they normally pay for all overhead expenses, administration, and the revenue projection is \$105,776. They did get a reduction there; this will be director's salary, fiscal assistants' wages, fringes. Line item 7131, Chair Ashby noted there is no rental expense. Robyn replied she moved that all into the facility costs just to capture all costs related to facility, and she is not sure why they ever did rent expense, and it matches up with the DCEO budget that she has to submit; she reduced telephone, web related expenses, and increased the participant payroll line; they pay a firm to do all the check writing for youth contracts, and reconcile outside banking accounts for customer payroll and customer impress which is supportive services.

Department 051 is Adult Economically Disadvantaged, it is a significant reduction, they have proposed \$285,536, and the various wages and fringes for ten staff; this is her best guess, all costs are allocated based on the benefit to the grant, they look at allocation methodology on a quarterly basis, it is dictated by numbers of people in those particular grants as to where they charge the salary for that quarter. Susanna Zimmerman asked if they need to switch this sheet out in their books. Robyn replied yes, she provided a sheet page 6, so remove the page in your books and replace it with the new. Kevin Greenfield commented he put that page in his book, it is the only one he has got, and Tim Dudley seconded that.

Going through expenses, it is the same type of expenses like phone, travel, and the difference in this one is the vocational training line of \$85,440 proposed which is a reduction from last year of \$135,000; she reduced OJT line to \$6500, increased facility cost, and reduced adult child care. Adult child care expenses, Mark Wicklund said \$1500 on the sheet pulled out and \$11,500 on the new one. Robyn replied she moved money into that since that was the problem when she presented at O&P. Department 52 is Youth Program, economically disadvantaged in school, out of school youth between ages of 14 and 21; they received a reduction in this grant, she has \$343,602 and last year it was \$396,000, and she has the various wages and fringes, phone expense, travel, marketing, vocational training which is \$12,000 tuition, fees, and books, and SDA contracts 7410 \$117,084 for contracts which she explained. Chair Ashby asked where she got the reduction. Robyn replied last year it was \$200,000 and now is \$117,000, they went out for RFP, and reduction came just from the amount of dollars available. Stipend 7550 \$50,000 budgeted for stipends and work experience for customers.

Department 53 Dislocated Worker, another cut to her revenue, proposed budget is \$322,535 and last year it was \$382,483, same wage and fringe allocated, and she has money budgeted for vocational training, OJT, child care expenses, transportation, and facility cost.

Chair Ashby asked why the increase in 5597 line. Robyn replied they have more dislocated workers than they have adults, dislocated worker funding stream then picks up more of the cost than the adult funding stream, and it is all generated by customer numbers; when they get a reduction in funds, the adult economically disadvantaged grant received the largest deduction, so they have to enroll fewer people; all salaries and overhead is driven by the numbers of enrolled customers in each grant which she gave an example, and that is based on their eligibility; as explained previously, this changes on a quarterly basis based on the numbers coming in the door and as she gets additional grants, she moves salaries into those grants that benefit from those customers enrolled.

Department 62 Incentive Grant, the last incentive grant they received, pot of money was reduced by 75% at the state level, they were only able to allocate 25% of the pot out to local workforce areas, she received \$4,151 for meeting and exceeding all performance measures last year which she didn't spend, but has to spend it by the end of June. It is not attached to any specific grant, so she keeps it until the last possible moment so if she wants to add another person or over expended on a line she can move expenses over to that grant.

Department 77 and 78, she no longer has those grants. Department 92 is her National Emergency Grant for OJT, and it will end September 30. Department 93 she no longer has that grant. This is breakdown of the city's grant which will be put into a spreadsheet, and her proposed budget for December through June of next year.

There are a couple grant opportunities at the state level, federal funds the state received in workforce innovation dollars, and she will be responding to those RFPs; once they receive that and probably partnering on a regional level to offer training to this area. Anytime there is a grant that fits them, they are there to respond. They received a significant decrease in funding, the city grant was able to offset that a little, dislocated worker specific grant will help as well, but if they continue to receive reductions they will be looking at layoffs.

Chair Ashby asked Robyn if her job requires a CPA, and Robyn said sometimes. She distributed her 2011 Program Year in Review. Kevin Greenfield asked when she gets her grants if there is ten page rules that tells her how to spend it, and Robyn replied 50 or 45 pages and it is a typical boilerplate. Amy Stockwell added that is true of all grants, and they are very expensive contracts. Kevin Greenfield asked if anyone from the state comes over to make sure they are following rules. Robyn replied constantly from DCEO, fiscal monitors are sent out once a year, and program monitors twice a year along with following in-house polices with Workforce Investment Board. Tim Dudley commented she does an awesome job.

Motion to approve and send onto display made by Mark Wicklund, seconded by Tim Dudley, and motion carried 6-0.

NEXT MEETING

September 19, 2012, and Chair Ashby will be out of town with IL Dept. of Public Health so Jay will cover for him.

ADJOURNMENT

Motion to adjourn made by Mark Wicklund, seconded by Tim Dudley, motion carried 6-0, and meeting adjourned at 6:22 p.m.

Minutes submitted by Linda Koger
Macon County Board Office