

FINANCE COMMITTEE MEETING
Special Meeting – Budget Hearing #3
September 8, 2015 @ 5:15 P.M.

MEMBERS PRESENT

Jay Dunn
Keith Ashby
Kevin Greenfield
Tim Dudley
Linda Little
Greg Mattingley

COUNTY PERSONNEL PRESENT

Pat Berter, Probation
Sheree Zalanka, Health Department
Dianna Heyer, Health Department
Deb Garrett, Environmental Mgmt
Carol Reed, Auditor
Laurie Rasmus, Environmental Mgmt
Jim Root, EMA
Robyn McCoy, Workforce

MEMBERS ABSENT

Patty Cox

Jeannie Durham, County Board Office

CALL TO ORDER

The meeting was called to order at 5:15 p.m. by Chair Jay Dunn at the Macon County Office Building.

APPROVAL OF MINUTES

Motion to approve minutes of prior budget hearing meeting on 9/8/2015 was made by Mr. Ashby seconded by Ms. Little and motion carried 6-0.

Budget Proposals

Environmental Management

Ms. Garrett provided committee members with a brief summary list of line items that have changed. Chair Dunn said it looks like the 3% cut has been achieved. Ms. Garrett confirmed.

Mr. Greenfield asked about Line 5001, Director salary, and asked if it was a 3% raise. Ms. Garrett said yes, but the numbers might not match because the 3% raise was figured in and then the Leap Year amount was added. The additional amount needed for Leap Year will come back off for the following budget. All the raises were calculated before the Leap Year was added in. Also, last year the raises were in a separate line, so this year figure includes last year's raise plus this year's raise plus the Leap Year amount.

Ms. Garrett also explained that the Director's Salary, Line 5001 but there is also a portion in there on the Enforcement Grant. The Inspector & the Executive Director are one person and part of their salaries are in both of those. She said she doesn't take much out of the Enforcement Grant, but tries to leave it alone because if they reduce or change the numbers, a smaller amount is reimbursed from IEPA. That budget is kept intact as much as possible and if there are changes, it is done in the Environmental Management side.

Ms. Little made a motion to approve forwarding the budget on to Display, seconded by Mr. Dudley, and the motion carried 6-0.

Probation:

Mr. Berter said he did achieve the 3% cut.

Ms. Little asked which of the budget lines were either employee or vendor contract. Mr. Berter said staff lines 5325 & 5465 and contracts would fall under the contractual services line or vendor services line for the copy machine, etc...

Mr. Greenfield asked if there were currently any openings in the office. Mr. Berter said no. They had not proposed to fill the supervisor position. He said he received confirmation on Thursday that they did get the DUI grant position. He said he wrote in for that position in this budget. They are currently doing a department wide case audit to try to see if another position is needed. There would be a savings of about \$47,000 in salary and hospitalization if that position were not filled.

Mr. Greenfield made a motion to pass the budget proposal on to Display, seconded by Ms. Little and the motion carried 6-0.

Mr. Berter presented the Mental Health Court grant and explained that this is the money received from the 708 Board. It is also a money in / money out. Last year there was a question about the 7200, contractual services. That is money that is paid to the 708 Board. They give money for the program and the money that is collected through the Mental Health Court fees go back to the Mental Health Board. He said they have a very good relationship with the 708 Board. They have been very good to them. Chair Dunn asked if it was anticipated that the fees would go up or down. Mr. Berter said they would probably stay about the same level. He said he would be doing a resolution, probably in December, because he has already received approval from Chief Judge Flannel and Presiding Judge Webber and the Probation fees will be raised to \$35 a month just to make sure the fee balance will be kept up. Currently, there is about \$1.1 million in Probation fees. However, in the Probation budget, \$708,000 is being proposed. He said he has to make sure that what is being brought in can be sustained. At this level, it would not be possible, so they have to make sure they put some things into place. He said he also has some staff that will be retiring who are at the higher end of the scale. Next year's budget should look a little different.

Word has been received that the Juvenile Redeploy Grant has been received, but the total was \$319,029. Last year it was \$328,050. We still don't know what is going on with the state budget and this still could get cut, but there is no probation office position included. It is pretty much contractual services such as program manager, youth advocate, Heritage, etc... Chair Dunn asked if all the funding is not received, it would be a problem cutting the services. Mr. Berter confirmed.

The DUI Grant confirmation was received on Thursday. Mr. Greenfield asked how confirmation could be received with no budget. Mr. Berter agreed and said they'd just have to see how it goes. He said they were very fortunate this year to receive more money than last year. They are receiving money for the Probation Officer's position, hospitalization, SS, IMRF along with some money in the supply and contractual services lines which will help with the drug testing. That is where they are really hurting right now. He said they are looking at creating some brochures, magnets, something to put out there about the Drug Court and DUI Program. The more information put out there, the better the chances are to sustain it. Mr.

Berter said his goal, if funding is not received next year for the federal grant, is to be able to sustain the Drug Court Program.

The Drug Court Budget is money that comes in / goes out and does not cover a probation officer's position. The money pretty much goes to Heritage and a consultant that wrote the grant. The grant does have to be matched with \$5,000 and Mr. Berter said he makes sure that money is in the budget. Mr. Greenfield asked if this was a good program. Mr. Berter said it is a really, really good program. The Tyler Yount Foundation set up some incentives for clients and its really good for Macon County to have that program. Chair Dunn said that if anyone had not been to one of their graduations, he suggested they go because it is pretty good. They get some of these people turned around and said he thinks they are kept tabs on for a number of years after graduation. Mr. Berter confirmed saying they run background checks on them to make sure they're not reoffending. He said they have had really good success with it.

Mr. Mattingley made a motion to approve forwarding the grant budgets on to Display, seconded by Ms. Little and the motion carried 6-0.

Workforce Investment:

Ms. McCoy distributed highlights of the program and explained that the budget information is organized by fund with Workforce being fund 150. Each department represents a different grant with line items within each grant. All staff wage, fringe & facility costs are all allocated and it fluctuates based on the funding received.

An increase in the allocation of \$113,000 from last year was received. There are a number of special grants that are used for on the job training, manufacturing, health care and plant specific training for dislocated workers. There are expenditures of personnel costs. There are 9 full time staff right now. This budget includes 10, but Ms. McCoy said she was not sure if she would open that position up or not. Right now it is being staffed with a staffing agency. It will be determined if another full time staff person can be handled. The budget also includes a 3% staff increase for staff. It includes facility expenses of \$141,000. The remaining dollars are spent on direct participant services, in school/ out of school youth programs, vocational training, on the job training, work experience and any kind of supportive services that are offered to customers.

Mr. Greenfield asked about whether staff raises were determined as 3% across the board. Ms. McCoy explained that they have a number of staff who are 25 to 30 year staff who are at the top of their range. She said she is considering drawing a line and those who are earning at the top of their wage range, which she said includes her, would get a one time only 3% and the remainder of the staff would get a 3% salary increase to bring them further into their salary range. Mr. Greenfield asked if this would be a call Ms. McCoy would make. She said she would discuss it with O&P & the Chairman of the Board and some decisions as to how they move forward would be made. Chairman Greenfield said that he felt that some of the jobs need to be capped. Ms. McCoy agreed and said that in the past couple of years, that is what they have done by giving a one time only and increase other's salaries. Chairman Greenfield asked if the State does not settle a budget soon, how much would it affect Workforce. Ms. McCoy said the nice thing is that the Governor has already approved all of their dollars to go through. All of her dollars are federal and that has been approved by both the Senate and the House and the Governor to move all federal funds. She said she is now requesting cash and receiving cash.

Mr. Greenfield asked if what Ms. McCoy had given on the first page of her budget was pretty much what she controls and the rest of it is controlled by destiny. Ms. McCoy agreed and said she knew of two more grants opportunities she would be applying for in the next couple of months. One is a regional grant and one is to work with individuals who are receiving SNAP food stamps, employment and training. Then everything will shift based on staff that are working with that grant. The staff will be allocated accordingly throughout all the grants that are received.

Ms. Little made a motion to approve forwarding the budget on to Display, seconded by Mr. Greenfield and the motion carried 6-0.

Health Department:

Ms. Zalanka distributed a recap sheet and explained that the total budget is \$6.5 million and total expense is \$6.2 million. That is a 6% decrease in revenue and a 9% decrease in expense netting a 3% cut.

Overhead expenditures have remained at 16% which is exactly the same as last year.

The budget includes an increase in payroll to be given through performance evaluations in the fall. A wage survey done with comparable health departments was recently done. It revealed that the Health Department salaries are up to 25% lower than comparable positions at other health departments. Per the directive of the Board of Health, they are working to bring salaries more in line with the market. This budget eliminates 4 full time positions and 3 part time positions. Right now, four of those are already vacant and three will be layoffs.

State Grants, due to a lack of a state budget, are very challenging. Most of the contracts were received, signed and returned on July 1st, but until the budget is signed, the contracts are not fully executed. Some of the programs received cuts which have been included in the budget, but until the state budget is passed, we don't know if those will increase or decrease. They are proceeding with caution as some tough decisions may have to be made. There are currently 12 openings that are not being filled until the whole situation is resolved. Some federal fund checks that passed through the state were received today.

The HVAC project was done this year at a cost of \$250,000. A rebate was received. There are no major building expenses in the budget for next year. This budget was prepared with the assumption that things go through with the DPBC. That contract should be presented to the BOH soon.

Currently the Health Fund is at \$1.7 million which is exactly what is needed for 3 months reserves. The expenses average \$537,000 per month.

Future expenses include electronic health records and employee salaries.

Chair Dunn asked if they were prepared if the state grants are cut to deal with the issues. Ms. Heyer said that if that happens, everything presented would be non-existent. She said they are working on a contingency plan and realize that they will not be able to follow this budget plan. She said she hoped to have a final contingency plan for the BOH next Tuesday. It will probably include the elimination of some programs, possible further layoffs, and some furlough days.

Mr. Ashby asked how many people they would lay off. Ms. Heyer said the potential layoff number right now is around 5 or 6. Mr. Ashby asked what percentage of the staff that is. Ms. Heyer said they currently have about 90 staff. Chair Dunn commented that at one time, they were up to 125. Ms. Heyer said that when she came on board, there were 102 staff, so 20 have been lost since she came on board. There were 3 terminations. One of the predominant things heard from staff when she came was that something had to be done about salaries. They did the survey and research and even with what they hope to do, Ms. Heyer said it would not bring them in line with where they should be. It would take at least 4 years of giving a higher than average salary to get the nurses up to where they should be. In most of the positions, they are not even at the base starting pay of most health departments. She said she cannot keep nurses and she is losing a nurse almost every week. Mr. Ashby asked what the base salary is. Ms. Heyer said around \$32,000 which is about an LPN's starting salary. Most of the Health Department nurses have Bachelor's degrees because the programs require it. Many of the nurses come thinking they like the idea of a 5 day work week with no weekends & holidays, but then they see it is bigger than they thought, It is a very challenging job for the nurses and the dental assistants as well. The Boards directive is to focus on those positions that are hardest to keep right now realizing that it will have to be a gradual process. Ms. Heyer said she has held focus groups with the staff and has tried to keep people as informed as possible without being too doom & gloom, but as honest as possible. Even with that, people are still leaving.

Mr. Dudley made a motion to approve forwarding the budget on to Display, seconded by Mr. Ashby and the motion carried with 5 yes votes and Ms. Little voting present.

Emergency Management:

Lt. Root said he did not make the 3% cut.

He said that he has a capital improvement plan for some things that need to be done before they break.

Nothing has changed in the revenue items. These are sure numbers as they are federal grants. This budget is LEST funded. The grants, for the majority, are federal funding except the line 4315 City of Decatur which is set by resolution.

Wages are all contractual obligations with the exception of line 5480 part time help & 5707 overtime. Line 5301 has been added for the sick time buyout which was not in the previous contract. This is the 2nd year of that with one more year of the buyout before it expires. He said that he has taken care of all the sick time he needs to. Mr. Ashby asked about overtime and noted that none has spent this year. Lt. Root explained that he typically does not spend money in overtime unless he is over the allowed number of comp hours. He said he takes his time in comp time and it doesn't cost the county any money except the day off. Comp hours are compensated at time and half for anything over. He said they can carry up to 96 hours and he rarely goes over it, but in the event that he does, it is a contractual requirement that they pay him. Fringes show an increase of \$5,700 for hospitalization, SS, IMRF.

The expenses are relatively the same except for a decrease in one line which reflects a grant decrease amount and is reflected in revenue line 4330, Nuclear Safety Block Grant.

Everything is the same in the 8000 lines and there is some wiggle room with the gas / oil. That has consistently been unpredictable. He said he could lower it a little with gas prices being low right now, but it would probably increase if gas goes up. Mr. Ashby asked what price the figure reflects. Lt. Root said it was at \$3 a gallon.

In 2014, two repeaters went down. The first one in Argenta took about 4 months to get it back up. Because it hadn't been replaced in the last 20 years, the technology used at the time that it was built, it required an FCC modification in the way that the signals transmitted back from Argenta to the down town repeater. That one was taken care of with some money in the account at Barbeck. That cost around \$9,000. Since that one went down, the one in Mt. Zion went down. That one is coming out of the budget right now and Lt. Root said he thought he might be able to squeeze it enough to cover it, but he anticipates that with two going down in one year, there will be 2 more go down in the next year. Every time one goes down, it requires an FCC modification to the license and it takes approximately 3 months. This radio system is the one used for storm spotters, it is part of the inoperability plan for tactical inoperability in the event that we would have a disaster, and it also serves as a backup for the Sheriff's Office in the event that the Starcom system goes down. In addition, the rural police departments also have the ability to use it as backup. The \$25,000 is an estimate. The repeater in Warrensburg is attached to a water tower that is an older one and Lt. Root said he would like to be able to move it to the new tower so that if they decommission the old one, it won't be an issue. The Mt. Zion one is going to be decommissioned, but that equipment was just replaced so it will be dealt with when it happens. Mr. Ashby asked what the cost to move? Lt. Root said he did the one in Macon during the narrow banding and it cost about \$17,000. Chairman Greenfield asked if the plan was to wait to replace them when they go bad or before. Lt. Root said the thing about waiting is that they take 3 months to get the license, the equipment ordered and that is 3 months that the repeater is down. If there were a catastrophic disaster right now in the Mt. Zion area, it would not be able to hit that repeater. Anything on the south east corner of the county would not hit that repeater. It would have to hit the one in Macon or the one in Decatur. It limits capabilities on how far the reach is for the radio system. It is the old Sheriff's system that used to be used before the 800 and Starcom systems were gone to.

Mr. Dudley asked to go back to Line 5001 and asked if that was Lt. Root's salary. Lt. Root confirmed. Mr. Dudley asked if that was the contractual amount. Lt. Root confirmed. Chair Dunn asked how it went up 10%. Mr. Dudley said it is 11 ½ % and asked how that was figured. Lt. Root said there is a step increase from last year included in the figure.

Chair Dunn clarified that all of the budget comes from LEST. Lt. Root confirmed.

Chairman Greenfield asked Lt. Root if he is given the \$25,000 if he would go out and get the repeaters replaced or if he was planning to wait. Lt. Root said he would start the process as soon as the budget is passed. Specifically, the one in Warrensburg will require a modification and a movement so it will be a little longer, but the process will be started before they go down.

Ms. Little asked how the LEST fund was looking. Ms. Reed said that if the LEST budget they predicted for revenue comes in, they will be fine at about a break even between all their budgets and what they expect to come in.

Mr. Greenfield made a motion to approve forwarding the budget on to Display, seconded by Ms. Little. Chair Dunn asked Lt. Root to meet with Ms. Reed and check the salary because he felt that 10% seems like a lot even with a step. He said he just wanted to make sure that number is correct. The motion carried 6-0.

CITIZEN REMARKS – PUBLIC COMMENT - None

OLD BUSINESS - None

NEW BUSINESS - None

CLOSED SESSION - None

NEXT MEETING - Tuesday, September 15 – Budget Hearing #4

Tuesday, September 22 – Budget Hearing #5

Monday, September 28 – Regular Finance Committee Meeting

ADJOURNMENT - Motion to adjourn made by Mr. Mattingley, seconded by Mr. Dudley, motion carried 6-0, and meeting adjourned at 5:50 p.m.

Minutes submitted by Jeannie Durham, Macon County Board Office