

OPERATIONS & PERSONNEL COMMITTEE MEETING
JULY 16, 2012
5:30 P.M.

MEMBERS PRESENT

Chair Kevin Meachum
Jon Baxter
Patty Cox
Mark Wicklund

MEMBERS ABSENT

Merv Jacobs
Verzell Taylor
Susanna Zimmerman

COUNTY PERSONNEL PRESENT

Robyn McCoy, Workforce Investment
Mary Eaton, Recorder
Steve Bean, County Clerk
Josh Tanner, GIS
Jennifer Hoffman, P&Z
Jay Dunn, Board Chair
Linda Little, County Board
Linda Koger, County Board Office

Chair Meachum called this meeting to order at the Macon County Office Building, and said Susanna Zimmerman had a work commitment tonight and wouldn't be here. Jon Baxter said he only wanted to vote on Jay's County Board budget. Chair Meachum said his vote would be needed for a quorum, and Steve Bean clarified that he could vote present since he only wants to vote on that one issue so just put him down as present.

MINUTES

Motion to approve minutes of prior meeting made by Mark Wicklund, seconded by Patty Cox, and motion carried 3-1 with Jon Baxter voting present.

APPROVAL OF PAYROLL AND CLAIMS

Motion to approve the claims made by Patty Cox, seconded by Mark Wicklund, and motion carried 3-1 with Jon Baxter voting present. Motion to approve the payroll made by Patty Cox, seconded by Mark Wicklund, and motion carried 3-1 with Jon Baxter voting present.

REPORTS

Workforce Investment

Resolution Approving Grant from City of Decatur

Robyn McCoy distributed copies of resolution along with a letter and agreement from the City of Decatur in response to an RFP sent out in December 2011, and they have found out they were awarded the contract. It will amend her budget for FY12 since Workforce received a contract for Community Development Block Grant Funding from the City of Decatur for \$80,000, approximately \$47,500 will be expended prior to 11-30-12, remaining funds will be spent in FY13, and it is for low income individuals using HUD income guidelines. There are two revenue lines, \$32,500 is from the city's CDBG grant, and \$15,000 is outside contributions from EDC and Community Foundation of Decatur.

Expenses shown on the resolution were read, they will run one program for entry level manufacturing with informational sessions beginning next week at Main Street Church, one for entry level health care CNA with informational sessions beginning in October, and components were explained. Mark Wicklund asked how many people will be served. Robyn replied 25 each for a total of 50, they expect to see some literacy and educational level gains, gains in basic employment skills, and they hope everyone is employed after completion of the training or moving on to continue their education; with the CNA, some will work and some may move on to LPN or RN training at RCC. Motion to approve made by Mark Wicklund, seconded by Patty Cox, and motion carried 3-1 with Jon Baxter voting present.

Recorder

At the beginning of 2010 Mary Eaton presented to the county board about selling plat books, and she was allowed to purchase 300. Giving the up to date on that, since she purchased up to 300 plat books she spent \$6091.85, and she has sold 291 as of today. If she sells the whole 300, she would have brought in \$3993.15 which is revenue. She received a letter from Steve Griffin and copies were distributed to committee. He was pleased with us ordering this amount and selling up to 300, and they are interested if we would like to be a contractual distributor of the plat book. She asked Josh Tanner to present figures he put together if she were to do this, what kind of money she would make over these few years, if you think it is a good thing she will do it, but she is leaving it up to the board to make the decision. Chair Meachum asked if she is proposing selling plat books for every county. Mary replied no just for Macon County, you can see they want her to purchase a CD, she would have the master copy and would print it out for people, and they would pay her for it and also pages since sometimes people just want to buy a page and don't want to pay \$35 for a book.

Josh Tanner said you are buying the rights to print, they have a preferred printer price that is \$10.50 a book, he did five scenarios there, if you purchase them like last time it is \$20 a book, you have to purchase at least 300, so it starts at six grand and 50 book increments up to 500; if you purchase this publishing right, you pay \$10.50 to have the book printed, have to pay \$3500 to get the rights to do that, so per unit cost comes down but overhead goes up. Break even point is around \$415 - \$420, and you would have to sell 420 if you buy the publishing rights to start decreasing cost. Chair Meachum asked how often book changes in a year, and Mary said they are getting ready to print a new one and other one was 2010 and prior to that was 2005. If the book comes out this year, Chair Meachum said two years before it gets changed so how many books are you going to sell in that two year period, 300 like the last two years, and Mary replied almost 300. Chair Meachum thinks it sounds like a wash to him over a two year period, and he asked Mary what her professional opinion is to this committee, what does she think. Mary replied she took a chance selling other plat books, quality of them was excellent, and she would have capability to print the book or selling them their own CD at a cost to be figured out.

Back to his original question, Chair Meachum asked Mary what she wants to do. Mary replied what do you guys think, you have to look over this, and as long as she can make the county money. Chair Meachum replied any contracts have to go through the state's attorney's office first. Patty Cox commented Mary sold 291 books in two years at \$35 each, so what was her profit. Mary replied almost \$4000. Mark Wicklund asked with the CDs are we able to publish them in house without purchasing the rights to them. Josh Tanner replied no since if you have the CD you can print them but we don't have the equipment to print and spiral bind them which is what the preferred printer does, you save \$9.50 per book, and it is how many you think you can sell; if you sell more than 420 it is cheaper to buy the rights but if you don't think you will sell 420 then it is cheaper to buy them outright. Chair Meachum discussed selling by the page and as an example she can charge \$5 a sheet for that if she wants. Josh Tanner added you have to buy publishing rights to print any of it. In response to a question from Chair Meachum asking if it is just a two year deal, Mary replied they didn't tell her how long it would be but she could ask them. Since she only sold 291 over a two year period and in looking up to selling 400+, Mark Wicklund has concern with that, he has no problem purchasing another 300 at that cost but as far as purchasing publishing rights and CD there is just too much risk, and this could be reviewed again two years down the road. Mary said that is fine. In response to a question from Chair Meachum about having the original book and making copies out of that page of the book and selling it, Mary said they used to do that with the old ones but with the new ones she hasn't had anybody request just one page. Patty Cox feels buy them like we have been doing until we hit 400, and look at it again two years down the road. Mary said he may have another proposal. Chair Meachum said what he is hearing from committee is that we should stay the course.

NEW BUSINESS – FY13 PROPOSED BUDGETS

County Board

Copies of budget were distributed, and Jay Dunn said he would go over lines that changed unless committee wants something different; Nuisance Inspector salary goes up actually 5% because the Planner (Tony VanNatta) did not want to take a raise this time, he is not taking a raise, his salary stays the same, he wanted to give his 2.5% to Jennifer, and he did that last year. Clerk V increases \$14,775 because of a 2.5% increase plus part of her salary, little over \$14,000, comes out of Environmental Management, he is absorbing her full salary into the CB/P&Z budget full time since she has been doing his work full-time and hasn't had time to do anything for Environmental Management, and she brings unique skill sets to P&Z with experience in Maroa as City Clerk; Executive Secretary 3%. Line 5760 ZBA showing \$2500 less since the auditor requested a line change on that money to a new line 7201. Hospitalization went up \$8000 since the auditor requested the county board put in for 5 for insurance out of the 21 members, he had only been putting in 4, and it is going to be used since he had one board member sign up he believes this June. Dues increased \$100; copy machine, he is looking at buying new one, so maintenance is being cut down to \$800; supplies have been cut a total of \$400 between CB and PZ; car expenses were cut by \$500; line 8100 EDC was cut by \$2500 since we have been paying them just \$4000.

Equipment line shows \$4000 (\$1000 increase) since he will be buying new copy machine, you will see \$4000 number three years in a row since it is \$12,000 copier and his is 7 years old, and he will use auditor's capital budget program. Salaries went up along with \$8000 on insurance, \$14,000 on bringing Clerk V into CB/PZ budget full time, \$4000 for copier so it was looking around 28 or so but he made several cuts in other lines.

Chair Meachum asked what the Finance Committee asked every office to do in terms of holding the line. Jay Dunn replied they asked to hold the line if they can. Chair Meachum understands these increases are mostly in an employee being subsidized out of Environmental Management now becoming obligation of CB/PZ which is \$14,000 and is not a \$14,000 increase but a \$14,000 expense to the CB/PZ. Patty Cox commented the person is only getting a 2.5% increase. Jay Dunn said right, and the Environmental Management budget will go down by that much. Mark Wicklund questioned telephone line 7115 at \$4500, current actual was discussed, Jay Dunn could not think of any reason why we shouldn't be around 50% actual, but he can evaluate it. As of right now on overall budget as proposed from last year, Chair Meachum asked the percentage of usage for overall budget so far this year, expenditures. Jay Dunn replied about 37% and it should be around 50%. Chair Meachum commented he is running below budget right now, he is increasing it but has to get it through Finance, so what is committee's pleasure. Motion to approve and move budget on to Finance made by Patty Cox, seconded by Mark Wicklund, and motion carried 4-0.

County Clerk

Steve Bean distributed copies of his proposed budgets. County Clerk budget, he expects to get and usually transfers in \$48,000 a year, it takes almost all their collection of automation fees and sometimes some of the surplus built up, so he will have that as income. This year they got paid from the state, Department of Public Health, \$3813; they usually get about one month of what they collect, the state automation fee, and the main reason they paid this year was we are going to collect another \$2 on cemetery fund after all the problems with cemeteries throughout the state; starting July 1 they collected another \$2, so this year after the last 2 or 3 years they didn't pay the coroner or the county clerk office the monies they had in the past.

Expenses, his salary increase is per what the budget said it would be; giving a heads up, it appears both the Recorder and him will be losing \$2400 of their stipend so he will be working for less next year. Other salary increases are based on 2.5%, and hospitalization stayed the same. Telephone, a few years ago they were being charged for some other phones, that hasn't happened lately, so he is dropping that by \$500. Postage, everything sold at the tax sale he has to send out with certified mail, they collect a fee for that which goes into the general fund, and he is not reimbursed for postage; with those fees going up and not knowing how much additional taxes could be sold, he raised that amount by \$1000. EDP line is the same since even with an increase, he should be able to cover it from Fike & Fike.

He has the same age copier that the County Board office does, he is not going to replace his, with increase in usage it is going to raise the rate he pays for copy, and he has a few less copies on his machine than the County Board does; biggest thing that helped him is when he went to the higher priced paper and then went on line with the state, now they print most birth and death copies on a printer rather than the copier. He decreased supply line, the safety paper they have to use to meet Homeland Security regulations, and he will spend the \$9000 this year.

County Clerk Elections budget, in 2011 he got \$101,916 from the state, he had budgeted \$100,000, and the state just sent us their check for the election judges in March, less than \$12,000, and we are not going to get reimbursed for this November's election and the two elections in February and April. City of Chicago and Cook County needs a new voter registration program which will cost mega bucks, and the state decided to put us all on the same voter registration system, right now we have separate vendors, and we will go to a statewide system down rather than a local system up; monies we got in the past from the state, we're probably not going to get as much which is why he decreased that by \$75,000 because of General Assembly cuts and what cuts we have; we got some federal money but you have to spend it on certain items, you can't cover the cost of doing business, federal grant money he can't spend on election judges or normal things, and you have to spend it on equipment, etc.

There is 2.5% for the coordinators. Since he doesn't have to hire as many election judges for the February primary, back in 2011 budget he spent \$88,000, he put \$90,000 in; in the 2011 budget you cut him down to \$75,000, he ended up not being able to hire a full time employee for 6 or 7 months, so he didn't have to come back to the board to ask for money. Extra help, they moved early voting back and are extending his hours on the last Saturday before the election for early voting grace period, two years ago he worked them himself, so he cut extra help down to \$14,000 from the \$20,000. Overtime was cut down by \$6000. Hospitalization is the same. Legal advertising was cut by \$7000.

In 2011 he spent \$35,219 on postage, voter registration card is required every other year since they are worried about inflated voter rolls, and next year is the year he has to do that. Because of losing \$75,000, election line is up about \$37,000, because of pay increases the county clerk side is up about \$5500, and that is the best he could do. He will probably come back to committee next year, they can't do anymore combining of precincts until June the next year, and he will look at it that way if we are not going to get state money. Patty Cox questioned line 4535. Steve said they collect for the state a \$2 fee, they will collect another \$2 fee which is going to the cemetery review of all the cemeteries, every other year the coroner gets money back, they usually give one month of receipts every two years, is supposed to be every year, he got it this year, but doesn't think he will get it next year even though he will be collecting \$4 for each death record and \$2 for the state.

Motion to send on to Finance made by Mark Wicklund, seconded by Patty Cox, and motion carried 3-1 with Jon Baxter voting present.

Steve said he and Mary have been talking to a vendor catalyst, now they do basically the state part of voter registration, but also have gotten in for the last couple years, see the commercial for Ancestry.com and what they do. He and Mary are working this over since all his automation fund goes into payroll, they are looking to figure a way of how much this is going to cost, what documents we can in vital records put on the; they come in and copy them of the birth, death, and marriage records so they can legally put out there. Same thing with her records, what we can put out there, put in Uncle Joe and there is a leaf there, and it tells you that you can purchase a copy of his birth record, it's not certified, any document \$15.

They get \$1.50 or something like that, \$2.50, and we get the rest of the profit. We will have an up front cost so they are talking about maybe using Mary's automation to pay for his portion, what he would do is repay her from the sales until he pays that money back, anything after that it would be bringing in more profit for the county. From Kankakee County, they have seen an increase in the sales of both vital records, geological research, and documents concerning land sales. Relatives coming to Macon County in 1829, we have records back to 1829 that show they paid their taxes, if married, recording records, death and marriage come in 1877, so if you want to know they paid their taxes, you can't find that information since only 5 years that they keep it for the Treasurer's office. Steve joined Ancestry.com himself to look at this stuff, it is amazing what's out there, it would be an attribute whatever we have to spend to get it, he would have to repay Mary's fund, and then down the road we could turn a nice profit. They have offered to come in and do a demonstration, and he asked if there is any opposition.

Mark Wicklund wants to see a display of that before we sign on, and he asked the upfront cost. Steve replied they haven't got a document count yet, but they are cheaper than other vendors who have brought proposals in; different vendors were compared. Mary said there were a couple proposals they had given. Mark Wicklund wants to know how this is affecting the Genealogy Societies, African American and the one on Taylorville Road. Chair Meachum stated we are a long way from getting any numbers together, and they need to look into this deeply. Later in the meeting, Mary Eaton added she spoke to this gentleman, he had to know how many books she had and what kind of microfilming, and 9 or 10 years ago Decatur Title moved out of this old building over here to Ash, they had two file cabinets of 35mm of every document that was recorded in her office starting in 1829 to 1960 something, when Mayor Anderson had the title company they took copies of each document, they gave her those films, and she will be able to send those films to this company which will save a lot of money and time if we decide to do this. Chair Meachum commented again there is a lot of research that will have to be done to figure out the cost before it gets back to this committee.

Recorder

Mary Eaton distributed copies of her budget. Line 5001 is her wages which are staying the same, other salary lines 5020 - 5405 have 2.5% increases, so total is \$158,170.

Last year in line 5440 Clerk III there was partial wages to one of her deputy recorders, she split partial wage in general and other out of automation, and she threw her whole salary into automation this year. Hospitalization is for three full-time employees. All 7000 lines remain the same, there may be a chance she will bring 7115 telephone line down, and 8020 Supplies is the same at \$3500. For FY12, Chair Meachum said she doesn't show Chief Deputy and Assistant Chief Deputy. Mary said they were all, and partial her wages, paid out of automation. Mark Wicklund said it shows a \$4700 increase in salary. Mary replied that is not correct, no, and where you see the 73,944, partial of her wages was taken out of automation, and the 78,721 is her wages, all of it is going to be coming out of general now. Automation Budget, lines 4119 – 4910 remain the same, and you don't see money coming in until it gets closer to the year those figures go up. Recorder automation estimated at \$95,000, they are in the same time frame with as many documents as they had last year, and she feels the \$95,000 is comfortable.

Line 5500 Automation personnel is four full-time employees, 5695 is her one part time employee who can only work so many hours per month since partially disabled and she can only make \$10 hour and is a wonderful worker, 6010 hospitalization is for the four full time employees, and 6011 Fringes is for four full-time and the one part time. Line 7200 Automation is for her cost for her automation and it covers paper, printer, ink, and anything to do with automation. Service charge has something to do with the plat book expenses, and plat book expense line has not been filled in since she didn't know what she was going to do until discussing it, so maybe she could put another \$2000 in there and continue on purchasing plat books. Equipment 9040 remains the same at \$10,000, she didn't use anything last year, but printers may be on the verge. Chair Meachum came up with putting back her \$2000, and came up with \$110,060. Mary said right, and that is what she wants voted on to go to Finance. Motion to approve with input of the \$2000 back in and move on to Finance made by Mark Wicklund, seconded by Patty Cox, and motion carried 3-1 with Jon Baxter voting present.

NEXT MEETING

August 20, 2012

ADJOURNMENT

Chair Meachum commented he was very glad to see Jon Baxter back. Motion to adjourn made by Patty Cox, seconded by Mark Wicklund, motion carried 4-0, and meeting adjourned at 6:35 p.m.

Minutes submitted by Linda Koger
Macon County Board Office