

OPERATIONS & PERSONNEL COMMITTEE MEETING

June 17, 2013

5:30 P.M.

MEMBERS PRESENT

Chair Patty Cox
Jerry Potts
Pat Dawson (arrived @ 5:34 p.m.)
Gary Minich
Susanna Zimmerman

MEMBERS ABSENT

Bryan Smith
Verzell Taylor

COUNTY PERSONNEL PRESENT

Jay Dunn, County Board Chairman
Amy Stockwell, Auditor
Mike Baggett, States Attorney's Office
Sheri Oleson, HR Specialist
Steve Bean, County Clerk
Mary Eaton, Recorder
Jolene Jones, Deputy Recorder

The meeting was called to order by Chair Patty Cox at the Macon County Office Building.

MINUTES

Motion to approve minutes of prior meeting, 5/20/13, made by Gary Minich, seconded by Susanna Zimmerman, and motion carried 4-0.

APPROVAL OF PAYROLL AND CLAIMS

Motion to approve payroll as presented made by Jerry Potts, seconded by Susanna Zimmerman, and motion carried 4-0.

Motion to approve the claims as presented was made by Jerry Potts, seconded by Susanna Zimmerman and motion carried 4-0.

REPORTS

Auditor's Office

Macon County Board Resolution authorizing 2 Year Contract with Call One for Telephone Service

Amy explained that in 2010, after having gone through a major change in our phone equipment project that was worked on with the Building Commission, the County Board passed a resolution for a contract with Call One. Call One purchases AT&T service in bulk and passes on that savings to us because while we are a big customer, we are not big enough for AT&T. Call One also allows us not to have to deal with AT&T. They are the intermediary on service things connected with both billing and underlying service. However, AT&T is still the supplier of the phone lines and making sure they are operating. We have been extremely pleased with the service they have offered and the pricing. The contract is up, so I am recommending that we renew it. There is some cost savings because there is something that AT&T charges more for than the same thing

called by a different name by Call One that they charge less for. We will be keeping AT&T PRI's which are the trunk lines and we are very concerned with reliability on those.

Gary Minich wanted clarification on the numbers. The estimated cost of the 3 year contract is about \$15,000 and it is a \$45,000 savings. How do we know that? Amy told him we are recommending AT&T PRI rather than Call One PRI because we are concerned about reliability. Obviously we are in a situation where we have to have phone service and it has to be able to be restored within minutes or a short amount of time. The savings is because of the thing that the two companies call by different names and we are getting lower rates on. That more than offsets the AT&T price increases over the last 3 years. Gary asked if we are paying a flat rate. Amy explained the rate is based on the band or distance. The rates are set by distance. Long distance rates are also listed. We have seen savings in total cost and we've seen improved service.

Motion to approve sending the resolution on to the Finance Committee with recommendation for approval was made by Gary Minich, seconded by Jerry Potts , and motion carried 4 -0.

Pat Dawson arrived at 5:34 p.m.

Macon County Board Resolution Approving contract for Employee Assistance Plan Services with Chestnut Global Partners

Amy Stockwell explained that last year we went through a full RFP process for choice of our employee assistance program provider and the unanimous analysis of the people involved in the RFP was that we continue with the current provider. That came to the Board last year. The underlying contract is an automatic renewal, but the resolution was written for one year so we would look at it again. We are recommending that we roll this contract over. We have been extremely happy with Chestnut and now we have even more to report. They have been providing us input on policies and they are going to be offering the courses that are going to be part of our Wellness Program. They continue to be our partner in all kinds of ways. We have very good numbers on employees referring themselves to EAP. The numbers are much higher than something we would expect for our size. We are getting good value for our money. Since EAP programs are paid in advance, they have an incentive to discourage people from going, but we made it very clear in the process that we were very interested in our people using the service and they have been using it.

Gary Minich asked for the price. Amy said it is \$16,000 per year and it is through our health plan. There will be some additional charges for the seminars that we are going to be doing as part of our wellness. We can plan to talk about wellness in more detail in the future, but obviously Macon County has a huge financial interest in keeping our employees well and our claims cost down because that is what keeps insurance cost down. Gary asked if the \$16,000 was flat. Amy said it is a flat thing that includes all the services listed for as many employees that want to go. In addition, when we exceed the training number, which we are choosing to do because we are choosing to have them do the employee seminars for the wellness credits, there is a flat hourly rate

of \$150. Gary said he approves of employee assistance programs. Patty Cox asked what percentage of employees use the program. Amy guessed at maybe 15%. Patty said that it is used for other things too though and Amy agreed, saying it is used for advice on various policies and structuring the programs. Also the benefits fair is being offered this Wednesday to all employees from 11 a.m. to 4 p.m. Chestnut will be there as well as our insurance providers, both hospitals and some others. This is the 3rd or 4th year it is being offered to our employees.

Motion to approve sending the resolution on to the Finance Committee with recommendation for approval was made by Gary Minich, seconded by Susanna Zimmerman, and motion carried 5 -0.

Amy reported that a draft of the Driver Policy portion of the employee handbook, which Sheri Oleson has been working extensively on, is ready for you to review and let us know if there are any changes you want to make or additions you would like to see.

Sheri stated that this policy will apply to all of our drivers in Macon County that have adopted or are covered by our handbook. The policy will explain how we decide who is eligible to drive, it will determine the conditions in which the vehicles will be operated, random drug and alcohol testing of drivers, maintenance responsibilities, how the safety committee will review accidents, and the driver safety training. A lot of time has been spent with the larger departments, Highway, Sheriff and Health, because they incorporate a large amount of drivers. We have almost 400 drivers out of 576 employees. That is a lot of drivers so we just need to make sure we have some parameters around that. The State's Attorney's office has reviewed the document twice.

County Board

Jay Dunn had no report. He requested the Auditor's Office provide for the budget sessions how many employees the county has had over the last 10 years. As the Finance Committee goes through the budget, we would like to know what the total number of employees is for the county. Amy stated that it is in the CAFR report. It is by functions, so the groups don't totally line up with our departments. Employment has been pretty steady over the last 10 years and it turned down slightly in this past year.

Recorder

Mary Eaton reported that on April 24 she received a press release from Lisa Madigan where Lisa and all the other 45 Attorney Generals filed a suit against the LPS which is Lender Processing Services on the suit for the robo-signing. The good news was that Lisa Madigan received \$3.3 million for the State of Illinois. The money was to be distributed to the 102 county recorder offices. The Macon County Recorder's Office received just a little over \$29,000 May 24th. It was put into the Automation Fund to help the recorder's office maintain public records. This has nothing to do with the Macon County suits that are going through the State's Attorney's Office. This is totally different.

Jay Dunn stated that he noticed that there was a \$25 billion national settlement and asked Mary if she felt that the \$30,000 would have covered what was shorted to us in the whole process. Mary

said we are fortunate to get this. Probably, the majority of the money will go to the actual homeowners who went through foreclosure. Overall, that is what a lot of the money was for, but because of the paperwork that was filed in the Recorder's Offices, that is the bit that we were awarded for that.

Chair Patty Cox stated that she had asked both Mary and Steve to bring some monthly figures so we can get an idea of what money is coming in and how they are structured so we can get a better understanding of their budget.

Mary distributed the activity report for last month (May). The fee code groups were explained along with the difference between the \$30 and \$40 documents. The \$40 document has the rental housing support fee which is the state fee that was passed in Aug, 2005. Documents that don't contain that \$10 are City Liens, Government Liens and certain other documents that the State does not allow the \$10 fee on. She explained how 426 releases came through the office for the month of May. The liens have to be grouped together as there are well over 100 codes. We had 3 plats or surveys for new subdivisions recorded, 410 mortgages, etc... For most documents, a full \$10 goes into the GIS fund. Illinois Lien gets \$2 out of their recording fee and the IRS gets \$4. The RHSP fund is \$9 and there were almost 1400 documents that got charged for RHSP. Documents fees show what is collected for the County Real Estate Tax Stamp and the State Stamp and gives a total for that. Service fees for copies and faxes, internet & automation fees, money collected for the sale of plat books, and the account payment for people who have charge accounts.

Mary also explained the fees that are charged and handed out a sheet detailing the charges that they use for the public. The fees were set by the County Board. The last time the County Board set a resolution to increase our fees was in June, 2003. Our recording fee was \$23 and it was raised to \$30. That is where the GIS was involved. The next fee raise was in Aug, 2005 and that was the RSHP where it went from \$30 to \$40 for that \$10 fee that we collect for them. Patty stated that we have someone looking into the fee structure. Jay confirmed that Bellwether had been hired to look into the Recorder's, County Clerk's, & Sheriff's offices. They should be done around the end of the month and the Finance Committee will be looking at it.

County Clerk

Steve Bean handed out reports showing the last 6 months. The County Clerk does not serve as local register of vital records in most counties bigger than Macon County. All vital records for birth and death are reported directly to the County Clerk's office and they have been since the time when the city changed from a commission form of government to a city manager form of government. That brings in quite a bit of income to the county. Champaign and Bloomington are done by the Public Health Department. The City Clerk does the City of Springfield. Our automation fee is the \$2 we charge. We sell birth, death and marriage certificates. We cannot charge any more than what the state charges. The first year Steve was County Clerk, the automation fees were begun. In the beginning, the automation funds were used for the purchase of computer equipment. The first fee study done was in 1997-98 where we jumped from \$107,000 up to \$133,000. One thing that spurred us up to \$200,000 to \$300,000 was when we were doing

passports @ \$90 each. Due to the integrity of a county clerk in South Carolina, the issuance of passports was transferred to the US Post Office who get less than that. There was a jump in 2003 to \$103,000 when the fee study was done. Up until 2001-02, we were only charging for the first certificate that was bought. We lost 2 employees in cut backs that year and to get one back, we raised the automation fee. Since that point, the automation has almost become part of the general fund because we put the automation funds into our budget. Basic fees are for births, deaths, marriages, stuff with taxes. We collect \$4 for state automation, \$2 goes into a system that runs vital records and \$2 goes to the cemetery protection fund. There is a \$5 fee collected for domestic violence for every marriage and civil union license that is sold. In looking at the figures, we are always better at the beginning of the year because we are the only state in the union where, if the Treasurer cannot collect the taxes, we have to collect them. Tax redemptions take a lot of time. Today, one of our biggest redemptions that we did a tax deed on was the Barnes building. The bookkeeping that had to be done for that was remarkable and we only get a \$57 fee. Most of the Clerk offices that had fee studies done after ours are collecting about \$120. So, the cost of doing business with that is going to probably be quite a bit.

One thing, our office is probably the biggest provider of information dealing with demographics of how the county is changing. The total number of deaths went down a bit from 1300 when I came into office, but we have an older population. The number of births has gone down quite a bit from 2171 to 1642 today. One disturbing thing is the last two years we had 8 fetal deaths and so far this year, we've already had 10. There is a grant that we've been working with the Health Department concerning this issue. The number of marriages has gone down from around 1200 when I took office to last year's number of 646. Sometimes people don't use the marriage licenses that are issued. Assumed business names was something the State only allowed us to charge \$5 for that process. That is one of the things the fee study will jump up the most. The City is getting quite concerned about the demographics of Decatur. These reports will give you an idea of the age group and who the births are from. A traditional county has way more births, deaths and marriages than we do. The declining population has really hurt us. Demographics are now computerized where the Health Department used to have to do it all by hand.

Looking at the amount of money collected in tax redemption shows \$254,000 for December for the tax buyers, but we only get \$57 out of it. The fee study is a good thing. If we increase some of the general fund coming in to the Clerk and the Recorder, I would like to use more of that money for buying computers that we haven't been able to since we've been dumping most of the automation funds into personnel after the cuts. We need to buy a new file server this year. With the population the way it is today, and the drastic drop in the number of marriages, we are not selling as many marriage certificates as we were.

Workforce Investment

Macon County Board Resolution Approving a Budget Amendment for Workforce Investment Solutions FY12 Budget – Rapid Response On-The-Job Training Grant

Jay announced that Robyn McCoy is out of town and he is presenting for her.

They received \$288,500 increased revenue and she has listed the accounts she wants to spend that in. Motion to approve sending the resolution on to the Finance Committee with recommendation for approval was made by Gary Minich, seconded by Jerry Potts, and motion carried 5 -0.

Macon County Board Resolution Approving a Budget Amendment for Workforce Investment Solutions FY12 Budget – Trade Adjustment Assistance Grant

Jay Dunn explained that they got \$18,050 and she has her expense item account numbers listed. Motion to approve sending the resolution on to the Finance Committee with recommendation for approval was made by Pat Dawson, seconded by Gary Minich, and motion carried 5-0.

Citizens' Remarks

None

Old Business

None

New Business

None

CLOSED SESSION

None

NEXT MEETING

Monday, July 15, 2013

ADJOURNMENT

Motion to adjourn made by Jerry Potts, seconded by Gary Minich, motion carried 5-0, and the meeting adjourned at 6:30 p.m.

Minutes submitted by Jeannie Durham
Macon County Board Office