

**OPERATIONS & PERSONNEL COMMITTEE MEETING**  
**August 17, 2015**  
**5:30 P.M.**

**MEMBERS PRESENT**

Linda Little, Chair  
Jerry Potts  
Dave Drobisch  
Verzell Taylor  
John Jackson  
Bryan Smith

**COUNTY PERSONNEL PRESENT**

Carol Reed, Auditor  
Josh Tanner, S of A  
Mary Eaton, Recorder  
Steve Bean, County Clerk  
Robyn McCoy, Workforce  
Jeannie Durham, County Board Office

**MEMBERS ABSENT**

Kevin Meachum

The meeting was called to order by Chair Linda Little at the Macon County Office Building.

**MINUTES**

Motion to approve minutes of prior meeting, July 20, 2015 made by Mr. Potts, seconded by Mr. Smith and motion carried 6-0.

**APPROVAL OF PAYROLL AND CLAIMS**

Motion to approve payroll as presented made by Mr. Smith, seconded by Mr. Drobisch and the motion carried 6-0.

Motion to approve the claims report as presented was made by Mr. Potts, seconded by Mr. Drobisch and motion carried 6-0.

**REPORTS**

***Auditor's Office –***

Macon County Board Resolution Approving FSA (Flexible Spending Account) Contract

Ms. Reed explained that they have had requests in the past from employees that wish to shelter some of their income for child care or health care that is not covered by insurance, etc... A. J. Gallagher helped attain the quote from Benefit Planning Consultants. They are one of the biggest ones in the area. Champaign County also uses them. If adopted, it would be effective January 1 so people can set aside up to \$5,000 for child care and whatever they need for health care. New criteria allows a carry-over of unspent health care funds. Not child care, but health. There is a cost of \$3.95 per month per participant to provide it, but the savings back to the county comes from us not having to pay 7.65% SS & Medicare plus IMRF contributions. It figures out to be a savings of tax dollars to the county of 18% to 20% of whatever they put in. They employee saves even more because they save federal & state income tax as well. It is pretty much a win/win for

everybody. It just hasn't been done before even though there were requests for it. Ms. Reed explained that the insurance committee does not meet until August 27<sup>th</sup>. They have not put their stamp of approval on it and we want to make sure they all see it and approve. That is prior to Finance, but not before this committee meeting. Ms. Little asked if this was a one year contract. Ms. Reed confirmed that it is a one year contract that is renewable. Ms. Little explained that in a year she wanted to be able to see that the county had spent less than what the taxes would have been. Ms. Reed said they should be able to calculate the savings based on tax rates & IMRF rate.

Motion to approve forwarding the resolution, contingent upon Insurance Committee approval, to the Finance Committee with recommendation to approve made by Mr. Potts, seconded by Mr. Drobisch, and the motion carried 6-0.

### ***County Board – Budget Presentation***

Ms. Durham explained that the budget is somewhat unique in that it contains two departments. The County Board which reports to O&P and the Planning & Zoning department which reports to EEHW, so the EEHW committee will also be hearing the budget presentation on Thursday night.

There is a 5.22% reduction over last year. The equipment line was cut by \$4,000. The \$10,000 in the current budget was put there when the Purchasing & Printing department was moved from the Auditor to the County Board to accommodate any additional equipment that may be needed. Most of that money will be spent this year to include a new copier for the department, but with that purchase, that line can now be cut down.

The Economic Development line was cut by \$6,000. Dues are \$4,000. It was increased last year just in case the county was asked to increase their participation, but it looks like that will not be necessary so we can cut that line.

The safety line was budgeted at \$4,000, but only about \$2,000 has been used, so this is being cut by \$2,000.

Wages include a 3% increase for employees. The P&Z Department lost a person and the salary was adjusted. The Printing & Purchasing Department clerk is being given an increase because she was hired in at the lower end of the range due to inexperience, but she has done a great job, so we are adjusting her salary. Part of the Board Chairman and Executive Secretary salaries had been coming out of the GIS budget. In order for that budget to meet the 3% cut, these portions have been moved to the County Board budget. Other cuts were made to accommodate for that. Ms. Little asked what the overall cut was. Ms. Durham said 5.22%

Motion to approve forwarding the budget on to the Finance Committee Budget Hearing made by Mr. Potts, seconded by Mr. Jackson, and motion carried 6-0.

## ***County Clerk – Budget Presentation***

Mr. Bean said that a 3% cut would amount to \$22,122.75. The cut ended up being \$25,251 so the cut is more than 3%. Ms. Little asked which budget and Mr. Bean said it is both budgets together. He said that when he was elected, the budgets were combined because at that time if you had a bigger budget in the odd years, you could take that if you ever went over 5%, but less money is spent in the odd years now and he would like to even consider putting it back together under one full budget. If you add both budgets in the FY2015 budget together, it is \$737,425 and the proposed FY2016 budget comes in at \$712,174.

Ms. Little asked which lines on the two budgets are untouchable. Mr. Bean said that there used to be 13 days of early voting and now there will be 50. The last general election, they had to have same day registration in the office and for the next election they will have to have it at every polling site which is about 45. They are looking at combining more precincts so they don't have to go out. The equipment will be bought out of this year. They saved roughly \$30,000 from the Liberty contract for not having the election and about another \$80,000 in election judge costs.

When looking at the Clerk's side of the budget, which went up, you have to remember that over the last few years, with the increase in fees, went from 2012 – 13 to 2013 – 14 about \$136,000. If staff were reduced in that side, you'd have to lessen the fees.

Ms. Little said she wanted to know which line numbers are obligations, such as contracts.

Mr. Bean said his salary is by ordinance. The Chief Deputy Clerk is not under a union plan, but gets the same as the union increases. Hospitalization is pre-determined. Ms. Little asked if any of the employees in the 5000 lines are union. Mr. Bean said all of them except the Chief Deputy and him. He said that is also true if you look at the two coordinators who make about \$10,000 less than the chief elections in Sangamon County who has 5 employees. Ms. Little asked if Line 8220 is an obligatory contract figure. Mr. Bean said that is a miscellaneous line that covers things sent by UPS and other miscellaneous items. The Vital Records supply line covers the embossed seals that have to go on death records. The one company that did that went out of business and they are working with Illinois Office Supplies. He explained that they went to embossed seals so the funeral homes can print their records there and not have to come in. He said it has worked out real well over the years. He said they are getting ready to spend about \$3,300 on death records and probably another \$3,300 on birth records paper.

Ms. Little said that last month or maybe a couple of months ago, the Board approved a contract for election stuff. Mr. Bean said that is under Line 8020 on the Election side budget. He said they are reimbursed by the state. Part of the contract was for Votech. Last year they were supposed to get \$53,000 and Mr. Bean said he knew that most County Clerks don't ask for any additional money. He said he has gotten used to asking for it and they got an additional \$15,000. So, the line that says \$64,000- in actuality is \$78,000 which is more than what was budgeted for as reimbursement from the state.

Motion to approve forwarding the budget on to the Finance Committee Budget Hearing made by Mr. Drobisch, seconded by Ms. Taylor, and motion carried 6-0.

***Recorder – Budget Presentation***

General Fund:

Ms. Eaton announced that she had made the 3% cut.

The 5000 lines include her wages along with full wages including the 3% increase for the Chief Deputy and assistant. Line 5440 has partial wages because the other part will come out of automation. Ms. Little asked if that was a union position. Ms. Eaton confirmed. Ms. Little asked if that was the only union position. Ms. Eaton said no, lines 5405 and 5440 are the union positions in the general. Hospitalization is for 3 employees because hospitalization for the 4<sup>th</sup> employee will come out of automation.

The 7000 lines show decreases to telephone, postage, copy machine, book repair lines. She explained that funds out of document storage could be used to rebind books that have to be bound yearly.

Ms. Little asked if the phone bill line would make it at the \$1,800. Ms. Eaton said yes. Ms. Little said that in 2014 more than \$2,000 had been spent. Ms. Eaton said she was confident that it would be ok. Ms. Little asked about the postage. Ms. Eaton said it would be ok. It runs \$30 - \$35 a month. A lot of people send in self-addressed stamped envelopes and a lot of people come pick up their documents.

Automation Fund:

Ms. Eaton explained that she had increased her automation recorder's fees because they've been going up because it has been busier and she hopes it continues throughout next year.

The 5500 line is automation personnel which includes 3 union employees

The 6010 hospitalization is for 4 employees.

The 7200 automation expenditures has been lowered because of the document storage ability to pay the vendor, buy equipment, etc... The document storage budget shows that a production server is going to need to be bought. The current one is 8 years old.

The annual agreement with the vendor includes 24 hour support and being on their server farm.

The scanner that was recently purchased on contract with the county costs \$4,200 a year.

Ms. Little asked, about the automation budget, if the 5300 line is for 3 employees. Ms. Eaton clarified it is actually 3 ½.

Ms. Little asked about the Plat Book expense and if that was the binding. Ms. Eaton said no, that she had not put any expenditure in there because there are quite a few left over from 2015 and she did not have a need to purchase more.

Motion to approve forwarding the budget on to the Finance Committee Budget Hearing made by Mr. Potts, seconded by Ms. Taylor, and motion carried 6-0.

Ms. Eaton offered to answer questions about her monthly report. There were none.

***Workforce Investment Solutions – Budget Presentation***

Ms. McCoy explained that her department is a little different because they are all federally funded and not out of the general revenue. The budget and expenditures fluctuate based on the funding received.

The main allocation is \$1.5 million and it is for a July through June fiscal year. \$452,000 is being carried forward from the previous year. There are a number of special grants that come in throughout the year with varying beginning and ending dates.

Ms. McCoy explained the various grants beginning with the On the Job Training grant, a Logistics Grant that will end in October where they had \$80,000 last year. The Central Region Advanced Manufacturing Grant will end in December but \$15,000 was put in for this year to close it out in December. She said they received slightly less than \$1 million for that 2 year grant. Ms. McCoy said that she is expecting a new grant opportunity for manufacturing to come out in the next couple of months which will be applied for on a regional basis. On the Rapid Response, an anticipated \$75,000 depending on the number of layoffs. That is for companies that have significant layoffs. Dollars are requested as needed. She said they received an incentive grant based on last year's performance of \$7,000. There are two incumbent worker grants that were just recently approved by the board which include a manufacturing grant for \$290,000 and a healthcare grant for \$350,000. Slightly over \$3 million this year which is a little less than last year because there was half a million dollars in summer youth money last year that was not received this year. That came out of the state's general revenue. There was also a significant amount in the regional manufacturing grant. It was slightly less than \$4 million last year, but with the state's standstill, things are not getting initiated right now. She said she expected that to come through in the next few months. Approval of the federal pass-thru grants is expected tomorrow. The Senate comes back tomorrow and the House approved the funding pass-thru last week. The Senate is expected to pass that tomorrow. The governor is expected to sign it shortly after because he is in approval of moving the federal funds through.

This budget includes 9 full time staff. One new position has been included, but it is based on if the grant dollars to fund it come in. The Resource Room will be increased up to 10 if necessary. A 3% increase has been included, but she said she wasn't sure how it would be rolled out.

Facility expense is slightly less than \$150,000. Wage, Fringe & Overhead are allocated to the grants that are received so adjustments are made as funds are or are not received. The bulk of expenditures are for direct participant expenses. Vocational training, tuition, fees, books, class sized training – which Ms. McCoy says she plans to do more of this year than in the past, on the job training, work experience – which will be a lot more this year with youth and adult dislocated

workers to get them back into the work force or into a particular industry that they had not been in prior, transportation, child care reimbursement, in school / out of school youth contracts – which focuses more on out of school youth, workman’s comp for participants in work experience.

Ms. McCoy presented the budget which is organized by fund, then by department which represents a grant, and then each grant has a line item budget. Each time a new grant is received, everything is reallocated based on the allowability of each grant received.

Ms. Little asked the members of the committee if they wanted to hear the run down on each grant.

Mr. Smith asked if all of the salaries are split across all of the grants. Ms. McCoy said yes, where it is allowable. As an example, the On –The-Job Training Grant has a piece of Ms. McCoy’s salary and the employment specialist salary. The main grant is the basic allocation where all of the salaries are based on the customers served. That is the starting point and then as grants are received, salaries are moved into them to offset. She said she is expecting a grant from manufacturing and one for food stamp recipients to become available that they will apply for in the next couple of months.

Motion to approve forwarding the budget on to the Finance Committee Budget Hearing made by Mr. Smith, seconded by Mr. Drobisch, and motion carried 6-0.

Ms. McCoy shared a chart listing the staff and a circle graph showing the training programs some of their customers are enrolled in. She explained that it represents the jobs that are available in the community. About 43% of the customers are enrolled in healthcare and 32% in manufacturing/ logistics/ and a little business administration.

Ms. McCoy shared outcomes she said she was very proud of. Goals are negotiated yearly and they exceeded all of their goals except the one, the dislocated worker, that they just met.

*Citizens’ Remarks* None

*Old Business* None

*New Business* None

**CLOSED SESSION** None needed

**NEXT MEETING** Monday, September 21, 2015

**ADJOURNMENT**

Chair Little adjourned the meeting at 6:10 p.m.

*Minutes submitted by Jeannie Durham, County Board Office*