

OPERATIONS & PERSONNEL COMMITTEE MEETING
August 21, 2017 **5:30 P.M.**

MEMBERS PRESENT

Bryan Smith, Chair
Jerry Potts
Kevin Meachum
Bill Oliver (arrived @ 5:31 p.m.)
Dave Drobisch

COUNTY PERSONNEL PRESENT

Steve Bean, County Clerk
Mary Eaton, Recorder
Carol Reed, Auditor
Rocki Wilkerson, Workforce
Tim Dudley, County Board Vice Chair
Jeannie Durham, County Board Office

MEMBERS ABSENT

John Jackson
Patty Cox

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

MINUTES

Motion to approve minutes of prior meeting, June 19, 2017 made by Mr. Drobisch, seconded by Mr. Potts and motion carried 4-0. Note: the July meeting was cancelled due to lack of agenda items.

APPROVAL OF PAYROLL AND CLAIMS

Motion to approve payroll as presented made by Mr. Meachum, seconded by Mr. Drobisch and the motion carried 4-0.

Motion to approve the claims as presented was made by Mr. Meachum, seconded by Mr. Oliver, and motion carried 5-0.

REPORTS

County Board – FY18 Budget Presentation

Mr. Dudley informed the committee that the 6.2% reduction in expenses was achieved by eliminating the appraisal research line of \$16,000 and \$7,686 from the demolition line for a total of \$23,686. A portion of the clerical staff has been moved over to Environmental Management because that person is shared. The only other change to the budget is a \$40,000 increase in expenses due to taking over the print shop. After removing that line from the general fund, it was decreased from \$58,000 down to \$40,000 in the County Board budget.

Mr. Meachum made a motion to forward the proposed budget to the Finance Budget Hearing, seconded by Mr. Drobisch, and the motion carried 5-0.

Auditor's Office –

Ms. Reed reported that they are continuing work on the software conversion. It has had its ups and downs, but is going pretty well now. Payroll is still on the old system and will remain there

until the end of the quarter. It will be switched over October 1st. For now, the general ledger is in the new system.

County Clerk – FY18 Budget Presentation

Mr. Bean reported that this is the first time he has come before the committee disappointed because there is no way he can make the 6.2% cut unless personnel is cut. He said that they had tried over the summer to do it with one less person on the County Clerk side when a person had been lost to the State's Attorney's Office. With vacations, days off, etc. there were only 2 people working it at times which made it very difficult with the number of birth & death certificate requests and people dealing with back taxes. He said that we are the only state in the union where the County Treasurer does not handle back taxes. He said that the office was supposed to cut \$21,000, but is up \$2,600 on the County Clerk side. The postage line mostly pays for mailings when taxes are sold at a tax sale. Certified mailings have to be sent out and that eats up a lot of the \$11,000. The office is reimbursed, but it goes to the general fund. Looking at what is taken in as revenue or about \$60,000 to \$70,000 more than what that side of the office expends. One thing that causes worry is that if a person had to be cut, the outside auditors would have to be consulted about whether another fee study would have to be done. If too much is cut, it could affect the amount of fees that can be collected. He said his office was the first office to offset expenses by using automation funds. If the committee makes the decision that cuts have to be made, it will be looked at, but the office is at about bare bones. He explained that in 1995, he had 10 full time employees and today he has 7. Not many offices have lost 30% of their employees during that time period of 20+ years.

On the Elections side, cuts were made last time because there was only one election. With the change of the election law, there has not been a need for a city primary for the last 3 cycles. If there ever had to be a city primary, the costs would be up dramatically. That is where the cuts were made this year. They are up \$66,000 over what was requested this year. Most of that is because they have to hire another set of election judges. Fewer election judges were used than were used in the past. If there had been the same amount of election judges as there were at the time Mr. Bean became County Clerk, there'd be another \$100,000 in election judges costs. Reducing the number of precincts has reduced the costs. The biggest cost rise has been over the amount of hours that the state has mandated that the offices be open for early voting and they are talking about changing those hours and making the offices stay open more on Sundays. Mr. Meachum asked if Mr. Bean had any idea what that is costing the county in payroll. Mr. Bean explained that for the last two elections overtime cost roughly \$23,000. Most counties our size have from 3 to 5 people working full time in elections. We have 2 full time people. In Sangamon County, the head of elections makes more than our 2 full time people combined. You're getting a lot of bang for your buck. The budget being presented here is almost \$90,000 less than what was spent during the presidential election. Approximately 1/3 of the people that voted in Macon County voted prior to Election Day. In some precincts, that was over 50% of the people. We still have to man the precincts. What was saved in postage last time, is being asked for more this time because one party did not do much of a mailing last time for absentee ballots, but this time Mr. Bean said he thought you'd see both parties doing a lot more. He said they are seeing a lot more

requests for absentee ballots. The election laws concerning nursing homes and what the office has to do with them have been changed. That will probably cost more money. Every time the General Assembly makes changes, it causes additional fees. The only other way would be to consolidate more precincts if the cut has to be made. He said they would probably get some kind of a rebate back from the vendor for not having an April election. That will knock down the \$66,000 amount by possibly half. Mr. Bean said he wouldn't know for sure until possibly November. He said that he has always tried to cut as much as he could, but is now out of rabbits to pull out of the hat. Unless the committee wants to cut personnel. He referred to the letter he had put in the members' boxes and explained that he would have to cut one person and get rid of the part-timers if he were to have to make the \$48,000 in budget cuts.

Mr. Meachum made a motion to forward the proposal on to the Finance Budget Hearing and let them go through it line by line and make the decision on what Steve's next avenue shall be. Mr. Oliver wanted to speak before there was a second to the motion.

He asked Mr. Bean how cutting personnel would affect a new person coming into the office and not having any background. Mr. Bean agreed that was his concern too. There will be a new clerk in 15 months regardless because he said he is not going to run again. He explained that we already have one of the smallest County Clerk offices for a county this size. That will put that person at a disadvantage. In the first 30 days all the stuff with the school elections will have to be done. He said that when he started, he had a month and a half before he had to do anything with elections, but the election counters are all pushed into December now. That is where the additional person will help because if that person in the County Clerk side is lost, it hurts with elections, but it also puts the Clerk on the front desk waiting on people. He said he spends time during Election time waiting on & voting people anyway so not as many people have to be hired. You're going to have a new person in there and it is going to be tough enough learning the job plus that person will have to extend taxes within a month of having an April election. That is going to put a lot of pressure on that person. There will be other changes in other offices. When you lose someone like Cherie Meyer to retirement, you're losing a person with 40 years experience in the Treasurer's office. Mr. Bean said when he walks out with 28 years in the property tax cycle, if you cut the staff down, it will cause a problem. Mr. Oliver said that if the committee sends this on to Finance, Mr. Bean is going to have to be the man to help them get this straightened out so the service to the people is not going to suffer because of the departure of Mr. Bean and other staff. Mr. Bean said he has had the discussion with both the Chair of Finance and the Chairman of the Board. That is the only place there is to cut. When you look at what is paid out in EDP on the County Clerk side, a lot of that pays for our third of the cost of Fike & Fike which is about half of what any other vender would be. The County bought a good product for as low a price as they could. Some of these contracts will be coming open under the new Clerk and some of these companies have made some reductions in some of their stuff, but the problem is you're going to lose some services from those vendors. Mr. Oliver asked what the affect the County Clerk office has on the rest of the offices in the county. Mr. Bean said that all the clerk orders are developed when anyone has money to deposit, the office is the clerk of the board and handles all of the inquiries for individuals wanting past County Board records, the office looks up a ton of stuff for people. Payroll is no longer done

since it was transferred with the two employees up to the Auditor's Office to try to streamline about 15 or 20 years ago. Handling vital records, marriage licenses, etc. takes up a lot of time. All of the assumed business names, fireworks permits, liquor licenses and the elections are done through the Clerk's office. This is probably the office that touches more citizens of Macon County than any other because everybody has births, deaths, marriages or civil unions. The tax bills are prepared by the Clerk's office. All the information is taken from the levies. That is another concerning point. There is still no lease with the Building Commission. Taxes can't be extended without it. You talk about a problem that nobody is talking about. If you don't have a lease signed prior to the end of this year or before taxes have to be levied, you're going to have to take that money out of the general fund. Mr. Bean said he has had a discussion with the Chairman, Finance Chairman and the Building Commission about that because it really worries him. If you, all of a sudden, have to take several millions of dollars that we pay from a levy and all of a sudden have to pay it out of the general fund, it is not going to stretch. Mr. Bean referenced his first budget in 1990. Most offices except for one; there's two offices, one of them is Mary's (the Recorder) office because she is able to get a lot of automation fees, she actually has less of a budget than her father had in 1990. Same thing is true of the Supervisor of Assessment. The rest of us are only up about \$200,000 which is really nothing when you look at 26 years. There is only one office, and we all know what one that is, that has gotten a drastic increase in not only general fund, but a drastic increase in additional funding they get from additional taxes that the rest of us don't get. He said that the Recorder and he have always raised fees when the studies have been done, but that has not been true of the other office that could raise fees. They didn't raise fees hardly at all any of the three times. He said their (Clerk & Recorder) offices are the ones that deal with the taxpayer that doesn't break any laws. He said if he could wave a magic wand and go ahead and cut that person, it would be bad for the office currently, but it would leave the next person in a lot worse shape. You (the General Fund) already gets every dime the Clerk's office collects in automation which is \$50,000. Then another \$400,000 in general funds for an office that costs about \$355,000 to run. We bring in over \$100,000 more in fees to operate the office than is expended. Mr. Drobisch asked if any attempt had been made on the tax thing, where there has been a tax certificate and they've come to redeem them to change that to the Treasurer's Office. He said he would think that would be . . . Mr. Bean said they wouldn't do it because they've got too many employees in Cook, Lake Counties, etc. where they have 100's of employees and they don't want to get rid of those employees. Mr. Bean said that when he came into office, they had 2 people working full time in tax redemption and now we only have one. In the loss of employees, we just have one person working full time in tax extensions. The Clerk's time, especially in the first 3 months of the year . . . Mr. Drobisch commented that it seems like that is all we do – bail out the Chicago area. Mr. Bean said that where the counties took a dive is when the Supreme Court ruled that we couldn't keep interest money. The Municipal League, the cities, filed a suit against us because they wanted that interest money. The City Finance Manager used to work for Indiana. In Indiana, all the taxing districts pay into the election fund. Almost every state in the union, they pay in. This is the only state in the union where none of the other taxing bodies pay into the election fund like Indiana & Missouri.

Mr. Meachum said his motion still stands. Mr. Oliver seconded and then requested the motion be repeated. Mr. Meachum said he stated and asked the clerk to read it. The motion was to forward to Finance and let them make the decision as to whether to cut a person by going over the budget line by line. Chair Smith asked Mr. Meachum if that was correct. Mr. Meachum confirmed. Mr. Oliver said the second stands. He expressed his appreciation to Mr. Bean saying that the explanation of the duties of the office was done very well. He said he felt like the committee should have more office holders do that since they are being asked to make the judgement on what the budgets should be and how they should be presented and given to the finance committee. The interpretation given today was well worth listening to and gives a better idea of what has been going on in the Clerk's office and some of the shortcomings the board has to face up to to keep the county going. Mr. Bean commented that members should have had a copy in their boxes of what they would have to do if they had to make cuts. It also has the listing of the births, deaths, marriages done for the last year and the various fees taken in. The motion carried 4-1 with Mr. Drobisch voting no.

Recorder – FY18 Budget Presentation

Ms. Eaton reported that she did make the 6.2% cut to the general fund. In line 5405, partial wages were put into the automation fund. If it wasn't for automation, the office would be losing employees. Other than that, everything is the same as last year. Mr. Potts made a motion to forward the proposal on to the Finance Committee Budget Hearing with recommendation for approval, seconded by Mr. Meachum. Mr. Oliver asked if the automation fund is stable. Ms. Eaton said it is pretty good and she is comfortable with it right now. She said she is looking into making some changes that would bring more revenue in, but it is still in the works and she is not able to explain it yet. Mr. Oliver said that putting the salary into automation is a temporary thing, but what is she looking at down the road in one or two years from now as far as trying to keep the balance. Ms. Eaton said with real estate, you never know, but they've been pretty steady. She said it will depend on how badly the cut is at budget time. She said she is keeping her fingers crossed it doesn't happen again next year. Chair Smith asked about plat books. Ms. Eaton said she still has some for sale that were ordered this year. They are going slower now. When the new ones come out, they go fast, but by the next year they slow down. None were ordered. A lot of people look at the information online these days. The motion carried 5-0.

Workforce Investments – FY18 Budget Presentation

Ms. Wilkerson introduced herself as the new director at Workforce just in case some of the members had not met her before. The good news is that they got some money and she said she is excited to explain what they had done this year. Over \$3 million has been brought in over the last couple of years. She explained that the top three areas in the labor market being hired in Macon County are Healthcare, Transportation and Logistics and Manufacturing. The money received from the federal government is used to incorporate training and education that will build a stable pipeline to the employers that are doing this hiring. She explained how the money was spent. OJT (on the job training) was done with employers totaling \$103,000. 50% of the wages is paid by Workforce in an effort to offset some of those individual's training and gets them engaged in the job and then hopefully, they are hired and are ready to go. Tuition and fees show that

\$111,000 was paid to CASPN and \$228,000 went to Richland Community College. She explained that a lot of people are sent to the LPN program at CASPN and also at Richland, but that program is now suspended. One of the things that is a bit concerning is that the influx of customers are probably going to have to be sent over to Springfield because it can't be accommodated in Decatur with the lack of CNA training as well as an LPN program. Mr. Meachum asked what Richland's solution to correcting the problem was. Ms. Wilkerson said they are in process of reviewing some things and then reapply for their license next year. It is just this year that it will hit harder because gas and transportation have to be paid for. It would be nicer if it was all right here, economically wise. She said they are working on it. It is just a disadvantage for the community for the next school year. Mr. Meachum asked if Lincolnland and Lakeland Community College could take some of the influx. Ms. Wilkerson said yes, the reason so much money was spent at CASPN was because it was a practical school of nursing, which is not the same thing as getting an Associate's Degree. It is quicker – like a 9 month program. Mr. Meachum stated that it is a Licensed Practical Nursing and not an RN. He explained that a lot of people don't understand is that a Licensed Practical Nurse can only practice in the State of Illinois. It is not recognized anywhere else in the US. Ms. Wilkerson agreed saying that her concern is that it was a real advantage to have all those training programs here in Decatur as opposed to having to send them to Springfield. Mr. Meachum commented that Richland has really put this program in a bind by what has happened out there. He said he didn't know what did happen, but it has become very inconvenient for this whole community. Looking at Youth Grants, dollars go to the City of Decatur, Decatur Public Schools and First Institute. This year Decatur Public Schools Adult Ed closed. So, that no longer will be there and the First Institute will no longer be there. So, most of the money for next year will be put into the work experience stipend program so that Workforce can help find the out of School and in/school youth some work experiences and be able to offset some of those expenses. Incumbent worker trainer program with Fuyao is where they took their staff that had skillsets and brought it up to the next level. Support services is the key to the whole program. Without those services, none of this would be able to happen because they are all adults or youths with barriers. Whether we can pay the transportation, child care, or miscellaneous training, that is what makes it successful. Totally, you are looking at a million dollars that is being spent on direct training with those individuals. That says a lot.

The types of people that are being enrolled are being tracked by age, gender and race. In the adult enrollment statistics, money was taken out of dislocated worker and put more money into the adult line because the adult learner is the one with the barriers. They are the ones that are struggling to get the skills and the jobs so that they can become employed. Looking at the labor status, family status, financial status 73% are food stamp recipients, 81% are low income. Most of the adults served are with barriers. The dislocated worker is the person that, through no fault of their own, have lost a job. Workforce tries hard to get them reconnected with another employer. It is important to look at the fact that the male and female gender is a little more at balance whereas in the other cases, it is mostly the females that are moving forward. Of the most concern, is the youth. The male gender is 33% with female being 67%. Age 14-18 is 53%. That is a concern. Most of them are couch surfing going from one to another. Some are non-family members they are staying with. 69% are on food stamps, 96% are low income, 33% pregnant or parenting. The

most concerning thing is the basic skill deficit of 77%. When you have almost 80% of your youth in or out of school that have a basic skills deficit, that means that their reading and math are low – like around 4th grade. That is a tough hill to climb.

Workforce is getting ready to nominate an individual, Henry Hill, for an award at the Crown Plaza on September 14th. Henry was an African American 24 year old who worked at an assisted living facility as a CNA. He worked with one of the Workforce Case Managers who encouraged him to go on to become an RN. He felt he couldn't afford it, he felt he was not academically ready, but with her encouragement and testing, he was accepted in to Richland's program and with tutoring, passed the State Boards and is now employed at Decatur Hospital as an RN. His wages went up 3 levels. Case Management is the one on one time that most individuals do not get. That is what really seals their success.

Workforce got an increase in funds this year, \$210,000, which is really exciting. Recently a grant was just applied for with Richland Community College with Adult Ed. It was approved and is for \$400,000. The Department of Commerce and Economic Opportunity also called about application for a disability grant that is a 3 year grant. A national emergency grant was submitted just today for CDL training. So, more grants are coming in. That makes total revenue of a little over \$2 million and expenditures showing a decrease of \$94,240. When Robyn McCoy retired, close to 92 years of staff experience was lost because 3 people were lost due to retirements. There are 8 full time staff and there should be some funds to do some raises which are normally done in December. Ms. Wilkerson indicated that she would like to speak with Chairman Dunn about that. There will be a facility increase this year. No rent has been paid in the last 3 years, but due to the mandate by the federal government, everyone is involved in a One-Stop and all the partners have to pay a certain percentage based on square footage.

Mr. Oliver asked for clarification on the rent. Ms. Wilkerson explained that they would still be in the same building. There are three partners – Department of Rehab, Unemployment Office and Workforce. Through a federal mandate, all partners have to work together to form a One-Stop and so now all have to pay a little rent. Mr. Oliver asked who the landlord is. Ms. Wilkerson said it is the Department of Rehab.

Mr. Meachum made a motion to approve forwarding the proposed budget on to the Finance Committee Budget Hearing with recommendation to approve, seconded by Mr. Drobisch, and the motion carried 5-0.

County Clerk – FY18 Budget Presentation (continued)

Mr. Bean stated that he had just been talking with the Auditor. He said that his office has always been handled a little differently. The Recorder has people who are paid out of an automation line. If you look at page 1 of the County Clerk budget, it shows a transfer from the County Clerk's automation fund of \$50,000. The office does not get credit for that. If the two clerical clerk typists positions (line 5455), those two people and create a line that says County Clerk

Automation Fund and pay those two people out just like the Recorder's and other offices do, that would bring the County Clerk's office to make the 6.2% cut.

Maybe this should be a recommendation from this committee to finance. Chair Smith asked why this is just now being discovered. Mr. Bean said that was how it was set up by former Auditor Stockwell to begin with. He said he had talked about it, but it never got changed and this is the first year that ... It used to be in previous years of budgeting, revenue minus expenses were looked at, but there were some people making high revenue lines and throwing us out of balance. He said he had never really had this problem with the automation line, but if no credit is given, it would be better off county-wise if those two people were put underneath that and it would then bring both lines under the 6.2%. Chair Smith said it makes sense to him. Mr. Drobisch agreed. Mr. Meachum made the motion to amend it as presented by Steve Bean to have those line items adjusted to have those two employees paid out of automation funds, seconded by Mr. Potts. Mr. Oliver referred to the prior motion about getting rid of an employee if possible. Mr. Bean said that this way they would not have to get rid of anybody. Mr. Meachum said he did not say that. He said that he had said that the decision should be up to Finance. The original motion was restated by the clerk. Mr. Meachum said he had not said anything about anybody being eliminated. Mr. Bean said that with this change, he would make the 6.2% easily. He said that he would work with Ms. Reed to develop the lines and would present it at the Finance Committee Budget Hearing. The motion carried 5-0.

Citizens' Remarks - none

Old Business - none

New Business –

Mr. Bean announced that the first day petitions could be circulated would be September 5th for those that are running for County Board again and for those running for County offices. The packets will be ready next week. He said he hated to get them out too soon because he did not want anybody out collecting signatures before the date and getting into trouble.

CLOSED SESSION None needed

NEXT MEETING: September 25, 2017

ADJOURNMENT

Motion to adjourn made by Mr. Potts, seconded by Mr. Drobisch, motion carried 5-0, and Chair Smith adjourned the meeting at 6:20 p.m.

Minutes submitted by Jeannie Durham, County Board Office