

COMMITTEE REPORT

COMMITTEE: Finance, Tax & Budgets, Information & Communications
Technology, Social & Environmental
CHAIRPERSON: Yerda Potter, Chair
DATE/TIME: August 30, 2006. 6:30 p.m.

PRESENT:

Berlage
 Carroll

Kent
 Mapes

Potter
 Schultz

Other Board members: Beth Baranski, Bill Cooper, Vince Hasken, Matt Kluesner, Margie Montelius, Domer Schubert, Terry Stoffregen, Sally Toepfer, Jack Zillig
Others: Dan Reimer, Diane Williams, Joe Kratcha, Jean Dimke, Rich Machala, Peg Murphy, Fran Rosenthal, Rose Imbus, Linda Nobis, Lona Kniskern, Gary Jobgen, Leslie Mastroianni

MINUTES

Yerda Potter called the meeting to order at 6:33 p.m.

1. Budget Guidelines. County Administrator Dan Reimer reviewed with the committee the budget guidelines that were sent to all the departments and agencies. Salaries were estimated with a 2% increase, payroll benefits were increased according to the salary increases, and health insurance was estimated with a 10% increase. Departments were also instructed to include any expenses that are mandated for their office, as well as any mandatory increases in contracts.
2. Consideration and recommendations of departmental and agency budgets for preliminary approval and placement into the draft comprehensive budget document.
 - A) Information & Communications Technology Committee
 - i. Clerk & Recorder. County Clerk Jean Dimke reported that she increased her budget according to the guidelines. She met her target number by decreasing certain line items and increasing others. Her budget also includes the contracted maintenance for the new Dashboard software. Alan Kent made a motion to move the Clerk & Recorder budget forward to the draft budget document. Margie Montelius seconded and the motion passed.
 - ii. Elections. Dimke reported that her salaries are lower for FY2007 because there is only one election that year. She expects the maintenance costs on the new voting machines to be more expensive and has increased that line item. Bill Cooper made a motion to move the Elections budget forward to the draft budget document. Montelius seconded and the motion passed.
 - iii. Recorder Automation. Dimke told the committee that she is using this special fund to digitize old microfilmed documents. Domer Schubert made a motion to move the Recorder Automation Fund budget forward to the draft budget document. Merri Berlage seconded and the motion passed.
 - iv. Clerk Automation. Dimke stated that this fund is used for upkeep of the vital records in her office. Berlage made a motion to move the Clerk Automation Fund budget forward to the draft budget document. Cooper seconded and the motion passed.
 - v. Election Equipment. Dimke reminded the committee that this fund was

established to receive the Help America Vote Act (HAVA) grant funds. Since she initially submitted this budget she found out that two smaller grants budgeted in 2007 will actually be received in 2006. The grant amount for FY2007 should be \$58,342. Kent made a motion to move the Election Equipment Fund budget forward to the draft budget document with the appropriate changes. Montelius seconded and the motion passed.

vi. GIS Automation. GIS Coordinator Joe Kratcha reviewed with the committee how he determined his revenue estimates. He also advised the committee that there will possibly be one more revenue source; he is proposing a service contract with the Emergency Telephone Systems Board for \$15,000 over the next five years. The ETSB will be discussing the topic at their meeting on September 7. Kratcha reviewed his expenses with the committee, highlighting some of the changes. Vince Hasken made a motion to move the GIS Automation Fund budget forward to the draft budget document. Mapes seconded and the motion passed.

vii. Information & Communications. Reimer reviewed this budget with the committee. Since the part-time position of IT Specialist was approved at the August County Board meeting, this budget reflects the expenses related to the position, including training costs for the GIS Coordinator as supervisor for the IT Specialist. Once this budget is approved, the departments that committed funds for the support of this position will be instructed to modify their budgets either by reducing their expenses (if they are in the General Fund) or by making an interfund transfer (if they are in a Special Fund). Cooper made a motion to move the Information & Communications Technology budget forward to the draft budget document. Hasken seconded and the motion passed. Hasken also reported that the Information & Communications Technology Committee will be submitting an unfunded request for a sound system for the County Board room.

B) Social & Environmental Committee

i. Public Health. Health Administrator Peg Murphy reviewed the changes in her revenue estimates. She adjusted her salary and related line items per the guidelines established by the Finance Committee at the beginning of the budget process. She also stated that her budget includes funding for a salary survey because they conduct one every three years. Reimer and Murphy discussed with the committee why the auditors included certain revenues and expenses in the Public Health budget for WIC food instruments and Immunization vaccines. After discussion, the consensus was that \$100,000 in revenue should be reflected in the budget line item 003-34817 for WIC Food Instruments and \$100,000 of expense should be included in line item 003-44151-902 for WIC Distribution. Berlage made a motion to move the Public Health Fund budget forward to the draft budget document with the corrections as discussed. Matt Kluesner seconded and the motion passed.

ii. Public Health Bio-terrorism. Murphy reported that Bio-terrorism federal grant programs are cutting funding across the nation. She reviewed the budget revenues and expenses with the committee. Jack Zillig made a motion to

- iii. Infant & Toddler Seat. Murphy reminded the committee that this special fund was established with proceeds from the golf outing fundraiser that was held last year. The Health Department is now the only agency in the County that distributes car seats. Kent made a motion to move the Infant and Toddler Seat Fund budget forward to the draft budget document. Baranski seconded and the motion passed. Murphy also reported that the Board of Health has created a Foundation. She checked with the County's insurance agent and discovered that the Foundation's board will be covered under the County's insurance policy.
- iv. Public Health Capital Investment. Murphy told the committee that this fund was established for building needs. Berlage made a motion to move the Public Health Capital Investment Fund budget forward to the draft budget document. Baranski seconded and the motion passed.
- v. Creation of a new Catastrophic Public Health Emergency Fund. Murphy stated that she would like the creation of this special fund in order to set aside reserves for health emergencies such as epidemics, pandemics or tuberculosis outbreaks. Montelius made a motion to recommend that the County Board establish a fund for Catastrophic Public Health Emergency as presented. Cooper seconded and the motion passed with Berlage voting no.
- vi. Home Health Care. Murphy reminded the committee that the Home Health Care Fund is totally self-supporting and receives no funding from the County or from tax dollars. She stated that there has been a change in the Medicare reimbursement and they are now counting "episodes of care" instead of visits. Baranski made a motion to move the Home Health Care Fund budget forward to the draft budget document. Montelius seconded and the motion passed.
- vii. HHC Memorial. This fund was established in order to track donations that are given to the Home Health Care department as thanks for service or are designated for a specific need. Montelius made a motion to move the Home Health Care Memorial Fund budget forward to the draft budget document. Schubert seconded and the motion passed.
- viii. Creation of a new Home Health Care Capital Equipment Fund. Murphy requested that the committee consider establishing this special fund for the Home Health Care department. There is a need to purchase some specialized equipment that will be placed in the clients' homes that will allow the department to gather more detailed information from the patient. Medicare won't reimburse for the equipment, but more complete care can raise the reimbursement rate. Sally Toepfer made a motion to recommend that the County Board create a Home Health Care Capital Equipment Fund. Montelius seconded and the motion passed.
- ix. Public Health fund balance policy. Reimer stated that he has worked with the Health Administrator and they have determined that since the major form of revenue is property tax proceeds, the Public Health Fund should maintain a six-month reserve policy. Schultz made a motion that the Public Health Fund

reserve policy for FY2007 be established as presented. Mapes seconded and the motion passed.

- x. 708 Mental Health Board. Gary Jobgen reported that the 708 Mental Health Board reviewed all the budgets presented to them by the agencies that they fund. Some agencies requested more than was available, so an unfunded request will be submitted in the amount of \$6,216. He also noted that Jane Addams is now FHN and Rainbow Ridge is now Kreider Services. He stated that most of the agencies have downsized or streamlined their staffs since personnel are a very large cost for all of them. Toepfer made a motion to move the 708 Mental Health Fund budget forward to the draft budget document. Mapes seconded and the motion passed.
- xi. Veterans' Grave Markers. Bill Cooper told the committee that most of the revenue comes from the payment of dues. The budget request is the same as last year, but the group is also submitting an unfunded request for an additional \$200. Montelius made a motion to move the Veterans' Grave Markers request in the Social & Environmental budget forward to the draft budget document. Schubert seconded and the motion passed.
- xii. NICA Golden Meals. This request is the same as last year. Mapes made a motion to move the NICA Golden Meals request in the Social & Environmental budget forward to the draft budget document. Hasken seconded and the motion passed.
- xiii. Stephenson County Senior Center. Lona Kniskern distributed some information to the committee members and reviewed the programs that are offered by their agency. Their budget request is the same as last year and covers a portion of the salaries for the staff in Jo Daviess County as well as some of the office expenses at the Coatsworth Building in Galena. Toepfer made a motion to move the Stephenson County Senior Center request in the Social & Environmental budget forward to the draft budget document. Cooper seconded and the motion passed.
- xiv. Jo Daviess Transit Medical. Rich Machala asked the committee for an additional \$1000 to fund this program. The cost of the program is running above budget and the committee has already raised fares, cut service and established a fuel surcharge. Baranski made a motion to increase the Transit Medical request to \$9500 in the Social & Environmental budget and move it forward to the draft budget document. Montelius seconded and the motion passed.
- xv. Jo Daviess Transit Public Transit. Machala asked the committee for a one-time increase in this budget of \$1500 for the purchase of a new radio for one of the vehicles. He stated that he cannot submit a request through the grant program for this because the grant only funds vehicles. Baranski made a motion to increase the FY2007 budget request for the Public Transit program in the Social & Environmental budget by \$1500, for that year only, and move it forward to the draft budget document. Cooper seconded and the motion passed.
- xvi. Jo Daviess Transit Transportation Grant. Machala reminded the committee

that this is a pass-through federal grant for the purchase of transit vehicles. The committee discussed the timing of this grant and receipt of funds. Cooper made a motion to move the Transportation Grant request in the Social & Environmental Committee budget forward to the draft budget document. Zillig seconded and the motion passed.

- xvii. Jo-Carroll Solid Waste Agency. Baranski reported that this budget request is the same as last year. There are some differences in fees due to collaboration with the Illinois Extension Service and the agency is hoping to increase their activities. Schultz made a motion to move the Jo-Carroll Solid Waste Agency request in the Social & Environmental budget forward to the draft budget document. Schubert seconded and the motion passed.
- xviii. Small Rental Properties Program. Leslie Mastroianni reminded the committee that last March they entered into an agreement for the SRPP and the current program year is from March 30, 2006 through March 30, 2007. This is a pass-through grant that NICAA administers for the County. They have 20 landlords with properties in Hanover, East Dubuque and Stockton signed up for this year's program. The County will have an opportunity to apply for the program again in October 2006. Mastroianni commented that it has been difficult to find contractors for the program because they must be licensed with the state of Illinois. Also, since the County did not offer the program for a year some momentum was lost. There was discussion about the need to re-budget for some of the expenses of the current program that will probably be paid out in FY2007, as well as anticipating the grant award in March 2007. Baranski made a motion to forward the Small Rental Properties Program Fund budget to the draft budget document with a budget of \$250,000 for anticipated needs. Schultz seconded and the motion passed.

3. Citizens' Comments

Peg Murphy commented that the Community Needs Assessment identifies mental health issues that are served by FHN/Jane Addams and that there are little funding options available for prevention of those problems.

4. Adjourn.

Meeting adjourned at 8:30 p.m. following a motion by Mapes and seconded by Berlage.