

# COMMITTEE REPORT – JOINT MEETING

**COMMITTEES:** Social & Environmental  
Finance, Tax & Budgets

**CHAIRPERSON:** Jack Zillig  
**DATE/TIME:** August 21, 2008 @ 6:00 pm

**Present:**

<input checked="" type="checkbox"/> Bernece Hill	<input checked="" type="checkbox"/> Mike Lorig	<input checked="" type="checkbox"/> Marvin Schultz
<input checked="" type="checkbox"/> Margie Montelius	<input checked="" type="checkbox"/> Yerda Potter	<input checked="" type="checkbox"/> Jack Zillig

Other Board Members: William Cooper, Sally Toepfer, Jody Carroll, Alan Kent, Dorte Breckenridge, Beth Baranski, Merri Berlage, Terry Stoffregen, Ron Smith, Dane Jackson

Others: Dan Reimer, Cindy Ramirez, Peg Murphy, Rich Machala, Kelly Alexander, Ben DeCicco, Paul Hartman, Gary Jobgen, Marc McCoy, Greg Peterson

Yerda Potter called the meeting to order at 6:00 pm.

## MINUTES

1. Potter made a motion to approve the minutes of July 17, 2008. Mike Lorig seconded and the motion passed.
2. Citizens' Comments – none
3. Unfinished Business
  - a. 2009 Courthouse Office Improvement Plan. Dan Reimer reviewed the price quotes and floor plans for office improvements to the GIS/IT Office (quoted at \$27,400.00) and the Assessor's Office (quoted at \$17,115.00). Some changes to the plan were made based on recent meetings between Wayne Mormann of All-Systems, Inc. and respective department staff. The quotes are valid for one year. If All-Systems, Inc. is the successful bidder, a discount of \$850.00 from the final drawings and bid specifications (\$1,700.00) would apply. If the committee agrees, the next steps required are to make a recommendation to move the plan forward to the joint budget meeting and then have it moved on to the unfunded request. **Mike Lorig made a motion to move the 2009 Courthouse Office Improvement Plan forward to the joint budget review committee. Seconded by Margie Montelius and the motion passed.**
4. New Business
  - a. Presentation by Marc McCoy & Greg Peterson – County Insurance Program & Certificate of Insurance Policy. McCoy reported that overall, implementation of this policy has gone fairly smoothly. Some fine tuning on vendors' compliance

to worker's compensation, auto insurance and naming the County as additional insured is ongoing. Peterson gave some background as to the establishment of this safety initiative. Quantifying the exposure that contracts (for work performed on the premises) present to the County is key. Peterson gave a presentation on the Illinois County Risk Management Trust (ICRMT), of which the County is a member. He stated that in recent years certain events have taken place that have caused workers' compensation premiums to skyrocket (Illinois' adoption of a physician fee schedule, the Governor's change in arbitrators, Medicare set-aside). Reimer stated that observing the Safety Manual, that is currently before the Executive Committee for approval, is also a means to keep workers' compensation claims low.

## 5. Staff Reports

- a. Jo Daviess Transit. Rich Machala reported on the medical report, which assumes that downstate operating assistance will be received. Medical trips have surpassed trips for all previous years. For the Downstate Operating Assistance Program (DOAP) though the Senate and House have passed appropriations for \$313,000.00 for FY2009, the Governor's budget has a budgeted amount of \$255,800.00. His proposed budget request reflects the lower amount. No new programming will be started until the bill is signed and the County receives official notification of the grant amount. Regarding General Operating, Transit received \$201,249.29 from the DOAP program for FY2008. Since this was an unbudgeted revenue Reimer stated that a resolution will be required in order to move these funds to the Transit FY2008 budget. This item will be added to next Thursday's Finance Committee meeting. Machala stated that this grant was applied for in May, 2008, was approved in late June, 2008 and monies were received in August, 2008.
- b. Public Health. Peg Murphy reported that there are five applicants for the Assistant Sanitary position and a decision is soon to be made.

## 6. Budget Review Session with the Finance Committee

- a. Social and Environmental Services. Reimer explained that the budgets for these agencies are grouped together, and that they are a part of the General Fund 001-44157. He reviewed the individual agencies listed on the budget document attachment (905 Miscellaneous budget detail). Of these agencies, Soil & Water Conservation's budget will be reviewed during the Public Works committee budget review. He stated that the agencies received a letter from his office, requesting that their funding request remain at the FY2008 level.
  - i. NICAA Golden Meals. Reimer reported on behalf of Rose Taylor. The amount requested for fund 001-44157-905-20, in the amount of \$8,165.00, is the same as last fiscal year. **Montelius made a motion to move this portion of the budget document forward to the draft budget document. Alan Kent seconded and the motion passed.**
  - ii. Stephenson County Senior Center. Kelly Anderson, Executive Director, reviewed the agency's request for fund 001-44157-905-21, of \$8,170.00, which remains the same as last fiscal year. She described the services to be funded by this request. **Potter made a motion to move this portion of the budget document forward to the draft budget document. Beth**

**Baranski seconded and the motion passed.** Kent asked Ms. Anderson to provide a breakdown of contributions this agency receives from other sources. She will provide it within the next week.

- iii. Jo Daviess Transit. Machala reviewed the budget request letter he submitted. JDWI Transit/Medical 001-44157-905-22 and Transit/Pub. Transportation 001-44157-905-23 budgets have decreased because of the status of the DOAP grant. The JDWI Transportation 5311 grant 001-44157-905-24 was originally submitted for \$177,000.00 (based on the State fiscal year, which ends in June); he adjusted this request to \$181,500.00 in order to line up with the County's fiscal year, which ends in November. He asked the Finance committee which fiscal year/dollar amount they prefer. Reimer explained how accrual accounting has an affect. He also stated that depending on the committee's decision, the (905 Miscellaneous budget detail) would need to be revised for this request and for the new, JDWI/Transportation DOAP grant (from \$300,000.00 to \$312,500.00 – refer to item 5.a. above – *Staff Reports*, for details). Machala explained the 5310 grant; for FY2009, he was only able to apply for one vehicle, \$36,000.00. **Montelius made a motion to move this portion of the budget document forward to the draft budget document with revisions to the 5311 grant (to \$181,500.00) and the 5310 grant (to \$312,500.00). Carroll seconded and the motion passed.** Cooper asked if the Governor's mandated free rides for seniors has affected the budget. Machala replied no - it applies to urban areas only.
  - iv. Veterans' Grave Markers. Ben DeCicco, County Commander for Jo Daviess County and Post Commander for Apple River presented highlights of the American Legion Post and the services provided to the communities. The budget request for 001-44157-905-27 of \$1,000.00 will be used for purchasing grave flags and markers. This request remains the same as last fiscal year. **Zillig made a motion to move this portion of the budget document forward to the draft budget document. Kent seconded and the motion passed.**
  - v. Jo-Carroll Solid Waste Agency. Paul Hartman, Chairperson, reviewed the budget request for 001-44157-905-26 which reflects a \$500.00 increase due to the updated state mandated plan. Potter stated that the increase amount exceeds the target, and it will have to go on the unfunded list. Hartman will submit a completed Unfunded Activities form for \$500.00. **Zillig made a motion to move this portion of the budget document forward, for \$6,500.00, to the draft budget document. Baranki seconded and the motion passed. Montelius made a motion to move this portion of the budget document forward, for the additional \$500.00, to the unfunded list. Kent seconded and the motion passed.**
- b. Public Health
- i. Public Health. Murphy reviewed line item changes to this budget. There is an increase in the revenue line item for Property taxes 003-31110. Revenue line items that have decreased are, the Health Protection grant 003-34711, IL Tobacco Free grant 003-34716. The Teen Service program 003-34725 will be discontinued. Expense line items highlighted

were salaries, insurance, audit costs, IT costs, based on set parameters. This is a proposed deficit budget – Murphy will transfer \$50,000.00 from carryover in 2009 to the Public Health Capital Improvement Fund and the Catastrophic Public Health Emergency Fund. Beth Baranski asked if there was a target for the Catastrophic Fund. Murphy replied that she would like it to be about \$500,000.00. **Montelius made a motion to move this budget document forward to the draft budget document. Kent seconded and the motion passed.**

- ii. Public Health Bio-terrorism. Murphy reported that this federal grant has been reduced from \$37,198.00 to \$20,000.00. After voucher reimbursement occurs, the total amount expensed will be transferred into the Public Health Fund. The 2009 budget amount is based on the anticipated expenditure amount for 2009. Cooper asked who cut the budget; Murphy responded that Homeland Security cut the budget. **Bernece Hill made a motion to move this budget document forward to the draft budget document. Jody Carroll seconded and the motion passed.**
  - iii. Public Health Capital Investment. Murphy reported that \$50,000.00 will be transferred into this budget and will be used for major expenses (vehicle replacement, building repairs, etc.). **Montelius made a motion to move this budget document forward to the draft budget document. Kent seconded and the motion passed.**
  - iv. Public Health Foundation. Murphy reported that the department has been granted 501-c-3 status and this fund is for the purchase of infant/toddler safety seats. **Potter made a motion to move this budget document forward to the draft budget document. Carroll seconded and the motion passed.**
  - v. Catastrophic Public Health Emergency. Murphy reported that \$50,000.00 will be transferred into this fund. This fund was established last year and is geared towards public health emergencies (TB, pandemic flu, etc.) that might arise. **Marvin Schultz made a motion to move this budget document forward to the draft budget document. Baranski seconded and the motion passed.**
- c. Home Health
- i. Home Health Care Fund. Murphy reported the income for this fund is mostly generated from Medicare reimbursements. It is based on the amount of clients serviced and Medicare reimburses prospectively based on the acuity of the patients' care. The current average is 35 clients per month. **Hill made a motion to move this budget document forward to the draft budget document. Kent seconded and the motion passed.**
  - ii. Home Health Care Fund Balance Policy. Murphy asked for a recommendation from the committee to move the Fund Balance Policy forward. She explained that this policy (which is an estimated three months of operating expenses - \$160,000 – to be held in reserve), is necessary in order to cover the lapse in time experienced in receiving Medicare reimbursements. **Hill made a motion to move this policy forward to the draft budget document. Baranski seconded.** Baranski asked if this reserve fund policy differs because it falls within the special

fund category. Reimer clarified that are other special funds that have reserve fund policies and there was no policy in place for this fund; because of the cash flow timing (up to several months) it is a necessary policy. **The motioned passed.**

- iii. HHC Memorial. Murphy explained that many times the family of clients served donate money to the Home Health Care department. It used according to the wishes of the family. **Zillig made a motion to move this budget document forward to the draft budget document. Baranski seconded and the motion passed.**
  - iv. HHC Capital Equipment. Murphy reported that the department would like to purchase monitors that would be set up in clients' homes (Telehealth equipment) to monitor blood pressure, weight). **Montelius made a motion to move this budget document forward to the draft budget document. Schultz seconded and the motion passed.**
  - d. 708 Mental Health Board. Gary Jobgen, Secretary of the 708 Mental Health Board reviewed the budget for 014-44156-905-83 through 89. The increased budget request amount of \$351,185.00 which exceeds the tax levy amount of \$347,573.00 will be offset by using a portion of their fund balance. The increase is due to changes in operating expenses, which were outlined in the budget request letter. The Board is also searching for additional funding sources. Cooper asked how the Board identified fund balance amounts. Reimer replied that there has been a balance for several years (which is currently \$9,087.00), and each year interest accumulates from funds before they're distribution. **Montelius made a motion to move this budget document forward to the draft budget document. Baranski seconded and the motion passed.**
  - e. Small Rental Properties Program (SRPP). Reimer reported on budget 040-47177. He stated that a grant was not received this past year. In order to participate, the County would have to apply in October. If not, each municipality would need to apply. He recommends to not apply. It was unknown if a program was currently in existence. Berlage asked if an inquiry could be made as to whether a program is available; it has been used in the past and is a good program. Machala will make the inquiry and report to Reimer. Carroll asked that Machala also find out which municipalities that are participating. Potter said to also find out if the municipalities have been notified as to whether or not a program will be available. Reimer stated that the County did not participate last year because of auditing fee issues. Baranski suggested discussing payment of audit fees at the Mayors' meeting should the County participate in the SRPP. After further discussion, it was agreed that this budget item will be put on the next joint budget meeting agenda; it was not moved forward.
7. Citizen's Comments - none
  8. Board Member Concerns – Schultz invited the Board members to attend the August 25, 2008 Special Development & Planning Committee / Rewrite Zoning Committee meeting.

Meeting adjourned at 8:11 pm following a motion by Schultz and seconded by Baranski.

