Ogle County Finance & Insurance Committee
****Special Meeting****
Thursday September 2, 2010

Tentative Minutes

1. Call to Order – by Hopkins at 9:10
    - Members present: Hopkins, Rice, Diehl, Gronewold, Kenney, White
    - Members absent: Saunders
    - Others present: DeArvil, Barnes, Kilker, McKinley, Coffman, Finch, O'Brien, Cook, Martin, Dale, McKeel. Vinde Wells arrived at 10:00.

2. FY 2010 & FY 2011 Ogle County Budget Review & Planning
    - Reporting Requirements Discussion – McKinley said one way to do this is to create new sub accounts for interfund transfers to identify the source of the transfer. The other issue is where to show the transfer in to cover shortages, like the $750,000 transfer from reserve. If you add it in to page 13 of the monthly financial report in the budgeted numbers, you actually hide the $1,000,000 shortfall. But the problem is that the revenue transfer is included in the actual year to date revenues so that drives the percentage of spend to a higher percentage. Gronewold would like to keep it the way it is and include monthly explanations, with more clear descriptors on the interfund transfers. Suggestion to have board training classes on reading the budget reports.
    - Budget Recommendations – White started by explaining all the people he has talked to throughout this process and stated government is unique because if orders and income slow down in manufacturing, you can reduce corresponding labor and expenses because you don't have to produce as much. In government, your orders and responsibilities are still the same even when revenues decrease. Lean manufacturing is the term to describe what industry has to do, and this is where we are in government. Rice said also that the checks & balance process of government requires a long time to make changes. White said there will be many unpopular recommendations he has, but they weren't done with any malice of thought. Department by department review as follows:
        i. County Clerk - Cut 1 full time to 1 part time off the budget. $17,500 savings plus $6,420 penalty of raises given last year above the board's suggestion. $23,929 cut bringing $434,839 total. Deihl said he looked at the 3 funds the Recorder has totaling $169,000, and he hoped that out of one of the budgets we could get some help to making ends meet. White said if she wants to keep her employees at the full time status, she may have to pull from those funds. White also said it's important to remember that all funds are tax payer funds even if department heads control them.

$32,500 in supplies now could be cut out to pull out from other funds, leaving $419,830 for Diehl's total. McKinley asked about how staffing numbers relate to budget decisions. Board can't control the staffing numbers, just the budget, except for in appointed. Kilker asked about the controls in place to allow expenditures out of other budgets. Some are highly narrow in what they can be used for and others are more broad, per McKinley and Coffman. Coffman's reporting would show the reduction in the monthly fund balances, but wouldn't show up in the transaction reports out of general fund. McKinley said the numbers would be based on assumptions that if they don't hold, the department head may be forced into lay offs to make the budget meet, and the board would have to be okay with that approach. Gronewold said from the tax payer standpoint, if there are millions sitting out there, why are department heads decreasing services instead of using the funds. White said this becomes an issue of department heads willing to run more lean. Coffman said we could ask for more detailed budget reports on the other funds, like in Probation and Focus House, per McKinley and DeKalb County per Coffman. Gronewold reduced $37,400 bringing bottom to $427,339.

ii. Buildings & Grounds – White said he went through the 2010 budget with McBride retiring, subtracting $80,000 out. Salaries of $256,039 for 2011 Salaries. This brings a $47, 533 reduction without benefits bringing it $924,457 total. White would like to see us to an outsourcing of our janitorial services. McKinley said they did this last year and will pull the analysis. DeArvil said you'd have to add snow plowing and lawn mowing, which McKinley said they did not include in the last review. Hopkins said have to be careful of union impact. Deihl said B&G salary does already have McBrides salary out, so all he pulled out was the new plow truck of $26,500 bringing total to $945,490. Rice said we've been cutting and cutting this budget and their work load has doubled and is concerned we're cutting too far. So many things we don't have control of like cost of fuel. Kenney pulled utilities out and borrow from solid waste fund bringing the bottom line to $522,390 savings $432,600 for utilities with 10 year pay back recommended. Rice took the truck out and the salary with total of $897,957.

iii. Treasurer – No changes because he is a working Treasurer with 1 other FTE and 3 PTE and is running lean.

iv. HEW - Soil & Water allotment decreased and was the only decrease for $159,212. Rochelle rent is $7,000 per White and Amy Jo at ROE said all her contributions went to utilities, meaning these utilities might also be pulled out from solid waste. Deihl did the same. Kenney pulled $4,000 out of the ROE budget for a

$158,420 total because all travel should be eliminated during these times.

v. Judiciary – White said raises were given in contrary to budget request, so he pulled those out - $5,581 for a total to $303,928. Deihl noted he also subtracted additional $13,000 for law library for total of $290,928. Kenney pulled $7207 out including travel for total of $302,302.

vi. Circuit clerk – White subtracted 1 FTE at $50,000 and 1 part time at $26,000 for a total of $507,400 with $76,000 deducted. White noted the request for the cost of rubber stamps and paper and envelopes estimated at $30,000 as he recalls – the others don't think it was $30,000 - and that those fees would be taken from discretionary funds. Diehl cut $80,000 with retirements and reductions, adding up two funds that have $285,166 in them, so pulled another $52,000 from those with supplies. He didn't account for the stamps and stationery request for a total $451,400. Martin noted the Circuit Clerk postage meter renewal is up this year and he will not be covering that expense. If that happens, Roe, Martin, and Circuit Clerk budgets will be negatively impacted. Circuit Clerk has always taken care of this. The budget appears to keep the expense in it. Kenney pulled $130,000 out with total remaining $453,400. Rice mirrored Ben's numbers. $452,400 total figured by Gronewold.

vii. Probation – White left it alone with the exception of bonuses given from discretionary funds subtracting $19,750. Martin said he did this to avoid arbitration of the contract. Total is $619,899. Deihl had the same numbers. Kenney had $579,649 forgetting about request and agreement by Finance to do the bonus payments. McKinley noted other departments have to do lay offs to honor union contracts. Rice left it because we approved what he did. $619,899 by Gronewold.

viii. Focus House – White said this is tough because they have a good service and in the long run if you keep them out of the jail system there is a pay back. He reduced 4 FTE by $104,000 with total of $833,043 noting we might have a higher officer-client ration than surrounding counties. $55,000 utilities not included in this budget, which is still there. Total 55-75 clients per year through Focus House, per Dale. Hopkins said he'd like to pay the $55,000 from somewhere else. $862,043 by Gronewold and Diehl reduced by 2 employees. Kenney pulled $50,000 for total $887,043 not addressing utility problems and wanting to see single payments on loan. Martin talked about staffing patterns saying his numbers show 23 full time and 8 part time. Martin reduced responsibilities of those without child responsibilities. 12 FTE and 7 PT employees left to supervise the kids if other positions are cut. Can't eliminate staff watching the kids. Who do we cut? Last

year, we eliminated a secretary position, and took the funds from probation funds to cover it. Do we eliminate counseling program? Martin said 30% staff is union with only one seniority list. One union elimination means the lowest seniority get cut by last hired. If reduce union staff, will have all new faces at Focus House. Martin asked the committee to be sensitive to these issues because 3 staff elimination isn't that easy. Options will be to slow down out of county placements since Ogle County kids are the priority, but this will negatively impact the placement revenues. Martin doesn't know how to function with those kinds of cuts. Martin also said the net cost of 2 salary line items between Focus House and Probation have to take into account the reimbursements come for probation officer positions, which were $340,000 this year. This should be a credit to the salary line item. Probation reimbursements are expected to remain as expected, in full. McKinley asked for figures on what we would have spent on kids' placements without Focus House. Martin reported 3 years 2007-2009:

- Average of those three years = $752,000 annual placement costs.
- High in 2007 was over $1,000,000 in placing kids.
- 2009 it dropped to $433,000 because not the specialized kids that are more expensive.

This is all judge ordered for Ogle County, but we have discretion of whether to take out of county kids or not. Judges have discretion also, and per White, we assume some out of county kids don't come because they judges are under pressure not to increase their budget for placement. Martin said we are taking tougher and tougher kids. Dale said last year out of county kids were way down, and this year they are back up. Hopkins asked if detention fees can be covered by the discretionary funds. Martin would like to meet with his team on how to help in other ways to make the budget request without losing staff. We could also try cutting detention line by $10,000 and leave $20,000 in discretionary funds since putting more kids in Focus House as they wait for hearings through cooperation with the judges. White asked Martin to resubmit the budgets and look at it again. McKinley clarified that the total focus House budget plus the dependent children fund totals about $1.2 mm, which is more than the average placement costs of $752k per year if no Focus House. The difference appears to be the premium we pay for a superior program that has national attention. Deihl reminded the group to pull out the salary reimbursement of $340k.

ix. Assessments – White has $257,385 from retirement inclusion of half year. Diehl cut the $20,500 publishing cost if anyone had an appetite to challenge it bringing the total to $236,855. Wells

expressed concern the public's right to be notified would be infringed if this was deleted, and that it is all required by state statute. White said we had discussed putting notices on the web, in libraries, in the courthouse, to find more cost effective ways to notify the public because this is such a tremendous expense. Kenney had $254,985 assuming a $15,000 salary reduction. Rice kept the publication in and matched White's $257,385.

x. Zoning – White left it alone with 10% cut from last year where they took the hit. Kenney took $15,000 assuming a decrease in staffing out for $143,859. The rest of the committee left it alone.

xi. Sheriff – White said he went back to the 2010 budget for salaries, subtracted out $60,000 for Mr. Harn. In addition, he pulled out 2 ft at $60,000. $180,000 reduction for bottom line salary line item to $1,609,056. That's $214,011 cut. Pulled $58,368 out of OEMA , which Rice said had to stay in place. White said pulled 2 FT for $70kout of emergency communications expecting 911 board to help fund the positions from their funds. White said we need to take a hard look at this to get them to help us in these difficult times. $375,000 reduction totaling $3,077,759. White said there is a possibility of $140,000 COP grant that could be used against this. Coffman said on the OEMA position does get some grant money that they transfer back in for $40,000 to cover the salary. White would like a clarification of the jail boarding revenue side, which McKinley asked for at the next meeting. Diehl said he was hoping to cut OEMA salary by $8,000 and a$25,480 cut from serving papers position unless you can take an existing person and not add. Total $3,386,754. Kenney took $250,000 savings and applied total budget, giving credit for $81k already submitted, for total of $3,170,134. Gronewold's total is $3,380,000. Rice took flat $200,000 for $3,220,124.

xii. Coroner – White said he left the Coroner alone. With facility issues, if has extra money, assumes it will go to budgets for total of $178,5504. Deihl and Gronewold agreed. Kenney pulled $15,000 salaries out for total of $163,504. Rice agreed with Skip, but paying $100 per call is $18,000 savings with on call only and so much per hour if they on the job longer. This is how they used to in the past. Finch said we did $100 call plus $100 per day when on call. He talked with McKinley about on call vs. working and how to adjust for this. Not a savings if both $100 day plus $100 call and McKinley said it's hard to figure the premium paid for on call when it's a hassle but less than working the full hours.

xiii. States Attorney – White said he shows the agreement for reducing this year $20,000 for pay back with Earl leaving and applying it next year, so his adds the $20,000 for 2011. $686,881 total for White, Diehl, Kenney, Rice. Gronewold kept it as was without the $20,000.

xiv. Insurance – The committee left it alone knowing many changes will come with retirements, unemployment, etc. Diehl drafted a budget not taking any solid waste money and decreasing it $170,000 with Highway covering insurance. Best case is not tagging solid waste and hitting Highway. If we go to solid waste, then he'd leave highway department changes out of it. Rice and Kenney left insurance alone. Kenney would see using solid waste as loan basis only. Rice said Highway runs efficiently and would like to be careful how we manage this so we avoid more unionization. White said to him, infrastructure is #1 on his priority list and would not have Highway pick up the insurance costs. Buildings would be included in this. Hopkins said they should have always done insurance, but it's hard to switch mid stream, especially with more reductions this department from the State because they keep skimming. Gronewold agrees with Diehl. Gronewold said he would take the $170,000 out of the Highway to fund insurance. Cook said 8.5% will be reduced further from motor fuel tax this year, per last week's notice. IDOT discretionary fund is giving another $146 million to the governor office, believing we'll lose 180-190,000 on top of the 8.5% they have come right out and said they will take. 8.5% will come out of the 2010 budget, decreasing the carryover which will also impact the 2011 budget. Same impact to townships and municipalities. Will all lose the 8.5%

xv. Finance – White noted pay grade reductions of $3500, agency allotment up $500, official pubs increased to $500. County administrator furlough days off of $3,000. No new copy machine. White didn't fund the IT position and would like to see it come out of discretionary funds because its for working on our computer system, with many funding options. GIS appears to have funding per White. Cook said we don't have new equipment this year, but build it up to fund the aerial photography. White would like to see this position funded by all the discretionary funds, not through Finance. Rice likes the concept, but needs to see it on paper. White deducted from $404,696 a total of $10,800 (no copier, no IT salary, 10 McKinley furlough days). Gronewold asked about the GIS fees, which all goes to GIS Fee Fund then is transferred to GIS Committee fund, which is where the outside membership agencies pay into. The county pays their portion to the Committee fund from the $2 remaining in the Fee fund. To take money out of the committee fund would have to be approved by the committee as an expenditure, which is the public agencies in the GIS partnership. Administrator didn't bill for cell phone and mileage for another $2,000 savings, per White. Kenney indicated no changes but is not sure if we can fund the copier. Diehl had $386,276 to start. He cut the copier, cut the $3500 pay grade, added the 700 for publications.

$378,479 total Diehl not including the salary needing to be added in. Gronewold said as budgeted. Rice left it alone knowing she'll make it work under budget if she can.

xvi. Corrections – White said 2010 budget was 2% less and he kept it there, subtracting $27,222 off bottom line for $1,562,442. McKinley said her concern is that the salary rearranging came from having to staff the jail properly after the lay offs and reducing this, if it hit staff, would be a problem for keeping our contract in place for minimum staffing requirements. Diehl left it alone, but wants the $250,000 explained. Rice took the 2% off matching White hoping for union contracts. Kenney left it alone, assuming $0 wages everywhere, knowing these decisions could bring lay offs, which is undesirable and not always a savings either. Gronewold left it alone, wanting to know where the $250,000 is. The committee wants to see the jail boarding reconciliation at the next meeting.

xvii. Summary – White said absolutely best case scenario for expenses on his is $11,720,383. After revenue discussion, the committee agreed the most likely revenues are $11,230,850. Best case revenues would be $11,622,850 which have to be verified against Coffman's numbers he has been tracking today and looking at other revenues like jail boarding, states attorney reimbursements, public defender reimbursements. If COPS grant comes, that could be more for preventing lay offs or bringing back past layoffs. If we close the courthouse administrative offices for 4 hours every Fridays off, this would penalize the administrative office people and is only $65,000 estimated savings. White said we have to look at savings. Rice said if we don't use some of those funds, this would be difficult to show our good faith efforts to the unions. McKinley asked if the committee would look for a 50/50 reduction split or go with all expense cuts. Hopkins says we must use these discretionary funds to cover things. Gronewold agrees. Coffman said next year there is a good chance of tapping into borrowing to cash flow us. Another strategic decision should be how much to protect in Solid waste if state goes bankrupt. White said we didn't borrow in 2010, and we took from savings. If we cut again this year and then next year, we are in good shape. Maybe next year the revenue would be there next year. White said he thinks we're in the second dip of the recession and tooling industry hit that in spring. They are usually in the front end going in and coming out. White said indications are we're picking up. In theory, the general economy should improve 1-2Q2010, which means with government lag feeling recovery very last, we don't feel it until 2012. If we can cut to get $250-300k gap, we could cover these with some of the discretionary funds. Gronewold said in talking about the future of the county, we look to the economy getting

better, but immediately wages will need to jump quickly and it's $100k for a 3% increase right away. Kenney said people will be asking to replace employees that were cut also. White said EAVs are a concern also. Coffman confirmed 2012 revenue year is when the Excelon agreement is up. Rice made a positive comment regarding the Gredco letter of support to get $8mm state grant to build rail adjacent to Burlington Northern in response to the tax abatement for Erail. It's for 450 jobs and is on the fast track with the governor is coming first week of Oct to make that announcement. This project came close to going to Lee County but they agreed to transferring the enterprise zone to this site in Ogle County to keep it there. Lee County is $1.4mm shortfall budget this year. Gronewold asked about union negotiations.

xviii. Next meeting – Special meeting is set for 9/10 at 9:00. McKinley will input numbers from today into an Excel spreadsheet for decisions the next meeting, plus will ask the Sheriff to confirm the jail boarding reconciliation.

3. Public Comment- none

4. Adjournment – by Hopkins at 12:20

Respectfully submitted,
Meggon McKinley, Ogle County Administrator

Lyle Hopkins – Finance Committee Chairman

Ogle County Finance & Insurance Committee - **Special Meeting **
Friday September 10, 2010
Tentative Minutes

1. Call to Order – By Chairman Hopkins at 9:05
    - Members present: Hopkins, Rice, Diehl, Gronewold, Kenney, White
    - Members absent: Saunders
    - Others present: Barnes, Boes, Janes, Kilker, Frinfrock, McKinley, Coffman, Beitel, Harn, Dale, Harrison, O'Brien, Huntley, McDermott, Typer, Clemens, Cook, Pemberton, Finch, Martin, Roe, Wells

2. FY 2010 & FY 2011 Ogle County Budget Review & Planning:
    - Retirement Replacement Request – Sheriff Beitel presented the request to replace Shipman's position after her voluntary retirement stating they must recruit and train this new person so December 1 payroll without her will go smoothly. This position is not a union job, it's administrative; the position must keep confidential records and reports solely to the Sheriff. The position takes care of buildings & grounds needs as well as all the Sheriff Dept issues including the current 12 steps to payroll, Sheriff sales, county phone systems, and running the department in his absence. Hopkins said the policy allows the necessary exceptions go to go to Sheriff Committee, Finance, Executive, and the Board. Beitel reported there are 38 working days left for Ruth and there will be 20 Sheriff sales in December. Harn said they've indicated from day this position will need to be replaced and that the minimum wage scale doesn't bring the right person at only $35,000 - $36,000 per year. White said it's up to the elected official to set the starting wage but wants to know if they can get what they need for the mid point of $36,000. Harn has someone in mind from outside the county and is making cuts everywhere he can to make this position a priority, but believes up to $40,000 is what he needs to ensure the right person can fill the spot. Kenney said the midpoint is desirable for hiring because these will change as positions change. The department head has to have latitude but the scale is set to curb runaway salaries, and is to be looked at annually. McKinley is concerned this is the board's first opportunity to enforce hiring way below the max -point and if they don't, it sends a negative message to the rest of the organization. Gronewold said he understands both sides. Deihl asked if the Sheriff signed off on the retirement program terms, which McKinley confirmed he did.
        i. Motion by White to hire replacement for Shipman as soon as possible based on their qualifications for under $40,000
        ii. 2nd by Gronewold. Kenney noted not to forget the $30,000 benefit package. Boes noted the current job market has driven the wages down and they might be able to get someone to accept a lower salary.
        iii. Roll call vote: White yes, Kenney no, Gronewold yes, Diehl yes, Rice no, Hopkins yes. Motion carried. After clarification of motion intent, Rice changed his vote to yes.

    - Jail Boarding Reconciliations – Coffman noted a June and July payment had not posted $832,000 estimated year end. Sheriff noted last month's projection based on what was billed for 7, should have been for 8 so his projections were skewed. The correct projected $832,000 for 2010. FY 2011 is difficult to predict because assume average as the same as this year. There would be negative impact if the

jail staffing went below acceptable levels, which is not planned in the FY 2011 projections.

- Budget Targets - Sheriff Beitel noted they were being asked to reduce expenditures by another $200,000. They have not filled some positions for an entire year, have had a deputy resign, are not filling McBride's for a year, and the net result is $203,097 from last year bringing total of the 5 budgets to $5,874,458. This will negatively impact service. White asked about the 911 positions and budget and the funds available to them. Sheriff said there is a wireless fund, 911 emergency fund, 911 next generation fund. Every month the ETSB gets billed by the companies that provide 911 service for the trunk lines. The charges from Frontier alone are $2,000 per month more than the land line surcharge revenue coming in. With next generation technology at the national level, there will be significant hardware and software requirements, and it won't be an option. White indicated the land line has $1.32 million and they'll lose $2,000 per month unless something changes with how 911 is funded in the State of Illinois. The ICC rules are being re-written regarding operation of the 911 centers, but the phone industry fights tooth and nail to keep the surcharges down. Many are going to wireless, and decreasing the funds further. Sheriff Beitel indicates the 911 board would rather fund the technology and not the people. The community has benefitted from this approach. Further discussion of charging methods and revenue decline followed. The past 2 governors have swept millions of dollars from the 911 funds. White would like to ask the 911 board for a one time only contribution to help subsidize a few operators. Sheriff said this opens the door for other safety operations in Ogle County to fund their operations. White would like to ask for $70,000 contribution. They currently cover 100% of salary and benefits for the 911 coordinator. Deihl, White, Gronewold, Kenney agree. Hopkins said they will ask to be on the 911 October meeting agenda.
- Budget Strategy – Hopkins would like to establish how we will approach balancing the budget. We don't know where the state will go, including some talking even about possible bankruptcy sometime in the future. If we lose state funding, we have to look at the solid waste fund to back up our operations monies so we're not left short. White clarified last year we were short almost $2 million last year and took $1.1 approx from reserves and that this reduces our net worth, but doesn't increase debt. Each year, we reduce our deficit without borrowing money. Rice indicated we started out with reserves, which is better than many surrounding counties didn't have. Hopkins would like a consensus on how to plan for the next three years. White said after this year's budget, he believes we are cutting everything to the bone and finding the point where we stop before really cutting service. In government, you still have to produce the same product with the same money, whereas in industry you can cut product and labor as the orders decline. White said we need to look for other places for the money. Hopkins said he believes every department has cut as much as they possibly can, and he wants a plan beyond 2011. Worst case scenario includes the State going bankrupt. McKinley said on a $12m budget, you need $3.6 million per year without the state's 30% revenue. We have that in solid waste and long range now. Kenney said he doesn't think we're out of the woods, nor can the State file bankruptcy, but they could just default on payments. Kenney said low hanging fruit is gone, and we can't operate in the future as we have in the past. We have other discretionary funds out there, and the solid waste fund must be protected because this could be year 2 of a many year problem. Gronewold said he's not sure we can project out that far, and is concerned that the departments wouldn't cut any further. If worst case scenario happens, he doesn't want to be locked into

assuming those funds would solve the problem. White said it's not a lock in, but an assumption. Diehl said in his scenarios, he kept cutting until he got to only pulling $270k from the indemnity fund, and he's further off now because the jail boarding will be less than he projected. Rice is not in favor of using Long Range funds. He would support using the Solid Waste fund in a loan form. Long range is set to pay the bonds for the Judicial Center, and we must not diminish those funds. Year to year basis on Solid Waste is acceptable to him. Hopkins would like to use some of it, but not all of it. Discussion of past economic stresses followed. Gronewold said we have to realize Solid Waste projections have decreased. Rice said the last report showed some increase. White suggested wrangling the budgets and see how short we are.

- County Clerk –
    i. White said he would reduce $23,929 for a total of $434,839. Last week's numbers were reviewed. Diehl said his were the most severe, cutting first the raise amount given last year. Huntley said 2500 is her raise, so taking that out would bring it to a $4,000 reduction. Diehl said he combined office and election supplies. Huntley said office supplies could come under her discretionary funds, but not the election funds. Voter registration supplies are actually postage. Diehl corrected his statement saying it was actually office equipment – software maintenance. Huntley said this is a hard number to the vendor. Office equipment & maintenance could be paid out of discretionary funds, which she already does most of this now. Huntley doesn't have a problem with that, so reducing $12,000 plus $3,000 plus $4,000 reduces by $19,000. Huntley clarified which fund she pulls from depends on which fund is used. This would bring the $458,768 down by $19,000 for a bottom line of $439,768. Huntley prepared some comments. She has been elected County Clerk for 12 years with an outstanding record. Regarding budget, she has already been forthright about the changes from moving between 1 election and 2 elections per year, and she always starts with a $0 based budget for elections, starting with $71,000 reduction from last year. She always has turned back in money instead of finding ways to spend it. Since 2003 new World data, she has returned $286,000. She doesn't feel she is a risk in terms of putting money into her budget. Regarding staffing, she referenced the Staffing Plan information McKinley helped pull together and distributed. She noted years ago, one position was eliminated and she is down 1 FTE in 1998 in Recorders office. On Clerk side, she moved someone to part time and assumed the responsibilities. Regarding staffing, she believes she cannot cut back any further because it would impact service and in particular county board functions, which are very time consuming. Huntley asked where the $74,000 she doesn't need this year went. White said he came out of revenues we didn't get. McKinley asked if Huntley could absorb the $19,000 without cutting staff and she said yes. Huntley reminded next year will have two elections, and another $74,000 or more budget increase. She thanked the committee for their time.
    ii. Buildings & Ground – Harn reported a new bottom line number of $921,902. He walked through each budget line reduction, noting a big reduction is assumed in electricity with savings coming from Mike Mudge's analysis. Regardless of the assumptions, per Harn, electricity and utilities have to be paid. Weld Park could be dropped further with Highway support of the improvements. Diehl had asked if they could take

the truck purchase out. Harn said the B&G budget has a 1999 vehicle, and corrected they have 3 trucks, not 4. This would offset labor savings to provide Highway with a vehicle to remove snow. Deihl wants to know if we could just buy a plow and put it on a truck. Cook said all trucks are larger than the 1 ton; nothing small. Boes asked if it would be cheaper to outsource the plowing. Harn said he hasn't done this analysis, although knows it's been discussed. He would like to try doing this with 3 people and not 4, which is a rough $100,000 savings. Also have to be careful not to grieve the union by taking work away from them. Harn believes with the 3 people we have here, we can get the same amount of work done as when we had 4. McKinley said they analyzed the janitorial department outsource last year but the small savings didn't seem to warrant the exercise especially in then thinking about outside vendors being in the building. Kenney clarified it's not mechanically feasible to nurse the existing truck along any longer and Harn said this would be a state price trading our current truck out.

iii. Sheriff – The revised budget is $2,654,500, no change to OEMA – same at $92,427, no change to Telecommunicators same at $673,207. Subtract $6,000 from Shipman's replacement salary, for total of $3,414,134. Discussion of Harn's personal vacation pay time owed followed, and he noted a desire to get that paid this year so it doesn't carry.

iv. Corrections – this is reduced to $1,532,421 and reflects taking out the medical expense increase from the last budget. If it goes up, we have to pay it, but we'll estimate same as this year. Total for all 5 sheriff less Ruth's $6,000 is $5,868,458. Harn would like to show more savings than this, but will have to address that throughout FY 2011. Gronewold asked about the 911 jobs and the distinction between what they do for the Sheriff vs. Telecommunicators. Harn would like to sit down with Fire and Ambulence services to discuss the possibility of charging for dispatching, which is a very unpopular topic. Discussion of the 911 coordinator position followed and Harn made it clear that Sandy Beitel is the best person for the job and he has committed to the 911 Board his intent to have her continue in that role, and if she would be terminated, the 911 board funding for the position would go away too.

v. Treasurer- no changes. Indemnity fund has a $270,000 balance the board could transfer to General Fund but then the liability that would come would shift to the General Fund also. Coffman said this has never happened, but doesn't mean it couldn't. Discussion of liability and claim fund legalities followed.

vi. ROE – Clemens said she provides her own snowplowing, janitorial supplies, no benefits on the janitor, and grants pay for his time 3 hours a day. Maintenance & equipment fee is for the software to inspect the building, split by Lee and Ogle County. Kenney asked about the travel for $4,800. Clemens said this is her budget to carry on the duties of the job that are mandatory in Springfield and traveling to the schools in the county, which is her required duty of the job. Lee County pays for the Assistant Superintendent. If Clemens does grant related functions, the mileage there comes out of grant fund. Budget was left at $56,712.

vii. Health Department - $80,000 no changes

viii. Soil & Water - $22,500 no changes

ix. Judiciary – Judge Pemberton noted there is a resolution from 2000 stating fees were at $10, and if raised to $18 this year, this could zero out the

$13,000 law library amount in the General Fund. He explained this is a filing fee, which is a cost of business in filing for the client. Most counties have increased this and will bring a resolution to the committee for reducing the $13,000 to $0. White pointed out the $5581 reduction he would like to see for raises given, which Pemberton said was 2% to public defender and secretary. Pemberton did this in response to other raises given to unions, when Becky called him to discuss this and was in the same situation. Pemberton said this seems punitive, which White said it could be seen that way. The union had to lay off personnel to do it. McKinley said the board did request everyone to hold wages at $0. Pemberton said he does not intend to give raises again, although last year he had multiple reasons for doing so. Rice said we are putting the pressure on departments to use these funds as we are scrambling on making the budget meet. If $13,000 out for law library and $5581 in raises given subtracted, the total is $290,928. Pemberton reminded the committee he gives $10,000 from the Ordinance fee and intends to continue that if possible. Discussion followed and the committee decided not to pull the raise amount out, putting the final number at $296,509. McKinley asked the Finance Committee to be consistent in their decision for both the Judges and County Clerk & Recorder since both have discretionary funds, both are reducing budgets, both gave raises, and they agreed to take Huntley's raise amount out this morning. Martin said he has searched the minutes and finds only that the board asked for $0 growth in salaries vs. $0 raises. McKinley said while $0 growth was certainly stated, $0 wage increases were repeatedly discussed. John stated there was general fund pressure when the raises were given (Martin clarified they were bonuses not raises) and that at the end of the year there was then nothing left to give $25,000 back to General Fund as previously agreed, so it does impact the General Fund even if given out of discretionary funds. McKinley wants the Finance Committee to be consistent. Gronewold said there is an effect down the road. White asked the Judge if he could fund the raises out of Ordinance this year and give $15,000 back in FY 2011. The Judge said yes, and that $10,000 will be given back in FY 2010.

x. <u>County Clerk</u> – the committee went back to the Clerk & Recorder budget since they agreed not to penalize the Judge for his raises. $4,000 then would need to be pulled out for a reduction of $15,000 and not $19,000

xi. <u>Circuit Clerk</u> – Typer recapped his budget request $616,768. McKinley noted the Sheriff had to lay off to get to the number and that this committee asked for $0 increase which is where we are starting, not at Marty's request. He didn't have to lay off to do it, but doesn't mean we start with his request, just like we didn't start with the Sheriff's request. Typer said the outcome is controlled by the board in agreeing to the union wages. White recapped last week's reductions and asked for wage clarification. Typer said the bottom two salaries are $23k, and $25k which is where layoffs would start. The part time line item, per Diehl, should be eliminated. Typer said that is in there in case they have to train part time, but that currently there are no part timers. Diehl said the line item should be deleted. Hopkins asked if he could replace a retiree with a part time position, which he said probably he could. Diehl asked about the document storage and automation storage funds which total $285,166.88, wanting to know if we can fund supplies or other things out here and concerned they are just sitting there in economic hard times. Marty said

there haven't been acceptable terms to bring agreement to the funds transfer. Hopkins said discussions with Typer indicate we can't use these funds to operate the office or pay the clerical help. Typer said they use it for buying equipment and Dynamic Horizons and Kodak scanners and Gooden and all technology vendors. He said the county hasn't paid nickel on automation software and hardware, and that he does a lot to keep it running and continues to want to do this. He also talked about the file jackets that come from document storage even thought that should come from county office supplies. He discussed moving money back to the general fund, but that the county hasn't cooperated with what Typer wants in order to agree to that. Typer said we need new switches because they are old and that the Eguilty system needs to go in. Kenney asked why these things don't reduce staff since technology should less the burden, but it never does in the Circuit Clerk office. Typer said the traffic ticket system has saved many hours. Typer is 4 FT people down since he started. McKinley clarified that the county pays maintenance fees on anything he buys, and also that we don't need new switches per the recent technology review. They are all under maintenance agreements and working fine. Hopkins asked the committee for their input. Rice said he had eliminated a part time person, then moved it to full time when a retirement took place. Deihl said he'd like Marty to give some help. Diehl started with $583,400, not Typer's numbers. Kenney said Typer is the only department head that didn't come in flat with his budget request. Diehl would start at 2010 adopted budget with salaries of $504,000 and also reducing the $26,000. Diehl said he is doing this to everyone. He would also cover some form of supplies out of other funds for $20,500 reduction. Total budget would then be $536,900. Marty said you can't provide adequate services for this, and reminded them the Circuit Clerk generates a lot revenue. Kenney said Diehl's number is higher than his. Last week, White had $507,400 and said Typer is better this week than where he was last week. Boes asked Typer how much money is brought into General Fund. About $1million this year, per Typer. Diehl asked about the fees he said could be increased, and Hopkins said Typer said there weren't any to increase that can be used for the General Fund. Discussion followed about projects that could be funded and who pays the maintenance fees. White agrees with Ben's $536,900 figure based on lower salary figures for anyone laid off. Gronewold agrees. Kenney said he stays with his number which is lower.

xii. <u>Probation</u> – Martin said he resubmitted a budget to McKinley, and reminded them to look at both Focus House and Probation budgets together for the whole picture. He cut the juvenile detention fees down to $20,000 in Probation. Martin requests keeping the budget where it is in Focus House and not lay off since they have already done this and if they do more, they will not be able to supervise the kids 24x7 across 3 homes. Martin proposes giving the county more money back to General Fund in 2 ways:

1. Transferring $30,000 next year out of Dependent Children's funds. He explained how the dedicated monies can be used. Some grant money will be used for upgrading equipment and are already dedicated. Judge Pemberton agreed to this.

2. Federal Drug Court grant, approved this week. There will be significant monies from this to reimburse the county for the grant, which would be $16,132 in FY 2011.

Martin would offer to also transfer some monies to General Fund in FY 2010, but isn't sure how much. White asked about the utilities. Martin said the utilities are paid out of other funds. Diehl said if the $30,000 Children Dependent Fund contribution is made, can they afford the utilities from there also? Dale said not likely. Rice said they also fund the debt structure from this fund, which is $27,500 each year. Martin said they take care of those buildings without asking for a penny from the county although they are the county's property. He noted they never come back to the county to ask for extra money – it is always paid from other funds. Boes noted after last year, there were bonuses paid and asked why is there is a salary increase on Probation. Martin explained this is from moving the Probation position to Focus House and transferring the salary along with it. There is no net increase between the two budgets. McKinley noted the significant salary reimbursement for Probation salaries the county gets in revenues, which Martin confirmed in his hand out showing the net effect after the reimbursement of $435,416 in salaries. Coffman asked if the reimbursement is contingent on anything, and Martin said no, and that the county can count on the $30,000 transfer at some point in the year. Diehl said he didn't find anywhere to fund utilities. Rice suggests looking at interest on Long Range funds, and asked if we would be wise to fund the debt service from Long Range and let him pay the utilities from Dependent Children's fund. Gronewold said he'd rather see his costs of his department in the budget to project accurately instead of taking the $30,000 because every year you have to look at the agreement you made, versus just putting the fixed cost in the budget. Martin said they have always fulfilled their commitment to the county, such as never going over any budget, always offsetting overruns from other funds, and much of the Probation and Focus House operation is paid from these funds. Martin would like to be judged by what he's been able to do in the past. Kenney said no one questions his management style and past contributions, but what we're faced with is not having enough money to go around and that he'd also rather see a budget with expenses all in the operations budget instead of many places, which helps make it cleaner for the next county board committee that follows. White agrees that he'd like to see the $55,000 utility cost in his Focus House budget. McKinley and Martin clarified they do present a budget for the other funds, and asked if what they are saying is to increase the budget by utilities amount and not do the year end transfer. Discussion followed. The revised budget is now a $10,000 reduction in expenses and a $46,000 revenue increase. Diehl said this would offset utilities. Bottom line is Probation at $629,649 and $937,043 expenses plus a revenue contribution of $46,000.

xiii. Assessments – Harrison said without replacing a possible retirement next year, it would jeopardize getting the work done. He said this employee was originally a part time person, and then was moved full time because of the increase in work load from senior citizen assessments freezes, disability and military exemptions, etc. Without her, he's not sure who would do this, although he could see doing it part time. Even then, the exemptions may not get done in the time you're used to. He said next year is a quadrennial year with more publications, and we can't control that.

White asked if we could mail to everyone instead of publishing in the paper, and the state statute doesn't allow it. The committee agreed to leave it at $271,135 with no further reductions.

xiv. Zoning – The $158,255 budget remains.

xv. Sheriff - Harn noted the COPS grant will be announced at end of the month and if it comes, the additional $80,000 would be available but without benefits.

xvi. Coroner – The $178,504 budget remains.

xvii. States Attorney – Roe said he will reduce grand jury costs, but this could increase Sheriff costs, for police OT and expediting the cases through the system. Harn said he can manage the OT better than the paying for the grand jury. Drug fund money has to be used to drug prosecution, not salaries, and to law enforcement for drug enforcements. Roe uses this for training, which he has used it for over the years. Other funds are very low and uses them for what they are dedicated to. $6,000 can be used toward bad checks. But not much goes there and not collected any more. Take $3,000 out of printing appeals. Total is $683,881.

xviii. Insurance- Left alone at $1,457,500

xix. Finance –McKinley requested keeping her salary where it is although she had previously suggested taking the amount of 10 furlough days out. She would like to do this if possible, but not cut the budget leaving flexibility on this topic. She would also like to ensure supplies are at $1,500 because she has paid for supplies out of her own pocket this year, as well as used some of the Treasurer's. McKinley stated she is the only department head she is aware of that has taken personal money out of her pocket to help with the budget. She took 3 voluntary furlough days this year, did not reimburse her cell phone or mileage. Others have made reductions, but to the department not to the person. Boes asked if centralized purchasing would offset the copier costs McKinley has requested and she indicated while the department heads have discussed it, she hasn't had time to do the full analysis yet. She isn't sure. Huntley suggested centralizing contracts through RK Dixon. The committee discussed having McKinley's copier funded through the courthouse project. McKinley agreed because there was no administrator when the space needs were finalized, and this was missed. The IT salary amount was discussed. The final finance budget number is $415,305 less the $5,000 copy machine for $410,305.

xx. Final Budget Numbers – with today's discussions, it leaves total revenue at $11,384,482 and total expenses at $12,214,518. This is a budget deficit of $830,036. Total department reductions are $323,959 from last year. McKinley will email the Excel summary spreadsheet she used today to track the final numbers, and update New World with the current items. The committee discussed the budget review timeline. White said he wants to confirm what the States Attorney and Public Defender reimbursements will be.

3. Public Comment - none

4. Adjournment by Hopkins.

Respectfully submitted,
Meggon McKinley, Ogle County Administrator
Lyle Hopkins – Finance Committee Chairman

Ogle County

Accumulated Transaction Listing

From Date: 12/1/2009 - To Date: 9/30/2010

G/L Date	Journal	Journal Type	Sub Ledger	Description	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number: 100.12.3425 Jail Boarding								Fiscal Year To Date:	$0.00
12/31/2009	2010-00000213	JE	GL	DOJ TREASURER - LODGING - 10/2009				$2,435.55	($2,435.55)
12/31/2009	2010-00000213	JE	GL	US MARSHALL/TREASURER - LODGING - 10/2009				$79,649.65	($82,085.20)
			Month Total:	December 2009			$0.00	$82,085.20	($82,085.20)
1/31/2010	2010-00000348	JE	GL	US TREASURY - LODGING - 11/2009				$68,695.00	($150,780.20)
1/31/2010	2010-00000377	JE	GL	DOJ TREASURER - LODGING - 2 DAYS				$124.90	($150,905.10)
			Month Total:	January 2010			$0.00	$68,819.90	($150,905.10)
2/28/2010	2010-00000528	JE	GL	US TREASURY - LODGING - 12/2009				$67,196.20	($218,101.30)
			Month Total:	February 2010			$0.00	$67,196.20	($218,101.30)
3/31/2010	2010-00000698	JE	GL	US TREASURY - LODGING - 1/2010				$59,202.60	($277,303.90)
			Month Total:	March 2010			$0.00	$59,202.60	($277,303.90)
4/30/2010	2010-00000891	JE	GL	U.S. TREASURY - LODGING - 2/2010				$60,638.95	($337,942.85)
			Month Total:	April 2010			$0.00	$60,638.95	($337,942.85)
5/31/2010	2010-00001053	JE	GL	US TREASURER/MARSHALLS - LODGING - 3/2010				$71,692.60	($409,635.45)
			Month Total:	May 2010			$0.00	$71,692.60	($409,635.45)
6/29/2010	2010-00001218	JE	GL	US TREASURER/MARSHALS - LODGING - 4/2010				$72,566.90	($482,202.35)
			Month Total:	June 2010			$0.00	$72,566.90	($482,202.35)
7/31/2010	2010-00001434	JE	GL	US MARSHAL/TREAS - LODGING - 5/2010				$76,251.45	($558,453.80)
			Month Total:	July 2010			$0.00	$76,251.45	($558,453.80)
8/31/2010	2010-00001626	JE	GL	US MARSHAL/US TREAS - LODGING - 6/2010				$66,259.45	($624,713.25)
			Month Total:	August 2010			$0.00	$66,259.45	($624,713.25)
			Account Total:	Jail Boarding			$0.00	$624,713.25	($624,713.25)
			Department Total:	Sheriff			$0.00	$624,713.25	
			Fund Total:	General Fund			$0.00	$624,713.25	

Calc $32,000

County Clerk & Recorder

(8 FTE, 0 PTE)

Becky Huntley, County Clerk & Recorder, Elected

Chief Deputy Clerks
Laura Cook, IT
Julie Johnston

Deputy Clerks
Tiffany O'Brien
Linda Walter

Chief Deputy Recorder
Rebecca Bolthouse

Deputy Recorders
Heather Barcai-Mowry
Julie Thomas

Hours of Service:
Monday-Friday, 8:30 a.m. – 4:30 p.m.

Services Provided: The Ogle County Clerk and Recorders Office is one combined office. The office has seven full-time employees. Staff members are cross trained between services.

County Clerk's Office :

- Chief Election Officer for the County
  - Maintaining Permanent Voter Registration for the County
  - Prepare the election process for local, state and national elections (in-house)
  - Administer local, state and national elections
  - Provides training for Judges of Election
  - Maintains Election Results on the county webpage
- Keeper of Vital Records –
  - Birth 1860 to current
  - Death 1878 to current
  - Marriage records 1837 to current
- Redemption of delinquent taxes
- Responsible for paying Tax Buyers

- Responsible for keeping an accurate record of all proceedings of the County Board and to maintain all its official records
- Assists in the preparation of County Board Agenda
- Prepares County Board Packet supporting documentation for distribution
- Filing of Notary Public Commissions
- Filing of Assumed Names for businesses
- Issues marriage licenses
- Files campaign disclosure statements
- Maintains Statement of Economic Interest database for filings
- Preparation of County Payroll
- Prepares New Employee folders
- Maintains Payroll files
- Registered IMRF Agent
- Issues Ogle County Liquor Licenses – annually
- Issues Ogle County Recreation Licenses – annually
- Issues Ogle County Raffle Licenses (when Ordinance is adopted)
- Maintains the Ogle County Clerk & Recorder webpage
- Maintains the Ogle County Board webpage
- Calculating Tax Extensions & Tax Rates which are Certified to County Treasurer for tax bills
- Filing of Annual Reports
- Filing of Township Budgets and Levies
- Accounts Payable for General Fund
- Assists with Genealogy Research
- Maintains Bonds of Elected and Appointed Officials
- Maintain County Clerk bank accounts (3)
- Responds to FOIA requests

Recorder's Office –

- Record all documents submitted by the public when they are qualified to be recorded
- Archives all Recorded documents
- Assists with Genealogy Research
- Maintains and keeps on file all Federal & State Tax Liens and Mechanic Liens
- Illinois "Business and Not for Profit Corporation" documents and "Limited Liability Corporations"
- Uniform Commercial Code documents
- Military Discharge papers – DD-214 – certified copies are provided free of charge to the veteran
- Records all Land Transaction documents such as Deeds, Mortgages and Releases
- Records Ordinances and Annexations
- Records Plats, Surveys, Right of Way Maps, Dedications and Survey Monument Records
- Keeper of Ogle County Land Records back to 1837
- Records and Maintains Farm Name Registry
- Records Memorandum of Judgments, Notice of Foreclosure & Lis Pendens
- Collects fees –
  - Rental Housing Support Program Act
  - Real Estate Transfer Act – State and County
  - GIS

Average Annual Statistics:

- 13,341 recorded documents
- 1,583 new voter registrants
- 1,177 voter registrant address change and transfer
- 120 "doing business as" assumed name
- 504 certified birth certificates
- 15 county recreation licenses
- 312 certified death certificates
- 2 finger printing for liquor license
- 500 FOIA requests
- 14 county liquor licenses
- 1,041 certified marriage certificates
- 303 marriage licenses
- 158 notaries
- 299 tax redemptions
- 228 take notices
- 5 tax deeds
- 10 GIS map booklets and highway maps
- 1,000 statement of economic interest forms

Busiest Season: Many:

- Monthly:
    - County Board packets of information have to be compiled and distributed after committee week.
    - General Fund claims are processed then as well.
    - Payroll occurs two times a month
    - IMRF report is due once a month
- Election season, which is very labor intensive and staff members have taken comp time for extra hours worked. Elections are typically held in February, April, and November depending on the year. Three months before the election becomes very busy and intense.
- Tax computation is a year long process and becomes more time intensive during late winter and early spring.

Other:

Due to the small number of employees in the Clerk and Recorders office, many tasks have only one staff member responsible for that process. Co-workers are cross trained for emergencies and sick / vacation time. When an employee covers another employees position for time off, the employee accumulates comp time instead of paid over time.

OGLE COUNTY PROBATION DEPARTMENT
FIFTEENTH JUDICIAL CIRCUIT

106 SOUTH FIFTH STREET, SUITE 100, OREGON, ILLINOIS 61061
OREGON OFFICE: (815) 732-1180 ROCHELLE OFFICE: (815) 562-2287
FAX: (815) 732-1281

DATE: September 9, 2010
TO: Meggon McKinley, County Administrator
FROM: Greg Martin, Director of Court Services
RE: FY 2010-2011 Budget

As you review these budgets, I would like to remind the Finance Committee that the budgets for the Probation Department and Focus House should be viewed as one and the same, as a cut in one budget would hamper the delivery of services for the whole Department.

During your review of the amended budget, you will only see a reduction of $10,000.00 in the Probation budget (line item 4438). However, other revenues which will be transferred/received by the County in FY 2010-2011 are as follows:

1. The State reimbursement for probation officer salaries is $340,717.00, which is an increase of $62,642.00 over last year. The total costs for probation officers between the two budgets is $776,133.00. If you subtract the reimbursement, the net salary costs to the County is $435,416.00.

2. We will be transferring $30,000.00 from the Dependent Children's Fund to the General Revenue Fund to offset expenses related to Focus House. This transfer has been discussed and has been approved by Presiding Judge Stephen C. Pemberton.

3. Our Department was just notified that our application for a Federal Drug Court Grant was approved effective September 1, 2010. This is a three year grant. Although no new personnel was added, I was able to have some grant funds allocated to the County. The break-out of this reimbursement is as follows:

FY 2010-2011:	Salaries	$12,618.00
	Fringe Benefits	3,514.00
	Total	**$16,132.00**
FY 2011-2012:	Salaries	$19,874.00
	Fringe Benefits	5,535.00
	Total	**$25,409.00**
FY 2012-2013:	Salaries	$24,544.00
	Fringe Benefits	6,835.00
	Total	**$31,379.00**
	GRAND TOTAL:	**$72,940.00**

Therefore, based on reductions and fund transfers, the total commitment for Fiscal Year 2011 is $56,132.00.

In conclusion, I respectfully remind the Committee members that in Fiscal Year 2010, we cooperated with County Board directives by:

1. Paying the County $12,664.00, which was the equivalent of furlough days.

2. Our department was the only union department to agree to no raises in base pay.

3. To control costs at Focus House, our department laid off part-time personnel.

In advance, I appreciate you consideration.

OGLE COUNTY PROBATION DEPARTMENT/FOCUS HOUSE
BUDGET FY 2011 - AMENDED

Department 08 - Probation	2010 Adopted Budget	Proposed FY 2011 Budget
4100 - Salaries - Departmental	$640,924.00	$609,649.00
4120 - Part-time/Extra Time Salaries	12,000.00	0.00
4216 - Telephone	0.00	0.00
4250.70 - Agency Allotments	0.00	0.00
4438 - Juvenile Detention Fees	30,000.00	20,000.00
4510 - Office Supplies	0.00	0.00
4724 - Office Equipment Maintenance	0.00	0.00
DEPARTMENT TOTAL: PROBATION	**$ 682,924.00**	**$ 629,649.00**

Department 09 - Focus House	2010 Adopted Budget	Proposed FY 2011 Budget
4100 - Salaries - Departmental	$732,768.00	$776,043.00
4120 - Part-time/Extra Time Salaries	120,000.00	130,000.00
- Holiday Pay	20,000.00	10,000.00
4216 - Telephone	0.00	0.00
4435 - Transportation of Detainees	13,000.00	13,000.00
4440 - Personal Care/Hygiene	1,000.00	1,000.00
4444 - Medical Expenses	2,000.00	2,000.00
Sub-total (services)	**$ 888,768.00**	**$ 932,043.00**
4510 - Office Supplies	$ 5,000.00	$ 5,000.00
Sub-total (materials)	**$ 5,000.00**	**$ 5,000.00**
DEPARTMENT TOTAL: FOCUS HOUSE	**$ 893,768.00**	**$ 937,043.00**

This increase is solely due to funds being transferred from the Probation budget to the Focus House Budget. This transfer was needed as two probation employees were transferred to Focus House in the middle of this fiscal year.

Finally, there is zero growth in the combined total Probation and Focus House budgets for FY 2011.

Ogle County Finance & Insurance Committee Meeting Agenda
Wednesday September 15, 2010

Tentative Minutes

1. Call to Order – by Vice Chair Gronewold at 3:35.
    - Members present: Rice, Diehl, Gronewold, Saunders, Kenney, White. Hopkins arrived at 2:50.
    - Members Absent: None
    - Others present: DeArvil, Kilker, Boes, Barnes, McKinley, Coffman, Query, Finch, Cook, Beitel, Rypkema, Martin, Warner, Harn, LCV

2. Approval of Minutes:. All following minutes moved to be approved by Kenney; 2nd bv White; motion carried.
    - August 11, 2010
    - August 23, 2010
    - August 24, 2010
    - August 26, 2010
    - August 27, 2010
    - September 2, 2010

3. Approval of Bills -
    - Treasurer-
        - Motion to approve $421.43 by Diehl
        - 2nd by Kenney
        - Motion carried
    - Finance & Administrator
        - Motion to approve $604.24 by Diehl
        - 2nd by White
        - Saunders asked if there were any more IT bills from RMU, and McKinley stated they are billing every 6 weeks and there are no new bills this month.
        - Upon further review by McKinley, Rice moved to include the current RMU billing for $600 for total of $1204.24 by Rice
        - 2nd by Saunders
        - Motion carried

4. Public Comment - none

5. Insurance Report –
    - Property/Liability – Query reported on one claim paid from a rock breaking a windshield in a construction zone, which was covered 100%. Workers comp is coming due and Query will be working it hard to get the best rates possible. Query will report back as he gets results in. It's a soft market. Ogle has had good, strong discounts with ICRMT.

- Health Insurance – nothing new to report

6. Finance Report – Saunders said she was considering Gouker's recent meeting comments and that it seems since that the money used from the Solid Waste fund was in the budget and is figured as income, the reporting is correct. Coffman said the issue is that in the monthly reporting format, revenue doesn't show up as income and so the committee has asked for more clarification to show a descriptor indicating where the inter-fund transfer is coming from. Saunders thought we were doing well in looking at the figures and Coffman said if you take the $750,000 out, the percentages will be higher and to be careful in looking at the straight percentage. White comment that the sheriff's budget is excellent coming a few points under. Focus House is over by 6% and Judiciary is over by about 5%. Excellent work by departments to hold the line. Coffman said Martin will draw from other funds to keep it in budget even if it is showing an overage now.

7. Administrator Report –
   - Long Range Planning Fund Reports- McKinley distributed the monthly courthouse reconciliation sheet noting final payment to RJC subject to final check list. She indicated final discussions are taking place with BOS and H&R to ensure furniture work is completed appropriately. White asked about H&R final payments, which McKinley said are done. Saunders asked if we would purchase extended warranties for the HVAC system. McKinley said they would add this to the LRP agenda to discuss. Beitel said they ended the service contracts extended on the Judicial Center because our people could service them cheaper. Rice said these weren't warranties, rather maintenance contracts.

8. Possible Closed Sessions –
   - Collective Negotiating Matters (5 ILCS 120/2 (c) (2)) – nothing to report.

9. New Business –
   - LCV Civil Process Fee Audit Options- Brian Adamson and the LCV team were present to talk about the fee studies they have done in other counties, including a recent Jo Daviess county wide study done most recently. They distributed hand outs indicating this would be a similar deliverable to Ogle County should we proceed with their services. LCV indicated that because of the amount of work it takes to look at one area, it is beneficial to look at more than just the Sheriff's office, but County Clerk, Recorder and others. A certified cost study allows user charges to be assessed. LCV does many county and manufacturing audits. The overhead can be substantial in any given operation and allocated into the costs. The pay back on these studies is quick; Carroll County paid back the cost of the study within 45 days after the new fees went into effect. White said we should run this by the Department Heads. LCV indicated roughly $6000 for Sheriff review vs. Animal Control for $200. McKinley suggested getting a proposal from LCV first then talking with department heads for

their input, then bringing the recommendations to next month's committee meeting. There is no obligation based on the proposal, per LCV. The deliverable would look like the sample, with additional detail including as much surrounding county data as possible. Those needing a study to justify the cost are Sheriff and County Clerk/Recorder. The committee would like a proposal, to be delivered in 2 weeks. Then it will be on next month's agenda to discuss and decide.

10. Old Business –

- FY 2011 Budgets – Kenney started by recapping Rypkema's request to move his employee up on the pay scale according to the job level two change earlier this year with the final wage study results. This employee is being compensated at just above the minimum right now. Rypkema requested latitude to adjust that person within the range with $1100 increase plus benefits out of Solid Waste fund. McKinley said the wage study shows many are lower on the scale and that this will need to be addressed across the board with many employees who find themselves in this situation. White would like time to think about this and put it on the agenda to look at the pay scale implications and total impact of such decisions. Gronewold and McKinley agree this should be looked at across the board vs. one-off situations. Martin said we should fund the results of the study and honor the study in good times and in bad. McKinley said the study has been honored because the person is within range - not under the minimum pay or above the max, rather, in a discretionary increase position. Rice said Martin's concern of past practices reflect the previous lack of decisions from not having an administrator. Rice said he'd like to keep this item as one decision to be made within all the pending budget decisions. White said with our financial situation this is an impractical time to give raises. Kenney said Rypkema's department is a profit center and has managed well and plays by the rules but that our policy is $0 increase. Rice said these are the tough decisions this committee has to make. Hopkins believes we have to stick to $0 at this time.
- County Health Plans- notification of increases will be 30-60 days prior to any increase which is to be effective December 1.
    i. Saunders moves to immediately give notice of planned health insurance increases to the agencies and unions of 10% beginning Nov 1 for outside agencies and December 1, 2010 for others.
    ii. 2nd by White. White wanted to clarify that outside agencies and employees pay the same rate. Coffman also clarified the 10% applies to the employer's 75%, which will require an additional $140,000 to the General Fund. Rice believes we need to keep this fund healthy. Saunders indicated her intention is if the unions concede wages, this could be absorbed.
    iii. Role call vote - White yes, Kenney yes, Saunders yes, Gronewold yes, Diehl yes, Rice yes, Hopkins yes. Motion carried.

- Voluntary Retirement Plan – McKinley updated the committee regarding 3 planned retirements, with a net year one savings of $81,365.32 if all positions are left open for 6 months. She noted that in year two, it will be reduced by the $11,000 owed to one employee for benefits, and the same in year three. It will also be reduced by however many months early Ruth Shipman's position is replaced. Even so, McKinley confirmed there is a net savings to the county overall and while not as many employees took this option as hoped, it is a savings. It also relieves some wage pressure by being able to hire in people in the future at lower salaries.
- IMRF Out Of State Service Credit Purchase -Kenney reported this was reviewed at Personnel by Ms. Huntley. The Personnel committee recommended Sheriff Beitel be compensated for this. It's not inconsistent with what has been done in the county. It was unanimous. On a 30 year period, it will cost the county $1,500 per year effective 2012. Rice said this is standing policy for county for military and others.
    i. Motion by Rice to approve Beitel's requested purchase for 2 years of out of state service credit
    ii. 2nd by Kenney
    iii. Motion carried
- Retirement Replacement Request – Sheriff Beitel requested replacing Ruth Shipman as soon as possible stating there will be an offset by keeping Jim McBride's position open a full 12 months. Also $30,000 savings year one, and $40,000 year two for electrical bidding and savings through Mike Mudge. He explained Ruth's job responsibilities and the critical nature of the position. She has 31 days of work left. They need to get someone in, hired, trained as quickly as possible and based on the retirement policy they signed, they must go through this process to request the exception. They have candidate they are looking at. Hopkins said this is an unusual situation and White said the policy allows for this process.
    i. Motion by Kenney to give the Sheriff latitude to fill the open Executive Secretary position within level 3 at the maximum of $40,000/year.
    ii. 2nd by White. Harn hopes they have enough to fund the extra training this year.
    iii. Motion carried

11. Next Meeting –Special meeting planned Wednesday Sept 29, 2010 at 1:00.

12. Adjournment- by Committee Chairman Hopkins at 4:00

Respectfully Submitted,
Meggon McKinley, Ogle County Administrator

Lyle Hopkins, Committee Chairman