

**FINANCE & ECONOMIC DEVELOPMENT COMMITTEE
COUNTY BOARD ROOM
TUESDAY, JULY 7, 2020
MINUTES
6:00 PM**

1. Call to Order – Chairman Nagel called the meeting to order at 6:02 PM.

2. Roll Call – Chuck Nagel (chairman), Richard Hill (vch.), Josh Davis are all present. Emily Barker attended via zoom. Bryant Kempf arrived at 6:20 PM.

3. Approval of Minutes

a. Approval of May 12, 2020 Regular Meeting

Motion to approve May 12, 2020 minutes made by Davis, seconded by Hill. *Motion passed.*

4. Public Input

None

5. Approval of Claims

Since the committee meeting was held one week earlier than normal, the claims were not ready. Should there be any Finance claims, they can be approved at the Board meeting next Tuesday.

6. Treasurers Report

The Treasurer gave the reports. Her office has collected 58% of the property taxes, which is ahead of what has been collect in the past for the same time frame. Fund 058 is overdrawn, but this happens every year. Next week her office will make the first distribution, which will bring fund 058 back into the black. Clarification on what the fund balance means, and that is the balance of cash in the bank. Chip Energy is still making regular payments on their Revolving Loan.

7. Budget

The Chairman gave some instructions for those presenting. Because this is a strange time we are in, it is hard to forecast. The numbers may change between now and when the final is presented to the Board in October. When presenting their budgets, they don't need to go line by line. There is no explanation needed if the budget line stayed flat. Explanations are only needed where a line item increased or salaries are greater than 2%.

a. Treasurer's Budget - General Fund Departments: #030, #200, part of #210, Funds: #053, #054, #058, #059, #062, #069, #070, #076, #083, #084, #088, #107, Page 1 & 2

The Treasurer is in her third year of a 4 year contract, so there was no raise given to her. The only person in her office who is not covered under a union contract is her Chief Deputy. The union contract gives union employees 3% plus step increases, and the treasurer gave the Chief Deputy 3% also. If the Chief Deputy only gets a 2% raise, it closes the gap between her and the other employees to where eventually they will be making more than her.

The line item for printing has gone up due to the tax bills. There are more splits, and each split receives a tax bill.

**FINANCE & ECONOMIC DEVELOPMENT COMMITTEE
COUNTY BOARD ROOM
TUESDAY, JULY 7, 2020
MINUTES
6:00 PM**

At this time the Health Committee has not determined the increase in cost for the health and life insurance, so she estimated an increase of 7%, but will have more exact numbers later. We are also adding more and more employees, and an increase in employees increases the costs. The county pays 90% of employee's premium, 50% of spouse and independent coverage.

All the mail for the Courthouse is run through the Treasurer's office. With the increase in the amount of tax bills, and with the new guidelines for election mail ballots due to Covid, that line item will be over what was budgeted for this year. The increase is to compensate for the increase in tax bills and election.

The postage meter cannot be owned, so it is rented. Those rental cost continue to rise.

GPEDC was increased by \$1,000 for all the work Mr. Cummings has done for us – writing two grants, helping with the grant process, working with contractors to oversee they comply with the grant standards, etc. We would not have been able to get through this process without Mr. Cummings.

IMRF is payroll related. We can't not fund it, or social security.

We received a letter from the County Extension program requesting the same amount as last year. It was pointed out that with Covid – all fairs and services have been cancelled. Since there is no fairground rentals, that should decrease their amount. It was asked to invite Ms. Bobbie Jo Sibley to the August meeting to discuss this with her. The budget request came in before the Covid pandemic hit.

We Care asked for an increase. Ms. Breyman will reach out to them and see why the increase was requested. (Ms. Breyman reached out to We Care and was told that costs to maintain the vehicles has increased due to the increase in ridership over the past few years, which has put more miles on the vehicles.)

As of now, the Treasurer has only received sale tax through the month of April. It is down slightly, but not significant. It was asked if she would provide a graph of sale tax revenue comparing last year to this year. She has estimated transferring a little less into the General Fund. In a couple months she will have a better figure once she receives May, June, July and August tax sale information.

All other line items have remained flat.

Update on voting equipment – the equipment hasn't been ordered yet. The state has made mention of setting up 'voting centers' which would change the type of equipment that is needed. These centers would reduce the number of election judges and precincts. Once the state has determined which way it is going to go, the County Clerk will order the equipment that is needed.

It was asked if the Treasurer has done formal evaluations on her employees, and she has not. She stated that she evaluates them every day, if they were not doing their job, she would address it, but has done no formal evaluation. It was stated that a formal evaluation helps the employee know what needs to be worked on, and helps them to feel more fulfilled. It also helps in the event of termination to have documentation.

**FINANCE & ECONOMIC DEVELOPMENT COMMITTEE
COUNTY BOARD ROOM
TUESDAY, JULY 7, 2020
MINUTES
6:00 PM**

b. Coroner – General Fund # 040 Fund #103

The Coroner's budget has remained flat, with the exception of salary which was set by resolution. The cell phone line item has gone down. Fund 103 is revenue he receives from cremation permits. He can only use that money on new equipment. This year he is going to help with the purchase of a tornado warning siren.

c. Zoning - General Fund Departments: #060, #080, #085, part of #210

The only item that has increased is the address signs which have gone up in price. This is a direct reimbursable – people have to purchase the signs.

The ZBA budget had a decrease in publications costs.

She has not done a formal evaluation on her employee. She too addresses a problem when she encounters it.

d. Public Defender – General Fund #140 Funds #100

The secretary salary was increased due to the Fair Labor Act Standard. If an exempt employee does not receive \$35,568 then we have to pay overtime. It was questioned how much overtime she works, and that depends on the case load. It was asked if she has had a formal evaluation, and the Public Defender stated she has not.

A letter was received from COLA, and the Public Defender and State's Attorney's salary may need to be adjusted, but we don't have the numbers yet.

e. Probation – General Fund Department #230 Funds: #073, #110

The state has done some reorganization in funding and has approved full funding for the 6 grant positions, and \$1,000 a month for the 1 salary subsidiary. Only the support staff is county funded. The criminal justice system wants to keep people working and not sitting in jail, so the work load has increased as there are more people being supervised now.

He has had to increase the budget for the bullet proof vests. They have to order new vests every 5 years to comply with the warranty.

He is consistently going over the training and supply line items, so they have been increased.

He had raised the 2 office staff salaries by 3%. He would like to raise that line item to \$65,436, which would be a 4% increase to bring those two employees in line with what the union contract is.

His employees are evaluated every year. They are evaluated in June and again in October or early November. He has to do the evaluations in order to comply with Supreme Court Rule to receive funding.

**FINANCE & ECONOMIC DEVELOPMENT COMMITTEE
COUNTY BOARD ROOM
TUESDAY, JULY 7, 2020
MINUTES
6:00 PM**

He has the employee come up with three goals for the next year, and he uses those goals for development and training. He also has to have a different form of evaluation every 5 years.

The probation salaries are lower in Woodford County than they are in surrounding counties. We continually have the problem of training probation officers, and then they leave for a higher paying job. Surrounding counties start probation officers at \$38-40,000, while Woodford starts at \$34,000.

f. Region Office of Education- General Fund #070

This budget is flat.

g. Circuit Clerk – General Fund #020 Fund #063, #066, #072, #086

The Circuit Clerk has increased her staff salary by 3%. She would like to revisit these numbers as her staff is not union. She has staff members who are deputies, and have been here longer than some other employees who are union and are making more money. Since they are not part of a union, she is the only one who can negotiate for them.

Her audit has increased, but she does not have control over that.

She has kept \$5,000 set aside for a chief deputy in case she would appoint one.

Fund 063 – she uses this fund for any expenses that are not covered in her budget. Fund 066 is used for computers and license, maintenance, IT issues, servers, etc. The document storage fund is used to house the inactive files that have to be kept. The child support revenue comes from a \$3 monthly charge that all people paying child support are required to pay. She has not done formal evaluations, but does address problems she finds on the spot. She does plan to do formal evaluations moving forward. She does have job descriptions for her employees which she created as there were none when she took this position.

It was asked how things were shaping up following the mess she came into. She stated that they were getting things cleaned up. It has taken a lot of time and still has a few issues to clear up.

h. Veteran's –General Fund #090

This budget has remained flat.

i. 4H

We will invite Ms. Sibley to attend the August meeting.

Discussion and comments on the budget - At this point they are just filling buckets. The full board will decided final amounts. It was stated that we need to retain the employees we have as it cost money to train, and that is money that is lost if they don't stay in the job. Some board members have received comments from citizens that we should not be raising anything at this time. We have \$20,000,000 in reserves. This is money the tax payers have already given up. Giving raises doesn't

**FINANCE & ECONOMIC DEVELOPMENT COMMITTEE
COUNTY BOARD ROOM
TUESDAY, JULY 7, 2020
MINUTES
6:00 PM**

necessarily mean raising taxes. We say that money is for a 'rainy day' need, this is a set of circumstances that almost demands we use the fund balance, because if raises don't qualify as a rainy day need, then what will? We shouldn't balance the budget on the back of the employees. We shouldn't build the budget and then then set the levee, and then ask to take money out of a fund for use. We should budget for that use. If the sales tax report says we are down millions of dollars, then we may not be able to give raises. If our salaries are lower, then we lose money when we train the employees and then they leave to make more money. We are not overpaying anyone in this county. Need to keep non-union employees up with union employees. This gives us bargaining power when we do negotiate those contracts, and makes union less important. It was asked that Ms. Andrews move all employees up to a 3% increase instead of the 2% since this is what all elected officials are doing. The committee does not know the answer of how to keep non-union employees up with union employees.

8. New Business

a. Tri-county MOU

It was brought up at a previous meeting that the MOU needs to be signed before a member can participate in meetings. We will send a letter out to the current members with the MOU and state that payment has to be paid by November 30, or their seat will be lost. Germantown Hills paid the fee, but did not wish to sign the MOU because they wanted the wording changed. This letter should be sent in Aug or Sept so that the municipality can budget for. It was felt that payment for the seat was more vital than signing the MOU.

b . Discussion on method of paying bills

It has been asked why all bills are not paid in vacation. Certain bills are paid regularly in vacation. As bills come in, those bills must be presented to the County Clerk by a certain date so they can get paid that month. If a bill comes in after the cutoff date, then we have to ask the board to pay it in vacation, which is every Tuesday. It is a timing issue.

9. Unfinished Business

10. Other

11. Executive Session

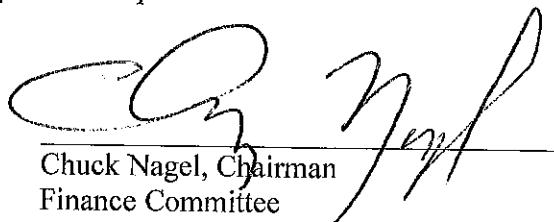
12. Any Action Coming Out of Executive Session

13. Adjournment

Motion to adjourn made by Hill, seconded by Kempt. *Motion passed.*

Meeting adjourned at 7:40 PM

Submitted by: Deb Breyman



Chuck Nagel, Chairman
Finance Committee