



**McLean County**  
**FINANCE COMMITTEE AGENDA**  
**Room 400, Government Center**  
**Tuesday, December 5, 2006**  
**4:00 p.m.**

1. Roll Call
2. Approval of Minutes: November 7, 2006  
Tuesday, October 17, 2006 (Budget Meeting)
3. Departmental Matters
  - A. Becky McNeil, County Treasurer
    - 1) Items to be Presented for Information:  
*(Documents to be provided at meeting)*
      - a) Accept and place on file County Treasurer's Monthly Financial Reports as of November 30, 2006
      - b) General Report
      - c) Other
  - B. Jackie Dozier, County Auditor
    - 1) Items to be Presented for Information:
      - a) County Audits Completed to Date 1-33
      - b) General Report
      - c) Other
  - C. Robert Keller, Health Department Administrator
    - 1) Items to be Presented for Action:
      - a) Request Approval of an Ordinance of the McLean County Board Amending the 2007 Combined Appropriation and Budget Ordinance for the Health Department Fund 0112 34-36
    - 2) Items to be Presented for Information:
      - a) General Report
      - b) Other
  - D. Jennifer Ho, Risk Management
    - 1) Items to be Presented for Action:
      - a) Request Approval of Service Agreement between Cannon Cochran Management Services Inc. and McLean County 37-51

- 2) Items to be Presented for Information:  
a) General Report  
b) Other
- E. Lee Newcom, County Recorder  
1) Items to be Presented for Information:  
a) General Report  
b) Other 52-73
- F. Robert Kahman, Supervisor of Assessments  
1) Items to be Presented for Information:  
a) Supervisor of Assessments Status Report 74-77  
b) General Report  
c) Other
- G. Don Lee, Director, Nursing Home  
1) Items to be Presented for Action:  
a) Request Approval to Apply for a Grant from the Long Term Care Division of the Illinois Department of Public Health 78-98  
b) Request Approval of the Proposed 2007 Private Pay Rate 99-101  
2) Items to be Presented for Information:  
a) Monthly Reports 102-104  
b) General Report  
c) Other
- H. Mike Emery, Sheriff  
1) Items to be Presented for Action  
a) Request Approval of Resolution Amending the Fiscal Year 2007 Full-Time Equivalent Positions Resolution— Sheriff's Department 105  
b) Request Approval of Resolution of the McLean County Board Authorizing the Sheriff to Offer a Salary Above the Starting Maximum Salary — Sheriff's Department 106-107  
2) Items to be Presented for Information:  
a) General Report  
b) Other
- I. John M. Zeunik, County Administrator  
1) Items to be Presented for Action:  
a) Request Approval of an Ordinance Amending the McLean County Personnel Policies and Procedures Ordinance 108  
b) Request Approval of a Resolution Approving General Compensation Plan for Non-Union Employees and Position Classifications and Pay Ranges for Fiscal Year 2007 109-119

- c) EXECUTIVE SESSION: Collective Bargaining
- 2) Items to be Presented for Information:
  - a) General Report
  - b) Other

4. Recommend Payment of Bills and Transfers, if any, to County Board

5. Adjournment

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**DECEMBER 2006 AUDITS READY FOR FINANCE COMMITTEE**

**PETTY CASH AUDITS:**

1. Animal Control
2. Building & Zoning
3. County Auditor's Office
4. County Clerk's Office
5. County Recorder's Office
6. County Treasurer's Office
7. EMA Office
8. Health Department
9. Highway Department
10. Juvenile Court Services
11. Juvenile Detention Center
12. Metcomm
13. Nursing Home
14. Parks & Recreation
15. Postage Account
16. Sherriff's Office

**IMPREST CHECKING ACCOUNT AUDITS:**

1. Circuit Clerk's Office
2. EMA Office
3. Sherriff's Office
4. State's Attorney Office

**IL COMPILED STATUTES MANDATED AUDITS:**

1. Children's Waiting Room Fund
2. Court Automation Fund
3. Court Document Storage Fund
4. Tax Sale Automation Fund

**GRANTS:**

1. Children's Advocacy Center (CASA)
2. Showbus (Meadows Mennonite Retirement)

McLean County  
Petty Cash Audit  
November 3, 2006

An audit of McLean County Animal Control's petty cash account was conducted by the Auditor's Office on November 3, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that the assets are adequately safeguarded.

**Findings:**

1. The Animal Control petty cash has a General Ledger balance of \$145.00.
2. The petty cash box is kept in a locked safe within their secured area.
3. Peggy Gibson is the primary contact.
4. The amount of cash on hand totaled \$145.00.

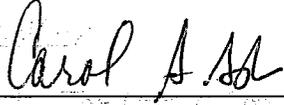
**Discussion:**

1. Appropriate controls appear to be in place to ensure that the assets are adequately safeguarded.

**Recommendations:**

1. None.

The audit was conducted by the Auditor's Office on November 3, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that the assets are adequately safeguarded.



Carol A. Ash

11/3/06

Date

McLean County  
Petty Cash Audit  
October 26, 2006

An audit of the McLean County Building and Zoning Department petty cash account was conducted by the Auditor's Office on October 26, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that the assets are adequately safeguarded.

**Findings:**

1. The Building and Zoning Department has a General Ledger balance of \$25.00.
2. The petty cash box is kept in a locked cabinet.
3. There was \$23.25 in cash and \$1.75 in authorized receipts in the box for a total of \$25.00.

**Discussion:**

1. Appropriate controls appear to be in place to ensure that the assets are adequately safeguarded.

**Recommendations:**

1. None.

**Carol A. Ash**

**Date**

McLean County  
Petty Cash Audit  
October 26, 2006

An audit of the McLean County Auditor's petty cash account was conducted by the Auditor's Office on October 26, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that the assets are adequately safeguarded.

**Findings:**

1. The County Auditor's Office has a General Ledger balance of \$200.00.
2. The petty cash box is kept in a locked safe.
3. The cash on hand totaled \$168.57.
4. The receipts on hand totaled \$31.43, and had the appropriate authorization attached.
5. Total verified was \$200.00.

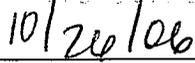
**Discussion:**

1. Appropriate controls appear to be in place to ensure that the assets are adequately safeguarded.

**Recommendations:**

1. None.

  
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Carol A. Ash

  
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Date

McLean County  
Petty Cash Audit  
October 26, 2006

An audit of the McLean County Clerk's petty cash account was conducted by the Auditor's Office on October 26, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that the assets are adequately safeguarded.

**Findings:**

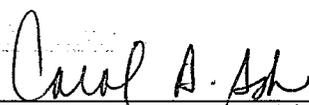
1. The County Clerk's Office has a General Ledger balance of \$100.00.
2. The petty cash box is kept in a locked drawer.
3. There was a transaction receipt in the amount of \$24.00 on hand.
4. Total on hand was \$124.00.

**Discussion:**

1. Appropriate controls appear to be in place to ensure that the assets are adequately safeguarded.

**Recommendations:**

1. None.

  
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Carol A. Ash

10/26/06  
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Date

McLean County  
Petty Cash Audit  
October 26, 2006

An audit of the McLean County Recorder's petty cash account was conducted by the Auditor's Office on October 26, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that the assets are adequately safeguarded.

**Findings:**

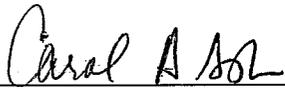
1. The County Clerk's Office has a General Ledger balance of \$50.00.
2. The petty cash box is kept in a locked drawer.
3. Total cash verified was \$50.00.

**Discussion:**

1. Appropriate controls appear to be in place to ensure that the assets are adequately safeguarded.

**Recommendations:**

1. None.

  
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Carol A. Ash

  
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Date

McLean County  
Petty Cash Audit  
October 26, 2006

An audit of the McLean County Treasurer's Office petty cash account was conducted by the Auditor's Office on October 26, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that the assets are adequately safeguarded.

**Findings:**

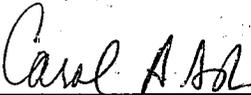
1. The Treasurer's Office has a General Ledger balance of \$600.00.
2. They have four cash drawers that are kept in locked drawers that are housed within the office's secured area.
3. The amount of cash and checks on hand totaled \$691.50.
4. Receipts of \$91.50 in cash transactions were verified.
5. There was a County reimbursement check made payable to the Juvenile Detention Center that had been cashed.

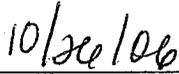
**Discussion:**

1. Appropriate controls appear to be in place to ensure that the assets are adequately safeguarded.

**Recommendations:**

1. None.

  
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Carol A. Ash

  
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Date

McLean County  
Petty Cash Audit  
October 30, 2006

An audit of the McLean County EMA Office's petty cash account was conducted by the Auditor's Office on October 30, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that the assets are adequately safeguarded.

**Findings:**

1. The EMA Office has a General Ledger balance of \$125.00.
2. The petty cash box is kept in a locked drawer.
3. The amount of cash on hand was \$125.00.

**Discussion:**

1. Appropriate controls appear to be in place to ensure that the assets are adequately safeguarded.

**Recommendations:**

1. None.

  
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Carol A. Ash

10/30/06  
Date

McLean County  
Petty Cash Audit  
November 3, 2006

An audit of the McLean County Health Department's petty cash account and their cash on hand account was conducted by the Auditor's Office on November 3, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that the assets are adequately safeguarded.

**Findings:**

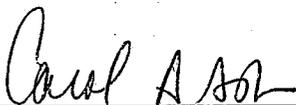
1. The Health Department has a General Ledger balance of \$125.00 for their petty cash.
2. The petty cash box is kept in a locked safe. Nancy Hannah is the primary contact.
3. The amount of cash on hand was \$125.05.
4. The Health Department has General Ledger balance of \$200.00 for their cash on hand account. This is primarily used to make change for services provided at the Health Department.
5. The Registrar has \$50.00. That amount was verified.
6. The Animal Control Registrar has \$25.00. That amount was verified.
7. The Environmental Health Department has \$25.00. That amount was verified.
8. The Dental and Immunizations Department has \$75.00. That amount was verified.
9. The Communicable Disease Department has \$25.00. The total amount of cash verified was \$95.00. There was \$70.00 in cash transactions that were verified.
10. The total amount equaled \$270.00.

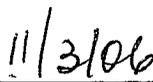
**Discussion:**

1. Appropriate controls appear to be in place to ensure that the assets are adequately safeguarded.

**Recommendations:**

1. Turn in the \$.05 overage in petty cash to the Treasurer's Office.

  
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Carol A. Ash

  
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Date

McLean County  
Petty Cash Audit  
November 2, 2006

An audit of the McLean County Highway Department's petty cash account was conducted by the Auditor's Office on November 2, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that the assets are adequately safeguarded.

**Findings:**

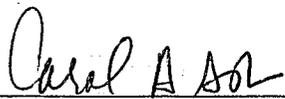
1. The Highway Department has a General Ledger balance of \$200.00.
2. The petty cash box is kept in a locked safe. Denise Witherell is the primary contact.
3. The amount of cash on hand was \$173.94.
4. The receipts for reimbursement totaled \$26.06 and had proper authorization.
5. The total amount equals \$200.00.

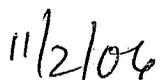
**Discussion:**

1. Appropriate controls appear to be in place to ensure that the assets are adequately safeguarded.

**Recommendations:**

1. None.

  
\_\_\_\_\_  
Carol A. Ash

  
\_\_\_\_\_  
Date

McLean County  
Petty Cash Audit  
November 2, 2006

An audit of McLean County's Juvenile Court Services petty cash account was conducted by the Auditor's Office on November 2, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that the assets are adequately safeguarded.

**Findings:**

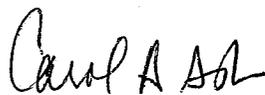
1. The Juvenile Court Services Office is not listed as a separate General Ledger account. (See petty cash audit of the Juvenile Detention Center.)
2. The petty cash box is kept in a locked drawer, with Debbie Harris having primary control of the account.
3. The amount of cash on hand was \$29.96.
4. The receipts for reimbursement totaled \$20.04.
5. The total balanced to \$50.00.

**Discussion:**

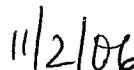
1. Appropriate controls appear to be in place to ensure that the assets are adequately safeguarded.
2. The General Ledger balance of \$150.00 is a combination of \$100.00 located at the Juvenile Detention Center and \$50.00 located in the Juvenile Court Services office.
3. There were two receipts for parking totaling \$14.25. These expenses need to be routed to the Auditor's Office for reimbursement. With only a \$50.00 balance, these types of expenses deplete the cash on hand unnecessarily.

**Recommendations:**

1. Submit expenses for travel through the normal payment channels.



Carol A. Ash



Date

McLean County  
Petty Cash Audit  
October 27, 2006

An audit of McLean County's Juvenile Detention Center petty cash account was conducted by the Auditor's Office on October 27, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that the assets are adequately safeguarded.

**Findings:**

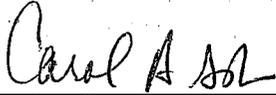
1. The JDC Office has a General Ledger balance of \$150.00.
2. The petty cash box is kept in a locked drawer.
3. The amount of cash on hand was \$95.00.
4. An expense for Notary fees in the amount of \$5.00 was also in the drawer.
5. The total balanced to \$100.00.

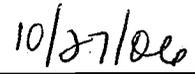
**Discussion:**

1. Appropriate controls appear to be in place to ensure that the assets are adequately safeguarded.
2. The General Ledger balance of \$150.00 is a combination of \$100.00 located at the Juvenile Detention Center and \$50.00 located in the Juvenile Court Services office.

**Recommendations:**

1. None.

  
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Carol A. Ash

  
\_\_\_\_\_  
Date

McLean County  
Petty Cash Audit  
October 31, 2006

An audit of the Metcom petty cash account was conducted by the Auditor's Office on October 31, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that the assets are adequately safeguarded. Additionally, an analysis of the types of expenses was investigated in order to determine the propriety of their nature.

**Findings:**

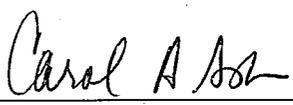
1. The Metcom petty cash has a General Ledger balance of \$300.00.
2. The petty cash box is kept in a locked drawer.
3. Patsy Mayer has sole possession of the petty cash.
4. There was \$71.42 in total cash.
5. There was \$229.22 in total receipts for reimbursement.
6. The total cash and receipts equaled \$300.64.
7. One receipt was for a meal reimbursement at an out of town meeting. The receipt total was also over the allowable lunch limit per employee policy 5.2-1.

**Discussion:**

1. Appropriate controls appear to be in place to ensure that the assets are adequately safeguarded.
2. The petty cash account is not to be used for reimbursement of travel and/or meal expenses.

**Recommendations:**

1. Submit expenses for meals and travel through the normal payment channels.
2. Turn in .64 cent overage to the general fund.
3. A reimbursement of \$2.00 needs to be made for the amount over the acceptable lunch expense.

  
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Carol A. Ash

  
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Date

McLean County  
Petty Cash Audit  
October 30, 2006

An audit of the McLean County Nursing Home's petty cash account was conducted by the Auditor's Office on October 27, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that the assets are adequately safeguarded.

**Findings:**

1. The Nursing Home has a General Ledger balance of \$250.00.
2. The petty cash box is kept in a locked safe.
3. The amount of receipts for reimbursement totaled \$74.42.
4. The amount of cash on hand was \$160.07.
5. The total cash and receipts on hand was \$234.49.
6. The receipts for reimbursements were not properly authorized for payment.
7. One receipt had just the amount of money written on it. No listing of who took the money or what the money had been used for.
8. The negative variance of \$15.51 had been put back into the petty cash account upon return trip to the Nursing Home.

**Discussion:**

1. I spoke with Leslie Nickum regarding the discrepancies. She stated that she had been on vacation for a few days, and that there were probably outstanding receipts that someone had not turned into her yet. I stated that I would return on Monday, October 30, 2006, to re-verify the amounts.
2. Returned to the Nursing Home on Monday, October 30, 2006. Leslie was not in the office. I spoke with Karen Quiram with regards to the petty cash recount.
3. Recounted the amount of cash and receipts. The amount of cash on hand was \$175.58. The amount of receipts was \$74.42, making the total \$250.00.
4. I discussed the issue with the Nursing Home's Assistant Administrator, Sandy Wiles. We concluded that more rigorous internal controls need to be implemented when the primary contact is not in the office. She said that she would discuss the issue with Don Lee, the Nursing Home's Administrator.
5. Under no circumstances, should the primary contact replenish the account with personal funds in an attempt to make the account whole.

**Recommendations:**

1. Designation of one primary backup individual to establish more internal fiscal control. It is not unreasonable for individuals to wait an extra day or two to receive any reimbursements due, let alone a few hours due to someone being temporarily out of the office.

2. If primary contact will be out of office for an extended period of time, petty cash will be balanced in the presence of both primary contact and back up. Petty cash will then be transferred to primary backup. When primary contact returns, petty cash will be balanced again in presence of primary contact and backup. Petty cash will be transferred back to primary contact.
3. If someone cannot produce a receipt for an expense they incurred, then the expense should not be reimbursed under any circumstances.
4. Proper authorization is essential for the integrity of the petty cash account. An expense should not be reimbursed until after proper authorization has been obtained.

  
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**Carol A. Ash**

  
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**Date**

McLean County  
Petty Cash Audit  
November 1, 2006

An audit of McLean County Parks and Recreation's petty cash account was conducted by the Auditor's Office on November 1, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that the assets are adequately safeguarded.

**Findings:**

1. The Parks & Recreation petty cash has a General Ledger balance of \$900.00.
2. The petty cash box is kept in a locked safe within their secured area.
3. Mike Steffa is the primary contact.
4. The amount of cash and checks on hand totaled \$812.18.
5. There was one receipt for reimbursement in the amount of \$121.82.
6. Receipts of \$34.00 in transactions were verified.
7. The total of the account is \$934.00.

**Discussion:**

1. Appropriate controls appear to be in place to ensure that the assets are adequately safeguarded.

**Recommendations:**

1. None.

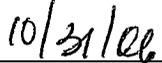
  
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Carol A. Ash

  
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Date

McLean County  
Petty Cash Audit  
October 31, 2006

Account number 001-0105-0015 of the General Ledger lists Petty Cash-Postage. This account is used for postage due with the U.S. Postmaster. There is a General Ledger balance of \$100.00. This account is utilized for the purpose of charging any postage due mail that is coming to McLean County against the \$100.00. The mail room keeps a running daily total of the balance. When the balance gets low, a check is requested from the Auditor's Office for reimbursement to the U.S. Postmaster.

  
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Carol A. Ash

  
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Date

McLean County  
Petty Cash Audit  
October 30, 2006

An audit of the McLean County Sheriff Office's petty cash account was conducted by the Auditor's Office on October 30, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that the assets are adequately safeguarded.

**Findings:**

1. The Sheriff's Office has a General Ledger balance of \$100.00.
2. The petty cash box is kept in a locked drawer.
3. The amount of receipts for reimbursement totaled \$71.02.
4. The amount of cash on hand was \$35.59.
5. The total amount equals \$106.61.

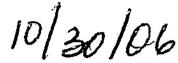
**Discussion:**

1. We spoke with Jennifer Miller regarding the overage. She stated that the staff up front must have inadvertently given someone incorrect change, due to the fact, that only \$25.00 is kept up front and there was a total of \$29.00 in the envelope. The other overage of \$2.61 is unknown.

**Recommendations:**

1. Improvement needs to be implemented in making change for individuals.
2. Balance back to the \$25.00 at the end of business each day to verify totals.
3. Submit receipts for reimbursement of petty cash on a more regular basis.

  
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Carol A. Ash

  
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Date

**McLean County**  
**Circuit Clerk's Imprest Checking Account Audit**  
**November 2, 2006**

An audit of the Circuit Clerk's Imprest Checking account was conducted by the Auditor's Office on November 2, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that assets are adequately safeguarded. Additionally, an analysis of the types of transactions was investigated in order to determine the propriety of their nature.

The Imprest Checking account is a checking account maintained at Commerce Bank. There are six authorized signors on the account. Sandra Parker, Phyllis Nelson, Becky Gaither and three accounting clerks. The check register is updated monthly using a computer generated report. It is then balanced to the bank statement and the General Ledger. The account is replenished "as needed" by a check issued out of the Auditor's Office and drawn on the General Fund. This Imprest Checking Account earns interest monthly. A monthly check, drawn on the account, is made to the Treasurer's Office for the amount of interest earned.

The Imprest Checking account is basically used to purchase incidental supplies and cover expenditures that are very minor in nature. The most frequent use of the account involves payment for postage and UPS for microfilm shipping costs.

**Findings:**

1. The Circuit Clerk's Imprest Checking account has a General Ledger balance of \$2,000.00
2. Checking account balance as of September 29, 2006 is \$2,000.82.
4. Outstanding checks total \$0.42. There were no outstanding reimbursements.
5. Interest earned for the month was \$0.40. A check is written each month to the Treasurer's Office for the amount of interest earned.
6. Total checking account balance equals \$2,000.00.

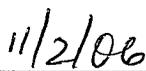
**Discussion:**

1. Appropriate controls appear to be in place to ensure that the assets are adequately safeguarded.

**Recommendations:**

1. None.

  
\_\_\_\_\_  
Carol A. Ash

  
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Date

**McLean County**  
**EMA Office Imprest Checking Account Audit**  
**October 30, 2006**

An audit of the EMA Office Imprest Checking account was conducted by the Auditor's Office on October 30, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that assets are adequately safeguarded. Additionally, an analysis of the types of transactions was investigated in order to determine the propriety of their nature.

The Imprest Checking account is a checking account maintained at the Bloomington Municipal Credit Union. The checks are kept in a locked drawer, and Curt Hawk has signature authority. The checking account is replenished monthly by a check issued out of the Auditor's Office and drawn from the General Fund.

The Imprest Checking account is basically used to purchase incidental items and cover expenditures that are very minor in nature.

**Findings:**

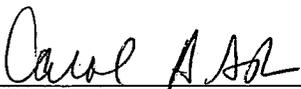
1. The EMA Office's Imprest Checking account has a General Ledger balance of \$1,000.73.
2. The checking account balance as of October 2, 2006 is \$1,001.77.
4. There were no outstanding checks or reimbursements.
5. Interest earned year to date is \$1.77.
6. Total checking account balance equals \$1,001.77.
7. There was one check written for a conference. The lead time looked sufficient to request a check through the normal payment channels.

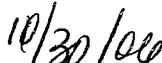
**Discussion:**

1. Appropriate controls appear to be in place to ensure that the assets are adequately safeguarded.

**Recommendations:**

1. When provided with enough lead time, conferences and training expenses should be routed through the Auditor's Office for payment. This would ensure that the appropriate policies are being followed.
2. Interest earned on the account should be given to the Treasurer's Office at year end, this will ensure that the General Ledger balance will be correct.

  
\_\_\_\_\_  
Carol A. Ash

  
\_\_\_\_\_  
Date

**McLean County**  
**Sheriff's Office Imprest Checking Account Audit**  
**October 30, 2006**

An audit of the Sheriff's Office Imprest Checking account was conducted by the Auditor's Office on October 30, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that assets are adequately safeguarded. Additionally, an analysis of the types of transactions was investigated in order to determine the propriety of their nature.

The Imprest Checking account is actually a checking account maintained at National City Bank. Jennifer Miller maintains custody of the checkbook and Derick Love, the Chief Deputy Sheriff of McLean County, has signature authority. The check register is updated by Jennifer Miller using an Excel spreadsheet. This register reports the book balance and checks issued by the Sheriff's Office. The checking account is replenished monthly by a check issued out of the Auditor's Office and drawn from the General Fund.

The Imprest Checking account is basically used to purchase incidental supplies and cover expenditures that are very minor in nature. The most frequent use of the account involves payment for fuel, alterations, and conferences or seminars.

**Findings:**

1. The Sheriff's Office Imprest Checking account has a General Ledger balance of \$2,500.00
2. The account is in the sole possession of Jennifer Miller, Accounting Specialist.
3. Checking account balance as of August 31, 2006 is \$2,343.23.
4. Outstanding checks total \$20.00. Outstanding reimbursements total \$193.15.
5. Interest earned to date totals \$16.38.
6. Total checking account balance equals \$2,500.00.

**Discussion:**

1. Appropriate controls appear to be in place to ensure that the assets are adequately safeguarded.

**Recommendations:**

1. When provided with enough lead time, conferences and training expenses should be routed through the Auditor's Office for payment. This would ensure that the appropriate policies are being followed.

  
\_\_\_\_\_  
Carol A. Ash

  
\_\_\_\_\_  
Date

**McLean County**  
**State's Attorney's Office Imprest Checking Account Audit**  
**October 30, 2006**

An audit of the State's Attorney Imprest Checking Account was conducted by the Auditor's Office on October 30, 2006. The audit was conducted to determine that the appropriate internal controls are in place to ensure that assets are adequately safeguarded. Additionally, an analysis of the types of expenses was investigated in order to determine the propriety of their nature.

The Imprest Checking Account is maintained at National City Bank. Cindy Outlaw maintains custody of the checkbook and William Yoder, McLean County's State's Attorney, has signature authority. The check register is updated manually by Cindy Outlaw and reconciled to the bank statement on generally a monthly basis. This register reports the book balance and checks issued by the State's Attorney Office. About thirty checks a year are written against the account. The checking account is replenished on an "as needed" basis by a check issued out of the Auditor's office and drawn from the General Fund.

The Imprest Checking Account should be used primarily for investigation expenses, expenditures that occur unexpectedly, the purchase of incidental supplies, or expenses that are of a very minor nature. The most frequent use of this account involves payment to other governmental entities for driving abstracts and transportation expenses for witnesses.

Transportation costs include: Amtrak rail tickets, airline tickets, fuel reimbursements and lodging expenses. Also, a \$20 day per day witness fee is paid as a form of per diem reimbursement.

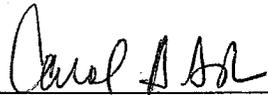
**Findings:**

1. Reconciliations are done on a monthly basis.
2. There appears to be adequate segregation of duties between the person reconciling the bank statement and the person authorized to sign the checks.
3. A moderate risk is present under the present situation, due to the fact that the person doing the monthly reconciliation, reports to the person who has check signing authority.
4. The reconciled difference between the General Ledger and the bank statement is a negative variance of \$45.36. This has been carried over from previous years.
5. There was a deposit of \$3.00 made in March, 2006. There was no supporting documentation and no explanation could be given.
6. The check register is antiquated, and needs to be put onto the computer, perhaps in an Excel spreadsheet that is password protected.
7. There are two checks outstanding from February 14, 2005.

8. When the account was audited in January, 2003, a recommendation was made to request a reimbursement to cover a \$60.36 negative variance. According to the General Ledger, this was never done.
9. There were two checks written for certified copies that had no supporting documentation.
10. The account is being used for payment to conferences and workshops, along with meals for in house trainings. These expenses have no correlation with case investigation.
11. The Imprest Checking Account has never been balanced back to the General Ledger account balance of \$2,000.00 on a monthly basis.

**Recommendations:**

1. Continue with monthly reconciliations.
2. Maintain present segregation of duties.
3. Allow the Auditor's Office to review the Imprest account on an irregular basis.
4. Provide proper documentation when a check is being issued.
5. Submit expenses for conferences, trainings, meals, etc through the normal payment channels.
6. Modernize the check register.
7. Contact per mail, the two vendors, requesting re-issuance of the two stale dated checks. If no response within ten working days, turn over to the McLean County Treasurer's Office as unclaimed property.
8. Request a reimbursement for \$45.36 for the negative variance.
9. Make sure the balance of the Imprest Checking Account balances to the General Ledger amount of \$2,000.00 monthly.

  
\_\_\_\_\_  
**Carol A. Ash**  
**McLean County Internal Auditor**

  
\_\_\_\_\_  
**Date**

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**Children's Waiting Room Fund**

An audit of the Children's Waiting Room Fund has been completed by the county auditor's office as mandated by the Illinois Compiled Statutes, Chapter 705, Act 105, Section 27.7.

**Findings**

- On June 20, 2006, the McLean County Board adopted an ordinance to increase the filing fee in all civil cases by \$5.00 in order to offset the cost of establishing and operating a Children's Waiting Room. The ordinance became effective July 1, 2006.
- The Circuit Clerk's office has been authorized to charge the maximum Children's Waiting Room fee of \$5.00.
- Fees collected are banked daily and then transferred monthly to the treasurer.
- The circuit clerk's office confirmed collecting \$11,843.00 through 11/20/2006.
- To date, there have been no expenditures.

The scope of this examination consisted of reviewing financial transactions and financial documents related to the Children's Waiting Room Fund. An interview with Phyllis Nelson, Chief Deputy Circuit Clerk, was also conducted. After reviewing the information gathered, we noted nothing that would indicate the Circuit Clerk's office is not in compliance with statutory requirements regarding the fund account.



Carol A. Ash



Date

**Court Automation Fund**

An audit of the Court Automation Fund has been completed by the county auditor's office as mandated by the Illinois Compiled Statutes, Chapter 705, Act 105, Section 27.3a.

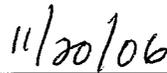
**Findings**

- The circuit clerk's office has been authorized to charge the maximum Court Automation Fee of \$5.00 by the county board.
- The fee for adoptions has been capped at \$65.00. The Court Automation Fee collected for adoptions is \$3.00.
- Fees collected are banked daily and then transferred monthly to the treasurer.
- Any expense against the fund is approved by the clerk and the chief judge of the circuit court.
- The circuit clerk's office confirmed collecting \$184,579.11 in Court Automation Fees as of 11/20/06.
- A copy of the semi-annual report filed with the McLean County Clerk's Office was obtained and is balance through June 30, 2006.
- Per Phyllis Nelson, the ongoing civil data migration project should be completed by February, 2007.
- All expenditures were tested and required approvals were verified.
- Phyllis Nelson also stated that in fiscal year 2007, one-third of the computers will be upgraded. She stated that they follow a three year update cycle.

The scope of this examination consisted of reviewing financial transactions and financial documents related to the Court Automation Fund. An interview with Phyllis Nelson, Chief Deputy Circuit Clerk, was also conducted. After reviewing the information gathered, we noted nothing that would indicate the Circuit Clerk's office is not in compliance with statutory requirements regarding this fund.



Carol A. Ash



Date

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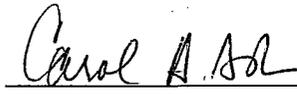
**Court Documentation Storage Fund**

An audit of the Court Documentation Storage Fund has been completed by the county auditor's office as mandated by the Illinois Compiled Statutes, Chapter 705, Act 105, Section 27.3c.

**Findings**

- The circuit clerk's office has been authorized to charge the maximum Court Document Storage Fee of \$5.00 by the county board.
- The fees for adoptions have been capped at \$65.00. The Court Document Storage Fee on adoptions is \$3.00.
- Fees collected are banked daily and then transferred monthly to the treasurer.
- Any expense against the fund is approved by the circuit clerk.
- The circuit clerk's office confirmed collecting \$183,640.36 in Court Document Storage Fees through November 20, 2006.
- A copy of the semi-annual report filed with the McLean County Clerk's Office was obtained and is in balance through June 30, 2006.
- Per Phyllis Nelson, the ongoing civil data migration project should be completed by February, 2007.
- All expenditures were tested and required approvals verified.

The scope of this examination consisted of reviewing financial transactions and financial documents related to the Court Document Storage Fund. An interview with Phyllis Nelson, Chief Deputy Circuit Clerk, was also conducted. After reviewing the information gathered, we noted nothing that would indicate the Circuit Clerk's office is not in compliance with statutory requirements regarding the two fund accounts.



\_\_\_\_\_  
Carol A. Ash



\_\_\_\_\_  
Date

**Tax Sale Automation Fund Audit**

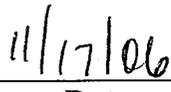
An audit of the Tax Sale Automation Fund has been completed by the county auditor's office as mandated by the Illinois Compiled Statutes, Chapter 35, Act 200, Section 21-245.

**Findings**

- The county treasurer collects two types of fees for this fund; duplicate bill fees and automation fees. Duplicate bill fees are charged at \$5 per request and are recorded as received throughout the year. Automation fees are charged on delinquent tax purchases at \$10 per parcel at the yearly tax sale.
- The year to date amount of duplicate bill fees collected is \$6,890.00. A correction to this account was made for \$2.18. Mrs. McNeil stated that the Over and Short account was accidentally posted to this account. This year's tax sale was held on November 3, 2006. At the sale, 808 parcels were sold for a total of \$8,080.00. Mrs. McNeil also stated that her office had collected subtaxes from prior years. This total equaled \$9,760.00.
- There has been one expenditure for the purchase of a color scanner. Mrs. McNeil stated that there will also be an inter-fund transfer for \$25,000.00 at the end of the year to Information Services for the support of the Automation Fund. This expenditure was approved by the county board during the overall approval of the Treasurer's 2006 budget on November 15, 2005.

The scope of this examination consisted of reviewing financial transactions and financial documents related to the Tax Sale Automation Fund and conducting an interview with Becky McNeil, County Treasurer. After reviewing the information gathered, we noted nothing that would indicate the Treasurer's office is not in compliance with statutory requirements regarding the fund account.

  
\_\_\_\_\_  
Carol A. Ash

  
\_\_\_\_\_  
Date

**Management Interview Date: 11/21/06**

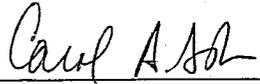
**Background:**

- The Children's Advocacy Center (CASA) is a Special Revenue fund and department within McLean County Government. As such, it follows the County's Personnel Policies and Procedures, the County's Purchasing and Contracting Ordinance, and uses the County's Information Services staff and network infrastructure. Pursuant to the Rules of the McLean County Board, the Children's Advocacy Center falls under the oversight of the Board's Justice Committee.
- The Children's Advocacy Center also has a 501c(3) designation as a charitable organization. This division is the Child Protection Network, and reports to its own board of directors. It also hires a separate Independent Auditing Firm to perform an annual audit. (December 31, 2005 audit included).
- The Children's Advocacy Center receives two grants from the Illinois Criminal Justice Information Authority for services to Victims of Child Abuse and for Child Advocacy Center Service Programs. They also receive two grants from the Illinois Department of Children and Family Services. One grant is for the Children's Advocacy Center, and the other grant is for the contractual services of a Crisis Interventionist.

**Findings:**

- The Illinois Criminal Justice Information Authority quarterly data reports for fiscal year 2006 were submitted in a timely manner. All federal monies were requested and received.
- A review of deposits was conducted to insure that accurate recordkeeping is being maintained to help distinguish between the Children's Advocacy Center and the Child Protection Network.
- The contractual Crisis Interventionist is paid weekly using the normal payment channels. Appropriate authorization was obtained on all check requests. The Illinois Department of Children and Family Services reimburses on a quarterly basis. All grant funds for this service were expended for fiscal year 2006.
- A site visit was performed on November 21, 2006. The Children's Advocacy Center has appropriate safeguards in place to comply with all the grant requirements contained in both the Illinois Criminal Justice Information Authority grants and the Illinois Department of Children and Family Services grants.

The scope of this examination consisted of reviewing the financial transactions and financial documents related to the Children's Advocacy Center. A site visit and interview with Mary Whitaker, Assistant Director was also conducted. After reviewing the information gathered, we noted no irregularities.

  
 \_\_\_\_\_  
 Carol A. Ash

  
 \_\_\_\_\_  
 Date

After reviewing the *Request for Payment* letters, financial records, and looking at the vehicle inventory, it is my opinion that SHOWBUS is operating in compliance with the grant agreement between the State of Illinois Department of Transportation, Division of Public Transportation, and McLean County (Contract #3547).

Carol A Ash  
Carol A. Ash

11/9/06  
Date

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Management Interview Date: 11/06/06

**Findings:**

- The grant agreement is between the Federal Transit Authority through the Illinois Department of Transportation and the Meadows Mennonite Retirement Community, d/b/a SHOWBUS. SHOWBUS is a private, non-profit agency, and therefore must utilize McLean County as the pass through agent to access this grant award. The grant year is July 1, 2005 to June 30, 2006.
- Two new vehicles were purchased in November 2005. These were obtained from the Consolidated Vehicle Procurement Grant Agreements # 425CVP and #478CVP dated August 11, 2005. They are listed on the Asset Vehicle Listing that is included.
- The *Request for Payment Requisitions* for the grant year were all submitted in a timely manner.
- All federal dollars were not requested for reimbursement. The SHOWBUS Director stated that fuel is considered an operating expense by the grant, and only reimbursed at fifty percent. By SHOWBUS having to spend more money on the fuel expense, this in turn, lowered the amount of local match dollars available. Thus, the lower the local match, the lower the federal dollar amount that can be claimed.
- There were no non-vehicle assets purchased using grant award money.
- SHOWBUS has an outstanding line of credit with the Heartland Bank. The interest is recognized when a bill is received. This procedure is used to accommodate Illinois Department of Transportation's reporting requirements and causes the debt reported on the *Request for Payment* letters to vary.
- The fourth quarter Profit and Loss Statement was compared with the fourth quarter *Request for Payment*. All income and expenses agree with what was requested. The Profit and Loss Statement did reflect the accrual of the fourth quarter grant payment. However, the payment was not received by SHOWBUS until September, 2006, which falls in the grant fiscal year 2007.
- A site visit was performed on November 6, 2006 at the SHOWBUS location in Chenoa, Illinois. Vehicle inventory was compared to the vehicle asset listing. All vehicles were in good running condition, except for the 2000 Dodge. It would not start. Laura Dick, the SHOWBUS Director, stated that this particular vehicle has been in for service numerous times. She was going to have it taken again. A site visit was also performed on November 9, 2006 at the Watseka, Illinois location. All vehicles were in good running condition. See the attached Asset Vehicle Listing.

Vehicle Inventory 2006

<u>Fleet #</u>	<u>YR.</u>	<u>Manufacturer</u>	<u>VIN</u>	<u>Mileage</u>	<u>Review</u>
15 Showbus Location	98	Ford	1FDXE40F3WHB91379	149,459	11/0/06
16 Showbus Location	98	Dodge	2B7LB31Z9WK158253	176,437	11/0/06
18 Showbus Location	00	Dodge	2B7LB31ZYK168458 Van would not start, could not get mileage		11/06/06
19 Watseka Location	00	Ford	1FDXE45F0YHCO1202	147,915	11/09/06
20 Showbus Location	00	Ford	1FDXE45FYHCO1227	106,250	11/06/06
21 Showbus Location	03	Ford	1FDWE35L52HB52792	108,014	11/06/06
22 Watseka Location	02	Ford	1FDXE45F22HB40538	101,035	11/09/06
23 Showbus Location	02	Ford	1FDXE45F42HB40539	93,375	11/06/06
24 Watseka Location	03	Ford	1FDXE45FO3HB88038	73,124	11/09/06
25 Showbus Location	03	Ford	1FDWE35L33HB88076	59,488	11/06/06
27 Watseka Location	05	Ford	1FDXE45PX5HB31762	23,266	11/09/06
28 Showbus Location	05	Ford	1FDXE45P15HB26630	23,666	11/06/06

Insurance is carried with VanGundy Insurance – Policy expires 10/3/07.

**Ash, Carol**

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**From:** Emery, Mike  
**Sent:** Monday, November 27, 2006 5:30 PM  
**To:** Ash, Carol  
**Subject:** RE: Audit

Dear Carol,

I agree with your recommendation on routing training and conferences through the Auditors Office.

Thanks,

Mike Emery

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**From:** Ash, Carol  
**Sent:** Monday, November 27, 2006 11:47 AM  
**To:** Emery, Mike  
**Cc:** Miller, Jennifer  
**Subject:** Audit

Dear Lt. Emery,

Attached is the audit for the Imprest Checking account. It will be presented to the Finance Committee on Dec 5<sup>th</sup> and thought I should make you aware. Please provide any comments that you may have. Jennifer, once again thank you for all your help and assistance.

Carol Ash  
Auditor's Office  
888-5993



**NURSING HOME**  
(309) 888-5380  
901 N. Main Normal, Illinois 61761

To: Carol Ash  
From: Don Lee  
Date: November 21, 2006  
Re: Petty Cash Audit

The administrative petty cash at the nursing home is used primarily for small purchases from vendors with whom the nursing home does not have an established account such as Sam's Club, Ace Hardware, Best Buy, Post Office, Fed Ex., Walgreen's, Vehicle Inspection, etc. The cash is used by multiple individuals in the various departments and is normally balanced monthly with no discrepancies.

Cash is replenished at three month intervals or when cash on hand falls below \$125.00. In a three month period, the number of times petty cash will be accessed rarely exceeds ten times totaling no more than \$75.00 to \$100.00.

The Petty Cash box is maintained by the receptionist. When she receives a request for petty cash, a form is completed indicating the name of the person receiving petty cash, the date, and the amount of cash received. When the person returns, the amount on the slip is adjusted to reflect the amount of the receipt and the cash returned. The receipt is then stapled to the petty cash receipt, coded, and placed in the petty cash box until it is time for the next replenishment.

A petty cash receipt without a receipt for purchase attached serves as a flag for follow-up with the recipient of the petty cash. The vast majority of the purchases are made and cash returned on the same day. Generally the only exceptions are when someone uses petty cash to mail something certified, Fed Ex or UPS and does this on their way home in the evening.

The October 27<sup>th</sup> audit by the internal auditor took place after the receptionist was on vacation. During that time, petty cash request would have been made to one of the other individuals in the business office who do not normally process these requests. Slips were apparently not made out when cash was disbursed and a receipt was not obtained when the change was returned.

There are only two other individuals who have access to the petty cash and serve as the back up for times when the receptionist is not present. They are the bookkeeper and the personnel clerk. Both individuals have been reminded of the procedure for completing the petty cash slips when cash is removed from the box.



**Health Department**

200 W. Front St. Room 304 Bloomington, Illinois 61701 (309) 888-5450

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**Memorandum**

To: The Honorable Members of the McLean County Board Finance Committee

From: Robert J. Keller, Director

Date: November 22, 2006

Re: Budget Amendment – McLean County Drug Court

The attached action represents the culmination of a joint effort between the McLean County Health Department and the McLean County justice system to implement a drug court treatment component. The planning meetings for this effort began during the spring of 2006. Under the plan, the Health Department is utilizing a portion of its mental health tax levying authority to cover the cost of a treatment contract with Chestnut Health Systems for drug court offenders. That contract will be handled in a similar manner to other department mental health, substance abuse and developmental disabilities services contracts.

For 2007, no additional tax funds will be levied. Instead, a portion of the department's unencumbered fund balance will be depleted. However for calendar year 2008, the levy will need to be increased to cover the cost of treatment. As stated within the program narrative, this is a McLean County Board priority.

**Budget Amendment**  
**Fund 0112**  
**Drug Court**

During the spring of 2006, the County Administrator's Office and the Chief Judge requested that the McLean County Health Department consider using a portion of its mental health levy to cover the cost of treatment services for offenders referred through the newly created McLean County Drug Court. The request specifically asked that our department increase its contract line for mental health services to cover expenses associated with a staffing contract for treatment through Chestnut Health Systems. The annualized cost is estimated to be approximately \$167,000 per year for 40 patients. The program is currently underway on a limited basis through resources derived through the General Fund. The outpatient program is supervised by County's probation office and the courts. Under the program design, contract compliance would be monitored through the McLean County Health Department in line with its other mental health, developmental disabilities, and substance abuse service agreements. A contract with Chestnut Health Systems for calendar year 2007 was approved by the McLean County Board of Health at its meeting of November 1<sup>st</sup>.

For calendar year 2007, funds to support the program will come from the Health Department unencumbered fund balance. At this point, that balance is well in excess of \$960,000. Thus, a reduction of \$167,424 will not cause a meaningful decrease. For calendar year 2008, the program will need to be supported through an increased mental health tax levy. The overall rate for the Health Fund is approximately \$.06 below its maximum. Less than \$.03 of the \$.05 property tax levy approved by the voters as part of a 1989 referendum is being used. The levy rate increase needed to support the drug court treatment program is less than ½ a cent.

The Drug Court program has been identified by the County Board as one of its key priorities.

An Ordinance of the McLean County Board  
Amending the 2007 Combined  
Appropriation and Budget Ordinance for Fund 0112

WHEREAS, Chapter 55, Section 5/6-1003 of the Illinois Compiled Statutes (1992) allows the County Board to approve appropriations in excess of those authorized by the budget; and,

WHEREAS, the McLean County Health Department has requested an amendment to the McLean County Fiscal Year 2007 appropriation in Fund 0112 Sub department 0060 Mental Health, and the Board of Health and Finance Committee concur; and,

WHEREAS, the County Board concurs that it is necessary to approve such amendment, now, therefore,

BE IT ORDAINED AS FOLLOWS:

1. That the Treasurer is requested to increase revenue line 0400-0000 Unappropriated Fund Balance - in Fund 0112, Department 0061, Program 0060, by \$167,424 from \$0 to \$167,424.
2. That the County Auditor is requested to increase the appropriations of the following line - item accounts in Fund 0112, Department 0061, Program 0060, Mental Health as follows:

LINE	DESCRIPTION	PRESENT AMOUNT	INCREASE (DECREASE)	NEW AMOUNT
0706-0005	Drug Court CHS	\$ 0	\$167,424	\$167,424
TOTALS:		\$ 0	\$167,424	\$167,424

3. That the County Clerk shall provide a copy of this ordinance to the County Administrator, County Treasurer, County Auditor, and the Director of the Health Department.

Adopted by the County Board of McLean County this \_\_\_\_\_ day  
of \_\_\_\_\_, 2006.

ATTEST:

APPROVED:

\_\_\_\_\_  
Peggy Ann Milton, Clerk of  
the McLean County Board of  
the County of McLean

\_\_\_\_\_  
Michael F. Sweeney Chairman of the  
McLean County Board

F:\adm\budg\07Drugcourtamend



**RISK MANAGEMENT OFFICE**

TEL: (309) 888-5940  
104 West Front Street

FAX: (309) 888-5949  
P. O. Box 2400

E-MAIL: [riskmgt@mclean.gov](mailto:riskmgt@mclean.gov)  
Bloomington, IL 61702-2400

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Memo To: Matt Sorenson, Chair  
Members, Finance Committee

From: Jennifer Ho, Risk Manager

Date: November 30, 2006

Subject: Renewal of Agreement with Canon Cochran Management Services, Inc.

I am requesting approval for the renewal of the County's service agreement with Canon Cochran Management Services, Inc, Danville, IL, for third party claims administration. This agreement will be for a period of three-years with first year costs of \$ 19,750.00 in FY 2007, with provisions to revise flat-rate charges if there are significant changes in the County 's claims experience. We have also included additional services such as meetings with specific departments to review claims or address issues that may arise.

I and other department heads have remained satisfied with the quality of performance from CCMSI staff. CCMSI has been responsive to our needs and has worked to ensure that the claims administration process is an efficient process for employees and management. Certainly the long-term relationship with CCMSI has worked to our benefit.

Should you have questions, I can be reached at 309-888-5940. I will also be available at the December meeting for questions. Thank you.

**SERVICE AGREEMENT BETWEEN  
MCLEAN COUNTY AND  
CANNON COCHRAN MANAGEMENT SERVICES, INC.**

**THIS SERVICE AGREEMENT** is made and entered into this 1<sup>st</sup> day of January 2007, by and between McLean County (the "Client"), an authorized self-insured entity, and Cannon Cochran Management Services, Inc. ("CCMSI"), a Delaware corporation. It is agreed between the parties hereto as follows:

**A. APPOINTMENT OF CCMSI.** The Client hereby appoints CCMSI, and CCMSI hereby agrees to serve, as Third Party Administrator ("Administrator") of the Client's self-insurance program created and existing under the State of Illinois ("State") Self-Insurance Regulations.

**B. FUNCTIONS OF CCMSI.** During the term of this Agreement, the regular functions of CCMSI as the Client's Administrator shall include the following:

1. Claim Administration.

(a) Claim Management and Administration. In compliance with its Best Practices, CCMSI will manage and administer all claims of the Client that occur during the period of this Agreement. All claim payments shall be made with Client funds. CCMSI will act on behalf of Client in handling, monitoring, investigating, overseeing and adjusting all such actual and alleged claims.

(b) Claim Settlement. CCMSI will settle claims of the Client with Client funds in accordance with reasonable limits and guidelines established with the Client.

(c) Claim Reserves. CCMSI will recommend reserves for unpaid reported claims and unpaid claim expenses.

(d) Allocated Claim Expenses. CCMSI will pay all Allocated Claim Expenses with Client Funds. Allocated Claim Expenses are charges for services provided in connection with specific claims by persons or firms which are eligible claim expenses under the Client's program. Notwithstanding the foregoing, Allocated Claim Expenses will include all expenses incurred in connection with the investigation, adjustment, settlement or defense of Client claims, even if such expenses are incurred by CCMSI. Allocated Claim Expenses will include, but not be limited to, charges for:

- 1) Independent medical examinations of claimants;
- 2) Managed care expenses, which include the services provided by comp mc™, CCMSI's proprietary managed care program. Examples of managed care expenses includes but is not limited to state fee schedule, PPO net works, utilization review, nurse case management, medical bill audits and medical bill review;
- 3) Fraud detection expenses, such as surveillance, which include the services provided by FIRE, CCMSI's proprietary Special Investigation Unit (SIU), and other related expenses associated with the detection, reporting and prosecution of fraudulent claims, including legal fees;
- 4) Attorneys, experts and special process servers;



- 5) Court costs, fees, interest and expenses;
- 6) Depositions, court reporters and recorded statements;
- 7) Independent adjusters and appraisers;
- 8) Index bureau and OFAC (Office of Foreign Assets Control) charges;
- 9) Electronic Data Interchanges, EDI, charges if required by State law;
- 10) CCMSI personnel, at their customary rate or charge, but only with respect to claims outside the State and only if such customary rate is communicated to the Client prior to incurring such cost;
- 11) Actual reasonable expenses incurred by CCMSI employees outside the State for meals, travel, and lodging in conjunction with claim management;
- 12) Police, weather and fire report charges that are related to claims being administered under Client's program;
- 13) Charges associated with accident reconstruction, cause and origin investigations, etc.;
- 14) Charges for medical records, personnel documents, and other documents necessary for adjudication of claims under Client's program;
- 15) Charges associated with Medicare Set-Aside Allocations; and
- 16) Other expenses normally recognized as ALAE by industry standards.

(e) Subrogation. CCMSI will monitor claims for subrogation

(f) Provision of Reports. CCMSI agrees to provide reports to the Client as specified in the Schedule of Reports attached hereto as Exhibit A.

2. Risk Management Services. CCMSI will provide the Client with additional Risk Management Services not contemplated in the Agreement upon mutual agreement of the parties. The Schedule of additional Risk Management Services to be provided is attached hereto as Exhibit B.
3. Loss Control Services. CCMSI will provide the Client loss control services upon mutual agreement of the parties. The Client shall remain fully responsible for the implementation and operation of its own safety programs and for the detection and elimination of any unsafe conditions or practices. The Schedule of Loss Control Services to be provided is attached hereto as Exhibit C.
4. Managed Care Services. CCMSI will provide the Client with managed care services (comp mc™) upon mutual agreement of the parties. The Schedule of Managed Care Services to be provided is attached hereto as Exhibit D.

**C. CLIENT RESPONSIBILITIES**. Client agrees to:

1. Report all claims, incidents, reports or correspondence relating to potential claims in a timely manner.

2. Reasonably cooperate in the disposition of all claims.
3. Provide adequate funds to pay all claims and expenses in a timely manner.
4. Respond to reasonable information requests in a timely manner.
5. Provide a complete copy of current excess or other insurance policies, including endorsements and audits, applicable to Client's self-insurance program.
6. Promptly pay CCMSI's fees.

**D. OPERATING EXPENSES.** The Client agrees to be responsible for and pay all of its own operating expenses other than service obligations of CCMSI. Such operating expenses shall include but not be limited to charges for the following:

1. All costs associated with Client meeting its State security and licensing requirements;
2. Certified Public Accountants
3. Attorneys, other than provided for in Section B.1. (d) 3) and B.1. (d) 4) of this Agreement;
4. Outside consultants, actuarial services or studies and State audits;
5. Independent payroll audits;
6. Allocated Claims Expenses incurred pursuant to Section B. 1. (d) of this Agreement;
7. All applicable regulatory fees and taxes;
8. Educational and/or promotional material, industry-specific loss control material, customized forms and/or stationery, supplies and extraordinary postage, such as bulk mailing, express mail or messenger service.
9. National Council on Compensation Insurance, NCCI, charges;
10. Excess and other insurance premiums;
11. Costs associated with the development, record keeping and filing of fraud statistics and plans, but only if required by any State or regulatory authority having jurisdiction over Client;
12. Other operating costs as normally incurred by the Client.

**E. BOOKS AND RECORDS.**

1. (a) CCMSI shall maintain all claim information relating specifically to the Client which is necessary to the performance of CCMSI's obligations under this Agreement (the "Records"). The Records shall remain at all times the sole property of the Client.
- (b) The Records shall not include any manuals, forms, files and reports, documents, customer lists, rights to solicit renewals, computer records and tapes, financial and strategic data, or information which documents CCMSI's processes, procedures and methods, or which CCMSI employs to administer programs other than the Client. The items specified in this Paragraph E. 1. (b) shall at all times be and remain the sole and exclusive property of CCMSI, and the

Client shall not have any ownership, interest, right to duplicate or right to utilize these items except for the above documentation or information that relates solely to Client's Program.

2. During the term of this Agreement, CCMSI shall provide the Client with copies of the Records, if so requested by the Client. Any reasonable costs of reproduction of the Records shall be borne by the Client. In the event this Agreement is terminated or non-renewed, Client Records will be turned over to the Client or to a successor administrator designated by the Client.
  3. CCMSI shall make the Records available for inspection by any duly authorized representative of the Client, or any governmental or regulatory authority having jurisdiction over CCMSI or the Client.
- F. NON-SOLICITATION OF EMPLOYEES.** During the term of the Agreement and for two (2) years thereafter, the Client and CCMSI mutually agree not to recruit, solicit or hire any employee of the other without written permission.
- G. OTHER INSURANCE.** If CCMSI places any specific or aggregate excess insurance, reinsurance, or other insurance product associated with this Agreement, then customary commissions and fees will be retained by CCMSI.

**H. TERM AND TERMINATION.**

1. Term of Agreement. The first term of this Agreement shall be for three (3) years beginning on January 1, 2007 and terminating on December 31, 2009. Unless the Agreement is terminated as set forth in paragraph H. 2., it will automatically renew for successive three (3) year terms. If there are no changes requested by either party, then the Agreement will automatically renew under the same terms and fee arrangement as the prior term.
2. Termination of Agreement. This Agreement may be terminated:
  - (a) By mutual agreement of the parties hereto;
  - (b) Upon expiration of the current term of this Agreement if either party has given the other at least sixty (60) days written notice of its intention to terminate as set forth in paragraph H. 1.;
  - (c) Upon dissolution of the Client's self-insurance program whether voluntary or due to cessation of Client's authority to self-insure;
  - (d) Upon dissolution of the Client's self-insurance program due to Client insolvency or bankruptcy;
  - (e) Upon sixty (60) days written notice by either party
3. Services Following Termination of Agreement. Should this Agreement be terminated or non-renewed for any reason, CCMSI will cease providing services, turn over to the Client all Client files in CCMSI's possession, which shall include all open and closed files.

Upon the Client's request and subject to agreement by CCMSI, CCMSI will be paid a reasonable negotiated fee to:

- (a) Provide for continued administration of the open claim files;

- (b) Cooperate with any successor administrator in the orderly transfer of all functions, including providing a runoff listing of open claim files if desired by the Client and any other records reasonable and necessary for a successor administrator; and
  - (c) Provide an electronic transfer of data if such is feasible, with the cost of providing such borne by the Client.
- I. **SERVICE FEE PAYMENTS.** The Client shall pay to CCMSI a service fee as outlined in the Fee and Payment Schedule attached hereto as Exhibit E.
- J. **ARBITRATION.** If an irreconcilable difference of opinion or claim should arise between the Client and CCMSI as the interpreters of any matter relating to this Agreement, such matter will be submitted to mediation or arbitration as the sole remedy available to both parties. Any such mediation or arbitration will take place in the City of Bloomington, Illinois and will be conducted in accordance with the then-current rules of the American Arbitration Association.
- K. **RELATIONSHIP OF PARTIES.** With respect to the services provided by CCMSI in this Agreement, CCMSI is considered an independent contractor. Nothing in this Agreement shall be construed to create a relationship of employer/employee, partners or joint ventures between the Client and CCMSI. This Agreement is non-exclusive, and CCMSI shall have the right to perform services on behalf of other individuals, firms, corporations and entities.
- L. **INDEMNIFICATION.**
  - 1. **Indemnification by Client.** The Client agrees that it will indemnify and hold harmless CCMSI and CCMSI's directors, officers, employees, agents, shareholders, subsidiaries and other affiliates from and against any and all claims, losses, liability, costs, damages and reasonable attorney's fees incurred by CCMSI as a result of breach of this Agreement by the Client, or misconduct, error or omissions by the Client, or by any of the Client's trustees, directors, officers, employees, agents, shareholders, subsidiaries, or other affiliates in connection with the performance of this Agreement.
  - 2. **Indemnification by CCMSI.** CCMSI agrees that it will indemnify and hold harmless the Client and the Client's trustees, directors, officers, employees, agents, shareholders, subsidiaries, members, or other affiliates from and against any and all claims, losses, liability, costs, damages and reasonable attorney's fees incurred by the Client as the result of breach of this Agreement by CCMSI or misconduct, error or omissions by CCMSI, or by any of CCMSI's directors, officers, employees, agents, shareholders, subsidiaries or other affiliates in connection with the performance of this Agreement.
- M. **CHANGE IN CIRCUMSTANCES.** In the event the adoption of any statute, rule or regulation materially changes the nature of the relationship between the parties hereto or the legal or economic premises upon which this Agreement is based, the parties hereto shall undertake good faith negotiations to amend the terms of this Agreement to account for such changes in a reasonable manner.

**N. MISCELLANEOUS.**

1. Governing Law. This Agreement shall be governed by and construed in accordance with the internal laws of the State of Illinois without regard to principles of conflicts of law.
2. Timing of Services. CCMSI may exercise its own reasonable judgment, within the parameters set forth herein and in compliance with State regulations, as to the time and manner in which it performs the services required hereunder. Additionally, CCMSI will be held to a standard of like administrators performing like services for customers such as Client.
3. Successors in Interest. This Agreement shall be binding upon, and inure to the benefit of, the successors in interest and permitted assigns of the parties hereto.
4. Severability. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if the invalid or unenforceable provision had been revised to the minimum extent necessary to make it valid and fully enforceable under applicable law.
5. Paragraph Headings. All paragraph headings in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.
6. Waiver. The failure of any party to enforce any provisions of this Agreement shall not constitute a waiver by such party of any provision. A past waiver of a provision by either party shall not constitute a course of conduct or a waiver in the future with respect to that same provision.
7. Notice Provision. All notices, requests and other communications required under this Agreement shall be in writing and delivered by hand or mailed, registered or certified, return receipt requested, postage paid, or sent via a nationally recognized overnight courier to the other party at the following address:

Client: Jennifer Ho  
McLean County  
104 W. Front Street  
Bloomington, IL 61702-2400

CCMSI: Cannon Cochran Management Services, Inc.  
2 E. Main St.  
Danville, IL 61832  
Attn: Chief Operating Officer

8. File Destruction Policy. CCMSI will maintain all closed files on behalf of Client for a period of seven (7) years after the month of closure, or for as long as necessary to protect the applicable statute of limitations, whichever is longer. It is the sole responsibility of Client to advise CCMSI if files are not to be destroyed per this policy.

9. Insurance. CCMSI will purchase and maintain insurance coverages for its performance of the services contemplated in this Agreement. Minimum policy limits are as follows:

Workers Compensation – Statutory  
Professional - \$5,000,000  
General Liability - \$1,000,000 / \$2,000,000  
Umbrella - \$5,000,000

10. Entire Agreement/Amendment. This Agreement sets forth the full and final understanding of the parties hereto with respect to the matters described herein, and supersedes any and all prior agreements and understandings between them, whether written or oral. This Agreement may be amended only by written document executed by the Client and CCMSI.

Executed this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

CANNON COCHRAN MANAGEMENT SERVICES, INC.

By: \_\_\_\_\_  
Rodney J. Golden

Its: Chief Operating Officer/Executive Vice President

MCLEAN COUNTY

By: \_\_\_\_\_

Its: \_\_\_\_\_

**EXHIBIT A**  
**SCHEDULE OF REPORTS**

1. A detailed listing of all claims broken down by location, policy year and line of coverage. (MONTHLY)
2. A summary of all claims broken down by location, policy year and line of coverage. (MONTHLY)
3. A check register listing all checks issued during a reporting period. (MONTHLY)

**EXHIBIT B**

**SCHEDULE OF RISK MANAGEMENT SERVICES**

CCMSI will provide a maximum of 3 on-site visits at the client's request during each policy year that could include, but is not limited to the following:

- Account / Workers' Compensation Program Reviews
- Open Claim Strategy Reviews
- Provider Meetings
- Workers' Compensation specific training for designated employees or departments
- iCE training for designated users

**EXHIBIT C**

**SCHEDULE OF LOSS CONTROL SERVICES**

Loss control services are available at the request of the client and/or carrier at an hourly rate of \$100 per hour. Service hours include preparation time, travel time, field time and follow-up time.

**EXHIBIT D**

**SCHEDULE OF comp mc™ SERVICES AND FEES**

Provider Bill Review/Re-pricing:

- Fee Schedule Review/Re-pricing \$7.50 per bill
- Usual and Customary Review/Re-pricing - \$7.50 per bill

PPO Re-pricing Services:

- All bills involving PPO re-pricing is billed at 33% of savings

Pharmacy Network Services:

- Pharmacy Network services are billed at 33% of savings

Note: All managed care expenses/fees will be paid as an allocated expense to the claim file

The above Managed Care Services are contingent on the provision that all medical bills are being routed for review through CCMSI's Managed Care Program, comp mc™.

**EXHIBIT E**

**FEE AND PAYMENT SCHEDULE**

Life of this Agreement: 1/1/07 – 12/31/09	
Services	Fees
<b>Claims Administration (minimum)</b>	\$18,250 – 1 <sup>st</sup> Year \$18,798 – 2 <sup>nd</sup> Year \$19,362 – 3 <sup>rd</sup> Year
<p>CCMSI will manage all workers' compensation claims for the <b>life of this agreement</b> for an annual fee as follows:</p> <p>Claims will be analyzed by the number and type of claim on an on-going basis and priced on a per claim fee as outlined below.</p> <p><u>Workers' compensation:</u>                  Indemnity claims @ \$700 / per claim                  Medical only claims @ \$150 / per claim                  Incident/record only @ \$35 / per incident</p> <p><u>Other Lines:</u>                  Auto Liability – Bodily Injury @ \$700 / per claimant                  General Liability – Bodily Injury @ \$700 / Per claimant</p> <p>Any additional charges over the above shown minimum claims administration fee per policy period will be billed quarterly thereafter.</p> <p>CCMSI and McLean County both mutually agree that if claim trends change significantly up or down that we will meet to establish a new minimum claims administration fee at the beginning of the new policy / calendar year.</p>	
<b>Annual Account Administration</b>	<b>\$1,500</b>
<ul style="list-style-type: none"> <li>• Dedicated client service team</li> <li>• Development of specific client service requirements</li> <li>• Monthly loss reporting</li> <li>• Maximum of 3 on-site visits at the clients request during each policy year that could include, but is not limited to the following:                         <ul style="list-style-type: none"> <li>○ Account / Workers' Compensation Program Review</li> <li>○ Open Claim Strategy Reviews</li> <li>○ Provider Meetings</li> <li>○ Workers' Compensation Specific Training for designated employees or departments</li> <li>○ ICE training for designated users</li> </ul> </li> <li>• Issuance of 1099's</li> <li>• Assistance in filing of all required state forms including state mandated assessments</li> <li>• Workers' compensation claim packets/state forms</li> <li>• Preparation for, compliance with and response to regulatory audits</li> <li>• Account Management and Administration</li> </ul>	

Services	Fees
<p><b>Internet Claim Access</b></p> <p>Internet claims system access which includes:</p> <ul style="list-style-type: none"> <li>• Viewing access to all claims data</li> <li>• Risk Management statistical analysis</li> <li>• Comprehensive and complete access to claims management process</li> <li>• On-line reports</li> <li>• On-line reporting capability via the internet</li> <li>• Ability to generate OSHA 301 Form and Illinois First Report of Injury (Illinois Form 45)</li> </ul>	<p><b>Included</b></p>
<p><b>Loss Control Services</b></p> <p>Loss control services are available at the request of the client and/or carrier at an hourly rate of \$100 per hour. Service hours include preparation time, travel time, field time and follow-up time.</p>	<p><b>\$100 per hour</b></p>
<p><b>Managed Care Service</b></p> <p><u>Provider Bill Review/Re-pricing:</u></p> <ul style="list-style-type: none"> <li>• Fee Schedule Review/Re-pricing \$7.50 per bill</li> <li>• Usual and Customary Review/Re-pricing - \$7.50 per bill</li> </ul> <p><u>PPO Re-pricing Services:</u></p> <ul style="list-style-type: none"> <li>• All bills involving PPO re-pricing is billed at 33% of savings</li> </ul> <p><u>Pharmacy Network Services:</u></p> <ul style="list-style-type: none"> <li>• Pharmacy Network services are billed at 33% of savings</li> </ul> <p>Note: All managed care expenses/fees will be paid as an allocated expense to the claim file</p> <p>The above Managed Care Services are contingent on the provision that <u>all</u> medical bills are being routed for review through CCMSI's Managed Care Program, comp mc™.</p>	<p><b>See Detail</b></p>
<p><b>Special System Reports</b></p> <p>CCMSI will provide special reports, (reports not currently programmed or written) for a fee of \$125 per hour for system programming time. CCMSI will provide an estimate of charges before any work will be done.</p>	<p><b>\$125 an hour</b></p>
<p><b>GRAND TOTAL</b></p>	<p>\$19,750 - 1<sup>st</sup> Year \$20,298 - 2<sup>nd</sup> Year \$20,862 - 3<sup>rd</sup> Year</p>
<p><b>Fee &amp; Payment Schedule</b></p> <p>The quarterly installments will be due on the first day of January, April, July, and October of each policy year.</p>	<p><b>Quarterly Installments</b></p>

Executed this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

CANNON COCHRAN MANAGEMENT SERVICES, INC.

By: \_\_\_\_\_  
Rodney J. Golden

Its: Chief Operating Officer/Executive Vice President

MCLEAN COUNTY

By: \_\_\_\_\_

Its: \_\_\_\_\_



H. Lee Newcom  
McLean County Recorder  
115 E. Washington Street, Room M-104  
Post Office Box 2400  
Bloomington, IL 61702-2400  
(309) 888-5170  
(309) 888-5927 Fax

November 16, 2006

To: Honorable Members of the Finance Committee

From: Lee Newcom, County Recorder

For your information and approval at your December 5, 2006, meeting I present the following attached documents.

1. October 2006 monthly financial reports.

FOR THE MONTH OF OCTOBER 2006

Description	Revenue Account #	GL Balance	Recorder's Rcpts	PLUS 09/29/2006	Less 10/31/2006	Total	Difference
		As Of 10/31/2006	For the Month Of October 2006	Rec Rcpts Dep To GL 10/02/2006	Rec Rcpts Dep To GL 11/01/2006		
Copy Fees	0001-0006-0008 0410-0008	1,283.60	1,223.60	83.25	(23.25)	1,283.60	-
Recording Fees	0001-0006-0008 0410-0029	49,068.00	49,721.00	1,881.00	(2,534.00)	49,068.00	-
County Revenue Stamps	0001-0006-0008 0410-0032	45,657.50	46,792.50	800.75	(1,935.75)	45,657.50	-
Micro Film Sales	0001-0006-0008 0410-0128	-	-	-	-	-	-
Compact Disc Sales	0001-0006-0008 0410-0132	380.00	380.00	-	-	380.00	-
Rental HSG Support Program	0001-0006-0008 0410-0195	2,890.00	2,923.00	111.00	(144.00)	2,890.00	-
Document Storage	0137-0006-0008 0410-0089	9,612.00	9,741.00	360.00	(489.00)	9,612.00	-
GIS Document Storage	0137-0006-0008 0410-0181	3,204.00	3,247.00	120.00	(163.00)	3,204.00	-
GIS Fund	0167-0006-0008 0410-0181	15,762.00	15,977.00	600.00	(815.00)	15,762.00	-
		(A)	(B)	(C)	(D)	Sum(B:D)=E	(A-E)

Note: Adjustments are made to column C & D because the Recorder's daily receipts are not turned into the General Ledger until the next business day. These adjustments must be made in order to balance to the General Ledger.

DON EVERHART  
CHIEF DEPUTY RECORDER



Account #	Account Description	Month-to-date Totals			Year-to-date Totals through October, 2006			Other Pay Method	Total	
		Cash/Check/Change	Charge	Charges	Other Pay Method	Total	Cash/Check/Change			Charge
101-0-0-201-070-034	Due Idor-Rental Hsg Prog	\$26,307.00	\$0.00	\$0.00	\$0.00	\$26,307.00	\$246,114.00	\$0.00	\$0.00	\$246,114.00
101-6-8-410-008-034	Copy Fees	\$1,220.60	\$3.00	\$0.00	\$0.00	\$1,223.60	\$16,041.70	\$36.25	\$0.00	\$16,044.70
101-6-8-410-029-035	Recording Fees	\$49,320.00	\$840.00	\$439.00	\$0.00	\$49,721.00	\$465,156.00	\$5,320.00	\$0.00	\$465,371.00
101-6-8-410-032-036	County Revenue Stamps	\$46,792.50	\$0.00	\$0.00	\$0.00	\$46,792.50	\$409,594.75	\$0.00	\$0.00	\$409,594.75
101-6-8-410-111-111	Payment On Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-6-8-410-128-100	Microfilm Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-6-8-410-132-100	Compact Disc Sales	\$380.00	\$0.00	\$0.00	\$0.00	\$380.00	\$2,900.00	\$0.00	\$0.00	\$2,900.00
101-6-8-410-195-035	Rental Hsg Support Program	\$2,923.00	\$0.00	\$0.00	\$0.00	\$2,923.00	\$27,346.00	\$0.00	\$0.00	\$27,346.00
116-8-4-102-222-222	Balance Brought Forward	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
116-8-4-102-222-222	Balance Brought Forward/Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$(23.00)	\$(23.00)	\$0.00	\$(23.00)
37-6-8-410-089-284	Document Storage	\$9,651.00	\$255.00	\$165.00	\$0.00	\$9,741.00	\$91,290.00	\$2,259.00	\$2,328.00	\$91,221.00
37-6-8-410-181-100	Gis Document Storage	\$3,217.00	\$85.00	\$55.00	\$0.00	\$3,247.00	\$30,430.00	\$753.00	\$0.00	\$30,407.00
51-0-0-126-001-903	State Revenue Stamps	\$93,585.00	\$0.00	\$0.00	\$0.00	\$93,585.00	\$821,056.00	\$0.00	\$0.00	\$821,056.00
67-6-8-410-181-100	Gis Fund	\$15,956.00	\$170.00	\$149.00	\$0.00	\$15,977.00	\$150,113.00	\$1,824.00	\$1,885.00	\$150,052.00
<b>Final Total :</b>		<b>\$249,352.10</b>	<b>\$1,353.00</b>	<b>\$808.00</b>	<b>\$0.00</b>	<b>\$249,897.10</b>	<b>\$2,260,018.45</b>	<b>\$10,384.25</b>	<b>\$10,319.25</b>	<b>\$2,260,063.45</b>

=====  
 G/L DATE JOURNAL TYPE SOURCE TRANSACTION DESCRIPTION BUDGET  
 =====

G/L DATE	JOURNAL TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES
ACCOUNT 0001-0006-0008	0410-0008		DESCRIPTION: Copy Fees	10,000.00	14,737.85-
			BEGINNING BALANCE		83.25-
2006/10/02	603963	RA	Copy Fees-Co. Recorder		46.50-
2006/10/05	604075	RA	Copy Fees-Co. Recorder		36.25-
2006/10/05	604075	RA	Copy Fees-Co. Recorder		18.00-
2006/10/06	604105	RA	Copy Fees-Co. Recorder		44.65-
2006/10/09	604117	RA	Copy Fees-Co. Recorder		22.50-
2006/10/10	604132	RA	Copy Fees-Co. Recorder		11.00-
2006/10/11	604176	RA	Copy Fees-Co. Recorder		53.00-
2006/10/12	604197	RA	Copy Fees-Co. Recorder		68.25-
2006/10/13	604218	RA	Copy Fees-Co. Recorder		10.50-
2006/10/16	604237	RA	Copy Fees-Co. Recorder		40.45-
2006/10/17	604250	RA	Copy Fees-Co. Recorder		59.25-
2006/10/18	604286	RA	Copy Fees-Co. Recorder		48.75-
2006/10/19	604299	RA	Copy Fees-Co. Recorder		23.50-
2006/10/20	604324	RA	Copy Fees-Co. Recorder		58.55-
2006/10/23	604332	RA	Copy Fees-Co. Recorder		61.50-
2006/10/24	604343	RA	Copy Fees-Co. Recorder		181.10-
2006/10/24	604343	RA	Copy Fee Charges		3.00-
2006/10/25	604368	RA	Copy Fees-Co. Recorder		32.15-
2006/10/26	604381	RA	Copy Fees-Co. Recorder		77.75-
2006/10/30	604398	RA	Copy Fees-Co. Recorder		166.35-
2006/10/30	604398	RA	Copy Fees-Co. Recorder		33.75-
2006/10/31	604403	RA	Copy Fees-Co. Recorder		103.60-
ACCOUNT 0001-0006-0008	0410-0008		OCTOBER TOTAL		1,283.60-
2006/11/01	604432	RA	Copy Fees-Co. Recorder		23.25-
ACCOUNT 0001-0006-0008	0410-0008		NOVEMBER TOTAL		23.25-
			ENDING BALANCE		16,044.70-

G/L DATE JOURNAL TYPE SOURCE TRANSACTION DESCRIPTION REVENUES BUDGET

ACCOUNT 0001-0006-0008 0410-0029		DESCRIPTION: Recording Fees		REVENUES	BUDGET
BEGINNING BALANCE				413,811.00-	600,000.00
2006/10/02	603963	RA	Recording Fees	1,869.00-	
2006/10/02	603963	RA	ERecord-RF	12.00-	
2006/10/05	604075	RA	Recording Fees	1,468.00-	
2006/10/05	604075	RA	Recording Fees	1,899.00-	
2006/10/05	604075	RA	Recording Fees	1,910.00-	
2006/10/05	604075	RA	Recording Fee Charges	22.00-	
2006/10/06	604105	RA	Recording Fees	2,174.00-	
2006/10/06	604105	RA	Recording Fee Charges	363.00-	
2006/10/09	604117	RA	Recording Fees	1,542.00-	
2006/10/09	604117	RA	Recording Fee Charges	25.00-	
2006/10/10	604132	RA	Recording Fees	1,817.00-	
2006/10/11	604176	RA	Recording Fees	2,167.00-	
2006/10/12	604197	RA	Recording Fees	3,162.00-	
2006/10/12	604218	RA	Recording Fee Charges	52.00-	
2006/10/13	604237	RA	Recording Fees	3,446.00-	
2006/10/16	604237	RA	Recording Fees	1,353.00-	
2006/10/16	604237	RA	Recording Fee Charges	20.00-	
2006/10/17	604250	RA	Recording Fees	2,797.00-	
2006/10/17	604250	RA	Recording Fee Charges	38.00-	
2006/10/18	604286	RA	Recording Fees	1,495.00-	
2006/10/19	604299	RA	Recording Fees	3,112.00-	
2006/10/20	604324	RA	Recording Fees	3,014.00-	
2006/10/23	604332	RA	Recording Fees	2,272.00-	
2006/10/23	604332	RA	Recording Fee Charges	162.00-	
2006/10/24	604343	RA	Recording Fees	1,975.00-	
2006/10/24	604343	RA	Recording Fee Charges	45.00-	
2006/10/24	604343	RA	ERecord-RF	24.00-	
2006/10/25	604368	RA	Recording Fees	2,452.00-	
2006/10/26	604381	RA	Recording Fees	2,151.00-	
2006/10/26	604381	RA	Recording Fee Charges	70.00-	
2006/10/30	604398	RA	Recording Fees	2,603.00-	
2006/10/30	604398	RA	Recording Fee Charges	38.00-	
2006/10/30	604398	RA	Recording Fees	1,216.00-	
2006/10/31	604403	RA	Recording Fees	2,298.00-	
2006/10/31	604403	RA	Recording Fee Charges	5.00-	
ACCOUNT 0001-0006-0008 0410-0029 / OCTOBER TOTAL				49,068.00-	
2006/11/01 604432 RA Recording Fees				2,534.00-	
ACCOUNT 0001-0006-0008 0410-0029 / NOVEMBER TOTAL				2,534.00-	
ENDING BALANCE				465,413.00-	

G/L DATE JOURNAL TYPE SOURCE TRANSACTION DESCRIPTION BUDGET REVENUES

ACCOUNT	DATE	JOURNAL	TYPE	SOURCE	DESCRIPTION	BUDGET	REVENUES
0001-0006-0008	0410-0032				DESCRIPTION: Sale Of Revenue Stamps	375,000.00	362,001.50-
					BEGINNING BALANCE		800.75-
	2006/10/02	603963	RA	CountyRevs	County Rev Stamp Sales		649.25-
	2006/10/05	604075	RA	CountyRevs	County Rev Stamp Sales		2,308.00-
	2006/10/05	604075	RA	CountyRevs	County Rev Stamp Sales		1,000.00-
	2006/10/06	604105	RA	CountyRevs	County Rev Stamp Sales		2,868.75-
	2006/10/09	604117	RA	CountyRevs	County Rev Stamp Sales		1,036.50-
	2006/10/10	604132	RA	CountyRevs	County Rev Stamp Sales		737.50-
	2006/10/11	604176	RA	CountyRevs	County Rev Stamp Sales		4,466.75-
	2006/10/12	604197	RA	CountyRevs	County Rev Stamp Sales		2,588.00-
	2006/10/13	604218	RA	CountyRevs	County Rev Stamp Sales		4,006.75-
	2006/10/16	604237	RA	CountyRevs	County Rev Stamp Sales		222.25-
	2006/10/17	604250	RA	CountyRevs	County Rev Stamp Sales		1,848.75-
	2006/10/18	604286	RA	CountyRevs	County Rev Stamp Sales		996.00-
	2006/10/19	604299	RA	CountyRevs	County Rev Stamp Sales		1,845.00-
	2006/10/20	604324	RA	CountyRevs	County Rev Stamp Sales		1,965.00-
	2006/10/23	604332	RA	CountyRevs	County Rev Stamp Sales		9,699.25-
	2006/10/24	604343	RA	CountyRevs	County Rev Stamp Sales		1,703.00-
	2006/10/25	604368	RA	CountyRevs	County Rev Stamp Sales		1,547.75-
	2006/10/26	604381	RA	CountyRevs	County Rev Stamp Sales		1,432.50-
	2006/10/30	604398	RA	CountyRevs	County Rev Stamp Sales		1,684.50-
	2006/10/30	604398	RA	CountyRevs	County Rev Stamp Sales		544.25-
	2006/10/31	604403	RA	CountyRevs	County Rev Stamp Sales		1,707.00-
							45,657.50-
ACCOUNT 0001-0006-0008	0410-0032				OCTOBER TOTAL		1,935.75-
	2006/11/01	604432	RA	CountyRevs	County Rev Stamp Sales		1,935.75-

ACCOUNT 0001-0006-0008 0410-0032 / NOVEMBER TOTAL

ENDING BALANCE 409,594.75-



11/07/06	RECORDER	REVENUE	ACCOUNTS	10/02/2006	- 11/01/2006	TRANSACTION DESCRIPTION	BUDGET	RRCRPT1
	G/L DATE	JOURNAL	TYPE	SOURCE				REVENUES
ACCOUNT 0001-0006-0008	0410-0132					DESCRIPTION: Compact Disk Sales		
						BEGINNING BALANCE		
	2006/10/05	604075	RA	CD Sales			3,000.00	2,520.00-
	2006/10/13	604218	RA	CD Sales				100.00-
	2006/10/19	604299	RA	CD Sales				80.00-
	2006/10/24	604343	RA	CD Sales				100.00-
								100.00-
ACCOUNT 0001-0006-0008	0410-0132							380.00-
						ENDING BALANCE		2,900.00-

11/07/06 REORDER REVENUE ACCOUNTS 10/02/2006 - 11/01/2006  
 G/L DATE JOURNAL TYPE SOURCE TRANSACTION DESCRIPTION  
 ACCOUNT 0001-0006-0008 0410-0195

RECORD DATE	REVENUE ACCOUNTS	JOURNAL TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	RECRPT1 REVENUES
				DESCRIPTION: Rental Hsg Support Progra	35,000.00	24,312.00-
				BEGINNING BALANCE		110.00-
2006/10/02	603963	RA	Hsg sppt	Rental Hsg Support Progra		1.00-
2006/10/02	603963	RA	ERecord-RH	ERecord-Rental Hsg Suppor		84.00-
2006/10/05	604075	RA	Hsg sppt	Rental Hsg Support Progra		117.00-
2006/10/05	604075	RA	Hsg sppt	Rental Hsg Support Progra		96.00-
2006/10/05	604075	RA	Hsg sppt	Rental Hsg Support Progra		117.00-
2006/10/06	604105	RA	Hsg sppt	Rental Hsg Support Progra		95.00-
2006/10/09	604117	RA	Hsg sppt	Rental Hsg Support Progra		117.00-
2006/10/10	604132	RA	Hsg sppt	Rental Hsg Support Progra		139.00-
2006/10/11	604176	RA	Hsg sppt	Rental Hsg Support Progra		194.00-
2006/10/12	604197	RA	Hsg sppt	Rental Hsg Support Progra		199.00-
2006/10/13	604218	RA	Hsg sppt	Rental Hsg Support Progra		85.00-
2006/10/16	604237	RA	Hsg sppt	Rental Hsg Support Progra		161.00-
2006/10/17	604250	RA	Hsg sppt	Rental Hsg Support Progra		95.00-
2006/10/18	604286	RA	Hsg sppt	Rental Hsg Support Progra		201.00-
2006/10/19	604299	RA	Hsg sppt	Rental Hsg Support Progra		199.00-
2006/10/20	604324	RA	Hsg sppt	Rental Hsg Support Progra		136.00-
2006/10/23	604332	RA	Hsg sppt	Rental Hsg Support Progra		119.00-
2006/10/24	604343	RA	Hsg sppt	Rental Hsg Support Progra		2.00-
2006/10/24	604343	RA	ERecord-RH	ERecord-Rental Hsg Suppor		150.00-
2006/10/25	604368	RA	Hsg sppt	Rental Hsg Support Progra		116.00-
2006/10/26	604381	RA	Hsg sppt	Rental Hsg Support Progra		144.00-
2006/10/30	604398	RA	Hsg sppt	Rental Hsg Support Progra		70.00-
2006/10/30	604398	RA	Hsg sppt	Rental Hsg Support Progra		143.00-
2006/10/31	604403	RA	Hsg sppt	Rental Hsg Support Progra		
				ACCOUNT 0001-0006-0008 0410-0195 / OCTOBER TOTAL		2,890.00-
				2006/11/01		144.00-
				ACCOUNT 0001-0006-0008 0410-0195 / NOVEMBER TOTA		144.00-
				ENDING BALANCE		27,346.00-

11/07/06

RECORDER REVENUE ACCOUNTS 10/02/2006 - 11/01/2006

RECRPT1

REVENUES

BUDGET

ACCOUNT 0137-0006-0008 0410-0089

G/L DATE	JOURNAL	TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES
2006/10/02	603963	RA	Recorder D	Recorder Document Storage	120,000.00	81,141.00-
2006/10/02	603963	RA	ERecord-DS	ERecord-Doc Storage		357.00-
2006/10/05	604075	RA	Recorder D	Recorder Document Storage		3.00-
2006/10/05	604075	RA	Recorder D	Recorder Document Storage		264.00-
2006/10/05	604075	RA	Recorder D	Recorder Document Storage		354.00-
2006/10/05	604075	RA	Doc St Ch	Document Storage Charges		384.00-
2006/10/06	604105	RA	Recorder D	Recorder Document Storage		12.00-
2006/10/06	604105	RA	Doc St Ch	Document Storage Charges		414.00-
2006/10/09	604117	RA	Recorder D	Recorder Document Storage		3.00-
2006/10/09	604117	RA	Doc St Ch	Document Storage Charges		321.00-
2006/10/10	604132	RA	Recorder D	Recorder Document Storage		15.00-
2006/10/11	604176	RA	Recorder D	Recorder Document Storage		369.00-
2006/10/11	604197	RA	Recorder D	Recorder Document Storage		432.00-
2006/10/12	604197	RA	Doc St Ch	Document Storage Charges		609.00-
2006/10/13	604218	RA	Recorder D	Recorder Document Storage		30.00-
2006/10/16	604237	RA	Recorder D	Recorder Document Storage		654.00-
2006/10/16	604237	RA	Doc St Ch	Document Storage Charges		270.00-
2006/10/17	604250	RA	Recorder D	Recorder Document Storage		12.00-
2006/10/17	604250	RA	Doc St Ch	Document Storage Charges		531.00-
2006/10/18	604286	RA	Recorder D	Recorder Document Storage		21.00-
2006/10/19	604299	RA	Recorder D	Recorder Document Storage		294.00-
2006/10/20	604324	RA	Recorder D	Recorder Document Storage		636.00-
2006/10/23	604332	RA	Recorder D	Recorder Document Storage		642.00-
2006/10/23	604332	RA	Doc St Ch	Document Storage Charges		423.00-
2006/10/24	604343	RA	Recorder D	Recorder Document Storage		96.00-
2006/10/24	604343	RA	Doc St Ch	Document Storage Charges		396.00-
2006/10/24	604343	RA	ERecord-DS	ERecord-Doc Storage		3.00-
2006/10/25	604368	RA	Recorder D	Recorder Document Storage		6.00-
2006/10/26	604381	RA	Recorder D	Recorder Document Storage		465.00-
2006/10/26	604381	RA	Doc St Ch	Document Storage Charges		399.00-
2006/10/30	604398	RA	Recorder D	Recorder Document Storage		39.00-
2006/10/30	604398	RA	Doc St Ch	Document Storage Charges		462.00-
2006/10/30	604398	RA	Recorder D	Recorder Document Storage		21.00-
2006/10/31	604403	RA	Recorder D	Recorder Document Storage		219.00-
2006/10/31	604403	RA	Doc St Ch	Document Storage Charges		453.00-
ACCOUNT 0137-0006-0008 0410-0089 / OCTOBER TOTAL						3.00-
						9,612.00-
ACCOUNT 0137-0006-0008 0410-0089 / NOVEMBER TOTAL						489.00-
						489.00-
ENDING BALANCE						91,242.00-

ACCOUNT 0137-0006-0008 0410-0181 JOURNAL TYPE SOURCE TRANSACTION DESCRIPTION BUDGET REVENUES

DATE	ACCOUNT	TYPE	SOURCE	DESCRIPTION	BUDGET	REVENUES
				DESCRIPTION: GIS Document Fees		
				BEGINNING BALANCE		
2006/10/02	603963	RA	Rec-GIS DS	Recorder-GIS Doc Storage	.00	27,047.00-
2006/10/02	603963	RA	ERecord-GI	Recorder-GIS Doc Storage		119.00-
2006/10/05	604075	RA	Rec-GIS DS	Recorder-GIS Doc Storage		1.00-
2006/10/05	604075	RA	Rec-GIS DS	Recorder-GIS Doc Storage		88.00-
2006/10/05	604075	RA	Rec-GIS DS	Recorder-GIS Doc Storage		118.00-
2006/10/05	604075	RA	Rec-GIS DS	Recorder-GIS Doc Storage		128.00-
2006/10/05	604075	RA	GIS Doc Ch	GIS Document Storage Char		4.00-
2006/10/06	604105	RA	Rec-GIS DS	Recorder-GIS Doc Storage		138.00-
2006/10/06	604105	RA	GIS Doc Ch	GIS Document Storage Char		1.00-
2006/10/09	604117	RA	Rec-GIS DS	Recorder-GIS Doc Storage		107.00-
2006/10/09	604117	RA	GIS Doc Ch	GIS Document Storage Char		5.00-
2006/10/10	604132	RA	Rec-GIS DS	Recorder-GIS Doc Storage		123.00-
2006/10/11	604176	RA	Rec-GIS DS	Recorder-GIS Doc Storage		144.00-
2006/10/12	604197	RA	Rec-GIS DS	Recorder-GIS Doc Storage		203.00-
2006/10/12	604197	RA	GIS Doc Ch	GIS Document Storage Char		10.00-
2006/10/13	604218	RA	Rec-GIS DS	Recorder-GIS Doc Storage		218.00-
2006/10/16	604237	RA	Rec-GIS DS	Recorder-GIS Doc Storage		90.00-
2006/10/16	604237	RA	GIS Doc Ch	GIS Document Storage Char		4.00-
2006/10/17	604250	RA	Rec-GIS DS	Recorder-GIS Doc Storage		177.00-
2006/10/17	604250	RA	GIS Doc Ch	GIS Document Storage Char		7.00-
2006/10/18	604286	RA	Rec-GIS DS	Recorder-GIS Doc Storage		98.00-
2006/10/19	604299	RA	Rec-GIS DS	Recorder-GIS Doc Storage		212.00-
2006/10/20	604324	RA	Rec-GIS DS	Recorder-GIS Doc Storage		214.00-
2006/10/23	604332	RA	Rec-GIS DS	Recorder-GIS Doc Storage		141.00-
2006/10/23	604332	RA	GIS Doc Ch	GIS Document Storage Char		32.00-
2006/10/24	604343	RA	Rec-GIS DS	Recorder-GIS Doc Storage		132.00-
2006/10/24	604343	RA	GIS Doc Ch	GIS Document Storage Char		1.00-
2006/10/24	604343	RA	ERecord-GI	Recorder-GIS Doc Storage		2.00-
2006/10/25	604368	RA	Rec-GIS DS	Recorder-GIS Doc Storage		155.00-
2006/10/26	604381	RA	Rec-GIS DS	Recorder-GIS Doc Storage		133.00-
2006/10/26	604398	RA	GIS Doc Ch	GIS Document Storage Char		13.00-
2006/10/30	604398	RA	Rec-GIS DS	Recorder-GIS Doc Storage		154.00-
2006/10/30	604398	RA	GIS Doc Ch	GIS Document Storage Char		7.00-
2006/10/30	604398	RA	Rec-GIS DS	Recorder-GIS Doc Storage		73.00-
2006/10/31	604403	RA	Rec-GIS DS	Recorder-GIS Doc Storage		151.00-
2006/10/31	604403	RA	GIS Doc Ch	GIS Document Storage Char		1.00-
ACCOUNT 0137-0006-0008 0410-0181 / OCTOBER TOTAL						3,204.00-
2006/11/01	604432	RA	Rec-GIS DS	Recorder-GIS Doc Storage		163.00-
ACCOUNT 0137-0006-0008 0410-0181 / NOVEMBER TOTAL						163.00-
ENDING BALANCE						30,414.00-

ACCOUNT 0167-0006-0008 0410-0181 JOURNAL TYPE SOURCE TRANSACTION DESCRIPTION BUDGET REVENUES

G/L DATE	JOURNAL TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES
DESCRIPTION: GIS Document Fees					
BEGINNING BALANCE					
2006/10/02	RA	603963	Recorder-GIS Fund	220,000.00	133,489.00
2006/10/02	RA	603963	ERecordGIS		595.00
2006/10/05	RA	604075	Recorder-GIS Fund		5.00
2006/10/05	RA	604075	Recorder-GIS Fund		440.00
2006/10/05	RA	604075	Recorder-GIS Fund		590.00
2006/10/05	RA	604075	Recorder-GIS Fund		640.00
2006/10/05	RA	604075	GIS Fund Charges		8.00
2006/10/06	RA	604105	Recorder-GIS Fund		690.00
2006/10/06	RA	604105	GIS Fund Charges		2.00
2006/10/09	RA	604117	Recorder-GIS Fund		532.00
2006/10/09	RA	604117	GIS Fund Charges		10.00
2006/10/10	RA	604132	Recorder-GIS Fund		615.00
2006/10/11	RA	604176	Recorder-GIS Fund		720.00
2006/10/12	RA	604197	Recorder-GIS Fund		1,015.00
2006/10/12	RA	604197	GIS Fund Charges		20.00
2006/10/13	RA	604218	Recorder-GIS Fund		1,090.00
2006/10/16	RA	604237	Recorder-GIS Fund		450.00
2006/10/17	RA	604250	Recorder-GIS Fund		8.00
2006/10/17	RA	604250	GIS Fund Charges		885.00
2006/10/17	JE	604524	pw110806		8.00
2006/10/17	JE	604524	pw110806 turn in		14.00
2006/10/18	RA	604286	Recorder-GIS Fund		8.00
2006/10/19	RA	604299	Recorder-GIS Fund		490.00
2006/10/20	RA	604324	Recorder-GIS Fund		1,060.00
2006/10/23	RA	604332	Recorder-GIS Fund		1,070.00
2006/10/23	RA	604332	GIS Fund Charges		705.00
2006/10/24	RA	604343	Recorder-GIS Fund		64.00
2006/10/24	RA	604343	GIS Fund Charges		660.00
2006/10/24	RA	604343	ERecordGIS		2.00
2006/10/25	RA	604368	Recorder-GIS Fund		10.00
2006/10/26	RA	604381	Recorder-GIS Fund		775.00
2006/10/26	RA	604381	GIS Fund Charges		665.00
2006/10/30	RA	604398	Recorder-GIS Fund		26.00
2006/10/30	RA	604398	GIS Fund Charges		770.00
2006/10/30	RA	604398	Recorder-GIS Fund		14.00
2006/10/31	RA	604403	Recorder-GIS Fund		365.00
2006/10/31	RA	604403	GIS Fund Charges		755.00
2006/10/31	RA	604403	Recorder-GIS Fund		2.00
ACCOUNT 0167-0006-0008 0410-0181 / OCTOBER TOTAL					15,762.00
2006/11/01 604432 RA Rec GIS Fu Recorder-GIS Fund					815.00
ACCOUNT 0167-0006-0008 0410-0181 / NOVEMBER TOTA					815.00
ENDING BALANCE					150,066.00

STATE STAMP INVENTORY AND RECEIPTS TO GENERAL LEDGER FOR OCTOBER 2006					
<b>RECORDER</b>					
Inventory as of 09/29/2006	45,132.65	A			95,119.00 I
Inventory purchases for October 2006	130,911.00	B			82,484.00 J
Less stamps damaged or issued in error for October 2006	(103.00)	C			
Less inventory as of 10/31/2006	(82,355.65)	D			
Total Receipts for October 2006	93,585.00	E=SUM(A:D)			(86,288.00) K
Plus 09/29/2006 receipts	1,601.50	F			L
Less 10/31/2006 receipts	(3,871.50)	G			
Total	91,315.00	H=SUM(E:G)			91,315.00 M=SUM(I:L)
<p>B = Amount includes an IDOR credit of \$103.00                      C = Stamps were voided and will be or have been submitted to IDOR for credit                      F = Receipts for the last business day of previous month                      G = Receipts for the last business day of report month                      Adjustments are made by F &amp; G because the Recorder's daily receipts are not turned into the General Ledger until the next business day. These adjustments must be made in order to balance to the General Ledger.</p>					
DON EVERHART					
CHIEF DEPUTY RECORDER					

G/L DATE JOURNAL	TYPE	SOURCE	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	ACTUAL BALANCE
				FISCAL YEAR TO DATE:		
ACCOUNT:0151 0126-0001	Stamp Inventory					95,119.00
2006/10/02	603963	RA	JE State Revs State Rev Stamp Sales		1,601.50	93,517.50
2006/10/05	604075	RA	JE State Revs State Rev Stamp Sales		1,298.50	92,219.00
2006/10/05	604075	RA	JE State Revs State Rev Stamp Sales		4,616.00	87,603.00
2006/10/05	604075	RA	JE State Revs State Rev Stamp Sales		2,000.00	85,603.00
2006/10/06	604105	RA	JE State Revs State Rev Stamp Sales		5,737.50	79,865.50
2006/10/09	604117	RA	JE State Revs State Rev Stamp Sales		2,073.00	77,792.50
2006/10/10	604132	RA	JE State Revs State Rev Stamp Sales		1,475.00	76,317.50
2006/10/11	604176	RA	JE State Revs State Rev Stamp Sales		8,933.50	67,384.00
2006/10/12	604181	JE	JE 101206bmm Rec Rev Stamp Inv Adj/Gain	60.00		67,444.00
2006/10/12	604182	JE	JE 101206bmm Trnsfr Frnds DT0001/DF0151	60.00		67,504.00
2006/10/12	604197	RA	JE State Revs State Rev Stamp Sales		5,176.00	62,328.00
2006/10/13	604218	RA	JE State Revs State Rev Stamp Sales		8,013.50	54,314.50
2006/10/16	604237	RA	JE State Revs State Rev Stamp Sales		444.50	53,870.00
2006/10/17	604250	RA	JE State Revs State Rev Stamp Sales		3,697.50	50,172.50
2006/10/18	604286	RA	JE State Revs State Rev Stamp Sales		1,992.00	48,180.50
2006/10/19	604299	RA	JE State Revs State Rev Stamp Sales		3,690.00	44,490.50
2006/10/20	604324	RA	JE State Revs State Rev Stamp Sales		3,930.00	40,560.50
2006/10/23	604332	RA	JE State Revs State Rev Stamp Sales		19,398.50	21,162.00
2006/10/24	604343	RA	JE State Revs State Rev Stamp Sales		3,406.00	17,756.00
2006/10/25	604348	AP	JE AcctsPaybl ILLINOIS D RECORDER/REAL	82,364.00		100,120.00
2006/10/25	604368	RA	JE State Revs State Rev Stamp Sales		3,095.50	97,024.50
2006/10/26	604381	RA	JE State Revs State Rev Stamp Sales		2,865.00	94,159.50
2006/10/30	604398	RA	JE State Revs State Rev Stamp Sales		3,369.00	90,790.50
2006/10/30	604398	RA	JE State Revs State Rev Stamp Sales		1,088.50	89,702.00
2006/10/31	604403	RA	JE State Revs State Rev Stamp Sales		3,414.00	86,288.00
ACCOUNT:0151 0126-0001			OCTOBER TOTAL	82,484.00	91,315.00	86,288.00
2006/11/01	604432	RA	JE State Revs State Rev Stamp Sales		3,871.50	82,416.50
ACCOUNT:0151 0126-0001			NOVEMBER TOTA	.00	3,871.50	82,416.50
ACCOUNT 0151 0126-0001			DATE RANGE TOTALS	82,484.00	95,186.50	82,416.50

Date	End-of-day (EOD) register balance	CREDIT to General Ledger	EOD register +/- (-)	Stamp Purchases
09/01/2006	26,539.65	6,003.00		
09/05/2006	21,391.15	5,148.50		
09/06/2006	16,708.65	4,682.50		
09/07/2006	12,086.15	4,622.50		
09/08/2006	386.15	11,700.00		
09/11/2006	77,779.65	1,648.50		79,042.00
09/12/2006	74,298.15	3,481.50		
09/13/2006	71,346.65	2,951.50		
09/14/2006	66,303.15	5,043.50		
09/15/2006	63,655.15	2,648.00		
09/18/2006	63,018.65	636.50		
09/19/2006	61,314.15	1,704.50		
09/20/2006	61,070.65	243.50		
09/21/2006	58,622.15	2,448.50		
09/22/2006	55,912.65	2,709.50		
09/25/2006	53,677.15	2,235.50		
09/26/2006	51,555.65	2,121.50		
09/27/2006	48,789.65	2,766.00		
09/28/2006	46,734.15	2,055.50		
09/29/2006	45,132.65	1,601.50		
<b>September Total:</b>		<b>66,452.00</b>	-	<b>79,042.00</b>

Day Average: 3,322.60

Don Everhart  
Chief Deputy Recorder

Date	End-of-day (EOD) register balance	CREDIT to General Ledger	EOD register +/- (-)	Stamp Purchases
10/02/2006	43,834.15	1,298.50		
10/03/2006	39,218.15	4,616.00		
10/04/2006	37,218.15	2,000.00		
10/05/2006	31,480.65	5,737.50		
10/06/2006	29,304.65	2,073.00	103.00	
10/09/2006	27,829.65	1,475.00		
10/10/2006	18,896.15	8,933.50		
10/11/2006	13,720.15	5,176.00		
10/12/2006	5,706.65	8,013.50		
10/13/2006	5,262.15	444.50		
10/16/2006	1,564.65	3,697.50		
10/17/2006	48,119.65	1,992.00		48,547.00
10/18/2006	44,429.65	3,690.00		
10/19/2006	40,499.65	3,930.00		
10/20/2006	21,101.15	19,398.50		
10/23/2006	17,695.15	3,406.00		
10/24/2006	14,599.65	3,095.50		
10/25/2006	11,734.65	2,865.00		
10/26/2006	8,365.65	3,369.00		
10/27/2006	89,641.15	1,088.50		82,364.00
10/30/2006	86,227.15	3,414.00		
10/31/2006	82,355.65	3,871.50		
<b>October Total:</b>		<b>93,585.00</b>	<b>103.00</b>	<b>130,911.00</b>

**don.everhart:**  
Stamp damaged by PTAX machine. Stamp voided & will be submitted to IDOR for credit.

**don.everhart:**  
\$ 103.00 IDOR credit (10/06)  
\$ 48,444.00 purchase  
10/18/06 purchase

Day Average: 4,253.86

**Don Everhart**  
**Chief Deputy Recorder**

DATE	(A) ASCENDING REGISTER	(B) DESCENDING REGISTER	(C) TOTAL OF COLUMNS (A) AND (B)
10/2	26577485	4383415	
10/3	27039085	3921815	
10/4	27239085	3721815	
10/5	27812835	3148065	
10/6	28030435	2930465	
10/9	28177935	2782965	
10/10	29071285	1889615	
10/11	295888	1372015	
10/12	30390235	570665	
10/13	30434685	526215	
10/18	530941435	4874165	535815600
10/16	30804435	156465	
10/17	31003635	4811965	
10/19	31372635	442965	
10/19	31765635	4049965	
10/20	33705485	2110115	
10/23	34046085	1769515	
10/24	34355635	1489965	
10/25	34642135	1173465	
10/26	34979035	836565	
10/27	534979035	9072965	544052000
10/27	35087885	8964115	
10/30	35429285	22715	
10/31	35816435	8235565	

DATE	(A) ASCENDING REGISTER	(B) DESCENDING REGISTER	(C) TOTAL OF COLUMNS (A) AND (B)
9/5	20402235	2653965	
9/5	20917585	2139115	
9/6	21385835	1670865	
9/9	21848085	1208615	
9/9	23018085	38615	
9/11	23018085	7942815	320960900
9/11	23182935	7777965	
9/12	23531085	7429815	
9/13	23826235	7134665	
9/14	24330585	6630315	
9/15	24595385	6365515	
9/18	24659035	6301865	
9/19	24829485	6131415	
9/20	24853835	6107065	
9/21	25098685	5862215	
9/22	25369635	5591265	
9/25	25593185	5367715	
9/26	25805335	5155865	
9/27	26081935	4878965	
9/28	26287485	4673415	
9/29	26447635	4513265	

METER RECORD BOOK (STATE REVENUE STAMPS) FOR SEPTEMBER 2006 AND OCTOBER 2006

Recorder's Receivable Reconciliation

October 2006

Date		General	Doc Storage	GIS
		0001	0137	0167
10/2/2006	Recorder	1,511.00	1,056.00	567.00
10/3/2006	General Ledger	1,511.00	1,056.00	567.00
	Difference	-	-	-
10/3/2006	Recorder	1,511.00	1,056.00	567.00
10/4/2006	General Ledger	1,511.00	1,056.00	567.00
	Difference	-	-	-
10/4/2006	Recorder	1,533.00	1,072.00	575.00
10/5/2006	General Ledger	1,533.00	1,072.00	575.00
	Difference	-	-	-
10/5/2006	Recorder	1,849.00	1,040.00	559.00
10/6/2006	General Ledger	1,849.00	1,040.00	559.00
	Difference	-	-	-
10/6/2006	Recorder	1,874.00	1,060.00	569.00
10/9/2006	General Ledger	1,874.00	1,060.00	569.00
	Difference	-	-	-
10/9/2006	Recorder	1,874.00	1,060.00	569.00
10/10/2006	General Ledger	1,874.00	1,060.00	569.00
	Difference	-	-	-
10/10/2006	Recorder	1,874.00	1,060.00	569.00
10/11/2006	General Ledger	1,874.00	1,060.00	569.00
	Difference	-	-	-
10/11/2006	Recorder	1,926.00	1,100.00	589.00
10/12/2006	General Ledger	1,926.00	1,100.00	589.00
	Difference	-	-	-
10/12/2006	Recorder	1,926.00	1,100.00	589.00
10/13/2006	General Ledger	1,926.00	1,100.00	589.00
	Difference	-	-	-
10/13/2006	Recorder	1,946.00	1,116.00	597.00
10/16/2006	General Ledger	1,946.00	1,116.00	597.00
	Difference	-	-	-
10/16/2006	Recorder	1,984.00	1,144.00	611.00
10/17/2006	General Ledger	1,984.00	1,144.00	611.00
	Difference	-	-	-
10/17/2006	Recorder	1,984.00	1,144.00	611.00
10/18/2006	General Ledger	1,984.00	1,144.00	611.00
	Difference	-	-	-

Recorder's Receivable Reconciliation

October 2006

Date		General	Doc Storage	GIS
		0001	0137	0167
10/18/2006	Recorder	1,984.00	1,144.00	611.00
10/19/2006	General Ledger	1,984.00	1,144.00	611.00
	Difference	-	-	-
10/19/2006	Recorder	1,984.00	1,144.00	611.00
10/20/2006	General Ledger	1,984.00	1,144.00	611.00
	Difference	-	-	-
10/20/2006	Recorder	2,146.00	1,272.00	675.00
10/23/2006	General Ledger	2,146.00	1,272.00	675.00
	Difference	-	-	-
10/23/2006	Recorder	2,038.00	1,224.00	612.00
10/24/2006	General Ledger	2,038.00	1,224.00	612.00
	Difference	-	-	-
10/24/2006	Recorder	2,038.00	1,224.00	612.00
10/25/2006	General Ledger	2,038.00	1,224.00	612.00
	Difference	-	-	-
10/25/2006	Recorder	1,962.00	1,164.00	582.00
10/26/2006	General Ledger	1,962.00	1,164.00	582.00
	Difference	-	-	-
10/26/2006	Recorder	2,000.00	1,192.00	596.00
10/27/2006	General Ledger	1,962.00	1,164.00	582.00
	Difference	38.00	28.00	14.00
10/27/2006	Recorder	2,000.00	1,192.00	596.00
10/30/2006	General Ledger	2,000.00	1,192.00	596.00
	Difference	-	-	-
10/30/2006	Recorder	2,005.00	1,196.00	598.00
10/31/2006	General Ledger	2,005.00	1,196.00	598.00
	Difference	-	-	-
10/31/2006	Recorder	1,915.00	1,176.00	588.00
11/1/2006	General Ledger	1,915.00	1,176.00	588.00
	Difference	-	-	-
Explanation of difference between 10/26/06 Recorder and 10/27/06 General Ledger: 10/26/06 receipts were deposited with Treasurer's office on 10/30/06.				
Don Everhart				
Chief Deputy Recorder				

ACCOUNT:0001	G/L DATE	JOURNAL	TYPE	SOURCE	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	ACTUAL BALANCE
	0122-0022	Due From Recording	Chrgs					
	2006/10/05	604075	RA	JE Rec FeeCH	Recording Fee Charges	22.00		1,511.00
	2006/10/06	604105	RA	JE Record Rec	Recorder Receivable		47.00	1,533.00
	2006/10/06	604105	RA	JE Rec FeeCH	Recording Fee Charges	363.00		1,486.00
	2006/10/09	604117	RA	JE Rec FeeCH	Recording Fee Charges	25.00		1,849.00
	2006/10/12	604197	RA	JE Rec FeeCH	Recording Fee Charges	52.00		1,874.00
	2006/10/16	604237	RA	JE Rec FeeCH	Recording Fee Charges	20.00		1,926.00
	2006/10/17	604250	RA	JE Rec FeeCH	Recording Fee Charges	38.00		1,946.00
	2006/10/23	604332	RA	JE Rec FeeCH	Recording Fee Charges	162.00		1,984.00
	2006/10/24	604343	RA	JE Record Rec	Recorder Receivable		156.00	2,146.00
	2006/10/24	604343	RA	JE Copy Fee	Copy Fee Charges	3.00		1,990.00
	2006/10/24	604343	RA	JE Rec FeeCH	Recording Fee Charges	45.00		1,993.00
	2006/10/26	604381	RA	JE Record Rec	Recorder Receivable		146.00	2,038.00
	2006/10/26	604381	RA	JE Rec FeeCH	Recording Fee Charges	70.00		1,892.00
	2006/10/30	604398	RA	JE Rec FeeCH	Recording Fee Charges	38.00		1,962.00
	2006/10/31	604403	RA	JE Rec FeeCH	Recording Fee Charges	5.00		2,000.00
								2,005.00
ACCOUNT:0001	0122-0022			OCTOBER TOTAL		843.00	349.00	2,005.00
							90.00	1,915.00
ACCOUNT:0001	0122-0022			NOVEMBER TOTAL		.00	90.00	1,915.00
ACCOUNT 0001	0122-0022			DATE RANGE TOTALS		843.00	439.00	1,915.00

ACCOUNT:0137 0122-0022		Due From Recording Chrgs		TRAN JRN		DESCRIPTION		DEBIT AMOUNT		CREDIT AMOUNT		ACTUAL BALANCE	
G/L DATE	JOURNAL	TYPE	SOURCE	TYPE	JRN	TYPE	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	FISCAL YEAR	TO DATE:	ACTUAL BALANCE	ACTUAL BALANCE
2006/10/05	604075	RA	JE Doc St Ch	RA	604075	JE Doc St Ch	Document Storage Charges	12.00				1,056.00	1,056.00
2006/10/05	604075	RA	JE GIS Doc Ch	RA	604075	JE GIS Doc Ch	GIS Document Storage Char	4.00				1,068.00	1,068.00
2006/10/06	604105	RA	JE Stg Rec	RA	604105	JE Stg Rec	Storage Receivable				36.00	1,072.00	1,072.00
2006/10/06	604105	RA	JE Doc St Ch	RA	604105	JE Doc St Ch	Document Storage Charges	3.00				1,036.00	1,036.00
2006/10/06	604105	RA	JE GIS Doc Ch	RA	604105	JE GIS Doc Ch	GIS Document Storage Char	1.00				1,040.00	1,040.00
2006/10/09	604117	RA	JE Doc St Ch	RA	604117	JE Doc St Ch	Document Storage Charges	15.00				1,055.00	1,055.00
2006/10/09	604117	RA	JE GIS Doc Ch	RA	604117	JE GIS Doc Ch	GIS Document Storage Char	5.00				1,060.00	1,060.00
2006/10/12	604197	RA	JE Doc St Ch	RA	604197	JE Doc St Ch	Document Storage Charges	30.00				1,090.00	1,090.00
2006/10/12	604197	RA	JE GIS Doc Ch	RA	604197	JE GIS Doc Ch	GIS Document Storage Char	10.00				1,100.00	1,100.00
2006/10/16	604237	RA	JE Doc St Ch	RA	604237	JE Doc St Ch	Document Storage Charges	12.00				1,112.00	1,112.00
2006/10/16	604237	RA	JE GIS Doc Ch	RA	604237	JE GIS Doc Ch	GIS Document Storage Char	4.00				1,116.00	1,116.00
2006/10/17	604250	RA	JE Doc St Ch	RA	604250	JE Doc St Ch	Document Storage Charges	21.00				1,137.00	1,137.00
2006/10/17	604250	RA	JE GIS Doc Ch	RA	604250	JE GIS Doc Ch	GIS Document Storage Char	7.00				1,144.00	1,144.00
2006/10/23	604332	RA	JE Doc St Ch	RA	604332	JE Doc St Ch	Document Storage Charges	96.00				1,240.00	1,240.00
2006/10/23	604332	RA	JE GIS Doc Ch	RA	604332	JE GIS Doc Ch	GIS Document Storage Char	32.00			52.00	1,272.00	1,272.00
2006/10/24	604343	RA	JE Stg Rec	RA	604343	JE Stg Rec	Storage Receivable					1,220.00	1,220.00
2006/10/24	604343	RA	JE Doc St Ch	RA	604343	JE Doc St Ch	Document Storage Charges	3.00				1,223.00	1,223.00
2006/10/24	604343	RA	JE GIS Doc Ch	RA	604343	JE GIS Doc Ch	GIS Document Storage Char	1.00				1,224.00	1,224.00
2006/10/26	604381	RA	JE Stg Rec	RA	604381	JE Stg Rec	Storage Receivable				112.00	1,112.00	1,112.00
2006/10/26	604381	RA	JE Doc St Ch	RA	604381	JE Doc St Ch	Document Storage Charges	39.00				1,151.00	1,151.00
2006/10/26	604381	RA	JE GIS Doc Ch	RA	604381	JE GIS Doc Ch	GIS Document Storage Char	13.00				1,164.00	1,164.00
2006/10/30	604398	RA	JE Doc St Ch	RA	604398	JE Doc St Ch	Document Storage Charges	21.00				1,185.00	1,185.00
2006/10/30	604398	RA	JE GIS Doc Ch	RA	604398	JE GIS Doc Ch	GIS Document Storage Char	7.00				1,192.00	1,192.00
2006/10/31	604403	RA	JE Doc St Ch	RA	604403	JE Doc St Ch	Document Storage Charges	3.00				1,195.00	1,195.00
2006/10/31	604403	RA	JE GIS Doc Ch	RA	604403	JE GIS Doc Ch	GIS Document Storage Char	1.00				1,196.00	1,196.00
OCTOBER TOTAL								340.00			200.00	1,196.00	1,196.00
NOVEMBER TOTAL											20.00	1,176.00	1,176.00
ACCOUNT:0137 0122-0022											20.00	1,176.00	1,176.00
ACCOUNT 0137 0122-0022 DATE RANGE TOTALS								340.00			220.00	1,176.00	1,176.00

TRAN JRN

G/L DATE JOURNAL	TYPE	SOURCE	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	ACTUAL BALANCE
ACCOUNT:0167 0122-0022	RA	Due From Recording Chrgs			FISCAL YEAR TO DATE:	567.00
2006/10/05 604075	RA	JE GIS Fd Ch	GIS Fund Charges	8.00		575.00
2006/10/06 604105	RA	JE GIS Rec	GIS Receivable		18.00	557.00
2006/10/06 604105	RA	JE GIS Fd Ch	GIS Fund Charges	2.00		559.00
2006/10/09 604117	RA	JE GIS Fd Ch	GIS Fund Charges	10.00		569.00
2006/10/12 604197	RA	JE GIS Fd Ch	GIS Fund Charges	20.00		589.00
2006/10/16 604237	RA	JE GIS Fd Ch	GIS Fund Charges	8.00		597.00
2006/10/17 604250	RA	JE GIS Fd Ch	GIS Fund Charges	8.00		605.00
2006/10/17 604524	JE	JE pw110806	crt 101606 turn in	14.00	8.00	619.00
2006/10/17 604524	JE	JE pw110806	crt 101606 turn in			611.00
2006/10/23 604332	RA	JE GIS Fd Ch	GIS Fund Charges	64.00		675.00
2006/10/24 604343	RA	JE GIS Rec	GIS Receivable		65.00	610.00
2006/10/24 604343	RA	JE GIS Fd Ch	GIS Fund Charges	2.00		612.00
2006/10/26 604381	RA	JE GIS Rec	GIS Receivable		56.00	556.00
2006/10/26 604381	RA	JE GIS Fd Ch	GIS Fund Charges	26.00		582.00
2006/10/30 604398	RA	JE GIS Fd Ch	GIS Fund Charges	14.00		596.00
2006/10/31 604403	RA	JE GIS Fd Ch	GIS Fund Charges	2.00		598.00
ACCOUNT:0167 0122-0022	OCTOBER TOTAL			178.00	147.00	598.00
2006/11/01 604432	RA	JE GIS Rec	GIS Receivable		10.00	588.00
ACCOUNT:0167 0122-0022	NOVEMBER TOTAL				10.00	588.00
ACCOUNT 0167 0122-0022	DATE RANGE TOTALS			178.00	157.00	588.00

Assessment Status Report

Township	Preliminary		Book to		To		Publisher	Newspaper	Date of		Final	2005		2006		Complaints		Books	
	Submittal		S/A	Printer	Publsher	Publication			Filing Date	Factor		Factor	Filed	Closed					
Allin	09/07/06		10/18/06	10/23/06	10/23/06	10/23/06	Pantagraph		10/27/06	11/27/06	1.0341	1.0000							
Anchor	09/18/06		09/21/06	09/26/06	09/26/06	09/26/06	Ridgeview Review		10/05/06	11/06/06	1.0491	1.0000				2			
Arrowsmith	08/31/06		10/04/06	10/10/06	10/10/06	10/10/06	Pantagraph		10/18/06	11/17/06	1.0000	1.0000				3			
Bellflower	09/14/06		09/14/06	10/05/06	10/05/06	10/05/06	LeRoy Journal		10/11/06	11/13/06	1.0000	1.0000				4			
Bloomington	09/01/06		11/03/06	11/03/06	11/03/06	11/03/06	Pantagraph		11/09/06	12/11/06	1.0128	1.0346				10			
Blue Mound	06/06/06		09/12/06	09/21/06	09/21/06	09/21/06	Ridgeview Review		09/28/06	10/30/06	1.1040	1.0000				8			
Cheney's Grove	09/14/06		09/29/06	10/03/06	10/03/06	10/03/06	Ridgeview Review		10/12/06	11/13/06	1.0000	1.0581				6			
Chenoa	09/05/06		10/19/06	10/20/06	10/20/06	10/20/06	Chenoa Town Crier		10/26/06	11/27/06	1.0297	1.0000				7			
City	10/24/06		11/06/06	11/08/06	11/08/06	11/08/06	Pantagraph		11/11/06	12/11/06	1.0300	1.0210				7			
Cropsey	09/18/06		09/21/06	09/27/06	09/27/06	09/27/06	Ridgeview Review		10/05/06	11/06/06	1.1033	1.0800							
Date	11/17/06		11/17/06	11/17/06	11/17/06	11/17/06	Pantagraph		11/22/06	12/22/06	1.0158	1.0691				2			
Danvers	04/20/06		09/19/06	09/26/06	09/26/06	09/26/06	Quill		10/05/06	11/06/06	1.0044	1.0426				14			
Dawson	08/31/06		10/04/06	10/10/06	10/10/06	10/10/06	Pantagraph		10/18/06	11/17/06	1.0732	1.0000				10			
Downs	05/23/06		09/25/06	10/10/06	10/10/06	10/10/06	Pantagraph		10/18/06	11/17/06	1.0000	1.0080				4			
Dry Grove	08/22/06		10/30/06	11/01/06	11/01/06	11/01/06	Quill		11/23/06	12/26/06	1.0000	1.0092							
Empire	10/02/06		10/19/06	10/20/06	10/20/06	10/20/06	LeRoy Journal		10/25/06	11/27/06	1.0210	1.0247				8			
Funk's Grove	11/17/06		11/17/06	11/17/06	11/17/06	11/17/06	Heyworth Star		11/22/06	12/22/06	1.0000	1.0370							
Gridley	09/28/06		10/19/06	10/20/06	10/20/06	10/20/06	Gridley Village Times		10/26/06	11/27/06	1.0590	1.0000				7			
Hudson	08/25/06		10/13/06	10/17/06	10/17/06	10/17/06	Quill		10/26/06	11/27/06	1.0603	1.0599				15			
Lawndale	09/18/06		09/21/06	09/27/06	09/27/06	09/27/06	Ridgeview Review		10/05/06	11/06/06	1.0157	1.0000							
Lexington	11/07/06		11/09/06	11/09/06	11/09/06	11/09/06	Lexingtonian		11/16/06	12/18/06	1.0315	1.0377							
Martin	06/06/06		09/12/06	09/21/06	09/21/06	09/21/06	Ridgeview Review		09/28/06	10/30/06	1.0000	1.0000				1			
Money Creek	05/23/06		09/21/06	10/02/06	10/02/06	10/02/06	Lexingtonian		10/12/06	11/13/06	1.0815	1.0946				66			
Mount Hope	11/17/06		11/17/06	11/17/06	11/17/06	11/17/06	Heyworth Star		11/22/06	12/22/06	1.0277	1.0083							
Normal	08/31/06		10/13/06	10/17/06	10/17/06	10/17/06	Normalite		10/26/06	11/27/06	1.0422	1.0398				25			
Old Town	05/23/06		11/01/06	11/03/06	11/03/06	11/03/06	Pantagraph		11/09/06	12/11/06	1.0327	1.0271				1			
Randolph	06/09/06		09/25/06	09/29/06	09/29/06	09/29/06	Heyworth Star		10/05/06	11/06/06	1.0073	1.0589				38			
Towanda	10/18/06		11/03/06	11/03/06	11/03/06	11/03/06	Pantagraph		11/09/06	12/11/06	1.0350	1.0495				1			
West	09/14/06		09/14/06	10/05/06	10/05/06	10/05/06	LeRoy Journal		10/11/06	11/13/06	1.1036	1.0380				1			
White Oak	08/22/06		10/30/06	11/01/06	11/01/06	11/01/06	Quill		11/23/06	12/26/06	1.0731	1.0370							
Yates	09/05/06		09/14/06	09/28/06	09/28/06	09/28/06	Chenoa Town Crier		10/05/06	11/06/06	1.0319	1.0900				4			
																244			

# Impact of Bulletin 810 Implementation

Township	2005 Farmland Circular 1156	2006 Farmland Bulletin 810	"\$ Difference	% Change
City	\$ 190,388	\$ 201,044	\$ 10,656	5.6%
Bellflower	\$ 5,464,607	\$ 5,464,043	\$ (564)	0.0%
Cropsey	\$ 1,729,727	\$ 1,657,603	\$ (72,124)	-4.2%
Lexington	\$ 4,438,225	\$ 4,241,860	\$ (196,365)	-4.4%
Bloomington	\$ 2,146,764	\$ 1,946,554	\$ (200,210)	-9.3%
Gridley	\$ 5,757,600	\$ 5,548,944	\$ (208,656)	-3.6%
Lawndale	\$ 4,319,162	\$ 4,097,906	\$ (221,256)	-5.1%
White Oak	\$ 1,936,688	\$ 1,703,717	\$ (232,971)	-12.0%
Anchor	\$ 4,466,940	\$ 4,230,084	\$ (236,856)	-5.3%
Normal	\$ 2,236,663	\$ 1,994,000	\$ (242,663)	-10.8%
Blue Mound	\$ 4,611,839	\$ 4,318,620	\$ (293,219)	-6.4%
Martin	\$ 4,195,739	\$ 3,883,529	\$ (312,210)	-7.4%
Dawson	\$ 3,878,935	\$ 3,563,759	\$ (315,176)	-8.1%
Money Creek	\$ 3,962,648	\$ 3,646,096	\$ (316,552)	-8.0%
Hudson	\$ 3,635,564	\$ 3,304,152	\$ (331,412)	-9.1%
Chenoa	\$ 3,066,430	\$ 2,717,878	\$ (348,552)	-11.4%
West	\$ 6,363,826	\$ 5,999,875	\$ (363,951)	-5.7%
Towanda	\$ 4,621,745	\$ 4,240,240	\$ (381,505)	-8.3%
Danvers	\$ 4,015,004	\$ 3,623,221	\$ (391,783)	-9.8%
Empire	\$ 5,644,525	\$ 5,244,605	\$ (399,920)	-7.1%
Allin	\$ 4,967,332	\$ 4,556,446	\$ (410,886)	-8.3%
Dry Grove	\$ 3,844,471	\$ 3,433,256	\$ (411,215)	-10.7%
Arrowsmith	\$ 3,947,982	\$ 3,528,336	\$ (419,646)	-10.6%
Dale	\$ 4,200,342	\$ 3,772,485	\$ (427,857)	-10.2%
Old Town	\$ 3,365,748	\$ 2,905,901	\$ (459,847)	-13.7%
Cheney's Grove	\$ 3,371,848	\$ 2,908,971	\$ (462,877)	-13.7%
Yates	\$ 3,118,554	\$ 2,572,818	\$ (545,736)	-17.5%
Downs	\$ 6,448,712	\$ 5,866,431	\$ (582,281)	-9.0%
Randolph	\$ 5,221,746	\$ 4,596,048	\$ (625,698)	-12.0%
Mount Hope	\$ 6,228,062	\$ 5,543,649	\$ (684,413)	-11.0%
Funk's Grove	\$ 5,867,865	\$ 5,166,153	\$ (701,712)	-12.0%
<b>County totals:</b>	<b>\$ 127,265,681</b>	<b>\$ 116,478,224</b>	<b>\$ (10,787,457)</b>	<b>-8.5%</b>
Medians:	\$ 4,195,739	\$ 3,772,485	\$ (348,552)	-8.3%

***Publication Date  
Current vs Prior Year***

Median Pub Date:	11/16/05	10/25/06
	<b>Date of</b>	<b>Date of</b>
<b>Township</b>	<b>2005 Publication</b>	<b>2006 Publication</b>
Blue Mound	09/01/05	09/28/06
Martin	09/01/05	09/28/06
Randolph	10/20/05	10/05/06
Danvers	11/24/05	10/05/06
Anchor	12/01/05	10/05/06
Cropsey	12/01/05	10/05/06
Lawndale	12/01/05	10/05/06
Yates	12/01/05	10/05/06
West	09/07/05	10/11/06
Bellflower	10/12/05	10/11/06
Cheney's Grove	10/13/05	10/12/06
Money Creek	11/24/05	10/12/06
Downs	09/07/05	10/18/06
Arrowsmith	10/11/05	10/18/06
Dawson	10/13/05	10/18/06
Empire	11/30/05	10/25/06
Normal	09/29/05	10/26/06
Hudson	10/20/05	10/26/06
Gridley	11/10/05	10/26/06
Chenoa	12/01/05	10/26/06
Allin	11/16/05	10/27/06
Old Town	10/19/05	11/09/06
Towanda	10/26/05	11/09/06
Bloomington	11/16/05	11/09/06
City	11/16/05	11/11/06
Lexington	12/01/05	11/16/06
Dale	11/16/05	11/22/06
Funk's Grove	12/01/05	11/22/06
Mount Hope	12/01/05	11/22/06
White Oak	10/06/05	11/23/06
Dry Grove	11/17/05	11/23/06

# EAV Change Current vs Prior Year

## Before BOR Action

Township	2005 FINAL	2006 Tentative value	% change by the ASSR + MULTIPLIER	\$ Change
Allin	\$17,578,319	\$17,235,816	98.05%	-\$342,503
Anchor	\$8,933,508	\$8,758,672	98.04%	-\$174,836
Arrowsmith	\$11,518,429	\$11,149,810	96.80%	-\$368,619
Bellflower	\$15,167,736	\$15,256,374	100.58%	\$88,638
Bloomington	\$252,632,943	\$268,597,023	106.32%	\$15,964,080
Blue Mound	\$12,963,527	\$12,613,533	97.30%	-\$349,994
Cheney's Grove	\$15,490,464	\$15,743,376	101.63%	\$252,912
Chenoa	\$31,071,654	\$30,992,490	99.75%	-\$79,164
City	\$1,431,605,997	\$1,501,016,367	104.85%	\$69,410,370
Cropsey	\$4,684,706	\$4,862,383	103.79%	\$177,677
Dale	\$36,233,372	\$38,298,100	105.70%	\$2,064,728
Danvers	\$34,909,239	\$36,564,977	104.74%	\$1,655,738
Dawson	\$16,567,903	\$16,256,124	98.12%	-\$311,779
Downs	\$27,434,088	\$27,520,724	100.32%	\$86,636
Dry Grove	\$58,644,295	\$58,841,188	100.34%	\$196,893
Empire	\$71,397,517	\$73,773,008	103.33%	\$2,375,491
Funk's Grove	\$12,481,882	\$12,014,296	96.25%	-\$467,586
Gridley	\$39,070,292	\$38,961,269	99.72%	-\$109,023
Hudson	\$57,077,773	\$61,778,896	108.24%	\$4,701,123
Lawndale	\$7,170,623	\$6,995,976	97.56%	-\$174,647
Lexington	\$45,020,096	\$46,799,971	103.95%	\$1,779,875
Martin	\$20,137,110	\$19,949,227	99.07%	-\$187,883
Money Creek	\$44,399,142	\$48,774,615	109.85%	\$4,375,473
Mount Hope	\$23,665,918	\$23,366,506	98.73%	-\$299,412
Normal	\$720,281,849	\$780,294,952	108.33%	\$60,013,103
Old Town	\$77,035,992	\$81,113,085	105.29%	\$4,077,093
Randolph	\$71,203,140	\$76,077,966	106.85%	\$4,874,826
Towanda	\$23,925,089	\$25,089,093	104.87%	\$1,164,004
West	\$10,803,595	\$10,599,206	98.11%	-\$204,389
White Oak	\$16,118,004	\$17,035,477	105.69%	\$917,473
Yates	\$8,099,256	\$8,123,413	100.30%	\$24,157
<b>TOTAL:</b>	<b>\$3,223,323,458</b>	<b>\$3,394,453,913</b>		<b>\$171,130,455</b>



## Budget Summary

For the project period February 1, 2007 through January 31, 2010

BUDGET ITEMS	1st YEAR	2nd YEAR	3rd YEAR	AMOUNT PROVIDED BY APPLICANT	TOTAL AMOUNT REQUIRED
Personnel	70,000.	72,100.	74,263.		216,363.
Fringe Benefits	19,709.	21,317.	21,863.	62,889	
Travel	1500.	25,000.	36,637.		63,137.
Supplies	1000.	3,000.	4,000.		8000.
Equipment	4000.				4000.
Contractual	1000.	10,250	17,250.		28,500.
<b>TOTAL DIRECT COSTS</b>	<b>77,500.</b>	<b>110,350.</b>	<b>132,150.</b>		<b>320,000.</b>
INDIRECT COSTS @ 10%	7,750.	11,035.	13,215.		32,000.
<b>TOTAL COSTS OVERALL</b>	<b>85,250.</b>	<b>121,385.</b>	<b>145,365.</b>	<b>62,889.</b>	<b>352,000.</b>

## Person-Directed Care: One Nursing Home at a Time Narrative Budget Summary

### Personnel Salaries & Fringe Benefits

- Full-time Trainer (40 hours per week)- Oversee entire effort; Responsible for coordination of project and staff; Ensures standards of quality and standardization are met; Cost of living adjustment of 3% per year is included in salary. Employed by McLean Home; Fringe benefits that include health insurance, IMRF, FICA, vacation & sick time accrual is covered by McLean County Nursing Home.

Fringe Benefits	1st Year- 19,709.	2nd Year- 21,317.	3rd Year 21,863.	Total Covered by McLean NH- \$62,889
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Personnel: \$216,363.

Total: \$216,363.

### Travel

- Guest Speakers-Land travel to educational sites; \$500.
- Nursing Home Recruitment-Land Travel to educational sites; Transportation to nursing home sites for mentoring; Hotel accommodations; \$62,637.

Total: \$63,137.

### Supplies

- Meeting supplies of paper, folders, staples, etc.; \$4000.
- Postage will be utilized for announcements, recruitment, surveys, etc. Approximately \$1000.
- Bulk printing of educational materials; \$3000

Total: \$8000.

### Equipment

- Items to facilitate technological aspects of educational activities; Includes funds for laptop computer and laser printer/fax/scanner. \$3000.
- Funds also to be used for portable LCD projector. \$1000.

Total: \$4000.

**Contractual**

- Content Evaluation Specialist-Oversee evaluation process related to project progress; Statistical expert to assist with data management; Employed by ?????? Consultant agreement for \$3,000.
- Trainers-Set-up educational environment; Present prepared materials to attendees; Responsible for attendance and follow-up evaluation records; Employed by Illinois Nursing Homes. Staff time donated by nursing home.
- Venues-Locations for educational trainings, such as hotels, private clubs, or other available group meeting spaces; \$20,000.
- Guest Speaker stipends-Necessary with some speakers; \$500.
- List/Serv and Telephone Conferencing-Contracts; Time used 2nd & 3rd years; \$5000.

Total Contractual: \$ 28,500.

C N I E N I

Running Head: Person-Directed Care

Person-Directed Care: One Nursing Home at a Time  
Illinois Department of Public Health Innovations Grant Proposal  
McLean County Nursing Home  
December 4, 2006

CONFIDENTIAL

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## Person-Directed Care: One Nursing Home at a Time

### History: What is Culture Change?

Culture can be described as simply as "the way we do things" or as completely as "a multi-level phenomenon that represents the shared symbolically constructed assumptions, values and artifacts of a particular organizational context" (Mohan, 1993, p.17). No matter how it is described it is all inclusive and is not easily changed.

Change, however, is the goal for many nursing home advocates. Their vision is of a culture change from a traditional, institutional nursing home model, characterized as a system that is unintentionally designed to foster dependence by keeping residents "well cared for, safe and powerless" (Boyd, 1994, p. 34) to a 'regenerative model'. The term regenerative was coined because it suggested that people in nursing homes could still grow and develop. The regenerative model is sometimes called 'resident-centered' or 'person-directed' because it increases the resident's autonomy and sense of control (Lustbader, 2000).

Currently there are a number of different types of evolving models, with a variety of terms used to define them. For this proposal, the term "person-directed care" will be used to describe culture change because it has become the preferred terminology by the Pioneer Network which represents the Eden Alternative, Live Oaks and other models and disciplines.

The traditional nursing home model was developed from a series of legislative changes that were intended to improve the quality of care for older adults. At the time the Social Security Act was enacted in the 1930's, legislators determined that payments would not go to pay for public housing, a decision that virtually eliminated poor houses. In the 1960's Medicaid and Medicare created new relationships between hospitals and nursing homes. Prior to this time, many people with chronic illnesses stayed in hospitals indefinitely. Since this was no longer permitted, nursing homes adopted a hospital model to manage these residents' chronic conditions.

The clinical standards that were developed then remain essential because the majority of nursing home residents have multiple, complex medical conditions. No one advocating change for nursing homes suggests discarding high clinical standards. Rather, the goal is to recognize that in addition to clinical care, residents benefit from changes in social, psychological and physical environments reflecting the fact that this setting is now their home. Some of the areas re-examined to create a person-directed model include staffing issues, the physical environment and relationships within the residential community as well as person-directed control of their activities.

The terminology 'culture change' came out of the corporate literature of several decades ago. It was meant to acknowledge fundamental changes that were made within an organization to improve efficiency and production. For the nursing home profession, it is sometimes difficult to think about making fundamental changes

when a regulatory environment requires much attention, when census is full, when the reputation of the facility is good and when satisfaction surveys report favorable results.

Despite this, recent trends are challenging nursing homes to provide living environments that are less institutional. Frail older adults are remaining in their own homes longer, and the rapid growth of assisted living settings demonstrates the high value placed on minimizing restrictions in one's living environment. Baby Boomers, who typically are involved in choosing long-term care settings for their parents, have been described as "well-informed, well-educated, well-traveled, widely accustomed to creature comforts and instant gratification, and historically outspoken (and that they will expect) superlative quality of life for as long as possible" (Maher, 1997, p. 88).

We see it in subtle differences in the dining experience as some facilities adopt buffet dining or five-meal plans, in outdoor spaces that have been enhanced to provide sensory stimulation for residents, and in adopting pets in the home. There is, however, a sense that many of these changes are piecemeal efforts and are not occurring fast enough for future markets. More comprehensive change, such as rethinking the facility's philosophy, restructuring the organizational hierarchy and remodeling to create less institutional environments may be necessary.

#### **Models of Care**

New models of care challenge the habitual 'cognitive constructs' that shaped thinking about aging (Eaton, 2000). These new paradigms of care challenge the notions of dependence by residents in long-term care settings. This new approach to care does not have a single exemplar-multiple examples exist, each distinct but sharing a rejection of the dominant cultural assumptions about aging.

#### **Person-Directed Care**

Residents are treated with unconditional positive regard and non-judgmental respect and are considered the best judges of whether or not their needs are being met. Lee Fabiano (1999), a pioneer in person-directed care, believes that the resident and his/her family should be guaranteed:

- ❖ Consistency in the caregivers' approach and expectations
- ❖ Continuity of past life patterns and preferences
- ❖ Respect for personal values and beliefs
- ❖ Involvement in decision-making
- ❖ Support in decreasing or eliminating those things that impede quality of life

#### **Potential Benefits**

While culture change outcomes research is still very limited, available information is promising. The Institute for Quality Improvement in Long Term Health Care,

Southwest Texas State University, San Marcos, Texas (Ransom 2000) reported the results of a two-year longitudinal study in six Texas nursing homes replicating the Eden Alternative model. They cite:

- ❖ 33% reduction in the use of anxiolytics and anti-depressants administered as needed for anxiety and depression,
- ❖ 60% reduction of in-house decubitus ulcers,
- ❖ 25% decrease in the cumulative rate of bedfast residents,
- ❖ 18% decrease in the use of restraints,
- ❖ 44% drop in staff absenteeism.

Providence Mount St. Vincent in Seattle, Washington was one of the first to institute neighborhoods-areas in the home that service small groups of about fifteen residents with their own dining and living rooms including consistent staffing. Evaluation of their programs included the following results (Mount St. Vincent, Providence, 1994):

- ❖ 11% reduction in routine anti-anxiety medications,
- ❖ 87% reduction in anti-anxiety medications administered as needed (PRN),
- ❖ 100% reduction in anti-psychotic medications,
- ❖ 100% reduction in sedative hypnotics,
- ❖ 73% reduction in incident reports,
- ❖ 7% increase in self-medication,
- ❖ 50% increase in resident activity levels,
- ❖ More than 100% increase in social interactions.

Dannefer (2001) reported outcomes from a study of two nursing homes engaged in the process of implementing new models of care. One of these homes could be considered as having made revolutionary change: the structural environment was changed radically and organizational and behavioral change occurred simultaneously. The other home described their change as evolutionary and 'a game of inches.' Some of the changes implemented in both homes included adding pets, changing morning routines and breakfast, and developing team skills.

Outcomes for residents included modest reductions in falls and fractures as well as respiratory infections. This was seen as significant because skeptics of non-traditional models have predicted that the greater the resident's freedoms and increased activities, the greater would be the increased risk of injury. Outcomes also included increases in activity and decreases in disengaged behavior.

In the facility with 'revolutionary' changes, staff outcomes included a shift in value priorities toward a more 'resident-centered' belief system, greater stress relief and greater engagement and commitment. There were no changes in the staff at the 'evolutionary' change facility. Both documented a slight reduction in turnover using either approach.

### **National Problem**

In 2002, the American Health Care Association (AHCA) undertook a survey of nursing homes to examine the staff vacancy and turnover rates. Analysis of the survey data indicates that nearly 96,000 full-time equivalent health care professionals were

needed to fill vacant nursing positions at nursing homes across the United States at that time. The majority of the vacancies (nearly 52,000) were for Certified Nurse Assistant (CNA) positions. With the exception of CNAs, the annual turnover for Registered Nurses (RN) and Licensed Practical Nurses (LPN) was about 50 percent across the job categories. The nation wide turnover for CNAs was at a whopping 71 percent overall. Because the CNAs are responsible for the majority of direct, hands-on nursing home resident care, these large turnover rates are of great concern.

#### Local Problem

In Illinois in 2002, it was estimated by AHCA that the vacancy rate for staff RNs in nursing homes across the state was at 13.4 percent or approximately 675 positions. The turnover rate was estimated at 41 percent. It is interesting to note that in 2002 the turnover rate for Director of Nurses in Nursing Homes was at 53.2 percent with their management assistants demonstrating a rate of 32.7 percent.

Staff LPNs had a vacancy rate of 12 percent or approximately 878 open positions while the turnover rate was 51.6 percent. CNAs demonstrated a vacancy rate of 8 percent or approximately 2,151 open positions while their turnover rate was 75.5 percent.

Clearly the number of vacancies coupled with the turnover rates presents a challenge to nursing homes across our state and across the nation. The reasons for these findings are numerous and complicated. What is without argument, is that people enjoy working and will continue to work at a place where they are appreciated and where they can feel they are making a difference.

#### Current Situation

Over the past decade and a half much time and effort has been utilized attempting to share the message and principles of person-directed care principles. Out of these endeavors have come some homes who have attempted to adopt various ideas and principles in hope of becoming "culture changed." Access and assimilation of person-directed care principles and culture change information by a Nursing Home's healthcare professionals has been hit or miss in Illinois-usually based on accessibility, available educational monies, and available time. Consequently, the level of knowledge and the attempts to adapt learned principles has been, in most cases, half-hearted efforts that are unsustainable.

In investigating the unsuccessful attempts, it was quickly apparent that what was missing was an all-inclusive level of education and knowledge on culture change and person-directed care principles and practices, known by everyone involved with or within the home. In one home the upper management staff knew quite a lot about culture change, however, their regulatory inspector had no knowledge. In another home, the nursing home staff had attended various culture change seminars, but their administration and ownership had no knowledge of it. In still another, the professional consultants that came in the Nursing Home to work with the residents and staff had no knowledge of culture change and became frustrated when the typical medical model was not followed to the letter. These are but three examples of

how a lack of uniform "across the board" education can doom the best efforts for culture change in a facility.

**Purpose**

The purpose of the Innovations grant proposal is to uniformly educate professional healthcare disciplines, along with those who affect the delivery of care to the Elders in Illinois, in an all-inclusive approach. Ideally, beginning with one county nursing home, all front-line staff, all professional staff, all residents, all families and visitors, and all government and consultant professionals who enter the doors of the nursing home will receive consistent education and training on person-directed philosophies and practices. This approach communicates a unified message that is designed to enhance and improve the level of care and the quality of life in elder living environments. The benefits of cohesive, all-inclusive instruction are demonstrated through statistical evidence provided through a collaborative partnership with \_\_\_\_\_.

**Goals**

- 1.0 Improve the educational foundation of culture change and person-directed care practices by selecting, developing when needed, and facilitating standardized educational information that is available to nursing homes throughout Illinois ;
- 2.0 Improve the educational foundation of culture change and person-directed care practices by ensuring an all-inclusive, systematic educational approach to reaching and training targeted healthcare disciplines throughout Illinois;
- 3.0 Facilitate ongoing educational development of person-directed care specialists who are educated and trained to conduct educational programs across the state.

**Plan**

The Innovations grant proposal seeks to not only standardize the educational messages but also to ensure all parties are included and receive the needed educational training. The targeted healthcare education would be offered to five entities: 1) Residents; 2) Nursing home staff and medical directors; 3) State Regulators and Advocates; 4) Owners/Boards; and 5) Professional Consultants and Vendors. By educating all five groups, virtually everyone who would come in contact with the nursing home residents would be aware and educated on person-directed care. In addition, the information is of the same quality and there is a standardization of information.

In Illinois, educational monies provided by the nursing homes are highly limited with much of it going only for absolutely necessary programs such as those offerings that will preserve the administrator's license through his continuing educational units. The Innovations proposal offers culture change training to ensure all professionals and paraprofessional staff entering the nursing homes are aware of person-directed care principles and culture change values in a cost effective method. Through the

Innovations project, the educational opportunities will be offered to the five groups by eliminating the previously recognized barriers of money, time, and inaccessibility.

### Training Objectives

The following person-directed care objectives were originally developed in conjunction with the Centers for Medicare and Medicaid Services. They were used successfully in the person-directed collaborative developed by the Illinois Foundation for Quality Health Care and are available for public use. The objectives for the Person-Directed training are divided into six sections: resident control, leadership, care practice, workplace practice, environment and community. Within each section are 17 specific principles which will be focused on throughout the trainings.

The training objectives are:

#### Domain: Resident Control

- Principle 1: Care matches the residents' needs and wishes as designated in the care plans based on residents' requests.
- Principle 2: Efforts to know residents as individuals is a priority.
- Principle 3: Daily schedules (meal times, bed times, bath times, etc) are flexible around resident's choices.

#### Domain: Leadership

- Principle 4: Most decisions that affect residents are made by the residents and the front-line staff.
- Principle 5: Acts as a culture change role model for all staff.

#### Domain: Care Practice

- Principle 6: Systems are created within which individual preference is honored and defended.
- Principle 7: An environment is established where all are given the opportunity and resources to thrive, flourish, and grow.
- Principle 8: The abilities and optimal level of function for all people is promoted.
- Principle 9: The integration of quality of life issues with quality of care by focusing on the Holistic Model is supported.
- Principle 10: An organizational understanding of quality improvement as a continuous process driven by consumer needs and desires is promoted.

#### Domain: Work Place Practice

- Principle 11: Making the creation of meaningful and lasting relationships is a priority (staff, residents, family).
- Principle 12: Opportunities for individuals to improve the home and their lives by contributing their thoughts and ideas, making empowered decisions and taking greater responsibility is provided.
- Principle 13: Integrated teams are formulated that will guide the organization into the best possible care, work, and environmental practice.
- Principle 14: Resolve is in place to be a learning, sharing community.

Domain: Environment

Principle 15: Commitment is in place to de-institutionalize, wherever possible, the current setting by providing personal living accommodations, a sense of peace, safety, and community.

Domain: Community

Principle 16: Intergenerational programs are regularly and frequently available.

Principle 17: Residents have the opportunity for daily contact and the possibility to build relationships with individuals from the broader community.

Relationships are at the heart of the six sections. Within each of the sections, power, control and choice are consistently placed in the hands of the residents and the front line staff who are given the tools and support to make decisions that enhance an environment that will be reflective of home.

Throughout the trainings, all models of care will be included and considered. There is no right or wrong method or model of care that is proposed. Rather all models will be considered in whole and in part to enhance the overall goal of universal person-directed care in nursing homes in Illinois. Culture change is about seeing the big picture and also taking the incremental steps to become more person-directed. Organizations that embrace person-directed care have an ongoing commitment to changing their facilities—a process that is evolving and perpetually changing.

**Methodology**

McLean County Nursing Home in Bloomington, Illinois believes in person-directed care and feels it is the future of Long Term Care. McLean County has a long tradition of providing for the welfare and care of its citizens dating back to 1878. In 1974 the citizens of the County decided to continue that tradition for the County's elderly when they passed a referendum to build the current McLean County Nursing Home. With the construction of the new nursing home, the Board dispelled the outdated image of the County home as a "poor farm." Consisting of 150 licensed skilled beds, it is a facility the citizens can point to with pride. While the citizens of McLean County can be very proud of the building they have provided, the most important asset is the 128 FTEs of professional, dedicated, and caring staff who work there. Through their efforts, the McLean County Nursing Home provides a stable home for the residents and it has achieved a solid reputation in the community for providing consistent, quality care for those who live there.

In targeting the efforts of this proposal initially to county homes, there will be increased public awareness of the efforts. This is because most of the county homes report to a particular county board comprised of representatives from various businesses and backgrounds. These representatives are very interested in what occurs in the nursing homes because the residents are made up of county residents and most of their families are also county residents. These board members can

assist in spreading the message about the "good things" happening in Long Term Care in their county, in the state of Illinois.

McLean County Nursing Home has hired a specialist in person-directed care who will do the initial training to all five entities and will oversee the educational materials and information standardization. The educational piece will be a collaboration of material that is currently widely used and accepted with new material developed to fill certain culture and geographical gaps. While the information is the same for the different entities, the methods or exercises used may vary depending on the training location and the size of the group. There will also be a list/serv established for any nursing home staff statewide to sign on for, free of charge. The list/serv will be used for questions and answers, as a bulletin board, and to share information such as valuable websites or interesting articles to read. The use of list/servs and monthly telephone conferences have been successfully utilized by the Institute for Healthcare Improvement with their formal educational collaboratives. These tools assist in creating an environment of openness and sharing for all of the educational attendees. The tools also assist in ensuring a feeling of security for a nursing home's staff when they are beginning their person-directed care journey.

The training efforts will succeed statewide using a train-the-trainer approach. Because of the interest and stability of the staff, McLean County Nursing Home will be thought of as the lead nursing home. McLean County Nursing Home staff will be educated not only on person-directed care, but also select staff, representing the various nursing home departments will receive additional training for adult education along with training and presentation skills. Each selected staff member will demonstrate two simple topics to McLean County Nursing Home staff. During these presentations, the selected staff person will be assessed by the specialist, the area Ombudsman, the Administrator and if possible, the Deputy Ombudsman, for training readiness and comfort in public speaking. Once their trainings are completed and person-directed changes are underway with staff open and accepting of new ideas, the selected McLean County Nursing Home staff will be ready to assist the person-directed care specialist with the training of the first level of homes.

Since McLean is a county nursing home, it is logical that the 28 county nursing homes located all over the state would be invited to participate in person-directed care trainings given by McLean County Nursing Home staff and would be considered the first level homes. These trainings' attendees would again include the five entities described previously for each nursing home. The trainings would be held regionally as much as possible to demonstrate prudent usage of available monies. The goal would remain the same which is to offer standardized, quality training to each home in an accessible location. The selected McLean County Nursing Home staff will participate as a panel offering "real-world" experiences in starting the person-directed care journey and also by offering suggestions to overcome common barriers found in Illinois nursing homes.

Following the trainings, the person-directed care expert and the McLean County Nursing Home's staff trainers would be available for consultation and assistance to

the various nursing homes. Monthly telephone conferences and additional on-site visits as needed will be offered to assist the county homes progress successfully with person-directed care. An opportunity to be part of the list/serv will be offered to all of the attendees. In addition, select staff from several of the first level county homes will receive additional training in adult education including presentation and training skills. Again, the culture change specialist, the Ombudsman, and the McLean County Nursing Home Administrator along with the Deputy Ombudsman will assess the potential trainers' readiness. Once the homes are progressing with person-directed care improvements, the selected county nursing home staffs and the Mclean staff will be ready to begin the next level of nursing homes.

Nursing homes in local proximity to the trained county nursing homes would be the second level of training. In highly populated areas such as Cook County, the homes would be selected based on established criteria. With the McLean County Nursing Home staff and the local county homes' selected staff acting as consultants, and the person-directed care expert as the actual trainer, the same five entities at each home will be taught the standardized person-directed care information. Because of the sheer number of potential attendees, the trainings would be repeated several times in the geographic areas. Again monthly telephone conferences and on-site visits will be done by the expert trainers and McLean County Nursing Home staff as needed. The opportunity to be part of the list/serv will also be offered to all of the attendees.

It is estimated that besides the 29 county homes, approximately 350 homes could be trained and started on the person-directed care journey in the next three years. Ongoing evaluation of progress of the homes throughout the three years of the grant will be made and the combined total progress of all the homes will be evaluated using specific established tools.

In 2004, the Centers for Medicare & Medicaid Services (CMS) requested a pilot study be completed nationally with 22 selected Quality Improvement Organizations (QIOs). Each QIO selected a minimum of five nursing homes to train them on person-directed care practices from November 2004 to July 2005. In Illinois, the QIO chose eight homes from around Illinois. Among this sampling were large homes and small homes, urban and rural homes, for profit and not-for-profit homes, and religious affiliated and religious non-affiliated. From measurements made at the time, it showed declines in everything from weight loss to less prevalence of bladder and bowel incontinence. Though the efforts were over a short period of nine months, the changes initiated made large differences. Unfortunately in the 8th Scope of Work there is little funding available to continue the targeted efforts of person-directed care.

The training for McLean County Nursing Home as well as the rest of the participating nursing homes will receive the same standard of training and education as the nursing homes in the CMS pilot. All of the opportunities for assistance by way of the monthly telephone conferences, the list/serv and on-site visits as needed will be in place as they were for the CMS pilot and available to the Illinois nursing homes participating.

### Factors Influencing Participation

It is anticipated that most of the homes will want to participate. The reasons for this belief are:

- The barrier of providing educational costs for staff is gone. The expenses, normally coming from the home's operating budget, will be included in the grant monies and will be free to the nursing homes.
- Many nursing homes want to start person-directed care, but have neither the knowledgeable staff nor the necessary information to know where to begin. In addition many of the homes in Illinois cannot afford the expensive person-directed care consultants or their programs. This barrier is gone because the trainers are available free of charge to them and assistance is available to overcome possible barriers.
- The frustration of trying to put person-directed changes in place only to have a consultant or family member criticize their efforts is gone because everyone who is involved in the nursing home will have the opportunity to know all about person-directed care. Efforts become a collaborative process thus a win-win for everyone.
- Employee turnover is one of the biggest if not the biggest problem nursing home management has to control. When staff understand that person-directed care is all about relationships and mutual respect and it is actively practiced in the home, staff tardiness and turnovers virtually disappear.
- Furthermore, it is predicted that there will be fewer available healthcare professionals and frontline workers in the next decade. It is imperative that nursing homes provide higher job satisfaction, as demonstrated with person-directed care, to attract these workers.
- Small positive changes build on each other and encourage the staff to continue their efforts in larger ways. Seeing residents gaining weight and not needing as many psychotropic medications, spurs the staff on to continue their efforts.
- There is inherent competition and peer pressure among the nursing homes. The nursing homes will want to be involved in person-directed care because their competitor down the street is involved.
- With the aging of the population due to "baby-boomers" retiring, person-directed care will be the expectation of consumers. If nursing homes are to continue to attract paying customers, they must "walk the walk" besides "talking the talk" in their facility brochures.
- There is increased interest in person-directed care as demonstrated by the attendance at the most recent Pioneer Coalition Summit held in October, 2006. There were 226 attendees that represented nursing home facilities from all over Illinois.
- In Illinois there are a few regional Pioneer Coalitions that have taken hold and are growing. It is hoped that through the trainings, the forming of regional coalitions all over the state can be encouraged.
- Visionary nursing home leaders realize that by providing person-directed care education for their staff, they are providing both professional and personal growth to their employees. The by-product of this is the ability to keep well

educated staff in the Long Term Care field and employed in their nursing homes.

**Conclusion**

McLean County Nursing Home is appreciative of the ongoing efforts towards educating nursing homes about person-directed care that have occurred in Illinois. Because of the previous and ongoing efforts of the Illinois Department of Public Health, the Illinois Department on Aging, the Illinois Foundation for Quality health Care and the various trade organizations, McLean County Nursing Home wants to build on this foundation with this project over the next three years.

Person-directed care stops the observations of our residents as labels describing problems and dysfunctions. It stops the congregating of people according to services provided. It stops the stereotyping of people served. Instead it focuses on capacities that people have and not their problems. It stresses the importance of relationships and listening. Through this it gives the residents back their identity, so that they are happier and healthier.

McLean County Nursing Home wants to be a visionary nursing home leader in Illinois. Through the efforts outlined in this initiative, person-directed care can be further adopted throughout Illinois and become more of a reality in nursing homes throughout the state. Though this grant lasts only three years, the endeavor itself is never completed-the journey never ends. As Mohandas Gandhi stated, "Satisfaction lies in the effort not in the attainment. Full effort is full victory."

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Ransom, S. (2000). *Eden Alternative: The Texas Project*. Unpublished paper.

(Copies may be obtained from the Institute of Quality Improvement in Long Term Care, 601 University Drive, San Marcos, Texas 78666).

O I E T A

**Nancy J. Bracken**  
2511 Garlington Lane  
Bloomington, IL 61704

Cell Telephone (309) 212-9011

E-Mail: Nancy.Bracken@yahoo.com

**Leadership:**

- Twenty-six (26) years of diverse experience in upper management positions; often reporting directly to vice president or board members.
- Seven (7) years upper management experience; 15 years working directly with Health Care providers in a consulting model promoting multi-disciplinary and collaborative teamwork .
- Seven (7) plus years oversight responsibility for portions of the Quality Improvement Organization's Medicare contract in Illinois.
- Extensive experience managing professional, paraprofessionals, and consultants.
- Management of contracted services and grant monies up to \$20 million annually.
- Public speaking experience includes national and statewide educational conferences, seminars, and workshops, on multiple topics ranging from culture change to quality improvement.
- Media liaison experience with newspapers, magazines, radios programs, and television interviews.
  - 1992-1994 Columnist for regional publication, *Peoria Woman* magazine. Authored the column, "30-Second Manager."
- Familiar with Medicare certification regulations including MDS and OASIS data from both an adaptive prospective and a consultative view.
- Extensive experience with building partnerships in the Illinois healthcare community.
  - Established and maintained portions of Medicare Quality Improvement Program in Illinois.
  - Founded and chaired the Illinois Adult Immunization Coalition, 1996-2003, consisting of 65 organizations. Coalition received an Award of Excellence from the National Adult Immunization Coalition, and the Centers for Disease and Control, for reducing racial disparities in immunization rates.
  - Planned and executed IHI Collaboratives: Surgical Infection Prevention, Diabetes, Control of Pain in the Elderly, and Person Centered Care.
  - Established contacts and partnerships with the Illinois Medical Society, the Chicago Medical Society, the Hispanic/Latino Medical Organization and several regional medical societies.

**Program and Operations:**

- Created and established two healthcare companies-one in Illinois and the other in Connecticut.
  - Development of business plans including five-year projections for pro-forma statements, risk analysis, and benchmark analysis.
  - Development of marketing plans for two businesses including name selection, branding, promotional design, and advertising with projected budgets.
  - Direct management experience with bidding and purchasing, annual budgets, accounts payable and receivable; Also sales tax, payroll management, risk management, including the purchase of insurance coverage, and federal and state tax compliance.
  - Extensive Human Resource experience including OSHA, Workers' Compensation, FMLA, state and federal unemployment, HIPAA, and labor law compliance.
- Planned, executed, and emceed more than 50 educational conferences ranging from small groups to attendees in excess of 400.
- Built and successfully administered interactions of four virtual networking communities.

### **Organizational Development:**

- Assisted with preparation of technical proposals and grant writing, including identification of funding opportunities.
- Accustomed to working within and meeting large grant and contract deliverables, via the use of progress reports and statistical analysis.
- Experienced in all aspects of staff development, including employee policies, procedures, job descriptions, orientation, evaluations, mentoring, and goal setting.
- Significant facilitation of partnerships toward common goals.
  - 1996-2000 founded and chaired Cook County Breast Health Coalition with approximately 225 organizations participating.
  - Served on Steering Committee for State of Illinois Fraud and Abuse Prevention Coalition.
  - Received the "Local Hero" award for the Chicagoland area from the Susan G. Komen Breast Cancer Foundation for professional achievements in promoting breast cancer prevention.
  - Member of the Chicago Hispanic Health Coalition.
  - Member of the Illinois Cancer Partnership and the Education Awareness sub-committee.
  - Council member of the National Partnerships on Immunization, Washington, DC.
- Accustomed to structured organizational strategic planning via Board and/or upper management.

### **Additional Training and Qualifications:**

- National Eden Educator Trainer's course, Lakewood, Colorado, 2006.
- LEAP certificate training, 3-day course, Chicago, Illinois, 2005.
- Eden Alternative Associate Training, Summerhill, Sherburne, New York, 2004.
- Graduate of the Institute of Healthcare Improvement's College, Atlanta, Georgia, 2003.
- Representative at National Person Directed Care Collaborative, Providence, Rhode Island, 2003-04.
- Represented Illinois at the St. Louis Accord for Culture Change, St. Louis, Missouri, 2004.
- Extensive training and participation in upper management level TQM courses, LEAN methodology, SBA workshops, and healthcare symposiums.
- Experienced in functioning completely independently with Microsoft Office software applications.

### **Education:**

- University of St. Francis, Joliet, Illinois. Master of Science. Training and Development. To graduate 2007.
- University of St. Francis, Joliet, Illinois. Bachelor of Science. Health Arts. 2004.
- St. Francis Medical Center College of Nursing, Peoria, Illinois. Registered Nurse.
- Licensed Registered Nurse-Illinois and Connecticut.

### **Employment History:**

- |             |  |
|-------------|--|
| Oct. 2005   | BEAM, Inc., subsidiary of Michigan Peer Review   |
| – present   | Organization, Farmington Hills, MI. <i>Organizational Development Specialist.</i>  |
| April 1996- | Iowa Foundation for Medical Care-dba Illinois Foundation   |
| Oct. 2005   | for Quality Health Care, Oak Brook, IL. <i>Collaboration Specialist, 2 years.</i><br><i>Manager Illinois Programs, 7 years.</i>        |
| 1991-1996   | TLC Healthcare Services, Inc., subsidiary of Methodist<br>Medical Center of Central Illinois, Peoria, IL. <i>Founder and Director.</i> |
| 1990-1991   | Medical Personnel Pool, Peoria, IL. <i>Marketing Director.</i>   |
| 1980-1989   | Caring Nurses, Inc., Tariffville, CT. <i>Founder and Owner.</i>  |
| 1978-1980   | Brookview Convalescent Home, West Hartford, CT. <i>Director of Nurses.</i>   |
| 1976-1978   | Mayflower Pavilion, Chicago, IL. <i>Director of Nurses.</i>  |
| 1975-1976   | Leisure Hills Health Center, Pekin, IL. <i>Assistant Director of Nurses.</i>   |
| 1970-1975   | St. Francis Medical Center, Peoria, IL. <i>Staff/Charge Nurse-Coronary Care Unit.</i>  |

CHAPTER 14 - NURSING HOME

Resolution Establishing Charges for Services  
McLean County Nursing Home

WHEREAS, Illinois Compiled Statutes (2004), Chapter 55, Section 5/5 1005.6 empowers the County of McLean to erect and maintain a County Nursing Home and to establish rates to be paid by persons seeking care and treatment in the Nursing Home; and,

WHEREAS, Illinois Compiled Statutes (2004), Chapter 55, Section 5/5-21001.6 empowers the County of McLean to establish rates to be paid per day by persons seeking care and treatment in the McLean County Nursing Home; and,

WHEREAS, the McLean County Nursing Home participates in the Medicare program for skilled care; and,

WHEREAS, the Finance Committee of the McLean County Board, at its regular meeting on Tuesday, December 5, 2006, has deemed it necessary and advisable that the McLean County Board establish charges for services provided to the residents of the McLean County Nursing Home; now, therefore,

BE IT RESOLVED by the County Board that effective January 1, 2007;

1. The daily rate for resident care in the non-Medicare certified section shall be \$131.00.
2. The daily rate for resident care in the Medicare certified section shall be \$150.00.
3. The following charges are hereby established for supplies and services:

a)	Medical supplies	Cost plus 20%
b)	Medications in the Medicare Section	Cost plus 50%
c)	Lab procedures in the Medicare Section	Cost plus 20%
d)	Respiratory Therapy	Cost plus 20%
e)	Speech Therapy	Cost plus 20%
f)	Occupational Therapy	Cost plus 20%
g)	Physical Therapy	Cost plus 20%
4. That the County Clerk shall provide a copy of this signed resolution to the Administrator of the McLean County Nursing Home, the County Treasurer, and the County Administrator.

EFFECTIVE DATE: This resolution shall be in full force and effect on January 1, 2007 and this Resolution shall supersede any previous resolution establishing Nursing Home care rates.

(2)

ADOPTED by the County Board of McLean County, Illinois, this 19th day of December, 2006.

ATTEST:

APPROVED:

\_\_\_\_\_  
Peggy Ann Milton, Clerk of the County Board  
McLean County, Illinois

\_\_\_\_\_  
Michael F. Sweeney, Chairman  
McLean County Board

E:\Ann\Resolutions\NH2007RATE.RES.doc

November 27, 2006

To: Matt Sorenson, Chairman, Finance Committee  
Members of the Finance Committee

From: Don Lee, Administrator  
McLean County Nursing Home

Re: 2007 Private Pay Rate

Each year, as the budget is reviewed, the Committee also reviews the charges for care at the McLean County Nursing Home to make certain that the Private Pay rate is adequate to cover the cost of providing care. The proposed increase was incorporated into the revenue projections of the 2007 proposed budget.

The rate is determined by a mathematical computation. The total approved budget is divided by the anticipated number of patient days to arrive at an average cost per patient day. This is then recommended to the McLean County Board for adoption as the new Private Pay rate. Below is the computation used for the 2006 fiscal year:

1. 2007 Budget		\$6,804,810
Less proposed capital expenditures		-179,240
Plus 2004 depreciation		<u>180,115</u>
Projected 2006 Cost of Operation		6,805,685
2. Average census	142 residents per day	
3. Projected days	51,830 (142 X 365 days per year)	
4. Cost per day	131.31 (\$6,805,685 / 51,830)	

Because we never expend the budget request, I recommend the Committee approve the rate of \$131.00 per day effective January 1, 2007, and forward that recommendation to the McLean County Board for approval.

The daily rate for the Medicare Certified section is established at an arbitrary amount above the Private Pay rate and is only used for cost reporting purposes. I recommend that the McLean County Board maintain the daily rate for the Medicare Certified section at \$150.00 per day effective January 1, 2007.

**McLEAN COUNTY NURSING HOME**

**ACCRUED EXPENDITURE**

Prt Date November 28, 2006

	2006 BUDGET	2006 MONTHLY ALLOC	OCT,2006 ACCRUED EXPENSE	YTD ALLOC	ADJUSTED YTD EXPENSE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET SPENT	PROJECTED EXPENSE 12/31/06
SALARIES	3,346,819	284,250	302,634	2,787,285	2,992,490	354,329	354,329	89.41%	3,592,957
IMRF	287,158	24,389	25,966	239,167	256,756	30,402	17,589	89.41%	308,276
MED/LIFE	384,300	12,256	32,639	320,075	320,075	64,225	0	83.29%	384,300
SOC/SEC	256,032	21,745	23,151	213,243	228,925	27,106	15,682	89.41%	274,861
VAC LIAB	30,000	2,548	2,548	24,986	24,986	5,014	0	83.29%	30,000
SELLBACK	0	0	0	0	0	0	0	0.00%	#DIV/0!
PERSONNEL	4,304,309	345,188	386,938	3,584,756	3,823,232	481,077	238,476	88.82%	4,590,394
COMMODITIES	691,894	58,764	41,537	576,263	585,875	106,020	9,612	84.68%	702,912
CONTRACTUAL	1,377,186	115,710	101,773	1,147,026	1,031,796	345,390	(115,230)	74.92%	1,238,834
CAPITAL	188,770	16,287	7,700	159,721	47,052	141,718	(112,669)	24.93%	56,494
<b>GRAND TOTAL</b>	<b>6,562,159</b>	<b>535,948</b>	<b>537,948</b>	<b>5,467,766</b>	<b>5,487,955</b>	<b>1,074,204</b>	<b>20,189</b>	<b>83.63%</b>	<b>6,588,633</b>

**McLEAN COUNTY NURSING HOME**

**ACCRUED REVENUE**

Prt Date November 28, 2006

	2006 BUDGET	2006 MONTHLY ALLOC	OCT,2006 ACCRUED REVENUE	YTD ALLOC	ADJUSTED YTD REVENUE	REMAINING BUDGET	YTD VARIANCE AMOUNT	OF BUDGET SPENT	PROJECTED REVENUE 12/31/06
MEDICARE REVENUE	775,400	65,856	23,426	645,813	576,082	199,318	(69,731)	74.29%	691,677
IDPA REVENUE	2,581,280	219,232	379,725	2,149,888	2,866,117	(284,837)	716,229	111.03%	3,441,226
SCHOOLING REIMB	0	0	0	0	0	0	0	#DIV/0!	0
JDC LAUNDRY	7,100	603	817	5,913	7,859	(759)	1,945	110.69%	9,436
JDC FOOD	31,501	2,675	3,250	26,236	29,690	1,811	3,454	94.25%	35,648
MEALS	500	42	132	416	794	(294)	378	158.83%	953
PVT PAY REVENUE	1,862,960	158,224	161,050	1,551,616	1,588,911	274,049	37,295	85.29%	1,907,738
UNCLASS	7,300	620	146	6,080	1,347	5,953	(4,733)	18.46%	1,618
INTEREST EARNED	41,604	3,533	15,311	34,651	128,897	(87,293)	94,246	309.82%	154,761
SALE OF ASSETS	0	0	0	0	0	0	0	#DIV/0!	0
TRANSFER IN	424,373	36,043	50,242	353,450	495,705	(71,332)	142,255	116.81%	595,172
TELEPHONE REIMB	0	0	1,020	0	9,780	(9,780)	9,780	#DIV/0!	11,742
<b>TOTAL ACC REVENUE</b>	<b>5,732,018</b>	<b>486,829</b>	<b>635,119</b>	<b>4,774,064</b>	<b>5,705,183</b>	<b>26,835</b>	<b>931,118</b>	<b>99.53%</b>	<b>6,849,973</b>
<b>TOTAL ACC REVENUE</b>	<b>5,732,018</b>	<b>486,829</b>	<b>635,119</b>	<b>4,774,064</b>	<b>5,705,183</b>	<b>26,835</b>	<b>931,118</b>	<b>99.53%</b>	<b>6,849,973</b>
<b>LESS ACCRUED EXPENSE</b>	<b>(6,562,159)</b>	<b>(535,948)</b>	<b>(537,948)</b>	<b>(5,467,766)</b>	<b>(5,487,955)</b>	<b>(1,074,204)</b>	<b>(20,189)</b>	<b>83.63%</b>	<b>(6,588,633)</b>
<b>ACC REV - (ACC EXP)</b>	<b>(830,141)</b>	<b>(49,119)</b>	<b>97,171</b>	<b>(693,702)</b>	<b>217,228</b>	<b>(1,047,369)</b>	<b>910,930</b>		<b>261,340</b>
<b>PLUS CAP EXP</b>	<b>0</b>	<b>16,287</b>	<b>7,700</b>	<b>159,721</b>	<b>47,052</b>	<b>141,718</b>	<b>(112,669)</b>		<b>56,494</b>
<b>ACC BALANCE</b>	<b>(830,141)</b>	<b>(32,832)</b>	<b>104,871</b>	<b>(533,981)</b>	<b>264,280</b>	<b>(905,651)</b>	<b>798,261</b>		<b>317,833</b>



# McLEAN COUNTY NURSING HOME

CENSUS Report - 2006

MONTH	AVG MEDICARE	AVG PVT PAY	AVG IDPA	AVG IN HOUSE	AVG BED HOLD	AVG CENSUS	AVG VACANT
JANUARY	7.61	37.81	99.71	145.13	2.32	147.45	2.55
FEBRUARY	7.79	37.75	96.89	142.43	2.04	144.46	5.54
MARCH	9.58	38.81	93.94	142.32	1.16	143.48	6.52
APRIL	5.40	43.37	91.83	140.60	1.60	142.20	7.80
MAY	6.58	43.87	90.16	140.61	0.74	141.35	8.65
JUNE	5.67	43.47	94.10	143.23	0.93	144.17	5.83
JULY	4.84	40.52	96.94	142.29	1.19	143.48	6.52
AUGUST	4.45	42.48	93.81	140.74	2.29	143.03	6.97
SEPTEMBER	3.73	42.73	98.43	144.90	1.37	146.27	3.73
OCTOBER	2.13	41.29	100.87	144.29	1.23	145.52	4.48
NOVEMBER							
DECEMBER							

YTD AVERAGE	5.78	41.21	95.67	142.65	1.49	144.14	5.86
% OF CAPACITY	3.85%	27.47%	63.78%	95.10%	0.99%	96.09%	3.91%

**RESOLUTION AMENDING THE FISCAL YEAR 2007  
FUNDED FULL-TIME EQUIVALENT POSITIONS RESOLUTION  
FOR THE SHERIFF'S OFFICE**

WHEREAS, the McLean County Board adopted a Funded Full-Time Equivalent Positions (FTE) Resolution on November 21, 2006 which becomes effective on January 1, 2007; and,

WHEREAS, the Sheriff has recommended that the present staffing in the Sheriff's Office Jail Division be reorganized in order to increase operational effectiveness; and,

WHEREAS, the Finance Committee, at its meeting on December 7, 2006, recommended approval of the proposed changes in the Full-Time Equivalent Positions Resolution for the Sheriff's Office; now, therefore,

BE IT RESOLVED, by the County Board of McLean County, Illinois, now in regular session, that the Funded Full-Time Equivalent Positions Resolution be and hereby is amended as follows:

<u>Fund-Dept-Program</u>	<u>Pay Grade</u>	<u>Position Classification</u>	<u>Full-Time</u>		
			<u>Now</u>	<u>Amend</u>	<u>New</u>
0001-0029-0031	11	503.4105 Jail Operations Supervisor	2.00	(1.00)	1.00
0001-0029-0031	12	503.XXXX Assistant Jail Superintendent	0.00	1.00	1.00

The County Clerk is hereby directed to provide a certified copy of this Resolution to the Sheriff, the County Treasurer, and the County Administrator.

ADOPTED by the County Board of McLean County, Illinois, this 19th day of December, 2006.

ATTEST:

APPROVED:

\_\_\_\_\_  
Peggy Ann Milton, Clerk of the County Board,  
McLean County, Illinois

\_\_\_\_\_  
Michael F. Sweeney, Chairman  
McLean County Board

**RESOLUTION OF THE McLEAN COUNTY BOARD AUTHORIZING THE  
MCLEAN COUNTY SHERIFF  
TO OFFER A SALARY ABOVE THE STARTING MAXIMUM SALARY  
UNDER THE McLEAN COUNTY PERSONNEL ORDINANCE AND POLICY**

WHEREAS, pursuant to the Fiscal Year 2007 Adopted Budget for the McLean County Sheriff, and as a result of a recent reorganization, the Sheriff finds it necessary to recruit and fill several positions; and,

WHEREAS, the Sheriff has advised the Finance Committee that he has identified candidates with the required qualifications and experience to fill top management positions in the Sheriff's Office; and,

WHEREAS, the Sheriff desires to establish a progressive compensation structure within the Office; and

WHEREAS, the Finance Committee, at its regular meeting on December 7, 2006, approved the request of the Sheriff to offer salaries above the starting maximum salaries under the McLean County Personnel Ordinance and Policy; now, therefore,

BE IT RESOLVED by the McLean County Board, now in regular session, as follows:

- (1) That the Sheriff is hereby authorized to offer a salary above the starting maximum salary under the McLean County Personnel Ordinance and Policy in order to hire an experienced and qualified person at the Chief Deputy Sheriff level, at the Jail Superintendent level, at the Assistant Jail superintendent level and at the Jail Operations Supervisor level. .
- (2) That the Sheriff is directed to work with the County Administrator's Office in preparing the salary offer to be made above the starting maximum salary under the McLean County Personnel Ordinance and Policy.
- (3) That the County Clerk is hereby directed to provide a certified copy of this Resolution to the Sheriff, the County Treasurer, and the County Administrator.

ADOPTED by the McLean County Board this 19<sup>th</sup> day of December, 2006.

ATTEST:

APPROVED:

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Peggy Ann Milton, Clerk of the County Board,  
McLean County, Illinois

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Michael F. Sweeney, Chairman  
McLean County Board

**McLEAN COUNTY SHERIFF'S OFFICE  
PROPOSED REORGANIZATION  
JAIL DIVISION**

Current							Proposed							
FTE	Class	Grade	Title	Step	Rate	Annual	FTE	Class	Grade	Title	Step	Rate	Annual	Difference
1.00	3009	16	Chief Deputy	46	38.7486	\$80,597	1.00	3009	16	Chief Deputy	25	35.4272	\$73,689	(\$6,909) 5% over Jail Supt.
1.00	4107	13	Jail Superintendent	65	34.413	\$71,579	1.00	4107	13	Jail Superintendent	59	33.6307	\$69,952	(\$1,627) 5% over Asst. Supt.
1.00	4105	11	Jail Operations Supv.	70	28.9798	\$60,278	1.00	4105	12	Assistant Jail Superintendent	71	31.9937	\$66,547	\$6,269 5% over highest Sgt.
1.00	4105	11	Jail Operations Supv.	66	28.5487	\$59,381	1.00	4105	11	Jail Operations Supv.	68	29.4835	\$61,326	\$1,944 5% over regular Sgt.
<b>4.00</b>							<b>4.00</b>							<b>(\$322)</b>

Note: Sergeant pay ranges from \$54,016 to \$63,236

AN ORDINANCE AMENDING THE McLEAN COUNTY  
PERSONNEL POLICIES AND PROCEDURES ORDINANCE

WHEREAS, the McLean County Board has approved an Ordinance Regulating Smoking in Public Places and Places of Employment in the Unincorporated Areas of McLean County; and

WHEREAS, Section 39 – 3 of that Ordinance prohibits smoking in any McLean County government facility and any McLean County government vehicle, including without limitation facilities and vehicles owned, leased, or operated by McLean County government; and

WHEREAS, the current McLean County Personnel Policies and Procedures Ordinance only addresses smoking at the Law & Justice Center but does not address smoking in other McLean County facilities or vehicles; and

WHEREAS, it is necessary and appropriate to amend the McLean County Personnel Policies and Procedures Ordinance so that it will be consistent with the provisions and effective date of the Ordinance Regulating Smoking in Public Places and Places of Employment in the Unincorporated Areas of McLean County; now therefore,

BE IT ORDAINED AS FOLLOWS:

1. That Section 10.80-1 of the McLean County Personnel Policies and Procedures Ordinance be stricken in its entirety and replaced with the following:

“10.80-1 SMOKING IN COUNTY FACILITIES AND VEHICLES: Smoking is prohibited in all County facilities and all County vehicles, including facilities and vehicles owned, leased or operated by the County (McLean County Code Section 39 – 3).”

2. That this Amendment to the McLean County Personnel Policies and Procedures Ordinance shall become effective January 1, 2007.

This Ordinance is adopted this \_\_\_\_ day of \_\_\_\_\_, 2006.

APPROVED:

\_\_\_\_\_  
Chairman, McLean County Board

ATTEST:

\_\_\_\_\_  
Clerk of the McLean County Board

**MCLEAN COUNTY  
GENERAL COMPENSATION PLAN  
FOR NON-UNION EMPLOYEES**

January 1, 2007

**SECTION I: Definitions**

- A. Oversight Committee. The County Board committee assigned the responsibility of reviewing personnel salaries.
- B. AOIC. The Administrative Office of the Illinois Courts - Probation Division. Provisions which reference the AOIC only apply when the personnel involved are professional employees in the Court Services Department.
- C. General Employees. All professional, technical, administrative and support employees of McLean County whose annual salaries are determined in accordance with the McLean County General Compensation Schedule.
- D. Permanent Employees. Employees whose positions are recognized in the annual McLean County Budget as full-time (0503.xxxx account number) or part-time (0515.xxxx account number) and who have every expectation that their employment in that classification will continue from year to year without interruption.
- E. Promotion. A change in an employee's position classification to a position classification which has a higher pay range.
- F. Transfer. A change in an employee's position classification to a position classification which has the same pay range, or lateral transfer.
- G. Demotion. A change in an employee's position classification to a position classification which has a lower pay range.
- H. Merit Anniversary Date. The date on which an employee is eligible for consideration for a salary increase based on performance.
- J. Position Appraisal Method (PAM). A system for evaluating and maintaining internal job relationships within the McLean County personnel system, implemented July 1, 2000.

**SECTION II: Annual Salary Adjustments**

All employees included in the General Compensation Schedule shall receive any across-the-board salary adjustment which is applied to their respective salary schedules.

**PROPOSED AMENDMENT TO McLEAN COUNTY  
PERSONNEL POLICIES AND PROCEDURES ORDINANCE**

10.80-1 SMOKING IN COUNTY FACILITIES AND VEHICLES: AT THE LAW AND JUSTICE CENTER: An authorized smoking area for employees and members of the public for each County building will be designated by the Facilities Manager with approval by the County Board. Smoking is prohibited in all County facilities and all County vehicles, including facilities and vehicles owned, leased or operated by the County (McLean County Code Section 39-3).

**(For demonstrative purposes only)**

### SECTION III: Philosophy Related to Step Progression

All pay grades on the General Compensation Schedules contain a range of salary rates, which allow employees in the same pay grade of the compensation system to receive different rates of pay.

- A. Pay Progression. McLean County expects its employees to progress along a salary range on some basis other than, and in addition to, any cost of living pay increases. This may take the form of a longevity system which is based on one's length of service, or a performance based system which provides merit.
- B. Merit Increases. McLean County believes that performance measurements and achievement provide the best methodology for determining pay progression. This allows an employee's rate of pay to be determined by the employee's own performance and value to the organization. It provides the department with an incentive tool to achieve departmental and organizational goals and encourages all employees to reach their maximum potential. Such increases also allow the department to differentiate among employees in order to recognize individuals whose performance is superior, as well as those who need to improve. We also recognize that the "average" or "satisfactory" employee should progress on the salary range in that their additional year of service has benefited the County. However, this component of pay progression is a minor portion of an employee's merit increase.
- C. Competency. The salary ranges adopted by McLean County are structured so that the midpoint of each such range represents "competency." Such competency is not just an indication that the employee has the necessary knowledge, skills, and abilities to perform the duties and responsibilities of the position, but also that the employee knows and understands the environment, including, as appropriate to the position, the political structure, other employees, outside contacts, etc.
- D. Beyond Competency. Progression along those wage steps which are above the midpoint of the salary range are reserved for employees whose performance consistently goes beyond competency. Advancement along these steps requires that the employee adds value to the position and the organization through their achievements on behalf of the organization.
- E. Maximum Limits. The salary range recognizes that there is a limit to the amount of achievement and value which an individual, by nature of the specific position classification which the employee occupies, can bring to the organization. Once an employee reaches the maximum salary rate for the position classification, the employee's annual compensation rate, albeit no longer progressing, rewards continual efforts and achievements.

#### **SECTION IV: Evaluations and Merit Increases**

- A. All merit increases require that a performance evaluation form, satisfactory to the County Administrator's Office and, as applicable, to the AOIC, be submitted to the County Administrator's Office along with the merit increase request, i.e. a completed Payroll Change Form. Whether or not the employee receives a merit increase, the evaluation form shall be sent to the County Administrator's Office no later than the Merit Anniversary Date. Said form shall be returned by that office to the Department Head within two weeks.
- B. All merit increases require an average evaluation score consistent with the merit step chart detailed in Section VI. Beyond the level of competency, i.e. the midpoint of the salary range, progression should become more difficult as the overall performance of the employee must be above that level required by the position. Thus, the amount of progression is less when the employee approaches midpoint and is further reduced as the employee progresses toward the maximum of the range.
- C. The County Administrator's Office may reject a merit increase, pending a review and decision by the Oversight Committee and, as applicable, the AOIC. Such action shall be based on the belief that merit increase(s) within a department are not consistent with merit principles or with the provisions of this compensation plan.
- D. The County Administrator's Office shall reject any request for a merit increase which does not conform to the provisions of this compensation plan or to the requirements of the performance evaluation instrument and instructions.

#### **SECTION V: Establishing Salaries**

A. New Hires. In order to recognize the value of long-term employees and to avoid wage compression within a pay grade, new hires should be employed at the minimum rate of their respective pay grades. If any position classification on the General Compensation Schedule includes employees scheduled for both a 37.5 hour workweek and a 40-hour workweek, the minimum and maximum hourly rate for that position classification shall be the minimum and maximum hourly rate for those on the 40-hour workweek schedule.

Each department head is authorized to offer a starting rate above the minimum, if necessary to employ a qualified candidate, subject to the following:

1. Department Head Discretion. The department head may offer a starting rate up to a maximum of 10 steps above the minimum rate to a candidate for any position classification.

2. Impacted Positions List. Candidates for position classifications requested by the County Administrator and approved by the Oversight Committee as "impacted" due to the difficulty of attracting and retaining qualified employees shall be eligible for the following, in addition to A.1. above:

a) Experience Credit. The employee may receive a maximum of an additional 3 steps of the minimum starting rate for each year of experience which is directly related to his new position with the County, limited to a total additional maximum of 12 steps.

b) Education Credit. A professional employee may receive a maximum of an additional 8 steps of the minimum starting rate for an educational degree which is directly related to his new position with the County and which is above the educational requirements for his position classification.

c) The County Administrator may approve a maximum of an additional 10 steps if, in his judgment, it is in the best interests of the County and necessary to attract the qualified employee.

3. Elected officials or department heads who believe the Department Head Discretion and Impacted Position policies would result in an insufficient starting rate for a candidate or vacancy must notify the County Administrator in sufficient time prior to the meeting of the Oversight Committee that they wish to request that the Oversight Committee set a higher starting rate for a particular candidate or vacancy. The Oversight Committee shall require a report from the County Administrator as to adjustments, if any, in the PAM Factors for the subject position.

B. Promotions. A promoted employee shall generally receive a 5% increase but not less than the minimum nor more than the maximum rate of the pay range for the employee's new position classification. Also, the increase may exceed 5% if the change in the employee's merit date is disadvantageous; in which case an additional percentage shall be added by calculating the number of months of merit lost by the employee and multiplying that by the potential merit increase in the employee's previous position classification. The exact increase shall be determined by the County Administrator in consultation with the department head. Any increase exceeding 10%, unless necessary to reach the minimum of the new salary range, requires the consent of the Oversight Committee and, as applicable, the AOIC. The employee's merit anniversary date will be the date of the promotion.

C. Transfers. Transferred employees shall retain their present salary and merit anniversary date; however, they shall not be eligible for a merit increase until serving at least three months in the

new position. If an employee transfers from one department to another within four (4) months of the next Merit Anniversary Date, the department receiving the employee may request, in writing, that the other department provide a completed performance evaluation form on that employee. The department providing the employee shall honor all such reasonable requests. Such requests should be made within one month of the employee's transfer.

D. Demotions. A demoted employee shall receive the same step in the new salary range as s/he received of the previous (higher) salary range. The extent of the decrease may be lessened if, projected over the next 12 months, this would result in a loss greater than the percentage differential between the two salary ranges. Also, the decrease may be lessened if the change in the employee's merit date is disadvantageous; in which case an additional percentage shall be added by calculating the number of months of merit lost by the employee and multiplying that by the potential merit increase in the previous position classification. Also, the department head may consult with the County Administrator's Office concerning possible arrangements to withhold future increases to mitigate the extent of present salary loss to the employee. Any such arrangement requires the written consent of the employee and must be reported to the Oversight Committee and, as applicable, the AOIC. The employee's merit anniversary date will be the date of the demotion.

#### **SECTION VI: Merit Increases**

A. Eligibility. All permanent general employees shall be eligible for merit increase consideration on their merit anniversary dates. Each employee eligible for a merit increase shall be evaluated in accordance with this compensation plan and the requirements of the evaluation instrument and instructions under departmental procedures so that said evaluation is completed and discussed with the employee prior to the actual Merit Anniversary Date. In the case of part-time employees, the actual Merit Anniversary Date shall not be considered to have occurred unless the employee has at least 900 hours of actual work hours (including benefit time) since the last merit increase (or 450 hours when the first merit increase is six months from the date of hire). The merit increase shall be effective at the beginning of the payroll period:

- 1) during which the employee's Merit Anniversary Date falls, assuming that the employee is normally scheduled to work on or after that date during that payroll period, if the Evaluation Form and Payroll Change Form are received in a timely manner; or
- 2) at the beginning of the next payroll period following the receipt of the Evaluation Form and Payroll Change Form by the County Administrator's Office, if these materials are late.

B. Probation. All newly hired employees shall serve a six-month probationary period which may be extended by the department head if additional time is necessary in order to properly evaluate the employee's prospect of success in the position. All such extensions must be reported in writing to the County Administrator's Office. Employees who successfully complete

their probationary period, except as noted, shall receive an increase of a maximum of steps indicated by the charts in Subsection C of this Section, and the end of probation shall be their merit anniversary date. Those employees who start at step 11 or above of the pay grade for the position classification shall retain their employment date as their merit anniversary date, regardless of the ending date of their probation.

C. Merit Increase Ranges. General employees who qualify for merit increases shall receive salary increases in accordance with the following schedules. Each step equals 1/2% (one-half percent) of the minimum salary for the particular pay grade and salary schedule. All evaluation scores are based on a total of five (5) possible points. The step columns refer to the employees' current step (prior to receiving this merit increase). For certain employees in the Court Services Department, who are under the jurisdiction of the AOIC, it is recognized that those below the midpoint of their respective salary ranges also receive merit and longevity credit within any annual salary adjustment, as described in Section II.

**GENERAL COMPENSATION SCHEDULE EMPLOYEES  
RANGE 13 AND HIGHER**

Evaluation Score	Employee's Current Step	Employee's # Steps						
4.75 - 5.00	1-40	8	41-60	7	61-80	6	81-101	5
4.50 - 4.74	1-40	7	41-60	6	61-80	5	81-101	4
4.00 - 4.49	1-40	6	41-60	5	61-80	4	81-101	3
3.50 - 3.99	1-40	5	41-60	4	61-80	3	81-101	2
3.00 - 3.49	1-40	4	41-60	3	61-80	2	81-101	1
2.50 - 2.99	1-40	3	41-60	2	61-80	1	81-101	0
2.00 - 2.49	1-40	2	41-60	1	61-80	0	81-101	0

**GENERAL COMPENSATION SCHEDULE EMPLOYEES  
RANGE 12 AND LOWER**

Evaluation Score	Employee's Current Step	Employee's # Steps						
4.75 - 5.00	1-40	8	41-57	7	58-74	6	75-91	5
4.50 - 4.74	1-40	7	41-57	6	58-74	5	75-91	4
4.00 - 4.49	1-40	6	41-57	5	58-74	4	75-91	3
3.50 - 3.99	1-40	5	41-57	4	58-74	3	75-91	2
3.00 - 3.49	1-40	4	41-57	3	58-74	2	75-91	1
2.50 - 2.99	1-40	3	41-57	2	58-74	1	75-91	0
2.00 - 2.49	1-40	2	41-57	1	58-74	0	75-91	0

Certain employees of the Court Services Department, due to the requirements of the AOIC, shall not be eligible for any such increase unless their evaluation score is a minimum of 3.25. This compensation plan also recognizes that such employees receive credit for their longevity as well as their performance but that such credit is provided partially by any across-the-board increase, as provided in Section II of this policy.

- D. Merit Increase Methodology. All merit increases shall be added to the employee's present salary rate. The employee's new salary rate shall be stated in even steps with each step equaling increments of one-half of one percent (0.5%) of the minimum of the salary range for the position classification and shall not exceed the maximum of the salary range.
- E. Merit Standards. The merit step system is designed to permit departments to reward employees for their performance. It is understood that the indiscriminate awarding of merit acts as a disincentive for employees who typically are exceptional performers. It follows that the number of merit steps awarded to various employees within a department should differ. In order to protect the intent of this merit system, the County Administrator's Office shall be responsible for maintaining statistics necessary to determine that merit standards are met. This shall be accomplished as follows:

1. Each department, as identified within the McLean County Annual Budget, shall evaluate the employees within that department and be responsible for maintaining the merit standards.
2. Merit standards shall be considered as met by each department unless such department awards merit so that the department's ratio of steps awarded divided by the maximum steps available, exclusive of any such award for an employee who reaches the maximum step for his position classification by receiving four (4) or less steps of merit, is 1.0 or more standard deviations higher than the mean for all departments collectively.
3. Any department which exceeds this merit standard over a one calendar year period shall, for the next calendar year, be limited to the following maximum number of merit steps for each employee: 1/2 (one-half) of the number of steps indicated in Section VI.

If such department's performance evaluation scores continue to exceed the norm for all other departments, then the above restriction on merit steps shall continue during the next year.

## **SECTION VII: Policy Review**

This General Compensation Plan shall be reviewed annually by the County Administrator, who shall make recommendations concerning this plan to the Oversight Committee, which may recommend changes to the County Board and, as applicable, to the AOIC. The annual review shall include a study of the PAM Factors (see Appendix A) for one or more positions, and recommendations for changes thereto.

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Revised11/12/2003

**Position Classifications and Pay Ranges for Fiscal Year 2007**

<u>Pay Grade</u>	<u>Minimum</u>	<u>Maximum</u>	<u>B/W Hrs.</u>	<u>Title</u>	<u>Class Code</u>
M	\$4.9783	\$10.2514	75	Assistant	0004
				Clerical Assistant	0010
				Intern	0399
1	\$9.5706	\$13.8776			
2	\$10.2882	\$14.9162	80	Receptionist	0003
				Lobby Security Screener	3301
				Automotive Servicer	7301
				Volunteer Services Coordinator	8311
3	\$11.0595	\$16.0355	80	Custodian	7131
				CNA Coordinator	8004
4	\$11.8893	\$17.2446	75	Commissary Clerk	0005
				Office Support Specialist I	0011
				Deputy County Clerk	0023
				Assistant Clerk-Jury Commission	1202
			80	Mail Processing Clerk	0007
				Emergency Communications Addressing Technician	3107
				Building Maintenance Worker	7142
				Building Maintenance Worker-Nursing Home	7152
				Park Maintenance Worker I	7210
5	\$12.7811	\$18.5371	75	Accounting Specialist I	0101
				Computer Operator	0201
				Vision and Hearing Technician	8101
				Dental Hygienist	8103
			80	Lead Custodian	7133
				Building Maintenance Mechanic I	7143
				Building Maintenance Mechanic -Nursing Home	7153
				Park Maintenance Mechanic I	7221
				Assistant Food Services Supervisor	9015
6	\$13.7396	\$19.9279	75	Office Support Specialist II	0012
				Safety Coordinator	0046
				Computer Operator II	0202
				Legal Assistant I	1101
				Victims Witness Specialist	1135
				Circuit Court Secretary	1205
				Animal Control Warden	2001
				Assistant Field Inspector	5001
				Senior Field Inspector	5002
			80	Parks Maintenance Worker II	7211
				Fleet Mechanic	7303
				Activity Director	8305

\* = Exempt Position  
All positions beyond  
Grade 10 are exempt

**Position Classifications and Pay Ranges for Fiscal Year 2007**

<u>Pay Grade</u>	<u>Minimum</u>	<u>Maximum</u>	<u>B/W Hrs.</u>	<u>Title</u>	<u>Class Code</u>
9(cont.)	\$17.0683	\$24.7535	75	Communicable Disease Investigator*	8105
				Public Health Communications Specialist*	8113
				Quality Assurance Specialist*	8127
				Staff Sanitarian	8403
	\$35,502	\$51,487	80	Animal Control Director	2007
				Emergency Communications Supervisor*	3104
				Juvenile Detention Officer	4001
				Juvenile Detention Program Coordinator	4002
				Detention Training/Accreditation Specialist*	4011
				Operations Officer, Parks and Recreation	7216
				Fleet Manager	7307
				Assistant Director of Nursing-LPN	8031
				Social Services Director	8325
				Food Services Supervisor	9017
				10	\$19.6291
Internal Auditor*	0106				
\$38,277	\$55,503		Computer Services Coordinator*		0213
			Assistant States Attorney I*		1105
Assistant Public Defender I*	1112				
Probation Officer II	1302				
Chief Deputy Coroner*	2104				
Assistant Chief County Assessment Officer	5015				
Planner-Building and Zoning*	6011				
Clinic Supervisor*	8025				
WIC Nutritionist/Program Coordinator*	8043				
Communicable Disease Program Coordinator*	8107				
Health Promotion Program Manager*	8117				
DCFS Lead Agency Coordinator*	8121				
Forensic Interviewer*	8124				
Case Management Supervisor*	8125				
Birth to Three Assurance Coordinator*	8141				
Bio-Terrorism/Public Health Planner*	8128				
\$40,828	\$59,204	80	Senior Staff Sanitarian*		8405
			Assistant Director-MMCCC Operations*		3105
			Facilities Maintenance Foreman		7145
			Juvenile Detention Shift Supervisor		4003
			Project Manager		6101
			Highway Maintenance Coordinator		7015
			Assistant Director of Nursing-RN		8030
11	\$45,932	\$66,612	Chief Deputy County Clerk*	0027	
			Programmer	0205	
			GIS Specialist	0208	
			Network Security Specialist	0214	
			Assistant States Attorney II	1106	
			Assistant Public Defender II	1113	
			Chief Deputy-Circuit Clerk	1217	
			Deputy Director-Court Services	1305	
			Assistant Director-MMCCC Technical Services	3109	
			Assistant Superintendent-JDC	4005	
			Jail Operations Supervisor	4105	
			Civil Engineer I	6105	
			Facilities Maintenance Supervisor	7147	

**Position Classifications and Pay Ranges for Fiscal Year 2007**

<u>Pay Grade</u>	<u>Minimum</u>	<u>Maximum</u>	<u>B/W Hrs.</u>	<u>Title</u>	<u>Class Code</u>					
7	\$14,7703	\$21,4223	75	Supervising Office Support Specialist	0013					
				Administrative Support Supervisor I	0015					
				Administrative Specialist	0017					
				Accounting Specialist II	0102					
				Legal Assistant II	1102					
				Jury Coordinator	1207					
				Animal Control Manager	2005					
				Deputy Coroner	2103					
				Assessor	5011					
				Senior Field Inspector-Building and Zoning	6001					
				Zoning Enforcement Officer	6003					
				80				Engineering Technician I	6102	
								Custodial Supervisor	7132	
								Building Maintenance Mechanic II	7144	
								Park Maintenance Supervisor	7222	
								Heavy Equipment Mechanic	7305	
								Licensed Practical Nurse-Nursing Home	8005	
								Licensed Practical Nurse	8006	
				8	\$15,8780	\$23,0255	75	Administrative Support Supervisor II	0016	
County Administrator's Assistant	0019									
Program Administrator, County Clerk	0025									
Chief Deputy Recorder*	0031									
Human Resources Assistant	0041									
Defense Investigator	1127									
Victim Witness Program Coordinator*	1136									
Circuit Clerk-Division Supervisor I	1215									
CASA Coordinator*	2305									
Veterans Assistance Officer*	2403									
\$30,962	\$44,900				Assistant Director-ESDA	3203				
					Inmate Program Supervisor	4109				
					GIS Technician	4109				
					Senior Assessor	5012				
					WIC Nutritionist*	8041				
					Health Promotion Specialist*	8115				
					Case Manager*	8123				
					\$33,026	\$47,893	80		Engineering Technician II	6104
									Domestic Services Director	7125
									Assistant to the Nursing Home Administrator	8131
9	\$17,0683	\$24,7535	75	Senior Accounting Specialist	0103					
				Network Support Specialist	0211					
				Circuit Clerk-Division Supervisor II	1216					
				Probation Officer I	1301					
				Inmate Assessment Specialist*	4108					
				Clinic Nurse*	8011					
				Registered Nurse*	8013					
				Registered Nurse-Nursing Home	8014					
				Public Health Nurse*	8015					
				School Health Nurse Consultant*	8017					
				\$33,283	\$48,269					

**Position Classifications and Pay Ranges for Fiscal Year 2007**

<u>Pay Grade</u>	<u>Minimum</u>	<u>Maximum</u>	<u>B/W Hrs.</u>	<u>Title</u>	<u>Class Code</u>
11 (cont.)	\$45,932	\$66,612		Detention Health Supervisor	8129
12	\$50,526	\$73,261		Risk Manager	0047
				Assistant County Treasurer	0111
				Systems/Database Coordinator	0209
				Network Program Manager	0215
				Director-Children's Advocacy Center	0327
				Director-ESDA	0329
				Assistant States Attorney III	1107
				Assistant Public Defender III	1114
				Command Lieutenant	3006
				Civil Engineer II	6106
				Highway Operations Officer	6107
				Community Health Services Supervisor	8021
				Maternal-Child Health Services Supervisor	8023
				Communicable Disease/Health Program Supervisor	8109
				Environmental Health Program Supervisor	8406
13	\$55,577	\$83,375		Chief Systems/Database Coordinator	0210
				Assistant Director, Information Services	0217
				Director-Building and Zoning	0325
				Director-Parks and Recreation	0331
				Emergency Communications Director	0335
				Supervisor of Assessments	0345
				Assistant States Attorney IV	1108
				Assistant Public Defender IV	1115
				Superintendent of JDC	4007
				Jail Superintendant	4107
				Facilities Maintenance Director	7148
				Assistant Administrator-Health Department	8133
				Environmental Health Director	8407
14	\$59,746	\$89,622		Assistant County Engineer	6109
				Director of Nursing Services	8029
				Director Personal Health Services	8135
15	\$64,226	\$96,341		Director-Information Services	0333
				Assistant Public Defender V	1116
16	\$67,438	\$101,158		Court Services Director	0323
				Assistant States Attorney V	1109
				Chief Deputy Sheriff	3009
17	70,811	106,214		County Engineer	0315
				Nursing Home Administrator	0339
				Public Defender	0341
18	\$72,580	\$108,870			
19	\$74,395	\$111,603		Assistant County Administrator	0301
				Health Department Administrator	0337
20	\$78,115	\$117,171			
21	\$89,831	\$134,748		County Administrator	0305