



Finance Committee

Nick Graff – Chairman
James Carius Community Room
101 S. Capitol Street
Pekin, Illinois 61554
Tuesday, May 21, 2024

immediately following Property Committee

- I. Roll Call
- II. Approve the minutes of the April 16, 2024 meeting
- III. Public Comment
- IV. New Business
 - F-24-17 a. Recommend to approve budget transfers for the County Clerk
 - F-24-18 b. Recommend to approve payment to the Tazewell County Resource Center
 - F-24-19 c. Recommend to approve Opioid settlement funds usage for Health Department and Coroner
 - d. Discussion: Department Budget Assignments
- V. Unfinished Business
- VI. Reports and Communications
 - A. Revenue Update Report
 - B. Treasurer's Report
 - C. Public Safety Sales Tax Report
- VII. Recess

Members: Chairman Nick Graff, Max Schneider, Bill Atkins, Michael Deppert, Sam Goddard, Mike Harris, Randi Krehbiel, Greg Longfellow, Greg Menold, Dave Mingus, Nancy Proehl, Tammy Rich-Stimson

Minutes pending committee approval



Finance Committee

James Carius Community Room
Tuesday, April 16, 2024 – 4:11 p.m.

Committee Members Present: Presiding Chairman Max Schneider, Bill Atkins, Samuel Goddard, Nancy Proehl, Mike Harris, Greg Longfellow, Greg Menold, Dave Mingus, Tammy Rich-Stimson

Committee Members Absent: Chairman Nick Graff, Michael Deppert, Randi Krehbiel

Others Attending: Mike Deluhery, County Administrator

MOTION **MOTION BY MEMBER ATKINS, SECOND BY MEMBER MINGUS** to approve the minutes of the March 19, 2024 meeting

On voice vote, **MOTION CARRIED UNANIMOUSLY.**

MOTION

There was consensus from the committee to approve the FY24 Budget Calendar

MOTION

F-24-15

MOTION BY MEMBER ATKINS, SECOND BY MEMBER GODDARD to recommend to approve FY24 Budget Parameters

Finance Director Mindy Darcy requested that the commodities and contractual expenses be kept in line with increased inflationary costs. She stated that expenses that are specifically tied to a department, for example, cell phone reimbursement, will be expensed from each department instead of facilities. She also stated that department requests for any new capital expenditures greater than \$5,000 should be submitted using a capital expenditure budget request form.

Member Atkins questioned if department heads will simply apply a standard inflationary rate or will they be expected to determine what the actual costs will be which may or may not fit the blended inflationary rate that we get from the government.

Finance Director Mindy Darcy stated that if certain items have gone up over the past couple years, department heads should try to account for that cost to the best of their ability.

Member Harris questioned who would approve or deny the capital expenditure budget request form and Finance Director Mindy Darcy stated that it would go through the finance committee.

On voice vote, **MOTION CARRIED UNANIMOUSLY**

MOTION

F-24-13

MOTION BY MEMBER MENOLD, SECOND BY MEMBER RICH-STIMSON to recommend to approve bid for new Computer Assisted Mass Appraisal (CAMA) System for the Assessments Office

Supervisor of Assessments Nicole Jones stated that the new CAMA system will help avoid double entries. She stated the new system would automatically generate to the tax system so there is less chance of transposing numbers or forgetting a number.

Administrator Mike Deluhery stated that the current software is \$74,000 and this new software would be cheaper. He stated that prior to 2006, the township assessors paid for the software but have not since. He stated that they have approached the township assessors and some are okay, some would need approval from the board, and at least one was not happy with it. He stated that even if the County continued to pay for it, it would be less than what we are currently paying. He is recommending the approval of the Revision #1 Resolution.

Member Harris questioned when would be a good time to install the new program and Ms. Jones stated that during the winter months are a slower time, however, the old system would continue to run until the new system can be started so there should be very little delay.

Member Menold questioned if the townships choose to opt-out. Ms. Jones stated that if the townships choose to opt out, they will have to get their own CAMA system and pay for it and when they turn their work in, they will have to sketch it into their CAMA system, run it to value it, put the value on that they want, and push it into the tax system.

MOTION BY MEMBER PROEHL, SECOND BY MEMBER GODDARD to recommend to approve the amended Resolution (Revision #1) bid for new Computer Assisted Mass Appraisal (CAMA) System for the Assessments Office

Administrator Mike Deluhery stated that the revised Resolution reduces the amount of training which will reduce the cost and lists what they delineate as township costs which we will pay for.

On voice vote, **AMENDMENT CARRIED UNANIMOUSLY**

On voice vote, **MOTION AS AMENDED CARRIED UNANIMOUSLY**

MOTION

F-24-14

MOTION BY MEMBER HARRIS, SECOND BY MEMBER LONGFELLOW to recommend to approve the Illinois DCEO Uniform Application for State Grant Assistance

Finance Director Mindy Darcy stated that this is to formally accept the \$5,000,000 DCEO grant for highway so they can receive those funds. She stated that this will be used for resurfacing projects in Tazewell County.

On voice vote, **MOTION CARRIED UNANIMOUSLY**

MOTION

F-24-16

MOTION BY MEMBER MINGUS, SECOND BY MEMBER LONGFELLOW to recommend to approve creation of Fund 357 Sheriff's DUI Fund

Finance Director Mindy Darcy stated that currently the Sheriff's Office receives funds that are collected by the Circuit Clerk's Office and those funds are put into Fund 353, the Sheriff's drug fund. The Sheriff's Office has requested that we create a separate fund for DUI funds which will be Fund 357.

On voice vote, **MOTION CARRIED UNANIMOUSLY**

RECESS

Presiding Chairman Schneider recessed the meeting at 4:37 p.m.

(transcribed by S. Gulette)

Mr. Chairman and Members of the Tazewell County Board:

Your Finance Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

RESOLUTION

WHEREAS, the County's Finance Committee recommends to the County Board to authorize two budget transfers requested by the County Clerk & Recorder of Deeds; and

WHEREAS, the first requested transfer of funds is to purchase a Ricoh C840 color printer with setup which will be used for printing election-related documents in the County Clerk's office; and

WHEREAS, the printer is needed to print over 7,500 permanent vote-by-mail ballots for the November election as well as ballots on-demand and applications to vote;

- Transfer \$5,750 from Contingency (100-610-5999) to County Clerk Election Supplies (100-602-5160); and

WHEREAS, the second requested transfer of funds is to cover printing done by an outside company while the county's in-house print shop's RISO printer was down before the replacement printer was received;

- Transfer \$2,683 from Contingency (100-610-5999) to In-House Print Shop Supplies (100-602-5183).

THEREFORE BE IT RESOLVED that the County Board approve the transfers of funds.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, Finance Office, the Treasurer and the Auditor of this action.

PASSED THIS 29th DAY OF MAY, 2024.

ATTEST:

Tazewell County Clerk

Tazewell County Board Chairman



Tuesday, April 16, 2024

John C. Ackerman
Tazewell County Clerk
11 S. 4th Street, Rm. 203
Pekin, Illinois 61554

Re: Ricoh C840 for Ballot on Demand and Application to Vote Printing

<u>Description</u>	<u>Price</u>
(1) Ricoh C840 Color Printer with Setup	\$5,750.00
Total	\$5,750.00

Thank you for the opportunity to provide our products and services. Please call our office with any questions.

ACCEPTED:

TAZEWELL COUNTY

LIBERTY SYSTEMS, LLC

BY _____

BY _____

Date _____

Date _____

Mindy Darcy - Fwd: Allegra Printing Cost

From: John Ackerman
To: Nick Graff
Date: 4/22/2024 11:12 AM
Subject: Fwd: Allegra Printing Cost
Cc: Mike Deluhery; Mindy Darcy

Can you please include on the next Finance Committee Agenda a request to move the following amount from the Contingency Fund. Thanks.

John C. Ackerman
Tazewell County Clerk & Recorder of Deeds

>>> Dan Sullivan 4/22/2024 11:10 AM >>>

Good Morning:

Since the print shop has been without an important piece of machinery we needed to outsource some printing for the Circuit Clerk's office.

The total cost for various court documents charged by Allegra was \$2683.00.

This amount was taking out of the print shop budget.

The new machine has been delivered and set up so we no longer need to utilize Allegra for our printing needs.

Thanks
Dan Sullivan
Chief Deputy County Clerk
Tazewell County Illinois



MARKETING • PRINT • MAIL

1107 N 8th Street • Pekin, IL 61554
(309) 353-8801 • allegra@allegrapekin.com

Invoice 70007

03/28/24

Caleb Zobrist
Tazewell County Clerks Office
11 S 4th
Suite 203
Pekin IL 61554

SHIP TO:
Tazewell County Clerks Office
11 S 4th
Suite 203
Pekin IL 61554

COPY

Acct. No	Ordered By	Phone	Fax	P.O. No.	Prepared By	Sales Rep
7730	Caleb Zobrist	309-477-2201			Ashley	

Quantity	Description	Price
2,000	Order for Continuance	1,306.49

Received by _____ Date _____

Terms	C.O.D.	Subtotal	1,306.49	Shipping	0.00	Postage	0.00	Tax	0.00	Total	1,306.49	PO#	000	EXPENSE	1,306.49
Allegra Print & Imaging · 1107 N. Eighth St. · Pekin IL 61554 · (309) 353-8801															



1107 N. Eighth Street • Pekin, IL 61554
 Phone 309.353.8801 • Fax 309.353.2348

Invoice 70040

Date: 04/12/24

Caleb Zobrist
 Tazewell County Clerks Office
 11 S 4th
 Suite 203
 Pekin IL 61554

SHIP TO:
 Tazewell County Clerks Office
 11 S 4th
 Suite 203
 Pekin IL 61554

COPY

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep	
7730	Caleb Zobrist	309-477-2201			Ashley		
Quantity	Description					Price	
250	Payment Agreement					129.07	
250	Financial Sentencing Order 3 Pages					490.50	
250	Financial Sentencing Order 2 pages					334.90	
Received by _____ Date _____							
Terms	Subtotal	Shipping	Postage	Tax	Total	PAID	BALANCE
C.O.D.	954.47	0.00	0.00	0.00	954.47	0.00	954.47



1107 N. Eighth Street • Pekin, IL 61554
 Phone 309.353.8801 • Fax 309.353.2348

Invoice 70117

Date: 04/18/24

Caleb Zobrist
 Tazewell County Clerks Office
 11 S 4th
 Suite 203
 Pekin IL 61554

SHIP TO:
 Tazewell County Clerks Office
 11 S 4th
 Suite 203
 Pekin IL 61554

COPY

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep	
7730	Caleb Zobrist	309-477-2201			Ashley		
Quantity	Description					Price	
100	Sentencing Order 4 pages					448.27	
Received by _____ Date _____							
Terms	Subtotal	Shipping	Postage	Tax	Total	Paid	BALANCE
C.O.D.	448.27	0.00	0.00	0.00	448.27	0.00	448.27

COMMITTEE REPORT

Mr. Chairman and Members of the Tazewell County Board:

Your Finance Committee have considered the following RESOLUTION and recommends that it be adopted by the Board:

RESOLUTION

WHEREAS, the County’s Finance Committee recommends that the County Board authorize approval of a payment to the Tazewell County Resource Center (“TCRC”); and

WHEREAS, TCRC operates twelve facilities in Tazewell County with programs and services that benefit persons with developmental disabilities and visual impairments; and

WHEREAS, TCRC receives funds annually through Tazewell County’s persons with developmental disabilities tax levy; and

WHEREAS, TCRC purchased the building at 33 S. Fourth Street in downtown Pekin to allow their administration to work together and allow space for employment programs, springboard programs, and future programs; and

WHEREAS, the building required the addition of restrooms on the first floor and updates to the elevators to better suit the needs for people with disabilities; and

WHEREAS, in 2023 TCRC submitted a request to Tazewell County for energy transition grant funds in an amount up to \$250,000 for the renovations; and

WHEREAS, the Tazewell County Board awarded \$50,000 in energy transition funds in 2023 and budgeted \$100,000 in the FY24 budget in line 100-610-5427.

THEREFORE BE IT RESOLVED that the County Board approve the payment of \$100,000 to TCRC.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, TCRC, Finance, Treasurer, and the Auditor of this action.

PASSED THIS 29th DAY OF MAY, 2024.

ATTEST:

Tazewell County Clerk

Tazewell County Board Chairman

COMMITTEE REPORT

F-24-19

Mr. Chairman and Members of the Tazewell County Board:

Your Finance Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

RESOLUTION

WHEREAS, the County's Finance Committee recommends to the County Board to authorize the use of additional opioid settlement funds; and

WHEREAS, the County participated in the national opioid settlements which have resulted in payments to the County for opioid remediation purposes that are expected to continue through FY2038; and

WHEREAS, in January of this year the County Board authorized the creation of a substance use disorder counselor position, which is currently being paid out of the fund; and

WHEREAS, the Tazewell County Health Department and Coroner have requested that \$50,000 be allocated in the Fund for prevention and education efforts, as provided in the attached letter; and

WHEREAS, after the planned expenses for the substance use disorder counselor position, the approved expense budget for the Fund will still have sufficient spending authority to pay for the requested expenses; and

WHEREAS, the proposed use of the funds will require the transfer of funds from the professional services account (235-699-5262) to various personnel, benefits, contractual, supply, and travel accounts within the Fund as shown below:

Personnel	\$13,716	For epidemiologist's time (20%) spent on surveillance, report writing, trend analysis, and collaborating with community partners relating to substance use in Tazewell County and for administrator's (2%) oversight.
Fringe	2,808	
Additional Personnel	13,806	Additional personnel to aid in education efforts, organization of naloxone distribution, and event logistics.
Contractual	2,000	First Responder Conference Speaker
	5,000	Room Rental for Conference
	5,000	Speaker for Red Ribbon Week to Tour Tazewell County Schools

	4,000	Digital Campaign via Cumulus
Travel	670	In-state mileage to meetings: 1,000 miles x \$.67/mile
Supply	500	Conference supplies, printing, & miscellaneous office supplies
	1,000	Pocket-sized CPR Masks for "Overdose Response Kits" 100 masks at \$10/mask
	1,500	Supplies for Red Ribbon Week (attendance incentives or giveaways)
Total	\$50,000	

THEREFORE BE IT RESOLVED that the County Board approve the use of the funds for prevention and education services in the amount of \$50,000.

BE IT FURTHER RESOLVED that the County Board authorizes the Finance Office to work with the Health Department, Coroner, and Treasurer to transfer funds to the appropriate accounts based on the proposal.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, Health Department, Coroner, the Finance Office, the Treasurer, and the Auditor of this action.

PASSED THIS 29th DAY OF MAY, 2024.

ATTEST:

Tazewell County Clerk

Tazewell County Board Chairman



Tazewell County Health Department and the Tazewell County Coroner’s Office jointly requests that the Tazewell County Board would consider allocating \$50,000 of Opioid Settlement Dollars towards prevention and education efforts relating to substance use disorder in Tazewell County.

The arena of substance use and addiction continues to evolve over time; the “opioid epidemic” among adults has evolved from one of just “prescription opioids” to heroin and now to synthetic opioids like fentanyl. Among Tazewell County adolescents, substance use has evolved from a “pill party” to a vaping craze and adolescents taking large quantities of both prescription and over-the-counter substances as a suicide attempt. In 2023, adolescent drug misuse accounted for 25.4% of the county’s drug related emergency department visits. The monitoring of substance use trends, overdose deaths and their toxicology reports, the overdose reversal information collected from first responders, and the data collected from emergency departments is critical to inform prevention and educational efforts. Without the epidemiological trends that can be synthesized from the above data channels, the populations most impacted by substance use disorders are often left without resources (i.e. naloxone to reverse a family member’s overdose, a parent unaware to the signs of their adolescent using drugs) or without access to treatment. Each of the line items outlined below work towards the goal of equipping individuals to recognize and respond compassionately to someone who overdoses and preventing subsequent morbidity and mortality from substance use. Additionally, this would sustain the efforts that TCHD started with the Illinois Department of Public Health’s Overdose Surveillance and Response grant that TCHD was awarded from 2020-2023.

Personnel	13,716	For epidemiologist's time (20%) spent on surveillance, report writing, trend analysis, and collaborating with community partners relating to substance use in Tazewell County and for administrator's (2%) oversight.
Fringe	2,808	
Additional Personnel	13,806	Additional personnel to aid in education efforts, organization of naloxone distribution, and event logistics.
Contractual	2,000	First Responder Conference Speaker
	5,000	Room Rental for Conference
	5,000	Speaker for Red Ribbon Week to Tour Tazewell County Schools
	4,000	Digital Campaign via Cumulus
Travel	670	In-state mileage to meetings: 1,000 miles x \$.67/mile
Supply	500	Conference supplies, printing, & miscellaneous office supplies
	1,000	Pocket-sized CPR Masks for "Overdose Response Kits" 100 masks at \$10/mask
	1,500	Supplies for Red Ribbon Week (attendance incentives or giveaways)
Total	\$50,000	

In 2023, TCHD and the Tazewell County Coroner's Office worked together to bring Red Ribbon Week festivities to Tazewell County Schools. Red Ribbon Week is a national anti-drug campaign that is celebrated in the last week of October, annually. In 2023, the theme of Red Ribbon Week was "Be Kind to Your Mind – Live Drug Free." TCHD and the Coroner's Office brought in a speaker to share this message with students through assemblies at six different middle and high schools within the county. The message of substance use prevention along with the importance of developing healthy coping mechanisms was shared with approximately 3,460 students in the communities of Delavan, East Peoria, Green Valley, Manito, Tremont, Pekin, and Washington. Given the positive feedback from school administration, this is a collaborative effort we look to continue annually.

Additionally, in July 2023, TCHD hosted an educational event for fire, emergency services, and law enforcement agencies at the Embassy Suites in East Peoria. This event focused on equipping first responders with the tools to respond to both substance use and mental health related emergencies competently and with compassion. Speakers included Retired Fire Chief Jan Rader, who spoke from her firsthand experience responding to the opioid crisis in her hometown of Huntington, WV, and Dr. Derek Chakos, who offered training on altered mental status and de-escalation techniques. We would like to continue to offer training and workshops in the areas of substance use and mental health because of the increased number of behavioral health emergencies first responders encounter on a regular basis.

The Tazewell County Overdose Response team, which is a coalition of first responders and harm reduction partners working together to reduce the morbidity and mortality of substance use within the county, is currently working to increase access to naloxone in public locations. Some fire and EMS agencies have begun to "leave behind naloxone" at homes where substance use is occurring or holding distribution events when clusters of overdoses occur in a specific community. Additionally, the coalition is working to add an "Overdose Survival Kit" to AEDs that are in public buildings. An overdose survival kit includes naloxone and a pocket CPR mask, which would give a bystander the opportunity to resuscitate an individual while waiting for first responders to arrive. At its core, this effort is an educational effort to show that naloxone saves lives just like an AED can save the life of a person experiencing sudden cardiac arrest or a heart attack.

Another large component to current substance use prevention efforts in Tazewell County is collaboration with community partners and our neighboring counties. In summer of 2023, TCHD and the Partnership for a Healthy Community's Substance Use team created a digital campaign sharing the message that "Addiction can impact anyone." The digital advertisement campaign targeted individuals ages 30-59, which is the demographic where the most opioid overdoses occur in Tazewell County. The message portrayed that many addictions to opioids begin with a work-related injury or with a prescription; thus, working to reduce the stigma that overdoses only happen within specific groups or types of people. The digital advertisement reached over 300,000 people and over 10,000 clicked to learn more. We would like to continue to educate the public on substance use disorders, reduce the stigma attached to them, and help bridge individuals to treatment.

Thank you for your consideration; substance use disorder continues to be a growing need in Tazewell County and there are numerous community-based organizations and coalitions who work to reduce the morbidity and mortality of substance use every day in addition to our first responders. If TCHD could be of assistance in organizing these entities sharing their work with Tazewell County Administration, please let us know.