

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – January 9, 2017
4. Audience Comments
5. Financial Update
6. Treasurer's Department Orientation – Sue Stine
7. Employee of the Month Award
8. Ordinance - Amendment to the Combined Annual Budget and Appropriation Ordinance for Vermilion County for the 2016-2017 Fiscal Year – Abatement of the Annual Tax Levy
9. Ordinance - Amendment to the Combined Annual Budget and Appropriation Ordinance for Vermilion County for the 2016-2017 Fiscal Year – Peer Court Agreement and Budget Amendment – \$5,250
10. Executive Sessions:
 - A **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (1)** The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.
 - B **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (2)** Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
 - C **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (6)** The setting of a price for sale or lease of property owned by the public body.
 - D **Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (11)** Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
11. Items of Information
12. Adjournment

Finance & Personnel Committee
Monday, January 9, 2016
5:15 PM, Room 319, Courthouse Annex

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Acting Chairman Marron called the Finance/Personnel meeting to order at 5:15 PM. Upon the call of the roll, the following members were present; Wes Bieritz, Robert Boyd, Darren Duncan, Todd Johnson, Becky Stark, and Bruce Stark. Steve Fourez was absent and excused. Also in attendance was Bill Wright, Vermilion County Auditor; Bill Donahue, Vermilion County State's Attorney; Doug Toole, Director of the Vermilion County Health Department; Nancy O'Kane, Vermilion County Board Member; and Michael Marron, Vermilion County Board Chairman.

Agenda Item 2 - Election of Finance Committee Officers

Bieritz motioned, seconded by Bruce Stark, to nominate Steve Fourez to Chair the Finance and Personnel Committee. The motion passed by acclamation. Johnson motioned seconded by Duncan to nominate Wes Bieritz as Vice Chair. The motion passed by acclamation

Agenda Item 3 - Adoption/Amendments to the Agenda

Bruce Stark moved, seconded by Boyd, to adopt the agenda as presented. Motion passed by acclamation.

Agenda Item 4 - Approval of Minutes – September 12, 2016

Johnson moved, seconded by Bruce Stark, to approve the minutes as presented. Motion passed by acclamation.

Agenda Item 5 - Audience Comments

None

Agenda Item 6 - Financial Update

Mr. Bayard indicated that he had previously spoken to previous Finance Committee Chairman Fourez about what information would be most useful to the committee going forward. He outlined the format that he would use which would show a running monthly report on revenues and expenses as well as a report that compared actuals against the budget. He indicated it would allow the committee to identify any significant changes. Mr. Bayard also indicated that because of the increased data gathering and reporting needed to close out of the year, final numbers were not yet available. Mr. Bruce Stark inquired about opportunities to expedite the reporting of final numbers acknowledging that it was an annual occurrence. Chairman Marron and Auditor Bill Wright outlined the structural issues which led to that which they were going to address with technology upgrades and a streamlined financial reporting process.

Agenda Item 7 – Resolution for a Bank Reconciliation Policy for Vermilion County

Johnson moved, seconded by Bruce Stark, to approve a resolution to implement a Bank Reconciliation Policy. Stark asked what caused the county to have problems reconciling bank statements. Marron explained that the majority of the problem stemmed from payroll, likely a result of unclaimed checks that were issued. Stark asked if it were possible for the County to reclaim the funds, Marron and State's Attorney Bill Donahue reported that there were legal restrictions that prevented the County from reclaiming the checks, however it could be transferred to the State and removed from the County's books.

Upon the call of the roll the following members voted yes to adopt the Bank Reconciliation Policy, to wit: Wes Bieritz, Robert Boyd, Darren Duncan, Todd Johnson, Becky Stark, and Bruce Stark. 6 yes, 1 absent.

Agenda item 8 – Orientation Treasurer’s Office

Marron reported that the presentation scheduled to be given by the County Treasurer needed to be rescheduled for a later time.

Agenda Item 9 – Orientation Auditor’s Office

Mr. Bill Wright addressed the committee and discussed the role of the Auditor. He also explained changes to the office that he hoped to achieve which would streamline many processes and utilize technology to make financial management and reporting more efficient and responsive.

Agenda Item 10 – Executive Session

Not necessary

Agenda Item 11 - Items of Information

Marron reported that he would like to have the Executive Committee create a five-year technology plan that would address the county’s equipment needs and keep it current with modern technology trends. Marron stated that he would also like to convene an Economic and Marketing Committee that would guide information dissemination regarding economic development. In addition, Marron explained that he intended to convene an Administrator Committee that would look into creating the position. He indicated that he had initial conversations with people about serving on the committee. Marron explained that the Finance and Personnel committee would serve as the arbiter for selecting an employee of the month.

Agenda Item 17 – Adjournment

Committee Vice Chairman Bieritz adjourned the meeting at 6:20PM.

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR VERMILION COUNTY FOR THE 2016-2017 FISCAL YEAR – Peer
Court, GENERAL FUND**

WHEREAS, the Peer Court program has agreed to assist the County as a diversion and treatment program for minors, and

WHEREAS, due to agreement it is appropriate to specifically fund Peer Court by a line item which can be budgeted annually, and

WHEREAS, the expense related to the funding of Peer Court cannot be met without this amendment and this was not anticipated or known when the budget was prepared, and thus was not included.

NOW, THEREFORE BE IT ORDAINED by the County Board of Vermilion County Illinois that the County Auditor be authorized and instructed to amend the budget for fiscal year 2016-2017 by appropriating the sum of FIVE THOUSAND TWO-HUNDRED FIFTY DOLLARS AND NO/CENTS as follows:

001.101.00.02530	Fund Balance	\$5,250
001.168.00.04608	Non Departmental, Peer Court	\$5,250

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the February 14, 2017 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 14th day of February 2017 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Approved to Form: State's Attorney

Resolution

RE: Peer Court Funding

WHEREAS, the County has benefited from the services of Peer Court for many years and desires to strengthen the relationship of the County with Peer Court to be used by County departments as a diversion and treatment program as might be appropriate in cases involving minors, and

WHEREAS, the need for the services of Peer Court will increase as additional community based services are required, and

Whereas, to ensure the continued availability of this service the county desires to fund the Peer Court program at the sum \$5,250.00 for fiscal year 2016-2017 and thereafter such other sum as may be budgeted from time to time, from the line deemed most appropriate by the County Board Office and the Auditor.

BE IT THEREFORE RESOLVED THAT the County shall fund Peer Court in such sums as may be budgeted in exchange for their services as a treatment program and/or diversion program.

DATED this 14th day of February, 2017, A.D.

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Approved to form: State's Attorney

Employee of the Month Entry
Vermilion County Health Department

Danyelle Strawser

Danyelle has only been with us a short time, but has already made herself invaluable to the Women, Infants and Children program.

We hired Danyelle in October, to fill a vacancy on our three-clerk WIC team that was caused when one of the clerks took another position within the health department. Danyelle did outstanding on the skills test, had good experience in a related field, and interviewed really well. The WIC supervisor and I felt we had a great addition to our team of seasoned clerks, and that Danyelle would, over time, develop into a strong staff member.

As it turned out, Danyelle would have to achieve greatness in far less time than we expected.

We unexpectedly lost one of the seasoned clerks a few days after Danyelle started, and the other seasoned clerk moved out of the area two months after she started.

Danyelle was a fast learner, and quickly started contributing to the WIC division. But asking someone to go from “new kid” to “senior clerk” before her probationary period was over is setting the bar pretty high.

Danyelle met the challenge.

She has taken on a lot of responsibility and expectations without complaint. In fact, her enthusiasm and “can-do” attitude sets the tone for the newer clerks. She takes pride in being thorough and accurate with her work, and treats the WIC participants with respect.

Danyelle recently attended a two-day training for new WIC clerks. She not only participated and took good notes, but she also took the opportunity to network with clerks at other health departments – making contacts and comparing how things are done elsewhere. Two months into the job, and she is already looking outside the county to see if there are ways to be more efficient, or ways to bring in more clients.

Danyelle is a strong employee and a great “big sister” to the two WIC clerks with less experience. We look forward to seeing how she continues to grow and lead in the future.

Employee of the Month Entry
Vermilion County Health Department

Jennalee Stark

Jenna is a southern Vermilion County resident, and came to work at the health department's WIC division in 2015 after completing her Associate's degree in accounting from Danville Area Community College. She scored some of the highest results on her county skills tests that we had seen, and said on her application that she was, "self-motivated, and able to work as part of a team or independently of supervision."

Jenna wasn't kidding.

She spent a year on a team of three clerks in our Women, Infants and Children division, performing intake interviews with pregnant women and mothers of young children. We do not have a formal "lead clerk" position, but Jenna was frequently the one we turned to first when faced with changes.

In fall of 2016, we had the clerk of our Immunizations division retire, and went about looking for a replacement. Jenna applied for the position. She enjoyed working with the other two clerks in WIC, but wanted an office where she could put her stamp on things.

We were lucky that when she wanted to make a change, we had a vacancy and were able to keep her in-house.

Jenna quickly picked up on the duties of the Immunization clerk. It did not take long before she found easier ways of organizing information in clients' files. She also adapted quickly to the data input requirements of the job, and was able to not only input information into computerized databases, but could retrieve and sort the information, as well.

The Immunization division is seeing more people with private insurance come in for vaccinations. While we are seeing more revenue because of the insurance reimbursements, the procedures that must be followed can be complicated. And two different types of insurance from the same company can offer widely different coverage.

In the past, we have had to have another employee follow behind the Immunizations clerk to fix errors or to clear up misunderstandings. Jenna's attention to detail eliminates the need for a lot of double-checking. Reviewing claims with problems from the Immunization division is no longer the time-consuming task it was in the past.

Jenna has found ways to improve the efficiency of the health department.

Employee of the Month Entry
Vermilion County Health Department

Gale Fetters

Gale Fetters came to work at the Vermilion County Health Department in 1986, after working as a nutritionist at the Vermilion County Nursing Home and St. Elizabeth's Hospital, and teaching Food Service Sanitation courses at Danville Area Community College.

Gale started as an associate nutritionist in the health department's Women, Infants and Children division. An early performance evaluation noted, "Her positive attitude prevails throughout hectic situations, and her energy is refreshing."

I am pleased to say that her attitude remains just as positive, and her energy level is just as strong, today.

Gale is exactly the kind of seasoned employee on which one can build a successful team. She has seen a lot of changes over the years, and brings an experienced perspective to situations. She keeps her focus on the goal of meeting the needs of the WIC participants. She keeps updated with any policy revisions. And she adapts well to change, piloting new projects for the division in the hopes of finding better ways to deliver services.

Gale not only does her job well, she does it the right way, and her thoroughness in following the protocols and procedures of the program elevate the accuracy and professionalism of the division.

Recently, an unexpected illness reduced our pool of clerks in the WIC division from three to one – and that one was a clerk who was fairly new on the job. I checked in on the division that day to see how things were going, and found Gale at the reception area, answering phone calls and managing the waiting room so that our one clerk could focus on doing intake interviews and keeping people moving through the process.

Gale is a role model, and the WIC division has benefitted from her example for the past 30 years.

Employee of the Month Entry
Vermilion County Health Department

Jana Messmore

Jana started working at the Vermilion County Health Department in 2006, not long after receiving a Bachelor's degree in Environmental Biology from Illinois College and starting work on a Master's degree in Environmental Science.

She likes to tell us that she only planned to stay with us for a couple of years, and then would move down to Florida with her sister. We are very lucky that things did not go as she planned.

Jana started learning the various programs in the Environmental Health Division. She passed her exam and became a Licensed Environmental Health Practitioner in 2008. She is one of two state-licensed lead risk assessors at the health department, and is also state-licensed in general standards as a mosquito pesticide applicator. But her primary focus is in food safety.

Jana took very quickly to the food program, learning the food code and inspecting restaurants, grocery stores and temporary food stands.

The food program in particular can be challenging to learn, and difficult to master. What should be a routine inspection can uncover surprises – foods that came from unlicensed distributors, or facilities that are packaging foods for wholesale distribution at other locations. Those interested in entering the food-service business sometimes have vague or unconventional ideas, which can lead to complicated, very technical discussions. And keeping on schedule can be difficult when a five-minute exit interview with an owner leads to a 20-minute conversation about possible renovations to the kitchen area.

But Jana always manages to keep her cool, and can explain confusing regulations to owners, managers, cooks and food-stand volunteers in a pleasant, professional way. She sees her role as an educator, who uses enforcement as a means to reinforce her explanations.

Jana has risen through the ranks for the department, going from an inspector to a trainer to the manager of the food program at the health department. She is looking for ways to offer education to food-service workers, and is using technology to increase our efficiency in contacting establishments.

I rely on her judgement, and know that when she comes to me with an idea to improve the food program, her proposal will be well thought-out. The staff she trains adopts her temperament, and she leads by example.

Other health departments express frustration that they sometimes have an adversarial relationship with their food-establishment owners. Vermilion County has a cooperative relationship with its owners, and that is in large part because of Jana.

I would like to submit Mrs. Dana Clary's name for Countywide Employee of the month. Dana is a devoted employee with more than 10 years of service to the county. Her willingness to step up and fill in when someone is absent or on vacation helps our dept function in the most effective way possible.

Dana has a true love for animals and helping them find forever homes. In the last 6 months she and another employee have worked tirelessly on an education packet that we now hand out to potential adopters and new adopters to better educate them on behaviors of new pets, diseases, importance of vaccinations and preventatives, and the benefits of spay/neuter. She believes that education is an important key in helping clients pick their forever pet and our return adoption statistics have proven her correct. She has developed an education center in the adoption center of the shelter and maintains it with handouts, models, and posters so that when people have questions we have the information to help them out, and answer their questions.

Dana is also our book keeper and is constantly seeking better prices from vendors so that we can make our budgetary dollars stretch the farthest. She maintains our vast PO requests, inventory, and ordering processed. I truly appreciate her willingness to go above and beyond for the county employees, residents, and animals. It is my honor to work with this woman with such a fantastic work ethic, understanding of budget restrictions, and ability to think outside the box to make our department the best it can be.

Most Sincerely,

Paige Brown

Director- Dept of Animal Reg.