

**Finance & Personnel Committee**  
**Monday, January 8, 2018**  
**5:00 PM, Room 319, Courthouse Annex**

## **AGENDA**

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – December 4th, 2017
4. Audience Comments
5. Financial Update
6. Amendment to the Combined Annual Budget and Appropriation Ordinance for Employee Benefits
7. Amendment to the Combined Annual Budget and Appropriation Ordinance for the Land Bank
8. 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.
9. Items of Information
10. Adjournment

**Finance & Personnel Committee**  
**Monday, December 4, 2017**  
**5:00 PM, Room 319, Courthouse Annex**

## **MINUTES**

### **Agenda Item 1 - Call to Order and Roll Call**

Committee Vice Chairman Wes Bieritz called the Finance/Personnel meeting to order at 5:00 PM. Upon the call of the roll, the following members were present; Wes Bieritz, Robert Boyd, Becky Stark, Bruce Stark, and Crisi Walls. Steve Fourez and Todd Johnson were both absent and excused. Also in attendance were Darren Duncan, Vermilion County Treasurer; Bill Wright, Vermilion County Auditor; Bill Donahue, Risk Consultant; Doug Toole, Health Department Administrator; and Michael Marron, Vermilion County Board Chairman.

### **Agenda Item 2 - Adoption/Amendments to the Agenda**

Mrs. Stark motioned, seconded by Walls, to approve the agenda as presented. Motion passed by acclamation.

### **Agenda Item 3 - Approval of Minutes – October 6<sup>th</sup>, 2017**

Walls moved, seconded by Mr. Stark, to approve the minutes. Motion passed by acclamation.

### **Agenda Item 4 - Audience Comments**

None

### **Agenda Item 5 - Financial Update**

Ms. Briggs distributed a financial update report that included a revenue spreadsheet comparing the 2015-2016 vs 2016-17 status. Bieritz questioned why the report stated that the real estate taxes were low and it was explained that the taxes usually come in 3 disbursements. One of those disbursements does not come until the following fiscal year. Therefore, there is only one disbursement included on the report for this tax year. Mr. Duncan commented that the second disbursement will be on November's report. Bieritz noted that some of the Public Fees are still running behind so not all the revenue is being collected as anticipated. Chairman Marron added that the revenue recorded at the end of October 2016 was \$9,998,638.72 and the October 2017 revenue is recorded at \$10,416,469.52.

### **Agenda Item 6 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Liability Insurance Fund**

Walls moved, seconded by Boyd, to discuss. One of the major expense from the Liability Insurance Fund is the Worker's Comp claims. There was a substantial claim at the end of the 2016-2017 fiscal year and not enough time to do a budget amendment for that year. Since the new fiscal year has begun, the claim can be paid with the new budget, but that doesn't allow much funding for future claims that occur throughout the year. This amendment is to replenish that fund.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Robert Boyd, Becky Stark, Bruce Stark, and Crisi Walls. 5 yes, 2 absent

### **Agenda Item 7: Executive Session**

Not necessary

### **Agenda Item 8 - Items of Information**

Chairman Marron wanted to remind all committee members that the Open Meeting Training is due soon if not already completed. The new County Building is waiting on phones and internet and renovations

are being completed. Congressman Shimkus and Senator Bennett are both interested in renting office space in the building. Parking for the new County Building was also discussed. There are currently 19 spaces around the building and the city lot on Harrison and Walnut will be available for employees.

**Agenda Item 9 – Adjournment**

Committee Vice Chairman Bieritz adjourned the meeting at 5:22PM.

Minutes by: Erika Briggs, Financial Resources Director

DRAFT

## Quarterly Revenue

	1st Quarter (Dec - Feb)	2nd Quarter (Mar - May)	3rd Quarter (June - Aug)	4th Quarter (Sept - Nov)	2016-2017 Budget	YTD Posted	Remaining Balance
State Income Taxes	\$ 470,018.69	\$ 813,359.41	\$ 1,036,802.74	\$ 669,143.43	\$ 2,950,000.00	\$ 2,989,324.27	\$ (39,324.27)
Sales Tax/Regular	\$ 89,856.81	\$ 77,779.93	\$ 93,536.15	\$ 82,334.59	\$ 500,000.00	\$ 343,507.48	\$ 156,492.52
Sales Tax/ Supplemental	\$ 403,431.42	\$ 392,959.63	\$ 420,286.53	\$ 417,906.14	\$ 1,650,000.00	\$ 1,634,583.72	\$ 15,416.28
State Salary Reimb/Pub Def	\$ 25,024.36	\$ 24,973.83	\$ 24,973.83	\$ 24,973.83	\$ 101,295.00	\$ 99,945.85	\$ 1,349.15
State Salary Reimb/St Atty	\$ 37,169.25	\$ 37,169.25	\$ 37,169.25	\$ 37,169.25	\$ 148,677.00	\$ 148,677.00	\$ -
State Salary Reimb/ S of A	\$ 8,497.93	\$ 8,581.26	\$ 8,581.26	\$ 8,581.26	\$ 34,325.00	\$ 34,241.71	\$ 83.29
Public & Co/ Cir Clerk	\$ 130,538.83	\$ 173,657.72	\$ 141,522.34	\$ 113,786.59	\$ 650,000.00	\$ 559,505.48	\$ 90,494.52
Public & Co/ County Clerk	\$ 53,494.11	\$ 77,976.43	\$ 48,363.00	\$ 46,499.50	\$ 269,616.00	\$ 226,333.04	\$ 43,282.96
Public & Co/ Recorder*	\$ 44,240.48	\$ 60,813.54	\$ 49,566.25	\$ 77,014.31	\$ 215,000.00	\$ 231,634.58	\$ (16,634.58)
Public & Co/ Sheriff	\$ 25,800.12	\$ 27,855.30	\$ 60,699.13	\$ 35,600.41	\$ 265,505.00	\$ 149,954.96	\$ 115,550.04
Public & Co/ St Atty	\$ 17,435.00	\$ 25,869.63	\$ 20,036.10	\$ 43,869.18	\$ 110,000.00	\$ 107,209.91	\$ 2,790.09
Court Security Fees	\$ 36,520.70	\$ 41,401.43	\$ 57,762.42	\$ 66,936.96	\$ 480,000.00	\$ 202,621.51	\$ 277,378.49
Traffic/Conservation Co Fee	\$ 18,228.62	\$ 19,477.76	\$ 19,314.03	\$ 15,444.04	\$ 79,000.00	\$ 72,464.45	\$ 6,535.55
Sheriff's Sale Fees	\$ 16,200.00	\$ 9,600.00	\$ 12,000.00	\$ 21,000.00	\$ 92,000.00	\$ 58,800.00	\$ 33,200.00
Fines	\$ 28,728.72	\$ 29,043.25	\$ 24,256.00	\$ 19,102.57	\$ 165,000.00	\$ 101,130.54	\$ 63,869.46
Bond Forfeiture	\$ 12,678.00	\$ 5,108.00	\$ 10,724.92	\$ 7,984.65	\$ 105,000.00	\$ 36,495.57	\$ 68,504.43
Public Defender Client Reimb	\$ 6,814.34	\$ 4,805.29	\$ 2,880.07	\$ 412.41	\$ 21,000.00	\$ 14,912.11	\$ 6,087.89
5% DNA ID-Circuit Clerk	\$ 182.19	\$ 190.80	\$ 214.31	\$ 117.98	\$ 1,000.00	\$ 705.28	\$ 294.72
5% Youth Diversion	\$ 123.50	\$ 130.61	\$ 88.32	\$ 67.92	\$ 1,000.00	\$ 410.35	\$ 589.65
Gaming Revenue	\$ 37,960.73	\$ 45,309.22	\$ 37,968.92	\$ 39,278.70	\$ 110,000.00	\$ 160,517.57	\$ (50,517.57)
<b>Total</b>					\$ 7,948,418.00	\$ 7,172,975.38	\$ 775,442.62

The line items above are revenue items that come in monthly. This is not all of the General Fund Revenue.

\* Recorder Fees include 13 months rather than 12 like the others.

**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR THE HEALTH INSURANCE FUND**

**WHEREAS**, the Health Insurance Fund is used to pay for claims; and

**WHEREAS**, the will be required to pay claims more frequently than in the past necessitating a more liquid fund to support these expenditures and an initial balance needs to be placed in the fund; and

**WHEREAS**, the budget therefore needs to be amended accordingly and this was not 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 2017-2018 by transferring money in the amount as below to facilitate payment of health insurance claims.

<b>001.165.00.04155</b>	<b>Health Insurance</b>	<b>\$200,000.00</b>
-------------------------	-------------------------	---------------------

And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the January 9, 2018 A.D. Session.

*This amendment takes two thirds majority for passage.*

DATED this 9<sup>th</sup> day of January 2018 A.D.

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSENT \_\_\_\_\_

\_\_\_\_\_  
Chairman, Vermilion County Board

ATTEST:

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



**Request for Amendment  
Fiscal Budget  
2017 - 2018**

Dept: Employee Benefits (165)

Date: 1/2/18

Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.165.00.04155</u>	<u>Insurance</u>	<u>\$ 1,230,000</u>	<u>\$ 200,000</u>	<u>\$1,430,000</u>
<u>                    </u>	<u>                    </u>	<u>\$                    </u>	<u>\$                    </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>\$                    </u>	<u>\$                    </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>\$                    </u>	<u>\$                    </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>\$                    </u>	<u>\$                    </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>\$                    </u>	<u>\$                    </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>\$                    </u>	<u>\$                    </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>\$                    </u>	<u>\$                    </u>	<u>                    </u>

Narrative:

**The County's new health insurance has asked that the County pays its claims differently from the current system. This amendment is to fund the new bank account which claims will be made from. (Note: This system will actually save money because the County will not have to do wire transfers)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Head: \_\_\_\_\_

Approved By:

\_\_\_\_\_ Committee

Finance Committee

\_\_\_\_\_ Chairman

\_\_\_\_\_ Chairman

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR THE NON-DEPARTMENTAL SERVICES FUND**

**WHEREAS**, the Non-departmental Services Fund is used to pay for various services unrelated to a specific department; and

**WHEREAS**, the County has partnered with various communities to form a Land Bank and has agreed to assist in purchasing computer software to assist in the function of the Land Bank; and,

**WHEREAS**, the budget therefore needs to be amended accordingly and this was not 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 2017-2018 by transferring money in the amount as below to facilitate payment of health insurance claims.

<b>001.168.00.04328</b>	<b>Non-Departmental Services</b>	<b>\$5,000.00</b>
-------------------------	----------------------------------	-------------------

And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the January 9, 2018 A.D. Session.

***This amendment takes two thirds majority for passage.***

DATED this 9<sup>th</sup> day of January 2018 A.D.

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSENT \_\_\_\_\_

\_\_\_\_\_  
Chairman, Vermilion County Board

ATTEST:

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



