

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – October 2nd, 2017
4. Audience Comments
5. Financial Update
6. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Merit Commission
7. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Coroner's Office
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, October 2nd, 2017
5:00 PM, Room 319, Courthouse Annex

MINUTES

Agenda Item 1 - Call to Order and Roll Call

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

Agenda Item 2 - Adoption/Amendments to the Agenda

Mr. Johnson moved, seconded by Mrs. Stark, to adopt the amended agenda. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes – September 11, 2017

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

Agenda Item 4 - Audience Comments

The Health Department Administrator, Doug Toole, passed out a flyer and announced that the Health Department would be having an Electronic Collection Event for TVs and other electronics on Saturday, October 28th from 9a.m. – 11 a.m. at Danville Area Community College.

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. The State income tax seems to have increased, but the Sales Tax Regular, Public & Co Fees for the State Attorney, Court Security Fees, Sheriff Sale Fees, and the Transfers In seem to all be less than last year. Each of these was discussed.

Agenda Item 6 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Public Safety Building Rent Fund

Mr. Stark moved, seconded by Mr. Boyd to discuss.

During the budgeting process last year, the Public Safety Building Lease was still being negotiated when the budget was created. This amendment is to increase the rent line to cover the annual lease payment to the Danville Public Building Commission as well as there is additional training needed.

Upon the call of the roll the following members voted yes to approve the ordinance: Robert Boyd, Todd Johnson, Steve Fourez, Becky Stark, and Bruce Stark. 5 yes, 2 absent.

Agenda Item 7 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Regional Office of Education

Mr. Bieritz moved, seconded by Mrs. Stark to discuss.

The Regional Office of Education has asked to use their School Service Grant for an addition to salaries. This would be a one-time payment. The check has already been received from the State.

Upon the call of the roll the following members voted yes to approve the ordinance: Robert Boyd, Todd Johnson, Steve Fourez, Becky Stark, and Bruce Stark. 5 yes, 2 absent.

Agenda Item 8 – Ordinance: Circuit Clerk Fees – Automation Fee

Mr. Johnson moved, seconded by Mrs. Stark, to discuss.

Last month, the Circuit Clerk asked to change the Automation Fee to \$20. After reviewing the bids for the new case management system, the fee has now been asked to change to \$25. With the extra revenue, the Circuit Clerk would like to contribute to the costs of the new system.

Upon the call of the roll the following members voted yes to approve the ordinance: Robert Boyd, Todd Johnson, Steve Fourez, Becky Stark, and Bruce Stark. 5 yes, 2 absent.

Agenda Item 9 – Ordinance: Circuit Clerk – Document Storage

Mr. Boyd, seconded by Mr. Stark, to discuss.

Again, this additional revenue would be to support the new case management system.

Upon the call of the roll the following members voted yes to approve the ordinance: Robert Boyd, Todd Johnson, Steve Fourez, Becky Stark, and Bruce Stark. 5 yes, 2 absent.

Agenda Item 10 – Identification of Project Name for Acquisition of Federal Courthouse

The Auditor has asked for a new name in the accounting software for the Federal Courthouse so that all expenses can be recognized in the budget. After discussion, the name chosen was “County Administration Building”.

Agenda Item 11 – Ordinance: Establishing the Number of Deputy Sheriffs and Correctional Officers

Mr. Stark, seconded by Mr. Boyd, to discuss.

This ordinance is to recognize the number of Deputy Sheriffs is set at 39 (including the D.A.R.E. officer) and the number of Correctional employees is set at 52 with 44 being Correctional Officers. There is no change from last year.

Upon the call of the roll the following members voted yes to approve the ordinance: Robert Boyd, Todd Johnson, Steve Fourez, Becky Stark, and Bruce Stark. 5 yes, 2 absent.

Agenda Items 12 – Combined Annual Budget and Appropriation Ordinance for Vermilion County, IL for 2017-2018 Fiscal Year

Mr. Stark, seconded by Mr. Johnson, to discuss.

This is to approve the 2017 -2018 Proposed Budget. The budget does contain a 1.2-million-dollar deficit. Chairman Marron passed out reports that included five years of reports for revenue, expenses, and fund balances. These reports show that historically the county spends a lot less than the budgeted expenditure amount. In the budget, \$700,000 in revenue is contributed from a one-time transfer from the Deposit Fund. At the end of the 2015-2016 fiscal year, there was a 7.3-million-dollar fund balance in the General Fund.

Upon the call of the roll the following members voted yes to approve the ordinance: Robert Boyd, Todd Johnson, Steve Fourez, Becky Stark, and Bruce Stark. 5 yes, 2 absent.

Agenda Item 13 – Ordinance: 2017-2018 Annual Tax Levy

Mrs. Stark, seconded by Mr. Johnson, to discuss.

This is to approve the 2017-218 Annual Tax Levy. There is no change in the aggregate from last year. The levy was moved back into the General Fund due to lack of revenue from the State. In years before, the levy was moved to strengthen the fund balance of other funds which was successful.

Upon the call of the roll the following members voted yes to approve the ordinance: Robert Boyd, Todd Johnson, Steve Fourez, Becky Stark, and Bruce Stark. 5 yes, 2 absent.

Agenda Item 14 – Executive Session

None

Agenda Item 15 – Items of Information

The County has been in contact with the National Park Service about the Federal Courthouse. The National Park Service is waiting on certified documents. There is a proposed deed and now the County is just waiting on finalization.

Chairman Marron and County Board Member Chuck Nesbitt went to Elwood township and there is a serious drainage issue in Olivet. Due to there being multiple areas like this in the County, Chairman Marron has proposed putting together a drainage storm water meeting to address these issues.

Agenda Item 16 – Adjournment

Mr. Fourez adjourned the meeting at 5:32 PM.

Minutes by: Erika Briggs, Financial Resources Director

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE MERIT COMMISSION**

WHEREAS, THE Merit Commission is in need of an additional THREE THOUSAND TWO HUNDRED FIFTYDOLLARS AND NO/CENTS (\$3,250.00) due to the requirements for hiring costs including publication, testing and psychological testing cost, and additional meetings; and

WHEREAS, the additional amount was not known at the time but is required now to maintain mandatory personnel levels and perform the duties of the Merit Commission; and

WHEREAS, the budget therefore needs to be amended to add the needed funds to the Merit Commission budget.

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 \$3250.00 as follows:

001.320.00.04371	\$2,500.00
001.320.00.04101	\$600.00
001.320.00.04371	\$150.00

And the totals be adjusted accordingly.

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

This amendment takes two thirds majority for passage.

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

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

**Request for Amendment
Fiscal Budget
2016 - 2017**

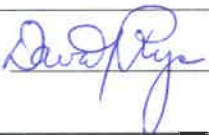
Dept: Merit Commission

Date: 10-25-17

Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.320.00.04101</u>	<u>Salary - Personnel</u>	<u>\$ 2,000</u>	<u>\$ 150</u>	<u>2150</u>
<u>001.320.00.04105</u>	<u>Salary - Meetings</u>	<u>\$ 3,450</u>	<u>\$ 600</u>	<u>4050</u>
<u>001.320.00.04371</u>	<u>Affirmative Action Testing</u>	<u>\$ 10,600</u>	<u>\$ 2,500</u>	<u>13100</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:

There was an unexpected amount of meetings as well as testing costs this year. The additional amount for testing is for publication costs, test booklets, and psychological costs for new hires.

*Department Head: 

Approved By:

_____ Committee

_____ Finance Committee

Chairman

Chairman

Dated: _____

Dated: _____

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE CORONER'S OFFICE**

WHEREAS, the Coroner has been required to perform additional autopsies due to criminal activity and the Coroner therefore needs a budget amendment; and

WHEREAS, the additional amount was not known at the time the budget was prepared and thus was not included; and

WHEREAS, the budget therefore needs to be amended to add an additional fifteen thousand dollars and no/cents (\$15,000.00) to be placed in the Contractual/Professional line.

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 \$15,000.00 as follows:

001.350.00.04361	Contractual Professional	\$15,000.00
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And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the October 13, 2017 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 13th day of October 2017 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Budget Amendment – Coroner’s Office

APPROVED BY Public Safety Committee:

Chuck Nesbitt
Chairman

Y N A 10/18/2017
Date

Craig Golden

Y N A

Tom Morse

Y N A

Bruce Stark

Y N A

Becky Stark

Y N A

Nancy O’Kane

Y N A *ZT*

Larry Baughn

Y N A

11-yes

**Request for Amendment
Fiscal Budget
2016 - 2017**

Dept: CORONER #350

Date: 10/10/2017

Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.350.00.04361</u>	<u>Contractual/Prof Services</u>	<u>\$ 90,000</u>	<u>\$ 15,000</u>	<u>105,000.00</u>
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____

Narrative:

This year we have experienced a higher than average number of homicides in Vermilion County that require autopsies. This added an additional burden to the budget which was unforeseen. The related costs have also increased over the past year. The original budgeted amount which has classically remained static and has been insufficient over the past five years, caused a shortfall in the budgeted amount as well. Each year this office has had to return to ask for a budget amendment to increase the budget in this line item by at least ten percent.

Department Head: Coroner Jane McFadden

Approved By:

_____ Committee

_____ Chairman

_____ Finance Committee

_____ Chairman

Dated: _____

Dated: _____