

**Finance & Personnel Committee**  
**Monday, May 1, 2017**  
**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 – April 3, 2017
4. Audience Comments
5. Financial Update
6. Revenue Update
7. Employee of the Month Award
8. Orientation – Treasurer's Office
10. FY 17/18 Budget Parameters
11. 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.
12. Items of Information
13. Adjournment

**Finance & Personnel Committee**  
**Monday, April 3, 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; Larry Baughn, Wes Bieritz, Steve Fourez, Becky Stark and Bruce Stark. Todd Johnson phoned in and Robert Boyd arrived late. Also in attendance was Bill Wright, Vermilion County Auditor; Chief Deputy Auditor Alexis Berlin; Darren Duncan, Vermilion County Treasurer; Bill Donahue, Vermilion County Assistant State's Attorney; Doug Toole, Director of the Vermilion County Health Department; Jacqueline Lacy, Vermilion County State's Attorney; and Michael Marron, Vermilion County Board Chairman.

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

Bruce Stark moved, seconded by Bieritz, to adopt the amended agenda. Motion passed by acclamation.

### **Agenda Item 3 - Approval of Minutes – January 9, 2017**

Bieritz moved, seconded by Mrs. Stark, to approve the minutes as presented. Motion passed by acclamation.

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

None

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

Ms. Briggs distributed a financial update on the year end from the 2015-2016 fiscal year. This included a Revenue vs Expenses Year End Report, a Monthly Revenue vs Expenses Year End Report, and a Monthly General Fund Year End Report. Also included in the financial update was the 2016-2017 Current Revenue vs Expense Report and an expense spreadsheet comparing the 2015 vs 2016 Budget Expended Variance. Ms. Briggs indicated the reasoning on the accounts with a variance over 25%. The County Clerk Tax Automation was used for computer purchases in the Tax Department. The Employee Benefits Fund contained a large expense towards the claims fund reimbursement and an early administrative fee payment that was made in January for February's payment to the Health Insurance Provider. The Collection Program had a higher payroll in January. Liability Insurance and Mental Health both contained a large periodic payment in January. The Non-Departmental Fund contained expenses for the consulting service for our labor negotiations and the study of cost services. The V C Trustee Revolving Fund occurred expenses for Joseph Meyer & Associates, the Illinois Tax Scale Automation. Ms. Briggs noted that the budget would soon be revised to reflect raises that were not included in the original budget. Marron added that when the budget was approved it was noted the Chairman and the Auditor would go back and make the changes to reflect the raises.

### **Agenda Item 6 - Revenue Update**

Chairman Mike Marron presented the Revenue Report. Marron noted a large budget deficit was passed for the FY 15/16. In the General Fund, Real Estate Taxes were decreased intentionally to place the deficit burden on the General Fund because it had a significant fund balance. This explains that decrease in FY15/16. Also, a levy was trying to be built in the Public Safety Building Rent Fund and the IMRF Fund because those funds were getting low. Property tax revenue was higher than budgeted due to economic activity and EAV increases. Liquor License also showed a significant increase and Corporate Replacement

Tax showed a small increase. There are significant reductions in Regular Sales Tax and State Income Tax allocations in FY 15/16, as well as reductions in salary reimbursements, which would be a function of the State of Illinois. With Supplemental Sales Tax being higher, this shows that sales and economic activity are high in the county. Bond Forfeiture Revenue and Fines and Forfeitures had a significant decrease as well. Marron stated that the discussion of Budget Parameters would begin soon and low State Revenue should still be expected. A Property Tax Cap could take place in Illinois. If that should take place, Mr. Fourez added that even if there is economic growth in the county then it can not be taxed any more than it already is. Mr. Stark suggested a raise before the State approves a budget so the tax revenue could stay local. Mr. Bieritz pointed out that the Fines and Forfeitures and Bond Forfeiture definitely decreased but are also being over budgeted. Marron suggested training to obtain more accurate revenue projections.

#### **Agenda Item 7 – Employee of the Month Award**

There were three nominations for the Employee of the Month Award. The new form was used which made selecting a winner a little easier. Mr. Stark stated that all three were great candidates and if not chosen will hopefully be nominated again.

Baughn moved, seconded by Mrs. Stark, to select Dave Peirson as the employee of the month. Motion passed by acclamation.

#### **Agenda Item 8– Ordinance – State Attorney**

Bieritz moved, seconded by Baughn to approve the line item transfer for the State's Attorney budget.

The State's Attorney, Jacqueline Lacy, explained that there was a full-time employee in the State's Attorney office who was tasked with the collections of fees and fines. Dennis Gardner, the Circuit Clerk, had previously contracted with collection company and Ms. Lacy felt the county should do the same. Ms. Lacy is projecting an increase in revenues because there is a collection company in place. Therefore, the county's collection position was removed. Ms. Lacy asked that the remaining balance of \$33,521.97 in the Collection Program be transferred to the State's Attorney Salary-Personnel.

Upon the call of the roll the following members voted yes to approve the ordinance to wit: Larry Baughn, Wes Bieritz, Robert Boyd, Steve Fourez, Todd Johnson, Becky Stark and Bruce Stark. 7 yes.

#### **Agenda Item 9 – Resolution- Credit Card Policy**

Bill Wright, the Vermilion County Auditor, explained that after reviewing the original Credit Card Policy, he found some anomalies that would restrict the credit card usage. The Amended Credit Card Policy allows the credit card to be used as planned. Wright explained that the credit card will be used for the purchase of some goods and services. If a high enough amount is spent through the credit card than 1% return will be received for the county. If an employee would be traveling for county purposes and an unforeseen circumstance should occur than this employee could use the credit card for emergency hotel or meal purchases. The original policy did not allow for these transactions. Wright also added in the policy that if the card is lost or stolen than the credit card company should be contacted first.

Mr. Stark moved, seconded by Bieritz, to approve the resolution.

Upon the call of the roll the following members voted yes to approve the resolution: Larry Baughn, Wes Bieritz, Robert Boyd, Steve Fourez, Todd Johnson, Becky Stark and Bruce Stark. 7 yes.

**Agenda Item 10 – Resolution – Investment of Combined Working Cash Fund**

Historically, the County Board passes a resolution periodically for the Treasurer to invest money from the Working Cash Fund. The amount \$288,888.15 was a result from the taxes levied for the Working Cash Fund in the years 1967, 1968, and 1976. The interest earned shall be transferred to the General Corporate Tax Fund of Vermilion County. Bill Donahue, the Assistant State’s Attorney, added that the money has to be refunded to the account by the end of the fiscal year which is why historically it has been invested.

Bieritz moved, seconded by Boyd, to approve the resolution.

Upon the call of the roll the following members voted yes to approve the resolution: Larry Baughn, Wes Bieritz, Robert Boyd, Steve Fourez, Todd Johnson, Becky Stark and Bruce Stark. 7 yes.

**Agenda Item 11 – Discussion on State Medicaid Payment from the Nursing Home**

Marron announced that the county received a reimbursement check from the State for the Medicaid payments for the nursing home in the amount of \$179,988.40. Previously, these have been put into the Capital Improvements Fund. Marron suggested that with a decrease in revenue in the General Fund that this amount be distributed there. Mr. Stark stated that the new Technology Committee will need a fund for future assistance in technology needs. Mr. Stark suggested splitting the check with the General Fund and technology needs. Marron commented that with significant fund balance in the General Fund that budget amendments should be expected to fund the new technology. If the amount is placed in the General Fund than it can be later amended to a different fund. Mr. Fourez asked for an outstanding accounts receivable update of the nursing home.

**Agenda Item 12 – FY 17/18 Budget Parameters**

Marron discussed how the budget process will be starting and should be a collaborative process including the input of the County Board and the department heads. Mr. Fourez suggested discussing with each department their specific needs and yet where expenses could be kept minimal. Mrs. Stark suggested getting insight on the State from a local representative.

**Agenda Item 13 – Executive Sessions**

None

**Agenda Items 14 – Items of Information**

Marron stated that the local courthouse application has been resubmitted. The first Technology Committee Meeting is Thursday, April 5. There will be a discussion of the accounting software and a proposal. The software also contains a human resources module. The security system will have to be updated before the software installation can begin.

**Agenda Item 15 – Adjournment**

Fourez adjourned the meeting at 6:15 PM.