

**Finance & Personnel Committee**  
**Monday, June 5, 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 – May 1, 2017
4. Audience Comments
5. Financial Update
6. Ordinance - Amendment to the Combined Annual Budget and Appropriation Ordinance for Vermilion County for the 2016-2017 Fiscal Year – Coroner – \$9,191.00
7. Ordinance - Amendment to the Combined Annual Budget and Appropriation Ordinance for Vermilion County for the 2016-2017 Fiscal Year – Mental Health – \$10,527.47
8. Ordinance - Amendment to the Combined Annual Budget and Appropriation Ordinance for Vermilion County for the 2016-2017 Fiscal Year – Non-Departmental (Contractual/Prof Services) - \$30,000.00
9. Ordinance - Amendment to the Combined Annual Budget and Appropriation Ordinance for Vermilion County for the 2016-2017 Fiscal Year – County Board (WIB Employee Grant) – Supporting Documentation to Follow
10. Employee Benefits and Modification to S-125 IRS Plan Resolution – Supporting Documentation to Follow
11. Prevailing Wage Resolution – Supporting Documentation to Follow
12. Travel Policy – Supporting Documentation to Follow
13. 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.
14. Items of Information
15. Adjournment

**Finance & Personnel Committee**  
**Monday, May 1, 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; Wes Bieritz, Robert Boyd, Steve Fourez, Todd Johnson, Becky Stark and Bruce Stark. Larry Baughn was absent and was excused. Also in attendance was Darren Duncan, Vermilion County Treasurer; Bill Donahue, Vermilion County Assistant State's Attorney; Doug Toole, Director of the Vermilion County Health Department; and Michael Marron, Vermilion County Board Chairman.

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

Mr. Stark moved, seconded by Boyd, to adopt the agenda. Motion passed by acclamation.

### **Agenda Item 3 - Approval of Minutes – April 3rd, 2017**

Bieritz moved, seconded by Boyd, 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 report that included the Vermilion County Revenue vs Expenses December 16 - March 17 and an expense spreadsheet comparing the 2015-16 vs 2016-17 Budget Expended Variance. It was noted that the County Clerk Tax Automation was budgeted at \$500 but was used to purchase two tax computers and a 32-inch monitor which cost \$3,048. This was an over expenditure and will be followed up on why that transaction took place. The Treasurer's Automation Fund decreased due to a purchase of supplies being transferred from the Treasurer's Automation Fund to the Treasurer's General Fund.

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

A Vermilion County Revenue Report was provided that presented a revenue variance between March 2016 and March 2017. It was noted that there has been a noticeable decrease in the Sales Tax that is distributed by the State. When the 2016-2017 budget was created, the County Clerk Fees and Sheriff's Fees budget amounts were adjusted to reflect the fee increases. There has been an increase in revenue, but it has not been as high as budgeted. Currently, the Court Security Fees, Fines, and Bond Forfeiture seemed to have decreased, but the Treasurer's office received a large batch of receipts from the Circuit Clerk's Office that still need deposited. These receipts could reflect the current decrease that is being seen. Committee members were also given a Recap of Estimated Revenues, a Balance Sheet of the General Fund, and a Balance Sheet of the PSB Rent Fund. County Board Chairman addressed how significant the revenue from the State of Illinois is. There was also a levy that was put in place to increase the PSB Rent Fund. This levy could be readjusted back to the General Fund. Doug Toole added that that Health Department has not yet seen any decreases from the state.

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

The scoring applications have been difficult to score and can be subjective so a new approach was presented. County Board Chairman recommended that every month he would go to a different department

and ask the department head if they have an employee they would like to highlight. This would allow a one on one discussion to gain more input as well as spread the recognition throughout all departments.

#### **Agenda Item 8 – Orientation on the Treasurer’s Office**

Darren Duncan, the Vermilion County Treasurer, presented an orientation on the Treasurer’s Office. The Treasurer’s two major duties of the office are handling the county’s checkbook and being the tax collector. Duncan provided a packet of information and discussed the County’s Bank Accounts, the County’s Funds, the CD rates and investments, and the Treasurer’s budget. The three priorities of the County money are safety, liquidity, and yield in that specific order. Duncan also reviewed the property tax process and what happens to unpaid property tax. The Treasurer’s Office uses Devnet for property taxes.

#### **Agenda Item 10 – FY 17/18 Budget Parameters**

A copy of the 2017-2018 Budget Policy Resolution was provided at the meeting. The resolution lists guidelines that will need to be used for the 2017-2018 Budget. This includes all non-personnel costs shall remain constant, no new positions will be added with appropriate justification with the intent to avoid a greater burden on the General Fund, consolidations of work duties and personnel with appropriate wage increases are encouraged, all departments are encouraged to plan and operate as if State funding was unlikely, and the County Board will operate under a paperless system with the intent to reduce printing and printing costs. With the State of IL still not passing a budget, revenue that will be received from the State is questionable. The resolution provides efforts that can be made to decrease expenses if revenue is decreased. County Board Chairman explained the expenses that the County Board Office possess due to paper and postage alone which is why the office will operate under a paperless system.

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

Upon the call of the roll the following members voted yes to approve the resolution: Wes Bieritz, Robert Boyd, Steve Fourez, Todd Johnson, Becky Stark and Bruce Stark. 7 yes, 1 absent.

#### **Agenda Item 11 – Executive Sessions**

None

#### **Agenda Items 12 – Items of Information**

Chairman thanked Mr. Duncan for the orientation and information on the Treasurer’s Office. The technology department has been engaged for bid specs that will be used for the finance and case management system. The Finance Committee should expect to see those bids in June. The application for the Federal Court House was returned. There is a meeting set for Wednesday, May 2nd to make necessary adjustments to the application so it can be resubmitted. Committee on Committees will meet before County Board to assign duties for Joel Bird, the new County Board member.

#### **Agenda Item 13 – Adjournment**

Fourez adjourned the meeting at 6:18 PM.

**ORDINANCE**

**RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for Vermilion County for the 2016-2017 Fiscal Year – Mental Health 708 Fund**

**WHEREAS**, the Mental Health 708 Fund had a remaining balance in appropriation items shown below in the column at the left as set forth in the budget of Vermilion County, Illinois for the fiscal year December 1, 2015 – November 30, 2016

**WHEREAS**, in order to access the reserves such funds need to be appropriated to specifically fund Mental Health 708 Fund by a line item which can be budgeted annually

**WHEREAS**, by reduction of appropriation items shown in the column at the left in said budget it will be possible to increase said appropriation items shown in the column at the right below by the amount set forth

**NOW THEREFORE BE IT ORDAINED**, by the County Board of Vermilion County, Illinois, that the County Auditor be authorized and instructed to make the following transfers in the appropriation for 2016-2017.

**BE IT FURTHER ORDAINED** that said budget be amended accordingly.

*The following requires two-thirds majority for passage:*

**FROM MENTAL HEALTH FUND:**

**TO APPROPRIATION NUMBER 2016/2017:**

Total:	\$10,527.47	004.470.00.04361 Contractual/Prof Services	\$10,527.47
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PRESENTED, APPROVED AND ORDAINED, by the County Board of Vermilion County, Illinois, at the June 13, 2017, A.D. Session.

DATED this 13<sup>th</sup> day of June, 2017, A.D.

Aye\_\_\_\_ Nay\_\_\_\_ Absent\_\_\_\_

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

ATTEST:

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

Resolution Number \_\_\_\_\_

RE: Mental Health 708 Fund Transfer

APPROVED BY HEALTH AND EDUCATION COMMITTEE:  
May 18, 2017

Kevin Green      (Y) N A  
Committee Chairperson

Chuck Nesbitt      (Y) N A

Marla Mackiewicz      (Y) N A

Chuck Mockbee      (Y) N A

Chad Turner      Y N (A) Absent

Cari West-Monson      Y N A Joined by phone

Phearn Butler      (Y) N A

**Request for Transfer  
Fiscal Budget  
2015/16 - 2016/17**

**Dept:** Mental Health 708 Board

**Date:** 04 - 24 - 2017

**From:** 004 470.00.04110,04156;04210;04270;04361,04251 FY16

**To:** 004.470.0004361 FY17

Line Item	Description	Line Item	Description	Amount
004 - 470 - 00 - 04101	Salary - Personnel FY16	004 - 470 - 00 - 04361	Contractual/Prof Services FY17	\$ 8,440.00
004 - 470 - 00 - 04156	Insurance - L/F/B FY16	004 - 470 - 00 - 04361	Contractual/Prof Services FY17	\$ 250.00
004 - 470 - 00 - 04210	Supplies/Office FY16	004 - 470 - 00 - 04361	Contractual/Prof Services FY17	\$ 1,200.00
004 - 470 - 00 - 04270	Postage FY16	004 - 470 - 00 - 04361	Contractual/Prof Services FY17	\$ 47.00
004 - 470 - 00 - 04361	Contractual/Prof Services 16	004 - 470 - 00 - 04361	Contractual/Prof Services FY17	\$ 90.56
004 - 470 - 00 - 04450	Office Furniture/Equip FY 16	004 - 470 - 00 - 04361	Contractual/Prof Services FY 17	\$ 500.00
004 - 470 - 00 - 04251	Travel Expense FY16	004 - 470 - 00 - 04361	Contractual/Prof Services FY17	\$ -0.09
			<b>TOTAL</b>	<b>\$ 10,527.47</b>

**NARRATIVE:**

The VCMHB did not fully spend the Fiscal Year 2015/2016 Budget. Most of this unspent money comes from the Salary-Personnel Line Item. A reduction of the time needed by the Administrative Assistant, primarily as a result of streamlining the office operations, produced this leftover balance. Due to the scheduling of meetings through which any budget amendment must follow and the incoming new Auditor, it was not possible to transfer those funds before the end of the Fiscal Year. This is not intended as any kind of reflection on the Auditor's office, only a reference to the timing. The VCMHB requests that this funding be transferred to the FY16-17 Budget in order that it can be spend providing services in Vermilion County.

Department Head: *Jim Russell*

*Christ Turner*

**Approved By:**

\_\_\_\_\_ Committee

\_\_\_\_\_ Finance Committee

Chairman

Chairman

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# ORDINANCE

**RE: Budget Amendment for Coroner's Receipt of State Funds**

WHEREAS, the County Coroner has received State funds from the Department of Public Health; and,

WHEREAS, the revenue, while annual could not be budgeted ahead of time as it is dispersed by the State based upon revenue from a surcharge paid for death certificates to be used for equipment and lab facilities; and,

WHEREAS, such additional revenue can be added to the Special Circumstances line in the Coroner's budget.

NOW, THEREFORE BE IT RESOLVED by the County Board of Vermilion County, Illinois, that the Coroner's budget be accordingly amended to show the receipt of such grant funds as set out in the request for budget amendment attached here to and incorporated herein by reference.

*This budget amendment requires two thirds approval by the full County Board*

**FROM ILLINOIS DEPARTMENT  
OF PUBLIC HEALTH:**

**TO APPROPRIATION NUMBER:**

Death Certificate Surcharge Fund	\$9191.00	001.350.00.04238	\$9191.00
		Special Circumstance	

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

DATED this 13<sup>th</sup> day of June 2017 A.D.

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

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

ATTEST:

\_\_\_\_\_

Clerk of the County

Approved by Public Safety Meeting: Chuck Nesbitt (Y) N A  
Chairman

Craig Golden (Y) N A

Tom Morse (Y) N A

Bruce Stark (Y) N A

Becky Stark (Y) N A

Chad Turner Y N (A) Absent

Crisi Walls (Y) N A

Resolution No. \_\_\_\_\_





# ORDINANCE

## RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for Vermilion County for the 2016-2017 Fiscal Year – Non-Departmental

WHEREAS, the Non-Departmental Fund has a line item for contractual and professional services; and,

WHEREAS, based upon the activity with purchasing, installing financial services and Human Resources software, the training and other activities associated with a potential move of the Annex to a new location it is now anticipated that there is a need for additional funds for the contractual professional line which could not have been anticipated when the budget was created; and,

WHEREAS, there are funds available to adjust 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 the fiscal year 2016-2017 by appropriating the sum of THIRTY THOUSAND DOLLARS and NO/CENTS as follows:

001.101.00.02530	<b>Fund Balance</b>	\$30,000.00
001.168.00.04361	<b>Contractual/Professional Services</b>	\$30,000.00

And the totals be adjusted accordingly.

*This budget amendment requires two thirds approval by the full County Board.*

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

DATED this 13<sup>th</sup> day of June, 2017, A.D.

Aye \_\_\_ Nay \_\_\_ Absent \_\_\_

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

ATTEST:

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

Resolution Number \_\_\_\_\_

APPROVED BY FINANCE AND PERSONNEL COMMITTEE:  
June 5, 2017

Steve Fourez      Y N A  
Committee Chairperson

Wesley G. Bieritz      Y N A

Larry Baughn      Y N A

Robert Boyd      Y N A

Todd Johnson      Y N A

Bruce Stark      Y N A

Bruce Stark      Y N A

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

Dept: Non-Departmental (168)

Date: 5-25-17

Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.168.00.04361</u>	<u>Contractual/Professional</u>	\$ <u>30,000</u>	\$ <u>30,000</u>	<u>\$60,000</u>
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____

Narrative:

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Department Head: Michael T. Marra

Approved By:

\_\_\_\_\_ Committee  
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 Chairman  
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Finance Committee  
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 Chairman  
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Dated: \_\_\_\_\_

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