

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 without 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.