

Finance & Personnel Committee
Monday, June 5, 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, Steve Fourez, Todd Johnson, Becky Stark and Bruce Stark. Larry Baughn and Robert Boyd were absent. Robert Boyd was excused. Also in attendance was Darren Duncan, Vermilion County Treasurer; Bill Donahue, Vermilion County Assistant State's Attorney; Bill Wright, Vermilion County Auditor; Alexis Berlin, Chief Deputy Auditor; Nancy Boose, Human Resources Director, and Michael Marron, Vermilion County Board Chairman.

Agenda Item 2 - Adoption/Amendments to the Agenda

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

Agenda Item 3 - Approval of Minutes – May 1st, 2017

Mr. Bieritz pointed out that in Agenda Item 10 – FY 17/18 Budget Parameters, it should read “no new positions will be added *without* appropriate justification.

Bieritz moved, seconded by Mr. Stark, to approve the minutes with the correction. 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 - April 17, a revenue spreadsheet comparing the 2015-2016 vs 2016-17 status and an expense spreadsheet comparing the 2015-16 vs 2016-17 Budget Expended Variance.

The following were the revenue findings as of April 30,2017. It was found that there was a missing journal entry for the State Income Tax Revenue, but even with this adjustment, the revenue is still lower than last year. The State Salary Reimbursements for Probation are behind, but the County did receive a large payment for August 2016 and September 2016 on 6/5/17. The S.S.A. Reimbursements from the prisoners are currently lower than last year. These payments fluctuate depending on current inmates. It was realized that the fee for the court security fees had not been adjusted, but this has now been corrected. The Sheriff's Fees and the FTA Warrant Fees are also currently less than last year. Mr. Bieritz questioned why the probation reimbursements were so far behind. Mr. Duncan replied that he had contacted that office where the payments are received from and it is due to the State Comptroller new to the position. Mr. Stark suggested contacting the City of Danville to see if the Sales Tax is lower than expected like the County and contacting the City Hall to see if they still receive a report on Sales Tax.

The following were the expenditure findings as of April 30,2017. A Health Insurance Fee was being paid out of the Employee Benefits Department that should have been paid out of the Health Insurance Fund. The fee was being paid, but this caused a budgeting issue and will need to be corrected with a budget amendment in the future. The Liability Insurance Fund is currently occurring higher expenses than last year. This is due to higher premiums than last year and a decrease in the budget amount. Mr. Marron

suggested working closely with Phil Kruzich this year during the budget to reach a more accurate projection.

Agenda Item 6 - Ordinance - Amendment to the Combined Annual Budget and Appropriation Ordinance for Vermilion County for the 2016-2017 Fiscal Year – Coroner – \$9,191.00

This is a grant that was awarded to the Coroner. It is from the Illinois Department of Public Health's death certificate surcharge fund and is dispersed annually as a grant to all County Coroners in the State. It is to be used for equipment and lab facilities.

Mrs. Stark moved, seconded by Mr. Stark, to approve the ordinance. Upon the call of the roll the following members voted yes to approve the ordinance: Wes Bieritz, Steve Fourez, Todd Johnson, Becky Stark and Bruce Stark. 5 yes, 2 absent.

Agenda Item 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

At the end of the 2015-2016 fiscal year, the Mental Health Fund had a balance of \$10,527.47. The Mental Health Fund currently has a substantial fund balance. The VCMHB is requesting that this funding be transferred to the current fiscal year so it can be used to provide services where currently needed. Mr. Bieritz asked how the funding will be split among the agencies. Mr. Russel stated that the board will make that decision.

Mr. Stark moved, seconded by Mr. Bieritz to approve. Upon the call of the roll the following members voted yes to approve the ordinance: Wes Bieritz, Steve Fourez, Todd Johnson, Becky Stark and Bruce Stark. 5 yes, 2 absent.

Agenda Item 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

Bieritz moved, seconded by Johnson to approve as presented.

The Contractual/Professional line is used for outside professional services in the area. Due to a higher amount of services need (legal and technology assistance), the line has been expensed faster than expected. Based on the expected costs of the finance software, human resources software, and training this line needs additional funding. This line may also be used for any external professional services if need be. The new finance software will mostly be paid out of the Technology Services Department, but this funding will be available if need be. Mr. Marron reiterated that the finance software is a long-term investment.

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

Agenda Item 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)

Johnson moved, seconded by Bieritz to approve.

Lindsay Light handles the administrative duties of the Workforce Innovation Board. Her salary is paid through the County Board Office and then is reimbursed from the State. For budgetary purposes, this line needs additional funds but will all be reimbursed.

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

Agenda Item 10 - Employee Benefits and Modification to S-125 IRS Plan Resolution

Mrs. Stark moved, Johnson seconded to approve.

The S-125 Plan allows employees to pay their insurance pre-tax basis. The policy needed updated to allow for certain coverages under IRS rules and to provide for supplemental insurance coverage. Dental and vision were added as well as removing parts of the plan that are no longer needed (nursing home details). Nancy Boose added that when the employees are allowed to tax defer the premiums, then they don't pay FICA. If the employee doesn't pay FICA, then the County does not have to pay the match which saves the County money.

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

Agenda Item 11 - Prevailing Wage Resolution

Mr. Stark moved, Johnson seconded to approve.

This is an act regulating wages of laborers, mechanics, and other employees of the public works by the State, county, city, or anyone under contract with public works. This is done once a year.

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

Agenda Item 12 - Travel Policy Resolution

Mr. Bieritz moved, Mrs. Stark seconded to approve.

The Business and Transportation policy needed to revision to comply with a new State law which requires the policy to state the maximum allowable reimbursement for travel, meals, and lodging expenses with documentation. The policy also needed revision to specifically state reimbursements that are taxable and non-taxable under IRS. Mr. Donahue explained that the italics in the policy are specifically for illustrative purposes and will be removed once approved.

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

Agenda Item 13 – Executive Sessions

None

Agenda Items 12 – Items of Information

Chairman mentioned that a budget amendment for Animal Regulations should be expected at the July meeting in regards to the final expenses from the horse court case. Mr. Stark suggested that the Assistant State's Attorney assist in the court case if a future case like this should take place where the County Board funds are involved. Marron stated in this particular instance in the future the Illinois Department of Agriculture will be notified due to their office being more sufficient in handling this situation. In the future, it will also be asked that these types of circumstances first be discussed with Chairman before taking action. Also, Chairman has started the Management's Discussion and Analysis for the audit.

Agenda Item 13 – Adjournment

Fourez adjourned the meeting at 6:05 PM.

Minutes by: Erika Briggs, Financial Resources Director