

**Finance & Personnel Committee**  
**Monday, November 5<sup>th</sup>, 2018**  
**5:00 PM, 2nd Floor, VCAB**

## **AGENDA**

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – October 1<sup>st</sup>, 2018
4. Audience Comments
5. Financial Update
6. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Solid Waste - \$12,000
7. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Highway Department - \$6,000
8. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the County Clerk - \$2,698
9. 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.
10. Items of Information
11. Adjournment

**Finance & Personnel Committee**  
**Monday, October 1<sup>st</sup>, 2018**  
**5:00 PM, Conference Room, VCAB**

## **MINUTES**

### **Agenda Item 1 - Call to Order and Roll Call**

Committee 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, Becky Stark, Bruce Stark, and Crisi Walls. Robert Boyd was absent and excused. Also, in attendance was Darren Duncan, Vermilion County Treasurer; Bill Donahue, Risk Consultant; Larry Baughn, County Board Chairman; Matt Long, Supervisor of Assessments, Doug Toole, Health Department Administrator; Jim Russel, Mental Health Director; Nancy Boose, Human Resources Director; Cathy Jenkins, County Clerk; Lindsay Light, County Clerk Chief Deputy; Jacqueline Lacy, State's Attorney, and Karen Rudd, Technology Services Chief Deputy.

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

Walls motioned, second by Mrs. Stark to approve the agenda with the change. Motion passed by acclamation.

### **Agenda Item 3 - Approval of Minutes – August 13th, 2018**

Mr. Stark motioned, second by Bieritz, to approve the minutes. Motion passed by acclamation.

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

None

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

Ms. Briggs distributed a finance update that consisted of the General Fund expense totals and the Budgeted Fund expense totals. There was no update on the revenue at this time. The one million dollar payment to IMRF was paid on Friday.

### **Agenda Item 6 – Resolution: External Audit**

Walls moved, second by Mrs. Stark, to discuss.

Daughhetee & Parks Management Consulting has done Vermilion County's external audit for the past 3 years and would like to perform that again for the 2017-2018 fiscal year. The expected cost will be similar to the previous year and will not exceed \$67,000.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Becky Stark, and Crisi Walls. 5 yes, 1 absent

### **Agenda Item 7 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Mental Health - \$12,000**

Mrs. Stark moved, second by Mr. Stark, to discuss.

The Mental Health Department received a grant in the amount of \$70,000 and would like to spend \$12,000 in the 2017-2018 FY. The rest will be used next year.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Becky Stark, and Crisi Walls. 5 yes, 1 absent

**Agenda Item 8 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the State’s Attorney - \$5,000**

Bieritz moved, second by Walls, to discuss.

Ms. Lacy was present to explain that this is an out of category line transfer and will be used to cover mental health expenses.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Becky Stark, and Crisi Walls. 5 yes, 1 absent

**Agenda Item 9 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Public Defender - \$1,381**

Walls moved, second by Mr. Stark, to discuss.

The State’s Attorney office received a 2.2% increase from the State of Illinois which is retroactive back to July 1, 2018. The Public Defender’s salary is based upon the State’s Attorney and therefore received a 2.2% increase as well. The State’s Attorney’s office was able to do a line item transfer to cover the expense. The Public Defender needs a budget amendment to cover the increase.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Becky Stark, and Crisi Walls. 5 yes, 1 absent

**Agenda Item 10 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Technology Services - \$4,500**

Mrs. Stark moved, second by Bieritz, to discuss.

The Technology services department is requesting an out of category line item transfer to cover network/communication expenses. The expenses were higher than expected due to moving buildings and having to pay for both buildings.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Becky Stark, and Crisi Walls. 5 yes, 1 absent

**Agenda Item 11 – Vermilion County Budget FY 2018-2019**

Bieritz moved, second by Walls, to discuss.

County Board Chairman Baughn reviewed a few items in the budget that have changed from last year. The \$600,000 transfer from Fund 009 will now go to Fund 001 to assist with the deputy salaries. Rent for parking decreased a little over \$13,000. The lease with the city has been lowered due to less spots being needed and the United Refrigeration lot has been added for parking at the Administration Building. The General Fund is at the levy cap and can not be increased. The 2017-2018 amended budget so far has a General Fund deficit of \$2,574,413 (\$1,000,000 was a payment to IMRF). The 2018-2019 Proposed Budget General Fund deficit is \$935,961. Mr. Bieritz questioned why there was a salary increase larger than 3% in the County Board Budget. It was reminded to the committee that while the County Board’s salary line increased, the Building & Ground’s Budget decreased by the exact same amount. This was due to the reorganization of staff among the two departments and therefore has no change on the General Fund.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Becky Stark, and Crisi Walls. 5 yes, 1 absent

**Agenda Item 12 – Executive Session**

Not necessary

**Agenda Item 13 - Items of Information**

Chairman Baughn told the committee that there will no longer be any parking at the front of the annex. The county's insurance company asked that no one parks there and the city will be placing planters in the entrance to block access. There has been no contact for two weeks from Mr. or Mrs. Collins who are the current owners of Bresee Tower. Items from the annex are being moved to the EMA building so they can be stored until the departments can go through them. Doug Toole announced on October 27<sup>th</sup> there will be a tv and computer monitor collection.

**Agenda Item 14 – Adjournment**

Chairman Fourez adjourned the meeting at 5:16 PM.

Minutes by: Erika Briggs, Financial Resources Director

DRAFT

2017-2018 General Fund Expenses as of October 31st

FUND ACCOUNT	ACCOUNT DESCRIPTION	2016- 2017		2017- 2018		2016-2017 Expensed	2017-2018 Expensed	Difference	
		BUDGET AMOUNT	YTD ACTUAL	BUDGET AMOUNT	YTD ACTUAL				
001.110	COUNTY BOARD	389,038.44	322,529.99	392,260.00	325,650.51	82.90%	83.02%	-0.11%	
001.120	AUDITOR	141,577.50	105,221.13	139,160.00	107,429.59	74.32%	77.20%	-2.88%	
001.130	TECH SERVICES	497,441.27	439,715.35	678,640.00	578,999.63	88.40%	85.32%	3.08%	
001.140	TREASURER	224,164.28	182,889.48	230,919.00	192,564.47	81.59%	83.39%	-1.80%	
001.165	EMPLOYEE BENEFITS	1,232,846.00	989,090.69	2,536,000.00	2,412,784.62	80.23%	95.14%	-14.91%	IMRF Payment
001.168	NON-DEPARTMENTAL	584,184.00	497,741.32	478,027.00	423,614.10	85.20%	88.62%	-3.41%	
001.190	CAPITAL OUTLAYS	81,500.00	4,409.53	1,000.00	1,000.00	5.41%	100.00%	-94.59%	Check Stock
001.210	CIRCUIT CLERK	624,103.38	478,580.99	647,298.00	500,913.37	76.68%	77.39%	-0.70%	
001.215	COLLECTION PROGRAM	6,896.03	6,896.03	.00	.00	100.00%	0.00%	100.00%	No longer used
001.220	STATE'S ATTORNEY	1,273,937.35	1,000,278.18	1,361,715.00	1,014,251.54	78.52%	74.48%	4.04%	
001.230	PROBATION	1,202,641.00	1,061,681.98	1,258,122.00	1,077,614.83	88.28%	85.65%	2.63%	
001.240	JUDICIARY & RULES	505,859.19	302,414.69	508,754.00	389,569.82	59.78%	76.57%	-16.79%	Increase in Contractual/legal fees
001.250	PUBLIC DEFENDER	679,518.00	541,141.45	692,434.00	576,907.79	79.64%	83.32%	-3.68%	
001.310	SHERIFF	2,770,389.80	2,236,861.91	2,775,557.00	2,314,615.38	80.74%	83.39%	-2.65%	
001.320	MERIT COMMISSION	16,474.00	15,882.52	26,474.00	19,357.05	96.41%	73.12%	23.29%	More Testing
001.330	EMA	241,480.65	153,284.57	209,442.00	144,256.24	63.48%	68.88%	-5.40%	
001.350	CORONER	239,043.17	196,701.24	255,878.00	181,093.85	82.29%	70.77%	11.51%	
001.420	REG SUPERINTENDENT	99,083.02	78,125.15	109,968.00	77,043.72	78.85%	70.06%	8.79%	
001.440	ANIMAL CONTROL	157,721.00	157,721.00	160,000.00	160,000.00	100.00%	100.00%	0.00%	
001.510	COUNTY CLERK	608,190.00	495,412.98	649,784.00	501,676.59	81.46%	77.21%	4.25%	
001.520	RECORDER	180,848.27	149,422.87	185,839.00	151,059.14	82.62%	81.28%	1.34%	
001.530	ELECTION COM	282,635.00	199,983.34	276,100.00	190,202.07	70.76%	68.89%	1.87%	
001.540	BOARD OF REVIEW	72,752.00	54,994.32	74,452.00	54,776.73	75.59%	73.57%	2.02%	
001.550	SUP OF ASSESSMENTS	316,951.00	254,031.70	316,111.00	253,001.71	80.15%	80.04%	0.11%	
001.610	BUILDING & GROUNDS	1,027,607.82	713,825.46	1,049,472.00	772,732.37	69.46%	73.63%	-4.17%	
001	GENERAL FUND	13,456,882.17	10,638,837.87	15,013,406.00	12,421,115.12	79.06%	82.73%	-3.67%	

Should be about 92%

Budgeted Fund Expenses as of October 31st, 2018

FUND ACCOUNT	ACCOUNT DESCRIPTION	BUDGET AMOUNT	YTD ACTUAL	REMAINING BALANCE	Percentage Expensed	
001	GENERAL FUND	15,013,406.00	12,421,115.12	\$ 2,592,290.88	82.73%	
002	IMRF FUND	1,700,000.00	1,343,983.29	\$ 356,016.71	79.06%	
003	VERMILION COUNTY HEALTH DEPT	1,363,439.00	1,034,225.17	\$ 329,213.83	75.85%	
004	MENTAL HEALTH 708 FUND	809,885.00	778,956.07	\$ 30,928.93	96.18%	
005	LIABILITY INSURANCE FUND	1,379,500.00	1,126,939.54	\$ 252,560.46	81.69%	
006	PSB RENT FUND	12,730,028.00	11,498,080.79	\$ 1,231,947.21	90.32%	
007	COUNTY HIGHWAY FUND	1,544,898.00	990,083.34	\$ 554,814.66	64.09%	
009	LAW ENFORCEMENT FUND	1,286,912.00	997,236.37	\$ 289,675.63	77.49%	
010	INDEMNITY FUND	40,730.00	44,773.23	\$ (4,043.23)	109.93%	Larger transfer from interest
011	ANIMAL CONTROL FUND	570,316.00	466,316.61	\$ 103,999.39	81.76%	
013	GIS AUTOMATION FUND	327,518.00	269,043.42	\$ 58,474.58	82.15%	
014	PROBATION SERVICE FUND	181,500.00	111,159.92	\$ 70,340.08	61.25%	
015	COUNTY CLERK VITAL RECORDS	14,000.00	14,000.00	\$ -	100.00%	
018	CO CLERK TAX AUTOMATION FUND	500.00	500.00	\$ -	100.00%	
019	FICA (SOCIAL SECURITY)	1,275,000.00	992,972.27	\$ 282,027.73	77.88%	
022	STATE'S ATTY AUTOMATION	7,500.00	2,023.48	\$ 5,476.52	26.98%	
035	CORONER'S AUTOMATION	14,500.00	6,304.67	\$ 8,195.33	43.48%	
041	CAPITAL IMPROVEMENTS FUND	1,501,085.00	905,005.46	\$ 596,079.54	60.29%	
042	NORTH FORK SPEC SERV AREA 1	89,100.00	33,084.46	\$ 56,015.54	37.13%	
043	NORTH FORK SPEC SERV AREA 2	33,575.00	12,466.63	\$ 21,108.37	37.13%	
044	NORTH FORK SPEC SERV AREA 3	6,456.00	2,397.45	\$ 4,058.55	37.14%	
048	LAW ENFORCEMENT GRANT	13,217.00	13,217.00	\$ -	100.00%	
052	ELECTRONIC CITATION FUND	66,500.00	5,625.00	\$ 60,875.00	8.46%	
062	COUNTY BRIDGE FUND	342,000.00	192,305.32	\$ 149,694.68	56.23%	
063	LAW LIBRARY FUND	125,000.00	116,588.85	\$ 8,411.15	93.27%	Transfer for JANO
066	VC SOLID WASTE MANAGEMENT	259,954.00	176,017.44	\$ 83,936.56	67.71%	
069	WORKING CASH FUND	2,300.00	292,188.48	\$ (289,888.48)	12703.85%	Moved to Infrastructure Fund
071	TRAFFIC FEE FUND	114,500.00	2,615.00	\$ 111,885.00	2.28%	
072	TREASURER'S ACCT FUND	8,320.00	55.41	\$ 8,264.59	0.67%	
074	COURT AUTOMATION FUND	165,433.00	132,929.18	\$ 32,503.82	80.35%	
075	COURT SECURITY FEE FUND	161,200.00	125,627.15	\$ 35,572.85	77.93%	
076	RECORDER SPECIAL FUND	64,000.00	3,032.43	\$ 60,967.57	4.74%	
078	CIRCUIT CLERK OPER & ADMIN	182,550.00	177,395.93	\$ 5,154.07	97.18%	Transfer for JANO
079	COURT DOCUMENT STORAGE FUND	238,540.00	169,556.69	\$ 68,983.31	71.08%	
080	DRUG COURT FEE FUND	10,000.00	.00	\$ 10,000.00	0.00%	
081	VC ELECTRONIC MONITOR	65,000.00	55,322.00	\$ 9,678.00	85.11%	
086	BOARD OF ELECTION FUND	1,800.00	.00	\$ 1,800.00	0.00%	
088	TREASURER AUTOMATION FUND	37,996.00	12,793.13	\$ 25,202.87	33.67%	
090	VC TRUSTEE REVOLVING FUND	18,000.00	55,684.32	\$ (37,684.32)	309.36%	Transfer from interest
091	CHILD SUPPORT/MAINT	53,325.00	40,077.12	\$ 13,247.88	75.16%	
097	VICTIM WITNESS/ATTY GENERAL	30,000.00	25,977.37	\$ 4,022.63	86.59%	
099	VC MEG/EXP MULTI-JUR NARC	140,457.00	.00	\$ 140,457.00	0.00%	
	Total	\$ 41,989,940.00	\$ 34,647,675.11	\$ 7,342,264.89	82.51%	Should be around 92%

**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR THE HEALTH DEPARTMENT**

**WHEREAS**, the Health Department is organizing electronics recycling programs; and

**WHEREAS**, such event requires a transfer of money from various lines to assist the success of the event; and

**WHEREAS**, the budget therefore needs to be amended accordingly and this was not known when the budget was prepared, and thus was not included.

**NOW, THEREFORE BE IT ORDAINED** by the County Board of Vermilion County Illinois that the County Auditor and County Board Chairman and Office be authorized and instructed to amend the budget by line item transfer for fiscal year 2017-2018 as set out below:

**FROM:**

<b>066.660.00.04101</b>	<b>Salary/Personnel</b>	<b>\$7,500.00</b>
<b>066.660.00.04210</b>	<b>Supplies Office</b>	<b>\$4,500.00</b>

**TO:**

<b>066.660.00.04361</b>	<b>Contractual</b>	<b>\$12,000.00</b>
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And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the November 13, 2018 A.D. Session.

***This amendment takes two thirds majority for passage.***

DATED this 13<sup>th</sup> day of November 2018 A.D.

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

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

ATTEST:

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

Budget Amendment – Health Department

APPROVED BY Health and Education:

Kevin Green                       Y   N   A  
Committee Chairperson

Phearn Butler                       Y   N   A

Marla Mackiewicz                Y   N    A

Chuck Mockbee                    Y   N    A

Charles Nesbitt                     Y   N   A

Larry Baughn                       Y   N   A



**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR VERMILION COUNTY FOR THE 2017-2018 FISCAL YEAR – County Highway Fund**

**WHEREAS**, there is a need to amend the budget and transfer funds from one budget line to another, to purchase and install equipment for the new tandem truck; and

**WHEREAS**, this has caused a need for an increase in the Equip. Lease/Purchase line to the County Highway fund; and

**WHEREAS**, the amount was not anticipated during the 2017-2018 budget process; and

**WHEREAS**, the budget therefore needs to be amended accordingly and this was not known when the budget was prepared.

**NOW, THEREFORE BE IT ORDAINED** by the County Board of Vermilion County Illinois that the County Highway budget be amended to show the following transfer amounts:

007.810.00.04221	Fuel	\$6,000
007.810.00.04452	Equip. Lease/Purchase	\$6,000

And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the November 13, 2018 meeting.

This amendment takes two thirds majority for passage.

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

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

ATTEST:

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

APPROVED BY TRANSPORTATION:

John Criswell Y N  A

Joe Eakle  Y N A

Craig Golden  Y N A

Mitch Weaver  Y N A

AJ Wright Y N  A

Ord. No. \_\_\_\_\_

**ORDINANCE**

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

**WHEREAS**, the County Board has been advised that election workers should be paid out of the salary line rather than contractual; and

**WHEREAS**, additional funds for the salary line is required and can be achieved by transferring funds from the County Clerk's Contractual line to Election Personnel; and

**WHEREAS**, the budget therefore needs to be amended to take money from the Contractual line and place it in the Election Personnel line, and was not known when the budget was prepared, and thus was not included.

**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 transferring the lines as set out:

<b>FROM:</b>		
<b>001.510.00.04361</b>	<b>Contractual</b>	<b>\$2,698.00</b>
<b>To:</b>		
<b>001.510.00.04106</b>	<b>Election Personnel</b>	<b>\$2,698.00</b>

And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the November 13, 2018 A.D. Session.

*This amendment takes two thirds majority for passage.*

DATED this 13<sup>th</sup> day of NOVEMBER 2018 A.D.

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

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

ATTEST:

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



Request for Transfer  
Fiscal Budget  
2017 - 2018

Dept: 510 - County Clerk

Date: 10 - 15 - 2018


From: 001.510.00.4361

To: 001.510.00.4106

Line Item	Description	Line Item	Description	Amount
001 - 510 - 00 - 4361	Contractual	001 - 510 - 00 - 4106	Election Personnel	\$ 2,698.00
-	-	-	-	\$ -
-	-	-	-	\$ -
-	-	-	-	\$ -
-	-	-	-	\$ -
-	-	-	-	\$ -
-	-	-	-	\$ -
-	-	-	-	\$ -
-	-	-	-	\$ -

**NARRATIVE:**

This is to transfer the remaining amount from Contractual to the Election Personnel line. In previous elections, our roaming techs/troubleshooters were paid from the Contractual line. Due to the Employee Classification Policy passed in August, we can no longer pay these workers from the Contractual line. We are requesting to move that money to be able to pay the troubleshooters from the correct line.

Department Head: 

**Approved By:**

\_\_\_\_\_ Committee

Chairman \_\_\_\_\_

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Finance Committee

Chairman \_\_\_\_\_

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

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