

Finance & Personnel Committee
Monday, July 2nd, 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, and Bruce Stark. Robert Boyd, Todd Johnson, and Crisi Walls were absent and excused. Also, in attendance was Darren Duncan, Vermilion County Treasurer; Bill Donahue, Risk Consultant; Michael Marron, Vermilion County Board Chairman; Bill Wright, Vermilion County Auditor; Alexis Berlin, Chief Deputy Auditor; and Cheryl Reifsteck; Superintendent of Schools.

Agenda Item 2 - Adoption/Amendments to the Agenda

Mr. Stark motioned, second by Mrs. Stark to approve the agenda as presented. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes – March 5th, 2017

Mr. Bieritz motioned, second by Mr. Stark, 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 an error in the new software in regards to a security setting that was not allowing the revenue receipts to be posted properly. Once this has been fixed, a revenue update will be distributed. Mr. Bieritz questioned why Fund 009 had such a high expense compared to the overall total. Chairman Marron explained that this is due to a \$600,000 transfer to Fund 006 for part of the bond payment for the Public Safety Building. This is done due to excess revenue collected from the Public Safety tax.

Agenda Item 6 – Resolution: 2019 Legal Holidays for Vermilion County

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

Every year the County Board must pass the legal holidays for the following calendar year.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Becky Stark, and Bruce Stark. 4 yes, 3 absent

Agenda Item 7 – Resolution: Deferred Compensation Program Agent

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

Vermilion County offers a deferred compensation program to the employees which is no expense to the County. In the past, the program agent was out of the area and not customer oriented for the employees. The County was approached by a local representative, Karla Gifford with Raymond James, and felt that she could offer more to the employees. This does not have to go out for bid because it is optional for the employees and has no direct cost for the County.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Becky Stark, and Bruce Stark. 4 yes, 3 absent

Agenda Item 8 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Office of Education

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

Superintendent of Schools, Cheryl Reifsteck, was present to explain the reasoning for the budget amendment and answer any questions. Due to GATA requirements, the Office of Education is required to be independently audited from this year forward. In the past, the Office of Education only receives one finding in the audit which is due to not having a CPA on staff. The Office of Education contacted Daughhetee & Parks for a quote because they have experience in auditing school financials.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Becky Stark, and Bruce Stark. 4 yes, 3 absent

Agenda Item 9 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Animal Regulation Department

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

Animal Regulation is asking for an out of category transfer in order to pay for their fuel for the vehicles for the remainder of the year. The previous director had completed the budget and under estimated the cost of fuel the department would need. No new office furniture is needed at this time and therefore the amount budgeted for that can be used towards fuel. Mrs. Stark asked if the foundation or shelter was still taking animals to other cities as necessary and if they are, which entity pays for those traveling costs. Chairman Marron said he would discuss this with Tony, but knew for certain that the animal shelter was highly utilizing rescues to outsource animals as they come in.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Becky Stark, and Bruce Stark. 4 yes, 3 absent

Agenda Item 10 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Capital Improvements

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

Even though all the offices have moved to the Administration Building, there is still a lot of equipment, files, and books left at the Annex. The files and documents must be sorted through properly and the County must receive consent from the State to destroy any that are no longer needed. This line item transfer is for the Supervisor of Assessment's office to hire a temporary employee to help move and sort these files throughout the summer. The items still located there must be moved before anything can be done with the Annex.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Becky Stark, and Bruce Stark. 4 yes, 3 absent

Agenda Item 11 – Resolution: Bond Issue 2016 Account – Juvenile Detention Center

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

With the bond issued by Vermilion County, The Danville Public Building Commission operates, maintains, and provides capital improvements to the Juvenile Detention Center. The original Bond Issue Project stated all projects that seemed necessary to maintain the building operations. The replacement of the HVAC system needs added to the project list.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Becky Stark, and Bruce Stark. 4 yes, 3 absent

Agenda Item 12 – Executive Session

Not necessary

Agenda Item 13 - Items of Information

County Board Chairman told the committee that the 16-17 FY Audit is still being completed by Daughhatee & Parks. Both the Auditor's office and the Treasurer's office have been working closely with auditing firm and supplying them with any documentation they need. Phyllis Parks indicated to the Auditor that the entire firm is working on the County's audit to get it completed. The Treasurer's office has been working with Daughhatee & Parks to reconcile all accounts. Bob Scott is retiring from the Danville Public Building Commission and they will begin looking for his replacement. Dave Peirson, the Building & Grounds Superintendent, retired this week and his replacement, Patrick Sergeant, started this week. Previously, Mr. Sergeant worked in maintenance at the University of Illinois and is in the Army National Guard. The Treasurer's office stated that the tax collections are going well and they have collected around 60% of the anticipated collection. That is about 20% more than previous years.

Agenda Item 14 – Adjournment

Chairman Fourez adjourned the meeting at 5:49 PM.

Minutes by: Erika Briggs, Financial Resources Director