

**Finance & Personnel Committee**  
**Monday, August 13<sup>th</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, Todd Johnson, 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; Michael Marron, Vermilion County Board Chairman; Bill Wright, Vermilion County Auditor; Alexis Berlin, Chief Deputy Auditor; Cathy Jenkins, Vermilion County Clerk; Lindsay Light, Chief Deputy County Clerk; Larry Baughn, County Board Member; Matt Long, Supervisor of Assessments, and Phyllis Parks, the external auditor with Daughhetee & Parks.

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

Bieritz motioned, second by Walls to approve the agenda as presented. Motion passed by acclamation.

**Agenda Item 3 - Approval of Minutes – July 2<sup>nd</sup>, 2018**

Mrs. Stark 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 revenue and expense totals and the Budgeted Fund expense totals. Though most receipts have now been posted, there are still a few journal entries that have not been entered. Any items waiting for journal entries have been highlighted in blue on the report.

**Agenda Item 6 – Audit 16-17 FY**

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

Phyllis Parks, the external auditor with Daughhetee & Parks, reviewed the 2016 – 2017 FY Audit with the Finance Committee. Mr. Bieritz questioned why the Fines & Forfeitures have decreased from last year when all the fees were increased last year. Chairman Marron responded that that is something the County Board office has tried to look into and has had no success to finding the exact reason as to why not as much is being collected. This will take further investigation to find an answer.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Todd Johnson, Becky Stark, Bruce Stark, and Crisi Walls. 6 yes, 1 absent

**Agenda Item 7 – Auditor’s Budget**

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

Bill Wright, the Vermilion County Auditor, presented his 2018 – 2019 budget to the Finance Committee.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Todd Johnson, Becky Stark, Bruce Stark, and Crisi Walls. 6 yes, 1 absent

**Agenda Item 8 – County Clerk’s Budget**

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

Cathy Jenkins, the Vermilion County Clerk, and Lindsay Light, the Chief Deputy, presented the County Clerk’s Budget for the 2018 – 2019 FY.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Todd Johnson, Becky Stark, Bruce Stark, and Crisi Walls. 6 yes, 1 absent

**Agenda Item 9 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Employee Benefits - \$1,000,000 (Pension Payment as earlier discussed)**

Mr. Bieritz moved, second by Ms. Walls, to discuss.

This amendment is for the Illinois Municipal Retirement Fund in the County’s SLEP and ECO accounts. Chairman Marron explained that as long as the market is performing well this payment will allow the accounts to gain revenue rather than pay interest on the negative balance.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Todd Johnson, Becky Stark, Bruce Stark, and Crisi Walls. 6 yes, 1 absent

**Agenda Item 10 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Merit Commission - \$10,000**

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

The Sheriff’s department has had a large amount of turnover and retirements this year which has required the Merit Commission to perform more testing. This additional amount would cover the testing expenses.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Todd Johnson, Becky Stark, Bruce Stark, and Crisi Walls. 6 yes, 1 absent

**Agenda Item 11 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Coroner - \$4,477**

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

The Coroner has received a grant from the Illinois Department of Public Health’s Death Certificate Surcharge Fund. This grant can only be used for equipment and lab facilities. The Coroner has plans to use the grant money along with the rest she has received the last two years to build a morgue next year.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Todd Johnson, Becky Stark, Bruce Stark, and Crisi Walls. 6 yes, 1 absent

**Agenda Item 12 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Building & Grounds for the Annex/Administration Building - \$62,000**

Mr. Bieritz moved, second by Ms. Walls, to discuss.

Due to the ownership of the Administration Building, there is additional need for funding for utility expenses. At this time, the Annex and Administration Building are both being paid from this fund. Chairman Marron discussed the future intentions of the annex with the committee. At this time, the intentions are that all items will be completed removed from the Annex by October 1<sup>st</sup>, 2018.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Todd Johnson, Becky Stark, Bruce Stark, and Crisi Walls. 6 yes, 1 absent

**Agenda Item 13 – Resolution: Highway Engineer Salary**

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

When the new highway engineer, Adrian Greenwell, was hired, he received an agreed upon probationary period salary. The probationary period ended in June and his salary will be increased to the full amount of \$112,300 and be effective retroactively back to June 16, 2018. The Highway Engineer Salary is recommended by the Illinois Department of Transportation.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Todd Johnson, Becky Stark, Bruce Stark, and Crisi Walls. 6 yes, 1 absent

**Agenda Item 14 – Resolution: Security Software and Technology**

Mr. Bieritz moved, second by Ms. Walls, to discuss.

Due to the Administration Building's new security software, there is a need for a contract for a period in excess of two years or more and no more than five years. This could provide future cost savings.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Todd Johnson, Becky Stark, Bruce Stark, and Crisi Walls. 6 yes, 1 absent

**Agenda Item 15 – Resolution: County Policy on Employee Classification for Wage and Tax Purposes**

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

The Employee Classification Policy is necessary to classify employees properly for tax and other purposes and not to be improperly classified as independent contractors.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Steve Fourez, Todd Johnson, Becky Stark, Bruce Stark, and Crisi Walls. 6 yes, 1 absent

**Agenda Item 12 – Executive Session**

Not necessary

**Agenda Item 13 - Items of Information**

None

**Agenda Item 14 – Adjournment**

Chairman Fourez adjourned the meeting at 6:15 PM.

Minutes by: Erika Briggs, Financial Resources Director