

Finance & Personnel Committee
Monday, February 3rd, 2020
5:00 PM, 2nd Floor, VCAB

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – January 6th, 2020
4. Audience Comments
5. Financial Update
6. Clifton Larson Allen Presentation– Vermilion County Audit Fiscal Year 2017-2018
7. 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.
8. Items of Information
9. Adjournment

Finance & Personnel Committee
Monday, January 6th, 2020
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; Steve Fourez, Wes Bieritz, Robert Boyd, Breannah Haton, Becky Stark, and Bruce Stark. Adam Hart were absent. Also, in attendance; Larry Baughn - County Board Chairman, Darren Duncan – Vermilion County Treasurer, Doug Toole – Health Department Administrator, Erika Briggs- Finance Director, Bill Donahue – Risk Consultant, and Marti Carroll – Director of the Veterans Assistance Commission.

Agenda Item 2 - Adoption/Amendments to the Agenda

Mrs. Stark, second by Bieritz to approve the agenda. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes – October 21st

Boyd 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 revenue and the Fund Equity Changes Report for the 2019 FY. All the revenue that has been collected has been reported, but there are expenditures still outstanding because departments had 30 days from November 30th to submit any expenses. Ms. Briggs pointed out the large amount compared to 2018 in the Traffic/Conservation Co Fee line and the County Board office and Circuit Clerk's office are working to find out if this is an error and part of that collection should really be in another category. Haton questioned the Sheriff Sale Fees and why there was a significant decrease. It was explained that this is a fee applied when taxes are not paid and the property is foreclosed, therefore it changes every year depending on the amount of properties. Bieritz pointed out the large fund balance in the Health Department Fund and the Solid Waste Fund. It was discussed how the Solid Waste fund collects revenue and what it can be used for.

Agenda Item 6 – Executive Session

None

Agenda Item 7 - Items of Information

Chairman Baugh told the committee that the audit is almost done and it is under final review. He let the committee know he is addressing an email that was sent to all County Board members with concern to the Animal Regulations Department. He also introduced Marti Carroll who is the Director of the Veterans Assistance Commission.

Agenda Item 8 – Adjournment

Chairman Fourez adjourned the meeting at 5:22 PM.

Minutes by: Erika Briggs, Financial Resources Director



Fund Equity Changes Report

Through 01/31/20
Summary Listing

Fund	Fund Description	Beginning Balance	Prior Year Fund Equity Adjustment	YTD Revenues	YTD Expenses	Estimate Fund Balance
Fund Category Governmental Funds						
Fund Type General Fund						
001	GENERAL FUND	7,622,350.69	(1,660,726.84)	824,832.85	1,312,142.28	5,474,314.42
	Fund Type General Fund Totals	\$7,622,350.69	(\$1,660,726.84)	\$824,832.85	\$1,312,142.28	\$5,474,314.42
Fund Type Special Revenue Funds						
002	IMRF FUND	1,357,370.84	(207,403.09)	837.30	152,524.31	998,280.74
003	VERMILION CO HEALTH DEPARTMENT	923,745.18	264,298.93	145,478.04	112,226.91	1,221,295.24
004	MENTAL HEALTH 708 FUND	466,281.34	63,029.88	96.97	132,389.35	397,018.84
006	PSB RENT FUND	8,324,729.04	(366,450.17)	120,280.78	1,008,111.27	7,070,448.38
007	COUNTY HIGHWAY FUND	955,768.45	(312,752.35)	3,176.25	100,001.59	546,190.76
009	LAW ENFORCEMENT FUND	4,120,585.06	608,198.05	236.37	11,032.53	4,717,986.95
010	INDEMNITY FUND	139,533.23	2,083.24	64,084.46	67,621.63	138,079.30
011	ANIMAL CONTROL FUND	180,663.90	(11,929.11)	34,204.59	68,516.65	134,422.73
013	GIS AUTOMATION FUND	393,625.90	(179,230.97)	16,842.65	24,520.45	206,717.13
014	PROBATION SERVICE FUND	145,944.70	(34,604.18)	14,147.87	5,883.20	119,605.19
015	COUNTY CLERK VITAL RECORDS	44,282.16	(10,923.26)	1,159.00	1,037.00	33,480.90
018	CO CLERK TAX AUTOMATION FUND	10,948.50	1,655.01	794.04	.00	13,397.55
019	FICA (SOCIAL SECURITY)	642,311.99	(353,341.63)	1,570.32	148,504.66	142,036.02
022	STATE'S ATTY AUTOMATION	12,700.13	(8,568.13)	318.26	.00	4,450.26
035	CORONER'S AUTOMATION	34,273.26	(12,474.99)	2,182.51	480.30	23,500.48
041	CAPITAL IMPROVEMENTS FUND	1,650,583.86	(820,042.11)	38.73	.00	830,580.48
042	NORTH FORK SPEC SERV AREA 1	270,419.52	6,249.56	26.81	.00	276,695.89
043	NORTH FORK SPEC SERV AREA 2	79,540.35	(655.87)	26.01	.00	78,910.49
044	NORTH FORK SPEC SERV AREA 3	18,889.81	99.45	6.26	.00	18,995.52
048	LAW ENFORCEMENT GRANT	25.15	.90	4,897.23	.00	4,923.28
062	COUNTY BRIDGE FUND	1,311,248.42	26,685.22	170.45	7,890.96	1,330,213.13
063	LAW LIBRARY FUND	156,074.58	(77,410.28)	5,270.84	1,460.00	82,475.14
069	WORKING CASH FUND	291,458.27	(291,565.12)	.00	.00	(106.85)
071	TRAFFIC FEE FUND	192,520.95	(1,327.30)	2,653.26	496.00	193,350.91
074	COURT AUTOMATION FUND	124,743.13	(34,636.40)	14,739.35	4,038.65	100,807.43
075	COURT SECURITY FEE FUND	59,187.78	5,964.90	338.64	12,636.06	52,855.26
076	RECORDER SPECIAL FUND	210,235.52	54,185.97	3,381.18	2,777.77	265,024.90
078	CIRCUIT CLERK OPER & ADMIN	56,465.08	5,215.18	3,223.10	549.32	64,354.04
079	COURT DOCUMENT STORAGE FUND	230,089.13	(26,022.40)	14,389.79	3,932.02	214,524.50
080	DRUG COURT FEE FUND	64,025.34	4,189.41	353.71	.00	68,568.46
081	VC ELECTRONIC MONITOR	73,463.90	(27,880.70)	4,913.00	2,017.00	48,479.20
086	BOARD OF ELECTION FUND	1,839.09	(29.70)	.00	.00	1,809.39
088	TREASURER AUTOMATION FUND	81,042.69	18,880.71	45,529.04	242.47	145,209.97
090	VC TRUSTEE REVOLVING FUND	42,811.33	(11,056.23)	832.81	.00	32,587.91
091	CHILD SUPPORT/MAINT	134,562.69	(68,717.82)	.00	2,786.49	63,058.38
097	VICTIM WITNESS/ATTY GENERAL	36,163.19	(5,870.32)	7,510.12	2,874.08	34,928.91
099	VC MEG/EXP MULTI-JUR NARC	293.52	.00	.00	.00	293.52
	Fund Type Special Revenue Funds Totals	\$22,838,446.98	(\$1,802,155.72)	\$513,709.74	\$1,874,550.67	\$19,675,450.33
	Fund Category Governmental Funds Totals	\$30,460,797.67	(\$3,462,882.56)	\$1,338,542.59	\$3,186,692.95	\$25,149,764.75



Fund Equity Changes Report

Through 01/31/20
Summary Listing

Fund	Fund Description	Beginning Balance	Prior Year Fund Equity Adjustment	YTD Revenues	YTD Expenses	Estimate Fund Balance
Fund Category Proprietary Funds						
Fund Type Enterprise Funds						
066	VC SOLID WASTE MANAGEMENT	940,447.69	91,556.29	20,337.20	15,798.42	1,036,542.76
	Fund Type Enterprise Funds Totals	\$940,447.69	\$91,556.29	\$20,337.20	\$15,798.42	\$1,036,542.76
Fund Type Internal Service Funds						
005	LIABILITY INSURANCE FUND	1,503,572.13	(772,268.10)	160.13	164,904.47	566,559.69
	Fund Type Internal Service Funds Totals	\$1,503,572.13	(\$772,268.10)	\$160.13	\$164,904.47	\$566,559.69
	Fund Category Proprietary Funds Totals	\$2,444,019.82	(\$680,711.81)	\$20,497.33	\$180,702.89	\$1,603,102.45
Fund Category Fiduciary Funds						
Fund Type Private-Purpose Trust Funds						
052	ELECTRONIC CITATION FUND	23,111.33	3,993.12	1,905.98	.00	29,010.43
072	TREASURER'S ACCT FUND	56,771.73	(15,335.08)	.00	(.05)	41,436.70
	Fund Type Private-Purpose Trust Funds Totals	\$79,883.06	(\$11,341.96)	\$1,905.98	(\$0.05)	\$70,447.13
	Fund Category Fiduciary Funds Totals	\$79,883.06	(\$11,341.96)	\$1,905.98	(\$0.05)	\$70,447.13
	Grand Totals	\$32,984,700.55	(\$4,154,936.33)	\$1,360,945.90	\$3,367,395.79	\$26,823,314.33