

Finance & Personnel Committee
Monday, February 4th, 2019
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 7th, 2018
4. Audience Comments
5. Financial Update
6. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the North Fork Special Services – Line Item Transfer
7. Resolution: County Personnel Policy
8. 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.
9. Items of Information
10. Adjournment

Finance & Personnel Committee
Monday, January 7th, 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; Steve Fourez, Wes Bieritz, Robert Boyd, Adam Hart, Breannah Haton, Becky Stark, Bruce Stark, and Crisi Walls. Also, in attendance was Darren Duncan, Vermilion County Treasurer; Larry Baughn, County Board Chairman; Cathy Jenkins, County Clerk; Bill Donahue, Risk Consultant, and Matt Long, Supervisor of Assessments.

Agenda Item 2 – Declaration of Chairman of Vice Chairman

The declaration of Steve Fourez as Chairman and Wes Bieritz as Vice Chairman. Walls motioned, second by Hart. Motion passed by acclamation.

Agenda Item 3 - Adoption/Amendments to the Agenda

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

Agenda Item 4 - Approval of Minutes – November 5th, 2019

Mrs. Stark motioned, second by Walls, to approve the minutes. Motion passed by acclamation.

Agenda Item 5 - Audience Comments

None

Agenda Item 6 - Financial Update

Ms. Briggs distributed a finance update that consisted of the General Fund revenue and expense totals and the Budgeted Fund revenue and expense totals. All purchase orders and invoices had to be entered on or before December 30th, 2018. Vermilion County Treasurer provided an update on the State Income, Sales, and Public Safety Tax for the committee. Dr. Bieritz stated that the Circuit Clerk's office believes that the number of tickets being written in the county has caused the decrease in the Circuit Clerk Fee which is being seen even though the fees have all been increased in price. Cathy Jenkins, the County Clerk, distributed a report showing the fees collected in the last few years in the County Clerk office and noted to the committee that there was an increase in 2015. When this increase was made, the health department did not make this increase which caused their prices to be cheaper. Mr. Stark asked the Treasurer if he has noticed a 2% distribution fee on any accounts in the Illinois Funds account. Treasurer, Darren Duncan, explained that at this time there is no way of knowing if that fee has been implemented or not. The county is only given an amount and what it is for. It is not explained how that amount is originated.

Agenda Item 7 – Resolution: Salary Schedule – Public Defender

Bieritz moved, second by Walls, to discuss.

The Public Defender's salary is set by a percentage of the State's Attorney's salary. The State's Attorney received a raise on July 1st, 2018, and therefore the Public Defender's salary needs to be adjusted accordingly.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Robert Boyd, Adam Hart, Breannah Haton, Becky Stark, Bruce Stark, and Crisi Walls. 8 yes, 0 absent

Agenda Item 8 – Ordinance: Abating Annual Tax Levy – Jail Expansion and Juvenile Detention Center Projects

Boyd moved, second by Hart, to discuss.

The public safety sales tax is sufficient to cover the costs of the bond of the Public Safety Building and therefore the levy of \$421,372 for the bond can be abated.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Robert Boyd, Adam Hart, Breannah Haton, Becky Stark, Bruce Stark, and Crisi Walls. 8 yes, 0 absent

Agenda Item 9 – Ordinance: Rossville Area Community Ambulance Service District No. One Tax Levy for Fiscal Year 2018-2019

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

The Rossville Area Community Ambulance Service District No. One tax levy needs adjust to accurately represent the amount that will be levied in the 2018-2019 fiscal year.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Robert Boyd, Adam Hart, Breannah Haton, Becky Stark, Bruce Stark, and Crisi Walls. 8 yes, 0 absent

Agenda Item 10 – Ordinance: Abating Annual Tax Levy – Northfork Special Service Area

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

Due to current sufficient funds, the Northfork Special Service Area has decided to abate their taxes for the fiscal year 2018-2019.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Robert Boyd, Adam Hart, Breannah Haton, Becky Stark, Bruce Stark, and Crisi Walls. 8 yes, 0 absent

Agenda Item 11 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Board of Review

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

The Supervisor of Assessments, Matt Long, had requested additional funds in the 2017-2018 fiscal year for the appraisal of properties that are set for potential hearings. Those appraisal costs did not come in until the 2018-2019 fiscal year and therefore, the 2018-2019 budget needs adjusted for these costs. None of the cost came from the 2017-2018 fiscal year.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Robert Boyd, Adam Hart, Breannah Haton, Becky Stark, Bruce Stark, and Crisi Walls. 8 yes, 0 absent

Agenda Item 12 – Executive Session

Not necessary

Agenda Item 13 - Items of Information

Chairman Baughn updated the committee on projects that finishing up from the move and potential projects that will be next. The generator has been installed and the last project from the EMA building are the antennas that will be installed on top of the garage. Fifty-two cameras have been installed inside and outside of the building for security. Chairman Baughn would like to improve the sound system in the County Board room. The annex has had all pipes drained and is being insured for a very low cost. The EMA building is currently being used as storage for items that were in the basement of the annex. There is no update on the annex in regards to the owners of the Bresee Tower.

Agenda Item 14 – Adjournment

Chairman Fourez adjourned the meeting at 5:36 PM.

Minutes by: Erika Briggs, Financial Resources Director

DRAFT

Budgeted Fund Revenue as of November 30 , 2018

FUND ACCOUNT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	REMAINING BALANCE	Percentage Received
001	GENERAL FUND	12,412,612.00	12,458,741.70	\$ (46,129.70)	100.37%
002	IMRF FUND	1,503,500.00	1,494,119.06	\$ 9,380.94	99.38%
003	VERMILION COUNTY HEALTH DEPT	1,363,439.00	1,282,127.34	\$ 81,311.66	94.04%
004	MENTAL HEALTH 708 FUND	809,885.00	868,472.06	\$ (58,587.06)	107.23%
005	LIABILITY INSURANCE FUND	557,500.00	536,981.65	\$ 20,518.35	96.32%
006	PSB RENT FUND	11,547,811.00	12,048,517.37	\$ (500,706.37)	104.34%
007	COUNTY HIGHWAY FUND	1,170,000.00	969,120.72	\$ 200,879.28	82.83%
009	LAW ENFORCEMENT FUND	1,335,000.00	1,393,218.66	\$ (58,218.66)	104.36%
010	INDEMNITY FUND	40,730.00	51,395.22	\$ (10,665.22)	126.19%
011	ANIMAL CONTROL FUND	573,450.00	528,613.25	\$ 44,836.75	92.18%
013	GIS AUTOMATION FUND	232,100.00	196,023.03	\$ 36,076.97	84.46%
014	PROBATION SERVICE FUND	160,040.00	146,993.34	\$ 13,046.66	91.85%
015	COUNTY CLERK VITAL RECORDS	13,050.00	12,522.91	\$ 527.09	95.96%
018	CO CLERK TAX AUTOMATION FUND	2,015.00	321.17	\$ 1,693.83	15.94%
019	FICA (SOCIAL SECURITY)	802,500.00	810,464.86	\$ (7,964.86)	100.99%
022	STATE'S ATTY AUTOMATION	7,500.00	2,381.35	\$ 5,118.65	31.75%
035	CORONER'S AUTOMATION	18,000.00	21,745.53	\$ (3,745.53)	120.81%
041	CAPITAL IMPROVEMENTS FUND	410,000.00	429,977.28	\$ (19,977.28)	104.87%
042	NORTH FORK SPEC SERV AREA 1	50,511.00	73,583.21	\$ (23,072.21)	145.68%
043	NORTH FORK SPEC SERV AREA 2	19,002.00	25,511.25	\$ (6,509.25)	134.26%
044	NORTH FORK SPEC SERV AREA 3	3,654.00	5,121.46	\$ (1,467.46)	140.16%
048	LAW ENFORCEMENT GRANT	13,217.00	.00	\$ 13,217.00	0.00%
052	ELECTRONIC CITATION FUND	8,304.00	4,364.94	\$ 3,939.06	52.56%
062	COUNTY BRIDGE FUND	342,000.00	372,365.52	\$ (30,365.52)	108.88%
063	LAW LIBRARY FUND	39,000.00	32,536.42	\$ 6,463.58	83.43%
066	VC SOLID WASTE MANAGEMENT	259,954.00	257,576.18	\$ 2,377.82	99.09%
069	WORKING CASH FUND	2,300.00	623.36	\$ 1,676.64	27.10%
071	TRAFFIC FEE FUND	60,000.00	50,296.46	\$ 9,703.54	83.83%
072	TREASURER'S ACCT FUND	320.00	459.77	\$ (139.77)	143.68%
074	COURT AUTOMATION FUND	100,560.00	131,533.62	\$ (30,973.62)	130.80%
075	COURT SECURITY FEE FUND	160,000.00	160,021.74	\$ (21.74)	100.01%
076	RECORDER SPECIAL FUND	43,050.00	37,961.83	\$ 5,088.17	88.18%
078	CIRCUIT CLERK OPER & ADMIN	14,021.00	180,913.22	\$ (166,892.22)	1290.30%
079	COURT DOCUMENT STORAGE FUND	100,759.00	131,245.66	\$ (30,486.66)	130.26%
080	DRUG COURT FEE FUND	17,000.00	5,133.66	\$ 11,866.34	30.20%
081	VC ELECTRONIC MONITOR	40,010.00	31,043.82	\$ 8,966.18	77.59%
084	UNKNOWN HEIRS	.00	.00	\$ -	#DIV/0!
086	BOARD OF ELECTION FUND	.00	.00	\$ -	0.00%
088	TREASURER AUTOMATION FUND	17,010.00	29,145.88	\$ (12,135.88)	171.35%
090	VC TRUSTEE REVOLVING FUND	18,009.00	60,836.26	\$ (42,827.26)	337.81%
091	CHILD SUPPORT/MAINT	40,008.00	12,310.86	\$ 27,697.14	30.77%
097	VICTIM WITNESS/ATTY GENERAL	30,000.00	25,164.99	\$ 4,835.01	83.88%
099	VC MEG/EXP MULTI-JUR NARC	140,457.00	.00	\$ 140,457.00	0.00%
	Total	\$ 34,478,278.00	\$ 34,879,486.61	\$ (401,208.61)	101.16%

Budgeted Fund Expenses as of November 30th

FUND ACCOUNT	ACCOUNT DESCRIPTION	BUDGET AMOUNT	YTD ACTUAL	REMAINING BALANCE	Percentage Expended	
001	GENERAL FUND	15,013,406.00	14,142,514.85	\$ 870,891.15	94.20%	
002	IMRF FUND	1,700,000.00	1,642,106.04	\$ 57,893.96	96.59%	
003	VERMILION COUNTY HEALTH DEPT	1,363,439.00	1,218,171.37	\$ 145,267.63	89.35%	
004	MENTAL HEALTH 708 FUND	809,885.00	793,702.28	\$ 16,182.72	98.00%	
005	LIABILITY INSURANCE FUND	1,379,500.00	1,162,156.32	\$ 217,343.68	84.24%	
006	PSB RENT FUND	12,730,028.00	12,070,841.27	\$ 659,186.73	94.82%	
007	COUNTY HIGHWAY FUND	1,544,898.00	1,309,554.77	\$ 235,343.23	84.77%	
009	LAW ENFORCEMENT FUND	1,286,912.00	1,140,219.15	\$ 146,692.85	88.60%	
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	539,896.36	\$ 30,419.64	94.87%	
013	GIS AUTOMATION FUND	327,518.00	300,180.59	\$ 27,337.41	91.65%	
014	PROBATION SERVICE FUND	181,500.00	124,427.69	\$ 57,072.31	68.56%	
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	1,153,592.47	\$ 121,407.53	90.48%	
022	STATE'S ATTY AUTOMATION	7,500.00	5,996.69	\$ 1,503.31	79.96%	
035	CORONER'S AUTOMATION	14,500.00	8,913.17	\$ 5,586.83	61.47%	
041	CAPITAL IMPROVEMENTS FUND	1,501,085.00	1,108,932.09	\$ 392,152.91	73.88%	
042	NORTH FORK SPEC SERV AREA 1	89,100.00	33,203.76	\$ 55,896.24	37.27%	
043	NORTH FORK SPEC SERV AREA 2	33,575.00	12,511.58	\$ 21,063.42	37.26%	
044	NORTH FORK SPEC SERV AREA 3	6,456.00	2,406.10	\$ 4,049.90	37.27%	
048	LAW ENFORCEMENT GRANT	13,217.00	.00	\$ 13,217.00	0.00%	
052	ELECTRONIC CITATION FUND	66,500.00	5,625.00	\$ 60,875.00	8.46%	
062	COUNTY BRIDGE FUND	342,000.00	187,205.38	\$ 154,794.62	54.74%	
063	LAW LIBRARY FUND	125,000.00	122,722.85	\$ 2,277.15	98.18%	Transfer for JANO
066	VC SOLID WASTE MANAGEMENT	259,954.00	238,933.71	\$ 21,020.29	91.91%	
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	8,055.41	\$ 264.59	96.82%	
074	COURT AUTOMATION FUND	165,433.00	144,139.92	\$ 21,293.08	87.13%	
075	COURT SECURITY FEE FUND	161,200.00	145,165.88	\$ 16,034.12	90.05%	
076	RECORDER SPECIAL FUND	64,000.00	9,069.00	\$ 54,931.00	14.17%	
078	CIRCUIT CLERK OPER & ADMIN	182,550.00	178,623.97	\$ 3,926.03	97.85%	Transfer for JANO
079	COURT DOCUMENT STORAGE FUND	238,540.00	172,075.29	\$ 66,464.71	72.14%	
080	DRUG COURT FEE FUND	10,000.00	1,319.52	\$ 8,680.48	13.20%	
081	VC ELECTRONIC MONITOR	65,000.00	59,375.16	\$ 5,624.84	91.35%	
086	BOARD OF ELECTION FUND	1,800.00	29.70	\$ 1,770.30	1.65%	
088	TREASURER AUTOMATION FUND	37,996.00	31,746.55	\$ 6,249.45	83.55%	
090	VC TRUSTEE REVOLVING FUND	18,000.00	61,378.32	\$ (43,378.32)	340.99%	incorrectly applied to fund
091	CHILD SUPPORT/MAINT	53,325.00	41,224.63	\$ 12,100.37	77.31%	
097	VICTIM WITNESS/ATTY GENERAL	30,000.00	30,000.00	\$ -	100.00%	
099	VC MEG/EXP MULTI-JUR NARC	140,457.00	.00	\$ 140,457.00	0.00%	
	Total	\$ 41,989,940.00	\$ 38,560,093.55	\$ 3,429,846.45	91.83%	

Vermilion County Revenue 2017 vs 2018 - as of November 30th

Revenue 2017 vs 2018	Description	Budget 2017 (Estimated Revenue)	Budget 2018 (Estimated Revenue)	Actual 2017 (November 30th)	Actual 2018 (November 30th)	% of Budget 2017	% of Budget 2018	Variance
03101	Real Estate Taxes	1,490,434.00	2,007,470.00	794,533.02	1,946,886.80	53.31%	96.98%	43.67%
03201	Liquor License Fees	45,000.00	50,000.00	50,900.00	48,800.00	113.11%	97.60%	-15.51%
03301	State Income Taxes	2,950,000.00	2,600,000.00	2,989,864.27	2,794,480.96	101.35%	107.48%	6.13%
03304	Sales Tax/Regular	500,000.00	310,000.00	343,507.48	392,216.60	68.70%	126.52%	57.82%
03305	Sales Tax/Supplemental	1,650,000.00	1,650,000.00	1,634,583.72	1,675,315.63	99.07%	101.53%	2.47%
03306	Corp Replacement Tax	1,347,674.00	1,140,178.00	1,324,085.35	1,177,157.35	98.25%	103.24%	4.99%
03307	Hotel/Motel Tax	4,000.00	4,000.00	3,875.90	4,202.76	96.90%	105.07%	8.17%
03311	State Salary Reimb/ Pub Def	101,295.00	99,934.00	99,945.85	99,895.32	98.67%	99.96%	1.29%
03312	State Salary Reimb/ Probation	737,545.00	632,202.00	695,312.22	926,976.62	94.27%	146.63%	52.35%
03315	State Salary Reimb/ ST Atty	148,677.00	148,677.00	148,677.00	149,898.04	100.00%	100.82%	0.82%
03316	State Salary Reimb/ S of A	34,325.00	35,355.00	34,241.71	35,183.34	99.76%	99.51%	-0.24%
03318	S.S.A. Reimb/Prisoners	12,000.00	7,000.00	4,800.00	7,400.00	40.00%	105.71%	65.71%
03321	EMA Grant Reimb	33,000.00	33,000.00	11,149.74	34,933.22	33.79%	105.86%	72.07%
03325	Reimb/ Dare Program	17,500.00	17,500.00	17,500.00	17,500.00	100.00%	100.00%	0.00%
03326	WB Grant/ Travel	10,000.00	25,000.00	21,134.97	23,754.71	211.35%	95.02%	-116.33%
03425	VOCA Grant	.00	72,487.00	.00	14,713.00		20.30%	20.30%
03501	Public & Co Fees/ Circuit Clerk	650,000.00	625,000.00	562,772.98	471,301.16	86.58%	75.41%	-11.17%
03502	Public & Co Fees/ County Clerk	269,616.00	269,616.00	236,333.04	231,611.32	83.95%	85.90%	1.96%
03503	Public & Co Fees/ Recorder	215,000.00	215,000.00	232,362.43	237,198.34	108.08%	110.32%	2.25%
03504	Public & Co Fees/ Sheriff	265,505.00	110,000.00	152,490.96	119,311.83	57.43%	108.47%	51.03%
03506	Public & Co Fees/ ST Atty	110,000.00	100,000.00	80,745.91	96,072.49	73.41%	96.07%	22.67%
03510	Court Security Fees	480,000.00	280,000.00	202,621.51	308,466.79	42.21%	110.17%	67.95%
03540	Bond Processing Fee	40,000.00	70,000.00	71,966.00	66,751.50	179.92%	95.36%	-84.56%
03541	Sheriff's Services	20,000.00	17,000.00	22,795.05	14,942.19	113.98%	87.90%	-26.08%
03544	Traffic/Conservation Co. Fees	79,000.00	79,000.00	72,464.45	58,848.31	91.73%	74.49%	-17.24%
03545	Sheriff's Sale Fees	92,000.00	65,000.00	58,800.00	140,100.00	63.91%	215.54%	151.63%
03556	State Police Vehicle Fees	5,500.00	5,500.00	2,894.68	526.32	52.63%	9.57%	-43.06%
03601	Fines	165,000.00	120,000.00	101,130.49	74,243.88	61.29%	61.87%	0.58%
03602	Bond Forfeiture	105,000.00	40,000.00	36,495.57	16,150.00	34.76%	40.38%	5.62%
03701	Interest	25,000.00	35,000.00	55,999.12	59,862.73	224.00%	171.04%	-52.96%
03704	Public Defender Client Reimb	21,000.00	21,000.00	14,912.11	854.19	71.01%	4.07%	-66.94%
03706	Surcharge/ Circuit Clerk	50.00	30.00	17.69	6.02	35.38%	20.07%	-15.31%
03707	County Jail Medical Fee	.00	2,760.00	1,971.00	6,019.60	#DIV/0!	218.10%	#DIV/0!
03708	Penalty Cost & Interest	200,000.00	150,000.00	154,673.05	212,035.43	77.34%	141.36%	64.02%
03710	Miscellaneous	300,000.00	200,000.00	111,382.12	147,388.46	37.13%	73.69%	36.57%
03712	Memorial Funds	.00	.00	35,750.58	.00	#DIV/0!	#DIV/0!	#DIV/0!
03715	Lump Sum Charges	2,000.00	2,000.00	2,364.79	2,330.98	118.24%	116.55%	-1.69%
03719	5% DNA ID- Circuit Clerk	1,000.00	700.00	705.28	592.09	70.53%	84.58%	14.06%
03721	5% Youth Diversion	1,000.00	600.00	410.35	257.80	41.04%	42.97%	1.93%
03723	FTA Warrant Fee	42,000.00	37,000.00	21,190.65	17,150.00	50.45%	46.35%	-4.10%
03726	Franchise Fees	113,000.00	113,000.00	202,309.60	98,296.58	179.04%	86.99%	-92.05%
03727	Gambling Revenue	110,000.00	165,000.00	160,517.57	173,920.29	145.93%	105.41%	-40.52%
03902	Transfers In	185,000.00	850,000.00	50,815.28	548,354.67	27.47%	64.51%	37.04%
	Total	\$ 12,607,471.00	\$ 12,412,612.00	\$ 10,959,556.73	\$ 12,458,741.70	86.93%	100.37%	13.44%

Should be 100%

2017-2018 General Fund Expenses as of November 30

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	374,207.90	392,260.00	371,987.71	96.19%	94.83%	1.36%	
001.120	AUDITOR	141,577.50	124,392.21	139,160.00	122,756.98	87.86%	88.21%	-0.35%	
001.130	TECH SERVICES	497,441.27	493,757.64	678,640.00	676,925.99	99.26%	99.75%	-0.49%	
001.140	TREASURER	224,164.28	221,305.59	230,919.00	230,448.57	98.72%	99.80%	-1.07%	
001.165	EMPLOYEE BENEFITS	1,232,846.00	1,204,645.07	2,536,000.00	2,463,584.27	97.71%	97.14%	0.57%	IMRF Payment
001.168	NON-DEPARTMENTAL	584,184.00	539,877.19	478,027.00	440,879.19	92.42%	92.23%	0.19%	
001.190	CAPITAL OUTLAYS	81,500.00	6,939.83	1,000.00	1,000.00	8.52%	100.00%	-91.48%	Check Stock
001.210	CIRCUIT CLERK	624,103.38	585,971.22	647,298.00	611,910.55	93.89%	94.53%	-0.64%	
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	1,161,973.48	1,361,715.00	1,170,995.19	91.21%	85.99%	5.22%	
001.230	PROBATION	1,202,641.00	1,202,641.00	1,258,122.00	1,241,278.02	100.00%	98.66%	1.34%	
001.240	JUDICIARY & RULES	505,859.19	393,991.63	508,754.00	462,334.99	77.89%	90.88%	-12.99%	Increase in Contractual/legal fees
001.250	PUBLIC DEFENDER	679,518.00	632,074.77	692,434.00	675,052.39	93.02%	97.49%	-4.47%	
001.310	SHERIFF	2,770,389.80	2,561,521.00	2,775,557.00	2,661,243.22	92.46%	95.88%	-3.42%	
001.320	MERIT COMMISSION	19,724.00	18,740.74	26,474.00	19,981.20	95.01%	75.47%	19.54%	More Testing
001.330	EMA	241,480.65	198,723.41	209,442.00	171,072.84	82.29%	81.68%	0.61%	
001.350	CORONER	254,043.17	230,569.27	255,878.00	207,681.85	90.76%	81.16%	9.60%	
001.420	REG SUPERINTENDENT	99,083.02	97,311.61	109,968.00	103,745.95	98.21%	94.34%	3.87%	
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	579,286.10	649,784.00	646,080.85	95.25%	99.43%	-4.18%	
001.520	RECORDER	180,848.27	172,551.63	185,839.00	174,305.65	95.41%	93.79%	1.62%	
001.530	ELECTION COM	282,635.00	212,613.86	276,100.00	248,422.66	75.23%	89.98%	-14.75%	Two elections
001.540	BOARD OF REVIEW	72,752.00	66,078.76	74,452.00	66,093.57	90.83%	88.77%	2.05%	
001.550	SUP OF ASSESSMENTS	316,951.00	301,069.29	316,111.00	308,224.39	94.99%	97.51%	-2.52%	
001.610	BUILDING & GROUNDS	1,027,607.82	815,855.86	1,049,472.00	906,508.82	79.39%	86.38%	-6.98%	
001	GENERAL FUND	13,475,132.17	12,360,716.09	15,013,406.00	14,142,514.85	91.73%	94.20%	-2.47%	

2017-2018 Revenue vs Expense General Fund

	Adopted Budget	Budget Amendments	Amended Budget	YTD Transactions	Remaining
Revenue Totals	\$ 12,333,522.00	\$ 79,090.00	\$ 12,412,612.00	\$ 12,458,741.70	\$ (46,129.70)
Expense Totals	\$ 13,546,067.00	\$ 1,467,339.00	\$ 15,013,406.00	\$ 14,142,514.85	\$ 870,891.15
	\$ (1,212,545.00)	\$ (1,388,249.00)	\$ (2,600,794.00)	\$ (1,683,773.15)	\$ (917,020.95)

2017-2018 Revenue vs Expense Capital Fund

	Adopted Budget	Budget Amendments	Amended Budget	YTD Transactions	Remaining
Revenue Totals	\$ 5,000.00	\$ 405,000.00	\$ 410,000.00	\$ 429,977.28	\$ (19,977.28)
Expense Totals	\$ 1,076,085.00	\$ 425,000.00	\$ 1,501,085.00	\$ 1,108,932.09	\$ 392,152.91
	\$ (1,071,085.00)	\$ (20,000.00)	\$ (1,091,085.00)	\$ (678,954.81)	\$ (412,130.19)

2017-2018 Revenue vs Expense General & Capital Fund

	Adopted Budget	Budget Amendments	Amended Budget	YTD Transactions	Remaining
Revenue Totals	\$ 12,338,522.00	\$ 484,090.00	\$ 12,822,612.00	\$ 12,888,718.98	\$ (66,106.98)
Expense Totals	\$ 14,622,152.00	\$ 1,892,339.00	\$ 16,514,491.00	\$ 15,251,446.94	\$ 1,263,044.06
	\$ (2,283,630.00)	\$ (1,408,249.00)	\$ (3,691,879.00)	\$ (2,362,727.96)	\$ (1,329,151.04)

\$ 1,000,000.00 IMRF
 \$ (1,362,727.96)

2016-2017 Revenue vs Expense General Fund

	Adopted Budget	Budget Amendments	Amended Budget	YTD Transactions	Remaining
Revenue Totals	\$ 12,603,121.00	\$ 4,350.00	\$ 12,607,471.00	\$ 13,110,331.62	\$ (502,860.62)
Expense Totals	\$ 13,183,302.00	\$ 291,830.17	\$ 13,475,132.17	\$ 14,142,514.85	\$ (667,382.68)
	\$ (580,181.00)	\$ (287,480.17)	\$ (867,661.17)	\$ (1,032,183.23)	\$ 164,522.06

2016-2017 Revenue vs Expense Capital Fund

	Adopted Budget	Budget Amendments	Amended Budget	YTD Transactions	Remaining
Revenue Totals	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 17,149.54	\$ (12,149.54)
Expense Totals	\$ 655,000.00	\$ -	\$ 655,000.00	\$ 219,115.14	\$ 435,884.86
	\$ (650,000.00)	\$ -	\$ (650,000.00)	\$ (201,965.60)	\$ (448,034.40)

2016-2017 Revenue vs Expense General & Capital Fund

	Adopted Budget	Budget Amendments	Amended Budget	YTD Transactions	Remaining
Revenue Totals	\$ 12,608,121.00	\$ 4,350.00	\$ 12,612,471.00	\$ 13,127,481.16	\$ (515,010.16)
Expense Totals	\$ 13,838,302.00	\$ 291,830.17	\$ 14,130,132.17	\$ 14,361,629.99	\$ (231,497.82)
	\$ (1,230,181.00)	\$ (287,480.17)	\$ (1,517,661.17)	\$ (1,234,148.83)	\$ (283,512.34)

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE NORTH FORK SPECIAL SERVICES AREA-LINE ITEM
TRANSFER**

WHEREAS, the County Board has been advised there is a need to transfer funds to purchase a drone and iPad to monitor projects of the North Fork Special Service Area; and

WHEREAS, additional funds for the equipment line is available and can be transferred from other lines; and

WHEREAS, the budget therefore needs to be amended to transfer such funds to the equipment line, 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 be authorized and instructed to amend the budget for fiscal year 2016-2017 by transferring the lines as set out:

FROM:	TO:
042.665.00.4295 Contractual-Maintenance	042.665.00.4450 Equipment \$4140.00
043.666.00.4295 Contractual-Maintenance	043.666.00.4450 Equipment \$1560.00
044.667.00.4295 Contractual-Maintenance	044.667.00.4450 Equipment \$300.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the February 19th, 2019 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 19th day of February 2019 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Page 2

Budget Amendment – North Fork

APPROVED BY FINANCE/PERSONNEL:

Steven Fourez Y N A
Chairman

Date 2-4-19

Wesley Bieritz Y N A

Robert Boyd Y N A

Breannah Haton Y N A

Adam Hart Y N A

Becky Stark Y N A

Bruce Stark Y N A

Crisi Walls Y N A

RESOLUTION

RE: COUNTY PERSONNEL POLICY

WHEREAS, the County has a long established personnel policy but changes in organization and structure of the County require that such policy be updated, and

WHEREAS, the amendments primarily involve updating the reference to the Finance Committee to the Personnel/Finance Committee, and removing references to the nursing home, and

WHEREAS, there is a substantive change to the paid time off or "PTO" policy to align it with current practices for most departments, and also as to the Illinois Municipal Retirement Fund (IMRF) to update it to current standards.

BE IT THEREFORE RESOLVED THAT the Vermilion County Board approves and adopts the changes in the Personnel Policy as presented.

PRESENTED, APPROVED, AND RESOLVED BY THE Vermilion County Board at the February 19, 2019 A.D. Session.

DATED this 19th day of February 2019 A.D.

AYE _____ NAY _____ ABSTAIN _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

6.4 PAID TIME OFF (PTO) (Formerly Personal Days)

All regular employees, ~~with the exception of the Nursing Home hourly employees,~~ are eligible for personal days off with pay according to the following procedures:

All regular employees who have completed 90 days of service as of December 1 shall earn PTO up to a maximum of 64 hours for the fiscal year. Regular employees shall earn 16 hours PTO on December 1 and shall then earn 8 PTO hours on the first of each month to a maximum of 64 hours earned for the fiscal year.

Regular employees hired after December 1 in any fiscal year, who have completed 90 days of service shall earn 16 PTO hours on the 1st of the month following the employee completing 90 days of service. Regular employees shall then earn 8 PTO hours on the 1st of each month to a maximum of 64 hours for the fiscal year.

If an employee wishes to use PTO, the employee must make a request no less than two days in advance. All requests will be honored, if feasible, based upon the operational needs of the department. PTO will be granted on the basis of office requirements. Since PTO may be used for both personal time and sick leave, Employees may take up to 32 hours PTO on an unscheduled basis, representing sick leave or unavoidable emergencies. The balance of any further time must be taken with advance notice to their supervisor.

Employees shall retain their Option II banked hours pursuant to the Vermilion County Personnel Policy and Procedures and Vermilion County Board Resolution No. 1094 adopted November 13, 1984.

Employees shall retain their Banked personal days which were banked prior to December 1, 2013. If an Employee wishes to use their remaining banked personal days, the Employee must make a request no less than two days in advance. All requests will be honored, if feasible, based upon scheduling requirements. Remaining banked personal days will be granted on the basis of office requirements and Employee seniority in the event of a conflict. The employer reserves the right to direct employees to take banked personal days. Upon termination or retirement, Employees will be paid for any remaining banked personal days at current rate of pay. The policy of paying for unused personal days will cease effective with the accrual beginning on December 1, 2013.

It should be noted that various employees are under a collective bargaining agreement. That contract may have slightly different procedures due to the nature of the department and the terms of the collective bargaining agreement. Where there is a conflict, the collective bargaining agreement shall prevail as to

those employees covered under such an agreement. Bargaining unit employees must receive the PTO only as described in their collective bargaining agreement.

For non-union employees, it is recognized that there are differences between hourly, salaried, or managerial employees or what this policy refers to as “exempt” and “non-exempt” employees. This policy or the applicable collective bargaining agreement should be applied as written to a non-exempt employee. As to exempt employees who are not eligible to acquire overtime compensation, some flexibility is recognized.

6.5 RETIREMENT PLAN.

6.5.1 Social Security. All employees, including part-time and temporary employees, are required by law to participate in the social security retirement plan.

6.5.2 Illinois Municipal Retirement Fund (IMRF). All qualified employees are required to participate in the IMRF. ~~In order to qualify, an employee must work either full-time, part-time (600 hours per year or 12 hours per week). IMRF benefits are in addition to those provided by social security.~~ Information regarding IMRF is available in the Human Resource Director’s Office or at www.imrf.org.