

Finance & Personnel Committee
Monday, March 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 – February 4th, 2018
4. Audience Comments
5. Financial Update
6. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Vermilion County Health Insurance – Line Item Transfer - \$1,023,500
7. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Health Insurance Fund - \$200,000
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, February 4th, 2019
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 was absent and excused. Also, in attendance was Darren Duncan, Vermilion County Treasurer; Larry Baughn, County Board Chairman; Bill Donahue, Risk Consultant; Nancy Boose, Human Resources and Doug Toole, Health Department Administrator.

Agenda Item 2 - Adoption/Amendments to the Agenda

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

Agenda Item 3 - Approval of Minutes – January 7th, 2019

Bieritz motioned, 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, the Budgeted Fund revenue and expense totals, a comparison of the General Fund and Capital Fund from 2016-2017 to 2017-2018, a comparison of fund balances from 2013-2017, and the Vermilion County Tax Rate and Extensions for 2018-2019. The only revenue currently coming in for the Capital Fund is the rent from Congressman Shimkus and Senator Bennett. The \$410,000 from last year was a contribution from the Circuit Clerk's office for the new judicial system. Bieritz noted that the General Fund balance started at \$10.2 million in 2013 and the final amount in 2017 was \$7.6 million. Fiscal year 2018 was also a deficit year which will cause a decrease fund balance. The Tax Rate and Extensions were provided which showed that the General Fund is at the maximum for its levy and can not be increased anymore. Bieritz stated that expenses have also been less than budgeted, but more costs need to be cut which will include positions. Chairman Baughn added that the county has implemented a lot of technology to decrease the number of positions and increase salaries as seen necessary. With the new technology being implemented, the county has noticed the shift of the workload changing among the various offices.

Agenda Item 6 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the North Fork Special Services – Line item Transfer

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

North Fork Special Services would like to purchase a drone and iPad to monitor projects of the North Fork area. They would like to do a line item transfer from contractual-maintenance to equipment for the purchase. North Fork has their own levies and therefore these funds are completely for North Fork services.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Robert Boyd, Breannah Haton, Becky Stark, and Bruce Stark. 6 yes, 1 absent

Agenda Item 7 – Resolution: County Personnel Policy

Bieritz moved, second by Boyd, to discuss.

The Personnel Policy needed updated to remove references to the nursing home, remove references to the Finance Committee, update paid time off policy, and update the policy for the IMRF current standards. Fourez suggested doing an annual review of the Personnel Policy to make these types of changes annually.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Robert Boyd, Breannah Haton, Becky Stark, and Bruce Stark. 6 yes, 1 absent

Agenda Item 8 – Executive Session

Mrs. Stark moved, second by Bieritz, to enter executive session. For the record, Bill Donahue stated “that under 5 ILCS 120/2 (c)(8) security procedures this closed meeting is to consider *school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public or public property.*”

Upon the call of the roll the following members voted yes to enter executive session: Steve Fourez, Wes Bieritz, Robert Boyd, Breannah Haton, Becky Stark, and Bruce Stark. 6 yes, 1 absent

The Finance Committee entered Executive session at 6:28 p.m.

Upon the call of the roll the following members voted yes to leave executive session: Steve Fourez, Wes Bieritz, Robert Boyd, Breannah Haton, Becky Stark, and Bruce Stark. 6 yes, 1 absent

The Finance Committee regular session at 6:40 p.m.

Mrs. Stark asked if the Treasurer’s office makes a decision to go from multiple banks to one or two main banks, the deposits would be larger and the banks would help cover the costs of transporting deposits. Mr. Duncan replied that the amount being held in the bank allows for so many credits with that particular bank to cover various expenses that may occur in regards to transactions. Mr. Duncan also stated that all banks will be given the same opportunity. Mr. Stark asked if the deputy at the Administration Building could escort the employee to the banks like they do with the Circuit Clerk’s office. That option has been explored but the employee is gone from the building for a steady period of time due to the multiple locations and the deputy is to provide security to the Administration Building and needs to be onsite. Chairman Baughn added that security is definitely needed after an incident of an outside individual entering the building, removing articles of clothing, and pulling the fire alarm.

Agenda Item 9 - Items of Information

The new judicial system is running and open to the public. A Solar Ordinance is being put together. The Illinois Farm Bureau has reviewed it and made suggestions. Once it is ready, it will go to committee and be presented to the County Board. The antennas from the old EMA building are being move to the Administration building. There have been no problems with the annex during the cold weather.

Agenda Item 10 – Adjournment

Chairman Fourez adjourned the meeting at 6:00 PM.

Minutes by: Erika Briggs, Financial Resources Director

ORDINANCE

RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR VERMILION COUNTY HEALTH INSURANCE

WHEREAS, the insurance fund is being separated by department to better document insurance costs and transactions; and

WHEREAS, such action will require a line item transfer to distribute budgeted money into various funds; and

WHEREAS, the budget therefore needs to be amended to transfer such funds to each 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 2018-2019 by transferring the lines as set out:

FROM:	TO:	
001.165.00.4155 Insurance- Life/Health	001.110.00.4155 Insurance- Life Health	\$60,000.00
	001-120.00.4155 Insurance- Life Health	\$17,000.00
	001.130.00.4155 Insurance- Life Health	\$31,500.00
	001.140.00.4155 Insurance- Life Health	\$11,000.00
	001.210.00.4155 Insurance- Life Health	\$110,000.00
	001.220.00.4155 Insurance- Life Health	\$104,000.00
	001.230.00.4155 Insurance- Life Health	\$154,000.00
	001.250.00.4155 Insurance- Life Health	\$70,000.00
	001.310.00.4155 Insurance- Life Health	\$170,000.00
	001.330.00.4155 Insurance- Life Health	\$22,000.00
	001.420.00.4155 Insurance- Life Health	\$18,000.00
	001.510.00.4155 Insurance- Life Health	\$31,000.00
	001.520.00.4155 Insurance- Life Health	\$20,000.00
	001.540.00.4155 Insurance- Life Health	\$26,000.00
	001.050.00.4155 Insurance- Life Health	\$18,000.00
	001.610.00.4155 Insurance- Life Health	\$67,000.00
	011.440.00.4155 Insurance- Life Health	\$85,000.00
	<u>013.131.00.4155 Insurance - Life/Health</u>	<u>\$9,000.00</u>
	Total	\$1,023,500

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the March __, 2019 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 12th day of March 2019 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Budget Amendment – Vermilion County
APPROVED BY FINANCE/PERSONNEL:

Steven Fourez	Y	N	A
Chairman			Date <u>3/4/19</u>
Wesley Bieritz	Y	N	A
Robert Boyd	Y	N	A
Breannah Haton	Y	N	A
Becky Stark	Y	N	A
Bruce Stark	Y	N	A
Adam Hart	Y	N	A

ORDINANCE

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

WHEREAS, the Health Insurance Fund is used to pay for claims; and

WHEREAS, the County will be required to pay claims more frequently than in the past necessitating a more liquid fund to support these expenditures and an initial balance needs to be placed in the fund; 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 be authorized and instructed to amend the budget for fiscal year 2018-2019 by transferring money in the amount as below to facilitate payment of health insurance claims.

001.165.00.4155	Health Insurance	\$200,000.00
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And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the March 12, 2019 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 12th day of March 2019 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

