

Finance & Personnel Committee
Monday, March 5, 2018
5:00 PM, Room 319, Courthouse Annex

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – February 5th, 2018
4. Audience Comments
5. Financial Update
6. Ordinance: Amendment to the Combined Annual Budget and Appropriation for the State's Attorney's Office – VOCA Grant
7. Ordinance: Amendment to the Combined Annual Budget and Appropriation for the State's Attorney's Office – VOCA Salary
8. Ordinance: Amendment to the Combined Annual Budget and Appropriation for the State's Attorney's Office – Books and Periodicals
9. IMRF Discussion
10. 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.
11. Items of Information
12. Adjournment

Finance & Personnel Committee
Monday, February 5, 2018
5:00 PM, Room 319, Courthouse Annex

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, Robert Boyd, Steve Fourez, Todd Johnson, Becky Stark, and Bruce Stark. Crisi Walls was absent and excused. Also, in attendance was Darren Duncan, Vermilion County Treasurer; Doug Toole, Health Department Administrator; and Michael Marron, Vermilion County Board Chairman.

Agenda Item 2 - Adoption/Amendments to the Agenda

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

Agenda Item 3 - Approval of Minutes – January 8th, 2017

There was one correction under Agenda Item 6. The minutes should read “This amendment is to fund the bank account from which claims will be paid.”

Bieritz moved, second by Mrs. Stark, to approve the minutes with the correction. Motion passed by acclamation.

Agenda Item 4 - Audience Comments

None

Agenda Item 5 - Financial Update

Ms. Briggs distributed a financial update report that included a 2017-2018 Revenue Update. The Auditor’s office is still working on closing out the end of the year. The recorded real estate tax revenue is from the 2nd and 3rd distribution of the 2016-2017 taxes. The fines and fees were adjusted in the 2017-2018 budget based upon actual revenues of previous years. This should be a better representation of what the county will collect unless there are changes in the court system that have an effect on these revenues.

Agenda Item 6 - Ordinance: Amendment to the Annual Budget and Appropriation for the Law Library Fund

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

Agenda items six, seven, eight, and nine are all related to paying for the new judicial system at the courthouse. All these funds have high fund balances. Judge O’Shaughnessy and Circuit Clerk Denny Gardner agreed that it would be appropriate to use that money towards paying for the new system. Amounts from the Law Library Fund, Court Document Storage Fund, and Circuit Clerk Operations Fund will be moved to the Capitol Improvements Fund so payments can be easily made and tracked. The only General Fund cost would be the same amount that is already allocated for the State’s Attorney and Public Defender current system.

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

Agenda Item 7 - Ordinance: Amendment to the Annual Budget and Appropriation for Court Document Storage

Bieritz moved, second by Boyd to discuss. Discussion under Agenda Item 6.

Upon the call of the roll the following members voted yes, to wit: Wes Bieritz, Robert Boyd, Steve Fourez,

Todd Johnson, Becky Stark, and Bruce Stark. 6 yes, 1 absent

Agenda Item 8 - Ordinance: Amendment to the Annual Budget and Appropriation for Circuit Clerk Operations

Mrs. Stark moved, second by Johnson to discuss. Discussion under Agenda Item 6.

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

Agenda Item 9 - Ordinance: Amendment to the Annual Budget and Appropriation for Capital Improvements

Bieritz moved, second by Boyd to discuss. Discussion under Agenda Item 6.

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

Agenda Item 10 – Ordinance: 2017-2018 Tax Abatement for Jail Expansion and Juvenile Detention Center Projects

Mr. Stark moved, second by Boyd to discuss. This is the annual tax abatement for the Public Safety Building and the Juvenile Detention Center.

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

Agenda Item 11 – Resolution: Support for Hoopeston Tax Increment Financing (TIF) Redevelopment

Johnson moved, second by Boyd to discuss. Hoopeston has asked Vermilion County for a Resolution of Support in the reauthorization of their TIF district.

Motion passed by acclamation.

Agenda Item 12 – Executive Session

Not necessary

Agenda Item 13 - Items of Information

Mr. Fourez suggested that the county needs to look into solar farms that could be rising. Land owners could be tempted to engage solar farms due to their current high pay out. It may need to be examined on how these farms should be taxed. Like the wind farms, they should be taxed by how much money is being generated rather than the land itself. Chairman Marron told the committee that there would probably be an item of discussion on the February County Board Agenda about the Enterprise Zone Change for the new assisted living facility. The Supervisor of Assessments is moving this weekend (February 9th-12th). There has been a hold up in getting the phones set up, but a temporary fix has been made by using the extra EMA cellphones until the actual lines are in place. The County has entered a parking agreement with United Refrigeration. This will give the county 30 parking spaces. Citizens will have access to all the parking around the building. The new accounting system has been delayed from its original going-live date due to some data conversion. Tyler Technologies has been working with the Technology Department to get the system running as soon as possible. The Human Resources portion will begin next week (February 12th).

Agenda Item 14 – Adjournment

Chairman Fourez adjourned the meeting at 5:37PM.

Minutes by: Erika Briggs, Financial Resources Director

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE STATE’S ATTORNEY’S OFFICE**

WHEREAS, The State’s Attorney’s Office is in need of a budget amendment due to the implementation of a Federal grant to add to the victim/witness program; and

WHEREAS, to provide for the Federal grant, initial funds will be placed into the State’s Attorney’s revenue budget for the VOCA grant and later paid back to the general fund once the grant money is received. The salary line will be increased by the same amount to pay the salaries for victim advocates under the grant.

WHEREAS, the additional amount was not known at the time but is required now to maintain staffing consistent with the grant requirements; and

WHEREAS, the budget therefore needs to be amended to add the needed funds to the State’s Attorney’s Budget.

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 2017-2018 by appropriating the sum of \$72,487.00 as follows:

| | | |
|-------------------------|---------------------------|--------------------|
| 001.101.00.03425 | Revenue-VOCA Grant | \$72,487.00 |
| 001.220.26.04101 | Salary Personnel | \$72,487.00 |

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the March 13, 2018 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 13th day of March 2018 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Request for Amendment
Fiscal Budget
2017 - 2018

Dept: State's Attorney's Office

Date: 2/7/2018

| Account Number | Account Description | Original Appr. | Additional | To Read |
|-----------------------------|-----------------------------|----------------|------------------|-----------------------------|
| <u>001.101.00.03425</u> | <u>Revenue - VOCA Grant</u> | <u>\$</u> | <u>\$ 72,487</u> | <u>\$72,487.00</u> |
| <u>001.220.26.04101</u> | <u>Salary Personnel</u> | <u>\$</u> | <u>\$ 72,487</u> | <u>\$72,487.00</u> |
| <u> </u> | <u> </u> | <u>\$</u> | <u>\$</u> | <u> </u> |
| <u> </u> | <u> </u> | <u>\$</u> | <u>\$</u> | <u> </u> |
| <u> </u> | <u> </u> | <u>\$</u> | <u>\$</u> | <u> </u> |
| <u> </u> | <u> </u> | <u>\$</u> | <u>\$</u> | <u> </u> |
| <u> </u> | <u> </u> | <u>\$</u> | <u>\$</u> | <u> </u> |
| <u> </u> | <u> </u> | <u>\$</u> | <u>\$</u> | <u> </u> |

Narrative:
 The federally funded VOCA grant we received will be awarded to us on a quarterly basis. Once those funds come in, they will be turned over to the County to pay back the \$72,487.00 we are requesting to have moved into our Revenue - VOCA Grant line item (001.101.00.03425).

Department Head: *Jacqueline M. Tracy*

Approved By:

 Committee

 Chairman

Finance Committee

 Chairman

Dated: _____

Dated: _____

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE STATE’S ATTORNEY’S OFFICE - Line Transfer**

WHEREAS, the State’s Attorney’s Office is in need of a line item transfer to transfer funds from a general salary-personnel line to a dedicated grant salary line to isolated federal grant funds for victim services; and

WHEREAS, the State’s Attorney’s Office has funds in their Salary-Personnel line which can be transferred to the dedicated grant salary line; 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 2017-2018 by transferring money in the amount as below to facilitate payment of salaries from the appropriate line.

| | | |
|------------------|-------------------------|-------------|
| 001.220.00.04101 | Salary Personnel | \$18,122.00 |
| 001.220.26.04101 | VOCA Salary – Personnel | \$18,122.00 |

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the March 13, 2018 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 13th day of March 2018 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Budget Amendment – Line Item Transfer: State’s Attorney’s Office

APPROVED BY Judicial & Rules Committee:

| | | |
|-----------------------|-------|------------------------------|
| Adam Hart Chairman | Y N A | ____ 02/27/2018 ____ Date |
| Larry Baughn | Y N A | |
| Robert Boyd | Y N A | |
| Phearn Butler | Y N A | |
| Tom Morse | Y N A | |
| Nancy O’Kane | Y N A | |
| Deanna Witzel | Y N A | |

Request for Transfer
Fiscal Budget
2017 - 2018

Dept: State's Attorney's Office

Date: 02 - 07 - 2018

From: Salary Personnel - 001.220.00.04101

To: VOCA Salary Personnel - 001.220.26.04101

| Line Item | Description | Line Item | Description | Amount |
|------------------------|--------------------|------------------------|-------------------------|--------------|
| 001 - 220 - 00 - 04101 | Salary - Personnel | 001 - 220 - 26 - 04101 | VOCA Salary - Personnel | \$ 18,122.00 |
| - | - | - | - | \$ |
| - | - | - | - | \$ |
| - | - | - | - | \$ |
| - | - | - | - | \$ |
| - | - | - | - | \$ |
| - | - | - | - | \$ |
| - | - | - | - | \$ |
| - | - | - | - | \$ |

NARRATIVE:

We are requesting to move \$18,122.00 from our regular Salary-Personnel line (001.220.00.04101) to the newly developed line item for the VOCA Grant we received for two more Victim/Witness Advocate positions (001.220.26.04101). Per the grant stipulations, we are required to provide a certain amount of money (\$18,122.00) to add to the amount they awarded us.

Department Head: 

Approved By:

_____ Committee

Chairman _____

Finance Committee

Chairman _____

Date: _____ - _____ - _____

Date: _____ - _____ - _____

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE STATE’S ATTORNEY’S OFFICE - Line Transfer**

WHEREAS, the State’s Attorney’s Office is in need of a line item transfer to accommodate the increased costs of using the grand jury process; and

WHEREAS, the State’s Attorney’s Office has funds in their Books and Periodical’s line which can be transferred to Case Expense; 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 2017-2018 by transferring money in the amount as below to facilitate payment of grand jury costs.

| | | |
|-------------------------|------------------------------|--------------------|
| 001.220.00.04213 | Books and Periodicals | \$10,000.00 |
| 001.220.00.04366 | Case Expense | \$10,000.00 |

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the March 13, 2018 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 13th day of March 2018 A.D.

AYE_____ NAY_____ ABSENT_____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Budget Amendment – State’s Attorney’s Office

APPROVED BY Judicial & Rules Committee:

| | | |
|-----------------------|-------|--------------------|
| Adam Hart Chairman | Y N A | 02/27/2018 Date |
| Larry Baughn | Y N A | |
| Robert Boyd | Y N A | |
| Phearn Butler | Y N A | |
| Tom Morse | Y N A | |
| Nancy O’Kane | Y N A | |
| Deanna Witzel | Y N A | |

Request for Transfer
Fiscal Budget
2018 - _____

Dept: State's Attorney's Office

Date: 01 - 31 - 2018

From: Books & Periodicals (04213)

To: Case Expense (04366)

| Line Item | Description | Line Item | Description | Amount |
|------------------------|---------------------|------------------------|--------------|--------------|
| 001 - 220 - 00 - 04213 | Books & Periodicals | 001 - 220 - 00 - 04366 | Case Expense | \$ 10,000.00 |
| - | - | - | - | \$ |
| - | - | - | - | \$ |
| - | - | - | - | \$ |
| - | - | - | - | \$ |
| - | - | - | - | \$ |
| - | - | - | - | \$ |
| - | - | - | - | \$ |
| - | - | - | - | \$ |

NARRATIVE:

We would like to request to move \$10,000 from our Books and Periodicals line to our Case Expense line. With starting Grand Jury this year, we foresee our Case Expense budget being heavily effected by all of the transcripts from Grand Jury days.

Department Head 

Approved By:

_____ Committee

Chairman _____

Finance Committee

Chairman _____

Date: _____

Date: _____