

Finance & Personnel Committee

Monday, March 2nd 2020

5:00 PM, <https://zoom.us/j/95137892227>

+13126266799,,95137892227# US (Chicago)

(Please see instructions attached for joining the meeting)

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – March 2nd, 2020
4. Audience Comments
5. Financial Update
6. Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for the Vermilion County Health Department - \$25,000
7. Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for the 708 Mental Health Board – Surplus Training Funds from Prior Year - \$12,764.38
8. Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for Probation – Line Item Transfer - \$10,000
9. Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for the Regional Office of Education - \$6,389
10. Ordinance – Amendment for the Combined Annual Budget and Appropriation Ordinance for the State’s Attorney’s Office – Line Item Transfer for \$26,350
11. 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.
12. Items of Information
13. Adjournment

How to Join Vermilion County Finance & Personnel Committee Meeting
Monday, March 2nd, 2020 at 5:00 pm

Vermilion County Board VCAB is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/95137892227>

Meeting ID: 951 3789 2227

One tap call for a cell phone:

+13126266799,,95137892227# US (Chicago)

If you can't Zoom in from a PC or tablet, call the number below!

Dial by your location

+1 312 626 6799

Meeting ID: 951 3789 2227

Find your local number: <https://zoom.us/u/ayO5svliQ>

Finance & Personnel Committee
Monday, March 2nd, 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 was absent. Also, in attendance; Larry Baughn - County Board Chairman, 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

Mr. Stark, second by Boyd to approve the agenda. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes – February 3rd, 2020

Mr. Stark 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, the Fund Equity Changes Report for the 2019 FY, and the Fund Equity Changes Report for the 2020 FY. Ms. Briggs told the committee that the February State taxes have not been recorded yet for the General Fund Revenue. According to the most current financials, the county had a \$6,217.96 profit in the General Fund for the 2019 FY. There could be more adjustments made by the internal and external auditors.

Agenda Item 6 – Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for Veterans Assistance

Bieritz motioned, second by Mrs. Stark to discuss.

The Veterans Assistance Commission would like to transfer \$8,320 from the contractual/professional line to the department head line. Marti Carrol, Director of the Veterans Assistance Commission, was present to answer all questions.

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 – Ordinance – Abating Annual Tax Levy – Jail Expansion and Juvenile Detention Center Projects -~~\$417,138~~

Mr. Stark motioned, second by Bieritz 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 \$417,138 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, Breannah Haton, Becky Stark, and Bruce Stark. 6 yes, 1 absent

Agenda Item 8 – Executive Session

None

Agenda Item 9 - Items of Information

Chairman Baughn told the committee that Meg Jacobson has started as the new Personnel Benefits Manager in the County Board office. Clifton Larson does plan to start testing soon for the 2019 audit. The plaques for Ivadale Foster have been hung. Mr. Stark asked if the union contracts have all been completed. Bill Donahue, the Risk Consultant, was present to answer that Judicial has been settled, and the others are hoped to be completed shortly.

Agenda Item 10 – Adjournment

Chairman Fourez adjourned the meeting at 5:40 PM.

Minutes by: Erika Briggs, Financial Resources Director

Vernillion County Revenue 2019 vs 2020 - as of April

Revenue	Description	Budget 2019		Budget 2020		Actual 2019	Actual 2020	% of Budget 2019	% of Budget 2020	
		Revenue	Estimated	Revenue	Estimated					
3101	Real Estate Taxes	\$	2,328,286.00	\$	2,422,714.00	\$	130,474.29	\$	5.60%	0.00%
3201	Liquor License Fees	\$	50,000.00	\$	50,000.00	\$	38,725.00	\$	77.45%	90.05%
3301	State Income Taxes	\$	2,900,000.00	\$	3,000,000.00	\$	950,865.14	\$	32.79%	44.38%
3304.01	Sales Tax/Regular	\$	417,000.00	\$	400,000.00	\$	135,434.40	\$	32.48%	45.88%
3304.02	Sales Tax/Supplemental	\$	1,654,470.00	\$	1,750,000.00	\$	569,124.47	\$	34.40%	41.06%
3305	Recreational Use Tax	\$	-	\$	75,000.00	\$	-	\$	0.00%	4.66%
3306	Corp Replacement Tax	\$	1,140,178.00	\$	1,323,286.00	\$	1,284,328.05	\$	112.64%	142.66%
3307	Hotel/Motel Tax	\$	4,500.00	\$	5,000.00	\$	1,553.55	\$	34.52%	19.06%
3311.01	State Salary Reimb/Pub Def	\$	99,994.00	\$	104,240.00	\$	34,765.64	\$	34.79%	41.67%
3311.02	State Salary Reimb/ Probation	\$	800,000.00	\$	1,066,167.00	\$	533,335.20	\$	66.67%	21.64%
3311.04	State Salary Reimb/ JDC	\$	-	\$	-	\$	-	\$	0.00%	0.00%
3311.04	State Salary Reimb/ Asst Atty	\$	-	\$	-	\$	-	\$	0.00%	0.00%
3311.05	State Salary Reimb/ ST Atty	\$	148,677.00	\$	155,915.00	\$	50,780.04	\$	34.15%	16.67%
3311.06	State Salary Reimb/S of A	\$	35,355.00	\$	35,355.00	\$	11,785.00	\$	33.33%	41.67%
3311.07	State Salary Reimb/ EMA	\$	-	\$	-	\$	-	\$	0.00%	0.00%
3318	S. S. A. Reimb/Prisoners	\$	7,000.00	\$	3,000.00	\$	-	\$	0.00%	33.33%
3321	EMA Grant Reimb	\$	33,000.00	\$	33,000.00	\$	64,811.63	\$	196.40%	121.86%
3325	Reimb/ Dare Program	\$	17,500.00	\$	17,500.00	\$	-	\$	0.00%	0.00%
3326	MIB Grant/ Travel	\$	25,000.00	\$	25,000.00	\$	6,991.48	\$	27.97%	43.86%
3353	School Service Grant	\$	-	\$	-	\$	-	\$	0.00%	0.00%
3425	VOCA Grant	\$	-	\$	47,816.00	\$	23,908.00	\$	0.00%	63.46%
3501	Public & Co Fees/ Circuit Clerk	\$	500,000.00	\$	500,000.00	\$	92,583.23	\$	18.52%	16.57%
3501.02	Public & Co Fees/ County Clerk	\$	256,000.00	\$	256,000.00	\$	110,385.37	\$	43.12%	37.89%
3501.03	Public & Co Fees/ Recorder	\$	220,000.00	\$	250,000.00	\$	101,244.66	\$	46.02%	49.49%
3501.04	Public & Co Fees/ Sheriff	\$	122,000.00	\$	122,000.00	\$	42,694.51	\$	35.00%	31.27%
3501.05	Public & Co Fees/ Coroner	\$	-	\$	-	\$	-	\$	0.00%	0.00%
3501.06	Public & Co Fees/ St Atty	\$	110,000.00	\$	80,000.00	\$	14,600.90	\$	13.27%	38.61%
3510	Court Security Fees	\$	320,000.00	\$	320,000.00	\$	58,497.22	\$	18.28%	4.94%
3540	Bond Processing Fee	\$	65,000.00	\$	68,000.00	\$	27,893.00	\$	42.91%	103.33%
3541	Sheriff's Services	\$	17,000.00	\$	27,000.00	\$	4,112.50	\$	24.19%	28.29%
3544	Traffic/Conservation Co. Fees	\$	50,000.00	\$	50,000.00	\$	16,889.05	\$	33.78%	601.37%
3545	Sheriff's Sale Fees	\$	85,000.00	\$	55,000.00	\$	22,200.00	\$	26.12%	26.18%
3556	State Police Vehicle Fees	\$	3,000.00	\$	2,000.00	\$	1,068.00	\$	3.53%	8.08%
3601	Fines	\$	80,000.00	\$	80,000.00	\$	20,679.07	\$	25.85%	29.86%
3602	Bond Forfeiture	\$	40,000.00	\$	40,000.00	\$	-	\$	0.00%	64.44%
3701	Interest	\$	50,000.00	\$	50,000.00	\$	13,089.89	\$	26.18%	11.60%
3702	Rent CSB/Annex	\$	-	\$	60,000.00	\$	-	\$	0.00%	100.00%
3704	Public Defender Client Reimb	\$	15,000.00	\$	2,000.00	\$	75.00	\$	0.50%	23.60%
3706	Surcharge/ Circuit Clerk	\$	30.00	\$	30.00	\$	0.50	\$	1.67%	0.00%
3707	County Jail Medical Fee	\$	3,000.00	\$	6,500.00	\$	1,288.00	\$	42.93%	31.70%
3708	Penalty Cost & Interest	\$	200,000.00	\$	230,000.00	\$	226,546.72	\$	113.27%	120.65%
3710	Miscellaneous	\$	200,000.00	\$	150,000.00	\$	101,538.01	\$	50.77%	77.56%
3711	EMA-Tier Hazardous fee	\$	-	\$	-	\$	-	\$	0.00%	0.00%
3712	Memorial Funds	\$	-	\$	-	\$	-	\$	0.00%	0.00%
3715	Lump Sum Charges	\$	2,000.00	\$	2,000.00	\$	326.03	\$	16.30%	0.00%
3719	5% DNA ID- Circuit Clerk	\$	700.00	\$	700.00	\$	137.03	\$	19.58%	0.00%
3721	5% Youth Diversion	\$	600.00	\$	600.00	\$	34.90	\$	5.82%	0.00%
3723	FTA Warrant Fee	\$	21,000.00	\$	21,000.00	\$	2,800.00	\$	13.33%	24.33%
3726	Franchise Fees	\$	121,000.00	\$	121,000.00	\$	49,893.43	\$	41.23%	23.62%
3727	Gambling Revenue	\$	165,000.00	\$	215,000.00	\$	72,266.68	\$	43.80%	43.60%
3902	Transfers In	\$	300,000.00	\$	250,000.00	\$	67,600.00	\$	22.53%	54.59%
3904	Transfers from Fund 009	\$	600,000.00	\$	600,000.00	\$	-	\$	0.00%	0.00%
	Total	\$	13,207,230.00	\$	14,027,823.00	\$	4,884,361.59	\$	36.98%	43.91%

Should be 41%



General Fund Revenue as of April 30,2020

Real Estate – The real estate taxes are now on track to be deposited in the year in which they are collected. Therefore, the first deposit will not be until later in the fall.

Corporate Replacement Tax – This is \$561,898 in revenue over the budgeted amount expected and is received in one payment.

EMA Grant Reimb – EMA is reimbursed from the State a portion from their expenses. This has varied from year to year.

Bond Processing Fee – This is currently a lot higher then expected and being looked into.

Traffic/Conservation Fee Co Fees – The amount being deposited into this line is incorrect. The Circuit Clerk and County Board office are working to have this corrected.

Penalty, Cost & Interest – Costs and fees for late taxes.

S.S.A. Reimbursement/Prisoners – This is the Social Security collected from any prisoners who receive it while in the county jail. This is out of the county's control.

ORDINANCE

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

WHEREAS, the Vermilion County Health Department (“Health Department”) has received a grant to employ a census worker to help increase citizen participation in the U.S. Census; and,

WHEREAS, The Health Department purchased a computer out of the 2018-2019 budget but the check was lost in the mail and never cashed, and the Health Department now needs to pay for such equipment out of the current year budget; and

WHEREAS, such events require an amendment of various lines to allow the Health Department to pay for the employee and equipment; and

WHEREAS, the budget therefore needs to be amended as set out below 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 and County Board Chairman and Office be authorized and instructed to amend the budget for fiscal year 2019-2020 as set out below:

003.445.00.4101	Personnel	\$12,500.00
003.445.00.4251	Travel	\$3,000.00
003.445.00.4260	Telephone	\$500.00
003.445.00.4231	Consumable Supplies	\$2,000.00
003.445.00.4361	Contractual	\$1,000.00
003.445.00.4450	Office Furniture/Equip.	\$6,000.00
003.101.00.3710	Miscellaneous Grants	\$25,000.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the May 12th, 2020 A.D. Session.

This amendment takes two thirds majority for passage.

Page 2
Budget Amendment – Health Department

DATED this 12th day of May 2020 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Request for Amendment
Fiscal Budget
2019 - 2020

Dept: Health

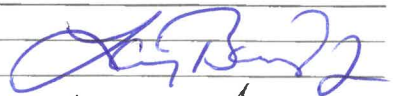
Date: 3/17/2020

Account Number	Account Description	Original Appr.	Additional	To Read
003.445.00.4101	Personnel	\$ 881928	\$ 12500	894428
003.445.00.4251	Travel	\$ 29500	\$ 3000	32500
003.445.00.4260	Telephone	\$ 17250	\$ 500	17750
003.445.00.4231	Consumable Supplies	\$ 120000	\$ 2000	122000
003.445.00.4361	Contractual	\$ 40000	\$ 1000	41000
003.445.00.4450	Office Furniture/Equipme	\$ 8400	\$ 6000	14400
		\$	\$	
003.101.00.3710	Miscellaneous grants	\$ 0	\$ 25000	25000

Narrative:

We have received a 6 month grant to employ a census worker to present the importance of every resident filing their information for the census. This person will travel throughout the county to educate residents, answer questions regarding the census and eventually have computers set up with in the Health Department to aid in census registration.

Also, the increase in equipment is due to computer equipment purchase for the census worker and for the 2018-2019 budget year, a check was lost in the mail, in the amount of \$7,334.09< and the company GovConnection did not receive payment for the equipment purchase. Since the 2018-2019 fiscal year had been closed out at the time we discovered the lost check, we had to run the new payment in the current fiscal year.



Department Head: Douglas Toole djid

Approved By:

_____ Committee

_____ Finance Committee

Chairman

Chairman

Dated: _____

Dated: _____

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE 708 MENTAL HEALTH BOARD – Surplus Training Funds
from Prior Budget Year**

WHEREAS, the 708 Mental Health Board has a surplus of funds totaling \$12,764.38 from the 2019 budget for Mental Health First Aid Training for Fiscal Year 2018-19; and

WHEREAS, such 2018-19 budget year surplus can be best used to pay for additional Mental Health First Aid Training for Fiscal Year 2019-2020, and such surplus funds must be received and appropriately budgeted for spending; and

WHEREAS, such funds being from a grant from Vermilion Healthcare Foundation for that specific purpose and cannot be otherwise budgeted or spent; 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 2019-2020 in the amount as below to facilitate payment mental health training in an amount of 12,764.38 as set out below.

FROM:

004.470.00.4273 Vermilion Healthcare Grant 2018-19	\$12,764.38
---	--------------------

TO:

004.470.00.4273 Vermilion Healthcare Grant FY 2019-20	\$12,764.38
--	--------------------

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the May 12th, 2020 A.D. Session.

This amendment takes two thirds majority for passage.

Page 2

Budget Amendment – Mental Health Board

DATED this 12th day of May 2020 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Request for Transfer
Fiscal Budget
2019 - 2020

Dept: Mental Health 708 Board

Date: 03 - 02 - 2020


From: 004.470.00.4273 FY'19 Budget

To: 004.470.00.4273 FY'20 Budget

Line Item	Description	Line Item	Description	Amount
004 - 470 - 00 - 4273	Men. Health First Aid Trng '19	004 - 470 - 00 - 4273	MentalHealth First Aid Trng FY'20	\$ 12,764.38
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$ 12,764.38

NARRATIVE:

This item is the balance of the unused funding for Mental Health First Aid Trainings from Fiscal Year '19. That funding came from a Vermilion Healthcare Foundation Grant to provide supplies for trainings through September of 2020. This transfer will allow us to spend this sum out of this year's budget.


 Department Head: Jim Russell

Approved By:

_____ Committee

_____ Finance Committee

_____ Chairman

_____ Chairman

Date: ____ - ____ - ____

Date: ____ - ____ - ____

ORDINANCE

RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE VERMILION COUNTY PROBATION OFFICE – LINE ITEM TRANSFER

WHEREAS, the Probation Office desires to move funds from the Travel line to Maintenance/Repair Hardware line to purchase iPads for probation officers; and

WHEREAS, the need to encourage and use technology particularly in the face of the current health crisis is important; and

WHEREAS, such change requires a line item transfer; and

WHEREAS, this money was budgeted, albeit in a different line, and so it is not an addition to the annual budget; and,

WHEREAS, the budget therefore needs to be amended accordingly and this need 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 and County Board Chairman and Office be authorized and instructed to amend the budget for fiscal year 2019-2020 as set out below:

FROM:		
014.231.00.4251	Travel	\$10,000.00
To:		
014.231.90.4292	Main/Repair Hardware	\$10,000.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the May 12, 2020 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 12th day of May 2020 A.D.

**Request for Transfer
Fiscal Budget
2019 - 2020**

Dept: Probation

Date: 04 - 28 - 2020

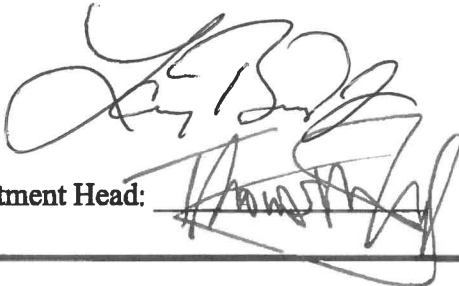
From: Travel

To: Maint/Repair Hardware

Line Item	Description	Line Item	Description	Amount
014 - 231 - 00 - 4251	Travel	014 - 231 - 90 - 4292	Maint/Repair Hardware	\$ 10,000.00
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$

NARRATIVE:

Moving monies from the Travel line item to the Maint/Repair Hardware line item to purchase iPads for Probation Officers. With COVID-19 crisis, utilizing technology to meet with people remotely has become very important. This will allow Probation Officers to have complete access to their desktop and remotely meet with the probationers, treatment provider, the Court, etc.


 Department Head: _____

Approved By:

_____ Committee

Chairman _____

Finance Committee

Chairman _____

Date: _____

Date: _____

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE REGIONAL OFFICE OF EDUCATION**

WHEREAS, the Regional Superintendent of Schools is required to meet more stringent standards in applications for and management of grants; and,

WHEREAS, such requirements necessitate the hiring of a bookkeeper with a high level of skill and knowledge, particularly as to General Accounting Practices; and

WHEREAS, the budget therefore needs to be amended increasing the salary line to attract qualified candidates and to allow additional funds to provide for time to train any new employee as set out in the attached request 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 and County Board Chairman and Office be authorized and instructed to amend the budget for fiscal year 2019-2020 as set out below:

001.420.00.4101	Personnel Services	\$6,389
------------------------	---------------------------	----------------

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the May 12th, 2020 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this May 12th day of April 2020 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

**Request for Amendment
Fiscal Budget
2019 - 2020**

Dept: Regional Office of Education

Date: 3/12/20

Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.420.00.0401</u>	<u>Personnel Services</u>	<u>\$ 87,329</u>	<u>\$ 6,389</u>	<u>\$93,718</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>
<u>_____</u>	<u>_____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>_____</u>

Narrative:

The current bookkeeper is retiring May 19, 2020. Due to more stringent state and federal grant requirements for the ROE in regards to accounting and bookkeeping, the need exists to hire a bookkeeper with more education and knowledge base of General Accounting Practices (please see job description). The ROE requests an salary increase of \$5000 for the new bookkeeper and 10 days of pay (\$1389) to train a new person by the retiring bookkeeper for two weeks prior to her retirement.

Department Head: Cheryl S. Bystek

Approved By:

Committee

Chairman

Finance Committee

Chairman

Dated: _____

Dated: _____

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE STATES ATTORNEY’S OFFICE – LINE ITEM TRANSFER**

WHEREAS, the State’s Attorney’s Office desires to move funds from the Salary Personnel line to Maintenance/repair Vehicle line to purchase a used vehicle for the State’s Attorney’s office Investigator; and

WHEREAS, the State’s Attorney by statute (55 ILCS 5/3-9005(b)) may appoint an investigator who serves summons, subpoenas, conducts investigations, and transports witnesses, and other wise assist in the prosecution of cases, all of which require a vehicle which is in use daily; and

WHEREAS, such change requires a line item transfer; and

WHEREAS, this money was budgeted, albeit in a different line, and so it is not an addition to the annual budget; and,

WHEREAS, the budget therefore needs to be amended accordingly and this need 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 and County Board Chairman and Office be authorized and instructed to amend the budget for fiscal year 2019-2020 as set out below:

FROM:
001.220.00.4101 Salary Personnel \$26,350.00

To:
001.220.00.4291 Main/Repair Vehicle \$26,350.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the May 12th, 2020 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 12th day of May 2020 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Request for Transfer
Fiscal Budget
2019 - 2020

Dept: State's Attorney - 220

Date: 3 - 10 - 2020

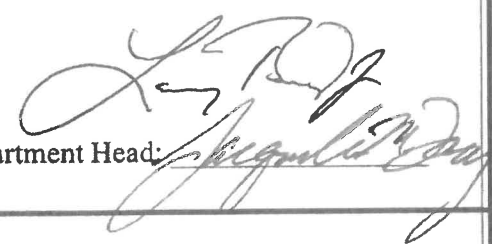
From: Salary - Personnel

To: Main/Repair - Vehicle

Line Item	Description	Line Item	Description	Amount
001 - 220 - 00 - 04101	Salary - Personnel	001 - 220 - 00 - 04291	Main/Repair - Vehicle	\$ 26,350.00
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$

NARRATIVE:

In the history of the State's Attorney's Office, typically, we would receive old Probation vehicles for our Investigator. The vehicle the Investigator currently has is a 2008 with over 130,000 miles and currently, Probation does not have any vehicles available to give the SAO. Therefore, we are requesting to move the funds listed above in order to purchase a used vehicle.


 Department Head: _____

Approved By:

_____ Committee

Chairman _____

Finance Committee

Chairman _____

Date: ____ - ____ - ____

Date: ____ - ____ - ____