

**Finance & Personnel Committee**  
**Monday, May 4<sup>th</sup>, 2020**  
**5:00 PM, via Zoom or telephone**

## **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, Becky Stark, and Bruce Stark. Robert Boyd, Breannah Haton, and Adam Hart were absent. Also, in attendance; Larry Baughn - County Board Chairman, Doug Toole – Health Department Administrator, Erika Briggs- Finance Director, Bill Donahue – Risk Consultant, Jim Russell – Mental Health Director, Tom Gregory – Probation Director, Jacqueline Lacy – State’s Attorney, Cheryl Reifsteck – Superintendent of Schools, Aaron Hird – Assistant Superintendent of Schools, and Darren Duncan – Vermilion County Treasurer.

### **Agenda Item 2 - Adoption/Amendments to the Agenda**

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

### **Agenda Item 3 - Approval of Minutes – February 3<sup>rd</sup>, 2020**

Mrs. 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. Additional documentation was provided to explain any highlight in green on the report. Ms. Briggs noted that there is an error with the Traffic/Conservation fee and the Bond Processing Fee. The County Board office is working with the departments to have these corrected. Bieritz questioned that these had been going on for a while and Ms. Briggs replied that she was given reports that afternoon from the Circuit Clerk which were a helpful start into figuring out the differences. The County Chairman and Ms. Briggs assured the committee that all the money is being collected accordingly. It is just not getting deposited as needed for accurate reporting.

### **Agenda Item 6 – Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for the Vermilion County Health Department**

Mrs. Stark motioned, second by Bieritz to discuss.

The Vermilion County Health Department received a grant to employ a part time census worker to increase citizen participation. A computer was also purchased for this employee to complete the work as necessary. Doug Toole was available to answer any questions as needed.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Becky Stark, and Bruce Stark. 4 yes, 3 absent

### **Agenda Item 7 – Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for Mental Health Board – Surplus Training Funds from the Prior Budget Year**

Mr. Stark motioned, second by Bieritz to discuss.

The 708 Mental Health Board has a surplus of funds for mental health first aid training from the 2018-2019 fiscal year in which they would like transferred to the 2019-2020 fiscal year. Jim Russell was available to explain and answer any questions.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Becky Stark, and Bruce Stark. 4 yes, 3 absent

**Agenda Item 8 – Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for the Vermilion County Probation Office – Line Item Transfer**

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

The Probation office would like to transfer funds from the travel to their maintenance/repair hardware line to purchase iPads for the office staff. With the current health crisis, there has been a decrease in travel and increase in need to communicate through technology. Tom Gregory was present to answer any questions.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Becky Stark, and Bruce Stark. 4 yes, 3 absent

**Agenda Item 9 – Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for Regional Office of Education**

Bieritz motioned, second by Mrs. Stark to discuss.

The Regional Office of Education is requesting additional funds of \$6,389 to hire a qualified bookkeeper to meet more stringent standards and applications for and management of grants. This also includes funding to keep the current bookkeeper on staff while the new employee is trained. Cheryl Reifsteck was present to explain and answer questions as well as Aaron Hird.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Becky Stark, and Bruce Stark. 4 yes, 3 absent

**Agenda Item 10 – Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for the State’s Attorney’s Office – Line Item Transfer**

Mr. Stark motioned, second by Bieritz to discuss.

Previously, the State’s Attorney’s office has always received a used vehicle from the Probation Department. The State’s Attorney’s office is in need of a new vehicle and the probation office does not have any currently available to pass down. With a reduction in staff and openings not being filled immediately, there is a surplus in the salary personnel line which the State’s Attorney’s office asked be transferred to the Maintenance/Repair – Vehicle line for this need. Jacqueline Lacy was present to explain and answer any questions as needed.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Becky Stark, and Bruce Stark. 4 yes, 3 absent

**Agenda Item 11 – Executive Session**

None

**Agenda Item 12 - Items of Information**

Chairman Baughn had a few items for the committee. Cheryl Reifsteck had given her notice of retirement for June 30<sup>th</sup>. The Administration Building is now open to the public and citizens are asked to wear a mask if entering the building for services. The Finance Meeting was the first county meeting via zoom. The County Board Meeting is expected to be held via Zoom as well. Chairman Baughn told the committee that there is a new Animal Shelter Director and supervisor in place. They are aware of the shelter concerns and working closely with Chairman Baughn.

**Agenda Item 13 – Adjournment**

Chairman Fourez adjourned the meeting at 5:25 PM.

Minutes by: Erika Briggs, Financial Resources Director