

Finance & Personnel Committee
Monday, May 6th, 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 – April 8th, 2018
4. Audience Comments
5. Financial Update
6. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the State's Attorney - \$10,000
7. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Animal Regulation - \$500-line item transfer
8. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Animal Regulation - \$5,000
9. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Animal Regulations - \$85,000
10. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Building & Grounds - \$26,000-line item transfer
11. Ordinance: Personnel Policy Change regarding 'Vaping' and Smoking
12. 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.
13. Items of Information
14. Adjournment

Finance & Personnel Committee
Monday, April 8th, 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, Breannah Haton, Becky Stark, and Bruce Stark. Adam Hart and Robert Boyd were absent and excused. Also, in attendance was Larry Baughn, County Board Chairman; Doug Toole, Health Department Administrator; Erika Briggs; Financial Resources Director; Jim Russel, Mental Health Director; Craig Golden, County Board Member and Judge O'Shaughnessy, Presiding Circuit Judge.

Agenda Item 2 - Adoption/Amendments to the Agenda

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

Agenda Item 3 - Approval of Minutes – March 4th, 2019

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

Agenda Item 4 - Audience Comments

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. Also distributed was an explanation on some of the General Fund Revenue. Fourez asked if the State of Illinois is collecting sales tax when purchases are made online. Chairman Baughn would look into this further with the Treasurer.

Agenda Item 6 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Mental Health

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

The final tax disbursement has been made from the collection of the 2018 year's taxes. Therefore, the Mental Health department wishes to extend their budget for the final amount collected so that collection can go to Mental Health services.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Breannah Haton, Becky Stark, and Bruce Stark. 5 yes, 2 absent

Agenda Item 7 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Court Administration – Line Item Transfer

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

Judge O'Shaughnessy was present to explain that the court is required to provide interpreters as needed. Invoices from last year were turned in late into this fiscal year requiring additional funding for this year's current expenses. A Deputy Court Administrator has not yet been hired which has left an additional amount in the salary line for this year.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Breannah Haton, Becky Stark, and Bruce Stark. 5 yes, 2 absent

Agenda Item 8 – Executive Session

None

Agenda Item 9 - Items of Information

Chairman Baughn told the committee that a group met Thursday to discuss a Solar Farm Ordinance. The Farm Bureau has reviewed and made small changes as seemed necessary. The final version will go to the Executive Committee and then County Board. Kevin Green has asked that it sit on display for 60 days for the public to view. Chairman Baughn also discussed with the committee the budget for the 2019-2020 year. Many cuts were made last year and a large portion of the budget remaining is personnel. Chairman Baughn mentioned combining positions and not refilling as they become open. Two positions from Building & Grounds have become open and at this time will not be filled. All union contracts expire at the end of November. It was also discussed that any additional salary or change in salary within the middle of the year needs to be approved by the board on an individual basis. Bieritz stated that he was disappointed that the departments are required to perform more work with the new accounting system. Chairman Baughn expressed that he believes it's a learning curve and will just take time to adjust to the new system.

Agenda Item 10 – Adjournment

Chairman Fourez adjourned the meeting at 5:30 PM.

Minutes by: Erika Briggs, Financial Resources Director

General Fund Revenue as of April 29, 2019

Liquor Licenses – This budget was increased after last year's liquor licenses fees were \$46,225. After looking into it, multiple businesses closed within the year and were reestablished in the same year. This caused liquor licenses to be paid twice for that year. There were a few locations that did not renew their licenses as well.

State Salary Probation Reimbursement – Checks in total of \$77,705.07 have been received and not yet recorded. These reimbursements are behind about 5 months (our last reimbursement was for January 2019). The reimbursement allocation for SFY 2018 was \$726,683.00. The reimbursement allocation for SFY 2019 is \$619,054. With the SFY splitting the County's fiscal year, it makes this account difficult to budget, but will be decreased in the future.

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.

WIB Grant/Travel – This is a reimbursement for the Workforce Investment Board. The county is reimbursed 100% for the employee's wages, employer taxes, and employer IMRF.

Public & Co Fees: These fees have not all been deposited as normal because the Circuit Clerk's office is still working to decipher the correct amounts with the new JANO system.

Court Security Fees – These are no longer implemented and collected as of July 1, 2019.

Sheriff's Sale Fees – This is a fee when foreclosed property is sold. County has no control.

Bond Forfeiture – After switching to New World, bond forfeiture deposits were recorded in the Fines line item (which is already low). This is being corrected by the Treasurer's office.

County Jail Medical Fee – This is a fee at the PSB that the inmates have to pay to receive treatment (like a copay).

Penalty, Cost & Interest – This is over the budget amount. It is just not over as high as percentage compared to last year.

Lump Sum Charges – Deposits normally made monthly. None since January. This is an additional charge of \$15 for every \$40 fine imposed on criminal and traffic offenses. This will end July 1st, 2019.

5% DNA ID- Circuit Clerk – Deposits normally made monthly. None since January.

5% Youth Diversion – Deposits normally made monthly. None since January.

Transfers In – Last year a large transfer was contributed to the General Fund. This was known to be a one-time transfer from another fund and was done to assist the General Fund budget.

2018-2019 General Fund Expenses as of April 29th

FUND ACCOUNT	ACCOUNT DESCRIPTION	2017-2018		2018-2019		2017-2018 Expensed	2018-2019 Expensed	Difference
		BUDGET AMOUNT	YTD ACTUAL	BUDGET AMOUNT	YTD ACTUAL			
001.110	COUNTY BOARD	392,280.00	142,878.88	510,110.00	146,700.71	36.42%	28.78%	7.67%
001.120	AUDITOR	139,180.00	46,019.20	155,210.00	43,241.83	33.07%	27.88%	5.21%
001.130	TECH SERVICES	676,640.00	244,427.70	686,434.00	247,828.80	36.02%	37.19%	-1.17%
001.140	TREASURER	230,919.00	71,659.64	229,690.00	65,482.30	31.03%	28.51%	2.52%
001.165	EMPLOYEE BENEFITS	2,636,000.00	831,255.48	711,332.00	578,502.24	32.78%	81.33%	-48.55%
001.168	NON-DEPARTMENTAL	478,027.00	158,587.38	452,819.00	89,004.53	33.17%	19.66%	13.52%
001.190	CAPITAL OUTLAYS	1,000.00	761.03	1,500.00	686.92	76.10%	45.79%	30.31%
001.210	CIRCUIT CLERK	647,298.00	205,890.00	780,931.00	221,437.95	31.81%	28.10%	2.71%
001.215	COLLECTION PROGRAM	.00	.00	.00	.00	#DIV/0!	#DIV/0!	#DIV/0!
001.220	STATE'S ATTORNEY	1,381,715.00	445,783.56	1,487,000.00	473,089.15	32.74%	31.60%	1.13%
001.230	PROBATION	1,258,122.00	473,002.58	1,466,804.00	463,741.98	37.60%	31.82%	5.98%
001.240	JUDICIARY & RULES	508,754.00	187,457.21	500,893.00	191,629.81	36.85%	38.26%	-1.41%
001.250	PUBLIC DEFENDER	892,434.00	248,943.44	787,808.00	239,389.86	35.95%	31.18%	4.77%
001.310	SHERIFF	2,775,557.00	1,001,360.33	3,108,361.00	987,443.32	36.08%	31.12%	4.95%
001.320	MERIT COMMISSION	26,474.00	7,032.50	21,874.00	2,303.41	26.56%	10.53%	16.03%
001.330	EMA	209,442.00	56,236.13	199,831.00	61,706.83	27.61%	30.88%	-3.07%
001.350	CORONER	255,878.00	78,227.93	257,588.00	81,944.53	30.57%	31.81%	-1.24%
001.420	REG SUPERINTENDENT	109,988.00	31,428.10	123,835.00	36,604.10	28.58%	29.58%	-0.98%
001.440	ANIMAL CONTROL	180,000.00	180,000.00	185,000.00	185,000.00	100.00%	100.00%	0.00%
001.510	COUNTY CLERK	649,784.00	288,590.89	566,201.00	180,725.55	41.34%	32.49%	8.84%
001.520	RECORDER	185,898.00	64,300.99	203,312.00	64,830.28	34.60%	31.89%	2.71%
001.530	ELECTION COM	276,100.00	127,548.02	226,123.00	83,324.42	46.20%	36.85%	9.35%
001.540	BOARD OF REVIEW	74,462.00	23,174.71	109,576.00	33,285.39	31.13%	30.36%	0.77%
001.550	SUP OF ASSESSMENTS	316,111.00	109,167.43	404,806.00	101,171.97	34.53%	24.99%	9.54%
001.610	BUILDING & GROUNDS	1,049,472.00	337,150.78	1,020,030.00	346,248.49	32.13%	33.94%	-1.82%
001	GENERAL FUND	16,013,406.00	6,322,863.59	14,116,848.00	4,885,304.13	36.45%	34.61%	0.85%

Health Insurance within Department now

Budgeted Fund Revenue as of April 29th, 2019

FUND ACCOUNT	ACCOUNT DESCRIPTION	ADOPTED BUDGET	YTD ACTUAL	REMAINING BALANCE	Percentage Received
001	GENERAL FUND	\$ 13,207,230.00	\$ 4,356,574.84	\$ 8,850,655.16	32.99%
002	IMRF FUND	\$ 1,013,000.00	\$ 100,687.38	\$ 912,312.62	9.94%
003	VERMILION COUNTY HEALTH DEPT	\$ 1,406,759.00	\$ 646,821.76	\$ 759,937.24	45.98%
004	MENTAL HEALTH 708 FUND	\$ 810,885.00	\$ 54,611.21	\$ 756,273.79	6.73%
005	LIABILITY INSURANCE FUND	\$ 777,800.00	\$ 35,752.74	\$ 742,047.26	4.60%
006	PSB RENT FUND	\$ 11,689,003.00	\$ 2,418,074.18	\$ 9,270,928.82	20.69%
007	COUNTY HIGHWAY FUND	\$ 1,193,545.00	\$ 142,960.42	\$ 1,050,584.58	11.98%
009	LAW ENFORCEMENT FUND	\$ 1,378,000.00	\$ 350,143.72	\$ 1,027,856.28	25.41%
010	INDEMNITY FUND	\$ 35,730.00	\$ 42,044.58	\$ (6,314.58)	117.67%
011	ANIMAL CONTROL FUND	\$ 575,700.00	\$ 315,898.73	\$ 259,801.27	54.87%
013	GIS AUTOMATION FUND	\$ 232,100.00	\$ 70,596.25	\$ 161,503.75	30.42%
014	PROBATION SERVICE FUND	\$ 160,040.00	\$ 19,816.97	\$ 140,221.03	12.38%
015	COUNTY CLERK VITAL RECORDS	\$ 13,050.00	\$ 5,305.38	\$ 7,744.62	40.65%
018	CO CLERK TAX AUTOMATION FUND	\$ 1,015.00	\$ 240.34	\$ 774.66	23.68%
019	FICA (SOCIAL SECURITY)	\$ 1,126,900.00	\$ 57,156.51	\$ 1,069,743.49	5.07%
022	STATE'S ATTY AUTOMATION	\$ 7,500.00	\$ 584.38	\$ 6,915.62	7.79%
035	CORONER'S AUTOMATION	\$ 18,000.00	\$ 9,298.95	\$ 8,701.05	51.66%
041	CAPITAL IMPROVEMENTS FUND	\$ 103,400.00	\$ 23,101.86	\$ 80,298.14	22.34%
042	NORTH FORK SPEC SERV AREA 1	\$ 50,511.00	\$ 3.39	\$ 50,507.61	0.01%
043	NORTH FORK SPEC SERV AREA 2	\$ 19,002.00	\$ 120.43	\$ 18,881.57	0.63%
044	NORTH FORK SPEC SERV AREA 3	\$ 3,654.00	\$ 0.87	\$ 3,653.33	0.02%
048	LAW ENFORCEMENT GRANT	\$ 13,217.00	\$ -	\$ 13,217.00	0.00%
052	ELECTRONIC CITATION FUND	\$ 7,633.00	\$ 972.34	\$ 6,660.66	12.74%
062	COUNTY BRIDGE FUND	\$ 372,563.00	\$ 23,260.62	\$ 349,302.38	6.24%
063	LAW LIBRARY FUND	\$ 39,000.00	\$ 6,860.96	\$ 32,139.04	17.59%
066	VC SOLID WASTE MANAGEMENT	\$ 260,402.00	\$ 103,762.86	\$ 156,639.14	39.85%
069	WORKING CASH FUND	\$ -	\$ -	\$ -	#DIV/0!
071	TRAFFIC FEE FUND	\$ 60,000.00	\$ 12,001.76	\$ 47,998.24	20.00%
072	TREASURER'S ACCT FUND	\$ 320.00	\$ 19.81	\$ 300.19	6.19%
074	COURT AUTOMATION FUND	\$ 132,625.00	\$ 28,091.87	\$ 104,533.13	21.18%
075	COURT SECURITY FEE FUND	\$ 140,000.00	\$ 244.35	\$ 139,755.65	0.17%
076	RECORDER SPECIAL FUND	\$ 43,050.00	\$ 13,648.65	\$ 29,401.35	31.70%
078	CIRCUIT CLERK OPER & ADMIN	\$ 34,060.00	\$ 2,185.01	\$ 31,874.99	6.42%
079	COURT DOCUMENT STORAGE FUND	\$ 132,024.00	\$ 28,141.45	\$ 103,882.55	21.32%
080	DRUG COURT FEE FUND	\$ 10,000.00	\$ 896.46	\$ 9,103.54	8.96%
081	VC ELECTRONIC MONITOR	\$ 40,010.00	\$ 7,235.76	\$ 32,774.24	18.08%
086	BOARD OF ELECTION FUND	\$ -	\$ -	\$ -	#DIV/0!
088	TREASURER AUTOMATION FUND	\$ 51,285.00	\$ 50,009.19	\$ 1,255.81	97.55%
090	VC TRUSTEE REVOLVING FUND	\$ 30,009.00	\$ 7,306.90	\$ 22,702.10	24.35%
091	CHILD SUPPORT/MAINT	\$ 36,988.00	\$ -	\$ 36,988.00	0.00%
097	VICTIM WITNESS/ATTY GENERAL	\$ 30,000.00	\$ 15,001.02	\$ 14,998.98	50.00%
099	VC MEG/EXP MULTI-JUR NARC	\$ 140,457.00	\$ -	\$ 140,457.00	0.00%
	Total	\$ 35,396,447.00	\$ 8,949,435.70	\$ 26,447,011.30	25.28%

Budgeted Fund Expenses as of April 29, 2019

FUND ACCOUNT	ACCOUNT DESCRIPTION	BUDGET AMOUNT	YTD ACTUAL	REMAINING BALANCE	Percentage Expensed
001	GENERAL FUND	\$14,116,848.00	\$ 4,885,304.13	\$ 9,231,543.87	34.61%
002	IMRF FUND	\$ 1,500,000.00	\$ 352,525.66	\$ 1,147,474.34	23.50%
003	VERMILION COUNTY HEALTH DEPT	\$ 1,395,117.00	\$ 409,305.73	\$ 985,811.27	29.34%
004	MENTAL HEALTH 708 FUND	\$ 868,493.00	\$ 393,447.93	\$ 475,045.07	45.30%
005	LIABILITY INSURANCE FUND	\$ 925,235.00	\$ 622,992.27	\$ 302,242.73	67.33%
006	PSB RENT FUND	\$12,807,680.00	\$ 2,649,839.56	\$ 10,157,840.44	20.69%
007	COUNTY HIGHWAY FUND	\$ 1,505,050.00	\$ 417,670.32	\$ 1,087,379.68	27.75%
009	LAW ENFORCEMENT FUND	\$ 1,286,912.00	\$ 255,018.56	\$ 1,031,893.44	19.82%
010	INDEMNITY FUND	\$ 81,906.16	\$ -	\$ 81,906.16	0.00%
011	ANIMAL CONTROL FUND	\$ 660,559.00	\$ 222,174.59	\$ 438,384.41	33.63%
013	GIS AUTOMATION FUND	\$ 271,462.00	\$ 120,981.79	\$ 150,480.21	44.57%
014	PROBATION SERVICE FUND	\$ 175,000.00	\$ 59,744.80	\$ 115,255.20	34.14%
015	COUNTY CLERK VITAL RECORDS	\$ 17,500.00	\$ 3,901.35	\$ 13,598.65	22.29%
018	CO CLERK TAX AUTOMATION FUND	\$ 500.00	\$ -	\$ 500.00	0.00%
019	FICA (SOCIAL SECURITY)	\$ 1,275,000.00	\$ 384,558.83	\$ 890,441.17	30.16%
022	STATE'S ATTY AUTOMATION	\$ 7,500.00	\$ 2,287.31	\$ 5,212.69	30.50%
035	CORONER'S AUTOMATION	\$ 17,730.00	\$ 5,925.64	\$ 11,804.36	33.42%
041	CAPITAL IMPROVEMENTS FUND	\$ 1,199,232.00	\$ 102,875.08	\$ 1,096,356.92	8.58%
042	NORTH FORK SPEC SERV AREA 1	\$ 89,100.00	\$ 11,263.10	\$ 77,836.90	12.64%
043	NORTH FORK SPEC SERV AREA 2	\$ 33,575.00	\$ 4,244.06	\$ 29,330.94	12.64%
044	NORTH FORK SPEC SERV AREA 3	\$ 6,466.00	\$ 816.17	\$ 5,639.83	12.64%
048	LAW ENFORCEMENT GRANT	\$ 13,217.00	\$ -	\$ 13,217.00	0.00%
052	ELECTRONIC CITATION FUND	\$ 11,500.00	\$ -	\$ 11,500.00	0.00%
062	COUNTY BRIDGE FUND	\$ 369,563.00	\$ 74,089.08	\$ 295,473.92	20.05%
063	LAW LIBRARY FUND	\$ 125,000.00	\$ 4,944.60	\$ 120,055.40	3.96%
066	VC SOLID WASTE MANAGEMENT	\$ 260,402.00	\$ 76,915.43	\$ 183,486.57	29.54%
069	WORKING CASH FUND	\$ -	\$ -	\$ -	#DIV/0!
071	TRAFFIC FEE FUND	\$ 111,000.00	\$ 412.00	\$ 110,588.00	0.37%
072	TREASURER'S ACCT FUND	\$ 11,604.26	\$ -	\$ 11,604.26	0.00%
074	COURT AUTOMATION FUND	\$ 161,359.00	\$ 31,858.33	\$ 129,500.67	19.74%
075	COURT SECURITY FEE FUND	\$ 161,200.00	\$ 48,973.46	\$ 112,226.54	30.38%
076	RECORDER SPECIAL FUND	\$ 64,000.00	\$ 7,475.45	\$ 56,524.55	11.68%
078	CIRCUIT CLERK OPER & ADMIN	\$ 32,550.00	\$ 614.24	\$ 31,935.76	1.89%
079	COURT DOCUMENT STORAGE FUND	\$ 139,359.00	\$ 36,790.70	\$ 102,568.30	26.40%
080	DRUG COURT FEE FUND	\$ 10,000.00	\$ (195.00)	\$ 10,195.00	-1.95%
081	VC ELECTRONIC MONITOR	\$ 30,000.00	\$ 6,639.00	\$ 23,361.00	22.13%
086	BOARD OF ELECTION FUND	\$ 1,800.00	\$ -	\$ 1,800.00	0.00%
088	TREASURER AUTOMATION FUND	\$ 50,020.00	\$ 2,652.47	\$ 47,367.53	5.30%
090	VC TRUSTEE REVOLVING FUND	\$ 25,000.00	\$ 3,178.60	\$ 21,821.40	12.71%
091	CHILD SUPPORT/MAINT	\$ 46,924.00	\$ 14,520.88	\$ 32,403.12	30.95%
097	VICTIM WITNESS/ATTY GENERAL	\$ 30,000.00	\$ 9,772.63	\$ 20,227.37	32.58%
099	VC MEG/EXP MULTI-JUR NARC	\$ 140,457.00	\$ -	\$ 140,457.00	0.00%
	Total	\$40,035,810.42	\$11,223,518.75	\$ 28,812,291.67	28.03%

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 has requested a budget increase for the salary
line for the reasons outlined in the attached summary; and**

WHEREAS, such event requires an amendment to add to the salary; 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 Vermillion County Illinois
that the County Auditor and County Board Chairman and Office be authorized and instructed to
amend the budget for fiscal year 2018-2019 as set out below:**

001.220.00.04101	Salary/Personnel	\$10,000.00
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And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED by the County Board of Vermillion County, Illinois at
the May 14, 2019 A.D. Session.**

This amendment takes two thirds majority for passage.

DATED this 14th day of May 2019 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermillion County Board

ATTEST:

Clerk of the County Board

Budget Amendment – State's Attorney

APPROVED BY JUDICIAL AND RULES:

Adam Hart Y N A
Committee Chairperson

Robert Boyd	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> A
Phearn Butler	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> A
Natalie Duncan	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> A
Chuck Mockbee	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> A
Tom Morse	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> A
Nancy O'Kane	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> A

**Request for Amendment
Fiscal Budget
2018 - 2019**

Dept: State's Attorney's Office - 220

Date: 4/19/2019

Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.220.00.04101</u>	<u>Salary - Personnel</u>	<u>\$ 995,000</u>	<u>\$ 10,000</u>	<u>1,005,000.00</u>
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____

Narrative:

I am requesting additional money in order to attempt to locate assistant state's attorneys that have significant prosecutor experience. In the last two years there have been several improvements to the Vermilion County State's Attorney's Office including, but not limited to organizing the office so that it runs more efficiently. We have reduced support staff by one position and I am requesting to increase attorney staff due to the volume of drug offenses and violent crimes in our community. Our caseload volume is significant and we have approximately 3,700 cases pending in my office including 14 murder cases. In addition to the pending murder charges we have a significant number of predatory sexual assault cases with child victims.

Department Head: 

Approved By:

_____ Committee
Chairman

Finance Committee
Chairman

Dated: _____

Dated: _____

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE ANIMAL REGULATION DEPARTMENT**

**WHEREAS, the Animal Regulation Department is in need of additional funds for
equipment; and**

**WHEREAS, the line item for Office Furniture/Equipment needs to be replenished by
amending the Animal Regulation budget to transfer an additional \$500.00 to the said line from
the Materials line as shown below, 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 Vermillion County Illinois
that the County Auditor be authorized and instructed to amend the budget for fiscal year 2018-
2019 by amending the budget by line item transfer as follows:**

011.440.00.04220 Materials 011.440.00.04450 Office Furniture/Equip.

And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED by the County Board of Vermillion County, Illinois at
the May 14, 2019 A.D. Session.**

This amendment takes two thirds majority for passage.

DATED this 14th day of May 2019 A.D.

AYE _____ NAY _____ ABSENT _____

**_____
Chairman, Vermillion County Board**

ATTEST:

**_____
Clerk of the County Board**

Page 2
Budget Amendment –Animal Regulation

APPROVED BY Health/Education:

Kevin Green (Chairman)	Y <input type="checkbox"/>	N <input type="checkbox"/>	A <input checked="" type="checkbox"/>
Phearn Butler	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	A <input type="checkbox"/>
Marla Macklewicz	Y <input type="checkbox"/>	N <input type="checkbox"/>	A <input checked="" type="checkbox"/>
Charles Mockbee	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	A <input type="checkbox"/>
Chuck Nesblitt	Y <input type="checkbox"/>	N <input type="checkbox"/>	A <input checked="" type="checkbox"/>
Jim Watson	Y <input type="checkbox"/>	N <input type="checkbox"/>	A <input checked="" type="checkbox"/>
Dan Wright	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	A <input type="checkbox"/>

Date: 4/18/19

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE ANIMAL REGULATION DEPARTMENT**

WHEREAS, the Animal Regulation Department is in need of additional funds for vehicle maintenance; and

WHEREAS, the line item for maintenance needs to be replenished by amending the Animal Regulation budget to add an additional \$5,000.00 to the appropriate line item, 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 Vermillion County Illinois that the County Auditor be authorized and instructed to amend the budget for fiscal year 2018-2019 by amending the budget as follows:

011.440.00.04291 Maintenance/Repairs Vehicles \$5,000.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermillion County, Illinois at the May 14, 2019 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 14th day of May 2019 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermillion County Board

ATTEST:

Clark of the County Board

Budget Amendment –Animal Regulation

APPROVED BY Health/Education:

Kevin Green (Chairman) Y__ N__ A✓

Date: 4/18/19

Pheam Butler Y✓ N__ A__

Marla Mackiewicz Y__ N__ A✓

Charles Mockbee Y✓ N__ A__

Chuck Nesbitt Y__ N__ A✓

Jim Watson Y__ N__ A✓

Dan Wright Y✓ N__ A__

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE ANIMAL REGULATION DEPARTMENT**

WHEREAS, the Animal Regulation Department is now paying for health insurance from their budget as part of the bookkeeping change with our new software from New World/ Tyler; and

WHEREAS, such change requires additional funds from the general fund as explained in the attachment since historically we fund the Animal Regulation Department in part from the General Fund; and

WHEREAS, this money would be expended regard of the line it was taken from so it is not an additional unplanned burden on the budget but a bookkeeping matter; and,

WHEREAS, the budget therefore needs to be amended accordingly and this change in bookkeeping was not known when the budget was prepared, and thus was not included.

NOW, THEREFORE BE IT ORDAINED by the County Board of Vermillion County Illinois that the County Auditor and County Board Chairman and Office be authorized and instructed to amend the budget for fiscal year 2018-2019 as set out below:

001.440.00.4610	Transfer	\$85,000.00
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And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermillion County, Illinois at the May 14, 2019 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 14th day of May 2019 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermillion County Board

ATTEST:

Clerk of the County Board

Page 2
Budget Amendment – Animal Regulation

APPROVED BY Finance Personnel:

<u>Steve Fourez</u>	Y	N	A
Committee Chairperson			
Wesley Bleritz	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

**Request for Amendment
Fiscal Budget
2018 - 2019**

Dept: Animal Regulation

Date: 4-25-19

Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.440.00.4610</u>	<u>Transfer</u>	\$ <u>165,000</u>	\$ <u>85,000</u>	\$ <u>250,000</u>
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____

Narrative:
Due to the new accounting system, health insurance must be taken out of the fund from which the employee is paid. At the March Finance Meeting, the Animal Reg budget was amended to accomodate these expenses. However, the Animal Reg Fund is partially funded from the General Fund as well. Therefore, this amendment is needed to move money from the General Fund to the Animal Reg Fund to assistance with health insurance expenses.

Department Head: _____

Approved By: _____

 Committee

Finance Committee

Chairman

Chairman

Dated: _____

Dated: _____

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE BUILDING & GROUNDS DEPARTMENT – LINE ITEM
TRANSFER**

WHEREAS, the County Board has separated for budgetary purposes in the new accounting system the Maintenance Department and Cleaning Department and each is now paying for health insurance from their budget as part of the bookkeeping change with our new software from New World/ Tyler; and

WHEREAS, such change requires a bookkeeping adjustment to keep each department separate; and

WHEREAS, this money would be expended regard of the line it was taken from so it is not an additional unplanned burden on the budget but a bookkeeping matter; and,

WHEREAS, the budget therefore needs to be amended accordingly and this change in bookkeeping 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 2018-2019 as set out below:

001.610.00.4155 Health Insurance 001.610.68.4155 Health Insurance \$26,000.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the May 14, 2019 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 14th day of May 2019 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

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Budget Amendment – County Board

APPROVED BY Finance Personnel:

Steve Fourez Y N A
Committee Chairperson

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

**Request for Transfer
Fiscal Budget
2018 - 2019**

Dept: Building & Grounds

Date: 4 - 24 - 19

From: _____ **To:** _____

Line Item	Description	Line Item	Description	Amount
001 - 610 - 00 - 4155	Health Insurance	001 - 610 - 68 - 4155	Health Insurance	\$ 26,000.00
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$

NARRATIVE:

Maintenance to Cleaning department

Department Head: _____

Approved By:

_____ Committee

_____ Finance Committee

Chairman

Chairman

Date: ____ - ____ - ____

Date: ____ - ____ - ____

ORDINANCE

RE: Personnel Policy Change regarding 'Vaping' and Smoking

WHEREAS, the County Board has maintained a personnel policy for general guidance of department heads and employees which sets out a baseline set of expectations, unless altered or superseded by union contracts or specific departmental rules; and

WHEREAS, from time to time a change is needed to react to current issues; and

WHEREAS, it is appropriate and important that the Board be aware of and agree with such changes; and,

NOW, THEREFORE BE IT RESOLVED by the County Board of Vermillion County Illinois that the attached changes in the personnel policy regarding 'vaping' and smoking are hereby adopted, made part of the personnel policy, provided however that elected officials may have different rules or regulations more restrictive in nature depending on the nature of the job duties involved, and that the Board further directs that the Human Resources Director shall place this policy appropriately in the Personnel Policy and make such policy known to all departments of the County.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermillion County, Illinois at the May 14, 2019 A.D. Session.

DATED this 14th day of May 2019 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermillion County Board

ATTEST:

Clerk of the County Board

Page 2
Personnel Policy – County Board

APPROVED BY Finance Personnel:

Steve Fourez _____ **Y N A**
Committee Chairperson

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**

E-Cigarettes and Smoking Prohibited

Vermilion County prohibits use of e-cigarettes ("vaping") in Vermilion County's buildings, in Vermilion County's vehicles or while performing job duties on behalf of Vermilion County. This policy applies whether the e-cigarette contains nicotine or not. Vermilion County also abides by the Illinois State laws including the Smoke Free Illinois Act and accordingly the smoking of tobacco or any form of smoking as described in the law is prohibited in Vermilion County Buildings or vehicles.

"Smoke" or "smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, e-cigarette (commonly referred to as vaping), cigar, cigarette, hookah, weed, herbs, or any other lighted, or electronic, smoking equipment.

Smoking Areas

Use of e-cigarettes or other forms of smoking is permitted during breaks in the following areas:

- In Vermilion County's parking lot, or any outdoor area which is 15 feet from an entrance to the County building or 15 feet from any entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited to ensure any form of smoke does not thereby enter the building. Each department may designate permitted areas so as to not inconvenience or disturb the public as they enter or exit the building, or otherwise detract from the mission of each department.
- In employee's own vehicle.

E-Cigarette Safety

The liquid nicotine in an e-cigarette is a known dangerous poison and should not be ingested or be in contact with skin. Therefore, no nicotine refill bottles or other nicotine containers are allowed the workplace. Do not dispose of nicotine in Vermilion County's trash receptacles.

Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to your manager, your supervisor, or the elected or appointed official over your department.

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with those listed above, you can direct them to the Human Resources Department or in the absence of the Human Resource's Director, then the County Risk Manager.