

**Finance & Personnel Committee
Monday, July 1st, 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 – June 3rd, 2018
4. Audience Comments
5. Financial Update
6. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Building & Grounds- \$65,000
7. 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.
8. Items of Information
9. Adjournment

**Finance & Personnel Committee
Monday, June 3rd, 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. Robert Boyd and Adam Hart were absent and excused. Also, in attendance; Larry Baughn - County Board Chairman, Ashlyn Massey – Chief Deputy Treasurer; Nancy Boose – Human Resources, Doug Toole – Health Department Administrator, Bill Donahue -Risk Consultant, Erlka Briggs- Finance Director.

Agenda Item 2 - Adoption/Amendments to the Agenda

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

Agenda Item 3 - Approval of Minutes – April 8th, 2019

Mrs. Stark motioned, second by 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 and the Budgeted Fund revenue and expense totals. The Circuit Clerk's office is still working with the new judicial software to sort many of the fines and fees that are processed through the court system.

Agenda Item 6 – Resolution: Elected Officials Participation in Illinois Municipal Retirement Fund

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

Mrs. Boose told the committee that the State requires the board to pass a resolution every 2 years in regards to the number of hours that an employee must work to qualify for IMRF. The required number of hours had already changed from 600 to 1000. After further review and discussion, it was decided that the Board of Review did not qualify for the 1000 hours and would not qualify for IMRF. All current members began when the requirement was only 600 hours so this will not affect them.

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 – Executive Session

None

Agenda Item 8 - Items of Information

Baughn told the committee that Solar Ordinance is out for display. The executive committee did approve it, but County Board Member Kevin Green asked that the ordinance remain on display for anyone in the community to review before passed. Baughn informed the committee that Daughhettee & Parks has withdrawn from the audit and the County Board has contacted Clifton Larson Allen. Prior, Mrs. Parks and her staff met with Chairman Baughn and his staff to explain that auditing three accounting softwares (Tyler Technologies, AS400, and QuickBooks) has become a problem and they wished to withdraw rather than give unmodified opinions. Daughhettee & Parks is performing the audit for the Circuit Clerk's office

as it is much smaller. Bieritz asked Chairman Baughn to update the committee members as new information is obtained.

Agenda Item 9 – Adjournment

Chairman Fourez adjourned the meeting at 5:19 PM.

Minutes by: Erika Briggs, County Board

DRAFT

General Fund Revenue as of June 30th, 2019

State Salary Probation Reimbursement –The reimbursement allocation for SFY 2018 was \$726,683. The reimbursement allocation for SFY 2019 is \$619,054 and has all been received. The 2019 projected reimbursement is \$921,287.

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.

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 June 30th

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	392,260.00	213,508.54	510,110.00	240,429.28	54.43%	47.13%	7.30%	
001.120	AUDITOR	139,180.00	72,943.73	155,210.00	68,189.88	52.42%	43.91%	8.50%	
001.130	TECH SERVICES	678,640.00	408,312.82	666,434.00	394,449.43	59.87%	59.19%	0.68%	
001.140	TREASURER	230,919.00	114,825.80	229,690.00	107,153.79	49.73%	46.85%	3.07%	
001.165	EMPLOYEE BENEFITS	2,536,000.00	1,004,833.26	711,332.00	582,951.82	39.82%	81.95%	-42.33%	Health Insurance within Dept
001.168	NON-DEPARTMENTAL	478,027.00	365,383.20	452,819.00	254,337.00	76.44%	56.17%	20.27%	
001.190	CAPITAL OUTLAYS	1,000.00	761.03	1,500.00	891.12	76.10%	58.74%	17.36%	
001.210	CIRCUIT CLERK	647,298.00	313,264.71	760,931.00	348,380.04	48.40%	45.78%	2.61%	
001.215	COLLECTION PROGRAM	.00	.00	.00	.00	#DIV/0!	#DIV/0!	#DIV/0!	
001.220	STATE'S ATTORNEY	1,361,715.00	688,439.43	1,497,000.00	715,935.55	48.94%	47.82%	1.12%	
001.230	PROBATION	1,258,122.00	703,097.57	1,466,604.00	731,307.88	55.88%	49.88%	6.02%	
001.240	JUDICIARY & RULES	508,754.00	274,827.69	500,693.00	273,920.91	54.02%	54.69%	-0.67%	
001.250	PUBLIC DEFENDER	692,434.00	375,337.81	767,808.00	374,153.49	54.21%	48.73%	5.48%	
001.310	SHERIFF	2,775,557.00	1,505,086.19	3,108,361.00	1,829,778.47	54.23%	49.21%	5.01%	
001.320	MERIT COMMISSION	28,474.00	10,585.34	21,674.00	6,015.49	39.98%	27.50%	12.48%	
001.330	EMA	208,442.00	89,028.02	199,831.00	90,543.82	42.51%	45.31%	-2.80%	
001.350	CORONER	255,878.00	112,234.67	257,566.00	107,478.99	43.86%	41.73%	2.13%	
001.420	REG SUPERINTENDENT	109,968.00	47,349.10	123,835.00	62,244.46	43.06%	50.26%	-7.21%	
001.440	ANIMAL CONTROL	160,000.00	160,000.00	165,000.00	165,000.00	100.00%	100.00%	0.00%	transfer to Aniaml Reg Fund
001.510	COUNTY CLERK	649,784.00	359,813.71	556,201.00	302,336.66	55.37%	54.36%	1.02%	
001.520	RECORDER	185,839.00	97,727.26	203,312.00	102,290.13	52.59%	50.31%	2.28%	
001.530	ELECTION COM	276,100.00	151,589.24	228,123.00	133,295.97	54.90%	58.98%	-4.04%	
001.540	BOARD OF REVIEW	74,452.00	35,138.66	109,576.00	50,124.34	47.20%	45.74%	1.45%	
001.550	SUP OF ASSESSMENTS	316,111.00	164,362.47	404,806.00	182,445.04	52.00%	40.13%	11.87%	
001.610	BUILDING & GROUNDS	1,049,472.00	515,166.54	1,020,030.00	503,448.80	49.06%	49.36%	-0.27%	
001	GENERAL FUND	15,013,406.00	7,759,596.69	14,116,848.00	7,307,061.94	51.68%	51.76%	-0.08%	

Budgeted Fund Revenue as of June 30th, 2019

FUND ACCOUNT	ACCOUNT DESCRIPTION	ADOPTED BUDGET	YTD ACTUAL	REMAINING BALANCE	Percentage Received
001	GENERAL FUND	\$ 13,207,230.00	\$ 6,975,492.82	\$ 6,231,737.18	52.82%
002	IMRF FUND	\$ 1,013,000.00	\$ 102,083.13	\$ 910,916.87	10.08%
003	VERMILION COUNTY HEALTH DEPT	\$ 1,408,759.00	\$ 798,600.90	\$ 608,158.10	56.77%
004	MENTAL HEALTH 708 FUND	\$ 810,885.00	\$ 54,614.52	\$ 756,270.48	6.74%
005	LIABILITY INSURANCE FUND	\$ 777,800.00	\$ 35,754.59	\$ 742,045.41	4.60%
006	PSB RENT FUND	\$ 11,689,003.00	\$ 2,645,414.82	\$ 9,043,588.18	22.63%
007	COUNTY HIGHWAY FUND	\$ 1,193,545.00	\$ 245,604.75	\$ 947,940.25	20.58%
009	LAW ENFORCEMENT FUND	\$ 1,378,000.00	\$ 568,666.90	\$ 809,333.10	41.27%
010	INDEMNITY FUND	\$ 35,730.00	\$ 42,046.54	\$ (6,316.54)	117.68%
011	ANIMAL CONTROL FUND	\$ 575,700.00	\$ 368,633.67	\$ 207,066.33	64.03%
013	GIS AUTOMATION FUND	\$ 232,100.00	\$ 102,753.83	\$ 129,346.17	44.27%
014	PROBATION SERVICE FUND	\$ 160,040.00	\$ 25,016.03	\$ 135,023.97	15.63%
015	COUNTY CLERK VITAL RECORDS	\$ 13,050.00	\$ 8,089.97	\$ 4,960.03	61.99%
018	CO CLERK TAX AUTOMATION FUND	\$ 1,015.00	\$ 1,800.48	\$ (785.48)	177.39%
019	FICA (SOCIAL SECURITY)	\$ 1,126,900.00	\$ 59,088.24	\$ 1,067,811.76	5.24%
022	STATE'S ATTY AUTOMATION	\$ 7,500.00	\$ 877.52	\$ 6,622.48	11.70%
035	CORONER'S AUTOMATION	\$ 18,000.00	\$ 12,049.56	\$ 5,950.44	66.94%
041	CAPITAL IMPROVEMENTS FUND	\$ 103,400.00	\$ 24,401.86	\$ 78,998.14	23.60%
042	NORTH FORK SPEC SERV AREA 1	\$ 50,511.00	\$ 2,843.95	\$ 47,667.05	5.63%
043	NORTH FORK SPEC SERV AREA 2	\$ 19,002.00	\$ 1,592.42	\$ 17,409.58	8.38%
044	NORTH FORK SPEC SERV AREA 3	\$ 3,654.00	\$ 309.95	\$ 3,344.05	8.48%
048	LAW ENFORCEMENT GRANT	\$ 13,217.00	\$ -	\$ 13,217.00	0.00%
052	ELECTRONIC CITATION FUND	\$ 7,633.00	\$ 1,317.65	\$ 6,315.35	17.26%
062	COUNTY BRIDGE FUND	\$ 372,563.00	\$ 23,774.76	\$ 348,788.24	6.38%
063	LAW LIBRARY FUND	\$ 39,000.00	\$ 11,429.99	\$ 27,570.01	29.31%
066	VC SOLID WASTE MANAGEMENT	\$ 260,402.00	\$ 148,879.90	\$ 111,722.10	57.10%
069	WORKING CASH FUND	\$ -	\$ -	\$ -	#DIV/0!
071	TRAFFIC FEE FUND	\$ 60,000.00	\$ 18,256.41	\$ 41,743.59	30.43%
072	TREASURER'S ACCT FUND	\$ 320.00	\$ 19.81	\$ 300.19	6.19%
074	COURT AUTOMATION FUND	\$ 132,625.00	\$ 42,604.74	\$ 90,020.26	32.12%
075	COURT SECURITY FEE FUND	\$ 140,000.00	\$ 140,787.37	\$ (787.37)	100.56%
076	RECORDER SPECIAL FUND	\$ 43,050.00	\$ 19,992.71	\$ 23,057.29	46.44%
078	CIRCUIT CLERK OPER & ADMIN	\$ 34,060.00	\$ 2,723.09	\$ 31,336.91	7.99%
079	COURT DOCUMENT STORAGE FUND	\$ 132,024.00	\$ 52,591.85	\$ 79,432.15	39.84%
080	DRUG COURT FEE FUND	\$ 10,000.00	\$ 1,259.12	\$ 8,740.88	12.59%
081	VC ELECTRONIC MONITOR	\$ 40,010.00	\$ 9,080.13	\$ 30,929.87	22.69%
086	BOARD OF ELECTION FUND	\$ -	\$ -	\$ -	#DIV/0!
088	TREASURER AUTOMATION FUND	\$ 51,265.00	\$ 53,322.50	\$ (2,057.50)	104.01%
090	VC TRUSTEE REVOLVING FUND	\$ 30,009.00	\$ 7,550.95	\$ 22,458.05	25.16%
091	CHILD SUPPORT/MAINT	\$ 36,988.00	\$ -	\$ 36,988.00	0.00%
097	VICTIM WITNESS/ATTY GENERAL	\$ 30,000.00	\$ 15,001.47	\$ 14,998.53	50.00%
099	VC MEG/EXP MULTI-JUR NARC	\$ 140,457.00	\$ -	\$ 140,457.00	0.00%
	Total	\$ 35,396,447.00	\$ 12,624,128.90	\$ 22,772,318.10	35.66%

Budgeted Fund Expenses as of June 30, 2019

FUND ACCOUNT	ACCOUNT DESCRIPTION	BUDGET AMOUNT	YTD ACTUAL	REMAINING BALANCE	Percentage Expensed
001	GENERAL FUND	\$14,185,848.00	\$ 7,307,062.64	\$ 6,878,785.36	51.51%
002	IMRF FUND	\$ 1,500,000.00	\$ 611,995.19	\$ 888,004.81	40.80%
003	VERMILION COUNTY HEALTH DEPT	\$ 1,395,117.00	\$ 674,927.76	\$ 720,189.24	48.38%
004	MENTAL HEALTH 708 FUND	\$ 868,493.00	\$ 551,953.72	\$ 316,539.28	63.55%
005	LIABILITY INSURANCE FUND	\$ 925,235.00	\$ 666,275.76	\$ 258,959.24	72.01%
006	PSB RENT FUND	\$12,807,680.00	\$ 3,999,617.77	\$ 8,808,062.23	31.23%
007	COUNTY HIGHWAY FUND	\$ 1,505,050.00	\$ 743,119.61	\$ 761,930.39	49.38%
009	LAW ENFORCEMENT FUND	\$ 1,286,912.00	\$ 737,346.72	\$ 549,565.28	57.30%
010	INDEMNITY FUND	\$ 81,906.16	\$ -	\$ 81,906.16	0.00%
011	ANIMAL CONTROL FUND	\$ 680,559.00	\$ 342,817.91	\$ 317,741.09	51.90%
013	GIS AUTOMATION FUND	\$ 271,462.00	\$ 154,539.70	\$ 116,922.30	56.93%
014	PROBATION SERVICE FUND	\$ 175,000.00	\$ 93,207.50	\$ 81,792.50	53.26%
015	COUNTY CLERK VITAL RECORDS	\$ 17,500.00	\$ 7,328.35	\$ 10,171.65	41.88%
018	CO CLERK TAX AUTOMATION FUND	\$ 500.00	\$ -	\$ 500.00	0.00%
019	FICA (SOCIAL SECURITY)	\$ 1,275,000.00	\$ 608,755.24	\$ 666,244.76	47.75%
022	STATE'S ATTY AUTOMATION	\$ 7,500.00	\$ 3,477.31	\$ 4,022.69	46.36%
035	CORONER'S AUTOMATION	\$ 17,730.00	\$ 0.32	\$ 17,729.68	0.00%
041	CAPITAL IMPROVEMENTS FUND	\$ 1,199,232.00	\$ 231,600.40	\$ 967,631.60	19.31%
042	NORTH FORK SPEC SERV AREA 1	\$ 89,100.00	\$ 13,544.90	\$ 75,555.10	15.20%
043	NORTH FORK SPEC SERV AREA 2	\$ 33,575.00	\$ 5,103.87	\$ 28,471.13	15.20%
044	NORTH FORK SPEC SERV AREA 3	\$ 6,456.00	\$ 981.52	\$ 5,474.48	15.20%
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	\$ 182,567.39	\$ 186,995.61	49.40%
063	LAW LIBRARY FUND	\$ 125,000.00	\$ 11,428.48	\$ 113,571.52	9.14%
066	VC SOLID WASTE MANAGEMENT	\$ 260,402.00	\$ 102,540.73	\$ 157,861.27	39.38%
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	\$ 54,194.87	\$ 107,164.13	33.59%
075	COURT SECURITY FEE FUND	\$ 161,200.00	\$ 80,092.58	\$ 81,107.42	49.69%
076	RECORDER SPECIAL FUND	\$ 64,000.00	\$ 7,805.45	\$ 56,194.55	12.20%
078	CIRCUIT CLERK OPER & ADMIN	\$ 32,550.00	\$ 2,803.60	\$ 29,746.40	8.61%
079	COURT DOCUMENT STORAGE FUND	\$ 139,359.00	\$ 50,584.96	\$ 88,774.04	36.30%
080	DRUG COURT FEE FUND	\$ 10,000.00	\$ (195.00)	\$ 10,195.00	-1.95%
081	VC ELECTRONIC MONITOR	\$ 30,000.00	\$ 9,413.00	\$ 20,587.00	31.38%
086	BOARD OF ELECTION FUND	\$ 1,800.00	\$ -	\$ 1,800.00	0.00%
088	TREASURER AUTOMATION FUND	\$ 50,020.00	\$ 3,924.37	\$ 46,095.63	7.85%
090	VC TRUSTEE REVOLVING FUND	\$ 25,000.00	\$ 15,051.80	\$ 9,948.20	60.21%
091	CHILD SUPPORT/MAINT	\$ 46,924.00	\$ 27,961.07	\$ 18,962.93	59.59%
097	VICTIM WITNESS/ATTY GENERAL	\$ 30,000.00	\$ 15,519.78	\$ 14,480.22	51.73%
099	VC MEG/EXP MULTI-JUR NARC	\$ 140,457.00	\$ -	\$ 140,457.00	0.00%
	Total	\$40,104,810.42	\$17,317,761.27	\$ 22,787,049.15	43.18%

Ordinance

RE: Budget Amendment for Building and Grounds

WHEREAS, the has a need to increase their budget due to circumstances that could not be foreseen at the time of budgeting; and,

WHEREAS, the changes are due to the need to accommodate expenses for the County telephone system(s); and,

WHEREAS, there are funds available to adjust the budget line.

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 sums as follows from the lines as set forth below below:

001.610.00.4260	Telephone	\$65,000
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And the totals are adjusted accordingly.

This budget amendment requires two thirds approval by the full County Board

PRESENTED, APPROVED AND RESOLVED by the County Board of Vermilion County, Illinois at the July 9, 2019 A.D. Session.

DATED this 9th day of July 2019 A.D.

AYE _____ NAY _____ ABSTAIN _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County

Approved by Finance Committee: Steve Fourez Y N A
Chairman

Wesley Bieritz Y N A

Bruce Stark Y N A

Robert Boyd Y N A

Crisi Walls Y N A

Becky Stark Y N A

Breannah Haton Y N A

Adam Hart Y N A

Resolution No. _____


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

Dept: Building & Grounds

Date: 06/26/2019

Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.610.00.4260</u>	<u>Telephone</u>	\$ <u>75,000</u>	\$ <u>65,000</u>	<u>140000.00</u>
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____

Narrative:
Additional amount needed due to change in contract with Call One. Previous funds utilized during porting of phones for all buildings to transition to AT&T. The transition will result in a cost savings to Vermillion County



Department Head: 

Approved By: _____ Committee

Chairman

Finance Committee

Chairman

Dated: _____

Dated: _____