

Finance & Personnel Committee
Monday, August 3rd, 2020
5:00 PM, 2nd Floor 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, Erika Briggs- Finance Director, and Bill Donahue – Risk Consultant, Sandy Cook – external auditor from Clifton Larson Allen, and Doug Toole – Health Department Administrator.

Agenda Item 2 - Adoption/Amendments to the Agenda

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

Agenda Item 3 - Approval of Minutes – June 1st, 2020

Bieritz motioned, second by Mrs. Stark to approve the minutes with one grammar correction. 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 Fund Equity Changes Report and the General Fund Revenue. It was noted that the Income and Sales Tax did not include the most recent payment and the Sales Tax were about \$40,000 less than the same time last year.

Agenda Item 6 – Audit FY 2019

Sandy Cook was present to present the 2019 FY Audit.

Agenda Item 7 – Resolution – Salary Schedule – State’s Attorney

Mrs. Stark motioned, second by Bieritz to discuss.

The State’s Attorney salary is set by the State of Illinois and the State has increased the salary 2.7% for a cost of living increase effective July 1, 2020.

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 – Resolution – Salary Schedule – Public Defender

Bieritz motioned, second by Mr. Stark to discuss.

The Public Defender’s salary is set at a given level based upon the salary of the State’s Attorney and therefore has increased as well effective July 1, 2020.

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 9 – Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for the Public Defender - \$2,420

Bieritz motioned, second by Mrs. Stark to discuss.

An additional \$2,420 is required for the Public Defender's salary for this budget year based on the increase which is effective July 1, 2020.

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 10 – Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for the Tech Services Department – Line Item Transfer - \$26,000

Bieritz motioned, second by Mr. Stark to discuss.

The Technology Services department is purchasing laptops for County Board members to replace the current tablets that are being used. This will allow members to participate in meetings remotely when needed. The cost will be reimbursed from a grant due to Covid 19.

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 11 – Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for the Treasurer's Office - \$9,146

Bieritz motioned, second by Mr. Stark to discuss.

The Treasurer's office has combined bank accounts which has resulted in better interest rates. This interest will be transferred to the General Fund.

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 12 – Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for the Traffic Fee Fund - \$41,194

Mrs. Stark motioned, second by Boyd to discuss.

According to statute, anything in excess of \$150,000 in the Traffic Fee Fund shall be transferred to the General Fund. This amendment is needed to complete that transfer.

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 13 – County Board Budget 2021

Mr. Stark motioned, second by Haton to discuss.

Chairman Baughn went over the County Board budget for 2021. There were no changes except for personnel. The Financial Resources Director was lowered to a starting salary as the current director will be leaving.

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 13 – Treasurer’s Budget 2021

Bieritz motioned, second by Mrs. Stark to discuss.

The committee reviewed the Treasurer’s Budget for FY 2021. There were salary increases of 3%. Haton asked why the postage had increased and this is due to higher postage rates and mobile home certified mailings for the Tax Sale.

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 15 – Executive Session

None

Agenda Item 15 - Items of Information

Chairman Baughn told the committee that Newtons Cleaning cleaned and sanitized the courthouse while it was closed. The large EMA shed has been fixed from the hail storm. The Chairman also told the committee he would like to hire someone in advance for the Financial Resources Director so they can be trained. An amendment to the budget would be needed for this.

Agenda Item 16– Adjournment

Chairman Fourez adjourned the meeting at 5:46 PM.

Minutes by: Erika Briggs, Financial Resources Director