

Finance & Personnel Committee
Monday, August 13th, 2018
5:00 PM, 2nd Floor, VCAB

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – July 2nd, 2018
4. Audience Comments
5. Financial Update
6. Audit 16-17 FY
7. Auditor's Budget – FY 18-19
8. County Clerk's Budget – FY 18-19
9. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Employee Benefits- \$1,000,000 (Pension Payment as earlier discussed)
10. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Merit Commission - \$10,000
11. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Coroner - \$4,477
12. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Building & Grounds for the Annex/Administration Building - \$62,000
13. Resolution: Highway Engineer Salary
14. Resolution: Security Software and Technology
15. Resolution: County Policy on Employee Classification for Wage and Tax Purposes
16. 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.

17. Items of Information

18. Adjournment

Finance & Personnel Committee
Monday, July 2nd, 2018
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; Wes Bieritz, Steve Fourez, Becky Stark, and Bruce Stark. Robert Boyd, Todd Johnson, and Crisi Walls were absent and excused. Also, in attendance was Darren Duncan, Vermilion County Treasurer; Bill Donahue, Risk Consultant; Michael Marron, Vermilion County Board Chairman; Bill Wright, Vermilion County Auditor; Alexis Berlin, Chief Deputy Auditor; and Cheryl Reifsteck; Superintendent of Schools.

Agenda Item 2 - Adoption/Amendments to the Agenda

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

Agenda Item 3 - Approval of Minutes – March 5th, 2017

Mr. Bieritz 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 expense totals and the Budgeted Fund expense totals. There was an error in the new software in regards to a security setting that was not allowing the revenue receipts to be posted properly. Once this has been fixed, a revenue update will be distributed. Mr. Bieritz questioned why Fund 009 had such a high expense compared to the overall total. Chairman Marron explained that this is due to a \$600,000 transfer to Fund 006 for part of the bond payment for the Public Safety Building. This is done due to excess revenue collected from the Public Safety tax.

Agenda Item 6 – Resolution: 2019 Legal Holidays for Vermilion County

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

Every year the County Board must pass the legal holidays for the following calendar year.

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

Agenda Item 7 – Resolution: Deferred Compensation Program Agent

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

Vermilion County offers a deferred compensation program to the employees which is no expense to the County. In the past, the program agent was out of the area and not customer oriented for the employees. The County was approached by a local representative, Karla Gifford with Raymond James, and felt that she could offer more to the employees. This does not have to go out for bid because it is optional for the employees and has no direct cost for the County.

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

Agenda Item 8 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Office of Education

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

Superintendent of Schools, Cheryl Reifsteck, was present to explain the reasoning for the budget amendment and answer any questions. Due to GATA requirements, the Office of Education is required to be independently audited from this year forward. In the past, the Office of Education only receives one finding in the audit which is due to not having a CPA on staff. The Office of Education contacted Daughhettee & Parks for a quote because they have experience in auditing school financials.

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

Agenda Item 9 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Animal Regulation Department

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

Animal Regulation is asking for an out of category transfer in order to pay for their fuel for the vehicles for the remainder of the year. The previous director had completed the budget and under estimated the cost of fuel the department would need. No new office furniture is needed at this time and therefore the amount budgeted for that can be used towards fuel. Mrs. Stark asked if the foundation or shelter was still taking animals to other cities as necessary and if they are, which entity pays for those traveling costs. Chairman Marron said he would discuss this with Tony, but knew for certain that the animal shelter was highly utilizing rescues to outsource animals as they come in.

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

Agenda Item 10 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Capital Improvements

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

Even though all the offices have moved to the Administration Building, there is still a lot of equipment, files, and books left at the Annex. The files and documents must be sorted through properly and the County must receive consent from the State to destroy any that are no longer needed. This line item transfer is for the Supervisor of Assessment's office to hire a temporary employee to help move and sort these files throughout the summer. The items still located there must be moved before anything can be done with the Annex.

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

Agenda Item 11 – Resolution: Bond Issue 2016 Account – Juvenile Detention Center

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

With the bond issued by Vermilion County, The Danville Public Building Commission operates, maintains, and provides capital improvements to the Juvenile Detention Center. The original Bond Issue Project stated all projects that seemed necessary to maintain the building operations. The replacement of the HVAC system needs added to the project list.

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

Agenda Item 12 – Executive Session

Not necessary

Agenda Item 13 - Items of Information

County Board Chairman told the committee that the 16-17 FY Audit is still being completed by Daughhatee & Parks. Both the Auditor's office and the Treasurer's office have been working closely with auditing firm and supplying them with any documentation they need. Phyllis Parks indicated to the Auditor that the entire firm is working on the County's audit to get it completed. The Treasurer's office has been working with Daughhatee & Parks to reconcile all accounts. Bob Scott is retiring from the Danville Public Building Commission and they will begin looking for his replacement. Dave Peirson, the Building & Grounds Superintendent, retired this week and his replacement, Patrick Sergeant, started this week. Previously, Mr. Sergeant worked in maintenance at the University of Illinois and is in the Army National Guard. The Treasurer's office stated that the tax collections are going well and they have collected around 60% of the anticipated collection. That is about 20% more than previous years.

Agenda Item 14 – Adjournment

Chairman Fourez adjourned the meeting at 5:49 PM.

Minutes by: Erika Briggs, Financial Resources Director

Vermilion County Revenue 2017 vs 2018 -as of July 31st

Revenue 2017 vs 2018	Description	Budget 2017 (Estimated Revenue)	Budget 2018 (Estimated Revenue)	Actual 2017 (Through March 31)	Actual 2018 (Through March 31)	% of Budget 2017	% of Budget 2018	Variance
03101	Real Estate Taxes	1,490,434.00	\$ 2,007,470.00	44,476.59	\$ 730,032.43	2.98%	36.37%	33.38%
03201	Liquor License Fees	45,000.00	\$ 50,000.00	50,875.00	\$ 46,225.00	113.06%	92.45%	-20.61%
03301	State Income Taxes	2,950,000.00	\$ 2,600,000.00	2,068,279.05	\$ 1,257,949.51	70.11%	48.19%	-21.92%
03304	Sales Tax/Regular	500,000.00	\$ 310,000.00	223,569.55	\$ 184,200.41	44.71%	59.42%	-14.71%
03305	Sales Tax/Supplemental	1,650,000.00	\$ 1,650,000.00	1,074,621.61	\$ 683,707.05	65.13%	41.44%	-23.69%
03306	Corp Replacement Tax	1,347,674.00	\$ 1,140,178.00	1,324,085.35	\$ 1,177,157.35	98.25%	103.24%	4.99%
03307	Hotel/Motel Tax	4,000.00	\$ 4,000.00	2,453.00	\$ 2,226.92	61.33%	55.67%	-5.65%
03311	State Salary Reimb/ Prob Def	101,295.00	\$ 99,934.00	66,647.41	\$ 41,623.05	65.80%	41.65%	-24.14%
03312	State Salary Reimb/ Probation	737,545.00	\$ 632,202.00	342,177.24	\$ 801,584.37	46.39%	126.79%	80.40%
03315	State Salary Reimb/ St Army	148,677.00	\$ 148,677.00	99,118.00	\$ 61,948.75	66.67%	41.67%	-25.00%
03316	State Salary Award/ S of A	34,325.00	\$ 35,355.00	22,800.03	\$ 14,559.59	66.42%	41.18%	-25.24%
03318	S.S.A. Reimb/Prisoners	12,000.00	\$ 7,000.00	1,600.00	\$ 5,200.00	13.33%	74.29%	60.95%
03321	EMA Grant Reimb	33,000.00	\$ 33,000.00	2,734.24	\$ 34,933.22	8.29%	105.86%	97.57%
03325	Reimb/ Dare Program	17,500.00	\$ 17,500.00	17,500.00	\$ 17,500.00	100.00%	100.00%	0.00%
03326	WIB Grant/ Travel	10,000.00	\$ 25,000.00	12,284.61	\$ 15,139.30	122.85%	60.56%	-62.29%
03501	Public & Co Fees/ Circuit Clerk	650,000.00	\$ 625,000.00	352,076.96	\$ 293,574.32	54.17%	46.97%	-7.19%
03502	Public & Co Fees/ County Clerk	269,616.00	\$ 269,616.00	165,945.04	\$ 162,458.80	61.55%	60.26%	-1.29%
03503	Public & Co Fees/ Recorder	215,000.00	\$ 215,000.00	140,788.41	\$ 125,392.67	65.48%	58.32%	-7.16%
03504	Public & Co Fees/ Sheriff	265,505.00	\$ 110,000.00	96,463.58	\$ 80,651.49	36.33%	73.32%	36.99%
03506	Public & Co Fees/ St Atty	110,000.00	\$ 100,000.00	49,103.14	\$ 56,531.58	44.64%	56.53%	11.89%
03510	Court Security Fees	480,000.00	\$ 280,000.00	89,972.12	\$ 185,348.72	18.74%	66.20%	47.45%
03540	Bond Processing Fee	40,000.00	\$ 70,000.00	46,684.00	\$ 37,884.00	116.71%	54.12%	-62.59%
03541	Sheriff's Services	20,000.00	\$ 17,000.00	9,518.69	\$ 7,495.25	47.59%	44.09%	-3.50%
03544	Traffic/Conservation Co. Fees	79,000.00	\$ 79,000.00	45,226.70	\$ 35,507.75	57.25%	44.95%	-12.30%
03545	Sheriff's Sale Fees	92,000.00	\$ 65,000.00	34,200.00	\$ 114,300.00	37.17%	175.85%	138.67%
03556	State Police Vehicle Fees	5,500.00	\$ 5,500.00	2,418.00	\$ 286.32	43.96%	5.21%	-38.76%
03601	Fines	165,000.00	\$ 120,000.00	66,262.21	\$ 45,165.61	40.16%	37.64%	-2.52%
03602	Penal Forfeiture	105,000.00	\$ 40,000.00	17,786.00	\$ 16,150.00	16.94%	40.38%	23.44%
03701	Interest	25,000.00	\$ 35,000.00	25,715.70	\$ 24,724.23	102.86%	70.64%	-32.22%
03704	Public Defender Client Reimb	21,000.00	\$ 21,000.00	13,283.32	\$ 707.26	63.25%	3.37%	-59.89%
03706	Surcharge/ Circuit Clerk	50.00	\$ 30.00	11.62	\$ 5.06	23.24%	16.87%	-6.37%
03707	County Jail Medical Fee	.00	\$ 2,760.00	844.00	\$ 4,293.60	#DIV/0!	155.57%	#DIV/0!
03708	Penalty Cost & Interest	200,000.00	\$ 150,000.00	154,673.05	\$ 210,709.86	77.34%	140.47%	63.14%
03710	Miscellaneous	300,000.00	\$ 200,000.00	133,785.54	\$ 126,656.88	44.60%	63.33%	18.73%
03715	Lump Sum Charges	2,000.00	\$ 2,000.00	1,408.38	\$ 1,434.24	70.42%	71.71%	1.29%
03719	5% DNA ID- Circuit Clerk	1,000.00	\$ 700.00	447.03	\$ 344.24	44.70%	49.18%	4.47%
03721	5% Youth Diversion	1,000.00	\$ 600.00	287.16	\$ 163.38	28.72%	27.23%	-1.49%
03723	FTA Warrant Fee	42,000.00	\$ 37,000.00	16,590.00	\$ 11,830.00	39.50%	31.97%	-7.53%
03726	Franchise Fees	113,000.00	\$ 113,000.00	139,086.98	\$ 60,889.09	123.09%	53.88%	-69.20%
03727	Gambling Revenue	110,000.00	\$ 165,000.00	109,401.26	\$ 104,315.51	99.46%	63.22%	-36.23%
03902	Transfers In	185,000.00	\$ 850,000.00	50,835.28	\$ 548,354.67	27.47%	64.51%	37.04%
	Total	\$ 12,607,471.00	\$ 12,406,009.00	\$ 7,288,978.34	\$ 7,328,854.86	57.81%	59.08%	1.26%
							Should be around 66%	

2017-2018 General Fund Expenses as of July 31

FUND ACCOUNT	ACCOUNT DESCRIPTION	2016- 2017		2017- 2018		2016-2017 Expensed	2017-2018 Expensed	Difference	
		BUDGET AMOUNT	YTD ACTUAL	BUDGET AMOUNT	YTD ACTUAL				
001.110	COUNTY BOARD	389,038.44	220,327.08	392,260.00	243,649.88	56.63%	62.11%	-5.48%	
001.120	AUDITOR	141,577.50	72,920.20	139,160.00	81,585.21	51.51%	58.61%	-7.11%	
001.130	TECH SERVICES	497,441.27	273,443.39	678,640.00	446,266.06	54.97%	65.76%	-10.79%	
001.140	TREASURER	224,164.28	130,864.60	230,919.00	149,558.64	58.38%	64.77%	-6.39%	
001.165	EMPLOYEE BENEFITS	1,232,846.00	744,664.75	1,536,000.00	1,086,949.12	60.40%	70.76%	-10.36%	
001.168	NON-DEPARTMENTAL	584,184.00	441,665.16	478,027.00	383,169.73	75.60%	80.16%	-4.55%	
001.190	CAPITAL OUTLAYS	81,500.00	3,251.06	1,000.00	1,000.00	3.99%	100.00%	-96.01%	Check Stock
001.210	CIRCUIT CLERK	624,103.38	321,972.53	647,298.00	360,259.88	51.59%	55.66%	-4.07%	
001.215	COLLECTION PROGRAM	6,896.03	6,896.03	.00	.00	100.00%	0.00%	100.00%	
001.220	STATE'S ATTORNEY	1,273,937.35	721,673.82	1,361,715.00	760,828.46	56.65%	55.87%	0.78%	
001.230	PROBATION	1,202,641.00	734,539.18	1,258,122.00	795,983.01	61.08%	63.27%	-2.19%	
001.240	JUDICIARY & RULES	505,859.19	210,002.87	508,754.00	308,913.23	41.51%	60.72%	-19.21%	Increase in Contractual/legal fees
001.250	PUBLIC DEFENDER	679,518.00	371,301.13	691,053.00	422,619.78	54.64%	61.16%	-6.51%	
001.310	SHERIFF	2,668,317.00	1,515,308.83	2,750,557.00	1,717,170.47	56.79%	62.43%	-5.64%	
001.320	MERIT COMMISSION	16,474.00	11,876.72	16,474.00	13,744.49	72.09%	83.43%	-11.34%	More Testing
001.330	EMA	241,480.65	104,925.36	209,442.00	107,091.29	43.45%	51.13%	-7.68%	
001.350	CORONER	239,043.17	134,280.77	251,401.00	134,684.97	56.17%	53.57%	2.60%	
001.420	REG SUPERINTENDENT	94,733.02	53,407.95	103,365.00	51,951.01	56.38%	50.26%	6.12%	
001.440	ANIMAL CONTROL	157,721.00	157,721.00	160,000.00	160,000.00	100.00%	100.00%	0.00%	
001.510	COUNTY CLERK	608,190.00	358,886.69	649,784.00	392,526.60	59.01%	60.41%	-1.40%	
001.520	RECORDER	180,848.27	104,350.88	185,839.00	117,353.20	57.70%	63.15%	-5.45%	
001.530	ELECTION COM	282,635.00	174,279.00	276,100.00	158,695.25	61.66%	57.48%	4.18%	
001.540	BOARD OF REVIEW	72,752.00	37,950.53	67,202.00	40,419.99	52.16%	60.15%	-7.98%	
001.550	SUP OF ASSESSMENTS	316,951.00	170,839.93	316,111.00	188,231.25	53.90%	59.55%	-5.64%	
001.610	BUILDING & GROUNDS	1,027,607.82	470,728.28	986,472.00	591,553.03	45.81%	59.97%	-14.16%	Move to VCAB
001	GENERAL FUND	13,350,459.37	7,548,077.74	13,895,695.00	8,714,184.55	56.54%	62.71%	-6.17%	

Should be about 66%

Budgeted Fund Expenses as of July 31, 2018

FUND ACCOUNT	ACCOUNT DESCRIPTION	BUDGET AMOUNT	YTD ACTUAL	REMAINING BALANCE	Percentage Expended	
001	GENERAL FUND	13,895,695.00	8,713,292.55	\$ 5,182,402.45	62.70%	
002	IMRF FUND	1,700,000.00	981,094.62	\$ 718,905.38	57.71%	
003	VERMILION COUNTY HEALTH DEPT	1,363,439.00	748,417.81	\$ 615,021.19	54.89%	
004	MENTAL HEALTH 708 FUND	809,885.00	579,573.92	\$ 230,311.08	71.56%	
005	LIABILITY INSURANCE FUND	1,379,500.00	935,236.04	\$ 444,263.96	67.80%	
006	PSB RENT FUND	12,701,028.00	4,481,563.99	\$ 8,219,464.01	35.29%	
007	COUNTY HIGHWAY FUND	1,537,398.00	742,614.26	\$ 794,783.74	48.30%	
009	LAW ENFORCEMENT FUND	1,286,912.00	923,715.04	\$ 363,196.96	71.78%	
010	INDEMNITY FUND	40,730.00	44,773.23	\$ (4,043.23)	109.93%	Larger transfer from interest
011	ANIMAL CONTROL FUND	570,316.00	349,859.81	\$ 220,456.19	61.34%	
013	GIS AUTOMATION FUND	327,518.00	221,899.80	\$ 105,618.20	67.75%	
014	PROBATION SERVICE FUND	181,500.00	84,564.92	\$ 96,935.08	46.59%	
015	COUNTY CLERK VITAL RECORDS	14,000.00	8,054.00	\$ 5,946.00	57.53%	
018	CO CLERK TAX AUTOMATION FUND	500.00	399.98	\$ 100.02	80.00%	
019	FICA (SOCIAL SECURITY)	1,275,000.00	735,356.78	\$ 539,643.22	57.68%	
022	STATE'S ATTY AUTOMATION	7,500.00	188.57	\$ 7,311.43	2.51%	
035	CORONER'S AUTOMATION	14,500.00	4,292.47	\$ 10,207.53	29.60%	
041	CAPITAL IMPROVEMENTS FUND	1,501,085.00	817,739.50	\$ 683,345.50	54.48%	
042	NORTH FORK SPEC SERV AREA 1	89,100.00	29,058.98	\$ 60,041.02	32.61%	
043	NORTH FORK SPEC SERV AREA 2	33,575.00	10,949.78	\$ 22,625.22	32.61%	
044	NORTH FORK SPEC SERV AREA 3	6,456.00	2,105.74	\$ 4,350.26	32.62%	
048	LAW ENFORCEMENT GRANT	13,217.00	.00	\$ 13,217.00	0.00%	
052	ELECTRONIC CITATION FUND	66,500.00	5,625.00	\$ 60,875.00	8.46%	
062	COUNTY BRIDGE FUND	342,000.00	126,714.00	\$ 215,286.00	37.05%	
063	LAW LIBRARY FUND	125,000.00	114,302.00	\$ 10,698.00	91.44%	Transfer for JANO
066	VC SOLID WASTE MANAGEMENT	259,954.00	132,464.36	\$ 127,489.64	50.96%	
069	WORKING CASH FUND	2,300.00	292,188.48	\$ (289,888.48)	12703.85%	Moved to Infrastructure Fund
071	TRAFFIC FEE FUND	114,500.00	2,040.00	\$ 112,460.00	1.78%	
072	TREASURER'S ACCT FUND	8,320.00	55.41	\$ 8,264.59	0.67%	
074	COURT AUTOMATION FUND	165,433.00	114,056.29	\$ 51,376.71	68.94%	
075	COURT SECURITY FEE FUND	161,200.00	93,340.96	\$ 67,859.04	57.90%	
076	RECORDER SPECIAL FUND	64,000.00	1,530.00	\$ 62,470.00	2.39%	
078	CIRCUIT CLERK OPER & ADMIN	182,550.00	176,177.73	\$ 6,372.27	96.51%	Transfer for JANO
079	COURT DOCUMENT STORAGE FUND	238,540.00	157,284.10	\$ 81,255.90	65.94%	
080	DRUG COURT FEE FUND	10,000.00	.00	\$ 10,000.00	0.00%	
081	VC ELECTRONIC MONITOR	65,000.00	46,080.50	\$ 18,919.50	70.89%	
086	BOARD OF ELECTION FUND	1,800.00	.00	\$ 1,800.00	0.00%	
088	TREASURER AUTOMATION FUND	37,996.00	10,895.04	\$ 27,100.96	28.67%	
090	VC TRUSTEE REVOLVING FUND	18,000.00	55,684.32	\$ (37,684.32)	309.36%	Transfer from interest
091	CHILD SUPPORT/MAINT	53,325.00	31,837.42	\$ 21,487.58	59.70%	
097	VICTIM WITNESS/ATTY GENERAL	30,000.00	19,080.79	\$ 10,919.21	63.60%	
099	VC MEG/EXP MULTI-JUR NARC	140,457.00	.00	\$ 140,457.00	0.00%	
	Total	\$ 40,835,729.00	\$ 21,794,108.19	\$ 19,041,620.81	53.37%	
						Should be around 66%

Account Number	Account Description	2017 Actual Amount	2018 Amended Budget	2018 Actual Amount	2019 Executive Review	Diff 18 & 19	Department Request Comments
Fund: 001 - GENERAL FUND							
EXPENSES							
Department: 120 - AUDITOR							
Project: 00 - GENERAL							
<i>4100 - PERSONNEL SERVICES</i>							
4101	SALARY - PERSONNEL	52,574.9100	60,000.0000	30,277.3300	61,800.0000	1,800.0000	Chief Deputy salary will be \$43,055. If part time employees are needed the rest of the line can be drawn from.
4110	SALARY - DEPART HEAD	68,650.0000	70,710.0000	42,263.5200	70,710.0000	0.0000	Salary set by county board ordinance.
Annual Comparison Total: 4100 - PERSONNEL SERVICES		\$121,224.91	\$130,710.00	\$72,540.85	\$132,510.00	\$1,800.00	
<i>4200 - SUPPLIES & MATERIALS</i>							
4210	SUPPLIES/OFFICE	940.3300	2,500.0000	367.6800	2,000.0000	(500.0000)	My department tries to spend as little as possible if anything on supplies unless we completely exhaust our supply of items needed then we buy a small amount so as to keep our expenditures low.
Annual Comparison Total: 4200 - SUPPLIES & MATERIALS		\$940.33	\$2,500.00	\$367.68	\$2,000.00	(\$500.00)	
<i>4250 - OTHER SERVICES & CHARGES</i>							
4251	TRAVEL EXPENSE	872.4500	1,200.0000	1,639.2100	1,200.0000	0.0000	This line will be used primarily for expenses incurred to obtain the 20 credit hours per year constitutionally required of all Illinois county auditors.
4270	POSTAGE	(270.4900)	500.0000	62.8900	500.0000	0.0000	Most of this budget line will go towards paying to sent out 1099 statements as required by the federal government.
4363	DUES/LICENSE FEES	665.0000	1,250.0000	668.8500	1,250.0000	0.0000	This line will be used to pay for annual dues for the auditor and chief deputy for the Illinois County Auditors Association that helps provide continuing education credits to their members.
4364	EDUCATION/TRAINING	710.1600	2,000.0000	1,975.0000	750.0000	(1,250.0000)	This line will be used in conjunction with the dues/license fees to obtain CE credits.
Annual Comparison Total: 4250 - OTHER SERVICES & CHARGES		\$1,977.12	\$4,950.00	\$4,345.95	\$3,700.00	(\$1,250.00)	
<i>4400 - CAPITAL OUTLAY</i>							
4450	OFFICE FURNITURE/EQUIPMENT	249.8500	1,000.0000	0.0000	0.0000	(1,000.0000)	My office doesn't spend any county money on extravagant desks, chair mats, or any other objects that don't benefit the operation of it. For as little money as my office spends compared to the work we do and the money we save the county by placing controls over spending the county's taxpayer dollars, my office produces a high rate of return on it's small budget.
Annual Comparison Total: 4400 - CAPITAL OUTLAY		\$249.85	\$1,000.00	\$0.00	\$0.00	(\$1,000.00)	
Project Total: 00 - GENERAL		\$124,392.21	\$139,160.00	\$77,254.48	\$138,210.00	(\$950.00)	
Department Total: 120 - AUDITOR		\$124,392.21	\$139,160.00	\$77,254.48	\$138,210.00	(\$950.00)	
EXPENSES Total		\$124,392.21	\$139,160.00	\$77,254.48	\$138,210.00	(\$950.00)	
Fund REVENUE Total: 001 - GENERAL FUND							
Fund EXPENSE Total: 001 - GENERAL FUND							
Fund Total: 001 - GENERAL FUND		(\$124,392.21)	(\$139,160.00)	(\$77,254.48)	(\$138,210.00)	\$950.00	
REVENUE GRAND Totals:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
EXPENSE GRAND Totals:		\$124,392.21	\$139,160.00	\$77,254.48	\$138,210.00	(\$950.00)	
Grand Totals:		(\$124,392.21)	(\$139,160.00)	(\$77,254.48)	(\$138,210.00)	\$950.00	

Expense Budget Worksheet Report

Account Number	Account Description	2017 Actual Amount	2018 Amended Budget	2018 Actual Amount	2019 Executive Review	Diff 2018 & 2019 Executive Review	Comments
Fund: 001 - GENERAL FUND							
EXPENSES							
Department: 510 - COUNTY CLERK							
Project: 00 - GENERAL							
4100 - PERSONNEL SERVICES							
4101	SALARY - PERSONNEL	214,794.7600	224,289.0000	136,947.2900	244,111.0000	19,822.0000	3% increase plus additional from Contractual/Prof. Less Part-time staff also needed due to restructure of staff
4102	SALARY - PART-TIME	30,815.2100	30,455.0000	23,248.3600	25,000.0000	(5,455.0000)	decreased
4104	SALARY - OVERTIME	3,004.8900	10,000.0000	8,956.7600	2,000.0000	(8,000.0000)	decreased. Used for election purposes
4106	SALARY - ELECTION PERSONNEL	29,867.0000	70,000.0000	30,195.0000	35,000.0000	(35,000.0000)	Decreased - Planning for 1 election
4110	SALARY - DEPARTMENT HEAD	68,650.0000	70,710.0000	51,473.0600	70,710.0000	0.0000	Pursuant to County Board Resolution
4156	INSURANCE - LIAB/FIRE/BONDS	0.0000	150.0000	0.0000	0.0000	(150.0000)	
Account Subtotal: Total 4100 - PERSONNEL SERVICES		\$347,131.86	\$405,604.00	\$250,820.47	\$376,821.00	(\$28,783.00)	
4200 - SUPPLIES & MATERIALS							
4210	SUPPLIES/OFFICE	16,422.9700	17,000.0000	10,683.5900	10,500.0000	(6,500.0000)	
4215	SUPPLIES/ELECTION	134,625.2400	150,000.0000	109,349.6500	100,000.0000	(50,000.0000)	Decreased for 1 election/ Grant Possibility
Account Subtotal: Total 4200 - SUPPLIES & MATERIALS		\$151,048.21	\$167,000.00	\$120,033.24	\$110,500.00	(\$56,500.00)	
4250 - OTHER SERVICES & CHARGES							
4251	TRAVEL EXPENSE	5,817.1700	5,800.0000	2,402.6100	5,000.0000	(800.0000)	Decreased
4270	POSTAGE	18,907.4900	6,000.0000	712.4100	20,000.0000	14,000.0000	Maintained from last year's. We have increased use of email and are more cautious. Unfortunately, statute still requires certified mailing of late Economic Interest Statements and we're still required to mail over 30,000 voter registration cards and in addition confirmation cards, etc to those returned. We are also responsible for mailing all tax notices (per statute). The EI mailings & take notices are re-paid by tax buyers, etc.
4275	RENT	2,085.0000	4,500.0000	1,985.0000	3,500.0000	(1,000.0000)	Rent of polling places
4280	PUBLICATIONS	5,843.3700	9,000.0000	4,087.4100	7,500.0000	(1,500.0000)	decreased - election inserts & publications required by state statute
4290	MAINT/REPAIR - EQUIPMENT	0.0000	500.0000	0.0000	0.0000	(500.0000)	
4361	CONTRACTUAL/PROF SERVICES	43,983.0000	49,500.0000	29,677.5000	1,000.0000	(48,500.0000)	Used for additional election workers
4363	DUES/LICENSE FEES	320.0000	380.0000	0.0000	380.0000	0.0000	Zone III Clerk's Association annual dues, notary fees, and IACR annual dues.
4364	EDUCATION/TRAINING	1,150.0000	500.0000	0.0000	500.0000	0.0000	Train staff as needed
Account Subtotal: Total 4250 - OTHER SERVICES & CHARGES		\$78,106.03	\$76,180.00	\$38,864.93	\$37,880.00	(\$38,300.00)	
4400 - CAPITAL OUTLAY							
4450	OFFICE FURNITURE/EQUIPMENT	3,000.0000	1,000.0000	1,000.0000	0.0000	(1,000.0000)	
Account Subtotal: Total 4400 - CAPITAL OUTLAY		\$3,000.00	\$1,000.00	\$1,000.00	\$0.00	(\$1,000.00)	
Project Total: 00 - GENERAL		\$579,286.10	\$649,784.00	\$410,718.64	\$525,201.00	(\$124,583.00)	
Department Total: 510 - COUNTY CLERK		\$579,286.10	\$649,784.00	\$410,718.64	\$525,201.00	(\$124,583.00)	
EXPENSES Total		\$579,286.10	\$649,784.00	\$410,718.64	\$525,201.00	(\$124,583.00)	
Fund EXPENSE Total: 001 - GENERAL FUND		\$579,286.10	\$649,784.00	\$410,718.64	\$525,201.00	(\$124,583.00)	
EXPENSE GRAND Totals:		\$579,286.10	\$649,784.00	\$410,718.64	\$525,201.00	(\$124,583.00)	

		2017/2018	2018/2019
Lindsay	Chief Deputy/Supervisor of Elections	\$41,000.00	\$42,230.00
Hailey	Tax Extension Specialist	\$28,375.00	\$29,226.25
Jenny	Voter Registration Manager	\$34,000.00	\$35,020.00
Melissa	EJ Coordinator/CB Liaison	\$30,900.00	\$31,827.00
Robyn	Tax Extension Manager	\$32,000.00	\$32,960.00
Amy	Vital Records Manager	\$32,888.00	\$33,874.64
Machelle	Office Manager/Supervisor of Training		\$39,000.00

*All staff given 3% increases.

Cathy has decreased our personnel budget by consolidating positions and raising pay to compensate for having more responsibilities.

Account Number	Account Description	2017 Actual Amount	2018 Amended Budget	2018 Actual Amount	2019 Executive Review	Diff 18 & 19 Executive Review Comments
REVENUES						
Department: 101 - GENERAL						
Project: 00 - GENERAL						
3500 - CHARGES FOR SERVICES						
3516	TAX SALE FEES	820.0000	2,000.0000	320.0000	1,000.0000	(1,000.0000)
<i>Account Classification Total: 3500 - CHARGES FOR SERVICES</i>		\$820.00	\$2,000.00	\$320.00	\$1,000.00	(\$1,000.00)
3700 - MISCELLANEOUS REVENUES						
3701	INTEREST	1.6900	15.0000	0.5800	15.0000	0.0000
<i>Account Classification Total: 3700 - MISCELLANEOUS REVENUES</i>		\$1.69	\$15.00	\$0.58	\$15.00	\$0.00
Project Total: 00 - GENERAL		\$821.69	\$2,015.00	\$320.58	\$1,015.00	(\$1,000.00)
Department Total: 101 - GENERAL		\$821.69	\$2,015.00	\$320.58	\$1,015.00	(\$1,000.00)
REVENUES Total		\$821.69	\$2,015.00	\$320.58	\$1,015.00	(\$1,000.00)
EXPENSES						
Department: 181 - CO CLERK TAX AUTOMATION						
Project: 00 - GENERAL						
4400 - CAPITAL OUTLAY						
4450	OFFICE FURNITURE/EQUIPMENT	500.0000	500.0000	399.9800	500.0000	0.0000
<i>Account Classification Total: 4400 - CAPITAL OUTLAY</i>		\$500.00	\$500.00	\$399.98	\$500.00	\$0.00
Project Total: 00 - GENERAL		\$500.00	\$500.00	\$399.98	\$500.00	\$0.00
Department Total: 181 - CO CLERK TAX AUTOMATION		\$500.00	\$500.00	\$399.98	\$500.00	\$0.00
EXPENSES Total		\$500.00	\$500.00	\$399.98	\$500.00	\$0.00
Fund REVENUE	Total: 018 - CO CLERK TAX AUTOMATION FUND	\$821.69	\$2,015.00	\$320.58	\$1,015.00	(\$1,000.00)
Fund EXPENSE	Total: 018 - CO CLERK TAX AUTOMATION FUND	\$500.00	\$500.00	\$399.98	\$500.00	\$0.00
Fund Total: 018 - CO CLERK TAX AUTOMATION FUND		\$321.69	\$1,515.00	(\$79.40)	\$515.00	(\$1,000.00)
REVENUE GRAND Totals:		\$14,288.93	\$15,065.00	\$9,049.06	\$14,065.00	(\$1,000.00)
EXPENSE GRAND Totals:		\$10,047.94	\$14,500.00	\$8,453.98	\$18,000.00	\$3,500.00
Grand Totals:		\$4,240.99	\$565.00	\$595.08	(\$3,935.00)	(\$4,500.00)

With turnover in the tax department, assignment fees were misunderstood as to when they were to be charged. Since Robyn has taken over, we have reviewed statute and are now charging assignment fees for EVERY re-assignment and we should see an increase in revenue as a result of that enforcement.

We have historically budgeted \$500 in this line, and are anticipating no change. We don't anticipate needing anything, but like to keep a

Account Number	Account Description	2017 Actual Amount	2018 Amended Budget	2018 Actual Amount	2019 Executive Review	Diff 18 & 19 Executive Review Comments
Fund: 015 - COUNTY CLERK VITAL RECORDS						
REVENUES						
Department: 101 - GENERAL						
Project: 00 - GENERAL						
3500 - CHARGES FOR SERVICES						
3501.02	PUBLIC & CO FEES CTY CLERK	13,460.0000	13,000.0000	8,726.0000	13,000.0000	0.0000
<i>Account Classification Total: 3500 - CHARGES FOR SERVICES</i>		\$13,460.00	\$13,000.00	\$8,726.00	\$13,000.00	\$0.00
3700 - MISCELLANEOUS REVENUES						
3701	INTEREST	7.2400	50.0000	2.4800	50.0000	0.0000
<i>Account Classification Total: 3700 - MISCELLANEOUS REVENUES</i>		\$7.24	\$50.00	\$2.48	\$50.00	\$0.00
Project Total: 00 - GENERAL		\$13,467.24	\$13,050.00	\$8,728.48	\$13,050.00	\$0.00
Department Total: 101 - GENERAL		\$13,467.24	\$13,050.00	\$8,728.48	\$13,050.00	\$0.00
REVENUES Total		\$13,467.24	\$13,050.00	\$8,728.48	\$13,050.00	\$0.00
EXPENSES						
Department: 511 - COUNTY CLERK VITAL RECORDS						
Project: 00 - GENERAL						
4100 - PERSONNEL SERVICES						
4101	SALARY - PERSONNEL	0.0000	10,000.0000	5,054.0000	10,000.0000	0.0000
<i>Account Classification Total: 4100 - PERSONNEL SERVICES</i>		\$0.00	\$10,000.00	\$5,054.00	\$10,000.00	\$0.00
4250 - OTHER SERVICES & CHARGES						
4290	MAINT/REPAIR - EQUIPMENT	5,547.9400	3,000.0000	3,000.0000	0.0000	(3,000.0000)
<i>Account Classification Total: 4250 - OTHER SERVICES & CHARGES</i>		\$5,547.94	\$3,000.00	\$3,000.00	\$0.00	(\$3,000.00)
4400 - CAPITAL OUTLAY						
4450	OFFICE FURNITURE/EQUIPMENT	4,000.0000	1,000.0000	0.0000	0.0000	(1,000.0000)
<i>Account Classification Total: 4400 - CAPITAL OUTLAY</i>		\$4,000.00	\$1,000.00	\$0.00	\$0.00	(\$1,000.00)
Project Total: 00 - GENERAL		\$9,547.94	\$14,000.00	\$8,054.00	\$10,000.00	(\$4,000.00)
Project: 90 - TECHNOLOGY						
4250 - OTHER SERVICES & CHARGES						
4292	MAINT/REPAIR - HARDWARE	0.0000	0.0000	0.0000	4,500.0000	4,500.0000
4293	MAINT/REPAIR - SOFTWARE	0.0000	0.0000	0.0000	3,000.0000	3,000.0000
<i>Account Classification Total: 4250 - OTHER SERVICES & CHARGES</i>		\$0.00	\$0.00	\$0.00	\$7,500.00	\$7,500.00
Project Total: 90 - TECHNOLOGY		\$0.00	\$0.00	\$0.00	\$7,500.00	\$7,500.00
Department Total: 511 - COUNTY CLERK VITAL RECORDS		\$9,547.94	\$14,000.00	\$8,054.00	\$17,500.00	\$3,500.00
EXPENSES Total		\$9,547.94	\$14,000.00	\$8,054.00	\$17,500.00	\$3,500.00
Fund REVENUE Total: 015 - COUNTY CLERK VITAL RECORDS		\$13,467.24	\$13,050.00	\$8,728.48	\$13,050.00	\$0.00
Fund EXPENSE Total: 015 - COUNTY CLERK VITAL RECORDS		\$9,547.94	\$14,000.00	\$8,054.00	\$17,500.00	\$3,500.00
Fund Total: 015 - COUNTY CLERK VITAL RECORDS		\$3,919.30	(\$950.00)	\$674.48	(\$4,450.00)	(\$3,500.00)

This line pays part of our vital records part-time staff salaries.

4 pcs are due for replacement. This pays for our annual contract with our DevNet VR system

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR EMPLOYEE BENEFITS**

WHEREAS, there is a need to reduce our liability in our IMRF reserve fund; and

WHEREAS, there is sufficient amount in the General Fund, in our reserve, to make such a payment which will materially aid the County's financial position; 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 2017-2018 by amending the budget for the Employee Benefit transfer line to accept one million dollars in reserves to be then paid to our IMRF Employer Reserve Account for payment towards our IMRF pension liability.

TO:

001.165.00.04610

Employee Benefits

\$1,000,000.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the August 14, 2018 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 14th day of August 2018 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Page 2
Budget Amendment – Employee Benefits

APPROVED BY FINANCE/PERSONNEL:

Steven Fourez Y N A 8/13/18
Chairman Date

Wesley Bieritz Y N A

Robert Boyd Y N A

Todd Johnson Y N A

Becky Stark Y N A

Crisi Walls Y N A

Bruce Stark Y N A

ORDINANCE

RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE MERIT COMMISSION

WHEREAS, the Merit Commission by statute serves as the body for certification for possible employment and promotion for Deputies and Correctional Officers, among other duties; and

WHEREAS, the County by statute (55 ILCS 5/3-8006 and 55 ILCS 5/3-8007) funds such operations as needed, and that includes various required tests which must be purchased; and

WHEREAS, due to the current need for testing due to normal turn-over and retirement rates, there is a need for a budget amendment for an additional \$10,000.00; 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 2017-2018 by transferring money in the amount as below to facilitate payment for operations of the Merit Commission.

001.320.00.04371 TESTING \$10,000

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the August 14, 2018 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 14th day of August 2018 A.D.

AYE____ NAY____ ABSENT____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

APPROVED BY FINANCE/PERSONNEL:

Steven Fourez Chairman	Y	N	A	<u>8/13/18</u> Date
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Wesley Bieritz	Y	N	A	
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Robert Boyd	Y	N	A	
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Todd Johnson	Y	N	A	
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Becky Stark	Y	N	A	
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Crisi Walls	Y	N	A	
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Bruce Stark	Y	N	A	
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**Request for Amendment
Fiscal Budget
2017 - 2018**

Dept: Vermilion County Merit Commission

Date: _____

Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.320.00.04371</u>	<u>Testing</u>	<u>\$10,600</u>	<u>\$10,000</u>	<u>20,600</u>
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____

Narrative:

See attached Narrative

Department Head: David J. Ryan, Chairman

Approved By:

_____ Committee

 Chairman

Finance Committee

 Chairman

Dated: _____

Dated: _____

Narrative:

In preparing this budget, I clearly under-estimated the amount of testing that would be necessary this year. We have scheduled but not yet paid for an unanticipated promotional round of testing for sergeant, lieutenant and captain in the corrections department based on a somewhat unexpected turnover. Currently, the Merit Commission has \$5,000 in outstanding bills for testing for entry level deputies and correctional officers this year. We have given an extra test for entry level deputies and correctional officers this year; it is becoming extremely difficult to find qualified candidates to take the test. Unfortunately, this is a nation-wide phenomenon. Locally, in the early 90's, it would be common for 60 applicants to appear for entry level deputy testing and 40 to report for testing for entry level correction officers. This past go-around, we had 8 people for the written deputy testing and 5 appear for the correctional officer testing. Our current sheriff has, through careful screening and the exercise of good judgment, built an extraordinarily professional department; it is imperative that he be given as many qualified candidates to choose from for openings in the road deputy department and the corrections departments.

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE CORONER'S OFFICE**

WHEREAS, the there is a need to recognize income due to the Illinois Department of Public Health's Death Certificate Surcharge Fund; and

WHEREAS, the funds are annually dispersed as a grant to the county coroner's to be used for equipment or lab facilities; 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 Coroner's budget be accordingly amended to show such income in the amounts shown below.

TO:

001.350.00.04238

Special Circumstances

\$4,477.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the August 14, 2018 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 14th day of August 2018 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

**Request for Amendment
Fiscal Budget
2017 - 2018**

Dept: CORONER

Date: July 9, 2018

Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.350.00.04238</u>	<u>Special Circumstance</u>	\$ <u>9,191</u>	\$ <u>4,477</u>	<u>13,668.00</u>
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____

Narrative:

This money is from the Illinois Department of Public Health's Death Certificate Surcharge fund. It is dispersed annually as a grant to county coroners in the state of Illinois to be used for equipment or lab facilities.

Department Head: Jane McFadden, Coroner

Approved By:

_____ Committee

_____ Finance Committee

Chairman

Chairman

Dated: _____

Dated: _____

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE BUILDINGS AND GROUNDS DEPARTMENT**

WHEREAS, the Buildings and Grounds pays for our electrical and gas for the Vermilion County Administrative Center and the Annex; and

WHEREAS, the line item for such power bills needs to be replenished; 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 2017-2018 by transferring money in the amount as below to facilitate payment of uniforms.

001.610.00.04315	Electricity/Gas	\$55,000.00
001.610.00.04316	Water	\$7,000.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the August 14, 2018 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 14th day of August 2018 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

RESOLUTION

RE: HIGHWAY ENGINEER SALARY

WHEREAS, County has need of establishing the Highway Engineer's salary and has agreed to use the recommended salary level set by the Illinois Department of Transportation at the 100% level; and,

WHEREAS, such an approach allows the County to obtain Federal Surface Transportation money to pay one-half of the Highway Engineer's salary and has been recommended by the Transportation Committee.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Vermilion County, Illinois, that said salary schedule is hereby approved and adopted by the County Board and may be signed by the appropriate personnel as using the Department of Transportation form in words and figures as attached hereto and incorporated herein by reference, submitting five originals to the Department of Transportation, effective retroactively to June 16, 2018 through June 15 2019 and further directs that the Auditor and County Board Chairman amend Highway budget Department budget as needed, and,

PRESENTED, APPROVED, AND RESOLVED by the County Board of Vermilion County, Illinois, at its August 14, 2018, A.D. Session.

DATED this 14th day of August, 2018.

Aye _____ Nay _____ Abstain _____

County Board Chairman

Attest:

RE: Resolution for County Engineers Salary

APPROVED BY TRANSPORTATION COMMITTEE:
July 25, 2018

Larry Baughn Y N A
Committee Chairperson

Frank Hoskins Y N A

John Criswell Y N A

Joe Eakle Y N A

Craig Golden Y N A

Mitch Weaver Y N A

AJ Wright Y N A

Resolution Number _____



Resolution No [] MFT Salary Section No 19-00000-00-CS Section No 19-CS183-00-AC

WHEREAS, the County Board of Vermilion County has adopted a resolution establishing the salary of the County Engineer to be 100% of the recommended salary for the County Engineer as determined annually by the Illinois Department of Transportation, and percentage

WHEREAS, the County Board of Vermilion County has entered into an agreement from 07/10/18 to 07/09/24 with the Illinois Department of Transportation for transfer of Federal Surface Transportation Program funds to pay one-half of the salary paid to the County Engineer.

NOW, THEREFORE, BE IT RESOLVED, by the Vermilion County Board that there is hereby appropriated the sum of

One Hundred Twelve Thousand, Three Hundred Dollars (\$112,300.00) from the County's

Motor Fuel Tax Fund funds for the purpose of paying the County Engineer's salary from 06/16/18 to 06/15/19 and, beginning date ending date

BE IT FURTHER RESOLVED, that the Vermilion County Board hereby authorizes the Department of Transportation, State of

Illinois to transfer Fifty Six Thousand, One Hundred, Fifty Dollars

(\$56,150.00) of Federal Surface Transportation Program funds allocated to Vermilion County to the

Department of Transportation in return for an equal amount of State funds; and

BE IT FURTHER RESOLVED, by the Vermilion County Board that there is hereby appropriated the sum of

Twenty Nine Thousand, Nine Hundred Dollars (\$29,900.00) from the County's

Motor Fuel Tax Fund funds for the purpose of paying the County Engineer's expenses from 06/16/18 to 06/15/19 . beginning date ending date

I Cathy Jenkins County Clerk in and for said County of Vermilion in the State of Illinois, and Name of Clerk County

keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete original of

a resolution adopted by the County Board of Vermilion at a meeting held on 08/14/18 . County date

I certify that the correct TIN/FEIN number for Vermilion County is 37-6002224 Legal Status: Governmental. County TIN/FEIN Number

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 14th day of August, 2018 . Day Month, Year

(SEAL)

Clerk Signature

[Signature box]

For resolutions not involving a transfer of STR funds:

Regional Engineer, IDOT

Date

[Signature box]

[Date box]

BY: Priscilla A Tobias

Director, Office of Program Development

Date

[Signature box]

[Date box]

APPROVED STATE OF ILLINOIS, DEPARTMENT OF TRANSPORTATION

For resolutions involving a transfer of STR funds:

Randall S Blankenhorn

Secretary of Transportation

Date

[Signature box]

[Date box]

R E S O L U T I O N

RE: Security Software and Technology

WHEREAS, the County Board of Vermilion County, Illinois has need of a security system to protect its employees and visitors at the Vermilion County Administration Building; and,

WHEREAS, it is necessary to purchase security items such as panic buttons, security cameras and security alarms; and,

WHEREAS, an ability to save costs, even if incremental, will be had if we lease such computer, data machinery and software for a period in excess of two years but no more than five years and such requires the approval of the Board by a two-thirds affirmative vote although the purchases are below the bid limit.

NOW, THEREFORE BE IT RESOLVED by the County Board of Vermilion County, Illinois, that the leasing of computer, data machinery and security alarms for the Vermilion County Administration Building for a period in excess of two years but no more than five is approved.

PRESENTED, APPROVED AND RESOLVED by the County Board of Vermilion County, Illinois at the August 14, 2018 A.D. Session.

DATED this 14th day of August 2018 A.D.

AYE _____ NAY _____ ABSTAIN _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Approved by Finance/Personnel:

Steven Fourez Y N A
Chairman

Wesley G. Bieritz Y N A

Robert Boyd Y N A

Crisi Walls Y N A

Todd Johnson Y N A

Becky Stark Y N A

Bruce Stark Y N A

Resolution

No. _____

R E S O L U T I O N

RE: EMPLOYEE CLASSIFICATION POLICY

WHEREAS, the County Board of Vermilion County, Illinois desires to establish an Employee Classification Policy; and,

WHEREAS, it is necessary to document the desire to classify employees properly for tax and other purposes and not improperly use the category of independent contractor; and,

WHEREAS, such a distinction is required by law.

NOW, THEREFORE BE IT RESOLVED by the County Board of Vermilion County, Illinois, that the Employee Classification Policy is adopted as set forth in the attached policy.

PRESENTED, APPROVED AND RESOLVED by the County Board of Vermilion County, Illinois at the August 14, 2018 A.D. Session.

DATED this 14th day of August 2018 A.D.

AYE _____ NAY _____ ABSTAIN _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Approved by Executive Committee: Steve Fourez Y N A

Chairman

Wesley G. Bieritz Y N A

Robert Boyd Y N A

Bruce Stark Y N A

Todd Johnson Y N A

Becky Stark Y N A

Crisi Walls Y N A

Resolution

No. _____

Policy on Employee Classification for Wage and Tax Purposes

PURPOSE: To clarify when it is appropriate to classify someone as an employee or independent contractor.

BACKGROUND: Both the Internal Revenue Service (“IRS”) and the Illinois Department of Labor have indicated a concern for how workers are classified. Independent contractors do not have withholding for taxes, including FICA. The IRS in an audit of the County corrected some worker classifications among other matters. When the County or any employer incorrectly classifies a worker as an independent contractor, the County becomes liable for the employment taxes. There can be other penalties as well. The State of Illinois passed a law entitled “Employee Classification Act” which is related to construction jobs and covers a wide variety of repair and other physical tasks. Improper classification can result in a negative audit finding. IMRF also has questioned the employee/independent contractor status from time to time. It is therefore critical to correctly classify a worker.

POLICY: A worker shall be correctly classified as an employee or independent contractor. Workers who meet the definition of an employee shall be classified as such and appropriate withholding shall be made for taxes and other employment costs. Independent contractors shall have a written contract establishing the terms of work and providing for proof of insurance to cover any loss or injury they might incur while performing their work as independent contractors.

GUIDANCE: Both the IRS and the Department of Labor have a variety of resources to determine if a person is an independent contractor. When in doubt the County Human Resources Director can assist. There are some common indicators of an employer-employee relationship however.

- Do you direct what will be done and when it is to be done?
- Do you reimburse the person for costs like mileage incurred when performing the work?
- Is the job to be performed one that your department would typically do but you needed extra help?
- Does this person offer their services to anyone else?

- Who would be responsible if the person was injured while performing work for the County?
- If there was a problem with the task to be done who would the worker call for direction?
- Who supplies the equipment needed for the work?

If the responses tend to show the County is directing the work, supplies needed equipment, reimburses for costs, or it is work the department typical performs as part of their regular duties, the worker is likely to be an employee and we are liable for ensuring the right taxes and other employment costs are paid. A worker may be occasional or temporary but they can be employees. Misclassifying employees can be costly.