

Finance & Personnel Committee
Monday, August 31st 2020
5:00 PM, 2nd Floor, VCAB

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – August 3rd, 2020
4. Audience Comments
5. Financial Update
6. Vermilion County Budget 2020-2021 FY
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, 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

Vermilion County Revenue 2019 vs 2020 -as of August

Revenue	Description	Budget 2019 (Estimated Revenue)	Budget 2020 (Estimated Revenue)	Actual 2019	Actual 2020	% of Budget 2019	% of Budget 2020
3101	Real Estate Taxes	\$ 2,328,286.00	\$ 2,422,714.00	\$ 1,422,514.82	\$ 1,145,746.96	61.10%	47.29%
3201	Liquor License Fees	\$ 50,000.00	\$ 50,000.00	\$ 43,775.00	\$ 47,550.00	87.55%	95.10%
3301	State Income Taxes	\$ 2,900,000.00	\$ 3,000,000.00	\$ 1,729,190.25	\$ 2,524,919.15	59.63%	84.16%
3304.01	Sales Tax/Regular	\$ 417,000.00	\$ 400,000.00	\$ 184,872.61	\$ 290,801.23	44.33%	72.70%
3304.02	Sales Tax/Supplemental	\$ 1,654,470.00	\$ 1,750,000.00	\$ 801,690.94	\$ 1,232,712.11	48.46%	70.44%
3305	Recreational Use Tax	\$ -	\$ 75,000.00	\$ -	\$ 7,993.34	0.00%	10.66%
3306	Corp Replacement Tax	\$ 1,140,178.00	\$ 1,323,286.00	\$ 1,284,328.05	\$ 2,453,546.29	112.64%	185.41%
3307	Hotel/Motel Tax	\$ 4,500.00	\$ 5,000.00	\$ 2,379.75	\$ 2,173.30	52.88%	43.47%
3311.01	State Salary Reimb/ Pub Def	\$ 99,934.00	\$ 104,240.00	\$ 51,779.16	\$ 78,483.57	51.81%	75.29%
3311.02	State Salary Reimb/ Probation	\$ 800,000.00	\$ 1,066,167.00	\$ 619,054.00	\$ 537,049.01	77.38%	50.37%
3311.03	State Salary Reimb/ JDC	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
3311.04	State Salary Reimb/ Asst Atty	\$ -	\$ -	\$ 12,695.01	\$ 2,946.25	0.00%	0.00%
3311.05	State Salary Reimb/ ST Atty	\$ 148,677.00	\$ 155,915.00	\$ 63,475.05	\$ 104,453.00	42.69%	66.99%
3311.06	State Salary Reimb/ S of A	\$ 35,355.00	\$ 35,355.00	\$ 17,677.50	\$ 36,997.43	50.00%	104.65%
3311.07	State Salary Reimb/ EMA	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
3318	S.S.A. Reimb/Prisoners	\$ 7,000.00	\$ 3,000.00	\$ 400.00	\$ 1,600.00	5.71%	53.33%
3321	EMA Grant Reimb	\$ 33,000.00	\$ 33,000.00	\$ 64,811.63	\$ 40,246.48	196.40%	121.96%
3325	Reimb/ Dare Program	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	100.00%	100.00%
3326	WIB Grant/ Travel	\$ 25,000.00	\$ 25,000.00	\$ 16,128.47	\$ 16,734.77	64.51%	66.94%
3353	School Service Grant	\$ 5,900.00	\$ -	\$ 8,300.00	\$ 5,899.92	0.00%	0.00%
3425	VOCA Grant	\$ -	\$ 47,816.00	\$ 70,977.00	\$ 60,230.12	0.00%	125.96%
3501	Public & Co Fees/ Circuit Clerk	\$ 500,000.00	\$ 500,000.00	\$ 226,108.35	\$ 349,737.73	45.22%	69.95%
3501.02	Public & Co Fees/ County Clerk	\$ 256,000.00	\$ 256,000.00	\$ 191,499.31	\$ 161,941.07	74.80%	63.26%
3501.03	Public & Co Fees/ Recorder	\$ 220,000.00	\$ 250,000.00	\$ 196,319.20	\$ 242,927.54	89.24%	97.17%
3501.04	Public & Co Fees/ Sheriff	\$ 122,000.00	\$ 122,000.00	\$ 82,134.99	\$ 62,773.56	67.32%	51.45%
3501.05	Public & Co Fees/ Coroner	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
3501.06	Public & Co Fees/ St Atty	\$ 110,000.00	\$ 80,000.00	\$ 36,683.06	\$ 46,903.46	33.35%	58.63%
3510	Court Security Fees	\$ 320,000.00	\$ 275,000.00	\$ 137,435.42	\$ 104,865.45	42.95%	38.13%
3540	Bond Processing Fee	\$ 65,000.00	\$ 68,000.00	\$ 55,823.00	\$ 67,136.00	85.88%	98.73%
3541	Sheriff's Services	\$ 17,000.00	\$ 27,000.00	\$ 17,725.66	\$ 13,834.75	104.27%	51.24%
3544	Traffic/Conservation Co. Fees	\$ 50,000.00	\$ 50,000.00	\$ 36,131.16	\$ 115,770.94	72.26%	231.54%
3545	Sheriff's Sale Fees	\$ 85,000.00	\$ 55,000.00	\$ 41,400.00	\$ 16,800.00	48.71%	30.55%
3556	State Police Vehicle Fees	\$ 3,000.00	\$ 2,000.00	\$ 274.39	\$ 330.33	9.15%	16.52%
3601	Fines	\$ 80,000.00	\$ 80,000.00	\$ 49,493.37	\$ 47,817.22	61.87%	59.77%
3602	Bond Forfeiture	\$ 40,000.00	\$ 40,000.00	\$ -	\$ 32,833.00	0.00%	82.08%
3701	Interest	\$ 50,000.00	\$ 50,000.00	\$ 20,146.31	\$ 12,071.99	40.29%	24.14%
3702	Rent CSB/Annex	\$ -	\$ 60,000.00	\$ -	\$ 60,000.00	0.00%	100.00%
3704	Public Defender Client Reimb	\$ 15,000.00	\$ 2,000.00	\$ 336.00	\$ 683.72	2.24%	34.19%
3706	Surcharge/ Circuit Clerk	\$ 30.00	\$ 30.00	\$ 0.50	\$ -	1.67%	0.00%
3707	County Jail Medical Fee	\$ 3,000.00	\$ 6,500.00	\$ 3,160.70	\$ 3,144.46	105.36%	48.38%
3708	Penalty Cost & Interest	\$ 200,000.00	\$ 230,000.00	\$ 228,123.29	\$ 281,650.71	114.06%	122.46%
3710	Miscellaneous	\$ 200,000.00	\$ 150,000.00	\$ 137,710.85	\$ 163,151.52	68.86%	108.77%
3711	EMA-Tier Hazardous fee	\$ -	\$ -	\$ -	\$ 335.00	0.00%	0.00%
3712	Memorial Funds	\$ -	\$ -	\$ (29,999.00)	\$ (4,545.00)	0.00%	0.00%
3715	Lump Sum Charges	\$ 2,000.00	\$ 2,000.00	\$ 326.03	\$ -	16.30%	0.00%
3719	5% DNA ID- Circuit Clerk	\$ 700.00	\$ 700.00	\$ 137.03	\$ -	19.58%	0.00%
3721	5% Youth Diversion	\$ 600.00	\$ 600.00	\$ 34.90	\$ -	5.82%	0.00%
3723	FTA Warrant Fee	\$ 21,000.00	\$ 21,000.00	\$ 9,310.00	\$ 10,290.00	44.33%	49.00%
3726	Franchise Fees	\$ 121,000.00	\$ 121,000.00	\$ 106,623.79	\$ 86,341.59	88.12%	71.36%
3727	Gambling Revenue	\$ 165,000.00	\$ 215,000.00	\$ 144,303.29	\$ 105,412.52	87.46%	49.03%
3902	Transfers In	\$ 300,000.00	\$ 250,000.00	\$ 215,386.38	\$ 153,888.05	71.80%	61.56%
3904	Transfers from Fund 009	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	100.00%	100.00%
	Total	\$ 13,213,130.00	\$ 14,027,823.00	\$ 8,918,177.22	\$ 11,343,678.54	67.49%	80.87%
						Should be 75%	



Fund Equity Changes Report
Through 08/30/20
Summary Listing

Fund	Fund Description	Beginning Balance	Prior Year Fund Equity Adjustment	YTD Revenues	YTD Expenses	Current Fund Balance
Fund Category Governmental Funds						
Fund Type General Fund						
001	GENERAL FUND	5,152,230.90	18,752.95	11,343,678.54	9,671,647.22	6,843,015.17
	Fund Type General Fund Totals	\$5,152,230.90	\$18,752.95	\$11,343,678.54	\$9,671,647.22	\$6,843,015.17
Fund Type Special Revenue Funds						
002	IMRF FUND	1,306,630.20	(59,425.45)	724,119.38	1,014,086.04	957,238.09
003	VERMILION CO HEALTH DEPARTMENT	1,128,097.15	198,589.11	1,158,368.41	956,196.33	1,528,858.34
004	MENTAL HEALTH 708 FUND	587,503.03	(5,692.81)	405,280.17	633,165.37	353,925.02
006	PSB RENT FUND	8,695,180.14	(344,126.27)	5,888,399.06	5,710,787.66	8,528,665.27
007	COUNTY HIGHWAY FUND	665,284.40	27,681.70	867,465.40	824,186.86	736,244.64
009	LAW ENFORCEMENT FUND	4,385,354.19	354,068.92	1,031,393.22	786,868.84	4,983,947.49
010	INDEMNITY FUND	146,156.16	(4,539.69)	69,627.15	67,621.63	143,621.99
011	ANIMAL CONTROL FUND	169,380.99	(646.20)	563,829.11	469,681.75	262,882.15
012	VETERANS ASSISTANCE COMMISSION	.00	.00	64,987.97	41,552.80	23,435.17
013	GIS AUTOMATION FUND	289,470.26	(75,075.33)	151,393.94	166,400.51	199,388.36
014	PROBATION SERVICE FUND	176,189.38	(54,500.66)	57,271.73	90,190.19	88,770.26
015	COUNTY CLERK VITAL RECORDS	43,769.34	(9,446.44)	8,726.74	12,880.26	30,169.38
018	CO CLERK TAX AUTOMATION FUND	10,769.74	1,833.77	1,667.11	437.58	13,833.04
019	FICA (SOCIAL SECURITY)	250,972.41	(10,216.05)	610,176.49	888,291.37	(37,358.52)
022	STATE'S ATTY AUTOMATION	9,084.86	(4,952.86)	1,843.78	4,093.45	1,882.33
035	CORONER'S AUTOMATION	47,105.94	(25,307.67)	18,650.74	5,043.28	35,405.73
039	INFRASTRUCTURE FUND	233,561.63	18,480.03	206.87	.00	252,248.53
041	CAPITAL IMPROVEMENTS FUND	944,659.30	(141,487.55)	77,931.84	122,740.30	758,363.29
042	NORTH FORK SPEC SERV AREA 1	314,076.67	(34,129.08)	25,728.35	57,959.99	247,715.95
043	NORTH FORK SPEC SERV AREA 2	93,710.62	(13,656.12)	8,522.82	21,840.00	66,737.32
044	NORTH FORK SPEC SERV AREA 3	21,839.31	(2,616.05)	1,852.89	4,200.01	16,876.14
048	LAW ENFORCEMENT GRANT	25.15	.90	1.23	.00	27.28
062	COUNTY BRIDGE FUND	1,519,134.56	(158,474.92)	183,001.49	95,844.60	1,447,816.53
063	LAW LIBRARY FUND	69,074.15	12,776.15	20,803.14	17,207.52	85,445.92
069	WORKING CASH FUND	.15	.00	.00	.00	.15
071	TRAFFIC FEE FUND	244,916.41	(49,008.76)	17,159.93	44,932.49	168,135.09
074	COURT AUTOMATION FUND	122,633.83	(22,030.10)	67,374.75	137,734.02	30,244.46
075	COURT SECURITY FEE FUND	74,043.64	(8,890.96)	159,808.70	96,930.29	128,031.09
076	RECORDER SPECIAL FUND	239,129.91	25,291.58	30,596.47	10,555.53	284,462.43
078	CIRCUIT CLERK OPER & ADMIN	58,754.33	2,925.93	13,950.76	7,384.52	68,246.50
079	COURT DOCUMENT STORAGE FUND	199,638.70	14,806.03	70,211.60	81,603.26	203,053.07
080	DRUG COURT FEE FUND	67,839.48	375.27	1,907.37	.00	70,122.12
081	VC ELECTRONIC MONITOR	47,362.56	450.64	36,152.47	22,442.04	61,523.63
086	BOARD OF ELECTION FUND	1,809.39	.00	.00	.00	1,809.39
088	TREASURER AUTOMATION FUND	78,442.56	20,989.32	56,845.44	16,850.33	139,426.99
090	VC TRUSTEE REVOLVING FUND	42,269.56	(10,514.46)	6,509.73	14,643.99	23,620.84
091	CHILD SUPPORT/MAINT	105,648.92	(39,804.05)	.00	37,549.93	28,294.94
097	VICTIM WITNESS/ATTY GENERAL	30,637.40	(1,035.53)	22,647.77	21,264.95	30,984.69
099	VC MEG/EXP MULTI-JUR NARC	293.52	.00	129.75	.00	423.27
	Fund Type Special Revenue Funds Totals	\$22,420,449.94	(\$397,307.66)	\$12,424,543.77	\$12,483,167.69	\$21,964,518.36
	Fund Category Governmental Funds Totals	\$27,572,680.84	(\$378,554.71)	\$23,768,222.31	\$22,154,814.91	\$28,807,533.53
Fund Category Proprietary Funds						
Fund Type Enterprise Funds						
066	VC SOLID WASTE MANAGEMENT	893,209.16	72,913.82	195,681.93	140,691.42	1,021,113.49
	Fund Type Enterprise Funds Totals	\$893,209.16	\$72,913.82	\$195,681.93	\$140,691.42	\$1,021,113.49
Fund Type Internal Service Funds						
005	LIABILITY INSURANCE FUND	537,034.08	(147,096.05)	503,340.32	1,013,439.06	(120,160.71)
	Fund Type Internal Service Funds Totals	\$537,034.08	(\$147,096.05)	\$503,340.32	\$1,013,439.06	(\$120,160.71)
	Fund Category Proprietary Funds Totals	\$1,430,243.24	(\$74,182.23)	\$699,022.25	\$1,154,130.48	\$900,952.78
Fund Category Fiduciary Funds						
Fund Type Private-Purpose Trust Funds						
052	ELECTRONIC CITATION FUND	21,851.34	5,253.11	9,379.30	.00	36,483.75
072	TREASURER'S ACCT FUND	49,176.09	(7,739.44)	15,824.00	10,249.24	47,011.41
	Fund Type Private-Purpose Trust Funds Totals	\$71,027.43	(\$2,486.33)	\$25,203.30	\$10,249.24	\$83,495.16
	Fund Category Fiduciary Funds Totals	\$71,027.43	(\$2,486.33)	\$25,203.30	\$10,249.24	\$83,495.16



Fund Equity Changes Report
 Through 08/30/20
 Summary Listing

Fund	Fund Description	Beginning Balance	Prior Year Fund Equity Adjustment	YTD Revenues	YTD Expenses	Current Fund Balance
	Grand Totals	\$29,073,951.51	(\$455,223.27)	\$24,492,447.86	\$23,319,194.63	\$29,791,981.47