

**Finance & Personnel Committee
Monday, September 9th, 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 – August 5th, 2019
4. Audience Comments
5. Financial Update
6. County Board 2019-2020 Budget
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 5th, 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, Robert Boyd, Breannah Haton, Becky Stark, and Bruce Stark. Adam Hart were absent and excused. Also, in attendance; Larry Baughn - County Board Chairman, Darren Duncan – Vermilion County Treasurer, Doug Toole – Health Department Administrator, Bill Donahue -Risk Consultant, Erika Briggs- Finance Director, Bill Wright – Vermilion County Auditor, Judge O’Shaughnessy, and Jacqueline Lacy – Vermilion County State’s Attorney.

Agenda Item 2 - Adoption/Amendments to the Agenda

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

Agenda Item 3 - Approval of Minutes – July 1st, 2019

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

Agenda Item 4 - Audience Comments

Doug Toole told the committee that he contacted the grantors for the health department and Vermilion County would go on a stop payment after August 30th,2019 if the 2018 audit is not completed by then. He discussed his concerns with the committee in regards to his department’s payroll and overall operations. Chairman Baughn commented that the payments would not automatically stop. The grantors cannot allow for any more extensions at this time and would not make any decisions on payments until August 30th. Darren Duncan reminded the committee and Doug Toole that the Health Department has \$1,000,000 in reserves in both funds.

Agenda Item 5 - Financial Update

Ms. Briggs distributed a finance update that consisted of the General Fund revenue and the Fund Equity Changes Report. The Fund Equity Changes Report was used because it shows the Beginning Fund Balance of each fund along with Current Fund Balance.

Agenda Item 6 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Coroner - \$33,300

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

The hail storm damaged the current vehicle and it was totaled. The coroner would like to purchase a large enough vehicle that can transport decedents to autopsies. This will be purchased from the amount of the totaled vehicle (\$6,400), the grant the coroner receives (\$10,000), and the automation fund (\$35,100) for a total of \$51,500 for the new vehicle.

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 7 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Regional Office of Education - \$9,260

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

The Regional Office of Education has additional state funds which the Superintendent, Cheryl Reifsteck,

would like to disburse among her employees. This would be a one-time stipend and the funds would cover FICA and IMRF.

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 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Court Administration - \$100,000

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

The Court Administration is requesting additional funds for contractual/legal fees. This line is used to pay fees associated with appointed defense counsel. The number of appointments exceeded that which was anticipated for the fiscal year. Judge O’Shaughnessy was present to answer questions from committee members.

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 State’s Attorney – Line Item Transfer -\$7,459.76

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

The State’s Attorney’s office is requesting to transfer \$7,459.76 from Books and Periodicals to Case Expense to help cover the remainder of 2019 case expenses. Jacqueline Lacy, Vermilion County State’s Attorney, was present to answer any questions from committee members.

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 Public Defender and State’s Attorney -\$1,347 & \$1,496

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

The State’s Attorney salary has changed effective July 1, 2019 to \$173,744.77 and therefore an increase is needed this fiscal year for July – November. The County has also elected to participate in the Public Reimbursement program which requires the salary for that position to be set at a given level based upon the State’s Attorney. The budget also needed amended for this increase as well.

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 – Resolution: Salary Schedule – Public Defender

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

The State’s Attorney salary has changed effective July 1, 2019 to \$173,744.77. The County has also elected to participate in the Public Reimbursement program which requires the salary for that position to be set at a given level based upon the State’s Attorney. To receive reimbursement, the salary changed must be approved by the County Board. With this approval, the Treasurer is also authorized to execute any documents needed to receive reimbursement.

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 – Treasurer 2019-2020 Budget

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

The Vermillion County Treasurer was present to present his budget and answer any questions. The only change in the Treasurer's budget is increase for postage and the negotiated increase for personnel. Board members voiced their concerns on the placement of the increase in the 2019-2020 budget for the personnel and discussion ensued.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Robert Boyd, and Breannah Haton. 4 yes, 2 no, 1 absent

Agenda Item 13 – Auditor 2019-2020 Budget

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

The Vermillion County Auditor was present to present his budget and answer any questions. It was noted the Auditor's office is a nonunion office.

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 14 – Executive Session

None

Agenda Item 15 - Items of Information

Chairman Baughn told the committee the board office is working on the 2019-2020 budget and union negotiations will begin soon. The county will be changing insurance companies from Aetna to Health Alliance and going from self-insured to fully insured. Health Alliance provided a great savings to the county along with better coverage to the employee. Some of the savings was passed along to the employees as well. Health Alliance capped a renewal for next year at 5%. Chairman Baughn also told the committee that the EMA pull barn on Georgetown Road had over \$100,000 of hail damage and the board office was in the process of forming an Infrastructure Committee. Due to Labor Day, the next Finance & Personnel Meeting will be September 9th.

Agenda Item 16 – Adjournment

Chairman Fourez adjourned the meeting at 6:08 PM.

Minutes by: Erika Briggs, County Board

General Fund Revenue as of August 31st, 2019

Liquor Licenses – There has been a decrease in the number of liquor licenses filed. In FY 2018, there were a few businesses that obtained liquor license, closed, were resold, and licenses were obtained again. This caused an increase in the number of licenses received in FY 2018.

Sales Tax/Regular – Budget decreased from FY 2018

Hotel/Motel – decrease in the hotel/motel tax collected. The county does not keep any of this. It is distributed to the Vermillion County Conservation District and the Danville Area Convention Bureau. It is also only county facilities and none within city limits.

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 State fiscal year 2020 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.

WIB Grant/Travel – 100% reimbursed

Public & Co Fees: These fees have been deposited through part of August.

Court Security Fees – These fees have been deposited through May and not collected as of July 1st.

Sheriff Services – Reimbursement for deputies at county events (example: Vermillion County Fair).

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.



Fund Equity Changes Report

Through 08/31/19

Summary Listing

Fund	Fund Description	Beginning Balance	Prior Year Fund Equity Adjustment	YTD Revenues	YTD Expenses	Estimate Fund Balance
Fund Category: Governmental Funds						
Fund Type: General Fund						
001	GENERAL FUND	7,622,350.69	(1,679,479.79)	8,844,341.52	9,239,196.03	5,548,016.39
	Fund Type: General Fund Totals	\$7,622,350.69	(\$1,679,479.79)	\$8,844,341.52	\$9,239,196.03	\$5,548,016.39
Fund Type: Special Revenue Funds						
002	IMRF FUND	1,357,370.84	(147,977.64)	660,531.39	794,979.21	1,074,945.38
003	VERMILION CO HEALTH DEPARTMENT	923,745.18	63,955.97	1,096,576.88	868,004.90	1,216,273.13
004	MENTAL HEALTH 708 FUND	466,281.34	68,722.69	504,637.49	738,526.28	301,115.24
006	PSB RENT FUND	8,324,729.04	(22,323.90)	6,325,398.77	5,213,047.31	9,414,756.60
007	COUNTY HIGHWAY FUND	955,768.45	(340,434.05)	685,068.16	893,192.18	407,210.38
009	LAW ENFORCEMENT FUND	4,120,585.06	254,129.13	664,886.90	931,903.79	4,107,697.30
010	INDEMNITY FUND	139,533.23	6,622.93	43,875.21	50,202.70	139,828.67
011	ANIMAL CONTROL FUND	180,663.90	(11,282.91)	447,562.74	450,492.94	166,450.79
013	GIS AUTOMATION FUND	393,625.90	(104,155.64)	118,218.65	186,376.11	221,312.80
014	PROBATION SERVICE FUND	145,944.70	22,566.68	43,309.25	111,338.18	100,482.45
015	COUNTY CLERK VITAL RECORDS	44,282.16	(1,476.82)	9,465.33	12,241.35	40,029.32
018	CO CLERK TAX AUTOMATION FUND	10,948.50	(178.76)	1,814.03	.00	12,583.77
019	FICA (SOCIAL SECURITY)	642,311.99	(343,125.58)	678,575.83	786,488.52	191,273.72
022	STATE'S ATTY AUTOMATION	12,700.13	(3,615.27)	1,380.12	4,654.96	5,810.02
035	CORONER'S AUTOMATION	34,273.26	12,832.68	15,096.22	43,730.97	18,471.19
041	CAPITAL IMPROVEMENTS FUND	1,650,583.86	(678,554.56)	94,459.94	238,705.40	827,783.84
042	NORTH FORK SPEC SERV AREA 1	270,419.52	40,380.15	2,953.84	13,927.16	299,826.35
043	NORTH FORK SPEC SERV AREA 2	79,540.35	13,000.27	1,710.25	5,247.91	89,002.96
044	NORTH FORK SPEC SERV AREA 3	18,889.81	2,715.50	332.98	1,009.22	20,929.07
048	LAW ENFORCEMENT GRANT	25.15	.00	5,886.43	.00	5,911.58
062	COUNTY BRIDGE FUND	1,311,248.42	185,160.14	229,259.08	222,019.06	1,503,648.58
063	LAW LIBRARY FUND	156,074.58	(90,186.43)	17,056.88	14,386.48	68,558.55
069	WORKING CASH FUND	291,458.27	(291,565.12)	.00	.00	(106.85)
071	TRAFFIC FEE FUND	192,520.95	47,681.46	27,661.75	90,638.41	177,225.75
074	COURT AUTOMATION FUND	124,743.13	(12,606.30)	65,375.26	110,452.04	67,060.05
075	COURT SECURITY FEE FUND	59,187.78	14,855.86	141,702.45	104,307.65	111,438.44
076	RECORDER SPECIAL FUND	210,235.52	28,894.39	23,254.15	7,925.45	254,458.61
078	CIRCUIT CLERK OPER & ADMIN	56,465.08	2,289.25	3,302.62	3,109.07	58,947.88
079	COURT DOCUMENT STORAGE FUND	230,089.13	(40,828.43)	64,972.03	97,987.75	156,244.98
080	DRUG COURT FEE FUND	64,025.34	3,814.14	1,544.32	1,575.00	67,808.80
081	VC ELECTRONIC MONITOR	73,463.90	(28,331.34)	10,843.40	12,487.00	43,488.96
086	BOARD OF ELECTION FUND	1,839.09	(29.70)	.00	.00	1,809.39
088	TREASURER AUTOMATION FUND	81,042.69	(2,600.13)	58,168.56	5,120.59	131,490.53
090	VC TRUSTEE REVOLVING FUND	42,811.33	(541.77)	9,029.74	16,368.60	34,930.70
091	CHILD SUPPORT/MAINT	134,562.69	(28,913.77)	.00	31,723.17	73,925.75
097	VICTIM WITNESS/ATTY GENERAL	36,163.19	(4,834.79)	21,412.24	20,117.50	32,623.14
099	VC MEG/EXP MULTI-JUR NARC	293.52	.00	.00	.00	293.52
	Fund Type: Special Revenue Funds Totals	\$22,838,446.98	(\$1,385,941.67)	\$12,075,322.89	\$12,082,286.86	\$21,445,541.34
	Fund Category: Governmental Funds Totals	\$30,460,797.67	(\$3,065,421.46)	\$20,919,664.41	\$21,321,482.89	\$26,993,557.73



Fund Equity Changes Report

Through 08/31/19

Summary Listing

Fund	Fund Description	Beginning Balance	Prior Year Fund Equity Adjustment	YTD Revenues	YTD Expenses	Estimate Fund Balance
Fund Category: Proprietary Funds						
Fund Type: Enterprise Funds						
066	VC SOLID WASTE MANAGEMENT	940,447.69	18,642.47	169,613.10	124,799.20	1,003,904.06
	Fund Type Enterprise Funds Totals	\$940,447.69	\$18,642.47	\$169,613.10	\$124,799.20	\$1,003,904.06
Fund Type: Internal Service Funds						
005	LIABILITY INSURANCE FUND	1,503,572.13	(625,172.05)	426,548.90	700,753.92	604,195.06
	Fund Type Internal Service Funds Totals	\$1,503,572.13	(\$625,172.05)	\$426,548.90	\$700,753.92	\$604,195.06
	Fund Category Proprietary Funds Totals	\$2,444,019.82	(\$606,529.58)	\$596,162.00	\$825,553.12	\$1,608,099.12
Fund Category: Fiduciary Funds						
Fund Type: Private-Purpose Trust Funds						
052	ELECTRONIC CITATION FUND	23,111.33	(1,259.99)	1,977.43	.00	23,828.77
072	TREASURER'S ACCT FUND	56,771.73	(7,595.64)	19.81	784.26	48,411.64
	Fund Type Private-Purpose Trust Funds Totals	\$79,883.06	(\$8,855.63)	\$1,997.24	\$784.26	\$72,240.41
	Fund Category Fiduciary Funds Totals	\$79,883.06	(\$8,855.63)	\$1,997.24	\$784.26	\$72,240.41
	Grand Totals	\$32,984,700.55	(\$3,680,806.67)	\$21,517,823.65	\$22,147,820.27	\$28,673,897.26

Fund: 001 - GENERAL FUND

EXPENSES

Department: 110 - COUNTY BOARD

Project: 00 - GENERAL

000 - PERSONNEL SERVICE

4101	SALARY - PERSONNEL	213,610.0000	203,155.6900	269,950.0000	161,111.3300	260,537.0000	(9,413.0000)
4105	SALARY - MEETINGS	76,000.0000	74,850.0000	76,000.0000	52,600.0000	76,000.0000	0.0000
4110	SALARY - DEPARTMENT HEAD	66,950.0000	66,436.8500	66,950.0000	46,237.4600	71,030.0000	2,070.0000
4155	INSURANCE - LIFE/HEALTH	0.0000	0.0000	60,000.0000	41,520.7600	65,000.0000	25,000.0000
		\$358,560.00	\$344,442.54	\$476,910.00	\$301,469.55	\$491,567.00	\$17,657.00

000 - SUPPLIES/OFFICE

4210	SUPPLIES/OFFICE	2,500.0000	2,344.7100	2,500.0000	2,413.6300	3,000.0000	500.0000
		\$2,500.00	\$2,344.71	\$2,500.00	\$2,413.63	\$3,000.00	\$500.00

000 - TRAVEL EXPENSE/CONFERENCE

4251	TRAVEL EXPENSE	200.0000	0.0000	200.0000	109.6400	200.0000	0.0000
4270	POSTAGE	4,000.0000	1,642.2700	3,000.0000	696.0600	2,000.0000	(1,000.0000)
4363	DUES/LICENSE FEES	2,000.0000	1,630.0000	2,000.0000	1,524.0000	2,000.0000	0.0000
4364	EDUCATION/TRAINING	0.0000	0.0000	500.0000	372.7200	500.0000	0.0000
		\$6,200.00	\$3,472.27	\$7,500.00	\$3,702.42	\$4,500.00	\$1,500.00

Project Total: 00 - GENERAL

Project: 44 - W I B EMPLOYEE GRANT

400 - PERSONNEL SERVICE

4101	SALARY - PERSONNEL	25,000.0000	21,728.1900	25,000.0000	14,308.1500	25,000.0000	0.0000
		\$25,000.00	\$21,728.19	\$25,000.00	\$14,308.15	\$25,000.00	\$0.00
	Project Total: 44 - W I B EMPLOYEE GRANT	\$25,000.00	\$21,728.19	\$25,000.00	\$14,308.15	\$25,000.00	\$0.00

Department Total: 110 - COUNTY BOARD

EXPENSES TOTAL

Fund Revenue Total: 001 - GENERAL FUND

Fund Expense Total: 001 - GENERAL FUND

Fund Total: 001 - GENERAL FUND

REVENUE GRAND TOTALS:

EXPENSE GRAND TOTALS:

Grand Totals:

		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$392,260.00	\$371,987.71	\$510,110.00	\$320,894.75	\$527,267.00	\$17,157.00
		(\$392,260.00)	(\$371,987.71)	(\$510,110.00)	(\$320,894.75)	(\$527,267.00)	(\$17,157.00)
	Grand Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$392,260.00	\$371,987.71	\$510,110.00	\$320,894.75	\$527,267.00	\$17,157.00
		(\$392,260.00)	(\$371,987.71)	(\$510,110.00)	(\$320,894.75)	(\$527,267.00)	(\$17,157.00)

County Board	Name	2018-2019	2019-2020	County Board		County Board		County Board		County Board		County Board	
				Personnel	Department Head	Personnel	Department Head	WIB Employee Grant	WIB Employee Grant	B & G Cleaning Personnel	Liability Personnel		
Administrative Assistant/Payroll Human Resources Director Financial Resources Director Risk Consultant Office Manager/ Building & Grounds County Board Chairman Workforce Development Board	Marguerite Bailey	\$ 35,009.76	\$ 36,060	\$ 36,060	\$ 36,060								
	Nancy Boose	\$ 71,435.44	\$ 73,579	\$ 73,579	\$ 73,579								
	Erika Briggs	\$ 52,927.41	\$ 54,515	\$ 54,515	\$ 54,515								
	William Donahue	\$ 74,262.85	\$ 76,491	\$ 76,491	\$ 76,491								
	Jennifer Jenkins	\$ 60,148.76	\$ 61,953	\$ 61,953	\$ 61,953								
	Larry Baughn	\$ 68,960.00	\$ 71,030	\$ 71,030	\$ 71,030								
Lindsey Light	\$14.59	\$14.59 (an hour)	\$14.59	\$14.59									
			2019-2020	\$ 260,537	\$ 71,030	\$ 25,000	\$ 16,068	\$ 25,993					
			2018-2019	\$ 269,950	\$ 68,960	\$ 25,000	\$ 15,600	\$ 25,235					
			Difference	\$ (9,413)	\$ 2,070	\$ -	\$ 468	\$ 758					
				County Board		Department Head		WIB Employee Grant		B & G Cleaning Personnel		Liability Personnel	