

**Finance & Personnel Committee**  
**Monday, October 5<sup>th</sup>, 2020**  
**5:00 PM, 2<sup>nd</sup> Floor, VCAB**

## **AGENDA**

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – August 31<sup>st</sup>, 2020
4. Audience Comments
5. Financial Update – to follow
6. Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for the Merit Commission – Line Item Transfer - \$1,000
7. Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for Animal Regulations – Line Item Transfer - \$4,000
8. Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for the Mental Health 708 Board - \$25,250
9. Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for the State's Attorney - \$3,218.39
10. Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for Liability Insurance - \$75,000
11. Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for County Board - \$4,023
12. Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for the North Fork Special Service Area - \$19,000
13. Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for the North Fork Special Service Area - \$50,000

14. Resolution – External Audit
  
15. 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.
  
16. Items of Information
  
17. Adjournment

**Finance & Personnel Committee**  
**Monday, August 31<sup>st</sup>, 2020**  
**5:00 PM, 2<sup>nd</sup> Floor VCAB**

## **MINUTES**

### **Agenda Item 1 - Call to Order and Roll Call**

Committee Vice Chairman Wes Bieritz called the Finance & Personnel meeting to order at 5:00 PM. Upon the call of the roll, the following members were present; Wes Bieritz, Becky Stark, Bruce Stark, and Larry Baughn. Steve Fourez, Robert Boyd, Breannah Haton and Adam Hart were absent. Steve Fourez and Robert Boyd were excused. Also, in attendance; Erika Briggs- Finance Director, Bill Donahue – Risk Consultant, Darren Duncan – Vermilion County Treasurer, Lindsay Light – Chief Deputy County Clerk, Jim Russell – Mental Health Director and Doug Toole – Health Department Administrator.

### **Agenda Item 2 - Adoption/Amendments to the Agenda**

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

### **Agenda Item 3 - Approval of Minutes – August 3<sup>rd</sup>, 2020**

Mr. Stark motioned, second by Mrs. 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 Fund Equity Changes Report and the General Fund Revenue. Also, a report including the last 10 years adopted budgets was presented.

### **Agenda Item 6 – Vermilion County Budget 2020-2021 FY**

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

Chairman Baughn presented the Vermilion County Budget for fiscal year 2021. The proposed budget had a deficit of \$46,790 which is the lowest approved deficit in at least the last 10 years.

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

### **Agenda Item 7 – Executive Session**

None

### **Agenda Item 8 - Items of Information**

Chairman Baughn told the committee that the owner of Bresee Tower is again interested in obtaining the Annex building. Mrs. Stark asked if there had been any other interest in additional wind mills in Vermilion County and Bill Donahue replied that there have been questions, but there is no application at this time.

### **Agenda Item 9– Adjournment**

Vice Chairman Bieritz adjourned the meeting at 5:20 PM.

Minutes by: Erika Briggs, Financial Resources Director

**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR THE MERIT Commission – Line Item Transfer**

**WHEREAS**, the County Board has been advised there is a need to pay for Affirmative Action testing, required to hire Correctional Officers; and

**WHEREAS**, additional funds for the such testing is needed and there are available funds to transfer to the appropriate line; and

**WHEREAS**, the budget therefore needs to be amended to transfer such funds to the Affirmative Action Testing line, 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 2019-2020 by transferring funds as follows in the lines as set out:

**From:**  
001.320.00.4105 Salary – Meetings \$1,000.00

**To:**  
001.320.00.4371 Affirmative Action Testing \$1,000.00

And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the October 13, 2020 A.D. Session.

*This amendment takes two thirds majority for passage.*

DATED this 13<sup>th</sup> day of October 2020 A.D.

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSENT \_\_\_\_\_

\_\_\_\_\_  
Chairman, Vermilion County Board

ATTEST:

\_\_\_\_\_  
Clerk of the County Board

Budget Amendment – Merit Commission

APPROVED BY FINANCE/PERSONNEL:

Steven Fourez            Y   N   A

Chairman

Date 10/5/2020

Wesley Bieritz            Y   N   A

Robert Boyd            Y   N   A

Breannah Haton        Y   N   A

Becky Stark            Y   N   A

Bruce Stark            Y   N   A

Adam Hart            Y   N   A

Request for Transfer  
Fiscal Budget  
2019 - 2020

Dept: 320 Merit Commission

Date: 09 - 21 - 2020

From: Salary Meetings

To: Affirmative Action Test

Line Item	Description	Line Item	Description	Amount
001 - 320 - 00 - 4105	Salary -Meetings	001 - 320 - 00 - 4371	Affirmative Action Test	\$ 1,000 00
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$

**NARRATIVE:**

Due to the fact that we need to hold another test for Correctional Officers  
We hired 8 from the prior test so we need another list to hire from as we still have openings



Department Head: Paul Ryan

**Approved By:**

\_\_\_\_\_ Committee

\_\_\_\_\_ Finance Committee

Chairman \_\_\_\_\_

Chairman \_\_\_\_\_

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Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR THE ANIMAL CONTROL DEPARTMENT**

**WHEREAS**, Animal Control Department and Shelter needs additional funds for medications and cleaning; and

**WHEREAS**, additional funds for the such is needed and can be transferred from another line and the budget amended; and

**WHEREAS**, the budget therefore needs to be amended to pay for such cleaning supplies and medications, 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 2019-2020 by transferring funds as follows in the lines as set out:

<b>From:</b>		
<b>011.440.00.4299</b>	<b>Spayed &amp; Neutered</b>	<b>\$4,000.00</b>
<b>To:</b>		
<b>011.440.00.4227</b>	<b>Supplies/Drugs/Testing</b>	<b>\$4,000.00</b>

And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the October 13, 2020 A.D. Session.

*This amendment takes two thirds majority for passage.*

DATED this 13<sup>th</sup> day of October 2020 A.D.

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSENT \_\_\_\_\_

\_\_\_\_\_  
Chairman, Vermilion County Board

ATTEST:

\_\_\_\_\_  
Clerk of the County Board

Budget Amendment – Animal Control

APPROVED BY FINANCE/PERSONNEL:

Steven Fourez            Y   N   A

Chairman

Date 10/5/2020

Wesley Bieritz            Y   N   A

Robert Boyd            Y   N   A

Breannah Haton        Y   N   A

Becky Stark            Y   N   A

Bruce Stark            Y   N   A

Adam Hart            Y   N   A



Request for Transfer  
Fiscal Budget  
2019 - 2020

Dept: Animal Reg 440

Date: 9 - 25 - 2020

From: Spayed & Neutered

To: Supplies/Drugs/Nursing

Line Item	Description	Line Item	Description	Amount
011 - 440 - 00 - 4299	Spayed & Neutered	011 - 440 - 00 - 4227	Supplies/Drugs/Nursing	\$ 4,000.00
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$

**NARRATIVE:**

Additional medications/vaccines/preventative measures are needed to support the health and wellbeing of the shelter population. We also need additional cleaning supplies to provide quality care to the animals and to have a clean environment for staff.



Department Head: Kasuydydu

**Approved By:**

\_\_\_\_\_ Committee

\_\_\_\_\_ Finance Committee

Chairman \_\_\_\_\_

Chairman \_\_\_\_\_

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Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR THE MENTAL HEALTH 708 BOARD**

**WHEREAS**, the County Board has been advised there is a need to budget funds to recognize revenue for Mental Health First Aid Training; and

**WHEREAS**, a budget amendment is required to budget said funds which came from a \$250.00 donation from the Rossville Methodist Church, and a \$25,000.00 donation from the Gibson Area Hospital and Health Services in Gibson City, Il.; and

**WHEREAS**, the budget therefore needs to be amended to budget such funds to the Mental Health First Aid Training line, 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 2019-2020 by budgeting the lines as set out to recognize said revenue and allow said expense:

<b>004.101.00.3341</b>	<b>Mental Health First Aid Training Revenue</b>	<b>\$25,250.00</b>
<b>004.470.00.4273</b>	<b>Mental Health First Aid Training Expense</b>	<b>\$25,250.00</b>

And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the October 13, 2020 A.D. Session.

*This amendment takes two thirds majority for passage.*

DATED this 13<sup>th</sup> day of October 2020 A.D.

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSENT \_\_\_\_\_

\_\_\_\_\_  
Chairman, Vermilion County Board

ATTEST:

\_\_\_\_\_  
Clerk of the County Board

Page 2  
Budget Amendment – Mental Health

APPROVED BY FINANCE/PERSONNEL:

Steven Fourez      Y N A  
Chairman

Date 10/5/2020

Wesley Bieritz      Y N A

Robert Boyd      Y N A

Breannah Haton      Y N A

Becky Stark      Y N A

Bruce Stark      Y N A

Adam Hart      Y N A

Request for Transfer  
Fiscal Budget  
2019 - 2020

Dept: Mental Health 708 Board

Date: 09 - 21 - 2020

From: 004.101.00.3341 Revenue

To: 004.470.00.4273 FY'20 Budget

Line Item	Description	Line Item	Description	Amount
004 - 101 - 00 - 3341	Men. Health First Aid Trng Rev	004 - 470 - 00 - 4273	MentalHealth First Aid Trng FY'20	\$ 25,250.00
- - - -	- - - -	- - - -	- - - -	\$ -
- - - -	- - - -	- - - -	- - - -	\$ -
- - - -	- - - -	- - - -	- - - -	\$ -
- - - -	- - - -	- - - -	- - - -	\$ -
- - - -	- - - -	- - - -	- - - -	\$ -
- - - -	- - - -	- - - -	- - - -	\$ -
- - - -	- - - -	- - - -	- - - -	\$ -
- - - -	- - - -	- - - -	- - - -	\$ 25,250.00

**NARRATIVE:**

This item is the revenue for funding for Mental Health First Aid Trainings. This revenue has two sources: 1) A \$250.00 memorial donation from Rossville Methodist Church; and 2) a \$25,000 donation from Gibson Area Hospital and Health Services in Gibson City. This transfer will allow us to spend these funds to support the trainings.

  
Department Head: Jim Russell

**Approved By:**

\_\_\_\_\_ Committee

\_\_\_\_\_ Finance Committee

\_\_\_\_\_ Chairman

\_\_\_\_\_ Chairman

Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR THE STATE’S ATTORNEY**

**WHEREAS**, the County Board has been advised there is a need to amend the budget to pay for the salary of the Director of the Child Advocacy Center for one month; and

**WHEREAS**, additional funds for the such need to be placed in the VOCA budget and lines to allow for payment of such salary which will later be reimbursed by a grant; and

**WHEREAS**, the budget therefore needs to be amended to budget funds to the VOCA line, 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 2019-2020 by adding funds as follows in the line as set out:

<b>001.220.26.4101</b>	<b>VOCA Salary</b>	<b>\$3,218.39</b>
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And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the October 13, 2020 A.D. Session.

***This amendment takes two thirds majority for passage.***

DATED this 13<sup>th</sup> day of October 2020 A.D.

AYE\_\_\_\_\_ NAY\_\_\_\_\_ ABSENT\_\_\_\_\_

\_\_\_\_\_  
Chairman, Vermilion County Board

ATTEST:

\_\_\_\_\_  
Clerk of the County Board

APPROVED BY FINANCE/PERSONNEL:

Steven Fourez            Y   N   A  
Chairman

Date 10/5/2020

Wesley Bieritz            Y   N   A

Robert Boyd            Y   N   A

Breannah Haton        Y   N   A

Becky Stark            Y   N   A

Bruce Stark            Y   N   A

Adam Hart            Y   N   A

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



Dept: State's Attorney - 220

Date: 09/29/2020

Account Number	Account Description	Original Appr.	Additional	To Read
001.220.26.04101	VOCA Salary	\$ _____	\$3,218.39	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____

Narrative:

We are asking to amend our VOCA salary line (001.220.26.04101) by adding an additional \$3,218.39 to cover 1 month's cost of a full time Executive Director Position for the Vermilion County Child Advocacy Center for the month of November 2020. This amount is to cover just the salary of the 1 position, and will be reimbursed with Grant Funds already approved through VOCA/DCFS once they are received.

  
 Department Head: 

Approved By:

\_\_\_\_\_ Committee  
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 Chairman  
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Finance Committee  
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 Chairman  
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Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR LIABILITY INSURANCE**

**WHEREAS**, the Liability Insurance line is used to pay for premiums for our general and automobile insurance premiums; and

**WHEREAS**, due to the higher than expected premiums the budget needs to be amended need to be increased; 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 2019-2020 by budgeting money in the amount as below to facilitate payment of General Liability/Automobile insurance costs.

<b>005.198.00.4156</b>	<b>Insurance – Liab/Fire/Bond</b>	<b>\$75,000.00</b>
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And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the October 13, 2020 A.D. Session.

***This amendment takes two thirds majority for passage.***





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

Dept: Liability Fund

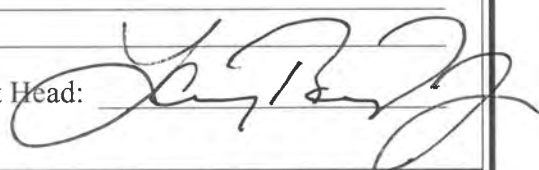
Date: 9-9-20

Account Number	Account Description	Original Appr.	Additional	To Read
<u>005.198.00.4156</u>	<u>Insurance - Liab/Fire/Bond</u>	\$ <u>480,000</u>	\$ <u>75,000</u>	\$ <u>555,000</u>
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____

Narrative:

**The County's general and automobile insurance premiums were higher than originally anticipated.**

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Department Head: 

Approved By:

\_\_\_\_\_ Committee  
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 Chairman  
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Finance Committee

\_\_\_\_\_ Chairman  
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Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR THE COUNTY BOARD**

**WHEREAS**, the County Board has a need to train a new Financial Administrative Manager; and

**WHEREAS**, additional funds for the such training is needed and the budget amended; and

**WHEREAS**, the budget therefore needs to be amended to pay for such training of a new employee, 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 2019-2020 by transferring funds as follows in the lines as set out:

<b>001.110.00.4101</b>	<b>Salary/Personnel</b>	<b>\$4,023.00</b>
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And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the October 13, 2020 A.D. Session.

*This amendment takes two thirds majority for passage.*

DATED this 13<sup>th</sup> day of October 2020 A.D.

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSENT \_\_\_\_\_

\_\_\_\_\_  
Chairman, Vermilion County Board

ATTEST:

\_\_\_\_\_  
Clerk of the County Board

APPROVED BY FINANCE/PERSONNEL:

Steven Fourez      Y N A  
Chairman

Date 10/5/2020

Wesley Bieritz      Y N A

Robert Boyd      Y N A

Breannah Haton      Y N A

Becky Stark      Y N A

Bruce Stark      Y N A

Adam Hart      Y N A

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

Dept: County Board

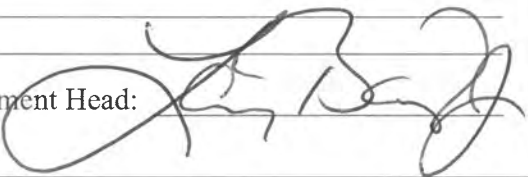
Date: 9-29-20

Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.110.00.4101</u>	<u>Salary-Personnel</u>	<u>\$ 210,039</u>	<u>\$ 4,023</u>	<u>214062</u>
<u>                    </u>	<u>                    </u>	<u>\$</u>	<u>\$</u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>\$</u>	<u>\$</u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>\$</u>	<u>\$</u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>\$</u>	<u>\$</u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>\$</u>	<u>\$</u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>\$</u>	<u>\$</u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>\$</u>	<u>\$</u>	<u>                    </u>

Narrative:

**This would cover a new employee to train with Erika for the month of November as the Financial Administrative Manager.**

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Department Head: 

Approved By:

\_\_\_\_\_ Committee

\_\_\_\_\_ Finance Committee

\_\_\_\_\_ Chairman

\_\_\_\_\_ Chairman

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Dated: \_\_\_\_\_

Dated: \_\_\_\_\_



**Nancy J. Boose, SHRM - SCP**  
Human Resources Director  
**Vermilion County, Illinois**

County Administration Building 201 N. Vermilion Danville, IL 61832  
Phone: (217) 554-6005 Fax: (217) 554-6010 e-mail: [njboose@vercounty.org](mailto:njboose@vercounty.org)

## **NOTICE OF JOB VACANCY**

**DATE:** October 6, 2020

**POSITION:** *Financial Administrative Manager*

**DEPARTMENT:** County Board Office

**TERMS OF EMPLOYMENT:** Full-time

**BARGAINING UNIT:** Excluded

**BASIC FUNCTION:** Coordinates the County budgeting cycle and assists other departments in day-to-day operations of the County to comply with accounting policies. Also assists in the operation of purchasing policies, tracks expenditures/revenues and oversees insurance programs of the County.

**DESIRED REQUIREMENTS:** Associates Degree (A.A.) or equivalent from two-year college or technical school; or one- to two-years related experience and/or training; or any equivalent combination of education and experience, which provides the required knowledge, skills and abilities.

**STARTING SALARY:** \$40,000 Commensurate with experience

**APPLICATION PERIODS:** October 6 – 13, 2020 ( Internal )  
October 14, 2020 – until position is filled ( External )

**METHOD OF APPLICATION:** Apply in person or send application and resume to:

Human Resources  
Vermilion County Board Office  
201 N. Vermilion Street, 2<sup>nd</sup> Floor  
Danville, IL 61832  
[njboose@vercounty.org](mailto:njboose@vercounty.org)

Applications available on-line at [www.vercounty.org](http://www.vercounty.org)

EEOP Utilization Report available for public viewing at [www.vercounty.org](http://www.vercounty.org)

AA/EOE

## POSITION CLASSIFICATION DESCRIPTION

### FINANCIAL ADMINISTRATIVE MANAGER BARGAINING UNIT – EXCLUDED

### VERMILION COUNTY BOARD

#### DISTINGUISHING FEATURES OF WORK:

Under General direction of the County Board Chairman, coordinate annual budgeting cycle with the Auditor and assists county departments on a day-to-day basis to comply with accounting policies. Also assists in tracking expenditures/revenues, accounts payable and oversees insurance programs of the county.

#### ILLUSTRATIVE EXAMPLES OF WORK:

01. Acts as financial assistant to County Board Chairman including: prepares and distributes document, reports and correspondence; maintenance of files; and facilitates requests for information.
02. Coordinates aspects of the annual budget cycle with the County Board Chairman and the Auditor. monitoring revenues and expenditures, reviewing requests for line item transfers, assisting in the preparation of the final annual budget for County Board action in conjunction with the county department heads.
03. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
04. Greet visitors and handle inquiries or direct them to the appropriate persons according to their needs.
05. Prepares agenda, attends meetings and prepares minutes for all committee meetings as directed.
06. Assists the County Board Chairman in support of managing and maintaining budgets, maintaining records and processing payments, supporting account funds, reconciling insurance benefit payments and and monitoring costs associated with county operations.
07. Ensures the accuracy of County payroll by auditing departmental pay authorizations and verifying deductions from wages. Reviews payroll for compliance with County budget and personnel policies.
08. Performs other related duties as assigned or required.

**QUALIFICATIONS** To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION AND EXPERIENCE

Associates Degree (A.A.) or equivalent from two-year college or technical school; or one- to two-years related experience and/ or training; or any equivalent combination of education and experience, which provides the required knowledge, skills and abilities.

#### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **POSITION DESCRIPTION – FINANCIAL ADMINISTRATIVE MANAGER**

**Page 2**

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

01. Requires extensive knowledge of business English, punctuation and secretarial practices and procedures.
02. Requires working knowledge of programs, policies and functions of county government.
03. Requires the ability to perform under stressful conditions.
04. Requires the ability to function independently.
05. Requires the ability to maintain and observe area of confidentiality.
06. Requires the ability to work well with people, maintain pleasant workplace, and maintain working relationships with staff, employees, visitors, and all other individuals involved with county business.

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In accordance with the Vermilion County Personnel Manual, the above is an accurate description of the duties and functions of the stated position in this department.

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Date

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Chairman, Vermilion County Board



**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR THE NORTH FORK SPECIAL SERVICES AREA**

**WHEREAS**, the County Board has been advised there is a need to budget funds to pay for a Real Time Hydrologic Collection Water Testing Machine on the North Fork River near the Bismarck Bridge for the North Fork Special Service Area; and

**WHEREAS**, additional funds for the projects are needed; and

**WHEREAS**, the budget therefore needs to be amended to budget such funds to the Furniture & Equipment line, 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 2019-2020 by budgeting the lines as set out:

<b>042.665.00.4450</b>	<b>Furniture &amp; Equipment</b>	<b>\$13,110.00</b>
<b>043.666.00.4450</b>	<b>Furniture &amp; Equipment</b>	<b>\$4,940.00</b>
<b>044.667.00.4450</b>	<b>Furniture &amp; Equipment</b>	<b>\$950.00</b>

And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the October 13, 2020 A.D. Session.

*This amendment takes two thirds majority for passage.*

DATED this 13<sup>th</sup> day of October 2020 A.D.

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSENT \_\_\_\_\_

\_\_\_\_\_  
Chairman, Vermilion County Board

ATTEST:

\_\_\_\_\_  
Clerk of the County Board

APPROVED BY FINANCE/PERSONNEL:

Steven Fourez      Y N A  
Chairman

Date 10/5/2020

Wesley Bieritz      Y N A

Robert Boyd      Y N A

Breannah Haton      Y N A

Becky Stark      Y N A

Bruce Stark      Y N A

Adam Hart      Y N A

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

Dept: North Fork Special Service Area

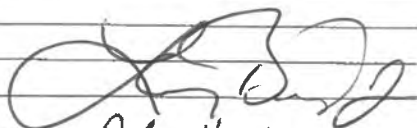
Date: 9/14/2020

Account Number	Account Description	Original Appr.	Additional	To Read
<u>042.665.00.4450</u>	<u>Furniture &amp; Equipment</u>	<u>\$ 4140.00</u>	<u>\$ 13,110.00</u>	<u>17250.00</u>
<u>043.666.00.4450</u>	<u>Furniture &amp; Equipment</u>	<u>\$ 1560.00</u>	<u>\$ 4940.00</u>	<u>6000.00</u>
<u>044.667.00.4450</u>	<u>Furniture &amp; Equipment</u>	<u>\$ 300.00</u>	<u>\$ 950.00</u>	<u>1250.00</u>
_____	_____	<u>\$ _____</u>	<u>\$ _____</u>	_____
_____	_____	<u>\$ _____</u>	<u>\$ _____</u>	_____
_____	_____	<u>\$ _____</u>	<u>\$ _____</u>	_____
_____	_____	<u>\$ _____</u>	<u>\$ _____</u>	_____
_____	_____	<u>\$ _____</u>	<u>\$ _____</u>	_____
_____	_____	<u>\$ _____</u>	<u>\$ _____</u>	_____

**Narrative:**

**See Attached: Real-Time Hydrologic Data Collection Water Testing Machine for a location on the North Fork River near the Bismarck bridge.**

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 Department Head: John Hathaway

**Approved By:**

\_\_\_\_\_ Committee  
 \_\_\_\_\_  
 Chairman  
 \_\_\_\_\_  
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\_\_\_\_\_ Finance Committee  
 \_\_\_\_\_  
 Chairman  
 \_\_\_\_\_  
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 \_\_\_\_\_  
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 \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR THE NORTH FORK SPECIAL SERVICES AREA**

**WHEREAS**, the County Board has been advised there is a need to budget funds to pay for scheduled projects for the North Fork Special Service Area; and

**WHEREAS**, additional funds for the project is needed; and

**WHEREAS**, the budget therefore needs to be amended to budget such funds to the Contractual – Maintenance line, 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 2019-2020 by budgeting the lines as set out:

<b>042.665.00.4295</b>	<b>Contractual-Maintenance</b>	<b>\$34,500.00</b>
<b>043.666.00.4295</b>	<b>Contractual-Maintenance</b>	<b>\$13,000.00</b>
<b>044.667.00.4295</b>	<b>Contractual-Maintenance</b>	<b>\$2,500.00</b>

And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the October 13, 2020 A.D. Session.

***This amendment takes two thirds majority for passage.***

DATED this 13<sup>th</sup> day of October 2020 A.D.

AYE\_\_\_\_\_ NAY\_\_\_\_\_ ABSENT\_\_\_\_\_

\_\_\_\_\_  
Chairman, Vermilion County Board

ATTEST:

\_\_\_\_\_  
Clerk of the County Board

Page 2  
Budget Amendment – North Fork

APPROVED BY FINANCE/PERSONNEL:

Steven Fourez      Y   N   A  
Chairman

Date 10/5/2020

Wesley Bieritz      Y   N   A

Robert Boyd      Y   N   A

Breannah Haton      Y   N   A

Becky Stark      Y   N   A

Bruce Stark      Y   N   A

Adam Hart      Y   N   A

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

Dept: North Fork Special Service Area

Date: 9/14/2020

Account Number	Account Description	Original Appr.	Additional	To Read
<u>042 665 00 4295</u>	<u>Contractural Maint &amp; Repair</u>	<u>\$ 68632.00</u>	<u>\$ 34500.00</u>	<u>103132.00</u>
<u>043 666 00 4295</u>	<u>Contractural Maint &amp; Repair</u>	<u>\$ 26153.00</u>	<u>\$ 13000.00</u>	<u>39153.00</u>
<u>044 667 00 4295</u>	<u>Contractural Maint &amp; Repair</u>	<u>\$ 5099.00</u>	<u>\$ 2500.00</u>	<u>7599.00</u>
<u>                    </u>	<u>                                    </u>	<u>\$                    </u>	<u>\$                    </u>	<u>                    </u>
<u>                    </u>	<u>                                    </u>	<u>\$                    </u>	<u>\$                    </u>	<u>                    </u>
<u>                    </u>	<u>                                    </u>	<u>\$                    </u>	<u>\$                    </u>	<u>                    </u>
<u>                    </u>	<u>                                    </u>	<u>\$                    </u>	<u>\$                    </u>	<u>                    </u>
<u>                    </u>	<u>                                    </u>	<u>\$                    </u>	<u>\$                    </u>	<u>                    </u>
<u>                    </u>	<u>                                    </u>	<u>\$                    </u>	<u>\$                    </u>	<u>                    </u>

**Narrative:**

The contractor who has been clearing downed trees in the North Fork River has more projects that he has completed this fiscal year.

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Department Head:  John Hathaway

**Approved By:**

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Committee  
  
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Chairman  
  
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Finance Committee  
  
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Chairman  
  
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Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**RESOLUTION**

**RE: External Audit**

WHEREAS, the County Board of Vermilion County, Illinois desires to retain the firm of Clifton Larson Allen LLP to complete its annual audit, and

WHEREAS, such audit is required by State statute; and,

WHEREAS, such audit is shortly to begin after the financial year closes and the engagement with Clifton Lardon Allen LLP must be completed at this time.

NOW, THEREFORE BE IT RESOLVED by the County Board of Vermilion County, Illinois, that Clifton Larson Allen LLP be engaged for the purpose of completing the annual audit for the fiscal year 2019-2020 and the County Board Chairman be authorized to sign such engagement letter and other documents relative to the audit to accomplish that goal.

PRESENTED, APPROVED AND RESOLVED by the County Board of Vermilion County, Illinois at the October 13, 2020 A.D. Session.

DATED this 13<sup>th</sup> day of October 2020 A.D.

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSTAIN \_\_\_\_\_

\_\_\_\_\_  
Larry Baughn, Jr.,  
Chairman, Vermilion County Board

Attest:

\_\_\_\_\_  
Cathy Jenkins  
Clerk of the County Board

Resolution  
No. \_\_\_\_\_

APPROVED BY FINANCE/PERSONNEL:

Steven Fourez      Y N A  
Chairman

Date 10/5/2020

Wesley Bieritz      Y N A

Robert Boyd      Y N A

Breannah Haton      Y N A

Becky Stark      Y N A

Bruce Stark      Y N A

Adam Hart      Y N A