

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Morse called the meeting to order at 5:00 P.M. on Tuesday, September 17, 2019. Upon the call of roll, the following members were present: Chuck Mockbee, Joe Eakle, Joel Bird, Nancy O'Kane, Bruce Stark and Tom Morse. Becky Stark was excused. 6 present, 1 absent. Also attending the meeting were; Larry Baughn Jr. – Chairman, Charles Bostic- Danville Election Commission, Tom Mellen- Danville Election Commission, Barbara Bailey- Danville Election Commission, Sandy Delhay- Director, Danville Election Commission, Cathy Jenkins- County Clerk, Lindsay Light- County Clerk's Office, Matt Long- Supervisor of Assessments/Board of Review, Dave Stone- Recorder of Deeds, Bill Donahue- Risk Consultant- County Board, Erika Briggs- Financial Resources Director, and Jennifer Jenkins, CB Office Manager.

Agenda Item 2 – Adoption /Amendments to Agenda

Bird moved to adopt the agenda and a second was made by Eakle. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes for the Previous Meeting, August 6, 2019

Mockbee moved to approve the minutes second was made by Eakle. Motion passed by acclamation.

Agenda Item 4 - Audience Comments

None

Agenda Item 5 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the County Clerk's Office- \$8,000

Cathy Jenkins advised the committee that this is for the vital records staff. The hours for this staff fluctuates therefore the budget amendment is needed to finish out the fiscal year. Motion by Mockbee to approve the amendment as presented, second by Bird. Upon the roll of call the following voted yes to-wit: Mockbee, Eakle, Bird, O'Kane, Bruce Stark, and Morse. 6-yes 1-absent

Agenda Item 6 – Budget-Recorder

Dave Stone presented the 2019-2020 fiscal year budget to the committee.

The only change is the staffing/personnel line. When Stone took over the position as Recorder there were a total of 4 employees. Through attrition, one person retired in which they were not replaced. During the last few years the Recorder's office have found that there were several times throughout the year in which they found themselves slightly understaffed. This seemed more apparent during vacation times, illness, etc.

They have continued to work this. However now with new digital software in place it was determined by the Recorder and his Chief Deputy, Cindy Burton that there is a need for an additional staff member as this office can now offer more services to the community. This money will come out of a special fund for the Recorder's office. Not out of the general fund. Stone is anticipating this position be filled as soon as possible as he must work with the software company, fill the position, and training. This will take some time.

Motion by Mockbee to approve the budget as presented, second by Eakle. Upon the roll of call the following voted yes to-wit: Mockbee, Eakle, Bird, O'Kane, Bruce Stark, and Morse. 6-yes 1-absent

Agenda Item 7 – Budget- Election Commission

Sandy Delhaye presented the budget for the Danville Election Commission.

The election supplies line is the most significant increase. The part time personnel line also shows an increase as this position will help with the upcoming 2 elections.

The Commissioner's salaries remain the same. The overtime line has been removed.

The increase in office supplies was due to the printers that are used.

There was a change in the salary line presented for the department head for an increase.

O'Kane questioned the salary line item for the department head. She questioned the amount that was provided last year. This amount for the upcoming fiscal year doesn't quite seem in line.

It was confirmed that last fiscal year Delhaye received 4.5% increase. Barbara Bailey advised that the previous year increase was to get the Election Commissioner's salary in line with other similar department heads. It was suggested that the upcoming fiscal year, department head, salary increase be changed to 1.5% versus the proposed 3%. Also Delhaye advised that the Election Commission meets every 2nd Tuesday of the month @ 9:00.

Motion by Stark to approve the budget with changes, second by Mockbee. Upon the roll of call the following voted yes to-wit: Mockbee, Eakle, Bird, O'Kane, Bruce Stark, and Morse. 6-yes 1-absent

Agenda Item 8 – Budget- Board of Review/Supervisor of Assessments

Matt Long presented the Board of Review budget to the committee. He advised that the Board of Review budget changed due to salary for one employee that works specifically for the Board of Review, within his office, within that line.

Long also presented the budget for the Supervisor of Assessments.

He advised that the Publications line has decreased significantly due to the 2018-2019 fiscal year was a quadrennial assessment year and thus, all assessments were published. In a normal year only those parcels that are reassessed by TA or SA are published.

He also informed the committee that he plans to have additional training for his staff therefore this line increased as well.

Long will continue to work with HR to clean up job descriptions, etc.

Motion by O'Kane to approve the budgets as presented, second by Mockbee. Upon the roll of call the following voted yes to-wit: Mockbee, Eakle, Bird, O'Kane, and Morse. 5-yes, Bruce Stark voted no, & 1-absent

Agenda Item 9 – Executive Session

None required

Agenda Item 10 – Items of Information

None.

Agenda Item 11 –Adjournment

Committee Chairman Morse adjourned the meeting at 6:38 PM.

Minutes by: Jennifer Jenkins, County Board