

**Finance & Personnel Committee**

**Monday, April 5th, 2021**

**5:00 PM, 2<sup>nd</sup> Floor, VCAB**

**Join Zoom Meeting**

<https://zoom.us/j/93003764692>

Meeting ID: 930 0376 4692

Dial in 312 626 6799

## **AGENDA**

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – March 1st, 2021
4. Audience Comments
5. Financial Update
6. Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Vermilion County Health Department - \$435,000.00
7. Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Vermilion County Health Department – Out of Category Transfer - \$12,000.00
8. Resolution – Re: Purchasing Policy and County Contracts
9. 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.
10. Items of Information
11. Adjournment

**Finance & Personnel Committee**  
**Monday, March 1<sup>st</sup>, 2021**  
**5:00 PM, 2<sup>nd</sup> 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, Mary Surprenant, Bruce Stark, Becky Stark and Crisi Walls. Craig Golden was excused absent. Also, in attendance; Larry Baughn – Vermilion County Board Chairman, Cassy Carter – Financial Administrative Manager, Erika Briggs- Auditor, Darren Duncan - Treasurer, Doug Toole – Administrator of Health Department, Matt Long – Supervisor of Assessments, and Jerry Hawker – County Board Member.

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

Becky Stark motioned, second by Crisi Walls to approve the agenda. Motion passed by acclamation.

**Agenda Item 3 - Approval of Minutes – February 1st, 2021**

Bruce Stark motioned, second by Crisi Walls 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 Revenue as of February document, and the Fund Equity Changes Report. Ms. Briggs stated she has been working with the Circuit Clerk on Traffic/Conservation Fees, the Circuit Clerk has located where the money should go. Per the Fund Equity Change Report, Ms. Briggs notes that Fund 5 & 19 are negative due to the Levy. Money will be deposited in this fund when tax payments come in, after taxes are paid then additional money will be transferred from other funds to make up the deficit. Dr. Bieritz inquired about the Liability Insurance fund, Ms. Briggs explained it is difficult to budget for workers compensation claims. This fund includes; quarterly premiums, unemployment and CCMSI for claims. Dr. Bieritz noted the Recreational Use Tax is well over budget which is good for the county. The Miscellaneous Fund includes the Cures Act grant deposit from the state. Fourez noted in the packet the Minimum Wage report. Ms. Carter stated this report is a projection of the cost to the county for the graduated minimum wage increase. The total cost increase for current staffing from 2021- 2025 would be \$152,060.37. Highlighted on the report in blue notes the departments and total headcount in each department of whom would need pay rate adjustments. If anyone would like the detail of the report to please contact Ms. Carter.

**Agenda Item 6 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Animal Regulations Department - \$24,500.00**

Dr. Bieritz motioned, second by Becky Stark to discuss.

Chairman Baughn explained per the amendment this is to cover the ongoing care of 14 chickens, 1 horse, 1 mini horse, 2 goats, 2 pigs, 1 dog, and 2 reptiles. The dog and reptiles are in the care of the shelter, but the other animals have to be placed elsewhere. Chairman Baughn stated Mr. Hawker attended the Health & Education meeting and brought in a state statute. This statute states that you can get a security bond in which the county could take the animal owners to civil court, they would be responsible to pay for the care for the animals or relinquish them to the county. Chairman Baughn did find in the statute that the security bond would reimburse the county for the care of the horses and dog, this would remove \$24 per day. Mr. Hawker stated there needs to be an expedited court date that allows an

emergency hearing within 5 days of taking over the care of the animals. This is costing \$3,500 per month; the next court date is in May. Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Mary Ellen Surprenant, Bruce Stark, Becky Stark, and Crisi Walls. Excused absent was Craig Golden. 6 yes, 1 absent. Motion passed.

**Agenda Item 7 – Executive Session**

None

**Agenda Item 8 - Items of Information**

Chairman Baughn stated that the county has a new improved website. Doug Toole stated the COVID vaccine clinic last week at the Fischer ran very smooth and there is another one scheduled for March 4<sup>th</sup>.

**Agenda Item 9 – Adjournment**

Committee Chairman Fourez adjourned the meeting at 5:24 PM.

Minutes by: Cassy Carter, Financial Administrative Manager

DRAFT

Vermilion County Revenue 2020 vs 2021 -as of March

Revenue	Description	Budget 2020 (Estimated Revenue)	Budget 2021 (Estimated Revenue)	Actual 2020	Actual 2021	% of Budget 2019	% of Budget 2020
3101	Real Estate Taxes	\$ 2,422,714.00	\$ 2,439,880.00	\$ -	\$ 31,075.09	0.00%	1.27%
3201	Liquor License Fees	\$ 50,000.00	\$ 50,000.00	\$ 45,025.00	\$ 49,700.00	90.05%	99.40%
3301	State Income Taxes	\$ 3,000,000.00	\$ 3,200,000.00	\$ 496,333.44	\$ 567,940.57	16.54%	17.75%
3304.01	Sales Tax/Regular	\$ 400,000.00	\$ 385,000.00	\$ 70,493.01	\$ 243,091.84	17.62%	63.14%
3304.02	Sales Tax/Supplemental	\$ 1,750,000.00	\$ 1,700,000.00	\$ 287,683.25	\$ 445,387.51	16.44%	26.20%
3305	Recreational Use Tax	\$ 75,000.00	\$ 50,000.00	\$ -	\$ 196,289.55	0.00%	392.58%
3306	Corp Replacement Tax	\$ 1,323,286.00	\$ 1,374,608.00	\$ -	\$ 610,798.84	0.00%	44.43%
3307	Hotel/Motel Tax	\$ 5,000.00	\$ 5,000.00	\$ 655.12	\$ 1,100.41	13.10%	22.01%
3311.01	State Salary Reimb/ Pub Def	\$ 104,240.00	\$ 107,365.00	\$ 17,372.74	\$ 17,894.22	16.67%	16.67%
3311.02	State Salary Reimb/ Probation	\$ 1,066,167.00	\$ 1,251,840.00	\$ 230,741.96	\$ 505,703.84	21.64%	40.40%
3311.04	State Salary Reimb/ Asst Atty	\$ -	\$ 4,000.00	\$ -	\$ 666.66	0.00%	16.67%
3311.05	State Salary Reimb/ ST Atty	\$ 155,915.00	\$ 157,130.00	\$ 25,985.62	\$ 26,188.20	16.67%	16.67%
3311.06	State Salary Reimb/ S of A	\$ 35,355.00	\$ 36,415.00	\$ 5,892.50	\$ 5,892.50	16.67%	16.18%
3318	S.S.A. Reimb/Prisoners	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00	\$ 3,600.00	33.33%	120.00%
3321	EMA Grant Reimb	\$ 33,000.00	\$ 40,000.00	\$ 40,246.48	\$ 48,186.72	121.96%	120.47%
3325	Reimb/ Dare Program	\$ 17,500.00	\$ 17,500.00	\$ -	\$ -	0.00%	0.00%
3326	WIB Grant/ Travel	\$ 25,000.00	\$ 25,000.00	\$ 7,491.98	\$ 10,450.11	29.97%	41.80%
3353	School Service Grant	\$ 5,900.00	\$ -	\$ -	\$ -	0.00%	0.00%
3425	VOCA Grant	\$ 47,816.00	\$ 47,816.00	\$ 15,172.48	\$ 74,264.83	31.73%	155.31%
3501	Public & Co Fees/ Circuit Clerk	\$ 500,000.00	\$ 654,000.00	\$ 47,148.06	\$ 90,409.21	9.43%	13.82%
3501.02	Public & Co Fees/ County Clerk	\$ 256,000.00	\$ 256,000.00	\$ 96,988.55	\$ 48,727.64	37.89%	19.03%
3501.03	Public & Co Fees/ Recorder	\$ 250,000.00	\$ 300,000.00	\$ 96,339.85	\$ 108,118.28	38.54%	36.04%
3501.04	Public & Co Fees/ Sheriff	\$ 122,000.00	\$ 90,000.00	\$ 31,065.73	\$ 29,893.43	25.46%	33.21%
3501.06	Public & Co Fees/ St Atty	\$ 80,000.00	\$ 80,000.00	\$ 22,948.24	\$ 15,193.57	28.69%	18.99%
3510	Court Security Fees	\$ 275,000.00	\$ 210,000.00	\$ 9,445.10	\$ 32,561.99	3.43%	15.51%
3540	Bond Processing Fee	\$ 68,000.00	\$ 68,000.00	\$ 65,681.00	\$ 26,005.00	96.59%	38.24%
3541	Sheriff's Services	\$ 27,000.00	\$ 27,000.00	\$ 6,772.25	\$ 2,537.50	25.08%	9.40%
3544	Traffic/Conservation Co. Fees	\$ 50,000.00	\$ 50,000.00	\$ 235,411.33	\$ 119,793.35	470.82%	239.59%
3545	Sheriff's Sale Fees	\$ 55,000.00	\$ 55,000.00	\$ 14,400.00	\$ 10,800.05	26.18%	19.64%
3556	State Police Vehicle Fees	\$ 2,000.00	\$ 750.00	\$ 61.56	\$ 40.92	3.08%	5.46%
3601	Fines	\$ 80,000.00	\$ 80,000.00	\$ 19,380.24	\$ 18,005.37	24.23%	22.51%
3602	Bond Forfeiture	\$ 40,000.00	\$ 60,000.00	\$ 11,125.00	\$ 17,288.00	27.81%	28.81%
3701	Interest	\$ 50,000.00	\$ 60,000.00	\$ 3,955.44	\$ 4,498.78	7.91%	7.50%
3702	Rent CSB/Annex	\$ 60,000.00	\$ 30,000.00	\$ 60,000.00	\$ -	100.00%	0.00%
3704	Public Defender Client Reimb	\$ 2,000.00	\$ 1,000.00	\$ 403.93	\$ 121.00	20.20%	12.10%
3706	Surcharge/ Circuit Clerk	\$ 30.00	\$ -	\$ -	\$ -	0.00%	0.00%
3707	County Jail Medical Fee	\$ 6,500.00	\$ 5,500.00	\$ 1,423.52	\$ 4,709.37	21.90%	85.62%
3708	Penalty Cost & Interest	\$ 230,000.00	\$ 282,000.00	\$ 277,505.78	\$ 1,682.86	120.65%	0.60%
3710	Miscellaneous	\$ 150,000.00	\$ 150,000.00	\$ 103,585.32	\$ 928,179.80	69.06%	618.79%
3711	EMA-Tier Hazardous fee	\$ -	\$ -	\$ 335.00	\$ -	0.00%	0.00%
3712	Memorial Funds	\$ -	\$ -	\$ -	\$ (20,100.00)	0.00%	0.00%
3715	Lump Sum Charges	\$ 2,000.00	\$ -	\$ -	\$ -	0.00%	0.00%
3719	5% DNA ID- Circuit Clerk	\$ 700.00	\$ -	\$ -	\$ -	0.00%	0.00%
3721	5% Youth Diversion	\$ 600.00	\$ -	\$ -	\$ -	0.00%	0.00%
3723	FTA Warrant Fee	\$ 21,000.00	\$ 20,000.00	\$ 3,150.00	\$ 6,650.00	15.00%	33.25%
3726	Franchise Fees	\$ 121,000.00	\$ 135,000.00	\$ 28,577.84	\$ 29,096.17	23.62%	21.55%
3727	Gambling Revenue	\$ 215,000.00	\$ 215,000.00	\$ 73,729.91	\$ 45,377.87	34.29%	21.11%
3902	Transfers In	\$ 250,000.00	\$ 360,000.00	\$ 136,481.63	\$ -	54.59%	0.00%
3904	Transfers from Fund 009	\$ 600,000.00	\$ 600,000.00	\$ -	\$ -	0.00%	0.00%
	<b>Total</b>	\$ 14,033,723.00	\$ 14,683,804.00	\$ 2,590,008.86	\$ 4,357,821.05	18.46%	29.68%
						Should be 33%	↑



**Fund Equity Changes Report**  
Through 03/31/21  
Summary Listing

Fund	Fund Description	Beginning Balance	YTD Revenues	YTD Expenses	Estimate Fund Balance
<b>Fund Category Governmental Funds</b>					
<b>Fund Type General Fund</b>					
001	GENERAL FUND	7,851,293.09	4,357,821.05	4,631,154.65	7,577,959.49
	<b>Fund Type General Fund Totals</b>	<b>\$7,851,293.09</b>	<b>\$4,357,821.05</b>	<b>\$4,631,154.65</b>	<b>\$7,577,959.49</b>
<b>Fund Type Special Revenue Funds</b>					
002	IMRF FUND	739,025.66	13,316.12	413,357.88	338,983.90
003	VERMILION CO HEALTH DEPARTMENT	1,681,094.54	678,904.29	505,112.33	1,854,886.50
004	MENTAL HEALTH 708 FUND	518,236.80	11,233.55	343,114.92	186,355.43
006	PSB RENT FUND	6,857,336.97	1,838,804.41	2,568,283.54	6,127,857.84
007	COUNTY HIGHWAY FUND	912,075.37	18,106.08	330,339.24	599,842.21
009	LAW ENFORCEMENT FUND	5,038,405.38	244,232.94	218,819.57	5,063,818.75
010	INDEMNITY FUND	144,888.25	2,203.84	.00	147,092.09
011	ANIMAL CONTROL FUND	151,389.71	411,529.42	193,215.98	369,703.15
012	VETERANS ASSISTANCE COMMISSION	72,095.41	1,762.62	15,361.64	58,496.39
013	GIS AUTOMATION FUND	193,002.47	71,560.68	59,390.00	205,173.15
014	PROBATION SERVICE FUND	70,417.84	52,866.31	33,251.58	90,032.57
015	COUNTY CLERK VITAL RECORDS	33,880.12	3,595.48	3,247.00	34,228.60
018	CO CLERK TAX AUTOMATION FUND	13,870.16	427.90	.00	14,298.06
019	FICA (SOCIAL SECURITY)	195,742.80	19,049.01	391,549.46	(176,757.65)
022	STATE'S ATTY AUTOMATION	1,710.09	1,321.32	643.85	2,387.56
035	CORONER'S AUTOMATION	36,668.15	8,025.10	1,974.13	42,719.12
041	CAPITAL IMPROVEMENTS FUND	657,848.41	120,583.16	58,913.49	719,518.08
042	NORTH FORK SPEC SERV AREA 1	251,435.02	743.06	11,933.55	240,244.53
043	NORTH FORK SPEC SERV AREA 2	67,856.82	347.05	4,496.70	63,707.17
044	NORTH FORK SPEC SERV AREA 3	16,879.19	60.69	864.75	16,075.13
047	DUI FUND	.00	900.00	.00	900.00
048	LAW ENFORCEMENT GRANT	27.28	.00	.00	27.28
062	COUNTY BRIDGE FUND	1,162,392.42	5,223.45	42,478.83	1,125,137.04
063	LAW LIBRARY FUND	87,070.92	9,101.59	7,969.03	88,203.48
069	WORKING CASH FUND	.15	.00	.00	.15
071	TRAFFIC FEE FUND	171,502.90	11,996.26	3,466.54	180,032.62
073	PUBLIC DEFENDER AUTOMATION FUND	501.28	323.74	.00	825.02
074	COURT AUTOMATION FUND	38,796.81	39,940.46	43,546.74	35,190.53
075	COURT SECURITY FEE FUND	80,316.46	88.08	50,926.33	29,478.21
076	RECORDER SPECIAL FUND	284,635.00	14,222.26	8,468.84	290,388.42
078	CIRCUIT CLERK OPER & ADMIN	72,731.14	10,477.90	584.40	82,624.64
079	COURT DOCUMENT STORAGE FUND	203,388.68	40,350.09	17,753.40	225,985.37
080	DRUG COURT FEE FUND	70,425.38	445.45	235.00	70,635.83
081	VC ELECTRONIC MONITOR	57,487.78	12,694.53	9,868.00	60,314.31
086	BOARD OF ELECTION FUND	1,809.39	.00	.00	1,809.39
088	TREASURER AUTOMATION FUND	122,334.72	1,627.11	10,078.74	113,883.09
090	VC TRUSTEE REVOLVING FUND	21,619.54	2,487.38	4,300.43	19,806.49
091	CHILD SUPPORT/MAINT	23,456.73	.00	9,123.37	14,333.36
097	VICTIM WITNESS/ATTY GENERAL	29,832.75	35.11	8,506.40	21,361.46
099	VC MEG/EXP MULTI-JUR NARC	424.35	85,000.50	85,000.00	424.85
	<b>Fund Type Special Revenue Funds Totals</b>	<b>\$20,082,612.84</b>	<b>\$3,733,586.94</b>	<b>\$5,456,175.66</b>	<b>\$18,360,024.12</b>
	<b>Fund Category Governmental Funds Totals</b>	<b>\$27,933,905.93</b>	<b>\$8,091,407.99</b>	<b>\$10,087,330.31</b>	<b>\$25,937,983.61</b>
<b>Fund Category Proprietary Funds</b>					
<b>Fund Type Enterprise Funds</b>					
066	VC SOLID WASTE MANAGEMENT	782,916.23	109,408.64	57,416.12	834,908.75
	<b>Fund Type Enterprise Funds Totals</b>	<b>\$782,916.23</b>	<b>\$109,408.64</b>	<b>\$57,416.12</b>	<b>\$834,908.75</b>
<b>Fund Type Internal Service Funds</b>					
005	LIABILITY INSURANCE FUND	78,801.97	13,792.10	603,366.55	(510,772.48)
	<b>Fund Type Internal Service Funds Totals</b>	<b>\$78,801.97</b>	<b>\$13,792.10</b>	<b>\$603,366.55</b>	<b>(\$510,772.48)</b>
	<b>Fund Category Proprietary Funds Totals</b>	<b>\$861,718.20</b>	<b>\$123,200.74</b>	<b>\$660,782.67</b>	<b>\$324,136.27</b>
<b>Fund Category Fiduciary Funds</b>					
<b>Fund Type Private-Purpose Trust Funds</b>					
052	ELECTRONIC CITATION FUND	40,580.72	8,593.11	.00	49,173.83
072	TREASURER'S ACCT FUND	33,606.65	823.47	896.69	33,533.43
	<b>Fund Type Private-Purpose Trust Funds Totals</b>	<b>\$74,187.37</b>	<b>\$9,416.58</b>	<b>\$896.69</b>	<b>\$82,707.26</b>
	<b>Fund Category Fiduciary Funds Totals</b>	<b>\$74,187.37</b>	<b>\$9,416.58</b>	<b>\$896.69</b>	<b>\$82,707.26</b>
	<b>Grand Totals</b>	<b>\$28,869,811.50</b>	<b>\$8,224,025.31</b>	<b>\$10,749,009.67</b>	<b>\$26,344,827.14</b>





**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR THE VERMILION COUNTY HEALTH DEPARTMENT**

**WHEREAS**, the Vermilion County Health Department is providing vaccine clinics to the public and is otherwise responding to the Covid 19 pandemic with contact tracers; and,

**WHEREAS**, such activities require additional funding for fiscal year, 2020-2021; and

**WHEREAS**, the budget therefore needs to be amended to provide such funds 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 and County Board Chairman and Office be authorized and instructed to amend the budget for fiscal year 2020-2021 as set out below:

003.101.00.3710	Miscellaneous Grants	\$217,500.00
003.445.00.4101	Personnel	\$140,000.00
003.445.00.4231	Supplies Consumable	\$51,000.00
003.445.00.4210	Office Supplies	\$7,000.00
003.445.00.4260	Telephone	\$7,500.00
003.445.00.4361	Contractual	\$12,000.00

And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the April 20, 2021 A.D. Session.

*This amendment takes two thirds majority for passage.*

DATED this 20<sup>th</sup> day of April, 2021 A.D.

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

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

ATTEST:

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

Budget Amendment – Vermilion County Health Department

APPROVED BY HEALTH AND EDUCATION 3/31/21:

Kevin Green      (Y) N A  
Chairman

Robert Boyd      Y N (A)

Phearn Butler      (Y) N A

Diana Frazier-Brenneman (Y) N A

Marla Mackiewicz      Y N (A)

Dan Wright      Y N (A)

Larry Baughn      (Y) N A

APPROVED BY FINANCE/PERSONNEL 4/5/21:

Steven Fourez      Y N A  
Chairman

Wesley Bieritz      Y N A

Craig Golden      Y N A

Crisi Walls      Y N A

Becky Stark      Y N A

Bruce Stark      Y N A

Mary Ellen Surprenant Y N A



Request for Transfer  
Fiscal Budget  
2020 - 2021

Dept: Solid Waste

Date: 03 - 23 - 2021


From: Salary - Personnel

To: Contractual/ Prof Services

Line Item	Description	Line Item	Description	Amount
066 - 660 - 00 - 4101	Salary - Personnel	066 - 660 - 00 - 4361	Contractual/Prof Services	\$ 12,000.00
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$

**NARRATIVE:**

Increase in contractual due to conducting two electronic recycling events for 2020-2021 instead of one event like prior year.

  
 Department Head: Clayton Palmer

**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 VERMILION COUNTY HEALTH DEPARTMENT - OUT OF  
CATEGORY TRANSFER**

**WHEREAS**, the Vermilion County Health Department two electronic recycling events in the current fiscal year; and,

**WHEREAS**, such activities require additional funding for fiscal year, 2020-2021 which can be provided for by transferring funds from salary/personnel into the contractual line; and

**WHEREAS**, the budget therefore needs to be amended to transfer such funds 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 and County Board Chairman and Office be authorized and instructed to amend the budget for fiscal year 2020-2021 as set out below:

<b>FROM:</b>		
<b>066.660.00.4101</b>	<b>Salary – Personnel</b>	<b>\$12,000.00</b>
<b>TO:</b>		
<b>066.660.00.4361</b>	<b>Contractual</b>	<b>\$12,000.00</b>

And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the April 20, 2021 A.D. Session.

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

DATED this 20<sup>th</sup> day of April, 2021 A.D.

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

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

ATTEST:

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



## PURCHASING POLICY

WHEREAS, the County has the power to purchase various goods and services under the Illinois County Code, 55 ILCS 5/5-1001 et. seq.; and,

WHEREAS, such powers are limited by a variety of statutes and common law requirements; and,

WHEREAS, it has been appropriate from time to time to set policies as reminders of various statutes and general accounting principles and the County desires to collect these policies into one purchasing policy for future reference.

Therefore, be it RESOLVED that the following is the Purchasing Policy for the County of Vermilion and shall be followed to facilitate compliance with the law and general accounting principles:

**Section One:** Application. This policy shall apply to all departments and divisions of the County. Recognizing that several offices have internal control statues however, the policies may be limited in some areas. However, in all cases the County and any of its departments shall follow the County Code and other statutory provisions at 55 ILCS 5/5-1001, et. seq., 55 ILCS 5/5-1022, and 720 ILCS 5/33E, as well as all Federal laws and applicable State and Federal regulations controlling purchasing by the County or any division thereof. Additionally, the County Code gives certain responsibilities to the County, the County Auditor and County Treasurer, and all purchases must conform to the minimum requirements of the statutes giving such responsibilities to those offices. The suggestions of any outside auditor with regard to purchasing practices in order to conform to generally recognized accounting principles shall also be followed and, where needed, specifically incorporated into this policy.

**Section Two:** Competitive Bidding

Competitive bids shall be sought when required by the Illinois Counties Code as set out at 55 ILCS 515-1022, and as may be amended from time to time. As set out in said statute, competitive bids are not required for the purchase of used equipment, professional services, purchases at auctions or similar transactions which are not suitable for competitive bidding.

The County finds that sole source contracts are not suitable for competitive bidding. A sole source contract is defined as a contract involving one of the following:

1. Unique supplies or services available from only one source or only one supplier with unique capabilities; or
2. Where the existence of limited rights in data, patent rights, copyrights, or secret processes; the control of basic raw material; or similar circumstances, make the supplies and services available from only one source.

No contract may be considered a sole source contract without the concurrence of the Auditor and County Board Office and only after demonstrating that efforts to identify multiple vendors or providers of services, goods, materials, or equipment has been unsuccessful.

The participation in a joint purchasing consortium as provided for under 30 ILCS 525/1 et. seq. is considered to be in compliance with competitive bidding rules. Any department that participates in a joint purchasing consortium should notify the Auditor's Office of that association.

Reference should be made to provisions in the section concerning CONFLICT OF INTEREST IN CONTRACT PROCUREMENT AND ADMINISTRATION OF CONTRACTS below.

All bidders shall comply with the requirements of the Contractor's Certification, attached hereto and incorporated herein by reference, and as may be hereinafter amended, where applicable.

**Section Three:** Purchase Orders: All County Departments and Offices shall obtain a purchasing order for all purchases of goods, materials, or services. Such purchase orders shall be detailed as to what particular items are being purchased. For example, the term office supplies by itself would be an insufficient description and should be replaced by naming the type of office supply such as pens, paper or any other specific item. Where appropriate, the Auditor may use blanket purchase orders. Purchase orders are not required in an emergency, but the Auditor's Office should be notified as possible but no later than the following business day. Purchase orders do not have to be obtained for re-occurring monthly bills (e.g. internet, telephone) until the actual monthly bill is received. Purchase orders that do not comply with Illinois or Federal law, or this County policy, will not be approved. When an invoice or statement will not be received, the Non-invoice form must be used along with a purchase order. If payment is made despite any irregularity in complying with purchasing policies and laws, to protect the credit of the County, a report shall be made by the Auditor to the Finance and Personnel Committee and the County Board Office.

**Section Four:** Supplies: Supplies mean tangible property that facilitate the operations of the office. For example, paper, pens, a coffee pot, and such items are supplies. Tables, chairs, filing cabinets and such larger physical items are

generally considered equipment. Approval should be sought from the Auditor for all orders for supplies issued by the various county officers, before the orders are to be placed. 55 ILCS 5/3-1005. As a matter of policy, approval for ground coffee and water will always be approved by the Auditor. However, non-essential items such as cups, sugar, and cream may be disallowed, unless for a training event or special meeting. It is essential therefor to seek prior approval for all purchases of supplies. No free items will be accepted in exchange for using a particular vendor when purchasing supplies, but 'cash back' will be acceptable.

**Section Five:** Contracts that Obligate County Funds:

All contracts that obligate County funds shall be placed on file with the County Auditor. See 55 ILCS 5/3-1005.

As provided for at 55 ILCS 5/6-1005, "Except as herein provided, neither the county board nor any one on its behalf shall have power, either directly or indirectly, to make any contract or do any act which adds to the county expenditures or liabilities in any year anything above the amount provided for in the annual budget for that fiscal year. Provided, however, that the County Board may lease from any Public Building Commission created pursuant to the provisions of the Public Building Commission Act, approved July 5, 1955, as heretofore or hereafter amended, any real or personal property for county purposes for any period of time not exceeding twenty years, and such lease may be made and the obligation and expense thereunder incurred without making a previous appropriation therefor, except as otherwise provided in Section 5-1108. Nothing contained herein shall be construed to deprive the board of the power to provide for and cause to be paid from the county funds any charge upon said county imposed by law independently of any action of such board. Except as herein provided, no contract shall be entered into and no obligation or expense shall be incurred by or on behalf of a county unless an appropriation therefor has been previously made."

(Source: P.A. 86-962.)

To accomplish this goal, any department entering into a contract beyond the current appropriation year should advise the County Board at the time of budget preparation of future contractual obligations to be funded in future appropriations. Failure to do so may affect the department budget in the following budget year.

As a general rule, no contract obligating County funds should be in excess of two years, which is considered the term of any one County Board. However, contracts in excess of two years may be accepted if the County has the absolute right to terminate without cause or penalty upon reasonable notice (e.g. 30 days) or if the contract is subject to the appropriation of funds each



year by the County. There are specific statutory exceptions to this rule, for example:

“The county board of each county may, upon the affirmative vote of two-thirds of its members, enter into one or more leases for a period of not to exceed 5 years for computer equipment, data processing machinery, and software, as may be required for its corporate purposes.” 55 ILCS 5/5-1130

If a contract is contemplated which is excess of two years notice should be given to the Auditor and Finance Committee prior to execution of the contract to determine the application of any exception. Most contracts in excess of two years will require approval of the County Board. Some, but not all, such contracts may require two-thirds vote of approval by the County Board as noted in the section above. The Finance Committee will determine if a County Board vote is required.

Execution of Contracts: Only a department head or elected official, or their authorized designee whose name is on file with the County Auditor, should sign a contract binding the County funds. Any contract signed by an unauthorized official will not bind the County.

### **Section Six:** Vermilion County Credit Card Policy

A county credit card is to be used for authorized business purposes only. No personal use of a county credit card will be permitted. Personal use of a county credit card is both a violation of the law and a violation of the policy of the county. Violation of this policy or of the law may result in discipline up to and including termination of employment. The following procedures will apply to the use of office credit cards.

1. All credit card(s) will be maintained by the auditor. The office holder / department head and chief deputy shall be authorized to have access to the credit card files and history and will be authorized to have access to all information maintained by the card issuer as to their office's usage of the card. The auditor may cancel the use of a specific card holder upon advice from the department head or the county board chairman or upon the determination by the auditor that it is in the county's best interest to withdraw user privileges from any card holder.
2. A list of such credit cards will be given to the office holder / department head, including expiration dates and 3-digit security numbers from the back of each card. Any employee requiring the use of a credit card will sign the card out from the office holder / department head. Upon return of the employee, the credit card will be returned to the office holder / department head from whom they received it on the next business day along with any and all receipts relative to the use of the card. In certain

cases, a credit card may be permanently assigned to one employee. That employee must turn in all receipts daily to the person charged with paying the credit card bill for matching with the monthly statement. All credit card transactions should be entered within three (3) business days after making the purchase. A P.O. will be required prior to making a credit card purchase, and an invoice will be required prior to the Auditor processing payment for the credit card purchase.

3. No alcohol may be purchased with a county credit card under any circumstances whether alone or in conjunction with a meal.
4. In accordance with county policy, meals are not to be charged on a county credit card. Exceptions to this provision include reasonable meal purchases made due to unforeseen circumstances in which the employee has no other reasonable recourse due to travel issues and cannot simply return home due to job requirements or emergency circumstances encountered while on business for the county. Business for the county means travel done at the direction of the employer for any reason related to the needs of the department employing the employee or county.
5. Use of the credit card for hotel bills is allowable provided a P.O. is obtained first.
6. A credit card may not be used for personal purchases of any kind, including cash advances, and under no circumstances may a credit card be used with a view that the county will be reimbursed at a future date by the user.
7. Credit cards may be used for specific purposes such as travel, software renewals, other registrations that are time sensitive, as well as goods and services. These should be cleared with the auditor's office prior to making the purchase inasmuch as purchase orders (P.O.s) will still be required. In some cases, reoccurring monthly charges for subscriptions or memberships are acceptable with documentation being turned in with the credit card statement monthly. Again, a P.O. number will be required.
8. Any questions or concerns about the use of a credit card whether in general or in specific cases, should be addressed to the auditor prior to the use of the card. If an employee advances personal funds rather using a county credit card during a business trip or undertaking which has been authorized by the office holder / department head (or other designated person), they should seek reimbursement through the county. This reimbursement must be made through the accounts payable cycle following established county policies and procedures.
9. Credit cards must be paid in full each month. If a credit is to be forthcoming from a vendor, the bill must still be paid, and the credit taken later. This is because the credit comes from the vendor, not the credit card company.
10. The credit card account shall be audited at least annually if not more often by the county auditor. Questionable or undocumented used of the credit card shall be brought to the office holder / department

head's attention immediately. If a satisfactory resolution is not reached in a timely manner, it shall be brought to the attention of the county board chairman. Under no circumstances is any information regarding the security information assigned by the auditor to be changed by the credit card user or holder. Any attempt to change the security information will result in termination of any privilege to use the county credit card system.

11. Lost or stolen credit cards are to be reported first to the credit card issuer and immediately following to the auditor's office. In the event the loss is discovered when the auditor's office is closed (holiday's, weekends, after business hours), then after reporting the loss or theft to the credit card issuer, email, text or leave a telephone message with the auditor's office and follow up again during normal business hours. All thefts should be reported to the appropriate police agency immediately as well.

### **Section Seven:** Conflict of Interest in Purchasing, Contract Procurement and Administration of Contracts

It is the policy of Vermilion County, Illinois, that all expenditures of public money be based upon the best interests of the taxpayer and that they be free from any conflict of interest or impropriety. To achieve this goal, the following rules are adopted:

1. The Illinois Statutes, including but not limited to Competitive Bidding, 55 ILCS 5/5-1022, the Public Officer Prohibited Activities Act, 55 ILCS 105/1, and following , (including 50 ILCS 103/3 regarding board member voting on contracts in which they may have a financial interest) and any relevant ordinances of the County of Vermilion are to be followed in the management of public money.
2. No employee, officer, or agent of the County, may participate in the selection, award, or administration of a contract supported by a Federal award, if he or she has a real or apparent conflict of interest. A conflict of interest arises when an officer, employee, elected official , or agent of the same, or any member of his or her immediate family or his or her spouse or partner, or any organization which employees or is about to employ any of the parties indicated herein, has a financial or other interest in or tangible personal benefit from a firm or entity being considered for a contract from the County. The officers, employees, elected officials, or agent of the same, may not accept or solicit, gratuities, favors, or anything of monetary value from contractors or subcontractors seeking or currently engaged in providing contractual services for the County, provided however, that an unsolicited item, as described in the Gift Ban Act, 5 ILCS 430-10-15, and not in violation of

the Gift Ban Act, 5 ILCS 430/10-10, et. seq. and any County Ordinance relevant to that Act, will not be a violation of this policy.

3. Officers, employees, elected officials, and the agents of the same shall act in the best interests of the public. Unnecessary or duplicative purchases are to be avoided. An analysis of the most economic method of purchasing items should be made prior to any purchase. Shared goods and equipment, where feasible, should be employed rather than purchasing duplicate items, by use of intergovernmental or intra-entity or intra-entity agreements. The use of surplus equipment where feasible is encouraged. The rules regarding competitive bidding shall be followed and the Contractor's Addendum, as may be amended from time to time shall be used when contracting for public works, purchase of substantial goods or services.
4. Compliance with all required federal laws as may be appropriate in each case shall be required of any party contracting with the County. Where Federal money, grant or otherwise, is used, no vendor on the Federal Debarment list shall be used.
5. Any goods or services purchased with County funds shall be delivered to the appropriate County office and under no circumstances be delivered to the home of any County employee or County official. This does not prevent an employee or County official from using equipment such as a laptop or other items to work from home. The County Auditor may refuse to authorize a purchase where the delivery address is a private residence and/or report the same to the County Finance and Personnel Committee.

**R E S O L U T I O N**

**RE: Purchasing Policy and County Contracts**

WHEREAS, the County Board of Vermilion County, Illinois desires re-state its purchasing policy, and,

WHEREAS, such policies reflect in part generally accepted accounting principles required both our external auditor and County Auditor and standard governmental accounting practices (e.g. purchase orders with documentation) and some reflect statutory requirements concerning obligations County funds, and some are best practices required by federal grant procedures and other state statutes; and,

WHEREAS, such a policy incorporates past practices and policies and places them together for future reference and makes plainer the practices in some areas, for instance the use of County credit cards (as opposed to fleet gas cards used by some departments); and,

WHEREAS, such all purchasing or similar financial policies should be updated from time to time as generally accepted practices change and review is warranted as a sound accounting and governmental practice.

NOW, THEREFORE BE IT RESOLVED by the County Board of Vermilion County, Illinois, that the attached purchasing policy as may be amended from time to time, be accepted as the official purchasing policy of Vermilion County, IL., superseding any former policy.

PRESENTED, APPROVED AND RESOLVED by the County Board of Vermilion County, Illinois at the April 20, 2021 A.D. Session.

DATED this 20<sup>th</sup> day of April, 2021 A.D.

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

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

Attest:

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

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

Page 2 – Purchasing Policy and County Contracts

APPROVED BY FINANCE/PERSONNEL:

APPROVED BY FINANCE/PERSONNEL 4/5/21:

Steven Fourez      Y   N   A  
Chairman

Wesley Bieritz      Y   N   A

Craig Golden      Y   N   A

Crisi Walls      Y   N   A

Becky Stark      Y   N   A

Bruce Stark      Y   N   A

Mary Ellen Surprenant   Y   N   A