

Finance & Personnel Committee
Monday, April 5th, 2021
5:00 PM, 2nd Floor VCAB

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Steve Fourez called the Finance & Personnel meeting to order at 5:00 PM. Upon the call of the roll, the following members were present; Steve Fourez, Wes Bieritz, Craig Golden, Mary Surprenant, Bruce Stark, Becky Stark and Crisi Walls. Also, in attendance; Larry Baughn – Vermilion County Board Chairman, Cassy Carter – Financial Administrative Manager, Erika Briggs- Auditor, Haley Dixon – Chief Deputy Auditor’s Office, Doug Toole – Director of Health Department, Clayton Fauver – Finance Director of Health Department, Ross Brown – Neuhoff Media, Bill Donahue – Risk Consultant and Melinda Fourez – Audience Member.

Agenda Item 2 - Adoption/Amendments to the Agenda

Becky Stark motioned, second by Mary Surprenant to approve the agenda. Motion passed by acclamation.

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

Crisi Walls motioned, second by Craig Golden 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 March document, and the Fund Equity Changes Report. Ms. Briggs stated there are no changes to report. Bieritz inquired about State Income tax still not being at 33%. Briggs explained this was due to the last month payment not being included in this number yet. Bieritz also asked about the Traffic fee. Briggs explained this is fixed for going forward, but the Circuit Clerk is still working to clean this up. When a fine is paid, this is broken down into several fees, when a partial fine is paid then this still needs to be broken into several fees. The Miscellaneous is the COVID grant. FICA will be negative until the tax payments start coming in, this is a timing issue. Ms. Briggs also introduced Haley Dixon; she is the Chief Deputy for the Auditor’s Office.

Agenda Item 6 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Vermilion County Health Department - \$435,000.00

Wes Bieritz motioned, second by Becky Stark to discuss. Doug Toole introduced Clayton Fauver as the new Finance Director of the Health Department. Clayton will be replacing Donna Dunham as she is retiring after 24 years with the county. Doug Toole advised that this is a state grant to cover mass COVID clinics. This amendment shows how the grant money will be spent. This is to cover mass vaccination clinics that will be scheduled for up to six days a week. This also covers: additional contact tracers, schedulers, nurses, EMTs, and additional services by the Sheriff’s department for traffic control. Bieritz asked if this was enough money to cover all expenses, Toole explained the contract tracer grant was extended from the end of May to the end of the year, so he is thinking there will be more grant money to come to help cover these expenses. Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Craig Golden, Mary Ellen Surprenant, Bruce Stark, Becky Stark, and Crisi Walls. 7 yes, 0 absent. Motion passed.

Agenda Item 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

Doug Toole explained that this is a transfer in the budgeted funds from Salary/Personnel to Contractual/Prof Services. This transfer is to cover two electronic recycling events for 2020-2021 instead of only one event like the prior year. These will be held 5/8/2021 and 10/16/2021. Surprenant inquired if this is still being held at DACC since last year was so successful. Toole confirmed these will both be held at DACC. Motion moved by Crisi Walls, second by Bruce Stark to approve. Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Craig Golden, Mary Ellen Surprenant, Bruce Stark, Becky Stark, and Crisi Walls. 7 yes, 0 absent. Motion passed.

Agenda Item 8 – Resolution – RE: Purchasing Policy and County Contracts

Motion moved by Wes Bieritz, second by Craig Golden to adopt and discuss. Baughn explained that there have been monthly finance meetings with the County Board office, Auditor's office, and Treasurer's office. From these meetings and Erika studying statutes, it was discovered there was a need for a written purchasing policy. Having this in writing, along with more detail, would help clarify for department heads the purchasing policy and credit card policy for the use of the county credit card. Ms. Briggs stated there was not a purchasing policy in writing previously, and thought this would help to clarify. There was a credit card policy in writing, but this was updated to help clarify. Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Craig Golden, Mary Ellen Surprenant, Bruce Stark, Becky Stark, and Crisi Walls. 7 yes, 0 absent. Motion passed.

Agenda Item 9 – Executive Session

None

Agenda Item 10 - Items of Information

Chairman Baughn stated that he and Ms. Carter are starting to work on the county budgets and will be starting the process of meeting with department heads. Chairman Baughn reminded all that the County Board meeting has been move to April 20th. He stated, Building & Grounds are working on improvements at the Animal Shelter with ventilation and also working on the EMA building. Baughn wished the County Clerk and Election Commission good luck on a busy day tomorrow. Lastly, Baughn update all on animals that have been in the care of the county. The owners of the animals have relinquished their rights. The Animal Shelter is working to place/sell the animals. There are still pending criminal charges, any restitution will be used to reimburse the county for expenses that have already been incurred.

Agenda Item 11 – Adjournment

Committee Chairman Fourez adjourned the meeting at 5:16 PM.

Minutes by: Cassy Carter, Financial Administrative Manager