

Finance & Personnel Committee

Monday, June 7th, 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 and Crisi Walls. Excused absent were; Bruce Stark and Becky Stark. Also, in attendance; Larry Baughn – Vermilion County Board Chairman, Cassy Carter – Financial Administrative Manager, Erika Briggs- Auditor, Darren Duncan – Vermilion County Treasurer, Bill Donahue – Risk Consultant and Melinda Fourez – Audience Member.

Agenda Item 2 - Adoption/Amendments to the Agenda

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

Agenda Item 3 - Approval of Minutes – May 3rd, 2021

Bieritz motioned to approve minutes, second by Surprenant. 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 May document, and the Fund Equity Changes Report. Ms. Briggs stated the Traffic/Conservation Fee line has been corrected by the Circuit Clerk. Bieritz inquired about the Liability Fund to which Briggs explained this was due to higher/unplanned Workers Compensation claims. Chairman Baughn stated he is going to look into other Workers Compensation providers that are fully insured instead of self-insured. This would allow the ability to budget this fund without the risk of paying unplanned claims from the county budget. Chairman Baughn also noted the recreational use tax, liquors fees, sales tax, and gambling revenues are all tracking well over budget. The first tax installment will post on July 1st and this is tracking above budget as well.

Agenda Item 6 – Auditor’s Budget 2022

Golden motioned, second by Bieritz to discuss. Ms. Briggs presented the Auditor’s Budget for 2022. She reviewed her budget worksheet along with her narrative. She noted this budget has decreased \$16,972 from the budget last year. This decrease eliminates a currently unused part time position that she feels is no longer needed since systems are now more automated. The postage budget line currently has a higher amount than in the past, this is due to the use of the postage machine. All stamps left by previous auditor have all been depleted. The Auditor’s office mails the monthly credit card bill and the county 1099’s. Ms. Briggs has added a Publication line which is used for quarterly reports that have to be published in the paper as well as on line. The dues line is for the Illinois Auditor’s Association. The educational line is used for conferences/training that are pertinent to the Auditor’s office. Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Craig Golden, Mary Ellen Surprenant and Crisi Walls. 5 yes, 0 absent. Budget passed.

Agenda Item 7 – Executive Session

None

Agenda Item 8 - Items of Information

Chairman Baughn stated that the county has received \$7,300,000 of the \$14,000,000 expected from the federal government for the American Rescue Plan. The second and final payment should be received in 2022. Chairman Baughn, Erika Briggs and Bill Donahue are participating in seminars to ensure the money is spent on designated allowed expenses. Examples of allowed spending are; HVAC units, salary to administer the grant, vehicles for EMA, police, fire and public safety, IT related issues for upgrades for storage and security. Chairman Baughn stated he is going to first look into the needs for the county, then will review other requests he has received.

Agenda Item 9 – Adjournment

Committee Chairman Fourez adjourned the meeting at 5:46 PM.

Minutes by: Cassy Carter, Financial Administrative Manager