

Taxation & Elections Committee – Special Meeting
Tuesday, August 17, 2021
5:00 PM, 2nd Floor, VCAB

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – August 3rd, 2021
4. Audience Comments
5. Budget- Election Commission
6. 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.
7. Items of Information
8. Adjournment

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, August 3, 2021. Upon the call of roll, the following members were present: Tom Morse, Marla Mackiewicz, Jerry Hawker, Nancy O'Kane, and Becky Stark. Excused were: Joel Bird and Bruce Stark. 5 present, 2 absent. Also attending the meeting were: Larry Baughn – Vermilion County Chairman, Dave Stone – Vermilion County Recorder, Matt Long- Supervisor of Assessments, and Cassy Carter – Financial Administrative Manager.

Agenda Item 2 – Adoption /Amendments to Agenda

Becky Stark moved to adopt the agenda, second was made by O'Kane. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes for the Previous Meeting- June 1, 2021

O'Kane moved to approve the minutes, second was made by Hawker. Motion passed by acclamation.

Agenda Item 4 - Audience Comments

Matt Long explained that Change Finder picked up several new structures. He stated how impressed he is with the clarity. This has located several new structures such as pole barns. He will keep all updated on the progress as this will take little over a year to complete.

Agenda Item 5 – Budget 2022- Recorder

Dave Stone explained there are no changes to the 2022 Recorder budget other than the 3% salary increase. Hawker asked about headcount, Stone explained when he first took over the office, he had 4 employees, they currently have 3 employees. They are able to maintain all duties with one less person due to eRecording making the job more efficient. In the Recorder Special Fund, the only expense to the county is the salary cost. All other expenses are self-supported through fees that are set by state statute. Motion made by Hawker to approve the budget, seconded by Becky Stark.

Upon the call of the roll the following members voted yes, to wit: Morse, Mackiewicz, Hawker, O'Kane and Becky Stark. 5 yes, 2 absent. Motion passed.

Agenda Item 6 – Executive Session

None required

Agenda Item 7 – Items of Information

Baughn advised that there will be a Special Tax and Elections committee meeting 8/17/2021. This meeting will have budgets presented for; the County Clerk, Supervisor of Assessments, and the Election Commission. Chairman Baughn pointed out that the audit is in the final approval. Erika will review this with Sandy at Clifton Larson Allen. Baughn stated the remapping will be released 8/16/2021 for public viewing. Baughn updated all on the American Rescue money and that to date this has been used for IT equipment. Going forward all department heads will be asked for their top three items they need. This will then be reviewed to see if said requests could be covered with the American Rescue money. Requests have been made for mental health training and working with Landbank on property maintenance. With these funds, you are allowed to hire a part time person to track the funds, process required reports and ensure that all money is being spent as allowed. This person could also do some grant writing. The county is currently getting a bid to recoat the roof at the Administration Building. Chairman Baughn wanted to remind all that the Windfarm Ordinance will be on the County Board Agenda for 8/10/2021.

Agenda Item 8 –Adjournment

Motion by Becky Stark, second by O'Kane to adjourn the meeting.
Committee Chairman Morse adjourned the meeting at 5:49 PM.

Minutes by: Cassy Carter, Financial Administrative Manager, County Board



Danville Election Commission

Barbara Bailey
Chairperson

Charles Bostic
Vice Chairperson

Thomas Mellen
Secretary

Sandra Delhaye
Executive Director

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August 13, 2021

To: Vermilion County Finance Committee

From: Sandy Delhaye, Executive Director, Danville Election Commission

Re: 2021-2022 Danville Election Commission's Budget

This year's budget numbers are based on the election commission being responsible for two (2) elections in 2022.

The 2021-2022 FY Danville election's budget has a very slight decrease over 2020-2021 budget. Our staff consist of 1 full time Executive Director, Sandy Delhaye, 1 full time Assistant Director, Karla Dukes, and one part time election worker, Leora Clark.

4101- Salary-personnel, 3% increase (Karla Dukes)

4102- Salary-part time, 3% increase (Leora Clark)

4103- Commissioners, no increase at this time: Barbara Bailey, Chuck Bostic and Tom Mellen

4106- Salary-Election Personnel—stayed the same as 2020-2021, (There will be an increase in minimum wage to \$12/hour, effective 01/01/2022

4110- Salary-Department Head, 3% increase (Sandy Delhaye) 4210-

Supplies/Office—stayed the same as budget for 2020-2021

4215- Supplies/Election—decreased by \$3,000

4251- Travel Expense-this has decreased by \$1,000 due to Zoom meetings taking the place of some of In person quarterly AECOI meetings.

4265- Contractual/communications—stayed exactly the same as 2020-2021 budget

4270-Postage—this amount is the same as 2020-2021 budget

4271- Contractual/Legal Fees- This amount has increased by \$2,500 due to recent issues this office is experiencing, (you can contact me for additional information). It is my sincere hope the Danville Election Commission does not have to come back to the county board for an increase in this line item in the future.

4275- Rent (Various Polling Locations), this amount stayed the same as 2020-2021.

4280- Publications, this amount decreased by \$1,000, (cost is the same as it was in 2019-2020 budget).



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August 13, 2021

- 4349- Canvass of Voters, we would have normally used these funds in June, 2021. However due to the delay of the 2020 census report the funds won't actually be used until 2022. The amount will remain the same, (\$9,500).
- 4361- Contractual/Professional Fees, the 2020-2021 budget of \$3,000 has been cut in half, \$1,500.
- 4363- Dues/License Fees—this amount will remain the same for FY 2021-2022.
- 4364- Education/Training—this amount has decreased by \$500 due to limited training because of COVID-19.

Thank you for your consideration of the 2021/2022 budget for the Danville Election Commission.

Sandy Delhaye

Executive Director

Danville Election Commission



Election Commission Budget Worksheet Report Budget Year 2022

Account	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	2022 Department Request
Fund 001 - GENERAL FUND						
EXPENSE						
Department 530 - ELECTION COMMISSION						
Project 00 - GENERAL						
<i>PERSONNEL SERVICES</i>						
4101	SALARY - PERSONNEL	39,258.47	40,430.00	42,050.00	28,033.31	43,312.00
4102	SALARY - PART-TIME	6,669.55	10,108.38	15,000.00	5,799.50	16,000.00
4103	SALARY - COMMISSIONERS	7,904.52	7,934.91	7,935.00	5,289.96	7,935.00
4106	SALARY - ELECTION	20,282.50	46,131.85	62,000.00	28,478.00	62,000.00
4110	SALARY - DEPARTMENT HEAD	47,025.00	47,731.00	51,000.00	33,999.95	52,530.00
<i>PERSONNEL SERVICES Totals</i>		\$121,140.04	\$152,336.14	\$177,985.00	\$101,600.72	\$181,777.00
<i>SUPPLIES & MATERIALS</i>						
4210	SUPPLIES/OFFICE	2,601.96	2,838.46	5,000.00	1,301.89	5,000.00
4215	SUPPLIES/ELECTION	38,345.73	94,974.98	95,000.00	22,217.50	92,000.00
<i>SUPPLIES & MATERIALS Totals</i>		\$40,947.69	\$97,813.44	\$100,000.00	\$23,519.39	\$97,000.00
<i>OTHER SERVICES & CHARGES</i>						
4251	TRAVEL EXPENSE	1,423.83	669.97	4,000.00	.00	3,000.00
4265	CONTRACTUAL/COMMUNICAT	4,561.12	4,941.46	5,000.00	3,040.82	5,000.00
4270	POSTAGE	7,907.39	11,850.44	9,500.00	489.90	9,500.00
4271	CONTRACTUAL/LEGAL FEES	1,225.00	712.50	1,500.00	1,300.00	4,000.00
4275	RENT	2,243.00	4,801.97	5,000.00	1,850.00	5,000.00
4280	PUBLICATIONS	5,851.88	9,738.27	14,000.00	3,052.00	13,000.00
4349	CANVAS OF VOTERS	9,184.27	.00	9,500.00	.00	9,500.00
4361	CONTRACTUAL/PROF	1,452.50	1,500.00	3,000.00	1,562.53	1,500.00
4363	DUES/LICENSE FEES	450.00	450.00	1,000.00	450.00	1,000.00
4364	EDUCATION/TRAINING	320.00	266.15	1,500.00	.00	1,000.00
<i>OTHER SERVICES & CHARGES Totals</i>		\$34,618.99	\$34,930.76	\$54,000.00	\$11,745.25	\$52,500.00
Project 00 - GENERAL Totals		\$196,706.72	\$285,080.34	\$331,985.00	\$136,865.36	\$331,277.00
Department 530 - ELECTION		\$196,706.72	\$285,080.34	\$331,985.00	\$136,865.36	\$331,277.00
EXPENSE TOTALS		\$196,706.72	\$285,080.34	\$331,985.00	\$136,865.36	\$331,277.00
Fund 001 - GENERAL FUND Totals						
EXPENSE TOTALS		\$196,706.72	\$285,080.34	\$331,985.00	\$136,865.36	\$331,277.00
Fund 001 - GENERAL FUND Totals (\$196,706.72) (\$285,080.34) (\$331,985.00) (\$136,865.36) (\$331,277.00)						

Fund 086 - BOARD OF ELECTION FUND

EXPENSE						
Department 974 - BOARD OF ELECTIONS						
Project 00 - GENERAL						
<i>OTHER SERVICES & CHARGES</i>						
4374	MISCELLANEOUS EXPENSES	.00	.00	1,809.00	.00	1,809.00
<i>OTHER SERVICES & CHARGES Totals</i>		\$0.00	\$0.00	\$1,809.00	\$0.00	\$1,809.00



Election Commission Budget Worksheet Report Budget Year 2022

Project 00 - GENERAL Totals	\$0.00	\$0.00	\$1,809.00	\$0.00	\$1,809.00
Department 974 - BOARD OF	\$0.00	\$0.00	\$1,809.00	\$0.00	\$1,809.00
EXPENSE TOTALS	\$0.00	\$0.00	\$1,809.00	\$0.00	\$1,809.00
Fund 086 - BOARD OF ELECTION					
EXPENSE TOTALS	\$0.00	\$0.00	\$1,809.00	\$0.00	\$1,809.00
Fund 086 - BOARD OF ELECTION	\$0.00	\$0.00	(\$1,809.00)	\$0.00	(\$1,809.00)
Net Grand Totals					
REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS	\$196,706.72	\$285,080.34	\$333,794.00	\$136,865.36	\$333,086.00
Net Grand Totals	(\$196,706.72)	(\$285,080.34)	(\$333,794.00)	(\$136,865.36)	(\$333,086.00)