

Finance & Personnel Committee
Monday, August 2nd, 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, Doug Toole – Health Department Administrator, Bill Donahue – Risk Consultant and Melinda Fourez – Audience Member.

Agenda Item 2 - Adoption/Amendments to the Agenda

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

Agenda Item 3 - Approval of Minutes – July 12th, 2021

Golden motioned to approve minutes, second by Bieritz. 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 July 28th document, and the Fund Equity Changes Report. She pointed out not much has changed on the funds since the last meeting. Ms. Briggs also handed out an updated sheet tracking the American Rescue COVID money. Half of the American Rescue money has been received and the other half will be received in 2022. Chairman Baughn stated they are reaching out to the department heads to determine their needs and asking for their top three requests. From said requests, they would work to see if any could be justified as allowable spending from this American Rescue money. Some ideas on spending have been: Mental Health trainings, Health Department, EMA, Sheriff Department, Coroner's office, and Landbank. Baughn stated he is working with Nancy on a job description to pay a part time person to help track this American Rescue money. This person could also do grant writing. Paying a person to track this is allowable spending from this fund. The fly over was reimbursed with the CURES money and the Liability Fund is tracking better with the first round of tax payments.

Agenda Item 6 – Resolution – RE: Expense and Travel Policy

Becky Stark motioned, second by Walls to discuss. Baughn explained this is a policy that is just being cleaned up to follow federal rules on all cases. This clarification on the policy leaves no gray area. This adds legal verbiage of the IRS requirements.

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 – Resolution-RE: Usage of Funds Under the American Recovery Act

Wes Bieritz motioned, second by Mary Ellen Surprenant to discuss. Baughn explained this would allow the Chairman to spend money from the American Rescue Fund with the approval of the Auditor. This would help streamline the process and not delay spending. Walls noted this makes sense to not have to wait a month to purchase things needed from this fund. Fourez noted this is off budget money and want it to be a functional as possible.

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 – Executive Session

None

Agenda Item 9 - Items of Information

Chairman Baughn stated that the Tax & Election Committee will review the Recorder’s Budget, but there will be a Special meeting 8/17/2021 to hear the County Clerk, Supervisor of Assessment and Election Commission budgets. The Technology meeting would be held Thursday. Jennifer is working on Property Budget. Bieritz asked about the old EMA building. Baughn explained the roof is in good shape and that the Building & Grounds staff will be working on the EMA building soon. Chairman Baughn stated he is getting the roof at the Administration building recoated. He is also going to get bids to tuck-point the 3rd floor.

Agenda Item 10 – Adjournment

Committee Chairman Fourez adjourned the meeting at 5:32 PM.

Minutes by: Cassy Carter, Financial Administrative Manager