

## AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – September 28<sup>th</sup>, 2021
4. Audience Comments
5. Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the County Clerk's Office - \$7,600.00
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 5:00P.M. Upon the call of roll, the following members were present: Tom Morse, Joel Bird, Jerry Hawker, Nancy O'Kane, Bruce Stark and Becky Stark. Absent was Marla Mackiewicz. 6 present, 1 absent. Also attending the meeting were: Larry Baughn – Vermilion County Chairman, Steve Brandy – WDAN, Bill Donahue – Vermilion County Risk Consultant, Barb Bailey – Election Commission, Darren Duncan – Vermilion County Treasurer, Tom Mellen – Election Commission, Sandy Delhaye – Election Commission Director, Thomas O'Shaughnessy – Chief Judge, Robyn Heffern – County Clerk's Office, Lindsay Light – County Clerk's Office, Matt Long – Supervisor of Assessments, Mary Ellen Surprenant – County Board Member and Cassy Carter – Financial Administrative Manager.

### **Agenda Item 2 – Adoption /Amendments to Agenda**

Bird moved to adopt the agenda, second was made by Bruce Stark. Motion passed by acclamation.

### **Agenda Item 3 - Approval of Minutes for the Previous Meeting- August 17, 2021**

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

### **Agenda Item 4 - Audience Comments**

None

### **Agenda Item 5 – Budget - Election Commission**

Motion made by Bruce Stark, second by Becky Stark to discuss. Judge O'Shaughnessy explained the history of the Election Commission, and clarified that this falls under the responsibility of the Chief Judge to appoint the commissioners. The Judge also stated the Commissioners, the department head and the court has committed to follow the practices of the county. He also stated they are moving forward in the spirit of cooperation. The Judge discussed their budget and noted an overall decrease of 5%. Hawker questioned the expense of canvassing the voters, Judge O'Shaughnessy explained this is the cost to print and send the postcards. Bruce Stark questioned why the City Election Commission no longer assists with the cost of the elections. The Judge assured all that he would look into this. Discussion ensued on the Election Commission budget.

Upon the call of the roll the following members voted yes, to wit: Morse, Bird, O'Kane, Bruce Stark and Becky Stark. 5 yes, 1 no, 1 absent. Budget passed.

### **Agenda Item 6 – Budget – County Clerk**

Motion made by Hawker, second by Bird to discuss. Light presented the budget for the County Clerk's office. She explained that there were eight employees and this has decreased to six. The salary line will still be short, so there will be a requested budget amendment of around \$2,000 needed. She also explained for 2022 budget there will be two elections. O'Kane questioned the jump in salaries. Light explained this was due to the downsizing of employees and splitting up the duties amongst the remaining employees. This resulted in raises for the employees due to taking on more duties. Discussion ensued on the County Clerk budget.

Upon the call of the roll the following members voted yes, to wit: Morse, Bird, Hawker, O'Kane, Bruce Stark and Becky Stark. 6 yes, 1 absent. Budget passed.

### **Agenda Item 7 – Budget – Board of Review/Supervisor of Assessments**

Motion made by Bruce Stark, second by Becky Stark to discuss. Long presented the budget for the Board of Review. He noted the only change was to the salary lines. They did eliminate one position, and the duties will be absorbed by the current employees. He explained this does also save the county money on benefits

Upon the call of the roll the following members voted yes, to wit: Morse, Bird, Hawker, O'Kane, Bruce Stark and Becky Stark. 6 yes, 1 absent. Budget passed.

Motion made by Hawker, second by Becky Stark to discuss. Long presented the budget for the Supervisor of Assessments. He explained they have decreased their staff by one. For the 2022 budget he has increased his staff pay since they are taking on additional duties. He stated this still saves the county money since he is not allocating the full salary from the employee whom left, as well as saving on employee benefits.

Tax & Elections Committee Meeting  
Tuesday, September 28, 2021 @ 5:00 P.M.  
VCAB, 201 N Vermilion St, 2<sup>nd</sup> Floor

Upon the call of the roll the following members voted yes, to wit: Morse, Bird, Hawker, O’Kane, Bruce Stark and Becky Stark. 6 yes, 1 absent. Budget passed.

**Agenda Item 8 – Executive Session**

None required

**Agenda Item 9 – Items of Information**

Chairman Baughn explained that this was the last budget meeting, so all budgets meetings were completed. He also stated some departments don’t have the ability to cut people, so we need to make sure the raises are fair overall. He advised that we are working on a plan for the minimum wage increases. After conversation between the committee members, the meeting adjourned.

**Agenda Item 10 – Adjournment**

Committee Chairman Morse adjourned the meeting at 6:30 PM.

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

DRAFT

**Request for Amendment  
Fiscal Budget  
2020 - 2021**

Dept: **510 - County Clerk**

Date: **10.12.2021**

Account Number	Account Description	Original Appr.	Additional	To Read
<b>018.181.00.4101</b>	<b>Salary - Personnel</b>	\$ <b>0.00</b>	\$ <b>7,600.00</b>	\$ <b>7,600.00</b>
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	

Narrative:

**We had a tax buyer reassign certificates (\$7,790 worth) resulting in extra money this year in our tax automation revenue line. We would like to move this money from our tax auto revenue into the expense salary line to cover the salary difference from restructuring job descriptions/responsibilities.**

Department Head:

*Anthony West*

**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR THE COUNTY CLERK'S OFFICE**

**WHEREAS**, the County Clerk's Office has additional funds in their tax automation line:  
and

**WHEREAS**, such funds can be transferred to the salary line to cover a salary difference  
due to restructuring; and

**WHEREAS**, the budget therefore needs to be amended to allow this transfer accordingly  
and this need 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:

**018.181.00.4101                      Salary-Personnel                      \$7600.00**

And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at  
the November 16, 2021 A.D. Session.

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

DATED this 16<sup>th</sup> day of November 2021 A.D.

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

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

ATTEST:

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

Budget Amendment – Transfer- County Clerk

APPROVED BY FINANCE PERSONNEL: November 8, 2021

Steve Fourez Y N A  
Committee Chairperson

Craig Golden Y N A

Wesley Bieritz Y N A

Mary Ellen Surprenant Y N A

Crisi Walls Y N A

Becky Stark Y N A

Bruce Stark Y N A

APPROVED BY TAX AND ELECTIONS: November 2, 2021

Tom Morse Y N A  
Committee Chairperson

Joel Bird Y N A

Marla Mackiewicz Y N A

Nancy O’Kane Y N A

Becky Stark Y N A

Bruce Stark Y N A

Jerry Hawker Y N A