

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – October 7, 2021
4. Land Bank – Mike Davis Presentation
5. Audience Comments
6. Financial Update
7. Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the County Clerk - \$8,800.00
8. Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Sheriff's Department - \$20,000.00
9. Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Animal Control Department - \$9,872.00
10. ARPA Expenditures
11. Formation of Personnel Expense Ad Hoc Committee
12. 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.
13. Items of Information
 - Changes to 2022 budget
14. Adjournment

Finance & Personnel Committee
Monday, October 7, 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, Mary Surprenant and Crisi Walls. Excused absent were; Craig Golden, Bruce Stark and Becky Stark. Also, in attendance; Larry Baughn – Vermilion County Board Chairman, Cassy Carter – Financial Administrative Manager, Lindsay Light – County Clerk’s Office, Robyn Heffern – County Clerk’s Office, Bill Donahue – Risk Consultant, Jacqueline Lacy – State’s Attorney, Darren Duncan – Vermilion County Treasurer, Erika Briggs – Auditor, Nancy Boose – Human Resources Director, Matt Long – Supervisor of Assessments, Doug Toole – Health Department Administrator, Dave Stone- Vermilion County Recorder and Melinda Fourez – Audience member.

Agenda Item 2 - Adoption/Amendments to the Agenda

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

Agenda Item 3 - Approval of Minutes – September 13, 2021

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

Agenda Item 4 - Audience Comments

None

Agenda Item 5 – Financial Update

Ms. Briggs reviewed the finance update that consisted of the General Fund Revenue document, and the Fund Equity Changes Report. She stated not much has changed on the funds since the last meeting. Fund 005, Liability Fund, is showing negative due to potential liability, the outside auditor has made this post. The American Rescue fund had a purchase of a truck for use by the Buildings & Grounds staff.

Agenda Item 6 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Sheriff’s Department - \$31,000.00

Walls motioned, second by Bieritz to discuss. Chairman Baughn explained this is an amendment that is done yearly. This is reimbursed money from the community for having security for many outside activist. This need to be moved into the salary line to cover the deputy over time.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Mary Ellen Surprenant and Crisi Walls. 4 yes, 3 absent. Motion passed.

Agenda Item 7 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the State’s Attorney - \$3,500.00

Bieritz motioned, second by Walls to discuss. Lacy explained this was moving money from one category to a line to pay for a second shredder.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Mary Ellen Surprenant and Crisi Walls. 4 yes, 3 absent. Motion passed.

Agenda Item 8 – Vermilion County Tax Levy – 2021 - 2022 FY

Bieritz motioned, second by Surprenant to discuss. Chairman Baughn explained this is with the proposed EAV of 3%, but Long is thinking it will be 3.5% and should know this number soon. Chairman

Baughn explained this would leave a surplus in the General Fund, so will move the extra money into the Liability Fund and the FICA Fund since they have been running short. He also explained that due to the changes in the courthouse to the Fines and Fees, it will be the burden of the county to fund the court house. We need to keep collecting what we can so this will help fund the courthouse in four years. Also, with the increase in minimum wage, we need to ensure the money is there to pay wages.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Mary Ellen Surprenant and Crisi Walls. 4 yes, 3 absent. Motion passed.

Agenda Item 9 – Vermilion County Budget 2021 – 2022 FY

Bieritz motioned, second by Surprenant to discuss. Chairman Baughn presented the Vermilion County Budget for fiscal year 2022. Discussion ensued on the budget. It was also mentioned of possibly forming a committee to discuss salaries. Upon the call to question by Bieritz, the roll call vote the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Mary Ellen Surprenant and Crisi Walls. 4 yes, 3 absent. Motion passed.

Upon the call of the roll to put the 2021-2022 Budget on display the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Mary Ellen Surprenant and Crisi Walls. 4 yes, 3 absent. Motion passed.

Agenda Item 10 – Executive Session

None

Agenda Item 11 - Items of Information

None

Agenda Item 12 – Adjournment

Committee Chairman Fourez adjourned the meeting at 6:59 PM.

Minutes by: Cassy Carter, Financial Administrative Manager



Fund Equity Changes Report

Through 10/31/21
Summary Listing

Fund	Fund Description	Beginning Balance	YTD Revenues	YTD Expenses	Estimate Fund Balance
Fund Category Governmental Funds					
Fund Type General Fund					
001	GENERAL FUND	7,241,346.63	17,881,693.63	12,515,573.06	12,607,467.20
	Fund Type General Fund Totals	<u>\$7,241,346.63</u>	<u>\$17,881,693.63</u>	<u>\$12,515,573.06</u>	<u>\$12,607,467.20</u>
Fund Type Special Revenue Funds					
002	IMRF FUND	751,822.66	988,738.91	1,209,555.83	531,005.74
003	VERMILION CO HEALTH DEPARTMENT	1,523,309.54	1,742,113.30	1,490,583.84	1,774,839.00
004	MENTAL HEALTH 708 FUND	529,198.80	843,316.47	846,161.20	526,354.07
006	PSB RENT FUND	8,464,694.97	9,890,227.82	12,876,659.60	5,478,263.19
007	COUNTY HIGHWAY FUND	922,469.37	793,058.16	923,469.30	792,058.23
009	LAW ENFORCEMENT FUND	5,057,399.38	1,532,807.09	1,091,832.49	5,498,373.98
010	INDEMNITY FUND	144,888.25	67,811.93	64,228.25	148,471.93
011	ANIMAL CONTROL FUND	151,389.71	645,417.67	661,173.71	135,633.67
012	VETERANS ASSISTANCE COMMISSION	72,095.41	132,428.22	51,753.20	152,770.43
013	GIS AUTOMATION FUND	193,002.47	213,030.02	152,874.96	253,157.53
014	PROBATION SERVICE FUND	70,417.84	106,768.66	84,076.23	93,110.27
015	COUNTY CLERK VITAL RECORDS	33,598.12	13,333.87	14,565.75	32,366.24
018	CO CLERK TAX AUTOMATION FUND	13,870.16	8,264.09	461.91	21,672.34
019	FICA (SOCIAL SECURITY)	212,121.34	1,318,392.32	1,175,360.07	355,153.59
022	STATE'S ATTY AUTOMATION	1,710.09	3,472.36	2,876.84	2,305.61
035	CORONER'S AUTOMATION	36,668.15	22,820.46	5,612.98	53,875.63
041	CAPITAL IMPROVEMENTS FUND	657,848.41	240,655.35	191,199.01	707,304.75
042	NORTH FORK SPEC SERV AREA 1	251,435.02	49,891.09	56,532.39	244,793.72
043	NORTH FORK SPEC SERV AREA 2	67,856.82	17,230.54	21,302.06	63,785.30
044	NORTH FORK SPEC SERV AREA 3	16,879.19	3,651.42	4,096.55	16,434.06
047	DUI FUND	.00	3,550.00	.00	3,550.00
048	LAW ENFORCEMENT GRANT	27.28	.00	.00	27.28
062	COUNTY BRIDGE FUND	1,167,329.42	369,030.30	10,688.01	1,525,671.71
063	LAW LIBRARY FUND	87,070.92	24,334.68	24,948.31	86,457.29
069	WORKING CASH FUND	.15	.00	.00	.15
071	TRAFFIC FEE FUND	173,217.28	32,872.77	21,595.16	184,494.89
073	PUBLIC DEFENDER AUTOMATION FUND	501.28	546.16	.00	1,047.44
074	COURT AUTOMATION FUND	38,796.81	106,840.32	97,053.57	48,583.56
075	COURT SECURITY FEE FUND	80,316.46	161,537.19	155,970.61	85,883.04
076	RECORDER SPECIAL FUND	284,635.00	51,526.64	27,928.76	308,232.88
078	CIRCUIT CLERK OPER & ADMIN	72,731.14	24,957.13	3,791.13	93,897.14
079	COURT DOCUMENT STORAGE FUND	203,388.68	107,892.63	57,719.97	253,561.34
080	DRUG COURT FEE FUND	70,425.38	1,374.74	2,139.21	69,660.91
081	VC ELECTRONIC MONITOR	57,487.78	39,775.96	39,617.99	57,645.75
086	BOARD OF ELECTION FUND	1,809.39	88,684.37	90,493.76	.00
088	TREASURER AUTOMATION FUND	122,334.72	55,325.49	26,840.30	150,819.91
090	VC TRUSTEE REVOLVING FUND	21,619.54	11,543.93	15,983.75	17,179.72
091	CHILD SUPPORT/MAINT	23,456.73	115,452.12	30,977.31	107,931.54
097	VICTIM WITNESS/ATTY GENERAL	29,832.75	22,617.35	25,548.40	26,901.70
099	VC MEG/EXP MULTI-JUR NARC	424.35	127,899.61	127,898.94	425.02
	Fund Type Special Revenue Funds Totals	<u>\$21,608,080.76</u>	<u>\$19,979,191.14</u>	<u>\$21,683,571.35</u>	<u>\$19,903,700.55</u>
	Fund Category Governmental Funds Totals	<u>\$28,849,427.39</u>	<u>\$37,860,884.77</u>	<u>\$34,199,144.41</u>	<u>\$32,511,167.75</u>



Fund Equity Changes Report

Through 10/31/21

Summary Listing

<u>Fund</u>	<u>Fund Description</u>	<u>Beginning Balance</u>	<u>YTD Revenues</u>	<u>YTD Expenses</u>	<u>Estimate Fund Balance</u>
Fund Category Proprietary Funds					
Fund Type Enterprise Funds					
066	VC SOLID WASTE MANAGEMENT	900,134.23	239,861.71	184,979.69	955,016.25
	Fund Type Enterprise Funds Totals	<u>\$900,134.23</u>	<u>\$239,861.71</u>	<u>\$184,979.69</u>	<u>\$955,016.25</u>
Fund Type Internal Service Funds					
005	LIABILITY INSURANCE FUND	(816,037.03)	1,298,243.80	1,057,277.40	(575,070.63)
	Fund Type Internal Service Funds Totals	<u>(\$816,037.03)</u>	<u>\$1,298,243.80</u>	<u>\$1,057,277.40</u>	<u>(\$575,070.63)</u>
	Fund Category Proprietary Funds Totals	<u>\$84,097.20</u>	<u>\$1,538,105.51</u>	<u>\$1,242,257.09</u>	<u>\$379,945.62</u>
Fund Category Fiduciary Funds					
Fund Type Private-Purpose Trust Funds					
052	ELECTRONIC CITATION FUND	40,580.72	21,971.99	.00	62,552.71
072	TREASURER'S ACCT FUND	33,606.65	2,409.39	11,805.62	24,210.42
	Fund Type Private-Purpose Trust Funds Totals	<u>\$74,187.37</u>	<u>\$24,381.38</u>	<u>\$11,805.62</u>	<u>\$86,763.13</u>
	Fund Category Fiduciary Funds Totals	<u>\$74,187.37</u>	<u>\$24,381.38</u>	<u>\$11,805.62</u>	<u>\$86,763.13</u>
	Grand Totals	<u>\$29,007,711.96</u>	<u>\$39,423,371.66</u>	<u>\$35,453,207.12</u>	<u>\$32,977,876.50</u>

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 \$8,800.00

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 16th 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

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

Dept: 510 - County Clerk

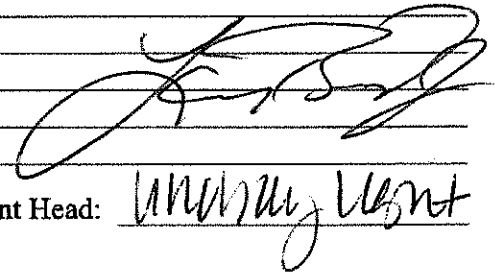
Date: 11/5/2021

Account Number	Account Description	Original Appr.	Additional	To Read
<u>018.181.00.4101</u>	<u>Salary - Personnel</u>	\$ <u>0.00</u>	\$ <u>8,800.00</u>	# <u>8800,00</u>
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____

Narrative:

We had a tax buyer reassign certificates (\$7,790 worth and another \$2,000 this morning) resulting in extra money this year in our tax automation revenue line. We would like to move this money into the expense salary line to cover the salary difference from restructuring job descriptions/responsibilities.

Department Head:



ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE SHERIFF'S DEPARTMENT**

WHEREAS, the Sheriff's Department requires additional funds in their prisoner supply line: and

WHEREAS, such funds can be transferred from the food line to acquire needed mattresses for inmates; 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:

FROM:		TO:		
006.340.00.4392	FOOD	006.340.00.4232	Prisoner Supplies	\$20,000.00

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 16th day of November 2021 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Budget Amendment – Transfer- Sheriff's Department

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

Request for Transfer
Fiscal Budget
2020 - 2021

Dept: 340

Date: 10 - 25 - 2021

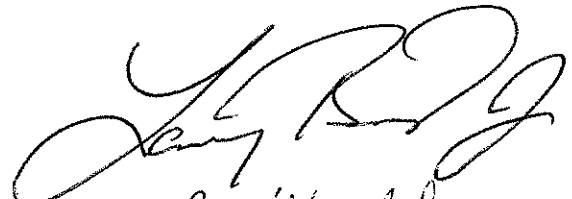
From: Food

To: Prisoner Supplies

Line Item	Description	Line Item	Description	Amount
006 - 340 - 00 - 4392	Food	006 - 340 - 00 - 4232	Prisoner Supplies	\$ 20,000.00
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$

NARRATIVE:

We are requesting transfer from Food to Prisoner Supplies for the purchase of mattresses for inmates.


 W. Patrick Hambrick
 Department Head:

Approved By:

County Board Chair:

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE ANIMAL CONTROL DEPARTMENT**

WHEREAS, the Animal Control is in receipt of funds due to bond posted for animal care costs pending a resolution of a court case; and

WHEREAS, The Animal Control Department must expend funds first in order to receive reimbursement from said bond; and

WHEREAS, such additional funds to be now added will be reimbursed from the posted bond immediately after expending the funds; and

WHEREAS, the budget therefore needs to be amended 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 complete an out-of-category line item transfer and so amend the budget for fiscal year 2020-2021 as set out below:

011.440.00.4238	Special Circumstances	\$9,872.00
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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.

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

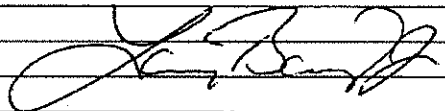
Dept: Animal Control Fund

Date: 11/4/2021

Account Number	Account Description	Original Appr.	Additional	To Read
<u>011.440.00.4238</u>	<u>Special Circumstances</u>	\$ <u>17,143</u>	\$ <u>9,872</u>	<u>27,015</u>
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____

Narrative:

To pay for expenses of animals that will be reimbursed from bond case number 21MR451.



Department Head: Kasey Snyder

Approved By:

_____ Committee

Finance Committee

_____ Chairman

_____ Chairman

Dated: _____

Dated: _____



Detail General Ledger Report

G/L Date Range 10/01/21 - 11/05/21

Include Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount
G/L Account Number 040.640.00.4361 CONTRACTUAL/PROF SERVICES								
11/02/2021	2021-00004794	JE	AP	A/P Invoice Entry	Accounts Payable		4,000.00	
<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>
06700	Apptegy, Inc			Thrillshare ROE	11/02/2021	Check	16078	4,000.00
							Total	\$4,000.00
<hr/>								
11/05/2021	2021-00004889	JE	AP	A/P Invoice Entry	Accounts Payable		68,283.09	
<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>
28168 B	Illinois Counties Risk Management			Property and Liability Premium 9/27-11/30/2021	10/13/2021			68,283.09
							Total	\$68,283.09

Account	CONTRACTUAL/PROF SERVICES	Totals	\$72,283.09	\$0.00
Project	GENERAL	Totals	\$72,283.09	\$0.00
Department	AMERICAN RESCUE PLAN	Totals	\$72,283.09	\$0.00
Fund	AMERICAN RESCUE PLAN	Totals	\$72,283.09	\$0.00
Grand Totals			\$72,283.09	

Beginning Revenue	Previous Expenses	This month	Remaining Balance
\$7,357,551.51	\$158,645.37	\$72,283.09	\$7,126,623.05