

Finance & Personnel Committee
Monday, February 14, 2022
5:00 PM, 2nd Floor, VCAB

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – January 31, 2022
4. Audience Comments
5. Financial Update
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.
7. Salary Discussion – Building & Grounds (Maintenance & Housekeeping)
8. Land Bank
9. Items of Information
10. Adjournment

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 Ellen Surprenant, Bruce Stark and Becky Stark. Excused absent were; Craig Golden and Crisi Walls. Also, in attendance; Larry Baughn – Vermilion County Board Chairman, Cassy Carter – Financial Administrative Manager, Bill Donahue – Risk Consultant, Nancy Boose – HR Director, Dave Stone – Recorder and Missy Quick – Circuit Clerk.

Agenda Item 2 - Adoption/Amendments to the Agenda

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

Agenda Item 3 - Approval of Minutes – January 24, 2022

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

Agenda Item 4 - Audience Comments

None

Agenda Item 5 – Executive Session:

- 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.

Upon the call of the roll the following members voted to go into Executive Session at 5:05PM to wit: Steve Fourez, Wes Bieritz, Mary Ellen Surprenant, Bruce Stark and Becky Stark. 5 yes, 2 absent. Motion passed.

Upon the call of the roll the following members voted to exit out of Executive Sessions at 5:48PM to wit: Steve Fourez, Wes Bieritz, Mary Ellen Surprenant, Bruce Stark and Becky Stark. 5 yes, 2 absent. Motion passed.

Agenda Item 6 – Salary Discussion

Salary Discussion ensued regarding the Circuit Clerk department under Executive Session.

Agenda Item 7 - Items of Information

Chairman Baughn noted the next Finance meeting will be held on February 7th. This meeting will be a regular finance meeting along with a few smaller departments salaries to review.

Agenda Item 8 – Adjournment

Committee Chairman Fourez adjourned the meeting at 5:59PM.

Minutes by: Cassy Carter, Financial Administrative Manager

Vermilion County Revenue 2021 vs 2022 -as of January

Revenue	Description	Budget 2021 (Estimated Revenue)	Budget 2022 (Estimated Revenue)	Actual 2021	Actual 2022	% of Budget 2021	% of Budget 2022
3101	Real Estate Taxes	\$ 2,439,880.00	\$ 2,530,818.00	\$ 31,075.09	\$ -	1.27%	0.00%
3201	Liquor License Fees	\$ 50,000.00	\$ 60,000.00	\$ 42,125.00	\$ 33,725.00	84.25%	56.21%
3301	State Income Taxes	\$ 3,200,000.00	\$ 3,400,000.00	\$ 198,439.81	\$ 579,252.30	6.20%	17.04%
3304.01	Sales Tax/Regular	\$ 385,000.00	\$ 450,000.00	\$ 26,956.54	\$ 110,498.64	7.00%	24.56%
3304.02	Sales Tax/Supplemental	\$ 1,700,000.00	\$ 1,700,000.00	\$ 138,476.60	\$ 364,091.95	8.15%	21.42%
3305	Recreational Use Tax	\$ 50,000.00	\$ 900,000.00	\$ (134,594.98)	\$ 190,491.47	0.00%	21.17%
3306	Corp Replacement Tax	\$ 1,374,608.00	\$ 1,800,000.00	\$ 380,277.91	\$ 620,919.21	27.66%	34.50%
3307	Hotel/Motel Tax	\$ 5,000.00	\$ 5,000.00	\$ 405.57	\$ 661.61	8.11%	13.23%
3311.01	State Salary Reimb/ Pub Def	\$ 107,365.00	\$ 112,728.00	\$ 8,686.11	\$ 18,341.58	8.09%	16.27%
3311.02	State Salary Reimb/ Probation	\$ 1,251,840.00	\$ 1,274,276.00	\$ 234,894.84	\$ 97,693.09	18.76%	7.67%
3311.04	State Salary Reimb/ Asst Atty	\$ 4,000.00	\$ 4,000.00	\$ 333.33	\$ 666.66	0.00%	0.00%
3311.05	State Salary Reimb/ ST Atty	\$ 157,130.00	\$ 161,603.00	\$ 12,660.10	\$ 26,933.86	8.06%	16.67%
3311.06	State Salary Reimb/ S of A	\$ 36,415.00	\$ 37,507.00	\$ 2,946.25	\$ 6,160.22	8.09%	16.42%
3318	S.S.A. Reimb/Prisoners	\$ 3,000.00	\$ 3,000.00	\$ 3,600.00	\$ -	120.00%	0.00%
3321	EMA Grant Reimb	\$ 40,000.00	\$ 50,000.00	\$ 10,414.10	\$ 1,200.00	26.04%	2.40%
3325	Reimb/ Dare Program	\$ 17,500.00	\$ 17,500.00	\$ -	\$ -	0.00%	0.00%
3326	WIB Grant/ Travel	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	0.00%	0.00%
3353	School Service Grant	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
3425	VOCA Grant	\$ 47,816.00	\$ -	\$ 51,686.00	\$ 62,146.90	0.00%	#DIV/0!
3501	Public & Co Fees/ Circuit Clerk	\$ 654,000.00	\$ 654,000.00	\$ 50,183.25	\$ 77,563.53	7.67%	11.86%
3501.02	Public & Co Fees/ County Clerk	\$ 256,000.00	\$ 256,000.00	\$ 25,687.64	\$ 19,563.14	10.03%	7.64%
3501.03	Public & Co Fees/ Recorder	\$ 300,000.00	\$ 300,000.00	\$ 52,087.61	\$ 67,016.22	17.36%	22.34%
3501.04	Public & Co Fees/ Sheriff	\$ 90,000.00	\$ 90,000.00	\$ 15,807.57	\$ 11,136.46	17.56%	12.37%
3501.06	Public & Co Fees/ St Atty	\$ 80,000.00	\$ 80,000.00	\$ 9,512.83	\$ 7,157.75	11.89%	8.95%
3510	Court Security Fees	\$ 210,000.00	\$ 210,000.00	\$ 15,257.60	\$ 35,755.70	7.27%	17.03%
3540	Bond Processing Fee	\$ 68,000.00	\$ 68,000.00	\$ 14,113.00	\$ 10,134.00	20.75%	14.90%
3541	Sheriff's Services	\$ 27,000.00	\$ 27,000.00	\$ 1,037.50	\$ 2,670.90	3.84%	9.89%
3544	Traffic/Conservation Co. Fees	\$ 50,000.00	\$ 50,000.00	\$ 74,296.72	\$ 3,223.95	148.59%	6.45%
3545	Sheriff's Sale Fees	\$ 55,000.00	\$ 55,000.00	\$ 6,600.00	\$ 4,200.00	12.00%	7.64%
3556	State Police Vehicle Fees	\$ 750.00	\$ 750.00	\$ 20.92	\$ -	2.79%	0.00%
3601	Fines	\$ 80,000.00	\$ 80,000.00	\$ 8,690.76	\$ 7,201.79	10.86%	9.00%
3602	Bond Forfeiture	\$ 60,000.00	\$ 60,000.00	\$ 8,186.00	\$ 11,282.00	13.64%	18.80%
3701	Interest	\$ 60,000.00	\$ 60,000.00	\$ 3,157.76	\$ 1,015.99	5.26%	1.69%
3702	Rent CSB/Annex	\$ 30,000.00	\$ 30,000.00	\$ -	\$ -	0.00%	0.00%
3704	Public Defender Client Reimb	\$ 1,000.00	\$ 1,000.00	\$ 75.00	\$ -	7.50%	0.00%
3706	Surcharge/ Circuit Clerk	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
3707	County Jail Medical Fee	\$ 5,500.00	\$ 5,500.00	\$ 3,920.91	\$ 1,208.76	71.29%	21.98%
3708	Penalty Cost & Interest	\$ 282,000.00	\$ 225,000.00	\$ 1,682.86	\$ 202,906.64	0.60%	90.18%
3710	Miscellaneous	\$ 150,000.00	\$ 150,000.00	\$ 907,793.49	\$ 12,380.29	605.20%	8.25%
3711	EMA-Tier Hazardous fee	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
3712	Memorial Funds	\$ -	\$ -	\$ (20,100.00)	\$ -	0.00%	0.00%
3715	Lump Sum Charges	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
3719	5% DNA ID- Circuit Clerk	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
3721	5% Youth Diversion	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
3723	FTA Warrant Fee	\$ 20,000.00	\$ 20,000.00	\$ 3,010.00	\$ 2,100.00	15.05%	10.50%
3726	Franchise Fees	\$ 135,000.00	\$ 125,000.00	\$ -	\$ -	0.00%	0.00%
3727	Gambling Revenue	\$ 215,000.00	\$ 251,000.00	\$ 32,582.66	\$ 42,978.55	15.15%	17.12%
3902	Transfers In	\$ 360,000.00	\$ 360,000.00	\$ -	\$ 181,759.27	0.00%	50.49%
3904	Transfers from Fund 009	\$ 600,000.00	\$ 600,000.00	\$ -	\$ -	0.00%	0.00%
Total		\$ 14,683,804.00	\$ 16,289,682.00	\$ 2,221,986.35	\$ 2,814,037.43	15.13%	17.27%
						Should be 17 %	↑



Fund Equity Changes Report

Through 01/31/22
Summary Listing

Fund	Fund Description	Beginning Balance	YTD Revenues	YTD Expenses	Current Fund Balance
Fund Category Governmental Funds					
Fund Type General Fund					
001	GENERAL FUND	12,433,660.93	2,814,037.43	1,794,686.94	13,453,011.42
	Fund Type General Fund Totals	\$12,433,660.93	\$2,814,037.43	\$1,794,686.94	\$13,453,011.42
Fund Type Special Revenue Funds					
002	IMRF FUND	494,166.90	150.10	183,640.77	310,676.23
003	VERMILION CO HEALTH DEPARTMENT	1,679,079.14	415,485.73	203,958.60	1,890,606.27
004	MENTAL HEALTH 708 FUND	563,868.41	308.90	235,764.96	328,412.35
006	PSB RENT FUND	8,089,099.83	619,864.96	1,321,986.05	7,386,978.74
007	COUNTY HIGHWAY FUND	738,073.13	4,687.31	133,183.10	609,577.34
009	LAW ENFORCEMENT FUND	5,549,277.96	303,231.87	28,109.70	5,824,400.13
010	INDEMNITY FUND	148,570.57	53,754.33	62,790.57	139,534.33
011	ANIMAL CONTROL FUND	72,429.56	74,997.24	95,995.78	51,431.02
012	VETERANS ASSISTANCE COMMISSION	155,192.77	48.38	6,662.10	148,579.05
013	GIS AUTOMATION FUND	263,358.63	37,160.63	33,250.00	267,269.26
014	PROBATION SERVICE FUND	91,780.01	18,938.49	8,620.34	102,098.16
015	COUNTY CLERK VITAL RECORDS	31,783.80	995.87	480.00	32,299.67
018	CO CLERK TAX AUTOMATION FUND	12,961.24	5.38	.00	12,966.62
019	FICA (SOCIAL SECURITY)	339,487.99	837.16	207,472.23	132,852.92
022	STATE'S ATTY AUTOMATION	2,513.65	511.47	.00	3,025.12
035	CORONER'S AUTOMATION	55,912.81	5,042.88	185.72	60,769.97
041	CAPITAL IMPROVEMENTS FUND	715,389.31	814.03	.00	716,203.34
042	NORTH FORK SPEC SERV AREA 1	247,485.22	14.76	11,933.55	235,566.43
043	NORTH FORK SPEC SERV AREA 2	65,139.86	1,159.06	4,496.70	61,802.22
044	NORTH FORK SPEC SERV AREA 3	16,662.13	5.19	864.75	15,802.57
047	DUI FUND	3,550.00	199.60	.00	3,749.60
048	LAW ENFORCEMENT GRANT	27.28	.00	.00	27.28
062	COUNTY BRIDGE FUND	1,548,419.03	218.46	69,799.83	1,478,837.66
063	LAW LIBRARY FUND	85,914.21	4,154.24	1,896.83	88,171.62
069	WORKING CASH FUND	.15	.00	.00	.15
071	TRAFFIC FEE FUND	186,491.65	5,307.09	30,238.43	161,560.31
073	PUBLIC DEFENDER AUTOMATION FUND	1,087.02	178.98	.00	1,266.00
074	COURT AUTOMATION FUND	53,744.67	15,753.16	23,192.10	46,305.73
075	COURT SECURITY FEE FUND	81,804.47	23.89	23,256.54	58,571.82
076	RECORDER SPECIAL FUND	309,778.78	7,276.28	3,889.92	313,165.14
078	CIRCUIT CLERK OPER & ADMIN	95,093.21	3,709.39	534.00	98,268.60
079	COURT DOCUMENT STORAGE FUND	255,054.25	15,984.37	8,609.70	262,428.92
080	DRUG COURT FEE FUND	69,516.65	122.61	175.00	69,464.26
081	VC ELECTRONIC MONITOR	46,896.80	9,215.68	6,884.00	49,228.48
086	BOARD OF ELECTION FUND	.00	.00	.00	.00
088	TREASURER AUTOMATION FUND	121,113.24	38,565.35	707.74	158,970.85
090	VC TRUSTEE REVOLVING FUND	17,548.71	1,356.74	393.55	18,511.90
091	CHILD SUPPORT/MAINT	104,572.62	2,353.55	4,552.89	102,373.28
097	VICTIM WITNESS/ATTY GENERAL	23,096.75	7.59	1,923.57	21,180.77
099	VC MEG/EXP MULTI-JUR NARC	425.02	36,000.00	36,000.00	425.02
	Fund Type Special Revenue Funds Totals	\$22,336,367.43	\$1,678,440.72	\$2,751,449.02	\$21,263,359.13
	Fund Category Governmental Funds Totals	\$34,770,028.36	\$4,492,478.15	\$4,546,135.96	\$34,716,370.55
Fund Category Proprietary Funds					
Fund Type Enterprise Funds					
066	VC SOLID WASTE MANAGEMENT	951,131.88	45,029.37	15,339.96	980,821.29
	Fund Type Enterprise Funds Totals	\$951,131.88	\$45,029.37	\$15,339.96	\$980,821.29
Fund Type Internal Service Funds					
005	LIABILITY INSURANCE FUND	(557,660.91)	137.32	413,111.67	(970,635.26)
	Fund Type Internal Service Funds Totals	(\$557,660.91)	\$137.32	\$413,111.67	(\$970,635.26)
	Fund Category Proprietary Funds Totals	\$393,470.97	\$45,166.69	\$428,451.63	\$10,186.03
Fund Category Fiduciary Funds					
Fund Type Private-Purpose Trust Funds					
052	ELECTRONIC CITATION FUND	64,128.05	3,363.25	.00	67,491.30
072	TREASURER'S ACCT FUND	10,153.44	187.88	2,763.62	7,577.70
	Fund Type Private-Purpose Trust Funds Totals	\$74,281.49	\$3,551.13	\$2,763.62	\$75,069.00
	Fund Category Fiduciary Funds Totals	\$74,281.49	\$3,551.13	\$2,763.62	\$75,069.00
	Grand Totals	\$35,237,780.82	\$4,541,195.97	\$4,977,351.21	\$34,801,625.58



Detail General Ledger Report

G/L Date Range 01/01/22 - 01/31/22

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	Actual Balance	
G/L Account Number 040.640.00.4101 SALARY - PERSONNEL								Balance To Date:	\$4,041.93	
01/07/2022	2022-00000304	JE	HR	Payroll Post BW Bi-Weekly 01/07/22	Payroll Post		3,109.16		7,151.09	
01/21/2022	2022-00000498	JE	HR	Payroll Post BW Bi-Weekly 01/21/22	Payroll Post		3,109.16		10,260.25	
							Account SALARY - PERSONNEL Totals	\$6,218.32	\$0.00	\$10,260.25
G/L Account Number 040.640.00.4155 INSURANCE - LIFE/HEALTH								Balance To Date:	\$950.00	
01/07/2022	2022-00000304	JE	HR	Payroll Post BW Bi-Weekly 01/07/22	Payroll Post		475.00		1,425.00	
01/21/2022	2022-00000498	JE	HR	Payroll Post BW Bi-Weekly 01/21/22	Payroll Post		475.00		1,900.00	
							Account INSURANCE - LIFE/HEALTH Totals	\$950.00	\$0.00	\$1,900.00
G/L Account Number 040.640.00.4361 CONTRACTUAL/ PROF SERVICES								Balance To Date:	\$358,225.42	
01/04/2022	2022-00000265	JE	AP	A/P Invoice Entry	Accounts Payable		850.00		359,075.42	
<i>Invoice Number Vendor Description</i>				<i>Invoice Date Payment Type Payment Number</i>			<i>Amount Distribution Amount</i>			
2021-2193 SHIPING BAO		Autopsy 11.20.21		01/01/2022 Check 16635		850.00 850.00				
							Total	\$850.00	\$850.00	
01/13/2022	2022-00000396	JE	AP	A/P Invoice Entry	Accounts Payable		40,000.00		399,075.42	
<i>Invoice Number Vendor Description</i>				<i>Invoice Date Payment Type Payment Number</i>			<i>Amount Distribution Amount</i>			
01.13.22 Danville Branch NAACP #3009		Donation for COVID Clinics		01/13/2022 Check 16723		40,000.00 40,000.00				
							Total	\$40,000.00	\$40,000.00	
01/24/2022	2022-00000530	JE	AP	A/P Invoice Entry	Accounts Payable		4,377.50		403,452.92	
<i>Invoice Number Vendor Description</i>				<i>Invoice Date Payment Type Payment Number</i>			<i>Amount Distribution Amount</i>			
02.01.22 Elizabeth Bray Knecht		Mental Health Training 02.22		01/24/2022 Check 16779		4,377.50 4,377.50				
							Total	\$4,377.50	\$4,377.50	
							Account CONTRACTUAL/ PROF SERVICES Totals	\$45,227.50	\$0.00	\$403,452.92
							Project GENERAL Totals	\$52,395.82	\$0.00	
							Department AMERICAN RESCUE PLAN Totals	\$52,395.82	\$0.00	
							Fund AMERICAN RESCUE PLAN Totals	\$52,395.82	\$0.00	
							Grand Totals	\$52,395.82	\$0.00	

Beginning Revenue	2021 Expenses	January Expenses	Remaining Balance
\$ 7,357,551.51	\$ 634,395.01	\$ 52,395.82	\$ 6,670,760.68