

Finance & Personnel Committee
Monday, February 6, 2023
5:00 PM, 2nd Floor, Joseph G. Cannon Building

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Steve Miller called the Finance & Personnel meeting to order at 5:00 PM. Upon the call of the roll, the following members were present; Steve Miller, Jerry Hawker, Craig Golden, Bruce Stark, Joe Eakle, Shelley McClain, and Nancy O’Kane. Todd Johnson was excused absent. 7 Present, 1 Absent. Also, in attendance; Larry Baughn Jr.– Vermilion County Board Chairman, Russell Rudd – EMA Director, James Siddens – Village of Alvin, Missy Quick – Circuit Clerk, Kyle Richards – Buildings & Grounds, Nancy Boose – HR Director, Erika Ramsey – Vermilion County Auditor, Cassy Carter- Vermilion County Financial Resources Director, Bill Donahue – Risk Consultant, Matt Long – Supervisor of Assessment, Bill Pickett – WAND News, Jennifer Jenkins – Vermilion County Board Office and Dr. Wes Bieritz – Landbank.

Agenda Item 2 - Adoption/Amendments to the Agenda

Eakle motioned, second by Hawker to approve the agenda. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes – January 9, 2023

Finance Chairman Miller stated he was very happy with the detail in the January minutes. Hawker motioned to approve the minutes, second by McClain. Motion passed by acclamation.

Agenda Item 4 - Audience Comments

Matt Long noted the elevator had been out of service for a few days in February. He has an employee that can only use the elevator and not the stairs. He is also concerned about the large mailing for senior freeze, and wants to ensure all can use the elevator to the third floor. The back elevator only goes from the sally port to the second floor. He is requesting that it is approved to use ARPA funds to purchase a new ADA compliant elevator as quickly as possible. McClain asked if there is an elevator issue, before it can be replaced, if we could set up a work station on the first floor, Long was concerned about staffing, but this will be addressed if it happens during this senior freeze mailings.

Agenda Item 5 – Financial Update

Erika Ramsey referenced her handout that reflects fund balances through 1/31/2023. The General Fund is doing very well. It is significantly higher than budgeted. She also noted that Ms. Carter processed the yearly check from the General Fund to the Animal Control Fund so that fund is no longer negative.

Hawker asked about the Animal Control Fund stating it will be negative by \$80,000. Chairman Baughn stated that he is working on ways to cut expenses. Hawker stated the Animal Director needs to watch this fund. Ms. Carter stated the transfer was larger for FY2023 budget than previous budgets. This would ensure the budget balanced and was not planning for negative fund balance. McClain explained there were unplanned expenses, such as the large hoarder case for cats and another large hoarder case for dogs, both were homes in Catlin. This would have been a huge expense. Ms. Ramsey stated they have been having issues with getting deposits from the Animal Shelter in a timely manner. Ms. Ramsey stated this has been an ongoing issue. Finance Chairman Miller noted the Animal Shelter has always had to have money transferred from the General Fund. Hawker also questioned the pay for the Animal Shelter director. He notes that she is being paid at a higher rate than the board approved. Chairman Baughn stated he is working on the Animal Shelters issues and this will be resolved.

The ARPA report was also attached showing a balance of \$10,704,506.83 with no questions to Carter from that report.

Agenda Item 6 - ARPA Update

Ms. Carter handed out a report of all ARPA Requests, along with the submitted letters and documents. Discussion ensued on ARPA funds. Ms. Carter noted the county is not under any financial obligation to donate money outside of the county needs, as she was requested to find that answer.

Hawker stated he is concerned with the number of records at the Court House and asked Missy Quick to attend the meeting. She requested ARPA funds to help clean up the sensitive case files. She will get a quote to have all papers put

on microfilm, since the state requires this. Also, she will work with Jennifer for a shredding event. There have been a few issues with pipes leaking and are concerned about this happening again. Missy will attend the March Finance meeting to give an update on pricing. The Finance Committee agreed that we need to get quotes for the needed projects, then revisit after completed to find if there are any remaining funds. Chairman Baughn advised there is an ongoing list of projects for Vermilion County Buildings that have been planned since the beginning discussions of the ARPA funds. Building and Grounds attended this meeting to review projects and bids.

Shelly McClain explained she feels the county should donate 10% of the ARPA funds to communities in Vermilion County that need help with projects. She stated she would like to review this once all of the county building needs are addressed.

Agenda Item 7 - Vermilion County Building Projections

Ms. Jenkins handed out projection sheets on the cost to repair/upgrade the Court House, Joseph G. Cannon Building, Health Department and the Animal Shelter. With the elevator replacement needed the total for all would be close to \$7,500,000. Ms. Jenkins stated she would request the RFP for the elevators right away. Kone has explained this will not be less than \$1,000,000.00. Also, will getting prices to fix or replace the front doors. She will also work with Allied about the ventilation in the Animal Shelter. Hawker stated his concerns about the ability to air condition the kennels. Hawker stated, as chairman of Health & Education, he would like to be kept informed on this. Once more information is obtained, this should be brought to property committee.

Agenda Item 8 - ARPA - Village of Muncie Additional Request \$9,454.00

Hawker motioned, second by McClain to discuss. Chairman Baughn explained this is an additional request from the Village of Muncie, due to a needed pole with power to place the emergency sirens on. These sirens were previously approved for payment from the ARPA fund, and there was an oversight of this additional needed equipment. Finance Chairman Miller asked if this would complete this project, Chairman Baughn answered yes, this would complete this. Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Stark, Eakle, McClain and O'Kane. 7 yes, 1 absent. Motion passed.

Agenda Item 9 - Resolution – RE: Continued Emergency Action – Higginsville Road Repair – ARPA - \$1,400,000.00

Eakle motioned, second by Golden to discuss. Chairman Baughn explained this is needed so that the Higginsville Road project can continue. Federal Government is paying part of this, but this amount will be the obligation of the county. This road is used a lot, and we need to move forward with a permanent fix. If this were to be paid out of the budget, then other projects planned for the year would have to be delayed.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Stark, Eakle, McClain and O'Kane. 7 yes, 1 absent. Motion passed.

Agenda Item 10 - Ordinance - RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the EMA Department - \$56,262.48

Hawker motioned, second by McClain to discuss. Hawker stated he would like all Ordinances to go through their parent committees before going to Finance. Golden stated that Finance is the first Committee meeting of the month, so we didn't want to slow the process down. With grant money coming in, this would need to be added to the revenue and expense lines. This would allow EMA to pay the consulting invoice. Rudd explained this is budget amendment to EMA line from grant money to pay for a consulting firm. Miller confirmed this cost the county nothing.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Stark, Eakle, McClain and O'Kane. 7 yes, 1 absent. Motion passed.

Agenda Item 11 - Ordinance - RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Mental Health Department - \$42,609.00

McClain motioned, second by Stark to discuss. Chairman Baughn explained this is moving money from the FY2022 budget into the FY2023. This is money that was not spent from donations from Gibson Area Hospital.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Stark, Eakle, McClain and

O’Kane. 7 yes, 1 absent. Motion passed

Agenda Item 12 - Ordinance - RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Health Insurance Fund - \$9,500.00

Hawker motioned, second by Eakle to discuss. Hawker noted that we need to move all this to one line and not track per department due to the amount of work this creates for Carter. Carter explained that due to New World, the accounting system, we have to budget by department because the insurance expense follows the employee via their payroll department. Hawker stated he was trying to help come up with a more efficient plan.

Chairman Baughn explained this budget amendment is for the health insurance line due to benefits elected by employees.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Stark, Eakle, McClain and O’Kane. 7 yes, 1 absent. Motion passed

Agenda Item 13 - Ordinance - RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the General Fund – Judge’s Grant - \$88,058.31

McClain motioned, second by Golden to discuss. Chairman Baughn explained this is for a grant that Karen Rudd (newly retired IT director) acquired along with Judge O’Shaughnessy. This is for Technology changes at the Court House. This is reimbursable grant money so will need to add the Revenue and Expense lines to pay invoices.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Stark, Eakle, McClain and O’Kane. 7 yes, 1 absent. Motion passed

Agenda Item 14 - Ordinance - RE: Abating Annual Tax Levy – Jail Expansion and Juvenile Detention Center Projects - \$544,115.00

Stark motioned, second by Golden to discuss. Chairman Baughn explained this was a yearly ordinance which would abate the property taxes.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Stark, Eakle, McClain and O’Kane. 7 yes, 1 absent. Motion passed

Agenda Item 15 – Executive Session

None

Agenda Item 16 - Items of Information

Chairman Baughn stated North Fork will abate taxes this year. There may be a change for next year.

Hawker questioned the work at home. He stated, since COVID is over, he wanted to inquire if people were still working from home? McClain stated she feels this should be left up to the department head to decide this. Chairman Baughn stated that is up to the department head, the animal shelter director informs the chairman if she works from home. The County Board staff whom works from home also informs Chairman Baughn. There are jobs can be done at home with fewer interruptions. Hawker asked if HR can set up protocol for work from home. McClain stated she wants to trust the department heads to come up with their own rules on this.

Finance Chairman Miller stated Mr. Duncan to was to contact Chairman Baughn about a day of activity for the event of renaming of the Administration building to Joseph G. Cannon Building. This event will be held on May 6th. Miller is working to get a public speaker. Also, he will be working with the county on new signage for the building.

Agenda Item 17 – Adjournment

Committee Chairman Steve Miller adjourned the meeting at 6:45 PM.

Minutes by: Cassy Carter, Vermilion County Financial Resources Director