

**Finance & Personnel Committee**  
**Monday, May 6, 2024**  
**5:00 PM, 2<sup>nd</sup> 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, Becky Stark and Lon Henderson. Chairman Baughn present as Ex-Officio voting member. Excused absent was Craig Golden. Absent were Joe Eakle, Todd Johnson, Jim McMahon, and Greg Shepard. 5 Present, 5 Absent.

Also, in attendance; Cassy Carter- Financial Resources Director, Thomas Gregory – Probation Director, Clayton Fauver – Financial Resources Director Health Department, Jim Russell – Director of Mental Health, Wendy Lambert – Mental Health, Matt Long – Supervisor of Assessment, Erika Ramsey – Auditor, Brian Talbott - Tech Services Director, Blaine Meadows – Centrica Business Solutions and Kyle Richards – Maintenance Supervisor.

**Agenda Item 2 - Adoption/Amendments to the Agenda**

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

**Agenda Item 3 - Approval of Minutes – April 9, 2024**

Stark motioned to approve the minutes as presented, second by Henderson. Motion passed by acclamation.

**Agenda Item 4 - Audience Comments**

Blaine Medows gave an update on the Energy Savings Projects. He stated they are now including the doors at the Joseph G Cannon building into their scope. They are waiting for the approval from the Historical Society for the windows at Joseph G Cannon Building. Medows stated if they can get this approval quickly, then this will go back to property then to Finance for a vote in June.

**Agenda Item 5 – Financial Update**

Ramsey presented a handout titled “Finance Meeting Notes”. This noted the significant items which are contributing to the General Fund collecting less in revenue this year than last year at this time. The Corporate Replacement Tax is lower than budgeted due to this number being over budgeted. Bond Processing Fee and Bond Forfeiture are lower due to the no bond new laws. The Miscellaneous line is lower due to not receiving checks from Constellation, Carter is working on this issue. On the Fund Equity Changes Report there were no significant changes from the previous month. Miller noted the “healthy balance” of the Law Enforcement Fund and questioned transferring a portion of this into the General Fund. Carter explained this is from the quarter percent sales tax, and that she is working with the Sheriff to process a large transfer from this fund into Fund 006 for PSB Rent. This will be processed with the FY2024-2025 budget. Ramsey noted the ARPA balance is \$5,716,963.36. Carter noted per the ARPA Communities & Villages financial reports, the remaining balance is currently \$0.

**Agenda Item 6 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the General Fund, Non-Departmental - \$53,560.00**

Hawker motioned, second by Baughn to approve. Talbott explained this is a grant from AOIC for technology in the court rooms. This reflects a new grant of \$53,560. This would allow grant money to come in, grant money to go out. Carter noted this was passed by Judicial & Rules Committee and the Technology Committee. Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Stark, Henderson and Baughn. 5 yes, 5 absent. Motion passed.

**Agenda Item 7 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Mental Health Board 708 Fund – Budget Amendment - \$75,000.00**

Henderson motioned, second by Stark to approve. Russell explained this is transferring funds from the Opioid Settlement into the Mental Health Fund. Since this is an allowable expense with the settlement monies, this would allow paying for the Illinois Recovery Oriented System of Care expenses for various mental health trainings.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Stark, Henderson and Baughn. 5 yes, 5 absent. Motion passed

**Agenda Item 8 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Probation Service Fund - \$15,000.00**

Henderson motioned, second by Hawer to approve. Gregory explained this is transferring funds from the Opioid Settlement into the Probation Services Fund. Since this is an allowable expense with the settlement monies, this will allow probation employees to attend the spring and/or fall probation conferences.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Stark, Henderson and Baughn. 5 yes, 5 absent. Motion passed

**Agenda Item 9 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Probation Service Fund - \$2,000.00**

Hawker motioned, second by Stark to approve. Gregory explained this is transferring funds from the Opioid Settlement into the Probation Services Fund. Since this is an allowable expense with the settlement monies, this will purchase bus passes for probation clients to attend office visits and various treatment programs.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Stark, Henderson and Baughn. 5 yes, 5 absent. Motion passed

**Agenda Item 10 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Drug Court Fund - \$10,000.00**

Stark motioned, second by Henderson to approve. Carter explained this is transferring funds from the Opioid Settlement into the Drug Court Fund. Since this is an allowable expense with the settlement monies, this will allow the specialty courts judges, attorneys, and probation employees to attend the Specialty Courts yearly training conference.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Stark, Henderson and Baughn. 5 yes, 5 absent. Motion passed

**Agenda Item 11 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Solid Waste Fund – Budget Amendment - \$10,000.00**

Henderson motioned, second by Hawker to approve. Fauver explained this is grant money coming in to help pay for a consultant to write the five-year Solid Waste plan.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Stark, Henderson and Baughn. 5 yes, 5 absent. Motion passed

**Agenda Item 12 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Health Department Fund – Budget Amendment - \$30,000.00**

Baughn motioned, second by Henderson to approve. Fauver explained this is grant money coming in from the Local Health Protection Grant for STI screening. This money will be used for STI equipment, supplies travel and personnel.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Stark, Henderson and Baughn. 5 yes, 5 absent. Motion passed

**Agenda Item 13 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for Non-Departmental – Budget Amendment - \$100,000.00**

Stark motioned, second by Henderson to approve. Carter explained this is moving ARPA interest money from the General Fund into an expense line to pay approved expense of the Vermilion County Metropolitan Exposition Auditorium and Office Building Authority to purchase a new HVAC unit. This expense was voted on and passed at the Special Finance Committee Meeting on 4/9/24.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Stark, Henderson and Baughn. 5 yes, 5 absent. Motion passed

**Agenda Item 14 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Health Insurance Lines – Budget Amendment - \$21,000.00**

Henderson motioned, second by Hawker to approve. Carter explained this is due to health insurance amounts being estimated for each department, each year, at the beginning of the year. Due to the changes in employees or the changes of the employee’s benefits, the added money is needed to pay for the employees’ health insurance.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Stark, Henderson and Baughn. 5 yes, 5 absent. Motion passed

**Agenda Item 15 – Executive Session**

None

**Agenda Item 16 - Items of Information**

Chairman Baughn stated the county is still awaiting the estimate and check from the EMA building. Miller stated he called Jennifer Jenkins to ask about the elevator status and she informed him that they are waiting to hear from the architects. Henderson stated he had a discussion with Matt Long on an idea of where to place the elevator. He stated they would have to bump out the second and third floor to be ADA compliant.

**Agenda Item 17 – Adjournment**

Committee Chairman Steve Miller adjourned the meeting at 6:00PM.

Minutes by: Cassy Carter, Vermilion County Financial Resources Director