

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – June 7th, 2021
4. Audience Comments
5. Financial Update
6. Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Regional Office of Education - \$8,489.00
7. Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Non-Departmental Services - \$14,088.00
8. Resolution – 2022 Legal Holidays for Vermilion County, IL
9. Resolution – RE: Salary Schedule – State's Attorney
10. Resolution – RE: Salary Schedule – Public Defender
11. 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.
12. Items of Information
13. Adjournment

Finance & Personnel Committee
Monday, June 7th, 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, Craig Golden, Mary Surprenant and Crisi Walls. Excused absent were; Bruce Stark and Becky Stark. Also, in attendance; Larry Baughn – Vermilion County Board Chairman, Cassy Carter – Financial Administrative Manager, Erika Briggs- Auditor, Darren Duncan – Vermilion County Treasurer, Bill Donahue – Risk Consultant and Melinda Fourez – Audience Member.

Agenda Item 2 - Adoption/Amendments to the Agenda

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

Agenda Item 3 - Approval of Minutes – May 3rd, 2021

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

Agenda Item 4 - Audience Comments

None

Agenda Item 5 – Financial Update

Ms. Briggs distributed a finance update that consisted of the General Fund Revenue as of May document, and the Fund Equity Changes Report. Ms. Briggs stated the Traffic/Conservation Fee line has been corrected by the Circuit Clerk. Bieritz inquired about the Liability Fund to which Briggs explained this was due to higher/unplanned Workers Compensation claims. Chairman Baughn stated he is going to look into other Workers Compensation providers that are fully insured instead of self-insured. This would allow the ability to budget this fund without the risk of paying unplanned claims from the county budget. Chairman Baughn also noted the recreational use tax, liquors fees, sales tax, and gambling revenues are all tracking well over budget. The first tax installment will post on July 1st and this is tracking above budget as well.

Agenda Item 6 – Auditor’s Budget 2022

Golden motioned, second by Bieritz to discuss. Ms. Briggs presented the Auditor’s Budget for 2022. She reviewed her budget worksheet along with her narrative. She noted this budget has decreased \$16,972 from the budget last year. This decrease eliminates a currently unused part time position that she feels is no longer needed since systems are now more automated. The postage budget line currently has a higher amount than in the past, this is due to the use of the postage machine. All stamps left by previous auditor have all been depleted. The Auditor’s office mails the monthly credit card bill and the county 1099’s. Ms. Briggs has added a Publication line which is used for quarterly reports that have to be published in the paper as well as on line. The dues line is for the Illinois Auditor’s Association. The educational line is used for conferences/training that are pertinent to the Auditor’s office. Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Craig Golden, Mary Ellen Surprenant and Crisi Walls. 5 yes, 0 absent. Budget passed.

Agenda Item 7 – Executive Session

None

Agenda Item 8 - Items of Information

Chairman Baughn stated that the county has received \$7,300,000 of the \$14,000,000 expected from the federal government for the American Rescue Plan. The second and final payment should be received in 2022. Chairman Baughn, Erika Briggs and Bill Donahue are participating in seminars to ensure the money is spent on designated allowed expenses. Examples of allowed spending are; HVAC units, salary to administer the grant, vehicles for EMA, police, fire and public safety, IT related issues for upgrades for storage and security. Chairman Baughn stated he is going to first look into the needs for the county, then will review other requests he has received.

Agenda Item 9 – Adjournment

Committee Chairman Fourez adjourned the meeting at 5:46 PM.

Minutes by: Cassy Carter, Financial Administrative Manager

DRAFT



Fund Equity Changes Report

Through 07/01/21

Summary Listing

		Beginning			Estimate
Fund	Fund Description	Balance	YTD Revenues	YTD Expenses	Fund Balance
Fund Category					
Fund Type General Fund					
001	GENERAL FUND	7,849,234.63	12,592,302.77	8,158,615.36	12,282,922.04
Fund Type General Fund		\$7,849,234.63	\$12,592,302.77	\$8,158,615.36	\$12,282,922.04
Fund Type Special					
002	IMRF FUND	739,025.66	629,406.01	763,068.86	605,362.81
003	VERMILION CO	1,681,094.54	1,309,515.67	964,961.33	2,025,648.88
004	MENTAL HEALTH 708	518,236.80	521,525.26	557,920.33	481,841.73
006	PSB RENT FUND	6,857,336.97	6,538,230.05	4,504,261.40	8,891,305.62
007	COUNTY HIGHWAY	912,075.37	507,980.83	590,773.99	829,282.21
009	LAW ENFORCEMENT	5,038,405.38	800,526.21	886,712.35	4,952,219.24
010	INDEMNITY FUND	144,888.25	62,391.62	64,228.25	143,051.62
011	ANIMAL CONTROL	151,389.71	514,411.85	392,141.01	273,660.55
012	VETERANS	72,095.41	84,303.33	31,017.64	125,381.10
013	GIS AUTOMATION	193,002.47	126,918.89	99,466.50	220,454.86
014	PROBATION SERVICE	70,417.84	80,113.47	52,144.82	98,386.49
015	COUNTY CLERK	33,880.12	6,688.00	7,838.00	32,730.12
018	CO CLERK TAX	13,870.16	444.34	.00	14,314.50
019	FICA (SOCIAL	195,749.34	839,110.60	738,504.92	296,355.02
022	STATE'S ATTY	1,710.09	2,459.77	2,876.84	1,293.02
035	CORONER'S	36,668.15	14,046.23	3,356.30	47,358.08
041	CAPITAL	657,848.41	228,718.31	195,061.09	691,505.63
042	NORTH FORK SPEC	251,435.02	32,895.49	40,893.54	243,436.97
043	NORTH FORK SPEC	67,856.82	11,278.72	15,409.16	63,726.38
044	NORTH FORK SPEC	16,879.19	2,376.38	2,963.30	16,292.27
047	DUI FUND	.00	2,167.00	.00	2,167.00
048	LAW ENFORCEMENT	27.28	.00	.00	27.28
062	COUNTY BRIDGE	1,162,392.42	235,051.72	(3,542.99)	1,400,987.13
063	LAW LIBRARY FUND	87,070.92	16,820.90	18,657.20	85,234.62
069	WORKING CASH	.15	.00	.00	.15
071	TRAFFIC FEE FUND	173,217.28	22,974.97	21,558.16	174,634.09
073	PUBLIC DEFENDER	501.28	378.19	.00	879.47
074	COURT	38,796.81	73,406.74	76,220.67	35,982.88
075	COURT SECURITY	80,316.46	161,357.15	97,788.88	143,884.73
076	RECORDER SPECIAL	284,635.00	34,750.19	16,479.92	302,905.27
078	CIRCUIT CLERK	72,731.14	17,629.67	1,021.99	89,338.82
079	COURT DOCUMENT	203,388.68	74,346.83	34,707.56	243,027.95
080	DRUG COURT FEE	70,425.38	1,031.84	794.21	70,663.01
081	VC ELECTRONIC	57,487.78	24,663.54	21,273.00	60,878.32
086	BOARD OF ELECTION	1,809.39	.00	.00	1,809.39



Fund Equity Changes Report

Through 07/01/21
Summary Listing

		Beginning			Estimate
Fund	Fund Description	Balance	YTD Revenues	YTD Expenses	Fund Balance
088	TREASURER	122,334.72	45,144.19	24,371.74	143,107.17
090	VC TRUSTEE	21,619.54	9,197.89	4,450.43	26,367.00
091	CHILD	23,456.73	109,295.13	18,749.19	114,002.67
097	VICTIM	29,832.75	22,563.46	16,552.40	35,843.81
099	VC MEG/EXP MULTI-	424.35	96,662.81	96,662.14	425.02
	Fund Type Special	<u>\$20,084,333.76</u>	<u>\$13,260,783.25</u>	<u>\$10,359,344.13</u>	<u>\$22,985,772.88</u>
	Fund Category	\$27,933,568.39	\$25,853,086.02	\$18,517,959.49	\$35,268,694.92
	Fund Category Proprietary				
	Fund Type Enterprise				
066	VC SOLID WASTE	782,916.23	170,224.42	120,585.41	832,555.24
	Fund Type Enterprise	<u>\$782,916.23</u>	<u>\$170,224.42</u>	<u>\$120,585.41</u>	<u>\$832,555.24</u>
	Fund Type Internal				
005	LIABILITY	78,801.97	823,810.93	967,474.05	(64,861.15)
	Fund Type Internal	<u>\$78,801.97</u>	<u>\$823,810.93</u>	<u>\$967,474.05</u>	<u>(\$64,861.15)</u>
	Fund Category Proprietary	\$861,718.20	\$994,035.35	\$1,088,059.46	\$767,694.09
	Fund Category Fiduciary				
	Fund Type Private-				
052	ELECTRONIC	40,580.72	14,977.74	.00	55,558.46
072	TREASURER'S ACCT	33,606.65	1,471.78	18,378.93	16,699.50
	Fund Type Private-	<u>\$74,187.37</u>	<u>\$16,449.52</u>	<u>\$18,378.93</u>	<u>\$72,257.96</u>
	Fund Category Fiduciary	<u>\$74,187.37</u>	<u>\$16,449.52</u>	<u>\$18,378.93</u>	<u>\$72,257.96</u>
	Grand Totals	<u>\$28,869,473.96</u>	<u>\$26,863,570.89</u>	<u>\$19,624,397.88</u>	<u>\$36,108,646.97</u>

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE REGIONAL OFFICE OF EDUCATION**

WHEREAS, the Regional Superintendent of has access to a State funding source to pay one-time annual stipends to employees for the fiscal year 2020-2021; and,

WHEREAS, such outside funding requires an amendment to receive and disperse such funds to the Salary Personnel line; and

WHEREAS, the budget therefore needs to be amended to recognize such funds and to receive and accordingly disperse such funds as set out in the attached request and this 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:

001.101.00.3353	School Services Grant	\$8,489.00
001.420.59.4101	Salary-Personnel	\$8,489.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the July 13, 2021 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 13th day of July 2021 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

APPROVED BY Health and Education 6/17/21:

Kevin Green Y N A
Committee Chairperson

Phearn Butler Y N A

Robert Boyd Y N A

Marla Mackiewicz Y N A

Daniel Wright Y N A

Steve Miller Y N A

Diana Frazier-Brenneman Y N A

Larry Baughn (ex-officio) Y N A

Approved by FINANCE/PERSONNEL 7/12/21

Steven Fourez Y N A
Committee Chairperson

Wesley Bieritz Y N A

Craig Golden Y N A

Becky Stark Y N A

Bruce Stark Y N A

Mary Ellen Surprenant Y N A

Crisi Walls Y N A

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

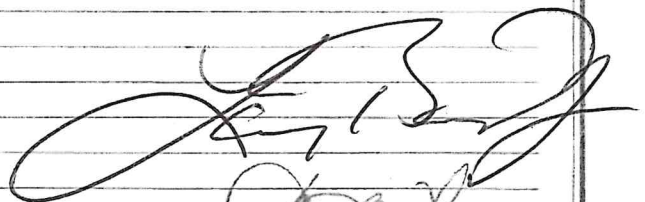
Dept: Regional Superintendent

Date: 5/27/21

Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.101.00.3353</u>	<u>School Service Grant</u>	\$ <u>0</u>	\$ <u>8,489</u>	<u>8489</u>
<u>001.420.59.4101</u>	<u>Salary Personnel</u>	\$ <u>0</u>	\$ <u>8,489</u>	<u>8489</u>
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____

Narrative:

This budget amendment is necessary to allow revenue and expenditures to flow from a state funding source outside the budget for the purpose of paying additional stipends to county employees. The funding source is the ROE School Service Line which is state money outside the county budget.


 Department Head: _____

Approved By:

_____ Committee

_____ Finance Committee

Chairman

Chairman

Dated: _____

Dated: _____

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR NON-DEPARTMENTAL SERVICES**

WHEREAS, the annual audit is funded out of Non-Department Services and the County also employs Clifton Larson Allen to assist with tax payments required for payroll purposes; and

WHEREAS, from time to time this requires the replenishment of that line to fund these continuing costs; and

WHEREAS, this requires a budget amendment to allow for such additional costs; and,

WHEREAS, the budget therefore needs to be amended to recognize these on-going costs 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:

001.168.00.4281 Contractual/ Audit Services \$14,088.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the July 13, 2021 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 13th day of July 2021 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Budget Amendment – Non-Departmental – Audit/Contractual Services

APPROVED BY Finance Personnel: July 12, 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 Amendment
Fiscal Budget
2020 - 2021

Dept: Non-Departmental Services

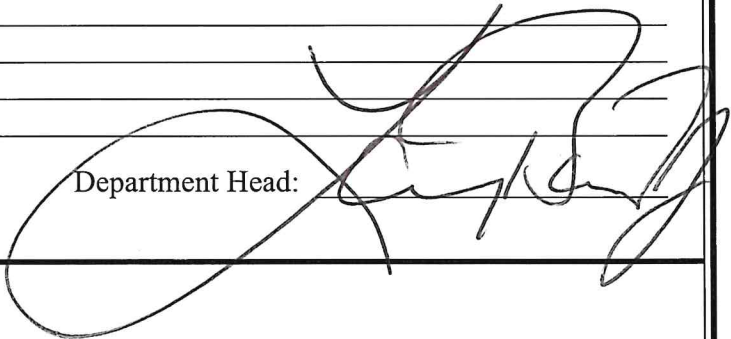
Date: 7/8/2021

Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.168.00.4281</u>	<u>Contractual/Audit Service</u>	\$ <u>3,250</u>	\$ <u>14,088</u>	<u>\$17,338</u>
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____

Narrative:

To pay Clifton Larson Allen for the audit of the November 30, 2020 financial statements. Also, for professional services provided in connection of payroll tax filings. This would pay the current June bill and also expecting one last bill in July 2021.

Department Head:



Approved By:

_____ Committee

Finance Committee

_____ Chairman

_____ Chairman

Dated: _____

Dated: _____

RESOLUTION

RE: 2022 Legal Holidays for Vermilion County, Illinois

WHEREAS, pursuant to the Vermilion County Personnel Policy, a list of holidays shall be distributed to all departments and offices of Vermilion County in December of each year; and,

WHEREAS, holidays were established by the Chief Judge of the Supreme Court of Illinois by order M.R. 5272, as amended July 6, 2021, and forwarded to the County Board by the Chief Judge of the Circuit and Presiding Judge of Vermilion County as now amended; and,

WHEREAS, the County of Vermilion after consultation with the judiciary, believes that government services must and should be operational on Election Day, one of the listed Supreme Court holidays, and desires that in lieu of Election Day, an alternative Spring Break holiday be set and so requests the Chief Judge of the Circuit and Presiding Judge of the County to so order that these holidays shall be observed by Vermilion County as set forth below.

NOW, THEREFORE, BE IT RESOLVED by the Vermilion County Board that the following list of days is observed as legal holidays by the County of Vermilion through the year of 2022:

Friday, December 31, 2021	New Year’s Day (observed)
Monday, January 17, 2022	Martin Luther King Jr. Day
Friday, February 11, 2022	Lincoln’s Birthday (observed)
Monday, February 21, 2022	Washington’s Birthday (observed)
Friday, April 15, 2022	Spring Break
Monday, May 30, 2022	Memorial Day
Monday, June 20, 2022	Juneteenth Day (observed)
Monday, July 4, 2022	Independence Day
Monday, September 5, 2022	Labor Day
Monday, October 10, 2022	Columbus Day (observed)
Friday, November 11, 2022	Veteran’s Day
Thursday, November 24, 2022	Thanksgiving Day
Friday, November 25, 2022	Day following Thanksgiving Day
Monday, December 26, 2022	Christmas Day (observed)

PRESENTED, APPROVED, and RESOLVED by the County Board of Vermilion County, Illinois, at their July 13, 2021, session.

DATED, this 13th day of July, 2021, A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

APPROVED BY FINANCE/PERSONNEL COMMITTEE: Date _____

Steven Fourez	Y	N	A
Chairman			
Wesley Bieritz	Y	N	A
Craig Golden	Y	N	A
Mary Surprenant	Y	N	A
Bruce Stark	Y	N	A
Becky Stark	Y	N	A
Crisi Walls	Y	N	A

Resolution No. _____

R E S O L U T I O N

RE: SALARY SCHEDULE – State’s Attorney

WHEREAS, the State’s Attorney salary is set by the State of Illinois and the State has increased the salary for a cost of living increase effective July 1, 2021; and,

WHEREAS, the salary for the State’s Attorney is now changed effective July 1, 2021 to \$183,434.18; and,

WHEREAS, the County Board desires to recognize such a salary change for the record and accordingly update the salary for the Public Defender who must be at 10% of the State’s Attorney salary to allow the County to be reimbursed for the Public Defender salary as set forth in a separate resolution, and put such change in salary in the budget as approved by the Board, and to authorize any needed budget amendment as may be required.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Vermilion County, Illinois that the State’s Attorney be recognized, as set by the State of Illinois, at \$183,434.18.

PRESENTED, APPROVED, AND RESOLVED by the County Board of Vermilion County, Illinois at the July 13th, 2021, meeting.

DATED, this 13th day of July, 2021.

AYE_____ NAY_____ ABSENT_____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board



Illinois Department of Revenue
Salary Reimbursement

VERMILION COUNTY
 6 N VERMILION STREET
 DANVILLE, IL 618325879

Letter Date: 6/30/2021
 Fiscal Year: 2022
 Effective as of: 7/1/2021

The state's attorney and assistant state's attorney salary reimbursement amounts will be:

Base Salary	2.50 % COLA	Salary
\$178,960.18	\$4,474.00	\$183,434.18

Reimbursement breakdown

	Total Reimbursement	Monthly Reimbursement
1 State's Attorney Salary	\$161,603.18	\$13,466.93
less 1988 deduction \$21,831	\$0.00	\$0.00
2 Assistant State's Attorney		
Mental Health Institution:		
3 Assistant State's Attorney	\$4,000.00	\$333.33
Higher Education Facility:	Danville Area Community College	
Total	\$165,603.18	\$13,800.26

Our records indicate that you have a Full-time Public Defender, per Illinois Statute 55 ILCS 5/3-4007, the Public Defender's salary must be at least 90% of the State's Attorney's salary. Effective 7/1/2021 the new salary for your Public Defender should be \$165,090.76. We will need the attached PTAX-451, as well as County Board action authorizing the new salary (minutes/resolution).

If you have any questions, please contact our Springfield office weekdays between 8:30 a.m. and 4:30 p.m.

PROPERTY TAX DIVISION 3-450
 ASSESSMENT EDUCATION
 ILLINOIS DEPARTMENT OF REVENUE
 PO BOX 19033
 SPRINGFIELD IL 62794-9033

217 785-1356
 217 782-9932 fax
 rev.propertytaxed@illinois.gov

R E S O L U T I O N

RE: SALARY SCHEDULE – Public Defender

WHEREAS, the County has elected to participate in the reimbursement program for the Public Defender salary which requires the salary to be set at a given level based upon the salary as set by the State of Illinois for the State’s Attorney; and,

WHEREAS, the salary for the State’s Attorney was changed effective July 1, 2021 to \$183,434.18 and the salary therefore for the Public Defender should accordingly be changed to \$165,090.76 also effective July 1, 2021; and,

WHEREAS, the County Board recognizes such a salary change, and shall put such change in salary in the budget as approved by the Board, but is now in need of formalizing that change, specifically effective July 1, 2021.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Vermilion County, Illinois that the Public Defender salary be set at \$165,090.76 and that the budget be accordingly amended as needed.

PRESENTED, APPROVED, AND RESOLVED by the County Board of Vermilion County, Illinois at the July 13th, 2021, meeting.

DATED, this 13th day of July, 2021.

AYE_____ NAY_____ ABSENT_____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

