

Finance & Personnel Committee
Monday, August 5, 2024
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, Kevin Bodine, Todd Johnson, Becky Stark, Lon Henderson, Greg Shepard and Jim McMahan. 9 Present, 0 Absent.

Also, in attendance; Larry Baughn – County Board Chairman, Cassy Carter- Financial Resources Director, Blaine Meadows – Centrica Business Solutions, Ashley Immke – Chief Deputy Treasurer Office, Pat Hartshorn – Sheriff, Brian Talbott – Director Technology, Will Keister – Assistant Director Technology, Sandy Cook – Clifton Larson Allen, Kyle Richards – Maintenance Supervisor, Bill Donahue and Thomas Clark – Audience Members, Bill Pickett – WDAN and Erika Ramsey – Auditor.

Agenda Item 2 - Adoption/Amendments to the Agenda

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

Agenda Item 3 - Approval of Minutes – July 8, 2024

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

Agenda Item 4 - Audience Comments

None

Agenda Item 5 – Joseph G Cannon Building Windows – Authorization of board chairman to execute a Project Development Agreement with Centrica Business Solutions (CBSS), a qualified vendor referenced in the RFQ administered by TIPS through the Energy Saving Performance Contracting TIPS contract #220104, to deliver an Investment Grade Audit – documentation to be provided at meeting

Henderson motioned to move to approve the Authorization and Execution of the Development agreement with Centrica Business Solutions. Second by Hawker to approve. Meadows explained since the Joseph G Cannon Building is under rules with the historic society, Centrica is taking over the windows project. They are re-searching restoration cost as well as purchasing approved new windows. These would have a 50-year warranty. There are concerns that the windows could have hazardous materials such as lead based paint thus making this type of restoration an increased price.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Bodine, Johnson, Stark, Henderson and Shepard. McMahan voted No. 8 yes, 1 No. Motion passed.

Agenda Item 6 – Clifton Larson Allen – Sandy Cook – Audit Presentation

Cook reviewed and passed out copies of the final audit numbers.

Agenda Item 7 – Financial Update

Ramsey noted there were no large changes on the Fund Equity Changes Report. The General Fund Revenue report reflects this year we are at 62.28% where as last year at this time we were at 69.40%. She stated the first installment of real estate taxes have been recorded and this equates to 60-61% of the overall grand total to be collected. The ARPA fund balance is \$4,052,403.70.

Agenda Item 8 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the State’s Attorney Office - \$4,219.00

Hawker motioned, second by Henderson to approve. Carter stated this is the yearly COLA increase passed by

the State of Illinois for the State's Attorney salary. This will ensure the county will be reimbursed for 66 2/3% of total salary.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Bodine, Johnson, Stark, Henderson, McMahon and Shepard. 9 yes, 0 No. Motion passed.

Agenda Item 9 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Public Defender's Office - \$4,089.00

Henderson motioned, second by Stark to approve. Carter stated this is the yearly COLA increase passed by the State of Illinois for the Public Defender salary. This keeps the pay at 90% of the State's Attorney salary. This will ensure the county will be reimbursed for 66 2/3% of total salary.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Bodine, Johnson, Stark, Henderson, McMahon and Shepard. 9 yes, 0 No. Motion passed.

Agenda Item 10 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Sheriff Department - \$3,383.00

Stark motioned, second by Hawker to approve. Carter stated this is the yearly COLA increase passed by the State of Illinois for the Sheriff's salary. This keeps the pay at 80% of the State's Attorney salary. This will ensure the county will be reimbursed for 66 2/3% of total salary.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Bodine, Johnson, Stark, Henderson, McMahon and Shepard. 9 yes, 0 No. Motion passed.

Agenda Item 11 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the General Fund, Non-Departmental, Budget Amendment – Judges Grant – Courtroom Technology Modernization Grant - \$2,810.00

Hawker motioned, second by Golden to approve. Carter stated this is adding grant funds for Courtroom Technology Modernization program. This is also increasing the expense line by the same amount so that the money can be expended for this use. This \$2,810 is in addition to the original amount of \$53,560.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Bodine, Johnson, Stark, Henderson, McMahon and Shepard. 9 yes, 0 No. Motion passed.

Agenda Item 12 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for Technology Services Department – Budget Amendment - \$75,283.00

Stark motioned, second by Henderson to approve. Carter stated this adding money into the expense line to purchase needed cameras for the Court House. This money resided in the General Fund via Recreational Use Tax Revenue; this will now be reflected in the expense line to purchase said cameras.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Bodine, Johnson, Stark, Henderson, McMahon and Shepard. 9 yes, 0 No. Motion passed.

Agenda Item 13 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Technology Services Department – Budget Amendment - \$11,464.00

Hawker motioned, second by Bodine to approve. Talbott stated this adding money hardware expense line since grant money was approved for the County Clerks voters' equipment.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Bodine, Johnson, Stark, Henderson, McMahon and Shepard. 9 yes, 0 No. Motion passed.

Agenda Item 14 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for Mental Health 708 Board – Budget Amendment - \$5,975.00

Henderson motioned, second by Stark to approve. Carter stated this adding money to the expense line since money was deposited in revenue as donation and refund check for speaker for ROSC. This will allow the money to be expended.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Bodine, Johnson, Stark, Henderson, McMahon and Shepard. 9 yes, 0 No. Motion passed

Agenda Item 15 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Non-Departmental Services Department - Budget Amendment - \$40,000.00

Golden motioned, second by Henderson to approve. Carter stated this adding money to Contractual/Audit Services expense line to pay audit bills associate with progress billing for 2023.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Bodine, Johnson, Stark, Henderson, McMahon and Shepard. 9 yes, 0 No. Motion passed.

Agenda Item 16 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Liability Insurance Fund - Budget Amendment - \$141,850.00

Hawker motioned, second by Stark to approve. Carter stated this this is moving money into the expense line so that we may pay and invoice to CCMSI from a settled Workers' Compensation case.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Bodine, Johnson, Stark, Henderson, McMahon and Shepard. 9 yes, 0 No. Motion passed

Agenda Item 17 – Budget - Auditor

Henderson motioned, second by Johnson to approve. Ramsey stated this budget shows an increase in the salary line due to moving the Chief Deputy pay to be more in line with the other Chief Deputies. There was a decrease in Education/Training as Dixon will have graduated from the Leadership program.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Bodine, Johnson, Stark, Henderson, McMahon and Shepard. 9 yes, 0 No. Motion passed.

Agenda Item 18 – Budget - Treasurer

Hawker motioned, second by Johnson to approve. Immke explained that Duncan could not make the meeting and she would be presenting their budget. She stated the postage was increased due to the increase in the postage rate. The salary line was also increased due to the 3.125% increase as well as the total of four full-time employees.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Bodine, Johnson, Stark, Henderson, McMahon and Shepard. 9 yes, 0 No. Motion passed.

Agenda Item 19 – Executive Session

None

Agenda Item 20 - Items of Information

Hawker stated the newspaper stated the city and county lawyers agreed on the contract to remove the Bresee Tower building. Baughn stated they are still awaiting the final number. There was also a discussion about the EMA building and the items needing removed from that building. The insurance money was received to tear down this building. McMahon stated he believed the back garage needs to remain as this was paid with federal money for only that part of the building.

Agenda Item 21 – Adjournment

Committee Chairman Miller adjourned the meeting at 6:03PM.

Minutes by: Cassy Carter, Vermilion County Financial Resources Director