

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, JULY 11, 2023  
MINUTES  
5:00 P.M.**

**1. Call to Order**

The meeting was called to order by Chairman Jones at 5:09 P.M.

**2. Roll Call**

Autum Jones, Denise Durst, Zack Ferris all present. Randy Barth is excused and Nathan Schertz is absent.

**3. Approval of Minutes**

a. County Offices - Approval of June 13, 2023, regular meeting minutes. Motion to approve June claims made by Durst, seconded by Ferris. There was a correction to the minutes – under call to order the Chairman was listed a Durst instead of Jones. Correction was made. *Motion passed.*

**3. Approval of Executive Session Minutes**

a. Release or Keep Confidential the Sept. 13, 2022, Executive Session Minutes Motion to release the September 13, 2022, Executive Session Minutes made by Ferris, seconded by Durst. *Motion passed.*

**4. Public Input**

None

**5. Appointments**

None

**6. Claims**

a. Approval of July claims for County Offices Motion to approve July claims made by Durst, seconded by Ferris. *Motion passed.*

b. County Board Per Diem – Roll Call Vote There is one Per Diem for Zack Ferris for \$1,075.00 Motion to approve Ferris per Diem made by Durst, seconded by Ferris. Roll call vote – Durst-yes; Ferris-yes; Jones-yes. *Motion passed.*

**7. New Business**

**a. Budget**

**1. Regional Office of Education - General Fund #070**  
This budget has remained flat. The amount requested has stayed the same for several years.

**2. Veterans Services - General Fund #090**  
Mr. Helsel introduced Jordan Bunting who is the VA Assistant Superintendent. In the past few months they have found out a lot of things that the County needs to change. To be an accredited VA Office, they must work at least 1,000 hours a FY. The VA office is currently open two days a week, and in order to meet the 1,000 hours, they will now be open three days a week. This of course will increase the salaries being paid. The office has seen an increase in veterans coming in for help. The has been receiving donations from the Metamora Women’s Club and American Auxiliary Club. Mr. Helsel had been

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putting those funds into a private account but has moved it over to an account through the Treasurer's Office. He also increased the line item for office supplies. He was asked to investigate what other VA Offices are paying their Superintendent and Assistant Superintendent. The more facts and figures the committee has, the more it helps them. He will be purchasing a cell phone for Mr. Bunting and a laptop for the office. They will be receiving a log-in to the Government VA site which will allow them to see what benefits a vet it entitled to.

**3. Coroner – General Fund #40, Fund 103**

Mr. Ruestman stated that the large increase in his budget is due to the increase in the deputy pay. He brought numbers from other counties on their budget and compared it to his budget – he used counties comparable in size to Woodford County and the other counties are double and even tripled in budget. In 2022 there were 337 deaths, and in 2023 so far there have been 149 deaths. For every cremation certificate issued, he used to receive \$50, by state statute that amount has been increased to \$100. He always gets state grants for death certificates service charge money. He uses that money and helps other offices – he has bought chairs for 911, helped with the drone system for Sheriff's Office, bought headsets for telecommunication, and multiple other purchases. He will be running for coroner next year, and he will be asking for a raise. He is extremely underpaid compared to counties of similar size. It takes a lot of time to investigate a death, training, etc. He contributes his own money to help fund the coroner office. His salary must be set 180 before it takes effect.

**4. Supervisor of Assessment - General Fund #110, #120 Fund #080**

Ms. Gibbs informed the committee that she has filled the vacancy in her office. This is the first year she has ever done a budget. She went back and reviewed old budgets and used that to help her with this year's budget. She left the Board of Review salary the same, however, they have only had two raises in the past 25 years. The committee told her that it is not too late to increase their salary. There are 3 Board of Review members that are paid annually \$5,100. She was asked to get numbers from other counties and bring to the committee. She needs three members, and currently only has two. She is looking for another member – must be a republican and would like to have them from the middle of the County as the western and eastern side of the county have representation. She reduced the software maintenance and support. 2023 was increased to purchase the Cloudpoint program that was added to mapping. She added 5% to the training line. They can take classes free of charge through the Department of Revenue. But there are only so many of those classes you can take. Then you must pay for classes. She feels training it important to keep the knowledge basis up and there are many changes that happen. To keep the office efficient, they need to keep up on the training. Salaries are based on the AFSCME contract. She worked with the Treasure on calculating her salary. She hopes to keep Mr. Twist till the end of this year. She has done bits and pieces of abstracts but has never done the whole process from beginning to end. She would like to keep him on through this process to help her. They have been 8 months without a supervisor and 10 months without an employee, so they have been working hard. The committee is okay with keeping Mr. Twist till the end of year to help support Mrs.

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Gibbs. Salaries for her employees are based off the AFSCME contract. She would like to replace 5 computers in her office as they are old and running slow.

**5. State's Attorney - General Fund #130 Funds #081, #093, #097**

Most of the increase in the State's Attorney budget is from salary increases. The victim's coordinator and the office manager are dictated by the ASCME contract. He would like to raise the Assistant Attorneys salary. The pool of attorneys in Central Illinois is drying up. McLean is down 6 attorneys, and no one is applying. An attorney right out of law school, with no experience is being paid more than \$90,000. Our Assistant States Attorney has over 18 years of experience. The State's Attorney salary is set by the state and 90% is paid by the state. He has a vacancy for another Assistant States Attorney as Mr. Gibson left. He believes it will take more than \$80,000 to find Mr. Gibson's replacement. It was asked if he could get comparison figures from other counties as to assistant State's Attorneys salaries. He will do this and report back to the committee. He also increased the Child Advocacy fund. In the past part of the court costs paid went into the Child Advocacy Fund. The law has changed, and that amount has been cut drastically. All the funds that had been built up in the Child Advocacy Fund have been depleted. This fund is used for children that have been abused to interview and help them. The Forfeited Fund is from drug cases where property has been seized and then sold. This fund can only be used for drug related things. His automation fund by statute can only be used for automation of documents.

**6. County Clerk – General Fund #010, #160 fund 065, 071**

Mrs. Kupfer presented her budget. Salary increases are contractual. She has increased the office expenses as prices are going up. There are 12 continuing ed classes that she must take starting in January. Overtime has been increased because there are two elections next year. The computer equipment line was increased as the election process is changing all the time and she doesn't know what she might need. Fund #160 has been increased because of the two elections next year. They will have to man the voting center 40 days in March and 40 days in November. Election day is considered a holiday, so her staff will be paid at time and one-half. With the two elections comes in increase in ballots, and the election judges pay. She is required to have 5 election judges. She has increased her recorder automation fund in hopes of scanning her tract books. She has not made any adjustment to vital records fund.

**7. County Board – General Fund #100, #290, #295, #310**

Ms. Breyman presented the County Board budget. She increased fund 100 – more members are putting in per Diem and mileage. Her salary is based on AFSCME contract. Office supplies and Vehicle Upkeep were also increased due to rising costs. Fund #295 was kept flat. She has increased the utilities based on what we have spent thus far this year on each utility, anticipated an increase and estimated what next years costs would be. Unfortunately, utilities are expenses that she cannot control, and all budgeted utilities are just a guess.

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It was asked about GPEDC. That is part of #210 and the Treasurer will present that. We held out \$5,000 because of the Port Authority possibly asking for funds. It was reminded that we need to look at upping our contribution to them and to also revisit our commitment to Extension.

**8. Circuit Clerk – General Fund #20, Fund 063, 066, 072, 086**

Mrs. Gilbert's budget was kept flat except for salaries and publications. She has had to add a report that the auditors needed, so that changes the audit budget. The Circuit Clerk Operations funds receives money from court costs and is used to pay for training and mileage to get to training. Fund 063 receives funds from court fees and is used to run the court automation system. Fund 072 will help pay for the scanning of her documents. ARPA will also help with the scanning. Some of the scanning may be paid this year, and some next. She is looking to hire a jury clerk. She was reminded that she needs to go through the proper channels and committee to hire more employees.

It was asked of the Treasurer how interest on the accounts is handled. Monies that come from the Comptroller are directly deposited and earning interest at 5%. She has worked with the banks, and the CD's and money market accounts are earning 3%. The Treasurer has three checking accounts - one is used to transfer from money from the money market account to another checking account based on banking rules for writing checks from money market accounts.

**8. Unfinished Business**

**9. Supervisor of Assessment**

**10. Veteran's Administration**

**11. Other**

-Chairman Jones reminded the department heads that requests for ARPA funds need to go through the Finance Committee.

-The Wall that Heals opening ceremony is at 10 A.M. on Thursday and all are invited.

-If a request for ARPA funds were made, and the project is over the requested amount, the overage will have to be paid out of the departments budget.

-Mr. Helsel from the VA office will be signing up for IMRF. Ms. Andrews will account for that. She uses the personnel payroll sheets to calculate IMRF, Social Security, etc.

**12. Executive Session (if necessary)**


**13. Any action coming out of Executive Session**

**14. Adjournment**

Motion to adjourn made by Ferris, seconded by Durst. *Motion passed.*

Meeting adjourned at 6:28 P.M.

Submitted by: Deb Breyman

  
Autum Jones, Chairman  
County Offices Committee