

COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes for Thursday, January 11, 2018

Call to Order

Committee Vice Chair Lynn Cullick called the Budget and Finance Committee meeting to order at 5:00p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
John Purcell		5:06p.m.	
Lynn Cullick	Here		
Bob Davidson	Yes		
Matt Kellogg	Here		
Matthew Prochaska		5:03p.m.	

Staff Members Present: Latreese Caldwell, Robyn Ingemunson, Bob Jones, Scott Koeppel

Approval of Agenda – Member Davidson made a motion to approve the agenda, second by Member Kellogg. **With three members present voting aye, the agenda was approved by a vote of 3-0.**

Approval of Claims – Member Davidson made a motion to forward Approval of Claims in an amount not to \$441,067.01, Coroner Claims in an amount not to exceed \$954.86, January 16, 2018 Petit Juror Claims in an amount not to exceed \$1,686.31, and January 16, 2018 Grand Juror Claims in an amount not to exceed \$232.28, second by Member Kellogg. **With four members present voting aye, the claims were approved by a vote of 4-0.**

Department Head and Elected Official Reports - None

Reports from Other Committees - None

Items of Business

- *Discussion of Circuit Clerk and Court Fees* – Robyn Ingemunson provided proposed fee increases as well as the state statute regarding the fees, and the maximums allowed. Discussion on fee increases, and how fees might compound new case filings, and final costs for specific case filings with fees that are compounded. **There was consensus by the committee to make decisions about all of the Circuit Clerk and Law Library fee increases at the February 15, 2018 meeting. This would allow the Circuit Clerk to notify the public 2-months before new fees take effect.**

- *Discussion on County-wide Credit Card Policy, Approval Process, Number of Cards issued to which office/department and to whom, and getting cash-back instead of points for County-wide credit card use* – Member Cullick stated that this item came from the Admin HR Committee, with the intention of getting some coordination, record-keeping and accountability of all County issued credit cards. Ms. Cullick also stated that the Admin HR Committee was interested in getting cash-back award instead of points for card use. Bob Jones explained that he and

Treasurer Jill Ferko began working on a credit card policy in 2014. Mr. Jones stated that if the County could pay certain bills, such as utility bills with the County credit card, it could potentially be a revenue stream back to the County. By combining all of the credit card bills, the county could get cash back instead of points. Ms. Cullick stated this would also allow monitoring by the Treasurer's Office, and enforcement for compliance with County guidelines, and adherence to the credit card rules. Ms. Cullick stated that this would also allow the Finance Committee to monitor spending by all County credit card holders.

Mr. Jones said the first step would be to have all department heads and elected officials to provide the number of cards and to whom, in each department/office. Mr. Jones said that current card holders would retain a card, and the credit limit would remain the same, there would be one overall County credit limit, but all of the credit card statements would go to the Treasurer's Office for reconciliation and payment.

The committee reviewed the proposed County policy, and made suggestions for changes. The finalized policy will be further discussed at a future meeting and possibly forwarded to the Board, once the Treasurer's Office gathers all of the credit card information and contacts the Financial Institution for information on the cash-back award program.

- *Discussion of Technology Services Director position salary range* – Discussion on the proposed salary range. There was consensus that the range was appropriate for this position. Mr. Koeppel stated that he planned to post the ad online for 30-days if approved by the County Board on Tuesday, January 16, 2018.
- *Discussion of changing 2nd February meeting day/time to Wednesday, February 28 @ 10:00a.m.* – After discussion, there was consensus that the committee would meet on Tuesday, February 27, 2018 at 8:30a.m.

Public Comment – None

Questions from the Media – None

Items for Committee of the Whole - None

Items for the County Board

Approval of Claims in an amount not to exceed \$441,067.01, Coroner Claims in an amount not to exceed \$954.86, January 16, 2018 Petit Juror Claims in an amount not to exceed \$1,686.31, and January 16, 2018 Grand Juror Claims in an amount not to exceed \$232.28

Executive Session – Not needed

Adjournment – Member Davidson made a motion to adjourn the Budget and Finance Committee meeting, second by Member Kellogg. **The meeting was adjourned at 6:09p.m. by a 5-0 vote**

Respectfully submitted,
Valarie McClain, Administrative Assistant and Recording Secretary