

COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes
Thursday, July 28, 2016

Call to Order

The Budget and Finance Committee was called to order by Chairman John Purcell at 5:35p.m.

Committee Members Present: John Purcell, Bob Davidson, Matthew Prochaska

Member Gryder entered the meeting at 5:41p.m.

Committee Member Absent: Elizabeth Flowers

Others Present: Latreese Caldwell, Robyn Ingemunson, Scott Koeppel, Undersheriff Harold Martin, and Jeff Wilkins

Claims Review and Approval– Member Prochaska moved to forward to the County Board for approval claims in an amount not to exceed \$635,586.44, Grand Juror Claims in an amount not to exceed \$750.00, and Petit Juror claims in an amount not to exceed \$3,800.00, second by Member Davidson. **With four members voting aye, the motion carried.**

Items from Other Committees

From Judicial Committee:

- Court Automation fee – Ms. Ingemunson informed the committee of her request to increase this fee from \$15 to \$25 per case filing, and her reasoning for requesting the increase in this fund. Discussion on the mandatory civil e-filing compliance within one-year, the future mandatory criminal e-filing, the AiSmart Bench for the court rooms, mandatory electronic courtrooms, mandatory E-record which will eliminate paper files, digiTicket, and reconfiguration of the office to include 2 computer workstations equipped with monitor, scanner and printer for litigants and attorneys to utilize for e-filing.
- Document Storage Fee Increase – Ms. Ingemunson will provide the language for the fee increase from \$15 to \$25, and research when these fees were last increased, and report to the committee at the August 11, 2016 Finance meeting. Ms. Ingemunson briefly explained the reasoning for the requested increase and the current financial status of this fund.

Department Heads and Elected Official Reports

From Technology Services:

- Scott Koeppel, Technology Director, stated that his office has been approached by the Judicial Office, Circuit Clerk's office and KenCom, stating they are

asking for increased technology support, and that they would find funding to fund another technology support staff. Mr. Koepfel said in the judicial and circuit clerk's offices they are in need of assistance with the JANO, court automation and e-filing services, and for KenCom it would be using the technology support services for their 911 Dispatch software. KenCom would prefer to utilize County resources rather than using an outside vendor. Mr. Koepfel stated that after reviewing KenCom 911 support tickets since February, he felt his staff would be able to handle any technology support requests they would have.

Mr. Koepfel said that in order to provide this level of support, Technology Services would need to hire an additional staff member to be able to provide support services to these entities. Mr. Koepfel said the agreement with these three offices would completely fund the full salary and benefits for an additional County Technology staff position.

Mr. Koepfel also reported that the Oswego Police Department has asked the County Technology Services office for support. Mr. Koepfel stated that Oswego is simply interested in having support as a stop-gap until they determine how they would like to proceed. Mr. Koepfel stated that additional personnel would be needed if the county entered into an agreement with Oswego.

The committee agreed that there would need to be a commitment of a three-year intergovernmental agreement with possibility of a two-year extension for any governmental entity outside County Offices or Departments.

Items of Business

- *Benefits Reimbursement Policy* – item tabled until the August 11, 2016 meeting
- *FY2017 Budget* – item tabled until the August 11, 2016 meeting
- *IMRF Discussion* – item tabled until the August 11, 2016 meeting

Other Business - None

Public Comment – None

Questions from the Media – None

Items for Committee of the Whole – None

Executive Session – Member Prochaska made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2 (1), second by Member Gryder.

Roll Call: Member Purcell - yes, Member Prochaska – aye, Member Cullick – yes, Member Wehrli – yes. **With all members present in agreement, the committee entered into Executive Session at 6:43p.m.**

Motion made by Member Prochaska, second by Member Gryder to reconvene in Open Session. **With all members voting aye, the committee reconvened in Open Session at 6:46p.m.**

Motion made by Member Prochaska second by Member Gryder to forward to the County Board the approval of the release the Executive Session minutes from January 29, 2015. **With all members present voting aye, the motion carried.**

Action Items for County Board

- *Approval of claims in an amount not to exceed \$635,586.44, Grand Juror Claims in an amount not to exceed \$750.00, and Petit Juror claims in an amount not to exceed \$3,800.00*
- *Approval of the release of Executive Session minutes from January 29, 2015*

Adjournment – Member Prochaska made a motion to adjourn the Budget and Finance Committee meeting, second by Member Gryder. **The meeting adjourned at 6:48p.m.**

Respectfully submitted,

Valarie McClain
Administrative Assistant/Recording Secretary