



COUNTY OF KENDALL, ILLINOIS
**SPECIAL COMMITTEE OF THE WHOLE/
FINANCE COMMITTEE**
KENDALL COUNTY OFFICE BUILDING
2nd Floor County Board Room; 111 W. Fox Street; Yorkville

Thursday, October 28, 2021 at 5:00PM
MEETING AGENDA

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call:** Scott Gryder (Board Chair), Matt Kellogg (Board Vice Chair), Amy Cesich, Brian DeBolt, Elizabeth Flowers, Scott Gengler, Judy Gilmour, Dan Koukol, Ruben Rodriguez, Robyn Vickers
3. **Approval of Agenda**
4. **Approval of Claims**
5. **Department Heads and Elected Official Reports**
6. **New Business**
 - *Discussion of an On Call Stipend for Highway Department Personnel*
 - *Discussion and Approval of the American Rescue Plan Act Funds Non-Profit Grants*
 - *Discussion and Approval of the Kendall County Fiscal Year 2022 Tentative Budget*
7. **Old Business**
8. **Public Comment**
9. **Questions from the Media**
10. **Chairman's Report**
11. **Review Board Action Items**
12. **Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630- 553-4171, a minimum of 24-hours prior to the meeting time

**COUNTY OF KENDALL, ILLINOIS
SPECIAL COMMITTEE OF THE WHOLE/
FINANCE COMMITTEE
Thursday, October 14, 2021 at 4:00 PM
Special Meeting Minutes**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE - The meeting was called to order at 4:00p.m. by County Board Chair Scott R. Gryder, who led the Pledge of Allegiance to the American Flag.

ROLL CALL

Board Member	Status	Arrived	Left Meeting
Amy Cesich	ABSENT		
Brian DeBolt	Here		
Elizabeth Flowers		4:20p.m.	
Scott Gengler	Here		
Judy Gilmour	Here		
Scott Gryder	Here		4:53p.m.
Matt Kellogg	Here		
Dan Koukol	Here		
Ruben Rodriguez	Here		
Robyn Vickers	Here		

Others Present: County Administrator Scott Koeppel, Deputy County Administrator Latreese Caldwell, Financial Analyst Jennifer Karales

APPROVAL OF AGENDA – Motion by Member DeBolt, second by Member Rodriguez. **With eight members present voting aye, the motion carried by a vote of 8-0.**

APPROVAL OF CLAIMS – Motion by Member Vickers, second by Member Gilmour. **With eight members present voting yes, the motion carried by a vote of 8-0.**

EXECUTIVE SESSION – Member DeBolt made a motion to enter Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity (ILCS 120/2 (c), second by Member Gilmour.

ROLL CALL VOTE

Board Member	Vote
Scott Gryder	Yes
Matt Kellogg	Yes
Robyn Vickers	Yes
Elizabeth Flowers	Yes

Board Member	Vote
Scott Gengler	Yes
Judy Gilmour	Yes
Ruben Rodriguez	Yes
Dan Koukol	Yes
Brian DeBolt	Yes

With nine members present voting aye, the committee entered into Executive Session at 4:23p.m.

The committee reconvened into Open Session at 4:31p.m.

DEPARTMENT HEADS AND ELECTED OFFICIAL REPORTS – None

NEW BUSINESS

- *Special Presentation: Grant Presentation with Mutual Ground* – Chairman Gryder and State’s Attorney Eric Weis presented Mutual Ground personnel with an ARPA funded check in the amount of \$25,000.
- *Discussion and Approval of the American Rescue Plan Act Funds Non Profit Grants* – Mr. Koeppel stated the County received three additional non-profit organization applications: Family Counseling Center, Parkview Christian Academy, and Yorkville Chamber of Commerce.

Member Kellogg made a motion to forward these applicants to the County Board of ARPA funding, second by Member Gengler. **With nine members present voting aye, the motion carried by a vote of 9-0.**

- *Discussion and Approval of an American Rescue Plan Act Marketing Plan and Budget* – Mr. Koeppel explained the purpose of seeking an outside organization for marketing, and stated that Yorkville-based Pesola Media Group (PMG), would assist with the development of a webpage, design graphics, social media presence, and email marketing for ARPA funding at a cost of \$499.00 per month, or a total cost not to exceed \$8,000.

Member DeBolt made a motion to forward approval of an agreement with PMG, second by Member Koukol. **With eight members present voting aye, the motion carried by a vote of 8-0.**

- *Discussion and Approval of FY21 Budget Revision* – Member Kellogg explained that the County hasn’t taken the Consumer Price Index (CPI) in five years, and the impact that has had on the County budget.

Mr. Koeppel reviewed the Ordinance Authorizing a Budget Amendment to the Kendall County Fiscal Year 2021 Budget to the committee.

Member Kellogg made a motion to forward the ordinance to the County Board for approval, second by Member Rodriguez. **With eight members present voting aye, the motion carried by a vote of 8-0.**

- *Discussion and Approval of the Kendall County Fiscal Year 2022 Tentative Budget – **Mr. Koepfel stated that this item was discussed and forwarded at a previous Committee of the Whole meeting.***

- *Discussion of Petition 21 – 26 a Request from Robert Bright on Behalf of the Madison Trust and Castle Bank N A and JoAnn Bright-Theis for Major Amendments to the Special Use Permit for a Banquet Facility Granted by Ordinance 2019-23 by Dividing the Building Allowed to be a Banquet Facility into Separate Event Spaces, Setting the Maximum Capacities of the Event Spaces, Setting the Days of and Hours of Operation for the Event Spaces, Amending the Landscaping Plan, and Removing the Requirement that the Barn Doors be Closed by 7:00 p.m. at Events with Music at 10978 Crimmin Road, Newark (PINs: 04-29-300-010, 04-29-300-012, 04-30-400-007, 04-30-400-012, 04-30-400-013, 04-30-400-018, 04-30-400-019, 04-31-200-013, 04-31-200-014, 04-32-100-006, and 04-32-100-008) in Fox Township – Mr. Asselmeier reviewed the petition with the Board explaining that the petitioners were requesting a change of their use of the approximately 19,700 square feet event space building to allow for smaller events and allow for events throughout the year. Mr. Asselmeier reviewed the specific changes requested, and the action summary that included review and comments/concerns from the following entities: Fox Township, Newark Fire Protection District, the Village of Newark, the KC Zoning, Plating and Advisory Committee, the KC Regional Plan Commission, the KC Zoning Board of Appeals, and the KC Planning, Building and Zoning Committee.*

Member Koukol made a motion to forward Petition 21-26 to the County Board for approval, second by Member DeBolt. **With eight members present voting aye, the motion carried by a vote of 8-0**

OLD BUSINESS – None

PUBLIC COMMENT – Kurt Buhle, Jeannette Buhle, Steve Knudson, and Mr. Graves

QUESTIONS FROM THE MEDIA – None

CHAIRMAN’S REPORT – No Report

REVIEW BOARD ACTION ITEMS

- *Approval of Claims*

- *Discussion and Approval of the American Rescue Plan Act Funds Non Profit Grants*

- *Approval of an American Rescue Plan Act Marketing Plan with Pesola Media Group (PMG) in an amount not to exceed \$8,000*

- *Approval of an Ordinance Authorizing a Budget Amendment to the Kendall County Fiscal Year 2021 Budget*

- *Approval of Petition 21 – 26 a Request from Robert Bright on Behalf of the Madison Trust and Castle Bank N A and JoAnn Bright-Theis for Major Amendments to the*

Special Use Permit for a Banquet Facility Granted by Ordinance 2019-23 by Dividing the Building Allowed to be a Banquet Facility into Separate Event Spaces, Setting the Maximum Capacities of the Event Spaces, Setting the Days of and Hours of Operation for the Event Spaces, Amending the Landscaping Plan, and Removing the Requirement that the Barn Doors be Closed by 7:00 p.m. at Events with Music at 10978 Crimmin Road, Newark (PINs: 04-29-300-010, 04-29-300-012, 04-30-400-007, 04-30-400-012, 04-30-400-013, 04-30-400-018, 04-30-400-019, 04-31-200-013, 04-31-200-014, 04-32-100-006, and 04-32-100-008) in Fox Township

ADJOURNMENT – Member Flowers made a motion to adjourn the meeting, second by Member Rodriguez. **With nine members present voting aye, the meeting adjourned at 5:25 p.m.**

Respectfully Submitted,

Valarie McClain, Administrative Assistant and
Recording Secretary

**COUNTY OF KENDALL, ILLINOIS
SPECIAL COMMITTEE OF THE WHOLE/
FINANCE COMMITTEE
Thursday, September 30, 2021 at 5:00 PM
Special Meeting Minutes**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE - The meeting was called to order at 5:14p.m. by County Board Vice Chair Scott R. Gryder, who led the Pledge of Allegiance to the American Flag.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Scott Gryder	Here		
Dan Koukol	Absent		
Matt Kellogg	Here		
Robyn Vickers	Here		
Amy Cesich	Here		
Elizabeth Flowers	Here	5:18	
Brian DeBolt	Absent		
Scott Gengler	Here		
Judy Gilmour	Here		
Ruben Rodriguez	Here		

Others Present: County Administrator Scott Koeppel, Deputy County Administrator Latreese Caldwell, Financial Analyst Jennifer Karales, Sheriff Dwight Baird, WSPY Media Jim Wyman

APPROVAL OF AGENDA – Motion by Member Cesich, second by Member Gengler.

With seven members present voting aye, the motion carried by a vote of 7-0.

APPROVAL OF CLAIMS – Motion by Member Cesich, second by Member Vickers.

ROLL CALL VOTE

Board Member	Vote
Scott Gryder	Yes
Matt Kellogg	Yes
Robyn Vickers	Yes
Amy Cesich	Yes
Elizabeth Flowers	Yes
Scott Gengler	Yes
Judy Gilmour	Yes
Ruben Rodriguez	Yes

With eight members present voting yes, the motion carried by a vote of 8-0.

APPROVAL OF MINUTES FROM July 29, 2021 & August 12, 2021 & August 26, 2021 & September 16, 2021 & September 17, 2021 – Motion by Member Cesich, second by Member Gengler.

With eight members present voting aye the motion carried by a vote of 8-0.

DEPARTMENT HEADS AND ELECTED OFFICIAL REPORTS – None

NEW BUSINESS

- *Discussion and Approval of the American Rescue Plan Act Funds Non Profit Grants* – Mr. Koepfel reported that our first round of grant applications have come through. The applications in the packet have made it past Staff Review and will be ready to have the agreements on Tuesday’s County Board agenda if they are moved along. Member Cesich asked to have a summary list of all the applicants, what is granted to them and the total amount being granted. Jennifer Karales stated the amount being granted is \$206,903. Discussion ensued around what criteria was used to arrive at the grant amount. Member Rodriguez asked to also include a summary of key factors: name of the applicant, 2019 and 2020 revenue and expenditures amounts, number of employees, number of volunteers and amounts. Member Kellogg mentioned a 2nd round of Non Profit Grant for those non-profits that may not have qualified in this current round. **Member Gengler made a motion to forward to County Board, second by Member Gilmour.**

- *Discussion and Approval of the Kendall County Fiscal Year 2022 Tentative Budget* – Ms. Caldwell briefed the committee that a FY22 Budget Change Log details the General Fund deficit at (\$6,256,124) including capital. Board Members discussions ensued around new personnel requests; the CPI Levy increase; reducing the Soil & Water Budget; the Circuit Clerk’s salary expense, CD revenue and transferring Circuit Clerk discretionary funds into the General Fund; increasing \$10,000 transfer into the General Fund from the Highway Fund; increasing the cannabis revenue by \$25,000; Salary increases; establishing a HealthCare Fund. Sheriff Baird discussed the previous retro-pay in his Corrections salary lines which show up as large increases in his FY22 line.

Member Cesich made a motion to forward to County Board, second by Member Gilmour.

ROLL CALL VOTE

Board Member	Vote
Scott Gryder	Yes
Matt Kellogg	Yes
Robyn Vickers	Yes
Amy Cesich	Yes
Elizabeth Flowers	Yes
Scott Gengler	Yes
Judy Gilmour	Yes
Ruben Rodriguez	Yes

With eight members present voting aye the motion carried by a vote of 8-0.

OLD BUSINESS – Member Cesich mentioned one town in Kendall County that had not applied for the ARPA Funds. Member DeBolt went over to the town and was able to convince the town’s mayor to accept the ARPA Funds.

PUBLIC COMMENT – None

QUESTIONS FROM THE MEDIA – Jim Wyman from WSPY asked if the cap for the American Rescue Plan for Non Profits of \$1M? – Yes, for the first round. Do you anticipate more rounds? - Yes, another \$1M round. What entity was denied? - Dickson Valley Ministries. Was the interim Public Defender part of the office before Vicki left? – No.

CHAIRMAN’S REPORT – Meeting on Tuesday.

REVIEW BOARD ACTION ITEMS-

- Claims
- Approval of ARPA Non Profit Grants
- Approval of Kendall County Fiscal Year 2022 Tentative Budget

EXECUTIVE SESSION - None

ADJOURNMENT – Member Gengler made a motion to adjourn the meeting, second by Member Gilmour.

With eight members present voting aye, the meeting adjourned at 6:55 p.m.

Respectfully Submitted,
Latreese Caldwell, Deputy County Administrator
Recording Secretary



KENDALL COUNTY HIGHWAY DEPARTMENT
Francis C. Klaas, P.E. Kendall County Engineer

6780 Route 47, Yorkville, IL 60560 (630) 553-7616 fklaas@co.kendall.il.us

MEMORANDUM

TO: MATT KELLOGG
FROM: FRAN KLAAS
DATE: OCTOBER 27, 2021
SUBJECT: STIPEND LINE ITEM IN HIGHWAY FUND

As discussed previously, I would like to include a new line item in the County Highway Fund that identifies a "Stipend" for Highway Employee(s). I respectfully request that this new line item be inserted into the FY 2022 Budget, with a total of \$2,500 budgeted for the fiscal year. In this way, the salary line items will not need to be modified from what was presented earlier, during the budget presentation; and it will also allow flexibility going forward.

For the coming fiscal year, FY 2022, I would like to assign the entire \$2,500 to the Highway Maintenance Technician, Tim Karales. In addition to Tim's many other duties, he is in charge of all of our traffic signals, and is essentially on-call 24/7/365 to take care of them. He is frequently called out at odd hours to fix or repair these signals. Of course, he is paid for his time working. But having his level of expertise and availability is invaluable to this Department. I believe the stipend is a small way to incentivize his continuing education in signal maintenance, as well as his deep commitment to this Department. Additionally, we will be building 4 new signalized intersections in 2022; so his duties and responsibilities will be increasing significantly.

Thank you for your consideration.

Kendall County Running Total Non-Profit Applications

Date Approved	Name of Non-Profit	Status	Amount Requested	Qualification
9/30 & 10/5	Mutual Ground	501(c)3	25,000	<i>Loss Revenue</i>
9/30 & 10/5	Two by Two Family Ministry	501(c)3	21,141	<i>Loss Revenue</i>
9/30 & 10/5	Knights of Columbus Council	501(c)10	10,153	<i>Loss Revenue</i>
9/30 & 10/5	American Legion Post 489 Yorkville	501(c)19	25,000	<i>Loss Revenue</i>
9/30 & 10/5	Oswegoland Senior Inc.	501(c)3	25,000	<i>Loss Revenue</i>
9/30 & 10/5	Open Door Rehabilitation Center	501(c)3	25,000	<i>Increase Expense</i>
9/30 & 10/5	Kendall County Fair Association	501(c)3	25,000	<i>Loss Revenue</i>
9/30 & 10/5	Digtwon Volleyball	501(c)3	25,000	<i>Increase Expense</i>
9/30 & 10/5	Senior Services Associates	501(c)3	25,000	<i>Increase Expense</i>
10/14 & 10/19	Family Counseling Service	501(c)3	25,000	<i>Increased Expense</i>
10/14 & 10/19	Yorkville Area Chamber of Commerce	501(c)6	25,000	<i>Loss Revenue</i>
10/14 & 10/19	Parkview Christian Academy	501(c)3	25,000	<i>Loss Revenue</i>
Current Applicants	LOOP(Lisbon Organization Of Parents)	501(c)3	8,754	<i>Loss Revenue</i>
Current Applicants	Yorkville Education Foundation	501(c)3	11,416	<i>Increased Expense</i>
Current Applicants	Chapel on the Green	501(c)3	6,317	<i>Loss Revenue</i>
Current Applicants	Hope Pantry, NFP	501(c)3	4,098	<i>Increased Expense</i>
Current Applicants	VFW Post	501(c)19	11,115	<i>Loss Revenue</i>
Current Applicants	Northern Illinois Food Bank	501(c)3	25,000	<i>Increased Expense</i>
Current Applicants	Morris Theatre Guild	501(c)3	5,903	<i>Loss Revenue</i>
Current Applicants	Girl Scouts of Northern IL	501(c)3	25,000	<i>Loss Revenue</i>
Current Applicants	CASA Kendall County	501(c)3	25,000	<i>Increased Expense</i>
Current Applicants	My Daughter's Dress Boutique	501(c)3	2,586	<i>Increased Expense</i>
Current Applicants	Yorkville Music Boosters	501(c)3	4,046	<i>Loss Revenue</i>
Current Applicants	Kendall County Historical Society	501(c)3	5,350	<i>Loss Revenue</i>
Current Applicants	Three Fires Council, Boy Scouts of America	501(c)3	25,000	<i>Loss Revenue</i>
			440,878.65	TOTAL

Kendall County
 ARPA Grant Summary
 October 28, 2021

Policy

Non-Profits who have experienced a loss of revenue or increased expenses since March 2020. The grant request will be 25% of their 2019 or 2020 revenue, capped at \$25,000.

Eligibility Requirements:

Must be a 501c3, 501c6, 501c10, 501c19, or 501c23

Must have submitted a version of Form 990 with the IRS in 2019 and 2020

Must serve residents of Kendall County

	Does Not Apply	Applicant	At Staff Review	At Committee	At Board	Approved	Total
Funds	\$ 210,605.00	\$ 156,531.00	\$ -	\$ 159,584.72	\$ -	\$ 281,293.93	\$ 808,014.65

	Does Not Apply	Applicant	At Staff Review	At Committee	At Board	Approved	Total
Organizations	27	22	0	13	0	12	74

	Applicant to Staff	Staff to Committee	Committee to Board	Board to Approval	Applicant to Approval
Average Days	12.5	4.3	5	0	15.3

Status	LOOP(Lisbon Organization Of Parents)	Yorkville Education Foundation	Chapel on the Green	Hope Pantry, NFP	VFW Post	Northern Illinois Food Bank	Morris Theatre Guild	Girl Scouts of Northern IL	CASA Kendall County	My Daughter Dress Boutique	Yorkville Music Boosters	Kendall County Historical Society	Three Fires Council, Boy Scouts of America
Amount Requested	8,753.50	11,416	6,317	4,098	11,115	25,000	5,903	5,477,118	25,000	2,586	4,046	5,350	25,000
2019 Revenue	35,014	24,537	25,269	4,031	44,460	128,567,048	23,614	5,031,737	195,052	-	30,104	21,505	4,321,811
2020 Revenue	10,925	45,665	15,772	16,393	33,496	174,517,189	13,408	13,408	13,408	10,346	21,477	16,430	2,435,209
Difference in Revenue	(24,089)	21,128	(9,497)	12,362	(10,964)	45,950,141	(10,206)	(5,018,329)	(181,644)	10,346	(8,627)	(5,075)	(1,886,602)
2019 Expense	28,294	11,302	22,939	2,190	21,762	127,202,747	26,257	6,607,440	161,571	10,270	18,598	46,465	4,002,550
2020 Expense	19,877	18,793	14,524	11,475	16,104	158,972,988	19,823	5,850,433	181,482	22,815	17,380	37,574	3,458,720
Difference in Expense	8,417	(7,490)	8,415	(9,285)	5,658	(31,770,241)	6,434	757,007	(19,911)	(12,545)	1,218	8,891	543,830
Qualification	Loss Revenue	Increased Expense	Loss Revenue	Increased Expense	Loss Revenue	Increased Expense	Loss Revenue	Loss Revenue	Increased Expense	Increased Expense	Loss Revenue	Loss Revenue	Loss Revenue
# Employees	0	0	2	0	0	150	0	66	6	0	0	0	82
# Volunteers	35	14	15	10	160	15000	14	4339	55	23	12	70	3491

Kendall County Non-Profit Applications 10/28/21

	Does Not Apply	Applicant Requested	At Staff Review	At Committee	At Board	Approved	Total
Funds	\$ 210,605.00	\$ 156,531.00	\$ -	\$ 159,584.72	\$ -	\$ 281,293.93	\$ 808,014.65

	Does Not Apply	Applicant Requested	At Staff Review	At Committee	At Board	Approved	Total
Organizations	27	22	0	13	0	12	74

	Status	Amount Requested	Qualification
LOOP(Lisbon Organization Of Parents)	501(c)3	8,753.50	<i>Loss Revenue</i>
Yorkville Education Foundation	501(c)3	11,416	<i>Increased Expense</i>
Chapel on the Green	501(c)3	6,317	<i>Loss Revenue</i>
Hope Pantry, NFP	501(c)3	4,098.22	<i>Increased Expense</i>
VFW Post	501(c)19	11,115	<i>Loss Revenue</i>
Northern Illinois Food Bank	501(c)3	25,000	<i>Increased Expense</i>
Morris Theatre Guild	501(c)3	5,903	<i>Loss Revenue</i>
Girl Scouts of Northern IL	501(c)3	25,000	<i>Loss Revenue</i>
CASA Kendall County	501(c)3	25,000	<i>Increased Expense</i>
My Daughter Dress Boutique	501(c)3	2,856	<i>Loss Revenue</i>
Yorkville Music Boosters	501(c)3	4,046	<i>Loss Revenue</i>
Kendall County Historical Society	501(c)3	5,350	<i>Loss Revenue</i>
Three Fires Council, Boy Scouts of America	501(c)3	25,000	<i>Loss Revenue</i>
		<u>159,854.72</u>	Total Requested

Organization: LOOP (Lisbon Organization of Parents) - 501c3

Contact

Brooke Jacobs
127 S Canal St
Newark, Illinois, 60541
815-736-6324
Open Date: 7/9/2010

Full-time: 0
Part-time: 0
Volunteers: 35
Total People: 35
Furloughed?: No

Application Date:

Created: 5/10/2021
Last Submitted: 10/18/2021

Our organization is located in Kendall County and we do not have locations outside of the county.

Brief Description of Presence:

We are a parent-teacher organization for Lisbon Grade School. We do various fundraising activities in order to raise funds for the benefit of students at Lisbon Grade School. The funds raised are used to purchase sport uniforms, purchase playground equipment, provide reward incentives for students, purchase school materials and equipment, provide Staff Appreciation days, run Book-It program, assist in funding field trips, assist in funding physical education activities, assist in graduation expenses, provide refreshments at open house & fund field day at end of school year. Some of the fundraising activities we have done are as follows: walk-a-thon, pork chop suppers, concessions at sporting events, Santa Shop, school store, collection of Box Tops, & spirit wear.

We did not cease to operate at any point during the pandemic.

We did not receive any grants for federal or state relief.

We did not receive any funding from Kendall County in the last 5 years.

We did not receive funds for COVID Relief from another county, municipality, or other local government.

We did change how we did business during the pandemic: During the 20-21 school year, we were unable to have our walk-a-thon nor run concessions at sporting events which are two of our largest fundraisers.

Organization's experience during the Covid Pandemic:

Unfortunately there were a number of events we weren't able to provide at then end of the 19-20 school year & throughout the the 20-21 school year due to Covid. In addition to being limited in our fundraising activities, the kids were not able to attend field trips, have end of year field day, participate in summer or reading programs, & participate in certain physical education activities in which LOOP would provide the funds for.

Grant Request

	Expenses	Revenue	25% of Revenue
2019	\$ 28,294.00	\$ 35,014.00	\$ 8,753.50
2020	\$ 19,877.00	\$ 10,925.00	\$ 2,731.25
	N/A	Loss of Revenue	

Total Grant Request: \$ 8,753.50

	Funds Incurred	Explain Use of Funds
Payroll	\$ - N/A	
Benefits	\$ - N/A	
Mortgage/Rent	\$ - N/A	
Utilities	\$ - N/A	
Social Distancing	\$ - N/A	
Enhanced Cleaning Efforts	\$ - N/A	
Barriers or Partitions	\$ - N/A	
COVID-19 Vaccination	\$ - N/A	
COVID-19 Testing	\$ - N/A	
Physical Plant Changes	\$ - N/A	
Contact Tracing Programs	\$ - N/A	
Technical Assistance	\$ 8,753.50 N/A	
Counseling	\$ - N/A	
Other	\$ - N/A	

Further detail on how funds will be used:

LOOP would purchase enough tablets for K-3 to ensure we have 1:1 ratio in the event of needing to go to remote learning or for kids that have to quarantine and take tablets home. This will also ensure kids do not need to share tablets in school to maintain social distancing. LOOP would also purchase smart boards for teachers whom don't have one that will be utilized when needing to teach remotely.

My organization will expend the grant funds on costs incurred In the 6 months following receipt of grant funds.

Organization: Yorkville Educational Foundation - 501c3

Contact
Alicia Lingane
602 Center Parkway
Yorkville, Illinois, 60560
505-715-9500
Open Date: 1/6/2016

Full-time: 0
Part-time: 0
Volunteers: 14
Total People: 14
Furloughed?: No

Application Date:
Created: 9/22/2021
Last Submitted: 10/15/2021

Our website: <https://www.yef115.org> and our social media: <https://twitter.com/yef115> <https://facebook.com/yef115>

Our organization is located in Kendall County and we do not have locations outside of the county.

Brief Description of Presence:

Yorkville Educational Foundation (YEF) is the nonprofit partner of Yorkville CUSD 115. The Foundation helps bridge the gap between the funding the state provides and the opportunities needed to ensure every student succeeds. YEF prioritizes funding opportunities for equity, innovation, and one-of-a-kind programs that make Y115 a place in which teachers and students can dream big. Yorkville Educational Foundation serves the nearly 6500 students that attend Yorkville CUSD 115 schools and purchases. Most recent agenda and supporting documents: <https://yef115.org/s/Sept-16-2021-YEF-Board-Agenda-Supporting-Documents.pdf> We provide teacher, schoolwide, and districtwide-grants: <https://www.yef115.org/pastgrants> One of our major fundraisers is a golf outing co-hosted with the Parks & Rec Department - we were able to provide \$5000 in funding for special education students in 2019: <https://www.yef115.org/s/Golf-Outing-Brochure.pdf>

We did not cease to operate at any point during the pandemic.

We did not receive any grants for federal or state relief.

We did not receive any funding from Kendall County in the last 5 years.

We did not receive funds for COVID Relief from another county, municipality, or other local government.

We did change how we did business during the pandemic: Fundraising and in person events completely stopped for us from March 2019 to June 2020. We rely on business sponsorship support from our local community, and we lost nearly \$5,000 in revenue there. We lost \$5,000 in revenue because we were not able to have a golf outing. This money is raised to provide innovative grants for our special needs programs - like the Foxes Cafe, a student run coffee cart that teaches life and academic skills to kids in our LASP and Stars Program. While we are fortunate to be an all volunteer Board, who had more than a year of operating expenses saved up, we were not able to make the impact we could have made if we were able to hold events and gather business sponsorships.

Organization's experience during the Covid Pandemic:

One of the accomplishments we are most proud of is establishing an Essential Needs Fund in response to the COVID pandemic. We launched our Essential Needs fund in April of 2020. This program empowers Yorkville School District 115 school nurses and social workers to provide \$50 gift cards to families who are experiencing hardships. This extra boost helps students feel seen and loved in our schools. Whether it's a school physical to get a student back in class, a gas gift card to get them to and from school, or groceries for the week - because students can't learn until their basic needs are met. District 115 Social workers and nurses can apply through the link: <https://forms.gle/qpNdEAke6aVisHev8>. Our own volunteer Board donated \$2,500 to start this fund, and the program continues to make an impact in the 2021-2022 school year. A lot of the Foundation's resources were shifted from fundraising to helping our families. What we saw is that our students and families were proud, but suffered devastating effects from the pandemic, especially our local business owners. We helped these families apply for LIHEAP, navigate eviction notices, and get registered with the Kendall County Pantry. We helped create the website: <https://www.weareyorkville.org/> that provided comprehensive information about health, essential businesses and financial assistance resources.

Grant Request

	Expenses	Revenue	25% of Revenue
2019	\$ 11,302.31	\$ 24,537.34	\$ 6,134.34
2020	\$ 18,792.63	\$ 45,665.48	\$ 11,416.37
	Increased	N/A	

Total Grant Request: \$ 11,416.00

	Funds Incurred	Explain Use of Funds
Payroll	\$ -	N/A
Benefits	\$ -	N/A
Mortgage/Rent	\$ -	N/A
Utilities	\$ -	N/A
Social Distancing	\$ -	N/A
Enhanced Cleaning Efforts	\$ -	N/A
Barriers or Partitions	\$ -	N/A
COVID-19 Vaccination	\$ -	N/A
COVID-19 Testing	\$ -	N/A
Physical Plant Changes	\$ -	N/A
Contact Tracing Programs	\$ -	N/A
Technical Assistance	\$ -	N/A
Counseling	\$ 11,416.00	N/A
Other	\$ -	N/A

Further detail on how funds will be used:

The form is populating with an error for 2020 funding. We would like to humbly request the \$11416 for the funding. We would use these funds to support the social and emotional well being of students and staff at Yorkville District 115. For most students educators staff and school administrators COVID-19 raises concerns related to danger safety and the need for protection. For some this danger is added to preexisting trauma adversity and disparities. For others the pandemic brings new grief loss and trauma which may include increased risk for violence and abuse in the home. Many students will experience secondary adversities related to their isolation economic hardship and unmet basic needs. The grant money will be used to strengthen self awareness and well-being and empowering families to reinforce the importance of learning and showing up to school. Some funding opportunities: Social-emotional learning programs that can be implemented districtwide like the orange frog happiness advantage or Social-emotional trainers and speakers who can visit schools and staff institute days to provide cutting edge training and resources for teachers social workers nurses etc. \$11406 total

My organization will expend the grant funds on costs incurred In the 6 months following receipt of grant funds.

Organization: Chapel on the Green, nfp - 501c3

Contact
Anne Sears
720 E. Church St
Plano, Illinois, 60545
630-552-3444
Open Date: 2/15/2011

Full-time: 0
Part-time: 2
Volunteers: 15
Total People: 17
Furloughed?: No

Application Date:
Created: 9/27/2021
Last Submitted: 10/18/2021

Our website: <http://www.chapelonthegreen.org> and our social media: Facebook - Chapel on the Green NFP

Our organization is located in Kendall County and we do not have locations outside of the county.

Brief Description of Presence:

Our Mission - The Chapel on the Green is a not-for-profit 501(c)3 member-supported organization which is dedicated to the preservation of the original Congregational church building constructed in 1855. Vision - In carrying out the above Mission, we strive to: Restore, renovate, preserve, and maintain the Chapel on the Green building Research and document the history of the building. Host weddings and other ceremonies. Hold meetings, create exhibits, sponsor programs and run special events for the education and enjoyment of its members and the general public.

We did cease operation from 3/25/2020 to 4/2/2021.

We did not receive any grants for federal or state relief.

We did not receive any funding from Kendall County in the last 5 years.

We did not receive funds for COVID Relief from another county, municipality, or other local government.

We did change how we did business during the pandemic: We were forced to cancel weddings that had been booked previously. When we were allowed to open, we had to limit attendance. We also were unable to hold community programs, like on Veterans Day, Christmas programs and historical programs. About 10 weddings were cancelled and refunds issued in the amount of \$6150. Approximately 12 additional weddings were not booked due to our closure. In addition about \$200 was lost due to cancelled community programs.

Organization's experience during the Covid Pandemic:

Cancelled wedding resulted in refunding deposits and payments. Some weddings were rebooked for later dates and then cancelled again.

Grant Request

	Expenses	Revenue	25% of Revenue
2019	\$ 22,939.00	\$ 25,269.00	\$ 6,317.25
2020	\$ 14,524.00	\$ 15,772.00	\$ 3,943.00
	N/A	Loss of Revenue	

Total Grant Request: \$ 6,317.00

	Funds Incurred	Explain Use of Funds
Payroll	\$ 4,106.00	pay staff
Benefits	\$ -	N/A
Mortgage/Rent	\$ -	N/A
Utilities	\$ 1,579.00	Gas, Electricity, Water
Social Distancing	\$ -	N/A
Enhanced Cleaning Efforts	\$ 632.00	Additional cleaning supplies need
Barriers or Partitions	\$ -	N/A
COVID-19 Vaccination	\$ -	N/A
COVID-19 Testing	\$ -	N/A
Physical Plant Changes	\$ -	N/A
Contact Tracing Programs	\$ -	N/A
Technical Assistance	\$ -	N/A
Counseling	\$ -	N/A
Other	\$ -	N/A

Further detail on how funds will be used:

We need to pay staff, our wedding coordinator and cleaning lady. We will pay for electricity, gas, and water. We will purchase additional sanitation supplies.

My organization will expend the grant funds on costs incurred In the 6 months following receipt of grant funds.

Organization: Hope Pantry, NFP - 501c3

Contact
Hope Pantry
1200 W U.S. 34, Suite 6
Plano, Illinois, 60545
630-273-2537
Open Date: 10/9/2019

Full-time: 0
Part-time: 0
Volunteers: 10
Total People: 10
Furloughed?: No

Application Date:
Created: 10/13/2021
Last Submitted: 10/18/2021

Our website: <https://www.hopepantrynfp.org/> and our social media: <https://www.facebook.com/hopepantrynfp.org>

Our organization is located in Kendall County and we do not have locations outside of the county.

Brief Description of Presence:

We serve Plano, Yorkville, and Sandwich IL. We are a food pantry. Our goal is to assist families with "Family Food Boxes". We are non perishables, pick up frozen food, dairy, and baked goods from Jewel. We partner with the Plano Community Garden to assist with produce needs. Our agenda is always finding ways to help our community. This is always the primary topic of discussion in our meetings. In times past, we also offered a \$1,000 and \$500 scholarship, paid utility bills, and purchased school supplies for children in the neighborhood.

We did not cease to operate at any point during the pandemic.

We did not receive any grants for federal or state relief.

We did not receive any funding from Kendall County in the last 5 years.

We did not receive funds for COVID Relief from another county, municipality, or other local government.

We did change how we did business during the pandemic: We continued to serve our community by offering small amounts of groceries. In addition, we provided Thanksgiving dinner to families in need. What we could afford during the pandemic was not a lot. However, we were determined to do everything within our financial resources to feed some families.

Organization's experience during the Covid Pandemic:

We reached out to the community using our social media platforms. Social media and word of mouth became our best way to let families know that we can provide a little food to help get them by. We also used social media to help fundraise and raise money to assist with purchasing food for families. Handing out food was different over the last year. There were times we left the food out on the porch to keep our volunteers safe and the families we were serving safe.

Grant Request

	Expenses	Revenue	25% of Revenue
2019	\$ 2,189.84	\$ 4,031.29	\$ 1,007.82
2020	\$ 11,474.89	\$ 16,392.86	\$ 4,098.22
	Increased Expenses	N/A	

Total Grant Request: \$ 4,098.22

	Funds Incurred	Explain Use of Funds
Payroll	\$ -	N/A
Benefits	\$ -	N/A
Mortgage/Rent	\$ 3,750.00	1200 W U.S. 34, Suite 6, Plano, IL
Utilities	\$ 348.22	Comed and Nicor
Social Distancing	\$ -	N/A
Enhanced Cleaning Efforts	\$ -	N/A
Barriers or Partitions	\$ -	N/A
COVID-19 Vaccination	\$ -	N/A
COVID-19 Testing	\$ -	N/A
Physical Plant Changes	\$ -	N/A
Contact Tracing Programs	\$ -	N/A
Technical Assistance	\$ -	N/A
Counseling	\$ -	N/A
Other	\$ -	N/A

Further detail on how funds will be used:

We would use the funds to pay 5 months of rent and a portion of our Comed and Nicor.

My organization will expend the grant funds on costs incurred Between 3/3/2021 and receipt of grant funds.

Organization: Lewis Shultz VFW Post 1486 - 501c19

Contact
Billy Colbert
713 South Main st
Sandwich, Illinois, 60548
815-786-1486
Open Date: 5/13/1934

Full-time: 0
Part-time: 0
Volunteers: 160
Total People: 160
Furloughed?: No

Application Date:
Created: 5/10/2021
Last Submitted: 10/20/2021

Our website: <http://www.sandwichvfw.org>

Our organization is located in Kendall County and we have locations outside of the county.

Brief Description of Presence:

We are the VFW post that services the majority Of the Kendall county area. We afford veterans the ability to seek assistance using the Kendall county VAC. We shuttle veterans to and from VA Hospitals in the Kendall and Chicago land area. We provide veterans with relief in regards to medical equipment, payments, and food.

We did cease operation from 1/3/2020 to 1/11/2020.

We did not receive any grants for federal or state relief.

We did not receive any funding from Kendall County in the last 5 years.

We did not receive funds for COVID Relief from another county, municipality, or other local government.

We did change how we did business during the pandemic: We had to buy additional cleaning supply, PPE for all of our volunteers. Unable to use post for fund raising we had to do outdoor events.

Organization's experience during the Covid Pandemic:

We were forced to cancel a number of rentals, fundraisers that brings in our main income for the year. We canceled a number of veteran assistance programs that our veterans needed during those times.

Grant Request

	Expenses	Revenue	25% of Revenue
2019	\$ 21,762.00	\$ 44,460.00	\$ 11,115.00
2020	\$ 16,104.00	\$ 33,496.00	\$ 8,374.00
	N/A	Loss of Revenue	

Total Grant Request: \$ 11,115.00

	Funds Incurred	Explain Use of Funds
Payroll	\$ -	N/A
Benefits	\$ -	N/a
Mortgage/Rent	\$ -	N/A
Utilities	\$ 615.00	Pay monthly bills
Social Distancing	\$ -	N/A
Enhanced Cleaning Efforts	\$ 500.00	Purchase additional hand sanitizer, mask,
Barriers or Partitions	\$ -	N/A
COVID-19 Vaccination	\$ -	N/A
COVID-19 Testing	\$ -	N/A
Physical Plant Changes	\$ -	N/A
Contact Tracing Programs	\$ -	N/A
Technical Assistance	\$ -	N/A
Counseling	\$ -	N/A
Other	\$ 10,000.00	Update HVAC SYSTEM

Further detail on how funds will be used:

Update HVAC system to ensure better air circulation in the building. Ensure monthly bills are covered to keep the building open to local veterans Purchase additional cleaning supply for the building

My organization will expend the grant funds on costs incurred In the 6 months following receipt of grant funds.

Organization: Northern Illinois Food Bank - 501c3

Contact

Jeannine Kannegiesser
273 Dearborn Court
Geneva, Illinois, 60134
630-443-6910
Open Date: 9/15/1982

Full-time: 144
Part-time: 6
Volunteers: 15000
Total People: 15150
Furloughed?: No

Application Date:

Created: 9/27/2021
Last Submitted: 10/20/2021

Our website: <http://www.SolveHungerToday.org> and our social media: Facebook: <https://www.facebook.com/northernilfoodbank>
Instagram: <https://www.instagram.com/northernilfoodbank/> LinkedIn: https://www.linkedin.com/company/northern-illinois-food-bank?trk=company_logo

Our organization is not located in Kendall County and we have locations outside of the county.

Brief Description of Presence:

Northern Illinois Food Bank serves 13 counties in Northern Illinois through our network of member agencies and direct distribution programs. In FY21, we provided 100M meals to neighbors experiencing food insecurity, including 1.8M meals in Kendall County through five member agencies and direct food bank distribution to neighbors. The majority of the food we provide reaches neighbors through member agencies (91%). In Kendall County last year, our network served 3,679 individuals monthly (duplicated visits) with a peak of 4,719 individuals served in October 2020. Member Food Pantries: Helmar, Harvest Bible, and Kendall County Food Pantry - as member agencies, pantries have access to the Food Bank's inventory and connections to local retailers for food rescue. The Food Bank delivers orders to the food pantries and they can also visit our food distribution centers in Geneva or Joliet to pick up additional food. Northern Illinois Food Bank provides youth meals through Haskin, PH Miller, Plano High School as a sponsor of the USDA Child and Adult Care Food Program and provided meals through Fox Valley YMCA sites through our 2021 sponsorship of the Summer Food Service Program. Mobile Pantries: During 2020 and 2021, 8 Mobile Pantry distributions in Kendall County.

We did not cease to operate at any point during the pandemic.

We did receive grants from Paycheck Protection Program: 1222230, CARES Act: 5879000, Other, please specify: 1252628.

We did receive funding from Kendall County: In 2021, we received \$15731 from EFSP Phase 36 Kendall. In 2020, we received \$12000 from EFSP Phase 35 Kendall. In 2019, we received \$12500 from EFSP Phase 34 Kendall. In 2018, we received \$12500 from EFSP Phase 33 Kendall. In 2017, we received \$14000 from EFSP Phase 32 Kendall.

We did receive funds for COVID Relief from another county, municipality, or other local government: IL Governor fund: \$431,085 CURES Act: \$360,000 CDBG-CV (contract and received all funding as reimbursement) from Waukegan \$50,000 North Chicago \$30,000 Active Contract/ have receive partial reimbursement CSBG DuPage County \$100,000 McHenry County CDBG-CV \$100,000 Kendall EFSP- Phase CARES \$25,000 Other Counties EFSP Phase-CARES-\$373,557 (including Kendall) Active Contract Lake County ARPA \$800,000 Lake County CDBG-CV \$250,000 Joliet \$100,000.

We did change how we did business during the pandemic: Yes, Northern Illinois Food Bank pivoted quickly to meet increased need that happened suddenly in 2020 due to the COVID-19 health and economic challenges. Our supporters and volunteers and member agencies are dedicated and we adapted our programs and operations to reduce COVID-19 risk and meet the needs of additional people who were being impacted by food insecurity. Key adaptations included: transition to outdoor, drive-through distributions at agency sites; increased utilization of Food Bank Mobile Markets - Pop Up Markets serving up to 2,000 households at a time; agency capacity grants to support transition, safety and adaptation to public health guidelines. The pandemic reinforced our understanding of how food insecurity is connected to the long-standing systemic inequities in our society, inequities that were amplified during COVID-19 when marginalized communities, low wage workers, and minorities saw the greatest losses due to the pandemic and its economic impacts. Individuals who had relied on our network pre-pandemic continued to be impacted by food insecurity and many more low wage workers, with little savings to fall back on who were getting by pre-pandemic, suddenly needed help.

Organization's experience during the Covid Pandemic:

Northern Illinois Food Bank entered the COVID-19 crisis on sound financial footing and our dedicated staff and volunteers were able to transition quickly to emergency mode in March 2020. The challenges caused by the health and economic impact of the pandemic continue with food supply chain disruptions, increased costs of food and freight and limits on the number of volunteers we can have at our centers at one time. We continue to work closely with our member agencies as we adjust our operations to meet the need for food assistance and reach everyone in need of help. Member agencies have been challenged to continue drive through distributions and rethink their distribution models. We are working together to re-introduce choice into our distributions, as we know this is important to our neighbors. So many people faced food insecurity for the very first time during COVID-19. It strengthened the Food Bank's commitment to direct to neighbor outreach to ensure that anyone who faces financial challenges knows where and how to receive food assistance, which can be an entrance to receiving other social services support and helps build resilience for our neighbors and communities. The pandemic has resulted in disruptions in the food supply chain, causing us to invest more in food purchases to ensure sustainable food supply for our agencies and programs. We are budgeting for expanded purchased food in FY22, to ensure that we can distribute enough food to meet the meal gap, which remains elevated compared to pre-COVID. We will source food with our agency network and neighbors in mind, ensuring core items are consistently available on the agency shopping list and maintaining a high percentage of lean protein, dairy, fresh produce and whole grains. We are grateful for our dedicated manufacturers and retailers who continue to donate well over half of the food we distribute, and government funded programs that provided over 25 million meals in FY21. We expect government support to continue in FY22 but it will be significantly reduced due to the ending of the Coronavirus Farm Assistance Program. This year, we were intentional about seeking feedback from member agencies and neighbors throughout the pandemic. Focus groups and surveys of neighbors revealed that offering full choice is important for our neighbors. This video shows some of the neighbors we serve and what we learned during the pandemic and how we are providing dignity, equity, and convenience through our online food pantry My Pantry Express. <https://youtu.be/ztahNqRifw0>. The Food Bank has budgeted significantly more this fiscal year to purchase food to ensure consistent and nutritious food is available to our neighbors despite decline in government food support and changes to donation patterns. We would use Kendall County ARPA funds to purchase specific food items for distribution through our member agencies in the county.

Grant Request

	Expenses	Revenue	25% of Revenue
2019	\$ 127,202,747.00	\$ 128,567,048.00	\$ 32,141,762.00
2020	\$ 158,972,988.00	\$ 174,517,189.00	\$ 43,629,297.25
	Increased Expenses	N/A	

Total Grant Request: \$ 25,000.00

	Funds Incurred	Explain Use of Funds
Payroll	\$ -	N/A
Benefits	\$ -	N/A
Mortgage/Rent	\$ -	N/A
Utilities	\$ -	N/A
Social Distancing	\$ -	N/A
Enhanced Cleaning Efforts	\$ -	N/A
Barriers or Partitions	\$ -	N/A
COVID-19 Vaccination	\$ -	N/A
COVID-19 Testing	\$ -	N/A
Physical Plant Changes	\$ -	N/A
Contact Tracing Programs	\$ -	N/A
Technical Assistance	\$ -	N/A
Counseling	\$ -	N/A
Other	\$ 25,000.00	Food for Kendall County food pantries

Further detail on how funds will be used:

Northern Illinois Food Bank will use the \$25,000 to purchase nutritious food for distribution through our Kendall County network member food pantries. In FY21, we distributed 1.8M meals in Kendall County, the majority reaching Kendall County residents through member food pantries. This funding will help the Food Bank continue to meet the elevated food need that has resulted from COVID-19 and provide the food our neighbors want and need so they can thrive. Our proposed use of funds relates directly to goals of ARPA Funding by supporting stabilization of households who are facing food insecurity due to COVID-19 economic impacts and helping address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic. Neighbors who are Black, Latinx, Native American have faced more challenges than White neighbors in meeting their food needs due to the disproportionate job and income loss during the pandemic. While federal economic relief and additional flexibility in federal nutrition programs have helped avoid catastrophic economic fallout from the pandemic, racial and ethnic disparities for food insecurity rates have been evident during the pandemic and are the continuation of a persistent pattern of inequity.

My organization will expend the grant funds on costs incurred in the 6 months following receipt of grant funds.

Organization: Morris Theatre Guild - 501c3

Contact

Matthew Johnson
516 W Illinois Ave
Morris, Illinois, 60450
815-942-1966
Open Date: 9/19/1973

Full-time: 0
Part-time: 0
Volunteers: 14
Total People: 14
Furloughed?: No

Application Date:

Created: 10/20/2021
Last Submitted: 10/21/2021

Our website: <http://www.morristheatreguild.org> and our social media: Facebook

Our organization is not located in Kendall County and we have locations outside of the county.

Brief Description of Presence:

Welcome, and thank you for your interest in our theatre. Morris Theatre Guild is a not-for-profit group formed in 1973 to create theatrical productions for our local communities. Our purpose is to promote the interest of the public, our patrons, and the general membership of the guild in the theatrical arts, to educate all interested persons in the various skills involved in theatre, to cultivate artistic expression and provide opportunities to participate and experience live theatre in our area. We have about 50 people from Southern Kendall County that attend our theatre for Live performances, 3 current board members live in Kendall county and we have had 13 actors from Kendall County We file the 990ez postcard,with the IRS. No copies available with financial statement.

We did cease operation from 1/3/2019 to 3/13/2021.

We did not receive any grants for federal or state relief.

We did not receive any funding from Kendall County in the last 5 years.

We did not receive funds for COVID Relief from another county, municipality, or other local government.

We did not change how we did business during the pandemic.

Organization's experience during the Covid Pandemic:

Due to us being a live theatre venue, we were dark the entire time. Board meetings were held via zoom. We own our current theatre so the bills continued to be paid with no income

Grant Request

	Expenses	Revenue	25% of Revenue
2019	\$ 26,257.00	\$ 23,614.00	\$ 5,903.50
2020	\$ 19,823.04	\$ 13,408.00	\$ 3,352.00
	N/A	Loss of Revenue	

Total Grant Request: \$ 5,903.00

	Funds Incurred	Explain Use of Funds
Payroll	\$ -	N/A
Benefits	\$ -	N/A
Mortgage/Rent	\$ 2,863.00	516 W Illinois Ave
Utilities	\$ 3,040.00	Gas, Water Sewer, Phone, Electric, internet
Social Distancing	\$ -	N/A
Enhanced Cleaning Efforts	\$ -	N/A
Barriers or Partitions	\$ -	N/A
COVID-19 Vaccination	\$ -	N/A
COVID-19 Testing	\$ -	N/A
Physical Plant Changes	\$ -	N/A
Contact Tracing Programs	\$ -	N/A
Technical Assistance	\$ -	N/A
Counseling	\$ -	N/A
Other	\$ -	N/A

Further detail on how funds will be used:

The funds will be used to cover costs from the lost revenue from not having live theatre. Lost payments due to royalties of shows being canceled, utilities, patronage

My organization will expend the grant funds on costs incurred in the 6 months following receipt of grant funds.

Organization: Girl Scouts of Northern IL - 501c3

Contact
Vicki Jacobson
3425 Orchard Rd.
Oswego, Illinois, 60543
815-751-6593
Open Date: 1/10/2009

Full-time: 54
Part-time: 8
Volunteers: 4339
Total People: 4401
Furloughed?: Yes

Application Date:
Created: 10/18/2021
Last Submitted: 10/20/2021

Our website: <https://www.girlscoutsni.org> and our social media: <https://www.facebook.com/GSNorthernIL>

Our organization is located in Kendall County and we have locations outside of the county.

Brief Description of Presence:

Girl Scouts of Northern Illinois (GSNI) provides the Girl Scout Leadership Experience to 910 members in Kendall County. Our program strategy includes four focus areas which include Practical Life skills, Travel and Global Community, Outdoor Activities and Adventures and Career and Interest Exploration. We are preparing girls to address and meet the unique challenges of today and tomorrow by supporting girls' mental well-being, minimizing learning loss, creating a just society for all and developing a workforce with more talented women leaders. We support these members through 10 service units in Oswego - A Girl Scout service unit is a community of volunteers and girls in a geographic area usually defined by a cluster of schools. The service unit (or SU) is an essential support system that organizes trainings, mentorship, girl programs, and membership support for volunteers, girls, and girl families.

We did not cease to operate at any point during the pandemic.

We did receive grants from Paycheck Protection Program: \$627474.

We did not receive any funding from Kendall County in the last 5 years.

We did receive funds for COVID Relief from another county, municipality, or other local government: DeKalb County Community Foundation COVID Relief Fund \$1,200..

We did change how we did business during the pandemic: COVID-19 has impacted GSNI in a number of ways: •GSNI experienced a \$750,000 deficit due to GSNI camps being closed, cancellation of programs due to COVID gathering restrictions, fundraising drop offs, grant dollars being redirected toward COVID relief funding and individual donations dropping dramatically in March 2020 and beyond. •All Resource Centers were closed for 3 months which caused a loss of revenue from retail sales. •The main fund-raising event had to be canceled causing additional loss in revenue. •Ten positions had to be cut due to lack of revenue. •All remaining employees have been required to take one furlough day each week •Beginning Oct. 1, 2020 all employees will take a 20% cut in pay. •Closed Whiteside County Resource Center in Rock Falls, IL permanently.

Organization's experience during the Covid Pandemic:

Within 3 weeks of schools being closed and activities being stopped due to COVID, GSNI made a shift in how we presented our activities and how girls accessed all the in-person activities through on line Virtual Troop Meetings, Virtual Facebook -

Grant Request

	Expenses	Revenue	25% of Revenue
2019	\$ 6,607,440.00	\$ 5,477,118.00	\$ 1,369,279.50
2020	\$ 5,850,433.00	\$ 5,031,737.00	\$ 1,257,934.25
	N/A	Loss of Revenue	

Total Grant Request: \$ 25,000.00

	Funds Incurred	Explain Use of Funds
Payroll	\$ 8,698.00	Three months payroll for the Oswego Customer Care Resource Specialist
Benefits	\$ -	N/A
Mortgage/Rent	\$ 15,177.00	3 months of rent for the Oswego Resource Center @ \$5,059. per month
Utilities	\$ 1,125.00	To cover 3 months of utility costs @ \$375 per month included electricity, water/sewer and natural gas costs
Social Distancing	\$ -	N/A
Enhanced Cleaning Efforts	\$ -	N/A
Barriers or Partitions	\$ -	N/A
COVID-19 Vaccination	\$ -	N/A
COVID-19 Testing	\$ -	N/A
Physical Plant Changes	\$ -	N/A
Contact Tracing Programs	\$ -	N/A
Technical Assistance	\$ -	N/A
Counseling	\$ -	N/A
Other	\$ -	N/A

Further detail on how funds will be used:

GSNI is still in recovery mode from financial losses due to COVID. Revenue is depressed due to loss of membership - down 22% from last year. Loss of membership creates a loss in Cookie sales our main source of funding for our programming. Families did not want their girls out selling and even though we saw an increase in on-line cookie sales it did not make up for the loss of in-person Cookie Booths. That coupled with the closing of camps during COVID and closing our our Resource Centers with brought merchandise sales down revenue was down by nearly \$750,000. We are beginning to recover but as you know continuing to provide quality programming during recovery can be difficult.

My organization will expend the grant funds on costs incurred In the 6 months following receipt of grant funds.

Organization: CASA Kendall County - 501c3

Contact
Jennifer Gilbert
811 W John St
Yorkville, Illinois, 60560
630-553-8660
Open Date: 4/19/1998

Full-time: 4
Part-time: 2
Volunteers: 55
Total People: 61
Furloughed?: No

Application Date:
Created: 9/22/2021
Last Submitted: 10/25/2021

Our website: <http://www.casakendallcounty.org> and our social media: @casakendallcounty

Our organization is located in Kendall County and we do not have locations outside of the county.

Brief Description of Presence:

CASA KC serves every child in Kendall County that has been the victim of abuse or neglect, and brought into the foster care or family court system as a result. We visit these children in their homes or foster homes and advocate for them as they navigate the trauma of the foster care system. We work with the child and family with the goal of ensuring they have the ability to grow up safe, happy and loved. We also provide emergency food, clothing and essential resources to our families in crisis. We will be opening our CASA Clubhouse in downtown Yorkville to better serve Kendall County families by early 2022. As of September 30th, 2021, we have already served 129 children compared to the 110 in all of 2020. In 2019, we served 58 children for the year, making our expected 2021 numbers nearly triple where we were just two years ago. Covid related issues have led to a mass increase in abuse and neglect cases across the country and we are seeing the impact heavily in Kendall County. Increased domestic violence, parental drug use and lack of mental health services are creating a perfect storm of child abuse situations.

We did not cease to operate at any point during the pandemic.

We did receive grants from Paycheck Protection Program: 46237.

We did receive funding from Kendall County: In 2021, we received \$19250 from Budget and 708. In 2020, we received \$14000 from Budget and 708. In 2019, we received \$22000 from Budget and 708. In 2018, we received \$18000 from Budget and 708. In 2017, we received \$22000 from Budget and 708. In 2016, we received \$17000 from Budget and 708.

We did not receive funds for COVID Relief from another county, municipality, or other local government.

We did change how we did business during the pandemic: We had to cancel all in-person fundraising events from April 2020 - June 2021. While we created a few smaller "socially distanced" ones they did not create the revenue that our large events earn. We were not able to sell our custom CASA clothing line at the state and national conferences, costing us over \$40,000 in sales and leaving us with a large inventory. These funds were critical to our ability to maintain salaries and operate as normal. With the tripled cases since 2019, we have had to add staff to meet the National CASA mandate that we have appropriate supervisory staff to volunteer ratio. We started 2020 with 3 FT staff and now we need 4 FT staff and 2 PT to meet current demands.

Organization's experience during the Covid Pandemic:

Initially, we had to move all child visits to virtual for the safety of our volunteers. Staff took over all in-person visits in situations where the child had to be seen in-person to guarantee any level of safety. This meant many more hours for our staff and putting

Grant Request

	Expenses	Revenue	25% of Revenue
2019	\$ 161,571.00	\$ 168,170.00	\$ 42,042.50
2020	\$ 181,482.00	\$ 195,052.00	\$ 48,763.00
	Increased	N/A	

Total Grant Request: \$ 25,000.00

	Funds Incurred	Explain Use of Funds
Payroll	\$ 25,000.00	21,000 for salary of our Director of Development/Recruiting/Marketing. \$4000 towards salary of CASA Clubhouse Manager.
Benefits	\$ -	N/A
Mortgage/Rent	\$ -	N/A
Utilities	\$ -	N/A
Social Distancing	\$ -	N/A
Enhanced Cleaning Efforts	\$ -	N/A
Barriers or Partitions	\$ -	N/A
COVID-19 Vaccination	\$ -	N/A
COVID-19 Testing	\$ -	N/A
Physical Plant Changes	\$ -	N/A
Contact Tracing Programs	\$ -	N/A
Technical Assistance	\$ -	N/A
Counseling	\$ -	N/A
Other	\$ -	N/A

Further detail on how funds will be used:

\$4,000 will be used to pay a portion salary to the newly appointed CASA Clubhouse Director who will run all operations at that facility. The clubhouse will be used for foster care visits between children and their natural families, CASA volunteers and their CASA child, tutoring, family assistance and more. The need for space for visits has drastically increased with increase in cases since Covid. \$21,000 will be used to pay 6 months of salary for the CASA Director of Development and Fundraising. During Covid 2020, all of our regular fundraisers had to be cancelled. Currently, our Director of Development is working to recover those lost funds through new events and efforts to increase revenues at existing events. With the increase in children seen during Covid times, we must increase revenues to cover the cost of new supervisory staff and double the amount of recruiting and training of new volunteers that has occurred in past years. The number of children served is now triple that of what we served in 2019.

My organization will expend the grant funds on costs incurred in the 6 months following receipt of grant funds.

Organization: My Daughter's Dress Boutique - 501c3

Contact

Mary Garcia

PO Box 968

Oswego, Illinois, 60543

331-551-6332

Open Date: 12/26/2017

Full-time: 0

Part-time: 0

Volunteers: 23

Total People: 23

Furloughed?: No

Application Date:

Created: 9/22/2021

Last Submitted: 10/26/2021

Our website: <https://mydaughtersdress.org/> and our social media: <https://www.facebook.com/mydaughtersdressboutique>
<https://www.instagram.com/mydaughtersdress/>

Our organization is located in Kendall County and we do not have locations outside of the county.

Brief Description of Presence:

My Daughter's Dress Boutique was founded by Mary Garcia, a minority, and United States Army Veteran. We collect new and gently used formal wear (prom, homecoming, wedding, etc.) and provide these items at a low-cost donation to individuals in the community which in turn funds our hardship program. The hardship program allows individuals who qualify to receive formal wear items for free. This is the main focus of our mission, to ensure that no one is unable to attend an event or function because they are unable to purchase formal wear. We strive to empower others to feel their best by offering access to needed items. We work with other non-profits in the community and help their clients through our hardship program. (Since we are under the word count, perhaps provide a generic example here – like providing a dress for a child in foster care, etc.). We are a volunteer-based organization and work with teens in the community who are working to gain community service hours. By providing this opportunity, we are able to teach and model integral skills such as communication, community support and engagement, empathy, social skills, and leadership.

We did cease operation from 8/3/2020 to 5/31/2020.

We did not receive any grants for federal or state relief.

We did not receive any funding from Kendall County in the last 5 years.

We did not receive funds for COVID Relief from another county, municipality, or other local government.

We did change how we did business during the pandemic: As an organization that highly relies on formal events, we saw a large decline in donations and dresses leaving the shop. We had to try and shift markets to other events like weddings but those were also largely affected. In order to keep our doors, open, we needed to run more, smaller, fundraising events to keep donations flowing otherwise we may not have survived. Additionally, due to the pandemic's impact on employment rates and the economy in general, we found that general monetary donations and the community's ability to participate in fundraising events decreased as well.

Organization's experience during the Covid Pandemic:

During COVID, as with a lot of businesses, we truly felt the negative effects especially at the beginning of the pandemic which was right around prom season. As an organization that relies on formal events, having proms cancelled, large events cancelled,

Grant Request

	Expenses	Revenue	25% of Revenue
2019	\$ 10,269.70	\$ -	\$ -
2020	\$ 22,815.00	\$ 10,346.22	\$ 2,586.55
	Increased Expenses	N/A	

Total Grant Request: \$ 2,586.00

	Funds Incurred	Explain Use of Funds
Payroll	\$ -	N/A
Benefits	\$ -	N/A
Mortgage/Rent	\$ 1,000.00	1565 Sycamore Road
Utilities	\$ 1,586.00	Utilities, gas, electric, waste management
Social Distancing	\$ -	N/A
Enhanced Cleaning Efforts	\$ -	N/A
Barriers or Partitions	\$ -	N/A
COVID-19 Vaccination	\$ -	N/A
COVID-19 Testing	\$ -	N/A
Physical Plant Changes	\$ -	N/A
Contact Tracing Programs	\$ -	N/A
Technical Assistance	\$ -	N/A
Counseling	\$ -	N/A
Other	\$ -	N/A

Further detail on how funds will be used:

Due to having a reduction in revenue and without receiving any other funding (state or federal), we rely solely on our brick and mortar being open and people physically coming into our boutique and donating monetarily by purchasing formal wear. Lost revenue from March 8th, 2020 to May 31st, 2020. We would also pay for rent at 1565 Sycamore Road and pay for utilities at this location as well.

My organization will expend the grant funds on costs incurred In the 6 months following receipt of grant funds.

Organization: Yorkville Music Boosters - 501c3

Contact
Jill McGregor
10 TIMBER RIDGE DR
Yorkville, Illinois, 60560
937-215-7735
Open Date: 1/7/2015

Full-time: 0
Part-time: 0
Volunteers: 12
Total People: 12
Furloughed?: No

Application Date:
Created: 10/26/2021
Last Submitted: 10/27/2021

Our website: <https://www.yorkvillemusic.org/board>

Our organization is located in Kendall County and we do not have locations outside of the county.

Brief Description of Presence:

Yorkville Music Boosters Inc. is organized exclusively for the charitable, educational, social and civic purposes and the advancement and support of music education within the greater Yorkville community and specifically but not limited to Yorkville School District 115 music programs all within the meaning of section 501 3 (c) of the IRS code or corresponding section of any future tax code.

We did not cease to operate at any point during the pandemic.

We did not receive any grants for federal or state relief.

We did not receive any funding from Kendall County in the last 5 years.

We did not receive funds for COVID Relief from another county, municipality, or other local government.

We did not change how we did business during the pandemic.

Organization's experience during the Covid Pandemic:

Throughout our experiences with the COVID-19 pandemic in 2020, we lost the ability to connect with our main audience, families and friends of our Yorkville School District 115 Students. We were unable to host many of our largest events and

Grant Request

	Expenses	Revenue	25% of Revenue
2019	\$ 18,598.00	\$ 30,104.00	\$ 7,526.00
2020	\$ 17,380.00	\$ 21,477.00	\$ 5,369.25
	N/A	Loss of Revenue	

Total Grant Request: \$ 4,046.00

	Funds Incurred	Explain Use of Funds
Payroll	\$ 2,246.00 N/A	
Benefits	\$ - N/A	
Mortgage/Rent	\$ - N/A	
Utilities	\$ - N/A	
Social Distancing	\$ - N/A	
Enhanced Cleaning Efforts	\$ - N/A	
Barriers or Partitions	\$ - N/A	
COVID-19 Vaccination	\$ - N/A	
COVID-19 Testing	\$ - N/A	
Physical Plant Changes	\$ - N/A	
Contact Tracing Programs	\$ - N/A	
Technical Assistance	\$ - N/A	
Counseling	\$ - N/A	
Other	\$ 1,800.00 N/A	

Further detail on how funds will be used:

These funds would be used to provide staffing for a beginner band camp. This camp was held for students in 5-6 grade who were not able to begin band during 2020-2021 school year because of Covid-19 restrictions and protocols. The camp was held during the first two weeks of August 2021 at Yorkville Middle School. The additional funds will be used for purchasing of packaged food for Yorkville Marching Band students. Due to health concerns, homemade food from individual homes was not allowed and there fore the cost to feed the students at Marching Band events and competitions was greatly increased.

My organization will expend the grant funds on costs incurred Between 3/3/2021 and receipt of grant funds.

Organization: Kendall County Historical Society - 501c3

Contact

Kendall County Historical Society
7935 Illinois state Route 71
Yorkville, Illinois, 60560
630-553-6777
Open Date: 2/1/1970

Full-time: 0
Part-time: 0
Volunteers: 70
Total People: 70
Furloughed?: No

Application Date:
Created: 10/22/2021
Last Submitted: 10/28/2021

Our website: <http://lyonfarmkchs.org>

Our organization is located in Kendall County and we do not have locations outside of the county.

Brief Description of Presence:

The Kendall County historical Society was chartered in 1970 to preserve the history of Kendall county. And to provide historical education for the counties residence. Lion firm provides 38 acres of historic farm land and is a home to Kendall county's historic buildings. The buildings were brought here for safekeeping when development endangered them. They were saved from demolition and brought for safe keeping at Lyon farm. Generations of Kendall residence have enjoyed learning about these properties and Kendall county history from them.

We did cease operation from 3/17/2020 to 5/26/2021. Also, 436.

We did not receive any grants for federal or state relief.

We did not receive any funding from Kendall County in the last 5 years.

We did not receive funds for COVID Relief from another county, municipality, or other local government.

We did change how we did business during the pandemic: The Kendall County historical Society's mission, is to promote awareness of Kendall county history through education, cultural, and family in person activities for generations of Kendall county residents. As of March 20 20, Kendall County historical Society ceased business operations we were closed to the public because of the state of Illinois shutdown due to Covid-19. All public and private activities on the farm were canceled. Volunteers were not allowed indoors to perform any preservation activities. Our volunteer board had to meet remotely. Only necessary function aka Mowing grass, shoveling snow, and emergency repair work was allowed to happen. Historical research library work on site was only allowed one volunteer at a time and not open to the public.

Organization's experience during the Covid Pandemic:

Our venue was all intensive purposes shuttered. The 38 acre Facility instead of a lively part of the community looked like a ghost town. Wildlife from the nearby forest preserve was found wandering through the facility on many occasions. The wildlife

Grant Request

	Expenses	Revenue	25% of Revenue
2019	\$ 46,465.00	\$ 21,505.00	\$ 5,376.25
2020	\$ 37,574.00	\$ 16,430.00	\$ 4,107.50
	N/A	Loss of Revenue	

Total Grant Request: \$ 5,350.00

	Funds Incurred	Explain Use of Funds
Payroll	\$ -	N/A
Benefits	\$ -	N/A
Mortgage/Rent	\$ -	N/A
Utilities	\$ -	N/A
Social Distancing	\$ -	N/A
Enhanced Cleaning Efforts	\$ 550.00	Cleaning of Havc system, replacement of filters in two museum buildings
Barriers or Partitions	\$ -	not needed , this appears to be a glitch. I could not submit the grant request without answering this question
COVID-19 Vaccination	\$ -	N/A
COVID-19 Testing	\$ -	N/A
Physical Plant Changes	\$ 4,800.00	Air purification added ,havac systems in agriculture museum and history museum. Reducing allergens and kills Covid virus in the air
Contact Tracing Programs	\$ -	N/A
Technical Assistance	\$ -	N/A
Counseling	\$ -	N/A
Other	\$ -	Not applicable

Further detail on how funds will be used:

As the Kendall County Historical Society reopens our buildings after a year and a half of closure due to Covid 19, to ensure the HVAC systems currently are operating efficiently, we request a total grant of \$5,350. Funds will be used: • For inspection and replacement of filters in museum buildings. Cost for each individual building varies and is dependent on the operational and maintenance specifications for its HVAC system. Cost: \$550 • Two blue air pro xl air filter systems to lower particle levels at industry recommended 4.8 x per hour. Also kills Covid virus. Cost: \$4,800.00 Total cost is \$5,350.

My organization will expend the grant funds on costs incurred In the 6 months following receipt of grant funds.

Organization: Three Fires Council, Boy Scouts of America - 501c3

Contact
Katherine H. Clark
415 N 2nd St
St. Charles, Illinois, 60174
630-797-4610
Open Date: 12/17/1992

Full-time: 22
Part-time: 60
Volunteers: 3491
Total People: 3573
Furloughed?: No

Application Date:
Created: 9/24/2021
Last Submitted: 10/28/2021

Our website: <https://threefirescouncil.org/> and our social media: Facebook: <https://www.facebook.com/TFCBSA> & Instagram: tfc_bsa

Our organization is not located in Kendall County and we do not have locations outside of the county.

Brief Description of Presence:

Scouting has sponsored the Oswego Christmas Walk and in the summer of 2020 we held a virtual leadership breakfast for community leaders and to support Scouting programs. Each unit served by Scouting has a Chartered Partner who is a community based organization. Kendall County serves 24 Scouting units associated with local organizations. One of those partners is the Kendall County Sheriff's Department who charters an Explorer Post that teaches teenagers about careers in law enforcement. Complete list attached.

We did cease operation from 3/20/2020 to 1/6/2020.

We did receive grants from Paycheck Protection Program: \$796,000.00, Other, please specify:: Employee Payroll Tax program funds pledged, but not realized. .

We did not receive any funding from Kendall County in the last 5 years.

We did not receive funds for COVID Relief from another county, municipality, or other local government.

We did change how we did business during the pandemic: The inability to hold in-person events and meetings created new obstacles to operate Scouting programs, help Scouts achieve advancement, and keep families engaged. Three Fires Council successfully pivoted to virtual programming to overcome these challenges. On May 15 & 16, 2020, Three Fires Council hosted a Virtual Camporee for almost 1,600 Scouts in 25 different states and 9 countries. The Council then launched BackyardScouting.org to provide regular virtual program opportunities and arrange shipment of advancement materials directly to Cub Scouts' homes. Nearly 1,600 Scouts from 10 states and 24 councils nationwide attend a winter digital merit badge series, an event only made possible with the support of over 200 volunteers and counselors. Ongoing efforts have changed the way that we recruit Scouts, raise funds and operate with our volunteers. The pandemic has permanently changed some of our fundamental business processes.

Organization's experience during the Covid Pandemic:

Three Fires Council ceased operations (03/20-06/01/2020). We continued to serve families through the pandemic with virtual programming. The impact of only serving kids virtually for nearly a year has taken its toll on the young people on our

Grant Request

	Expenses	Revenue	25% of Revenue
2019	\$ 4,002,550.00	\$ 4,321,811.00	\$ 1,080,452.75
2020	\$ 3,458,720.00	\$ 2,435,209.00	\$ 608,802.25
	N/A	Loss of Revenue	

Total Grant Request: \$ 25,000.00

	Funds Incurred	Explain Use of Funds
Payroll	\$ 20,000.00	Payroll for Kendall County District Executive and seasonal staff
Benefits	\$ 5,000.00	Healthcare, dental, vision and retirement plan benefits for Kendall County District Executive
Mortgage/Rent	\$ -	N/A
Utilities	\$ -	N/A
Social Distancing	\$ -	N/A
Enhanced Cleaning Efforts	\$ -	N/A
Barriers or Partitions	\$ -	N/A
COVID-19 Vaccination	\$ -	N/A
COVID-19 Testing	\$ -	N/A
Physical Plant Changes	\$ -	N/A
Contact Tracing Programs	\$ -	N/A
Technical Assistance	\$ -	N/A
Counseling	\$ -	N/A
Other	\$ -	N/A

Further detail on how funds will be used:

Due to Covid-19, much of our funding from rural area has dried up. This grant would fund the salary of our full time District Executive serving Kendall County as well as help us with the salaries of the seasonal staff that were hired to conduct day camp and other programs. In addition to payroll, employee benefits such as healthcare, dental, vision and retirement plan benefits for the District Executive would also realized due to this grant. Thank you very much for your consideration!

My organization will expend the grant funds on costs incurred in the 6 months following receipt of grant funds.

County Budget Book												
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Corrections	54	54	55	55	55	54	50	50	47.5	47	50	50
Sheriff	65	65	66	66	66	66	62	63	61.2	59	62	65
PT	3	3	2.5	2.5	2.5	2.5	4.5	4.5	8.2	9.5	5.77	6.29
	122	122	123.5	123.5	123.5	122.5	116.5	117.5	116.9	115.5	117.77	121.29

Organizational Chart												
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Sheriff	1	1	1	1	1	1	1	1	1	1	1	1
Undersheriff					1	1	1	1	0	1	1	1
Chief Deputy	1	1	1	1	1	1			1	1	1	1
Exec. Assistant					1	1	1	1	1	1	1	1
Training Deputy					1	1						1
Evidence Custodian						1	1	1	1			1
Inspector General												1
Records Division					8.5	8.5	6.5	7.5	7.5	7.75	7.75	7.93
Support Services	27	26	26	26								
Operations Division	53	54	54	53	65	63	64.5	61	51	53.5	53.5	54.53
Corrections Division	42	44	44	43	45	45	41.5	44.5	51	51	52.52	51.83
	124	126	126	124	123.5	122.5	116.5	117	113.5	116.25	117.77	121.29

	2021	2022	Diff
SH Command	9	9	
Patrol Sgt	6	6	
Patrol	44	44	
Corr Command	4	4	
Corr Sgt	6	6	
Corrections	40	40	
Records	3	4	1
Records PT	3.87	2.93	-0.94
Patrol PT	0.48	1.53	1.05
Corrections PT	1.42	1.03	-0.39
Inspector Gen		1	1
Ops Admin Assistant		1	1
EHM/GPS PT		0.8	0.8
Total	117.77	121.29	3.52



KENDALL COUNTY OFFICE OF THE SHERIFF

Dwight A. Baird, Sheriff
1102 Cornell Lane Yorkville Illinois 60560
Phone: 630-553-7500 Fax: 630-553-1972
www.co.kendall.il.us/sheriff



INTEROFFICE MEMORANDUM

TO: SHERIFF BAIRD
FROM: UNDERSHERIFF RICHARDSON
SUBJECT: INSPECTOR GENERAL
DATE: 10/14/21
CC: FINANCE CHAIR KELLOGG

Sheriff,

The Inspector General for the Office of the Sheriff will direct, manage, supervise and coordinate the programs and activities of internal investigations and complaints within the Sheriff's Office. They will also coordinate assigned activities with other County departments, divisions, and outside agencies if requested. They will be tasked with providing highly responsible and complex administrative support to the Sheriff, Undersheriff, Chief Deputy, Operations Commander, Corrections Commander, and the Human Resources Manager.

The Inspector General's mission is to provide an effective personnel early warning system by analyzing allegations and trends, and conducting comprehensive investigations designed to ensure the highest standards of integrity. A robust internal supervision and accountability that is capable of holding deputies and employees at all levels to account, is vital in our Sheriff's Office. The position of Inspector General will receive administrative direction from the Sheriff and the Human Resources Manager. The Inspector General position will receive public advisory information from the County Board appointed Sheriff's Merit Commission. The position exercises direct supervision related to internal investigations, administrative reviews, and investigations over supervisory, civilian, and sworn staff.

Currently it is assumed that supervisors complete all internal and administrative reviews, including all use of force incidents, civilian and inmate complaints, and all other

performance related documentation. The average time spent on these investigations over the last three-years is over 1200 hours per year. If you take into account the needed annual training, analysis of current training, statistical data collection, and mandated reporting, this position will meet the 2080 hours allotted or a full time position. The time spent on these investigations often takes them away from their daily responsibilities and supervision of their staff.

These are all core components of supervision and our current supervisors complete these tasks well. However; it is not always the most effective at ensuring consistency and accountability as each supervisor may have implicit biases or favoritism that could creep into the investigation. The Sheriff's Office Inspector General position is the guardian of the Office's reputation. The Sheriff's Office is interested in the welfare of all persons and in taking action where its employees have proven derelict in their duties. If it becomes necessary for someone to make a complaint, they can be assured that their complaint will be given a fair and thorough investigation. I feel that citizen confidence in the integrity of the Sheriff's Office will be enhanced by the establishment of meaningful and effective complaint investigations and resolutions provided by the Inspector General position. Any misconduct by Sheriff's Office employees must first be detected, then thoroughly investigated, and finally, properly adjudicated to assure the highest standards of conduct.

Respectfully,

A handwritten signature in black ink, appearing to be 'Richardson' with a stylized flourish and the number '189' written below it.

Undersheriff Richardson



KENDALL COUNTY OFFICE OF THE SHERIFF

Dwight A. Baird, Sheriff
1102 Cornell Lane Yorkville Illinois 60560
Phone: 630-553-7500 Fax: 630-553-1972
www.co.kendall.il.us/sheriff



KENDALL COUNTY SHERIFF'S OFFICE DEPUTY SHERIFF - INSPECTOR GENERAL JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is subject to change as the needs and requirements of the job change.


GENERAL SUMMARY

To serve as the Inspector General for the Office of the Sheriff, to direct, manage, supervise and coordinate the programs and activities of internal investigations and complaints within the Sheriff's Office; to coordinate assigned activities with other County departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Sheriff, Undersheriff, Chief Deputy, Police Operations Commander, Corrections Commander, and the Human Resources Manager.

The position Inspector General receives administrative direction from the Sheriff and the Human Resources Manager. The Inspector General position receives public advisory information from the County Board appointed Sheriff's Merit Commission. The position exercises direct supervision related to internal investigations, administrative reviews, and investigations over supervisory, civilian, and sworn staff. This position is a full-time, Fair Labor Standards Act (FLSA) exempt position.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- A. Performs primary duties requiring office or minimal non-manual work directly related to the management or general business of administrative and internal investigation operations of the Kendall County Sheriff's Office (KCSO), including, but not limited to the following:
- Functions as an independent and impartial investigator for: use of force incidents, complaints of misconduct regarding any member of the office, and all other internal or administrative investigations as directed by the Sheriff.
 - Works closely with the Kendall County Sheriff to ensure proper integration and public accountability of KCSO policies, collective bargaining agreements, Sheriff's Merit Commission rules, and laws related to administrative and internal investigations.
 - Investigates complaints as required or directed to ensure compliance with the requirements of KCSO policies, collective bargaining agreements, Sheriff's Merit Commission rules, and laws and is responsible for appropriately documenting and referring deficiencies to the Sheriff for action as needed.

- 
- Prepares monthly reports regarding or relating to the KCSO internal or administrative investigations to present to the Kendall County Sheriff and the Sheriff's Merit Commission for update and advisory purposes.
 - Maintains appropriate tracking and documentation standards, procedures and documentation/records of all internal and administrative investigative records within the KCSO.
 - Maintains the KCSO employee monitoring database and any other documentation and records related to internal and administrative investigations.
 - Researches and remains apprised of all professional standards, trends, and requirements related to public accountability.
 - Provides support to KCSO Staff by performing business office related tasks pertaining to internal and administrative investigative matters, including drafting reports, preparing documents, securing and managing necessary vendor contracts, and communicating with vendors and other contractors, as directed by Sheriff.
 - Assists the Sheriff in preparing letters, memoranda, surveys and statistical reports pertaining to internal and administrative investigation matters.
 - Assists the Business Manager in filing and maintaining original copies of notices, agreements, legal documents and any other documents produced or required by law, policy, CBA, or Sheriff Merit Commission rule related to internal and administrative investigative records.
 - Ensures any notification requirements are met in accordance with statute, policy, ACA, ILETSB, and any other regulatory body.
 - Interacts, regularly, with the public in person, in writing and on the phone. Works with other law enforcement officials, political entities, and the public to provide direction and assistance as needed.
 - Participates in and/or oversees all KCSO use of force reviews and prepares reports in accordance with policy and/or legal compliance.
 - Oversees all KCSO citizen, internal, and inmate complaints and prepares reports in accordance with policy and/or legal compliance.
 - Organizes and executes various financial tasks including, but not limited to: managing applicable accounts for KCSO budget planning and projection purposes.

B. Primary duties, requiring the exercise of discretion and independent judgment with respect to matters of significance, and their recommendations regarding the same which are given great weight by the final decision makers, including, but not limited to the following:

- Continuously monitors and reviews the efficiency and effectiveness of KCSO internal and administrative investigative programs and processes.
- Reports decisions related to the KCSO internal and administrative investigation programs and the results of the KCSO internal and administrative investigation programs in relation to established practices and statutory requirements to the Sheriff.
- Recommends new approaches or methods for changes concerning policies, procedures, and general feedback to continue improvements in the efficiency and effectiveness of internal and administrative investigations.
- Recommends future training and the purchase and implementation of training programs to the Training Coordinator as determined by any needs identified during an internal or administrative investigation.
- Develops and recommends both long and short term accountability goals and objectives for the KCSO.

C. General Duties:

- a. Must be punctual and have regular attendance.
 - b. Performs all other duties as assigned.
- Drives to and from various sites and meetings.

ENVIRONMENTAL FACTORS:

The position involves exposure to and requires the employee to function in the presence of:

- Weather conditions: all and extreme weather conditions.
- Lightning conditions: all and extreme lightning conditions, daylight and Night/low light, with and without artificial light available, indoors and outdoors.
- Fire, smoke, chemical leaks/spills; in close proximity as necessary to provide emergency services.
- Personal danger: including but not limited to:
 - Armed and/or dangerous persons/animals.
 - Persons and/or articles with contagious/communicable disease.
 - Hazards associated with emergency driving, traffic control and working in and around traffic.
 - Hazards associated with natural and man-made disasters.

EQUIPMENT:

The position requires the ability to operate the following equipment:

- Motor vehicles: reasonably and safely under routine and emergency conditions, sometimes for lengthy periods of time.
- Basic office equipment: including but not limited to the typewriters, telephones, cellular telephones, computer terminals, mobile data terminals, etc.
- Writing implements and basic drawing templates: including the ability to write legible documents and produce simple diagrams.

QUALIFICATIONS

Education and/or Experience:

- A bachelor's degree or greater education degree required.
- Prior law enforcement and/or corrections experience is required.
- Any combination of experience and education that would likely provide the required knowledge and abilities for this position is preferred. A typical way to obtain the knowledge and abilities would be any combination of the following:
 - A minimum of ten (ten) years of experience working in a law enforcement or corrections setting as a sworn member of a similar organization; and
 - A minimum of five (5) years of experience in business administration, human resource management, government administration, or training coordinator of a public service organization; and
 - At least 5 years work experience with law enforcement and/or corrections command or administrative management level is required.
 - Word processing and personal computer training and knowledge is required.

Knowledge and Ability:

- Knowledge of human resources, business practices, and business software (Microsoft Office Suite).
- Knowledge of modern office practices, principles of modern record-keeping, set up and maintenance of filing systems.
- Knowledge in the use of computer, audio/video recording equipment, and other common office equipment.
- Knowledge of modern police and/or corrections practices.
- Knowledge of Collective Bargaining Agreements.
- Knowledge of the Uniform Police Officer's Disciplinary Act (UPODA, 50 ILCS 725/).
- Knowledge of current budgeting and accounting methods.
- Ability to prepare accurate, detailed, and comprehensive reports.
- Ability to function independently and with minimal direct supervision.
- Ability to speak publicly or to committees and/or boards.
- Ability to provide testimony in court or other formal proceedings.
- Ability to interpret case law and other legal guidance.


Language Skills:

- Ability to read, interpret and comprehend instructions, policies, procedures and documents related to the financial, business management, and training operations of the KCSO.
- Ability to write reports, correspondence, and other documents related to the duties performed in this position.
- Ability to communicate effectively with KCSO staff and co-workers, members of the public, government officials, vendors, service providers, and other county and municipal agencies.
- Proficiency in the English language, including spelling and grammar.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio, and percentage and ability to draw and interpret graphs.

Reasoning Skills:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to work collaboratively with members of the KCSO Command and administrative staff, as well as other county elected offices, committees, boards and departments.
- Ability to work independently without the need for direct supervision.
- Ability to interpret and apply KCSO policy and directives and local, State and Federal laws and regulations.

Certificates, Licenses, Registration:

- Possess and maintain a valid driver's license.
- Possess and maintain a valid Firearm's Owner Identification Card (FOID).
- Other certificates and registrations as required for the specific duties performed.

Physical Demands:

- Employees must occasionally stand and bend.
- Employee must occasionally be able to walk unassisted up to .5 (1/2 mile).
- Employee must be able to sit or stand at a desk for extended periods.
- Employee must regularly lift and or move objects weighing 25 pounds and occasionally lift and/or move objects exceeding 60 pounds.
- Employee must be able to stoop, kneel, and crouch.
- Employee must be able to use hands and fingers to manipulate, handle, or feel.
- Employee must be able to reach, push, and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.

- Specific vision abilities required by this job include close vision, depth perception and distance vision. Employee must be free of color blindness.

Work Environment:

- Generally, this position will be conducted from an office setting, however it also requires occasional travel and job duties to be performed outdoors.
- Occasionally employee will be at sites or locations that require exposure to poor or extreme weather conditions.
- While performing assigned job duties, employee may be exposed to files, documents, videos, and photographs of a graphic or sexual nature.
- The noise level in the work environment is generally quiet to moderately noisy.
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as necessary.
- Employee must comply with KCSO policy and procedures, all other directives and lawful orders.
- The work environment is subject to frequent interruption.
- Employee should provide their own transportation or travel to and from meetings, training, conferences, etc. unless pre-approved by the Sheriff or designee in accordance with existing policies or law.

JOB DESCRIPTION APPROVAL:

I have reviewed this job description and understand that it reflects the major tasks of my job. If I have any questions, I understand I can contact my supervisor.

Employee Receipt Acknowledgement and Signature

Date

I have issued this job description to the employee. The job description currently reflects the needed skills and abilities required to perform the job of Training Coordinator.

Sheriff's Signature

Date

Cc: Employee, file



KENDALL COUNTY OFFICE OF THE SHERIFF

Dwight A. Baird, Sheriff
1102 Cornell Lane Yorkville Illinois 60560
Phone: 630-553-7500 Fax: 630-553-1972
www.co.kendall.il.us/sheriff



INTEROFFICE MEMORANDUM

TO: SHERIFF BAIRD
FROM: UNDERSHERIFF RICHARDSON
SUBJECT: ELECTRONIC HOME MONITORING ASSISTANT COORDINATOR
DATE: 10/14/21
CC: FINANCE CHAIR KELLOGG

Sheriff,

As a Kendall County Sheriff's Office Part-Time Electronic Home Monitoring (EHM) Assistant Coordinator, the employee shall oversee those that are referred by the Twenty-Third Judicial Court to the EHM program. The EHM Assistant Coordinator will be responsible for the service delivery to those assigned to be part of the EHM program; to include the assignment and disconnection of the GPS monitors, conducting the appropriate oversight to ensure that the participants of the EHM program are in compliance, taking appropriate action and making the appropriate notifications for those that are not compliant. In this position, the employee shall have access to confidential information regarding personnel matters, financial information, and other sensitive information related to management and internal operations of Kendall County Sheriff's Office.

The Kendall County Sheriff's Office Part Time EHM Assistant Coordinator will report to the Electronic Home Monitoring Coordinator. This position will be a part-time, Fair Labor Standards Act (FLSA) non-exempt position. With the amount of individuals being placed on EHM currently and in the foreseeable future, this position is desperately needed. Since we took over EHM we have seen an increase of over fifty percent in individuals enrolled in this program. Currently Human Resources Manager Tracy Page is assisting with several areas of EHM to include accounts receivable and payable. The time spent by her completing these tasks would be much better spent on HR related issues. Taking this time away from her current duties and adding another responsibility to her work load will only reduce her efficiency in an already full time

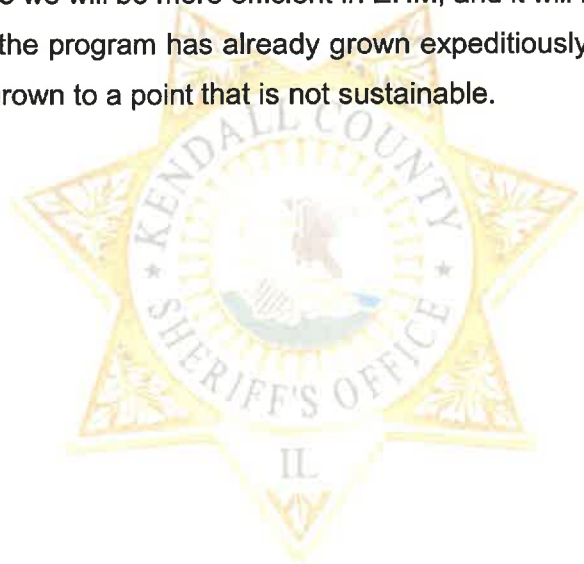
position. By allowing us to hire a part-time position this person will be able to assist our current coordinator in the daily tasks, and remove the growing list of responsibilities our current staff are completing as it pertains to EHM. Also our Corrections staff to include the command staff are currently assisting with EHM when the coordinator is either out of the office or busy with other tasks related to the ever-growing population of individuals on EHM. With the perceived exponential increase due to the no cash bond going into effect in 2023, the duties performed by this position will be a necessity to maintain accountably both physically and financially. With an additional member in that office it would allow for further oversight and assistance in collecting the fees that in that past have in often times been difficult to collect.

With this position I believe we will be more efficient in EHM, and it will relieve some of the burden on our current staff. As the program has already grown expeditiously the amount of time spent by our current staff has grown to a point that is not sustainable.

Respectfully,



Undersheriff Richardson





KENDALL COUNTY OFFICE OF THE SHERIFF

Dwight A. Baird, Sheriff
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KENDALL COUNTY SHERIFF'S OFFICE Part Time Electronic Home Monitoring (EHM) Assistant Coordinator JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

GENERAL SUMMARY

As a Kendall County Sheriff's Office Part-Time Electronic Home Monitoring (EHM) Assistant Coordinator, the employee shall oversee those that are referred by the Twenty-Third Judicial Court to the EHM program. The EHM Assistant Coordinator is responsible for the service delivery to those assigned to be part of the EHM program; to include the assignment and disconnection of the GPS monitors, conducting the appropriate oversight to ensure that the participants of the EHM program are in compliance, taking appropriate action and making the appropriate notifications for those that are not compliant. In this position, the employee shall have access to confidential information regarding personnel matters, financial information, and other sensitive information related to management and internal operations of Kendall County Sheriff's Office.

A Kendall County Sheriff's Office Part Time EHM Assistant Coordinator reports to the Electronic Home Monitoring Coordinator. This position is a part-time, Fair Labor Standards Act (FLSA) non-exempt position.

PRINCIPAL DUTIES AND RESPONSIBILITIES

A. General Duties:

- Must be punctual and have regular attendance.
- Performs all other duties as assigned.
- Drives to and from various sites as required for home verifications.
- Monitors the conditions of GPS and the field movement as set forth by the Twenty-Third Judicial Court.
- Reports violations to the State's Attorney's Office.
- Performs GPS enrollments following established guidelines and procedures per unit policies and procedures.
- Maintains an accurate inventory of GPS equipment and ensures supplies are available to carry out the court's orders.
- Keeps an accurate record of GPS monies owed vs paid and reports up to date information to the court.

- Completes accurate data entry in the contracted GPS vendor system/
- Develops and maintains positive working relationships with allied agencies and other interested groups within the community.
- Complies with all applicable statutes and keeps abreast of current developments in the area of probation and Technology.

- Supervises and counsel's defendants placed under his/her supervision in order to achieve successful completion of court ordered terms
- Prepares and coordinates all information relative to his/her case assignment in order to provide timely and accurate factual information to the court when called upon to testify in GPS violation hearings.
- Refers, in a timely and appropriate manner, all appropriate cases to community agencies and monitors progress through regular contact with said agencies.
- Maintains an accurate and timely historical record of all information related to electronic monitoring cases under his/her supervision.
- Provides accurate information to probation departments outside the jurisdiction of Kendall County as it relates to GPS cases.
- Assesses on a continuous basis method to improve service delivery.
- Performs special projects and responsible for successful completion of directives as specified by the Command Staff.
- Attends and participates in meetings, court, staffing and home visits as ordered by the court and/or Command Staff.
- Adheres to all the KCSO policies and procedures.
- This is a part time position that will require afternoon and evening hours and occasional weekends.

B. Additional Duties may include assisting the EHM Coordinator with the following administrative tasks:

- Ensuring all employees comply with the requirements of the EHM program, to include training employees.
- Appropriately documenting and referring deficiencies to the appropriate supervisor for action as needed.
- Preparing monthly reports regarding or relating to the EHM operations.
- Maintaining appropriate tracking and documentation of standards, procedures and documentation/records of all EHM records with KCSO.
- Maintaining the EHM database
- Researching and remaining apprised of all EHM statutes, standards, trends and requirements.
- Tracking inventory and assignment of GPS Equipment.
- May be assigned to act as an interim EHM Coordinator

QUALIFICATIONS

Education and/or Experience:

- High school diploma or general education degree required.
- Word processing and personal computer training and knowledge is required.
- Prior court services, law enforcement, and/or corrections experience preferred.
- Prior work experience with court administrative services management is preferred.
- Any combination of experience and education that would likely provide the required knowledge and abilities for this position is preferred. A typical way to obtain the knowledge and abilities would be any combination of the following:

- A minimum of five (5) years of experience working in a position related to EHM, court services, law enforcement, corrections setting as a member of a similar organization; and
- A minimum of five (5) years of experience in business administration, human resource management, government administration, or technology services of a public service organization; and
- An Associate's Degree (or higher degree) in Criminal Justice, Human Resource Management or Technology Services, or any combination of training and experience as approved and accepted by the Sheriff.

Knowledge and Ability:

- Knowledge of business practices, and business software (Microsoft Office Suite).
- Knowledge of modern office practices, principles of modern record-keeping, set up and maintenance of filing systems.
- Knowledge in the use of computer, audio/video, and demonstration/teaching equipment.
- Knowledge of current budgeting and accounting methods.
- Ability to prepare accurate and comprehensive reports.
- Requires planning, organizational, and time management skills necessary to prioritize a varied workload, prepare reports, and evaluate probationers' progress through the term of their supervision and/or Technology term and meet necessary deadlines.
- Requires working knowledge of Illinois Statutes, related to the duties performed in this position.

Language Skills:

- Ability to read, interpret and comprehend instructions, policies, procedures and documents related to the financial, business management, and EHM operations of the KCSO.
- Ability to write complete reports, correspondence, and other documents related to the duties performed in this position (i.e. for use by the Court and other professionals).
- Ability to communicate effectively with KCSO staff and co-workers, members of the public, government officials, vendors, service providers, and other county and municipal agencies.
- Must possess all communication and negotiation skills necessary to elicit information related to the duties performed in this position.
- Proficiency in the English language, including spelling and grammar.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio, and percentage and ability to draw and interpret graphs.

Reasoning Skills:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

- Ability to deal with problems involving several concrete variables in standardized situation.
 - Ability to work collaboratively with members of the KCSO Command and administrative staff, as well as other county elected offices and departments.
 - Ability to work independently without the need for direct supervision.
 - Ability to interpret and apply KCSO policy and directives and local, State and Federal laws and regulations.
- Requires interpersonal sensitivity to cultural and environmental differences found in defendants from a variety of cultures, social, economic, and demographic settings.

Certificates, Licenses, Registration:

- Possess and maintain a valid driver's license.
- Possess or has the ability to obtain a valid Firearm's Owner Identification Card (FOID).
- Other certificates and registrations as required for the specific duties performed.

Physical Demands:

- Employees must occasionally stand and bend.
- Employee must occasionally be able to walk unassisted up to .5 (1/2 mile).
- Employee must be able to sit or stand at a desk for extended periods.
- Employee must regularly lift and or move objects weighing 25 pounds and occasionally lift and/or move objects exceeding 60 pounds.
- Employee must be able to stoop, kneel, and crouch.
- Employee must be able to use hands to finger, handle, or feel.
- Employee must be able to reach, push, and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision. Employee must be free of color blindness.

Work Environment:

- Generally, this position will be conducted from an office setting, however it also requires occasional travel and job duties to be performed outdoors.
- Occasionally employee will be at residences, training sites, or locations that require exposure to poor or extreme weather conditions.
- While performing assigned job duties, employee may be exposed to files, documents, videos, and photographs of a graphic, offensive, or sexual nature.
- The noise level in the work environment is generally quiet to moderately noisy.
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as necessary.
- Employee must comply with KCSO policy and procedures, all other directives and lawful orders.
- The work environment is subject to frequent interruption.
- Employee should provide their own transportation or travel to and from meetings, training, conferences, etc. unless pre-approved by the Sheriff or designee in accordance with existing policies or law.

JOB DESCRIPTION APPROVAL:

I have reviewed this job description and understand that it reflects the major tasks of my job. If I have any questions, I understand I can contact my supervisor.

Employee Receipt Acknowledgement and Signature

Date

I have issued this job description to the employee. The job description currently reflects the needed skills and abilities required to perform the job of Electronic Home Monitoring Coordinator.

Corrections Commander's Signature

Date

Cc: Employee, file



KENDALL COUNTY OFFICE OF THE SHERIFF

Dwight A. Baird, Sheriff
1102 Cornell Lane Yorkville Illinois 60560
Phone: 630-553-7500 Fax: 630-553-1972
www.co.kendall.il.us/sheriff



INTEROFFICE MEMORANDUM

TO: SHERIFF BAIRD

FROM: UNDERSHERIFF RICHARDSON

SUBJECT: ADMINISTRATIVE ASSISTANT TO OPERATIONS COMMAND AND INVESTIGATIONS

DATE: 10/14/21

CC: FINANCE CHAIR KELLOGG

As the Operations Command Staff and Investigations Assistant, this employee shall provide administrative support to Investigations and Operations Command. In this position, this employee shall have access to confidential information regarding personnel matters, financial information, and other sensitive information related to management and internal operations of Kendall County Sheriff's Office (KCSO).

The Administrative Assistant to Investigations and Operations Command Staff receives administrative direction from the Undersheriff and Operations Commander regarding division needs and the Investigations Sergeant regarding investigations unit needs. This position is a full-time, FLSA exempt position. The administrative assistant will organize and execute financial tasks and responsibilities including, but not limited to: accounts payable and receivable for Sheriff's Office Investigations and Operations Command Staff budgets and funds, auditing accounts, producing receipts, etc. This position will work closely with the Kendall County Sheriff's Office Business Manager to ensure proper integration of Sheriff's Office business practices. This position will maintain appropriate accounting standards, procedures and documentation/record of all financial transactions within the Investigations unit and Operations Division. With the increases in mandated reporting and administrative clerical workload as a result of the new legislation, and the needs of the Sheriff's Office necessitates and administrative assistant. We currently have our command staff and investigations division completing most clerical preparation for internal and administrative reports to include: use of force reports, civilian complaints, biased based policing reports, and many other state a federal reports that must be created on a yearly basis. By having an assistant to the Operations command staff and to investigations, many of these reports will be

completed by this position, thus allowing the command members to focus their time in a more effective manner.

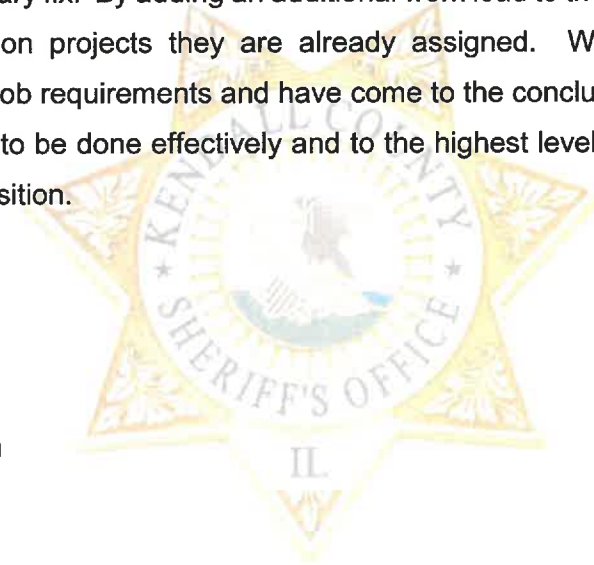
In investigations they are often responsible for clerical and administrative paperwork that could be completed by this position allowing for more time to be spent on criminal investigations that become assigned to that division. Often times in-depth investigations require a large amount of clerical work to be completed both for prosecution and tracking of data that is now part of the mandated reports that are generated on the state and federal level.

We have tried to move some of this workload onto other members of the office and have realized that this is only a temporary fix. By adding an additional work load to their daily duties it oftentimes reduces the efficiency on projects they are already assigned. We have researched other alternatives to fulfill the job requirements and have come to the conclusion that in order for many of these responsibility's to be done effectively and to the highest level possible they will need to be completed by this position.

Respectfully,



Undersheriff Richardson





KENDALL COUNTY OFFICE OF THE SHERIFF

Dwight A. Baird, Sheriff
1102 Cornell Lane Yorkville Illinois 60560
Phone: 630-553-7500 Fax: 630-553-1972
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ADMINISTRATIVE ASSISTANT TO INVESTIGATIONS AND OPERATIONS COMMAND STAFF JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

GENERAL SUMMARY

As the Investigations and Operations Command Staff Assistant, the employee shall provide administrative support to Investigations and Operations Command. In this position, the employee shall have access to confidential information regarding personnel matters, financial information, and other sensitive information related to management and internal operations of Kendall County Sheriff's Office (KCSO).

The Administrative Assistant to Investigations and Operations Command Staff receives administrative direction from the Undersheriff and Operations Commander regarding division needs and the Investigations Sergeant regarding investigations unit needs. This position is a full-time, FLSA exempt position.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Organize and execute financial tasks and responsibilities including, but not limited to: accounts payable and receivable for Sheriff's Office Investigations and Operations Command Staff budgets and funds, auditing accounts, producing receipts, etc. Works closely with the Kendall County Sheriff's Office Business Manager to ensure proper integration of Sheriff's Office business practices. Maintains appropriate accounting standards, procedures and documentation/record of all financial transactions within the Investigations unit and Operations Division.
- Provides support to the Undersheriff and Operations Commander with financial and business office related tasks, including budget reports, budget preparation, grant preparation and administration, vendor contracts and communication with vendors, statutory and other required reports and filings as needed, and all others duties and jobs as directed by Operations Command.
- Assists in compiling informational data for the completion of certain Federal grant programs as well as administering all paperwork involved in the grant request.
- Continuously monitors and reviews the efficiency and effectiveness of Sheriff's Office Operations business practices, makes recommendations for changes and improvements, recommends and assists in policy development and provides general feedback to the

Operations Commander, which will be given particular weight by the Operations Commander and Undersheriff when making such decisions.

- Acts as an assisting Freedom of Information Officer for the Sheriff's Office Operations Division related inquiries and ensures compliance with the State of Illinois Freedom of Information Act (5 ILCS 140). Serves an important role in the development and compliance of methods used to provide and document information distributed in response to public requests under the Act.
- Acts as a secondary to the Sheriff's Office Human Resource Manager. Assists in human resources and personnel tasks and responsibilities for the Operations Division including, but not limited to: testing for employment and promotion, hiring, and employee contact information, medical/FMLA, Insurance and Workers Compensation, etc.
- Acts as a secondary Public Information Officer (PIO) for the Kendall County Sheriff's Office to include but not limited to social media platform posts, public information releases, and all other PIO duties as assigned.
- Acts as the primary payroll clerk for the Sheriff's Office. Completes payroll processing functions including data entry, data verification and correction, and documentation of data adjustments. Maintains payroll systems, and performs and monitors payroll transactions on employee earnings, in compliance with applicable regulations, policies, employee elections and collective bargaining agreements.
- Participates in the development and implementation of the Sheriff's Office goals and objectives and provides recommendations, which are given substantial weight by the Operations Division Command Staff.
- Participates in staff meetings as requested by the Sheriff and communicates openly with other command and administrative staff members.
- Develops, prepares and maintains schedules, travel itineraries, correspondence and confidential communications, and other administrative requirements of the Operations Commander.
- Assists the Operations Commander and Investigations Sergeant with the division schedule preparation, posting, and bidding process.
- Assists the Operations Commander with clerical and transcription functions of Operations Division internal affairs investigations.
- Assists the Operations Commander in the preparation of letters, memoranda, surveys and statistical reports as well as scheduling and keeping the appointment calendar for the Operations Commander's activities up to date.
- Assists the Business Manager in filing and maintaining original copies of contracts, agreements, settlements, subpoenas, legal documents and any documents required by the Operations Commander. Assists the Operations Commander in maintaining compliance with all terms of such contracts, agreements and settlements.
- Evaluates reports, decisions and results of KCSO in relation to established goals pertaining to Operations business management functions. Recommends new

approaches, policies and procedures to effect continual improvements in efficiency of KCSO's Operations business management services.

- Assists the Investigations Unit with statistical crime reporting and mapping.
- Position has constant interaction with the public both in person, in writing and on the phone. Works with other law enforcement officials, political entities and the public to provide direction and assistance as needed
- Must be punctual and have regular attendance
- Must complete all other duties as assigned

QUALIFICATIONS

Education and/or Experience:

- High school diploma or general education degree required.
- Word processing and personal computer training.
- Requires knowledge of payroll, human resources, business practices, and business software such as Microsoft Office suite including excel.
- Knowledge in the use of dictation systems and transcribing equipment preferred.
- Prior human resources and business management experience.
- Prior knowledge and/or work experience with law enforcement administrative services management is preferred.
- Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying for this position. A typical way to obtain the knowledge and abilities would be a combination of the following:
 - A minimum of five (5) years of experience in business administration, human resource management, government administration, or accounting; and
 - Associates Degree (or higher degree) in Business Administration, Human Resource Management or Accounting, or any combination of training and experience as approved and accepted by the Sheriff.

Language Skills:

- Ability to read, interpret and comprehend instructions, policies, procedures and documents related to the financial, business management and human resource operations of the Kendall County Sheriff's Office.
- Ability to write reports, correspondence and other documents related to the duties performed in this position
- Ability to communicate effectively with Sheriff's Office staff and co-workers, members of the public, government officials, vendors and service providers and other county and municipal agencies.
- Requires knowledge of the English language, spelling and grammar.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ration and percent and to draw and interpret bar graphs.

Reasoning Skills:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situation.
- Ability to recommend and implement goals, objectives, and practice for providing effective Corrections business management and administrative assistant operations.
- Ability to work collaboratively with other members of the Sheriff's Command and administrative staff as well as other county elected offices and departments.
- Ability to work independently without need for direct supervision.
- Ability to interpret and apply Sheriff's Office policy and directives and local, State and Federal laws and regulations.

Certificates, Licenses, Registration:

- Certified as an Illinois Notary Public.
- Other certificates and registrations as required for the specific duties performed.

Physical Demands:

- Employees must occasionally stand and bend.
- Employee must occasionally be able to walk to other offices in the building and to other nearby County Office buildings.
- Employee must be able to sit at a desk for extended periods.
- Employee must occasionally lift and/or move up to 25 pounds.
- Employee must be able to use hands to finger, handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

Work Environment:

- While performing assigned job duties, employee may be exposed to files, documents, videos, and photographs of a graphic or sexual nature.
- The noise level in the work environment is usually moderately quiet.
- Employee must be able to perform all assigned job duties during normal business hours.
- Employee must be required to provide own transportation to travel to and from meetings, training, conferences, etc.

JOB DESCRIPTION APPROVAL:

I have reviewed this job description and understand that it reflects the major tasks of my job. If I have any questions, I understand I can contact my supervisor.

Employee Receipt Acknowledgement and Signature

Date

I have issued this job description to the employee. The job description currently reflects the needed skills and abilities required to perform the job of Administrative Assistant to Corrections Command.

Operations Commander's Signature

Date

Cc: Employee, file



Claims Listing

10/28/2021 7:41:59 AM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount	
Administration	541	FIRST NATIONAL BANK OF OMAHA	October 29 2021	First Nat'l Bank of Omaha	11000530 62000	Office Supplies	\$177.48	
	1849	VERIZON	9890765076	Cell phones 10/17 -	11000530 62000	Office Supplies	\$131.96	
						Sub-Total	\$309.44	
	1473	OFFICE DEPOT	200047656001	Office Supplies Admin	11000530 62370	County Supplies	\$70.16	
						Sub-Total	\$70.16	
	1462	NOTARY PUBLIC ASSOCIATION OF IL	TSpringman Notary	TSpringman SAO Notary Fee	11000530 65760	Notaries	\$88.00	
						Sub-Total	\$88.00	
						Administration Total	\$467.60	
	Animal Control Warden	1449	SPRINT	199	Sprint-Cellphones	130101 62070	Cellular Phones	\$5.28
		1849	VERIZON	9890765076	Cell phones 10/17 - 11/16/21	130101 62070	Cellular Phones	\$32.32
						Sub-Total	\$37.60	
541		FIRST NATIONAL BANK OF OMAHA	4895	Haiges	130101 62160	Equipment	\$314.56	
						Sub-Total	\$314.56	
1846		VCA AURORA ANIMAL HOSPITAL	189498	Cat neuter	130901 68950	Neuter / Spay Fees	\$32.47	
1846		VCA AURORA ANIMAL HOSPITAL	189499	VCA Neuters	130901 68950	Neuter / Spay Fees	\$32.47	
						Sub-Total	\$64.94	
						Animal Control Warden Total	\$417.10	
Behavioral Health Services		541	FIRST NATIONAL BANK OF OMAHA	VISA 6048	VISA 6048 OCTOBER BILL	12051355 62030	Dues	\$14.95
						Sub-Total	\$14.95	

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	541	FIRST NATIONAL BANK OF OMAHA	VISA 7111	VISA 7111 OCTOBER BILL	12051355 62040	Conferences	\$11.57
						Sub-Total	\$11.57
	2140	REBECCA MARCHETTI	SEPT MILEAGE	MARCHETTI	12051355 62050	Mileage	\$122.08
						Sub-Total	\$122.08
	541	FIRST NATIONAL BANK OF OMAHA	VISA 6048	VISA 6048 OCTOBER BILL	12051355 62150	Contractual Services	\$14.99
	541	FIRST NATIONAL BANK OF OMAHA	VISA 7111	VISA 7111 OCTOBER BILL	12051355 62150	Contractual Services	\$14.99
						Sub-Total	\$29.98
	1849	VERIZON	9890030800	OCTOBER CELL PHONE	12051355 63540	Telephones	\$37.07
	1849	VERIZON	9890030800	OCTOBER CELL PHONE	12051355 63540	Telephones	\$37.07
	1849	VERIZON	9890030800	OCTOBER CELL PHONE	12051355 63540	Telephones	\$10.00
	1849	VERIZON	9890030800	OCTOBER CELL PHONE	12051355 63540	Telephones	\$1.71
	1849	VERIZON	9890030800	OCTOBER CELL PHONE	12051355 63540	Telephones	\$60.06
	1849	VERIZON	9890030800	OCTOBER CELL PHONE	12051355 63540	Telephones	\$214.36
	1849	VERIZON	9890030800	OCTOBER CELL PHONE	12051355 63540	Telephones	\$62.83
						Sub-Total	\$423.10
	541	FIRST NATIONAL BANK OF OMAHA	VISA 7111	VISA 7111 OCTOBER BILL	12051355 67750	Supplies - General	\$191.60
						Sub-Total	\$191.60
	1345	CONCORDANCE HEALTHCARE SOL	22011476	SYRINGES 3CC	12051355 67760	Supplies - Medical	\$24.95
						Sub-Total	\$24.95
	1432	NCS PEARSON, INC	57710	MTQ/Q LOCAL FEE 2021-2022	12051355 67930	Psychological Testing Material	\$170.00
						Sub-Total	\$170.00
						Behavioral Health Services Total	\$988.23
Capital Expenditures							

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1475	RAY O'HERRON CO INC	00-60560SH.	SQUAD BUILD	11002550 62550	Sheriff	\$1,579.29
						Sub-Total	\$1,579.29
					Capital Expenditures	Total	\$1,579.29
Circuit Court Clerk							
	298	CARYN COLLINS	21957	Ofc Supply-red & green out	11000314 62000	Office Supplies	\$156.96
	1849	VERIZON	9889634839	Ofc Supply- mo wifi billing	11000314 62000	Office Supplies	\$37.97
						Sub-Total	\$194.93
	1566	MATTHEW G PROCHASKA	21956	Conference-mgp attend RAC/WIR Utah	11000314 62040	Conferences	\$645.36
						Sub-Total	\$645.36
	1858	VILLAGE OF OSWEGO	1364	eCitation-reimbursement JANO & Brazos fees	130503 66500	Miscellaneous Expense	\$5,139.45
	2063	RUNCO OFFICE SUPPLY	843855-0	Document Storage-accordion folders & red	130403 66500	Miscellaneous Expense	\$93.54
						Sub-Total	\$5,232.99
						Circuit Court Clerk	Total
							\$6,073.28
Circuit Court Judge							
	1473	OFFICE DEPOT	202281654001	Office Supplies	11001516 62000	Office Supplies	\$12.07
	1473	OFFICE DEPOT	202286584001	Office Supplies	11001516 62000	Office Supplies	\$83.89
						Sub-Total	\$95.96
	1534	PITNEY BOWES	1019272911	Postage Machine Supplies	11001516 62320	Postage Meter Supplies	\$64.59
						Sub-Total	\$64.59
	1534	PITNEY BOWES	3105063336	Postage Machine Lease	11001516 62340	Postage Meter Lease	\$1,120.29
						Sub-Total	\$1,120.29
	1705	STAPLES ADVANTAGE	8063930669	Standing Desk - Judge	11001516 62410	Furniture	\$416.51
						Sub-Total	\$416.51
	181	BRIDGES	6408	French Interpreter - Traore, Ismael	11001516 64810	Statutory Expense	\$244.12

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	312	COMCAST	102621	Jury Assembly Room Cable	11001516 64810	Statutory Expense	\$25.20
	2137	NICOLE OKERBLAD	10172021	Spanish interpreter	11001516 64810	Statutory Expense	\$1,900.00
	3228	LAW OFFICE OF LISA ACCARDI	2294	Court-Appointed GAL	11001516 64810	Statutory Expense	\$345.00
	3228	LAW OFFICE OF LISA ACCARDI	2299	Court Appointed GAL - George minor children	11001516 64810	Statutory Expense	\$1,775.00
	3286	HERFF JONES, LLC	2748457	Judicial Robe - Gleason	11001516 64810	Statutory Expense	\$305.94
						Sub-Total	\$4,595.26
					Circuit Court Judge	Total	\$6,292.61
Combined Court Services	693	GREEN TREE PHARMACY	352325	Medical Prescriptions	11001618 64550	Medical Expenses	\$61.08
						Sub-Total	\$61.08
	1102	KANE COUNTY TREASURER	Sep-21	Juvenile Detention	11001618 65050	Kane County Juvenile Detention	\$19,440.00
						Sub-Total	\$19,440.00
					Combined Court Services	Total	\$19,501.08
Community Action Services	829	IACAA	2021-019	IACAA MEMBERSHIP	12051358 62030	Dues	\$1,853.53
						Sub-Total	\$1,853.53
	1943	WEX BANK	74732235	WEX FUEL PURCHASES	12051358 62050	Mileage	\$232.20
						Sub-Total	\$232.20
	688	GREENWAY MOTORS	264662	OIL CHANGE/ FORD EXPLORER	12051358 62170	Vehicle Maintenance / Repairs	\$61.82
						Sub-Total	\$61.82
	541	FIRST NATIONAL BANK OF OMAHA	VISA 7111	VISA 7111 OCTOBER BILL	12051358 67750	Supplies - General	\$251.99
	541	FIRST NATIONAL BANK OF OMAHA	VISA 7111	VISA 7111 OCTOBER BILL	12051358 67750	Supplies - General	\$14.67

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	541	FIRST NATIONAL BANK OF OMAHA	VISA 7111	VISA 7111 OCTOBER BILL	12051358 67750	Supplies - General	\$35.63
						Sub-Total	\$302.29
	39	ALL SERVICE HEATING & AIR CONDITIONING	2021-035-063-6	WEATHERIZATION RAN HUR FY21	12051358 67810	Direct Client Assistance	\$285.00
	39	ALL SERVICE HEATING & AIR CONDITIONING	2022-035-063-2	WEATHERIZATION LIS STE FY22	12051358 67810	Direct Client Assistance	\$3,095.56
	39	ALL SERVICE HEATING & AIR CONDITIONING	2022-035-063-2	WEATHERIZATION LIS STE FY22	12051358 67810	Direct Client Assistance	\$100.00
	39	ALL SERVICE HEATING & AIR CONDITIONING	2022-035-063-2	WEATHERIZATION LIS STE FY22	12051358 67810	Direct Client Assistance	\$5,751.58
	39	ALL SERVICE HEATING & AIR CONDITIONING	679-5900	EMERGENCY FURNANCE DON CAR	12051358 67810	Direct Client Assistance	\$530.37
	39	ALL SERVICE HEATING & AIR CONDITIONING	680-1305	EMERGENCY FURNACE LOU MON FY22	12051358 67810	Direct Client Assistance	\$424.46
	39	ALL SERVICE HEATING & AIR CONDITIONING	681-4320	EMERGENCY FURNACE KAR LAB FY22	12051358 67810	Direct Client Assistance	\$255.32
	63	AMERIGAS	197111	LIHEAP 197111	12051358 67810	Direct Client Assistance	\$1,160.00
	67	AMEREN ILLINOIS	197125	LIHEAP 197125	12051358 67810	Direct Client Assistance	\$290.00
	82	ARNESON OIL CO.	196602	LIHEAP 196602	12051358 67810	Direct Client Assistance	\$2,175.00
	108	APPLIANCE, CARPET, PARTS LLC	AA371162	WEATHERIZATION MUN BEG FY21	12051358 67810	Direct Client Assistance	\$935.00
	108	APPLIANCE, CARPET, PARTS LLC	AA371314	WEATHERIZATION FER WRE FY21	12051358 67810	Direct Client Assistance	\$935.00
	322	CORN BELT ENERGY CORP	197126	LIHEAP 197126	12051358 67810	Direct Client Assistance	\$300.00
	440	DIBBLE ENTERPRISE	197127	LIHEAP 197127	12051358 67810	Direct Client Assistance	\$2,021.00
	678	GRAINCO FS, INC.	197129	LIHEAP 197129	12051358 67810	Direct Client Assistance	\$2,210.00
	780	HICKSGAS BRAIDWOOD	196605	LIHEAP 196605	12051358 67810	Direct Client Assistance	\$2,025.00

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1122	KANE COUNTY - WORKFORCE DEVELOPMENT DIVISION	2021-00000166	KANE COUNTY WORKFORCE INFRASTRUCTURE AND SUPPORT	12051358 67810	Direct Client Assistance	\$38.71
	1160	KENDALL COUNTY HEALTH DEPT	PY2022	ESG PY22 FUND	12051358 67810	Direct Client Assistance	\$60,924.00
	1452	NICOR	196606	LIHEAP 196606	12051358 67810	Direct Client Assistance	\$131.00
	1452	NICOR	196606	LIHEAP 196606	12051358 67810	Direct Client Assistance	\$50,500.00
	1452	NICOR	196606	LIHEAP 196606	12051358 67810	Direct Client Assistance	\$750.00
	1452	NICOR	197130	LIHEAP 197130	12051358 67810	Direct Client Assistance	\$37.00
	1452	NICOR	197130	LIHEAP 197130	12051358 67810	Direct Client Assistance	\$148.00
	1452	NICOR	197130	LIHEAP 197130	12051358 67810	Direct Client Assistance	\$4,450.00
	1452	NICOR	197130	LIHEAP 197130	12051358 67810	Direct Client Assistance	\$56,500.00
	2047	COMED	196440	LIHEAP 194660	12051358 67810	Direct Client Assistance	\$5,418.00
	2047	COMED	196440	LIHEAP 194660	12051358 67810	Direct Client Assistance	\$23,680.00
	2047	COMED	196603	LIHEAP 196603	12051358 67810	Direct Client Assistance	\$400.00
	2047	COMED	196603	LIHEAP 196603	12051358 67810	Direct Client Assistance	\$678.00
	2047	COMED	196604	LIHEAP 196604	12051358 67810	Direct Client Assistance	\$1,936.00
	2047	COMED	196604	LIHEAP 196604	12051358 67810	Direct Client Assistance	\$11,300.00
	2047	COMED	196604	LIHEAP 196604	12051358 67810	Direct Client Assistance	\$256.00
	2047	COMED	196604	LIHEAP 196604	12051358 67810	Direct Client Assistance	\$390.00
	2047	COMED	197128	LIHEAP 197128	12051358 67810	Direct Client Assistance	\$2,001.00
	2047	COMED	197128	LIHEAP 197128	12051358 67810	Direct Client Assistance	\$2,390.00
	2047	COMED	197128	LIHEAP 197128	12051358 67810	Direct Client Assistance	\$6,166.00

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	2047	COMED	197128	LIHEAP 197128	12051358 67810	Direct Client Assistance	\$50,100.00
						Sub-Total	\$300,687.00
						Community Action Total	\$303,136.84
Community Health Services							
	1849	VERIZON	9890030800	OCTOBER CELL PHONE	12051357 63540	Telephones	\$676.40
	1849	VERIZON	9890030800	OCTOBER CELL PHONE	12051357 63540	Telephones	\$80.77
	1849	VERIZON	9890030800	OCTOBER CELL PHONE	12051357 63540	Telephones	\$624.49
	1849	VERIZON	9890030800	OCTOBER CELL PHONE	12051357 63540	Telephones	\$89.52
						Sub-Total	\$1,471.18
	541	FIRST NATIONAL BANK OF OMAHA	VISA 9611	VISA 9611 OCTOBER	12051357 67890	Adult Vaccines	\$337.52
						Sub-Total	\$337.52
						Community Health Total	\$1,808.70
Coroner							
	541	FIRST NATIONAL BANK OF OMAHA	22265	GOTTE CC 8694 10 2021	11000417 62170	Vehicle Maintenance / Repairs	\$62.76
						Sub-Total	\$62.76
	1418	NATIONAL MEDICAL SERVICES	1153695	INV 1153695 CUST 10056 TOXICOLOGY 09	11000417 64920	Toxicology Testing	\$459.00
						Sub-Total	\$459.00
	541	FIRST NATIONAL BANK OF OMAHA	22265	GOTTE CC 8694 10 2021	11000417 64940	Morgue Supplies	\$9.96
						Sub-Total	\$9.96
	541	FIRST NATIONAL BANK OF OMAHA	22264	PURCELL CC 4094 10 2021	11000417 64950	Bio Hazard Disposal	\$110.00
						Sub-Total	\$110.00
	541	FIRST NATIONAL BANK OF OMAHA	22265	GOTTE CC 8694 10 2021	130804 66500	Miscellaneous Expense	\$39.00
	541	FIRST NATIONAL BANK OF OMAHA	22265	GOTTE CC 8694 10 2021	130804 66500	Miscellaneous Expense	\$41.00

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account		Description	Invoice Amount
							Sub-Total	\$80.00
	541	FIRST NATIONAL BANK OF OMAHA	22265	GOTTE CC 8694 10 2021	173604	70110	Miscellaneous Cost	\$15.39
	541	FIRST NATIONAL BANK OF OMAHA	22265	GOTTE CC 8694 10 2021	173604	70110	Miscellaneous Cost	\$67.98
	541	FIRST NATIONAL BANK OF OMAHA	22265	GOTTE CC 8694 10 2021	173504	70110	Miscellaneous Cost	\$106.61
	541	FIRST NATIONAL BANK OF OMAHA	22265	GOTTE CC 8694 10 2021	173504	70110	Miscellaneous Cost	\$286.00
	541	FIRST NATIONAL BANK OF OMAHA	22265	GOTTE CC 8694 10 2021	173504	70110	Miscellaneous Cost	\$573.05
	1714	STEVEN'S SILK SCREENING & EMBROIDERY	19228	INV. 19228 KENDALL CORONER SHIRTS	173504	70110	Miscellaneous Cost	\$400.00
							Sub-Total	\$1,449.03
						Coroner	Total	\$2,170.75
Corrections								
	28	AFTERMATH SERVICES, LCC.	INVOICE #JC2021-4736	INVOICE JC2021-4736	11002010	62150	Contractual Services	\$155.00
	348	CONSOLIDATED CORRECTIONAL FOODSERVICE	INVOICE 22100621	INVOICE 22100621	11002010	62150	Contractual Services	\$15,677.54
	1632	SATELLITE TRACKING OF PEOPLE, LLC	INVOICE 93482	INVOICE 93482 - GPS EQUIPMENT CONTRACT	11002010	62150	Contractual Services	\$2,821.99
							Sub-Total	\$18,654.53
	618	GUARDIAN ENESTHESIA ASSOC	#806450100	806450100 - MEDICAL BILL	11002010	64550	Medical Expenses	\$107.45
	624	GARCIA CLINICAL LABORATORY	INV 59002	SEPT 2021 INMATE MEDICAL LAB TESTS	11002010	64550	Medical Expenses	\$96.00
	693	GREEN TREE PHARMACY	IN000352326	KENDALL SHERIFF	11002010	64550	Medical Expenses	\$3,112.22
	1316	MCKESSON MEDICAL-SURGICAL	18686314 / 19	ACCT 55390494	11002010	64550	Medical Expenses	\$31.32
	1316	MCKESSON MEDICAL-SURGICAL	INV18652353	ACCT 55390494 - INMATE MEDICAL	11002010	64550	Medical Expenses	\$93.74
							Sub-Total	\$3,440.73

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account		Description	Invoice Amount
					Corrections		Total	\$22,095.26
County Board								
	1521	PESSINA TREE SERVICE	4368-518	TREE REMOVAL	140125	69780	Capital Expenditures	\$2,740.00
	1628	S & K EXCAVATING & TRUCKING INC.	2044954	PARKING LOT REMOVAL & TOPSOIL	140125	69780	Capital Expenditures	\$4,500.00
	1628	S & K EXCAVATING & TRUCKING INC.	2044955	HOUSE REMOVAL	140125	69780	Capital Expenditures	\$18,500.00
	1812	TYLER TECHNOLOGIES, INC.	045-349102	JULY 2021 IMPLEMENTATION	140225	69780	Capital Expenditures	\$700.00
							Sub-Total	\$26,440.00
	1849	VERIZON	9890765076	Cell phones 10/17 -	177125	70040	Supplies	\$86.75
							Sub-Total	\$86.75
	541	FIRST NATIONAL BANK OF OMAHA	Vistaprint 9-20	4859489186115720	177025	79701	Administrative Expenses	\$241.91
							Sub-Total	\$241.91
					County Board		Total	\$26,768.66
County Clerk And Recorder								
	1120	JESSICA KARALES	10-13-21	extra help	11000606	51450	Temporary Salaries	\$90.00
							Sub-Total	\$90.00
	3252	FP FINANCE	30269725	maintenance	11000606	62150	Contractual Services	\$196.24
							Sub-Total	\$196.24
					County Clerk And Recorder		Total	\$286.24
County Highway Engineer								
	1786	TOWNSHIP OFFICIALS OF ILLINOIS	T42000-2022	2022 Drug Testing - 14 Drivers	120207	62030	Dues	\$1,330.00
							Sub-Total	\$1,330.00
	1849	VERIZON	9889666736	Monthly Service	120207	62070	Cellular Phones	\$202.95
							Sub-Total	\$202.95
	32	AIRGAS USA, LLC	9118632025	Two Tip CTNG Victor	120207	62160	Equipment	\$34.08

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	317	COFFMAN TRUCK SALES INC	273982	#20 Inspection	120207 62160	Equipment	\$40.00
	317	COFFMAN TRUCK SALES INC	273993	#14 Inspection	120207 62160	Equipment	\$59.50
	317	COFFMAN TRUCK SALES INC	274311	#8 Inspection	120207 62160	Equipment	\$40.00
	317	COFFMAN TRUCK SALES INC	274330	#16 inspection	120207 62160	Equipment	\$59.50
	317	COFFMAN TRUCK SALES INC	274393	#18 inspection	120207 62160	Equipment	\$39.00
	317	COFFMAN TRUCK SALES INC	274410	#21 inspection	120207 62160	Equipment	\$58.50
	317	COFFMAN TRUCK SALES INC	274755	#15 Inspection	120207 62160	Equipment	\$59.50
	317	COFFMAN TRUCK SALES INC	274780	#12 inspection	120207 62160	Equipment	\$40.00
	317	COFFMAN TRUCK SALES INC	275246	#10 inspection	120207 62160	Equipment	\$59.50
	317	COFFMAN TRUCK SALES INC	275972	#21 inspection	120207 62160	Equipment	\$1.00
	317	COFFMAN TRUCK SALES INC	275989	#18 inspection	120207 62160	Equipment	\$1.00
	413	DEKANE EQUIPMENT CORP	IA80425	Parts for tractor #26	120207 62160	Equipment	\$308.97
	413	DEKANE EQUIPMENT CORP	IA80602	blade kit	120207 62160	Equipment	\$260.18
	506	ELBURN NAPA, INC.	297241	BLSTR Pk	120207 62160	Equipment	\$1.67
	506	ELBURN NAPA, INC.	297370	LED License Kit	120207 62160	Equipment	\$46.49
	506	ELBURN NAPA, INC.	297413	bracket, plug	120207 62160	Equipment	\$10.61
	506	ELBURN NAPA, INC.	297482	Brackets	120207 62160	Equipment	\$9.30
	506	ELBURN NAPA, INC.	297783	Battery	120207 62160	Equipment	\$72.32
	506	ELBURN NAPA, INC.	297926	Glass Mirror	120207 62160	Equipment	\$94.42
	506	ELBURN NAPA, INC.	297930	Exact Fit Rear - Chevy	120207 62160	Equipment	\$10.31
	506	ELBURN NAPA, INC.	297933	wiper blades, ratchet	120207 62160	Equipment	\$116.53
	506	ELBURN NAPA, INC.	297946	Penetrant Oil	120207 62160	Equipment	\$29.97
	506	ELBURN NAPA, INC.	297964	Oil filters, Cabin Air Filters	120207 62160	Equipment	\$220.72
	506	ELBURN NAPA, INC.	298230	Gold Air Filters	120207 62160	Equipment	\$100.52

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	558	FLEETPRIDE	83985289	QRN Quick Release Valve,	120207 62160	Equipment	\$61.13
	558	FLEETPRIDE	84203090	NYL Air Brake male, #19	120207 62160	Equipment	\$24.04
	1002	INTERSTATE BILLING SERVICE	3025235477	Parts for #12 & Shop	120207 62160	Equipment	\$1,214.33
	1002	INTERSTATE BILLING SERVICE	3025275894	Tube Kit, #16	120207 62160	Equipment	\$125.00
	1002	INTERSTATE BILLING SERVICE	3025289486	Seal EGR Pipe	120207 62160	Equipment	\$43.90
	1002	INTERSTATE BILLING SERVICE	3025289798	Valve Quick Release	120207 62160	Equipment	\$105.80
	1060	JOHN DEERE FINANCIAL	10482635	Windowpane, #26	120207 62160	Equipment	\$101.03
	1060	JOHN DEERE FINANCIAL	10489016	parts for tractors	120207 62160	Equipment	\$407.58
	1060	JOHN DEERE FINANCIAL	10491260	parts for tractors	120207 62160	Equipment	\$109.14
	1060	JOHN DEERE FINANCIAL	17136	Tape Measure	120207 62160	Equipment	\$33.98
	1060	JOHN DEERE FINANCIAL	20525	Batteries, Fasteners	120207 62160	Equipment	\$51.26
	1060	JOHN DEERE FINANCIAL	22722	Pail Poly 5 Qt	120207 62160	Equipment	\$2.29
	1060	JOHN DEERE FINANCIAL	23747	steel pipe	120207 62160	Equipment	\$16.99
	1060	JOHN DEERE FINANCIAL	25437	starting fluid, chain lube	120207 62160	Equipment	\$66.37
	1060	JOHN DEERE FINANCIAL	27106	Spring Clamp	120207 62160	Equipment	\$1.19
	1323	MENARDS	26245	PVC Cap	120207 62160	Equipment	\$3.39
	1323	MENARDS	26966	Teflon Paste/Tape	120207 62160	Equipment	\$9.75
	1323	MENARDS	27058	Sewer Cap, Test Plug,	120207 62160	Equipment	\$17.23
	1323	MENARDS	27178	AC2 Green Treated	120207 62160	Equipment	\$56.99
	1323	MENARDS	27302	Nuts, Bolts, Washers	120207 62160	Equipment	\$24.11
	1323	MENARDS	27310	TC Chunx 4lb Bucket	120207 62160	Equipment	\$25.99
	2061	TRUCK CENTERS INC.	F140347557:01	Strut-Spring #15	120207 62160	Equipment	\$344.44
						Sub-Total	\$4,619.52

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	82	ARNESON OIL CO.	187355	Gas	120207 62180	Gasoline / Fuel / Oil	\$372.68
	82	ARNESON OIL CO.	192179	Diesel	120207 62180	Gasoline / Fuel / Oil	\$781.25
	82	ARNESON OIL CO.	192180	Gas	120207 62180	Gasoline / Fuel / Oil	\$237.16
						Sub-Total	\$1,391.09
	1030	J & D DOOR SALES	111324	Repair Torsion Springs on door	120207 67200	Building and Grounds Maint.	\$2,792.00
						Sub-Total	\$2,792.00
	1883	WATER PRODUCTS-AURORA	2363443	3" Manhole Adjusting Ring	120207 67220	Highway Maint. Materials	\$265.00
	3330	AMY SALLEE	1	Reimb. damage to tire due to construction	120207 67220	Highway Maint. Materials	\$262.19
						Sub-Total	\$527.19
	1788	TRAFFIC CONTROL CORPORATION	132151	Latching Yellow	120207 67260	Traffic Signal Maint.	\$737.98
	1788	TRAFFIC CONTROL CORPORATION	132155	Cap, Nipple, Cast Nipple	120207 67260	Traffic Signal Maint.	\$147.98
	1788	TRAFFIC CONTROL CORPORATION	132209	Base, Post Top Mount	120207 67260	Traffic Signal Maint.	\$275.00
						Sub-Total	\$1,160.96
	735	HAMPTON, LENZINI & RENWICK	000020211850	Orchard Rd. Wetland Maint.	120107 67350	Construction of Bridges	\$500.00
	1921	WILLETT HOFMANN & ASSOCIATES	30329	2020-2021 Bridge Inspections	120107 67350	Construction of Bridges	\$842.50
	1921	WILLETT HOFMANN & ASSOCIATES	30332	Eng. Caton Farm Rd Bridge	120107 67350	Construction of Bridges	\$229.10
						Sub-Total	\$1,571.60
	797	HR GREEN INC.	147454	Eng. Collins Rd. Ext, Ph. II	135007 67420	Engineering Fees	\$17,272.51

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	797	HR GREEN INC.	9-147415	Eng. Eldamain Road Bridge	135007 67420	Engineering Fees	\$123,096.67
	809	HUTCHISON ENGINEERING, INC	Proj. 4840, #4	Eng. Ridge/Holt Traffic Light	135007 67420	Engineering Fees	\$1,620.00
	809	HUTCHISON ENGINEERING, INC	Project 4534. #18	Eng. Ridge & RT52	135007 67420	Engineering Fees	\$2,380.50
	1928	WBK ENGINEERING, LLC	22417	Eng. Plainfield & 143rd St	135007 67420	Engineering Fees	\$1,182.50
	1928	WBK ENGINEERING, LLC	22434	Eng. Newark & Lisbon, Ph. II	135007 67420	Engineering Fees	\$7,103.60
						Sub-Total	\$152,655.78
					County Highway Engineer	Total	\$166,251.09
County Treasurer							
	2041	BLUE CROSS AND BLUE SHIELD OF ILLINOIS	NOVEMBER 2021	NOVEMBER 2021 HEALTH INS	180608 52180	Health Insurance	\$354,480.64
						Sub-Total	\$354,480.64
	1325	METLIFE	NOVEMBER 2021	NOVEMBER 2021 DENTAL	180608 52210	Dental Insurance	\$27,674.44
						Sub-Total	\$27,674.44
	606	FSL / EYEMED PREMIUMS	OCTOBER 2021	OCTOBER 2021 VISION	180608 52300	Vendor Deduction Checks Out	\$3,198.99
	2269	DEARBORN LIFE INSURANCE COMPANY	NOVEMBER 2021	NOVEMBER 2021 LIFE INSURANCE	180608 52300	Vendor Deduction Checks Out	\$5,255.89
						Sub-Total	\$8,454.88
					County Treasurer	Total	\$390,609.96
Emergency Mangagement Agency							
	541	FIRST NATIONAL BANK OF OMAHA	9891291861	4859486551676625	11000912 62060	Training	\$84.94
	1134	KENDALL COUNTY ASSOCIATION OF CHIEFS OF POLICE	827	EMA MEETING/TRAINING	11000912 62060	Training	\$16.00
						Sub-Total	\$100.94

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	541	FIRST NATIONAL BANK OF OMAHA	9891291861	4859486551676625	11000912 62270	Utilities	\$37.80
	2047	COMED	OCT 19 2021	33 1/2 HAMPTON -	11000912 62270	Utilities	\$28.52
						Sub-Total	\$66.32
						Emergency Management Total	\$167.26
Environmental Health Services							
	1943	WEX BANK	74732235	WEX FUEL PURCHASES	12051356 62050	Mileage	\$14.00
	1943	WEX BANK	74732235	WEX FUEL PURCHASES	12051356 62050	Mileage	\$41.99
						Sub-Total	\$55.99
	1849	VERIZON	9890030800	OCTOBER CELL PHONE	12051356 63540	Telephones	\$263.07
						Sub-Total	\$263.07
	541	FIRST NATIONAL BANK OF OMAHA	VISA 7111	VISA 7111 OCTOBER BILL	12051356 67750	Supplies - General	\$515.00
						Sub-Total	\$515.00
						Environmental Health Total	\$834.06
Facilities Management							
	4	4 SEASONS LANDSCAPING	8583A	SNOW REMOVAL REPAIR WORK	11001001 62140	Annual Contracts / Serv. Agmts	\$2,197.00
	4	4 SEASONS LANDSCAPING	8585A	ANNUAL CONTRACTS	11001001 62140	Annual Contracts / Serv. Agmts	\$1,040.00
	499	ECOLAB	6264076664	ANNUAL CONTRACTS	11001001 62140	Annual Contracts / Serv. Agmts	\$234.95
						Sub-Total	\$3,471.95
	1503	PARK VENDING	55970-55977	VENDING SERVICES	11001001 62150	Contractual Services	\$342.00
						Sub-Total	\$342.00
	90	ATLAS BOBCAT	714534	EQUIPMENT	11001001 62160	Equipment	\$2,837.81
	1686	SOUND INCORPORATED	D1356334	EQUIPMENT	11001001 62160	Equipment	\$329.00
						Sub-Total	\$3,166.81

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account		Description	Invoice Amount
	946	ILLCO, INC	1391423	EQUIPMENT	11001001	62360	Equipment Rental	\$31.50
							Sub-Total	\$31.50
	228	CAPITAL ONE COMMERCIAL	7423900000742398	COUNTY SUPPLIES	11001001	62370	County Supplies	\$742.39
	586	PERFORMANACE FOODSERVICE	4756794	COUNTY SUPPLIES	11001001	62370	County Supplies	\$756.81
	680	GRAINGER	9086070811	COUNTY SUPPLIES	11001001	62370	County Supplies	\$21.06
	792	HOME DEPOT CREDIT SERVICES	10262021	COUNTY SUPPLIES	11001001	62370	County Supplies	\$458.94
	1294	MARK'S PLUMBING PARTS & PRODUCTS	INV001976689	COUNTY SUPPLIES	11001001	62370	County Supplies	\$350.25
	1674	SIGNARAMA	INV-17096	COUNTY SUPPLIES	11001001	62370	County Supplies	\$235.48
	1886	WAREHOUSE DIRECT OFFICE PRODUCTS	5079961-0	COUNTY SUPPLIES	11001001	62370	County Supplies	\$3,473.14
							Sub-Total	\$6,038.07
					Facilities Management		Total	\$13,050.33
GIS COORDINATOR								
	1849	VERIZON	9890765076	Cell phones 10/17 -	131712	99570	Cell Phones	\$42.32
							Sub-Total	\$42.32
					GIS COORDINATOR		Total	\$42.32
Jury Commission								
	1473	OFFICE DEPOT	202390584001	Jury Office Supplies -	11001515	62000	Office Supplies	\$74.19
							Sub-Total	\$74.19
	3295	██████████	101521	Grand Juror Per Diem	11001515	65540	Grand Juror Per Diem	\$19.96
	3295	██████████	102521	Grand Juror Per Diem	11001515	65540	Grand Juror Per Diem	\$19.96
	3296	██████████	101521	Grand Juror Per Diem	11001515	65540	Grand Juror Per Diem	\$25.56
	3296	██████████	102521	Grand Juror Per Diem	11001515	65540	Grand Juror Per Diem	\$25.56
	3297	██████████	101521	Grand Juror Per Diem	11001515	65540	Grand Juror Per Diem	\$19.96

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	3297	██████████	102521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$19.96
	3298	██████████	101521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$21.08
	3298	██████████	102521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$21.08
	3299	██████████	101521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$31.16
	3299	██████████	102521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$31.16
	3300	██████████	101521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$18.84
	3300	██████████	102521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$18.84
	3301	██████████	101521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$24.44
	3301	██████████	102521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$24.44
	3302	██████████	101521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$18.84
	3302	██████████	102521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$18.84
	3303	██████████	101521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$21.08
	3303	██████████	102521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$21.08
	3304	██████████	101521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$18.84
	3304	██████████	102521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$18.84
	3305	██████████	101521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$18.84
	3305	██████████	102521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$18.84
	3306	██████████	101521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$23.32
	3306	██████████	102521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$23.32
	3307	██████████	102521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$21.08
	3308	██████████	101521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$19.96

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	3308	██████████	102521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$19.96
	3309	██████████	101521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$15.48
	3309	██████████	102521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$15.48
	3310	██████████	101521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$19.96
	3310	██████████	102521	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$19.96
						Sub-Total	\$655.72
						Jury Commission	Total
							\$729.91
PBZ Senior Planner							
	1928	WBK ENGINEERING, LLC	22411	12830 ASHLEY ROAD	180119 63150	Project Expenses	\$430.00
	1928	WBK ENGINEERING, LLC	22413	9025 CHICAGO ROAD	180119 63150	Project Expenses	\$322.50
	1928	WBK ENGINEERING, LLC	22414	83 S. LINDEN SW PERMIT	180119 63150	Project Expenses	\$430.00
	1928	WBK ENGINEERING, LLC	22415	10744 ROUTE 47-PET#21-31	180119 63150	Project Expenses	\$537.50
	1928	WBK ENGINEERING, LLC	22416	3548 BELL ROAD	180119 63150	Project Expenses	\$430.00
	3337	JAMIE AND JILLIAN PRODEHL	Project #21-08	REFUND-CLOSE ESCROW ACCOUNT	180119 63150	Project Expenses	\$720.59
						Sub-Total	\$2,870.59
						PBZ Senior Planner	Total
							\$2,870.59
Planning, Building and Zoning							
	1928	WBK ENGINEERING, LLC	22395	Kendall Review Services 8.29 - 10.2.2021	11001902 63630	Consultants	\$860.00
	1928	WBK ENGINEERING, LLC	22412	WHITETAILE RIDGE	11001902 63630	Consultants	\$430.00
						Sub-Total	\$1,290.00
	1165	KENDALL COUNTY RECORDER	281	SEPTEMBER RECORDINGS	11001902 63700	Recording Fees	\$268.00
						Sub-Total	\$268.00
						Planning, Building and	Total
							\$1,558.00

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount	
Presiding Judge	2731	RECONNECT INC	3DCF4CC1-0008	Reconnect Aug 2021	174515 62000	Office Supplies	\$70.00	
	2731	RECONNECT INC	3DCF4CC1-0008	Reconnect Aug 2021	174515 62000	Office Supplies	\$100.00	
						Sub-Total	\$170.00	
	1594	REDWOOD TOXICOLOGY LAB	303.49520219	Redwood Sept 2021	135815 64450	Drug Testing	\$129.32	
	1643	SCRAM SYSTEMS OF ILLINOIS	2	SCRAM Sept 2021	174515 64450	Drug Testing	\$384.00	
	2605	PHARMCHEM INC	438035	PharmChem Sept 2021	174515 64450	Drug Testing	\$199.85	
						Sub-Total	\$713.17	
						Presiding Judge Total	\$883.17	
	Probation Supervisor	903	IL PROBATION & CRT SERV ASSOC	13	Fall 2021 Conference	132616 62060	Training	\$1,200.00
		1074	JACQUELINE JONES	Tracker Report Meals	Tracker Report Writing Training Meal	132616 62060	Training	\$84.43
3239		SHANNON MCCARTY	Tracker Report Meals	Tracker Report Training Meal Reimbursement	132616 62060	Training	\$36.61	
3335		BRUCE LUDWICK	Core Correct Meals	Core Correctional Training Meal Reimbursement	132616 62060	Training	\$101.53	
						Sub-Total	\$1,422.57	
1139		KENDALL COUNTY HEALTH DEPARTMENT	10252021	Kendall County Parent Education Participants	132616 62140	Annual Contracts / Serv. Agmts	\$450.00	
						Sub-Total	\$450.00	
1995		ADVOCATE HEALTHCARE	Oct 1, 2021	Employee rapid drug screen	132616 62150	Contractual Services	\$68.00	
						Sub-Total	\$68.00	
						Probation Supervisor Total	\$1,940.57	
Program Support	541	FIRST NATIONAL BANK OF OMAHA	VISA 7111	VISA 7111 OCTOBER BILL	12051359 62040	Conferences	\$49.00	
						Sub-Total	\$49.00	

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1230	CRUZ LLAMAS	SEPTEMBER MILEAGE	LLAMAS MILEAGE REIMBURSEMENT	12051359 62050	Mileage	\$18.87
						Sub-Total	\$18.87
	275	CITADEL INFORMATION MANAGEMENT	182296	SHREDDING MONTHLY PICKUP 10/6/21	12051359 62150	Contractual Services	\$79.92
	541	FIRST NATIONAL BANK OF OMAHA	VISA 6048	VISA 6048 OCTOBER BILL	12051359 62150	Contractual Services	\$14.99
	541	FIRST NATIONAL BANK OF OMAHA	VISA 6048	VISA 6048 OCTOBER BILL	12051359 62150	Contractual Services	\$14.99
	541	FIRST NATIONAL BANK OF OMAHA	VISA 7111	VISA 7111 OCTOBER BILL	12051359 62150	Contractual Services	\$20.00
						Sub-Total	\$129.90
	1849	VERIZON	9890030800	OCTOBER CELL PHONE	12051359 63540	Telephones	\$140.18
						Sub-Total	\$140.18
	541	FIRST NATIONAL BANK OF OMAHA	VISA 7111	VISA 7111 OCTOBER BILL	12051359 65610	Advertisements	\$188.29
	541	FIRST NATIONAL BANK OF OMAHA	VISA 7111	VISA 7111 OCTOBER BILL	12051359 65610	Advertisements	\$511.64
						Sub-Total	\$699.93
	541	FIRST NATIONAL BANK OF OMAHA	VISA 6048	VISA 6048 OCTOBER BILL	12051359 66500	Miscellaneous Expense	\$30.37
	541	FIRST NATIONAL BANK OF OMAHA	VISA 9611	VISA 9611 OCTOBER	12051359 66500	Miscellaneous Expense	\$37.98
						Sub-Total	\$68.35
	541	FIRST NATIONAL BANK OF OMAHA	VISA 7111	VISA 7111 OCTOBER BILL	12051359 67750	Supplies - General	\$71.20
	1288	QUADIENT LEASING USA INC	16511099	POSTAGE INK CARTRIDGE	12051359 67750	Supplies - General	\$139.73
						Sub-Total	\$210.93
						Program Support	Total
							\$1,302.17
Public Defender							

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount	
	1172	KENDALL PRINTING	21-1001	business cards for tony and	11001719 62000	Office Supplies	\$84.00	
	2063	RUNCO OFFICE SUPPLY	840707-1	misc office supplies	11001719 62000	Office Supplies	\$118.71	
						Sub-Total	\$202.71	
	3341	CHRISTINA SANTIEMMO	8/2/21	reimbursement for ARDC membership	11001719 62030	Dues	\$284.00	
						Sub-Total	\$284.00	
	702	LINDA GRUENBERG, D.O.	8/31/21	taylor cano/16cf371	11001719 62150	Contractual Services	\$7,481.25	
						Sub-Total	\$7,481.25	
						Public Defender Total	\$7,967.96	
	Sheriff	51	SYNCB/AMAZON	MULTI INVOICES....	AZ2EX40SU9E4P	11002009 62000	Office Supplies	\$20.97
							Sub-Total	\$20.97
549		FEDEX	INVOICE 7-538-44639	ACCT 3095-8363-9	11002009 62010	Postage	\$7.14	
						Sub-Total	\$7.14	
1134		KENDALL COUNTY ASSOCIATION OF CHIEFS OF POLICE	782	MEETING/TRAINING - SHERIFF	11002009 62040	Conferences	\$192.00	
1134		KENDALL COUNTY ASSOCIATION OF CHIEFS OF POLICE	822	SHERIFF X 2	11002009 62040	Conferences	\$32.00	
						Sub-Total	\$224.00	
1337		LEXIPOL LLC	INVPR6123	INVPR6123	11002009 62060	Training	\$3,528.00	
1460		NORTH-EAST MULTI-REGIONAL	INVOICE #292400	JUVENILE SPECIALIST SKILLS PROGRAM -	11002009 62060	Training	\$65.00	
						Sub-Total	\$3,593.00	
1849	VERIZON	9891291861	386853358-00001	11002009 62070	Cellular Phones	\$1,290.17		

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1849	VERIZON	9891291862	386853358-00002	11002009 62070	Cellular Phones	\$1,906.12
						Sub-Total	\$3,196.29
	1288	QUADIENT LEASING USA INC	INVOICE N9095499	CUSTOMER # 00335847	11002009 62150	Contractual Services	\$276.93
	1503	PARK VENDING	55972	KENDALL SHERIFF	11002009 62150	Contractual Services	\$171.00
	1503	PARK VENDING	55976	KENDALL SHERIFF	11002009 62150	Contractual Services	\$85.50
						Sub-Total	\$533.43
	330	COMMUNICATIONS DIRECT INC	INVOICES - MULTI	INVOICES - MULTI	11002009 62160	Equipment	\$1,002.50
						Sub-Total	\$1,002.50
	897	IL SECRETARY OF STATE POLICE	PLATE RENEWAL	PLATE RENEWAL	11002009 62170	Vehicle Maintenance / Repairs	\$151.00
	1508	PARADISE CAR WASH	INVOICE #224376	INVOICE #224376	11002009 62170	Vehicle Maintenance / Repairs	\$24.00
	1644	SECRETARY OF STATE	TITLE / PLATES	TITLE / PLATES	11002009 62170	Vehicle Maintenance / Repairs	\$636.00
						Sub-Total	\$811.00
	1475	RAY O'HERRON CO INC	01-60560SH..	UNIFORMS	11002009 62400	Uniforms / Clothing	\$1,288.57
						Sub-Total	\$1,288.57
	51	SYNCB/AMAZON	MULTI INVOICES....	AZ2EX40SU9E4P	11002009 64350	Police Supplies	\$465.99
	51	SYNCB/AMAZON	MULTI INVOICES....	AZ2EX40SU9E4P	11002009 64350	Police Supplies	\$1,096.35
	1475	RAY O'HERRON CO INC	2149850-IN	00-60560SH	11002009 64350	Police Supplies	\$499.76
						Sub-Total	\$2,062.10

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1475	RAY O'HERRON CO INC	2149850-IN	00-60560SH	11002009 64360	Weapons / Ammunition	\$1,800.00
						Sub-Total	\$1,800.00
	1380	MICHAEL MROZEK	EQUIP. REIMB. 2021	EQUIP REIMB. VEST 2021	11002009 64380	Union Contract Expense	\$650.00
	3342	KATHERINE YOUNG	EQUIP REIMB 2021	EQUIP REIMB - VEST 2021	11002009 64380	Union Contract Expense	\$650.00
						Sub-Total	\$1,300.00
	51	SYNCB/AMAZON	MULTI INVOICES....	AZ2EX40SU9E4P	132120 64540	Comm Inmate Supplies	\$16.00
	160	BOB BARKER CO INC	INVOICE 1678869	INVOICE 1678869 INMATE SUPPLIES	132120 64540	Comm Inmate Supplies	\$17.81
	228	CAPITAL ONE COMMERCIAL	1638278926	622807	132120 64540	Comm Inmate Supplies	\$83.52
	499	ECOLAB	#6264064626	INV 6264064626 - KITCHEN SUPPLIES	132120 64540	Comm Inmate Supplies	\$260.30
	499	ECOLAB	INV 6264098618	INV 6264098618 - LAUNDRY CHEMICALS	132120 64540	Comm Inmate Supplies	\$1,513.38
	2131	SECURUS TECHNOLOGIES	INVOICE 214927	INV 214927 - INMATE TABLETS	132120 64540	Comm Inmate Supplies	\$750.00
	2639	STELLAR SERVICES LLC	INVOICE 181477	INV 181477 - INMATE SUPPLIES	132120 64540	Comm Inmate Supplies	\$320.15
						Sub-Total	\$2,961.16
	693	GREEN TREE PHARMACY	IN000352326	KENDALL SHERIFF	130720 64550	Cook Medical Expenses	\$29.46
	693	GREEN TREE PHARMACY	INV000352326	INV352326 COOK COUNTY INMATE	130720 64550	Cook Medical Expenses	\$154.11
						Sub-Total	\$183.57
	22	ADVANCED CORRECTIONAL HEALTHCARE	INVOICE 111622	INVOICE 111622	132120 64580	Comm Inmate Medical Supplies	\$5.25
						Sub-Total	\$5.25

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1648	SECURITY AUTOMATION SYSTEMS INC	INVOICE 4414	INVOICE 4414 - REPLACE CAMERA	131420 66390	Court Security Expenses	\$1,835.00
	1849	VERIZON	9891291862	386853358-00002	131420 66390	Court Security Expenses	\$42.32
						Sub-Total	\$1,877.32
	51	SYNCB/AMAZON	MULTI INVOICES....	AZ2EX40SU9E4P	133820 66500	Range Miscellaneous Expense	\$111.96
	74	ANNA'S PORTABLES #75	INVOICE 392054	ACCT 3145401	133820 66500	Range Miscellaneous Expense	\$250.00
	1632	SATELLITE TRACKING OF PEOPLE, LLC	INV 93782	INVOICE 93782 - GPS EQUIPMENT	136020 66500	GPS Miscellaneous	\$275.00
	1632	SATELLITE TRACKING OF PEOPLE, LLC	INVOICE 93482	INVOICE 93482 - GPS EQUIPMENT CONTRACT	136020 66500	GPS Miscellaneous	\$1,662.16
	2676	THRUSH SERVICES INC	298481	1854000	133820 66500	Range Miscellaneous Expense	\$190.00
						Sub-Total	\$2,489.12
	369	CROSS MATCH TECHNOLOGIES	INVOICE 13401004148	INVOICE 13401004148	133320 66550	Drug Abuse Prevention	\$13,321.19
	1196	REGIONAL OFFICE OF EDUCATION	HISSET 101321	7/16/21 & 9/24/21 HI-SET TESTING	175520 66550	SCAAP Miscellaneous Expense	\$328.00
						Sub-Total	\$13,649.19
						Sheriff Total	\$37,004.61
State's Attorney							
	773	HENRICKSEN & COMPANY	21100286	Shelving cabinets	11002120 62000	Office Supplies	\$894.21
	1896	ERIC WEIS	101221	Reimbursement for Desk	11002120 62000	Office Supplies	\$2,154.00
	1896	ERIC WEIS	102521	Shelving materials	11002120 62000	Office Supplies	\$119.03
	1896	ERIC WEIS	ew102521	Shelving materials	11002120 62000	Office Supplies	\$45.47
	2063	RUNCO OFFICE SUPPLY	843969-0	Office Supplies	11002120 62000	Office Supplies	\$477.81
						Sub-Total	\$3,690.52

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	3157	THOMSON REUTERS WEST	845194464	October Subscription	11002120 62020	Subscriptions / Books	\$375.56
						Sub-Total	\$375.56
	1069	LESLIE JOHNSON	102221	Law Conference	11002120 62040	Conferences	\$275.00
	3336	ILLINOIS STATE'S ATTORNEYS ASSOCIATION	102221	2021 Winter Training Conference	11002120 62040	Conferences	\$375.00
						Sub-Total	\$650.00
	1454	KATHERINE J NIELSEN	102221	Transcripts 21 CF 71	11002120 62390	Transcripts	\$20.00
	1841	MARYANNE J. VALENZIO, CSR	101921	Grand Jury 10 19 21	11002120 62390	Transcripts	\$584.00
						Sub-Total	\$604.00
	1441	NELSON SYSTEMS, INC.	p101870	Equip CAC	11002120 65200	Child Advocacy Board	\$1,446.61
						Sub-Total	\$1,446.61
	592	FOX VALLEY TROPHY & PROMOTIONS	36887	Awards for JJC 5K	134421 66500	Miscellaneous Expense	\$491.00
	1119	BRENDA KARALES	102521	supplies for JJC 5K	134421 66500	Miscellaneous Expense	\$147.13
	1166	KENDALL COUNTY OPERATION SNOWBALL	JJC 102521	JJC 5K	134421 66500	Miscellaneous Expense	\$60.00
	1268	LOGO SHIRT FACTORY	36619	Shirts for JJC 5K	134421 66500	Miscellaneous Expense	\$384.30
	1435	NEWARK HIGH SCHOOL TALK	102521 02	JJC	134421 66500	Miscellaneous Expense	\$10.00
	1487	OSWEGO HIGH SCHOOL	102521 2	JJC 5k	134421 66500	Miscellaneous Expense	\$50.00
	1544	PLANO HIGH SCHOOL - PASEC	102521 3	JJC 5K	134421 66500	Miscellaneous Expense	\$100.00
	1584	RACE TIME, INC.	1500	JJC 5K	134421 66500	Miscellaneous Expense	\$1,000.80

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	2031	CONSCISYS CORPORATION	2129801	9/1/21-8/31/22 Search Warrants	134621 66500	Miscellaneous Expense	\$2,800.00
						Sub-Total	\$5,043.23
					State's Attorney	Total	\$11,809.92
Technology Director							
	1849	VERIZON	9890765076	Cell phones 10/17 - 11/16/21	11002233 62070	Cellular Phones	\$245.30
						Sub-Total	\$245.30
					Technology Director	Total	\$245.30
Treasurer							
	443	DIEBOLD NIXDORF, INC.	502715423	VAULT REPAIR	11000825 62150	Contractual Services	\$572.30
						Sub-Total	\$572.30
					Treasurer	Total	\$572.30
Utilities - Facilities Mgmt.							
	208	CALL ONE	455576	TELEPHONE	11001044 63540	Telephones	\$8,827.42
	1575	PTS	2075491	TELEPHONE	11001044 63540	Telephones	\$78.00
						Sub-Total	\$8,905.42
	312	COMCAST	132664571	Internet Oct 15, 21 to Nov 14, 21	11001044 65890	Internet Expense	\$763.00
	312	COMCAST	87712006601555 20-oct	Internet Oct 19, 2021 to Nov 18, 2021	11001044 65890	Internet Expense	\$243.35
						Sub-Total	\$1,006.35
	353	CONSTELLATION ENERGY SERVICES, INC.	60681306601	ELECTRIC	11001044 69040	Electric - COB	\$3,631.19
						Sub-Total	\$3,631.19
	353	CONSTELLATION ENERGY SERVICES, INC.	60681306601	ELECTRIC	11001044 69050	Electric - Animal Control	\$323.75
						Sub-Total	\$323.75

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	353	CONSTELLATION ENERGY SERVICES, INC.	60681306601	ELECTRIC	11001044 69060	Electric - Highway Bldg.	\$449.03
						Sub-Total	\$449.03
	353	CONSTELLATION ENERGY SERVICES, INC.	60681306601	ELECTRIC	11001044 69070	Electric - Annex Bldg.	\$198.02
						Sub-Total	\$198.02
	353	CONSTELLATION ENERGY SERVICES, INC.	60681306601	ELECTRIC	11001044 69080	Electric - Historic Courthouse	\$1,369.06
						Sub-Total	\$1,369.06
	353	CONSTELLATION ENERGY SERVICES, INC.	60681306601	ELECTRIC	11001044 69090	Electric - Tower	\$169.02
						Sub-Total	\$169.02
	2047	COMED	514713260051474	ELECTRIC	11001044 69100	Electric - Annex 2 Bldg.	\$51.47
						Sub-Total	\$51.47
	353	CONSTELLATION ENERGY SERVICES, INC.	60681306601	ELECTRIC	11001044 69110	Electric - Facilities/Coroner	\$366.66
						Sub-Total	\$366.66
	2047	COMED	4749013160474904	ELECTRIC	11001044 69130	Electric - Annex 3 Bldg. Mdsn.	\$474.90
						Sub-Total	\$474.90
	235	SYMMETRY ENERGY SOLUTIONS LLC	11966456	NATURAL GAS	11001044 69210	Natural Gas - PSC	\$2,585.34
						Sub-Total	\$2,585.34

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	235	SYMMETRY ENERGY SOLUTIONS LLC	11966456	NATURAL GAS	11001044 69220	Natural Gas - Courthouse	\$1,902.10
						Sub-Total	\$1,902.10
	1452	NICOR	1005586922	NATURAL GAS	11001044 69240	Natural Gas - COB	\$1,005.58
						Sub-Total	\$1,005.58
	1452	NICOR	140715955	NATURAL GAS	11001044 69260	Natural Gas - Highway Bldg.	\$140.71
	1452	NICOR	140988922	NATURAL GAS	11001044 69260	Natural Gas - Highway Bldg.	\$140.98
						Sub-Total	\$281.69
	1452	NICOR	55749922	NATURAL GAS	11001044 69270	Natural Gas - Annex Bldg.	\$55.74
						Sub-Total	\$55.74
	235	SYMMETRY ENERGY SOLUTIONS LLC	11966456	NATURAL GAS	11001044 69320	Natural Gas - Health Dept.	\$543.15
						Sub-Total	\$543.15
						Utilities - Facilities Mgmt. Total	\$23,318.47
Veteran's Superintendent	1881	WATER WAGON	2021-172	Inv # 8364	121123 62000	Office Supplies	\$20.00
						Sub-Total	\$20.00
	1192	KONICA MINOLTA	2021-169	Inv # 38747965	121123 62160	Equipment	\$138.00
						Sub-Total	\$138.00
	2217	MIKE MORE MILES	2021-170	Inv # 67225	121123 62170	Vehicle Maintenance / Repairs	\$390.65
						Sub-Total	\$390.65
	1129	VOLUNTARY ACTION CENTER	2021-171	Inv # 210183	121123 62180	Gasoline / Fuel / Oil	\$64.00
						Sub-Total	\$64.00

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account		Description	Invoice Amount
	1470	WILLIAM ODENBACH	2021-176	shelter - DW	121123	65950	Shelter Assistance	\$400.00
	2716	MELISSA L FERRARO	2021-175	shelter - MH	121123	65950	Shelter Assistance	\$300.00
	2833	FIRST NATIONAL BANK OF OMAHA	2021-173	Loan # 1439536	121123	65950	Shelter Assistance	\$300.00
	3156	OSWEGO SENIOR APRTMENTS L P	2021-174	Shelter - JG - Apt 111	121123	65950	Shelter Assistance	\$300.00
							Sub-Total	\$1,300.00
	3319	WMK LLC	2021-177	Inv Q209138	121123	69760	Vehicle Purchase	\$57,928.75
							Sub-Total	\$57,928.75
					Veteran's Superintendent		Total	\$59,841.40
							Grand Total	\$1,112,600.02