

COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes for Thursday, January 27, 2022

Call to Order – Committee Chair Matt Kellogg called the Budget and Finance Committee to order at 5:11p.m

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Brian DeBolt	Yes		
Scott Gengler	Here		
Scott Gryder	Yes		
Matt Kellogg	Yes		

Others Present – Latreese Caldwell, Jennifer Karales, Scott Koepfel

Approval of Agenda - Member Cesich made a motion to approve the agenda, second by Member DeBolt. **With five members present voting aye, the motion carried.**

Approval of Claims – Member Cesich made a motion to forward the claims to the County Board for approval, second by Member DeBolt. **With five members present voting aye, the motion carried.**

Department Head and Elected Official Reports

Circuit Clerk’s Office – Circuit Clerk Matthew Prochaska briefed the committee on an ongoing issue for changeover with manual record keeping changes and their current Court case Management System in regards to the manual record changes. Mr. Prochaska stated they thought they had a process in place, but the CMS has indicated their proposed solution will drastically impact their ability to do Automatic Disposition Recording to the Secretary of State’s Office. This change is creating more work for some of his staff to such a degree that his staff is becoming overwhelmed. He has been told by JANO that they should have a solution by the end of this fiscal year, but in the meantime, he does have funds in a CD account (non-committed), and \$120,000 in extra funds that he was scheduled to transfer at the end of this fiscal year. He is asking the Committee to allow him to increase the transfer to \$157,000 to allow him to hire a full-time position at \$27,250 and a part-time position at \$10,000 to assist with the increased workload, and alleviate the stress and extra work on his current staff through November 30, 2022. Increasing his budget and hiring these two positions might require a budget adjustment in this fiscal year. **There was consensus by the committee to ask the Chairman of the Board to include this item on the County Board agenda.**

Items of Business

- *Discussion and Approval of General Fund Fund Balance Policy* – Member Kellogg reported that the original Fund Balance Policy has dates that say we need to move

money at the end of the fiscal year, and they found out this year that it is better to set a date 30 days after the fiscal year audit is presented and approved, so the auditor will present where the fund balance is, and calculate what the County needs to transfer. Motion made by Member Cesich, second by Member Gengler to forward the item to the County Board for approval. **With five members present voting aye, the motion carried.**

- *Discussion and Approval of Kendall County Health Department Grant Administration position* – Director RaeAnn Van Gundy briefed the committee on their 47 grants (a 16 grant increase since 2019) and her need to hire a full-time temporary position through November 30, 2022 to monitor and report for the current grants and potential grants from ARPA grant funding. Motion made by Member Cesich, second by Member Gengler to forward the item to the County Board for approval. **With five members present voting aye, the motion carried.**
- *ARPA Non-Profit Grant Review* – Mr. Koeppel discussed the changes in the ARPA final rule and according to the State’s Attorney’s Office regarding 501-C3, 501-C19 and 501-C6 organizations. Jennifer Karales reviewed the current applicants, including those that did not complete their application or why they did not qualify. Ms. Karales will contact churches that applied and ask what type of auditing or financial reporting they observe and report back at the next meeting. Discussion on remaining funding for the non-profit group, and the amount of funding for organizations that are unable to provide tax documentations or legal documentation and/or verification of increased expenditures and loss of revenue due to Covid, and report at the next Finance meeting.
- *FY22-24 ARPA Budget Discussion* – Member Kellogg reviewed an overview of what was spent in 2021, what’s budgeted in 2022, and amounts pledged or outlined (211 Mental Health line, Health Department, 708 Mental Health, Drug Court, Mental Health Court, Forest Preserve District, employee positions already approved, and Covid vaccinations and testing) for 2023 and 2024, including the \$10 million for lost revenue. There was also discussion on entities that have reached out to the County Board requesting ARPA funding, that do not fall into one of the original categories

Public Comment – None

Questions from the Media – None

Action Items for County Board

- *Approval of Claims*
- *Approval of General Fund - Fund Balance Policy*
- *Approval of Kendall County Health Department Grant Administration position*

Items for Committee of the Whole Meeting - None

Executive Session – None

Adjournment – Member Gengler made a motion to adjourn the Budget and Finance Committee meeting, Member Gryder seconded the motion. **With five members present voting aye, the meeting was adjourned at 6:22p.m. by a vote of 5-0.**

Respectfully submitted,

Valarie McClain
Administrative Assistant and Recording Clerk