

COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes for Thursday, April 28, 2022

Call to Order – Committee Chair Matt Kellogg called the Budget and Finance Committee to order at 5:20p.m

Roll Call

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

Others Present – Latreese Caldwell, Jennifer Karales, Scott Koeppel

Approval of Agenda - Member DeBolt made a motion to approve the agenda, second by Member Gengler. **With three members present voting aye, the motion carried by a vote of 3-0.**

Approval to Forward Claims – Member Gengler made a motion to forward the claims to the County Board for approval, second by Member DeBolt. **With three members present voting aye, the motion carried by a vote of 3-0.**

Department Head and Elected Official Reports – No reports.

Items of Business

- *Discussion of Facilities Director Salary* – Mr. Koeppel briefed the committee on the current salary for this position, and stated that the previous director had been with the County for many years before retiring last month. Discussion on a salary range for the new hire, the approval by the County Board on May 3, 2022, and the posting of the position from May 4-31, 2022. The position will be posted on Imdeed.com, the County website and Govjobs.com. **There was consensus by the committee to set the salary range from \$100,000 to \$115,000 with full benefit package.**
- *ARPA Treasury Reporting Status* – Jennifer Karales reported that the filing of the January – March ARPA reports was due no later than April 30, 2022, and that she had already submitted the reports. She reviewed the overview of the filing
- *Discussion and Approval to forward to May 17th County Board of ARPA Non-Profit Grant Review* - Mr. Koeppel asked the committee for clarification on the exact amount planned for ARPA non-profit grants. **There was consensus that the amount would be up to \$900,000, and that each grant could be up to \$25,000. Based on eligibility and need according to the federal guidelines for this funding source.**

Ms. Karales stated that if the Board approved the portal and plan, she would open the portal on May 18th, and that it would remain open for 60 days. As in the past, she would then bring application requests to the EDC or Finance committee for review, before sending them to the full Board for approval. Discussion on the necessity for churches or religious organizations to have annual audits by a third party to qualify for these grants.

Ms. Karales briefed the committee on her plans for notifying the non-profit organizations in all three categories about this grant opportunity through various media outlets (Facebook, newspaper, Instagram, the County webpage, and possibly regular mail).

Karales also plans to hold a one-day workshop to assist non-profit organizations in completing the ARPA Grant application through the portal. Date to be determined later.

Member DeBolt made a motion to approve the agenda, second by Member Gengler. **With three members present voting aye, the motion carried by a vote of 3-0.**

- *FY22-24 ARPA Budget Discussion* – Mr. Koepfel reviewed the items that have been placed on a waiting list for possible ARPA Funding with the committee, including 2021 Actuals, and the proposed budget amounts for years 2022 through 2024.

Items for the May 3, 2022 County Board Meeting

- *Approval of Claims*

Items for the May 17, 2022 County Board Meeting

- *Approval of ARPA Non-Profit Grant Portal and Program (2nd Phase)*

Items for the May 12, 2022 Committee of the Whole Meeting - None

Public Comment – Public Defender Jason Majer updated the committee on staffing in his office, and stated that there will be an open position in May. A former Assistant Public Defender that left the office last year for another position elsewhere, was rehired for the Kendall County Office recently.

Executive Session – Not needed

Adjournment – Member DeBolt made a motion to adjourn the Budget and Finance Committee meeting, Member Gengler seconded the motion. **With three members present voting aye, the meeting was adjourned at 6:00p.m. by a vote of 3-0.**

Respectfully submitted,

Valarie McClain
Administrative Assistant and Recording Clerk