

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

Call to Order – Committee Chair Matt Kellogg called the Budget and Finance Committee to order at 5:03p.m

Roll Call

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

Others Present – Latreese Caldwell, Jennifer Karales, Scott Koepfel

Approval of Agenda - Member DeBolt made a motion to approve the agenda, second by Member Gengler. **With five members present voting aye, the motion carried by a vote of 5-0.**

Approval of July 14, 2022 Minutes – Member Gryder made a motion to approve the meeting minutes from July 14, 2022, second by Member Gengler. **With five members present voting aye, the motion carried by a vote of 5-0.**

Items of Business

- *Discussion and Approval of the American Rescue Plan Act Funds Non-Profit Grants* – Jennifer Karales briefed the committee on the two non-profit grant applications from OEHS Band Boosters and the Conservation Foundation.

Member Gengler made a motion to approve the meeting minutes from July 14, 2022, second by Member Cesich. **With five members present voting aye, the motion carried by a vote of 5-0.** This item will be on the August 2, 2022 County Board agenda for approval.

- *ARPA Treasury Reporting Status* – Jennifer Karales said the total expenditures spent as of June 30, 2022 were \$4.7 million, and stated this report was filed with the Treasury and the next report is due October 2022. Ms. Karales reported that it took her a few days to complete the report and as long as they require the same information, the October report should take about the same time.

Discussion on future opportunities for past applicants to receive ARPA grants and quantifying reasons why they were affected by the pandemic, financial documents

proving their equity change during the pandemic, and eligible qualifications for receiving ARPA grants. There is approximately \$832,000 dollars remaining in this portion of the ARPA funding designation.

- *Discussion and Approval of FY23 Budget Calendar* – Latreese Caldwell reviewed the proposed FY23 Budget calendar with the committee. Department Heads and Elected Officials will have the opportunity to schedule budget sessions with Jennifer Karales from August 3-12, 2022.

Training for Board members on the new ReMarkable Tablets will occur at a future Finance and/or Committee of the Whole meeting. The tables will eliminate the need for budget books, extensive printing for the books, free up time for Admin staff to work on the budget and assist DHEO with budget questions and issues. Ms. Caldwell stated that current budget information and all updates will be uploaded on to the tables by Administration staff to Board members, and the public will have access to the same information via the County website.

Budget Presentations have been scheduled for September 7 & 8, 2022. Administration staff will contact DHEO to schedule individual presentations.

Member Gengler made a motion to approve the FY23 Budget Calendar, second by Member Cesich. **With five members present voting aye, the motion carried by a 5-0 vote.**

- *Discussion and Approval of FY23 Budget Parameters* – Member Kellogg stated that he asked staff to calculate 2.5 and 3. Percent salary increases. Ms. Karales reviewed the FY22 salary summaries with the committee, and the increases to the General fund and to other funds and how they affect the levy.

Discussion on union and non-union salaries, salaries under \$36,000 per year and part-time pay under \$18.00 per hour. The guidance will be 3% salary increase for non-union salaries, and those DHEO with employee salaries under \$36,000 and part-time pay under \$18 per hour will need to include justification in their budget presentation for additional increases for those employees.

Member Gengler made a motion to approve the FY23 Budget Parameters proposal, second by Member Cesich. **With five members present voting aye, the motion carried by a 5-0 vote.**

Items for the August 2, 2022 County Board Meeting

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

Items for the August 11, 2022 Committee of the Whole Meeting – None

Executive Session – Not needed

Adjournment – Member Gryder made a motion to adjourn the Budget and Finance Committee meeting, second by Member DeBolt. **With five members present voting aye, the meeting was adjourned at 6:00p.m. by a vote of 5-0.**

Respectfully submitted,

Valarie McClain
Administrative Assistant and Recording Clerk