

**COUNTY OF KENDALL, ILLINOIS
FINANCE & BUDGET COMMITTEE
Meeting Minutes for Thursday, April 25, 2024**

Call to Order – Committee Chair Scott Gengler called the Finance & Budget Committee meeting to order at 4:04 p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Scott Gengler	Here		
Brian DeBolt	Here		
Matt Kellogg		4:05 p.m.	
Jason Peterson	Here		
Seth Wormley	Here		

With four (4) members present a quorum was established.

Staff Present – Latreese Caldwell, Jennifer Karales, Leslie Johnson, Dan Polvere, Luke Prisco, Matthew Prochaska, Jacquie Purcell, Dave Guritz

Approval of Agenda – Member DeBolt made a motion to approve the agenda, second by Member Peterson. **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

Approval of March 28, 2024 Finance & Budget Committee Meeting Minutes – Member DeBolt made a motion to approve the minutes, second by Member Peterson. **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

Approval of Claims – Member DeBolt made a motion to forward the approval of the claims to the next County Board meeting, second by Member Peterson. **With five (5) members present voting aye, the motion carried by a vote of 5 - 0.**

Committee Reports and Updates

- A. **Personnel Reports** - Treasurer Jill Ferko provided to the committee the Treasurer’s Employee Status Report and is included in the packet (Pg.6).
- B. **Budget Amendment Tracking** – Deputy Administrator Latreese Caldwell the committee on the proposed budget amendments, which can be found on page 7 of the packet. Administration received the preliminary audit on April 24, 2024, and will be presented to the County Board at the May 21, 2024 meeting.
- C. **ARPA Update** – Financial Analyst Jennifer Karales provided to the committee the American Rescue Plan overview of ARPA outstanding projects for external entities. She explained that after May 7, 2024 she will be following up with each one to get an update from them on their YTD expenditures. Any money not spent will eventually come back to Kendall County.
- D. **ARPA Treasury Reporting Status Filing**– Financial Analyst Jennifer Karales briefed the committee that this is the required quarterly reporting for SLFRF compliance. The committee will need to allocate \$2.9 million by December 2024.

- E. **Opioid Settlement Status Filing** - Financial Analyst Jennifer Karales included in the packet (Pg. 10) the required Opioid Settlement Fund Quarterly Financial report. Program expenditures were \$13,884 with a remaining fund balance of \$220,000.
- F. **Audit RFP Update** – Deputy Administrator Latreese Caldwell directed the committee to page 14 of the packet for the 2024 Accounting and Auditing RFP calendar. All RFP’s are due to Administration by May 1, 2024, then they will be scored using a scoring matrix by Administration. After scoring all RFP’s will be reviewed by the Finance & Budget Committee at the May 30, 2024 committee meeting.

New Committee Business

A. *MOTION (RC): Approval of Compensation for Payroll Specialist

Human Resources Director Leslie Johnson presented to the committee her proposed salary adjustment for a new Payroll Specialist position, included on page 15 of packet. This position will oversee payroll functions and continue to develop and implement the Tyler Munis Human Capital Management and Time & Attendance modules. This position is essentially combining two positions; Payroll Specialist and HRIS Analyst. Ms. Johnson included a salary survey and job description (pages 16-20) for surrounding counties and is recommending a starting salary of \$80,000.00. The Time & Attendance module should be complete within one year.

Member Kellogg made a motion for Approval of Compensation for Payroll Specialist, second by Member Wormley. **With five (5) members present voting aye, the motion carried 5 - 0.**

B. *MOTION (RC): Approval of Capital Purchase – door security system at Animal Control, Facilities Management and Coroner

Facilities Director Dan Polvere briefed the committee on the need for Access Control & Panic Security for Animal Control, Facilities Management and Coroner offices. Mr. Polvere is asking for a \$18,000 increase from the original FY2024 Capital Project Budget Line item for greater security; includes additional doors in the Coroner’s office suite, keypad in Animal Control and signage in the Sheriff’s parking lot (Pg. 21 of packet). Mr. Polvere also included in the packet the full Convergent proposal and quote (Pg.23), he stated that they were able to save approximately \$17,000 in reusable equipment in the proposal.

Member DeBolt made a motion for Approval of Approval of Capital Purchase – door security system at Animal Control, Facilities Management and Coroner, second by Member Kellogg. **With five (5) members present voting aye, the motion carried 5 - 0.**

C. *MOTION (Forward to County Board): Discussion and Approval of Ordinance Establishing Salary for the Kendall County Circuit Clerk

Circuit Clerk Matthew Prochaska presented to the committee his request to change the process of how his position gets the salary set. Included in packet (Pg. 37) are Attorney General opinions from 1973 and 1975 and UCCI analysis. Mr. Prochaska would like to have his salary reviewed on an annual basis with the budget cycle instead of being set for the four years as is current practice. The Chairman suggested that this proposal be reviewed by the State’s Attorney’s Office before any changes are made to the process, as this would require a new County policy.

Member Wormley made a motion for Approval of Ordinance Establishing Salary for the Kendall County Circuit Clerk to be forwarded to State’s Attorney Office for Review, second by Member DeBolt. **With five (5) members present voting aye, the motion carried 5 - 0.**

D.*MOTION (Forward to County Board): Discussion and Approval of Ordinance Establishing Salary for the Kendall County Coroner
Deputy Administrator Latreese Caldwell surveyed 11 different counties and put forth the salary information in the packet starting on page 56. The compensation of local government... shall be fixed at least 180 days before the beginning of the terms of the officers whose compensation is to be fixed. It was the consensus of the committee to set the Coroner's salary with a 2% increase for the next four years.

Member DeBolt made a motion for Approval of Ordinance Establishing Salary for the Kendall County Coroner to be forwarded to County Board meeting, second by Member Peterson. **With five (5) members present voting aye, the motion carried 5 - 0.**

E.*MOTION (RC): Approval of County credit card for Drug Court Coordinator Vanessa Melendez \$2,500 limit
Deputy Administrator Latreese Caldwell explained that Judge Krentz requested a credit card for the Drug Court Coordinator for the convenience of paying for trainings and explained that this is grant funded. The consensus of the committee is to approve this request.

Member Kellogg made a motion for Approval of County credit card for Drug Court Coordinator Vanessa Melendez \$2,500 limit, second by Member Peterson. **With five (5) members present voting aye, the motion carried 5 - 0.**

F.*MOTION (Forward to County Board): Approval of Resolution for the Kendall Area Transit Program on Behalf of Kendall County, Illinois Granting Signature Authority to the County Administrator or the Deputy County Administrator in the Administrator's Absence.

Financial Analyst Jennifer Karales briefed the committee that there are three major Kendall Area Transit grants; 5310, 5311 and DOAP. This resolution will give the County Administrator and Deputy County Administrator the ability to sign grant documentation on behalf of the County Board Chairman. In some instances, this will facilitate greater efficiency in the grant process.

Member Wormley made a motion for Approval of Resolution for the Kendall Area Transit Program on Behalf of Kendall County, Illinois Granting Signature Authority to the County Administrator or the Deputy County Administrator in the Administrator's Absence to be forwarded to County Board meeting, second by Member Peterson. **With five (5) members present voting aye, the motion carried 5 - 0.**

G.*MOTION (Forward to County Board): Approval of a Purchase Order in the amount of \$205,494 for the Kendall Area Transit (KAT) - Consolidated Vehicle Procurement Program (CVP)

Financial Analyst Jennifer Karales explained that approval is needed for the purchase order of vehicles for KAT. Kendall County applied for Consolidated Vehicle Procurement Program (CVP) funding in 2022 for the amount of \$225,000. Kendall County was awarded two replacement and one expansion vehicle.

Member DeBolt made a motion for Approval of a Purchase Order in the amount of \$205,494 for the Kendall Area Transit (KAT) - Consolidated Vehicle Procurement Program (CVP) to be forwarded to County Board meeting, second by Member Wormley. **With five (5) members present voting aye, the motion carried 5 - 0.**

***DISCUSSION:** FY24-26 ARPA Discussion

Financial Analyst Jennifer Karales briefed the committee on the U.S. Treasury’s American Rescue Plan Act (ARPA) changes that counties can implement (Pg. 63); including extended personnel costs covering a larger list of eligible positions through end of 2026, subrecipient flexibility, and reclassification of funds. Overview of the ARPA fund balance and future allocations for the funds was presented (Pg. 64). The remaining balance for allocation for FY24-26 is \$2.9 million.

***MOTION (VV):** Approval of FY2024 Opioid Fund Applications

State’s Attorney Eric Weis submitted an application for the use of opioid funds for the purpose of attending the National Association of Drug Court Professional annual conference. This provides needed training to address the Opioid crisis.

Member Peterson made a motion for Approval of State’s Attorney Opioid Application, second by Member DeBolt. **With five (5) members present voting aye, the motion carried 5 - 0.**

***DISCUSSION:** FY2023 – Draft Kendall County General Fund YTD

Deputy Administrator Latreese Caldwell briefed the committee and presented a copy of the year-to-date General Fund budget report (Pg. 70-89).

***MOTION (RC):** Approval of 6-month General Fund Balance Transfers

Discussion ensued around the County Office building renovation and funding. The renovations will be partially funded using FY23 fund balance surplus and will not need to be bonded. The \$6.1M will be transferred to the Capital Building Fund per the 6 month fund balance policy.

Member Kellogg made a motion for Approval of 6-month General Fund Balance Transfers to be forwarded to Committee of the Whole (COW), second by Member DeBolt. **With five (5) members present voting aye, the motion carried 5 - 0.**

Old Committee Business –

Matt Kellogg updated the committee on an email he received regarding the Ravago facility to be built in Montgomery, Illinois. Ravago is seeking a 10 year tax abatement with other public taxing bodies, it looks like Oswego School District may grant the abatement.

Chairman’s Report – None

Public Comment – None

Executive Session - None

Items for County of the Whole –

- Approval of 6-month General Fund Balance Transfers

Items for State’s Attorney Office Review –

- Discussion and Approval of Ordinance Establishing Salary for the Kendall County Circuit Clerk

Items for County Board

- Approval of Claims
- Discussion and Approval of Ordinance Establishing Salary for the Kendall County Coroner (May 21, 2024)
- Approval of Resolution for the Kendall Area Transit Program on Behalf of Kendall County, Illinois Granting Signature Authority to the County Administrator or the Deputy County Administrator in the Administrator's Absence
- Approval of a Purchase Order in the amount of \$205,494 for the Kendall Area Transit (KAT) - Consolidated Vehicle Procurement Program (CVP

Adjournment – Member Peterson made a motion to adjourn the Finance and Budget Committee meeting, second by Member DeBolt. **With five (5) members present voting aye; the meeting was adjourned at 5:10 p.m. by a vote of 5 - 0.**

Respectfully submitted,
Sally A. Seeger
Administrative Assistant and Recording Clerk