



**COUNTY OF KENDALL, ILLINOIS  
FINANCE AND BUDGET**

**Kendall County Office Building, 111 W. Fox Street  
County Board Room 209, Yorkville, IL 60560**

**Thursday, August 29, 2024 at 4:00 p.m.**

**MEETING AGENDA**

1. Call to Order
2. Roll Call: Scott Gengler (Chairman), Brian DeBolt, Matt Kellogg, Seth Wormley, Jason Peterson
3. \***MOTION (VV)** Approval of Agenda
4. \***MOTION (VV)** Approval of Minutes from June 27, 2024 committee meeting
5. \***MOTION (Forward to County Board)** Approval of Claims
6. Committee Reports and Updates
  - A. Personnel Reports (Pg. 6)
7. New Committee Business
  - A. FY24-FY26 ARPA (Pg. 8)
  - B. ARPA Treasury Reporting Status Filing (Pg. 9)
  - C. Opioid Settlement Status Filing (Pg. 11)
  - D. \***MOTION (VV)** Approval of FY2024 Opioid Fund Applications
  - E. \***MOTION (Forward to County Board)** Approval of Resolution for the Kendall Area Transit Program on behalf of Kendall County, Illinois, authorizing the County Administrator to execute the purchase of used vehicles not to exceed \$80,000 (Pg. 20)
  - F. \***MOTION (VV)** Approval of Accounts Payable Position estimated salary \$60,000 annually (Pg. 23)
  - G. FY24 Budget Calendar (Pg. 25)
8. Old Committee Business
9. Chairman's Report
10. Public Comment
11. Executive Session
12. Items for Committee of the Whole
13. Action Items for County Board
14. Adjournment

**COUNTY OF KENDALL, ILLINOIS**  
**FINANCE & BUDGET COMMITTEE**  
**Meeting Minutes for Thursday, June 27, 2024**

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

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Scott Gengler	Here		
Brian DeBolt	Absent		
Matt Kellogg	Here		
Jason Peterson	Here		
Seth Wormley	Here		

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

**Staff Present** – Christina Burns, Latreese Caldwell, Jennifer Karales, Bobby Richardson, Jill Ferko, Leslie Johnson

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

**Approval of Minutes** – Member Peterson made a motion to approve the minutes from May 30, 2024 and June 04, 2024, second by Member Kellogg. **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

**Approval of Claims** – Member Wormley made a motion to forward the approval of the claims to the next County Board Meeting, second by Member Kellogg. **With four (4) members present voting aye, the motion carried by a vote of 4 - 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 (Page 8-9). There was no discussion about this report.
  
- B. **ARPA Update** – Financial Analyst Jennifer Karales provided to the committee the American Rescue Plan overview of ARPA outstanding projects for external entities. Montgomery-Boulder Hill spent all of their funds and documentation has been received. The Village Oswego has spent some of the funds allocated to them. Ms. Karales indicated that most projects will be completed by late August-September and any money not spent will be returned to the County.

**New Committee Business**

**A. Approval of Budget Amendment for Pace Scheduling Software for the Sheriff’s Office**

Undersheriff Bobby Richardson briefed the committee on the need for the Sheriff’s Office to go from paper scheduling to a cloud-based scheduling system. The Pace scheduler will provide efficiency in scheduling, can be easily integrated, and in emergency situations will provide more efficient messaging to personnel. Undersheriff Richardson explained that Pace will help with day to day operations as well as long-term planning. Pace can be used on PC, tablet, IOS and Android mobile devices. In answer to the question if there are any local departments currently using this system, Undersheriff Richardson responded that The Village of Oswego has started the build-out phase for Pace and the Sheriff’s office will

also be able to see a demonstration when the Berwyn Police Department implement the new Pace system in July. HR will be trained on this new system as this system will integrate with Tyler Munis payroll. A question was asked whether there would be any additional costs or technological needs associated with this system, Undersheriff Richardson said that there would not be any additional costs that he is aware of, just the cost of the contract.

Member Peterson made a motion for Approval of Budget Amendment for Pace Scheduling Software for the Sheriff's Office to be forwarded to the next County Board meeting, second by Member Wormley. **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

**B. Review of Amendment to the Eldamain Road IGA with the City of Plano and United City of Yorkville**

County Administrator Christina Burns informed the committee that in 2011 the County approved an Intergovernmental Agreement (IGA) with the City of Yorkville and City of Plano to fund the reconstruction of Eldamain Road from Menards to Galena Road. As the lead agency, the County agreed to fund the project with the agreement that the municipalities would pass on those redevelopment cost proportionately to the future benefiting developments. The IGA was drafted based on project costs and was never subsequently amended to reflect actual costs and grant funds received. After incorporating the grant funds, the IGA will amend recapture amounts to \$161.85 per lineal for Yorkville down from \$336.59 and reduce Plano's recapture amount to \$16.74 per foot from \$34.85 per foot. The reductions are calculated based on provisions in the original agreement. Ms. Burns stated the amendment (Page 12-16 in packet) will be sent to City of Yorkville and City of Plano for signatures and then brought back to County Board for approval.

Member Peterson made a motion for Approval of Amendment to the Eldamain Road IGA with the City of Plano and United City of Yorkville to be forwarded to the next County Board meeting, second by Member Wormley. **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

**C. Approval of FY2024 Opioid Fund Applications**

Financial Analyst Jennifer Karales stated that there are no Opioid Fund applications for this month.

**D. Discussion and Approval of Ordinance Establishing Budget Process Guidelines for Budgeted Positions**

Human Resources Director Leslie Johnson briefed the committee on the need to establish budget process guidelines (page 20 of packet). The draft ordinance establishes a budget process for all budgeted positions within County departments and elected offices subject to the County Board's appropriations. This ordinance aims to provide a structured approach for managing personnel budget appropriations and approved headcounts, ensuring transparency and fiscal responsibility. Also, this ordinance seeks to provide the County with the ability to better forecast and budget for additional costs that may result from changes to approved headcounts such as technology upgrades, facility needs, and additional benefits costs. The headcounts and salaries of personnel should be part of the budget during the normal budget process, but what HR found in their Tyler Munis audit was a lot of changes being made to headcounts, salaries, position title changes, and stipends mid-year. In 2023 the County Board approved a resolution requiring every personnel action to be documented in a personnel action notice form (PAN). They have found that these forms have not been consistently used or updated. Ms. Johnson walked the committee through the proposed workflow for budget process guidelines (page 20). Personnel Services Change Request form is Exhibit A to the proposed ordinance and can be found on page 30 of the packet, this form will be required for all position requests as part of the budget process. The PAN form will still be used for notification to payroll after approval of any changes. The ordinance outlines the procedure during the budget process and workflow for mid-year headcount changes. Discussion ensued on the positive aspects of adopting this into the budget process, while still recognizing that there will be mid-year changes. Benefits include transparency, budgeting for workspace and technology needs and fiscal responsibility. Ms. Burns and Chair Gengler thanked Ms. Johnson and her team for the work that has gone into this ordinance and workflow process.

Member Kellogg made a motion for Approval of Ordinance Establishing Budget Process Guidelines for Budgeted Positions to be forwarded to the next County Board meeting, second by Member Peterson. **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

**E. FY24-FY26 ARPA**

Financial Analyst Jennifer Karales provided to the committee the American Rescue Plan overview of expenditures and future allocations (pg. 37 of packet).

**F. Revenue Report**

The revenue report was discussed with item G of the agenda under discussion and approval of FY25 budget parameters.

**G. Discussion and Approval of FY25 Budget Parameters**

Deputy Administrator Latreese Caldwell briefed the committee on the FY25 budget approval calendar. She highlighted key dates in the process; July 1<sup>st</sup> the FY25 budget criteria and capital plan process will be sent out to department heads and elected officials, to start to enter their budgets. DHEO can set-up a meeting with the Finance Chairman along with Administration staff the week of August 26, 2024 (time slots are included in the calendar). The budget hearings will be held on September 20, 2024, with a proposed approval of FY25 budget at the November 6, 2024 County Board meeting. FY25 levy calculations and requests, PTELL calculations, general fund summary of revenues, expenditures and changes in fund balance has been included in the packet starting on page 39. Mr. Kellogg noted that interest income will decrease in time due to the ARPA funds that will have been spent.

County Administrator Christina Burns briefed the committee on FY25 budget parameters in regard to the budget process. As part of the budget process, the Finance & Budget Committee traditionally sets parameters for salary increases for the following budget year. Personnel costs are a significant portion of the County's overall budget. Compensation must balance the County's role as stewards of public funds and the need to attract and retain high-quality employees. The County has kept salary increases restrained in the past several years as it faced economic uncertainty coming out of the COVID-19 pandemic, averaging 2.45% over the past five years. The consensus of the board members is to suggest to department heads and elected officials keep to 4% salary increases and 1.5% increase on non-salary expenditures as they prepare their budgets. Ms. Caldwell pointed out that the contractual expenditures, utilities, postage, and ITC were pulled out of the list, as these expenses may be more than 1.5% increase, due to factors beyond their control. Ms. Burns pointed out to new forms that will be included in the budget process for department heads and elected officials to complete. Administration endeavors to draft a budget that will qualify for a Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA). A sample narrative has been included in the packet starting on page 46. Ms. Caldwell discussed that included in the packet (pg. 50) is the Capital Fund Summary and Capital Fund funding sources. Ms. Burns stated that they will be asking DHEO for 5-year capital plans to include in their budget documents. This is to help prepare the County to look forward to what capital expenses will be, but adjustments can be made along the way.

Member Peterson made a motion for Approval of FY25 Budget Parameters with recommendation to DHEO of 4% salary increase and 1.5% non-salary expenditures, second by Member Wormley. **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

**Old Committee Business** – None

**Chairman's Report** – Chairman Gengler thanked the Administration team and HR team for their effort on the budget process and being good stewards of the County.

**Public Comment** – None

**Executive Session** - None

**Items for County of the Whole** – None

**Items for County Board**

- Claims
- Approval of Budget Amendment for Pace Scheduling Software for the Sheriff's Office
- Amendment to the Eldamain Road IGA with the City of Plano and United City of Yorkville
- Approval of Ordinance Establishing Budget Process Guidelines for Budgeted Positions

**Adjournment** – Member Peterson made a motion to adjourn the Finance and Budget Committee meeting, second by Member Wormley. **With four (4) members present voting aye; the meeting was adjourned at 5:07 p.m. by a vote of 4 - 0.**

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

Treasurer's Employee Status Report as of 8/9/2024

Name	Department	Date	Job Title / Reason for Pay Change	Pay Rate	Budget Charged	GL Org
<b>New Hires:</b>						
Matthew Pulley	Sheriff	6/20/2024	Corrections Deputy		\$80,518.33	Corrections 11002010
Austin West	Sheriff	6/17/2024	Corrections Deputy		\$63,224.62	Corrections 11002010
Rudolph Vasquez	Sheriff	6/17/2024	Corrections Deputy		\$63,224.62	Corrections 11002010
Joshua Wilson	KenCom	6/24/2024	Telecommunicator	\$27.02 / Hour		KenCom 910024
Abigail MacDonald	FP	6/21/2024	Horsemanship Instructor	\$14.00 / Hour		FP 190011
Amanda Butler	FP	6/20/2024	Facilities & Event Attendant	\$18.00 / Hour		FP 190011
Zachary Russo	Highway	5/24/2024	Summer Help	\$ 16.00 / Hour		Highway 120207
Paula Gilligan	HHS	7/9/2024	Public Health Nurse		51,000.00	HHS 120513
Chris Morecraft	Sheriff	7/11/2024	Corrections Deputy		\$63,224.62	Corrections 11002010
Brenda Benz	HR	7/15/2024	HR Generalist		\$58,000.00	HR 11003131
Amanda Orsburn	Circuit Clerk	7/22/2024	Deputy Clerk - Traffic		\$33,000.00	Circuit Clerk 11000314
Richard Lanciloti	PD	8/1/2024	Asst. Public Defender		\$65,000.00	PD 11001719
<b>Union/Step Increases:</b>						
David Angerame	Sheriff	6/21/2024	June Pay Increase	Increase from \$100,835 to \$101,147.42		Sheriff 11002009
Shawn Mellish	Sheriff	6/16/2024	June Pay Increase	Increase from \$99,904.78 to \$100,216.78		Corrections 11002010
Ignas Rolskis	Sheriff	6/20/2024	June Pay Increase	Increase from \$81,621.67 to \$85,418.19		Sheriff 11002009
Kesja Stoch	Sheriff	6/22/2024	June Pay Increase	Increase from \$89,214.70 to \$95,607.42		Sheriff 11002009
David Lawson	Sheriff	7/11/2024	July Pay Increase	Increase from \$115,375.25 to \$115,687.25		Sheriff 11002009
Robert Lechowicz	Sheriff	7/11/2024	July Pay Increase	Increase from \$113,503.25 to \$113,815.25		Sheriff 11002009
Michael Mrozek	Sheriff	7/11/2024	July Pay Increase	Increase from \$113,503.25 to \$113,815.25		Sheriff 11002009
Todd Brautigam	Sheriff	7/10/2024	July Pay Increase	Increase from \$102,783.42 to \$103,095.42		Sheriff 11002009
Daniel Briars	Sheriff	7/6/2024	July Pay Increase	Increase from \$99,275.42 to \$99,587.42		Sheriff 11002009
Karen Hanson	Sheriff	7/12/2024	July Pay Increase	Increase from \$100,835.42 to \$101,147.42		Sheriff 11002009
Michael Novak	Sheriff	7/7/2024	July Pay Increase	Increase from \$100,287.42 to \$100,599.42		Sheriff 11002009
Adrian Martinez	Sheriff	7/5/2024	July Pay Increase	Increase from \$63,224.62 to \$69,696.56		Corrections 11002010
Andrew Nemenoff	Sheriff	7/6/2024	July Pay Increase	Increase from \$88,657.00 to \$93,040.78		Corrections 11002010

Name	Department	Date	Job Title / Reason for Pay Change	Pay Rate	Budget Charged	GL Org
<b>Title / Salary Changes:</b>						
Grayce Gatz	SAO	7/1/2024	Increase in Pay	Increase from \$49,516 to \$51,987	SAO	11002120
Emma Wallis	SAO	7/1/2024	Increase in Pay	Increase from \$48,000 to \$50,500	SAO	11002120
Scott Hollmeyer	Public Def	6/10/2024	Promotion to Spv. Asst. PD	Increase from \$67,800 to \$71,000	ARPA	177025
Sylvia Rubio	HHS	7/22/2024	Change in Title to WIC Specialist	Increase from \$35,360 to \$43,680	HHS	120513
<b>Terminations:</b>						
Brandon Beerup	FP	6/29/2024	Grounds Maintenance	Resignation	FP	190011
Aisha Kiljan	Circuit Clerk	6/21/2024	Deputy Traffic Clerk	Resignation	Circuit Clerk	11000314
Megan Trousdale	HHS	7/5/2024	WIC Specialist	Resignation	HHS	120513
Elizabeth Smith	HHS	7/5/2024	Public Health Nurse	Resignation	HHS	120513
Brianna Allen-Thompson	Highway	6/13/2024	Summer Help	Resignation	Highway	120207
Eric Ross	Highway	6/26/2024	Summer Help	Termination - Seasonal	Highway	120207
Jennifer Crawford	AC	7/24/2024	Kennel Tech	Termination	AC	130101
Michael Belmares	FP	7/16/2024	Event & Facility Attendant	Termination	FP	190011
Eric Thomas	Sheriff	7/15/2024	Patrol Deputy	Resignation	Sheriff	11002009
Jessica Deets	Public Def	6/26/2024	Supr Asst. Public Defender	Resignation	ARPA	177025
Edmund Belmonte	Sheriff	7/22/2024	Corrections Deputy	Retirement	Corrections	11002010
Morgan Dimech	HHS	7/29/2024	Intern	End of Internship	HHS	120513
Paula Gilligan	HHS	8/5/2024	Public Health Nurse	Resignation	HHS	120513
Melanie Karales	Circuit Clerk	8/9/2024	Deputy Clerk - Traffic	Resignation	Circuit Clerk	11000314
Devin Ruddick	FP	7/29/2024	Ellis Grounds Maintenance	Resignation	FP	190011
Michelle Fisher	FP	7/29/2024	Horsemanship Instructor	Resignation	FP	190011
Mary Wagner	FP	7/31/2024	Ellis Equestrian Instructor	Resignation	FP	190011
Alexis Funkhouser	Circuit Clerk	8/9/2024	PT-Temp	Resignation	Circuit Clerk	11000314
Tyler Murray	Admin	8/9/2024	Intern	End of Internship	Admin	11000530

## American Rescue Plan Act (ARPA) Overview

8/27/2024

	<b>Beginning Balance</b>	<b>\$ 25,054,796</b>
<u>Expenditures</u>		
1	FY21 Expenditures	\$ 2,389,878
2	FY22 Expenditures	4,221,338
3	FY23 Expenditures	14,320,639
4	FY24 Expenditures - August 2024	1,855,243
	Total Expenditures Currently Spent	<u>22,787,098</u>
	<b>Current Balance June 2024</b>	<b>\$ 2,274,409</b>
<u>Future Allocations</u>		
5	FY24 Salaries	\$ 350,000
6	FY24 Benefits	40,000
7	FY24 Capital	195,000
8	Mental Health Court	20,000
9	Administrative Expense	20,000
10	Broadband	1,110,000
11	Kendall Office Building #2 HVAC/Sewer & Water	500,000
12	Animal Control HVAC	40,000
	<b>Total Allocation FY24-26</b>	<b>\$ 2,275,000</b>
	<b>FY26 Ending Balance</b>	<b>\$ (591.09)</b>





# Certification

[Introduction templates](#)

[Recipient p](#)

[Project ove](#)

[Subrecipient beneficiaries contractors](#)

[Subawards/ payments](#)

[Expenditure](#)

[Recipient s](#)

[Certificatio](#)

## Project overview status

	Project status	Obligation status	Expenditure status
Complete	111	111	111
Incomplete	0	0	0

## Review



Total adopted budget	Total obligations	Total expenditures
\$8,662,160.97	\$22,661,023.04	\$21,181,381.69

Remaining funding that will be lost if not reported obligated by December 31, 2024 (Calculation based off of Total Allocation amount minus Total obligations)

\$2,393,771.96

Total number of projects: 111  
 Total number of subawards: 19  
 Total number of expenditures: 410

## Federal Audit Clearinghouse (FAC)

Have you expended \$750,000 or more in federal award funds during your most recently completed fiscal year? ⓘ

Have you submitted a single audit or program specific audit report to the Federal Audit Clearinghouse (FAC)? ⓘ

## Alternative Compliance Examination Engagement (ACEE)

For certain entities that may be new to expending more than \$750,000 in federal awards and are now subject to Single Audit Act requirements, the U.S. Department of the Treasury (Treasury), together with the Office of Management and Budget and

> Help

### Record Details

Status Submitted

Report Name SLT-3551 - P&E Report - Q2 2024

Report Type Project and Expenditure Report

Report Period Quarter 2 2024 (April-June)

Reporting Period Start Date 4/1/2024

Reporting Period End Date 6/30/2024

Submission Deadline 7/31/2024 11:59 PM

Allocated Amount \$25,054,795.00

Unsubmit

other stakeholders, developed the Alternative Compliance Examination Engagement (ACEE).

For qualified SLFRF recipients, the ACEE is a voluntary alternative to a required full Single Audit that is less burdensome, but still upholds good stewardship by focusing on Activities Allowed and Unallowed and Allowable Cost/Cost Principles.

Would you like to submit an ACEE instead of the Single Audit?

## Statement

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the SLFRF recipient. The undersigned acknowledges that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 USC 1001, and also may subject me and the SLFRF Recipient to civil penalties, damages, and administrative remedies for false claims or otherwise (including under 31 USC 3729 et seq.). The undersigned is an authorized representative of the SLFRF Recipient with authority to make the above certifications and representations on behalf of the SLFRF recipient.

By signing this report, the authorized representative for reporting acknowledges in accordance with 31 CFR 35.4(c) that recipients shall provide to the Secretary periodic reports providing detailed accounting of the uses of funds, as applicable, all modifications to a State's or Territory's tax revenue sources, and such other information as the Secretary may require for the administration of this program. In addition to regular reporting requirements, the Secretary may request other additional information as may be necessary or appropriate, including as may be necessary to prevent evasions of the requirements of this program. False statements or claims made to the Secretary may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in Federal awards or contracts, and/or any other remedy available by law.

### Name of submitted user

**The information for the currently signed in user will populate as the authorizer of this submittal. Only those in role of authorized representative for reporting or authorized representative on the submission record will have access to certify and submit.**

Name:  
Jennifer karales

Telephone:  
(630) 553-4171 (tel:6305534171)

Title:  
Budget and Finance Coordinator

Email:  
jekarales@co.kendall.il.us  
(mailto:jekarales@co.kendall.il.us)

Date Submitted  
7/11/2024 4:40 PM

## 1. (untitled)

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[REDACTED]

[REDACTED]

## 2. Hidden Value Page to be auto-submitted, but not shown

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### New Hidden Value County

Kendall County

## 3.

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### Return Data

Script URL: &quot;https://c2do7vdfph.execute-api.us-east-1.amazonaws.com/dev/return&quot;; Fields: &quot;Question\_SKU=115&amp;Language=English&quot;; JSON post body:null Timestamp Before Post: &quot;1720720329&lt;br&gt;&quot;; Method: &quot;post&quot;; Timestamp After Post: &quot;1720720333&quot;; Success. Response Follows:{&quot;errorMessage&quot;:&quot;2024-07-11T17:52:13.284Z bac73617-92a2-44e7-abe6-75733be48cb4 Task timed out after 3.02 seconds&quot;}

## 4.

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### Hidden Value - Previous Total Opioid Settlement Funds Received

## 5. (untitled)

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### 1. Entity reporting

**Enter the county or municipality. Begin typing the first letters to narrow the options available to you and select the appropriate option.**

Kendall County

### 2. Respondent information

**Enter information about the person completing this form.**

#### 2a. Respondent first name

Jennifer

#### 2b. Respondent last name

Breault

**2c. Respondent title**

Finance and Budget Analyst

**2d. Is an outside counsel, accounting firm, or other organization completing this form?**

No

**2e. Name of outside counsel, accounting firm, or other organization completing this form**

**3. Contact information**

**Enter the name, phone number, and email address for the individual we should contact for questions about this report.**

**3a. Contact first name**

Jennifer

**3b. Contact last name**

Breault

**3c. Contact title**

Finance and Budget Analyst

**3d. Contact phone number**

6305534171

**3e. Contact email address**

jekarales@kendallcountyil.gov

**4. Reporting period**

**Enter the calendar year and quarter for which you are reporting.**

**4a. Calendar year**

2024

**4b. Quarter**

Quarter 2

**5a. Total received**

251033.84

**6. Itemization of payments received**

## Itemize payments received in the quarter you are reporting.

**Payment date**

04/11/2024

**Payment amount**

23144.25

**Source of payment**

Distributors

**Payment date**

05/30/2024

**Payment amount**

8928.10

**Source of payment**

Distributors

**Payment date**

05/30/2024

**Payment amount**

10503.64

**Source of payment**

Distributors

**Payment date**

06/10/2024

**Payment amount**

14526.86

**Source of payment**

Allergan

**Payment date**

06/10/2024

**Payment amount**

16245.04

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**Source of payment**

CVS

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**Payment date**

06/10/2024

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**Payment amount**

13053.15

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**Source of payment**

Teva

---

**Payment date**

06/10/2024

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**Payment amount**

19195.16

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**Source of payment**

Walgreens

---

**Payment date**

06/10/2024

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**Payment amount**

13188.28

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**Source of payment**

Walgreens

---

**Payment date**

06/10/2024

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**Payment amount**

132249.36

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**Source of payment**

Walmart

## 7. Have opioid settlement funds been expended this quarter?

If you have expended funds in the quarter for which you are reporting, you will be asked to itemize approved and non-approved abatement expenditures in the following questions. These amounts must equal the total expenditures reported here for the quarter. If they do not, you will receive an error and must revise.

Yes

### 7a. Total expended

28403

## 8. Have opioid settlement funds been expended on approved abatement uses this quarter?

Yes

## 9. Itemization of approved abatement program expenditures

For each of your approved expenditures, report on the following. Please note, you may report in an approved use category AND a core strategy category, and you are encouraged to do so when appropriate. However, you **MUST** report all approved expenditures in an approved use category. If the expenditure can be applied to more than one approved use and/or core strategy, please select the strategy that most closely aligns with the primary objective of the expenditure. You can add further information in a text box at the end of this section.

### 9a. Approved use category (A-L)

Select the approved use category (A-L) that most closely aligns with the primary objective of the expenditure. Begin typing to narrow the options available to you and select the appropriate options. This field is required.

G. Prevent Misuse of Opioids

### 9b. Approved uses subparagraph

Select the approved use subparagraph (A-, B-, C-). If your approved use does not have a matching subparagraph, select "Other" and describe the expenditure in the available text box. Narrow your options by typing your category letter, followed by a dash (i.e. 'A-', 'B-', 'C-', and so on).

G-1. Funding media campaigns to prevent opioid misuse.

If you answered "Other," please describe:

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**9c. Core strategy category (A-I)**

Select the core strategy, if applicable. If it is not a core strategy, then select "Not a Core Strategy."

G. Prevention Programs

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**9d. Core strategy subparagraph**

Select a core strategy subparagraph. If you selected "Not a Core Strategy" in 9c, select "Not Applicable." Select "Other" if your core strategy does not have a matching subparagraph. Narrow your options by typing your category letter, followed by a dash (i.e. 'A-', 'B-', 'C-', and so on).

G-1. Funding for media campaigns to prevent opioid use (similar to the FDA's "Real Cost" campaign to prevent youth from misusing tobacco);

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If you answered "other," please describe:

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**9e. Amount expended**

16071

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Do you believe that this expenditure could relate to other Approved Use or Core Strategy categories and subparagraphs? If so, please list and describe the other categories and sub-paragraphs below:

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**9a. Approved use category (A-L)**

Select the approved use category (A-L) that most closely aligns with the primary objective of the expenditure. Begin typing to narrow the options available to you and select the appropriate options. This field is required.

K. Training

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**9b. Approved uses subparagraph**

Select the approved use subparagraph (A-, B-, C-). If your approved use does not have a matching subparagraph, select "Other" and describe the expenditure in the available text box. Narrow your options by typing your category letter, followed by a dash (i.e. 'A-', 'B-', 'C-', and so on).

K-1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not for profit entities to abate the opioid crisis.

---

If you answered "Other," please describe:

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**9c. Core strategy category (A-I)**

Select the core strategy, if applicable. If it is not a core strategy, then select "Not a Core Strategy."

J. Not a Core Strategy

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**9d. Core strategy subparagraph**

Select a core strategy subparagraph. If you selected "Not a Core Strategy" in 9c, select "Not Applicable." Select



**"Other" if your core strategy does not have a matching subparagraph. Narrow your options by typing your category letter, followed by a dash (i.e. 'A-', 'B-', 'C-', and so on).**

J-1. Not Applicable

---

**If you answered "other," please describe:**

Staff training to improve the capability of the judicial and states attorneys department in Kendall County Government about the opioid crisis

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**9e. Amount expended**

9746

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**Do you believe that this expenditure could relate to other Approved Use or Core Strategy categories and subparagraphs? If so, please list and describe the other categories and sub-paragraphs below:**

---

**9a. Approved use category (A-L)**

Select the approved use category (A-L) that most closely aligns with the primary objective of the expenditure. Begin typing to narrow the options available to you and select the appropriate options. This field is required.

D. Address the Needs of Criminal Justice-involved Persons

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**9b. Approved uses subparagraph**

Select the approved use subparagraph (A-, B-, C-). If your approved use does not have a matching subparagraph, select "Other" and describe the expenditure in the available text box. Narrow your options by typing your category letter, followed by a dash (i.e. 'A-', 'B-', 'C-', and so on).

D-2. Support pre trial services that connect individuals with OUD and any co occurring SUD/MH conditions to evidence informed treatment, including MAT, and related services.

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**If you answered "Other," please describe:**

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**9c. Core strategy category (A-I)**

Select the core strategy, if applicable. If it is not a core strategy, then select "Not a Core Strategy."

F. Treatment of Incarcerated People

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**9d. Core strategy subparagraph**

Select a core strategy subparagraph. If you selected "Not a Core Strategy" in 9c, select "Not Applicable." Select "Other" if your core strategy does not have a matching subparagraph. Narrow your options by typing your category letter, followed by a dash (i.e. 'A-', 'B-', 'C-', and so on).

F-1. Provide evidence based treatment and recovery support, including MAT for persons with OUD and co occurring SUD/MH disorders within and transitioning out of the criminal justice system; and

---

**If you answered "other," please describe:**

This is a Naloxone Plus Strategies to make sure individuals have received naloxone reverse the side effects of an overdose . Business Cards to with QR Codes.

**9e. Amount expended**

239

**Do you believe that this expenditure could relate to other Approved Use or Core Strategy categories and sub-paragraphs? If so, please list and describe the other categories and sub-paragraphs below:**

**9a. Approved use category (A-L)**

**Select the approved use category (A-L) that most closely aligns with the primary objective of the expenditure. Begin typing to narrow the options available to you and select the appropriate options. This field is required.**

G. Prevent Misuse of Opioids

**9b. Approved uses subparagraph**

**Select the approved use subparagraph (A-, B-, C-). If your approved use does not have a matching subparagraph, select "Other" and describe the expenditure in the available text box. Narrow your options by typing your category letter, followed by a dash (i.e. 'A-', 'B-', 'C-', and so on).**

G-3. Public education relating to drug disposal.

**If you answered "Other," please describe:**

**9c. Core strategy category (A-I)**

**Select the core strategy, if applicable. If it is not a core strategy, then select "Not a Core Strategy."**

G. Prevention Programs

**9d. Core strategy subparagraph**

**Select a core strategy subparagraph. If you selected "Not a Core Strategy" in 9c, select "Not Applicable." Select "Other" if your core strategy does not have a matching subparagraph. Narrow your options by typing your category letter, followed by a dash (i.e. 'A-', 'B-', 'C-', and so on).**

G-3. Funding for medical provider education and outreach regarding best prescribing practices for opioids consistent with the 2016 CDC guidelines, including providers at hospitals (academic detailing);

**If you answered "other," please describe:**

**9e. Amount expended**

2347

**Do you believe that this expenditure could relate to other Approved Use or Core Strategy categories and sub-paragraphs? If so, please list and describe the other categories and sub-paragraphs below:**

**10. Total approved abatement expenditures for this quarter**

28403

## 11. Have opioid settlement funds been expended on NON-abatement uses this quarter?

No

## 12. Itemization of any non-abatement expenditures for this quarter

For each of your non-abatement use expenditures, report on the following.

12a. Description of use

12b. Amount expended

## 13. Total of non-abatement expenditures

## 7. Thank You!

### Save Data in S3

```
Script URL: "https://c2do7vdfph.execute-api.us-east-1.amazonaws.com/dev/" Fields:
"Question_SKU=63&Language=English" JSON post body:{"Testing": "Hello from
Alchemer"} Timestamp Before Post: "1720721840" Method: "post" Timestamp After Post:
"1720721841" Success. Response Follows: {"errorMessage": "Expecting &#039;,&#039; delimiter:
line 1 column 10823 (char 10822)", "errorType": "JSONDecodeError", "requestId":
"d49b14d1-b431-4828-81d3-c04f0b031796", "stackTrace": ["File
/var/task/lambda_function.py", line 45, in lambda_handler\nct = get_county(js)\n", "File
/var/task/lambda_function.py", line 18, in get_county\nsr = json.loads(sr)\n", "File
/var/lang/lib/python3.12/json/__init__.py", line 346, in loads\nreturn _default_decoder.decode(s)\n", "File
/var/lang/lib/python3.12/json/decoder.py", line 337, in decode\nobj, end = self.raw_decode(s, idx=_w(s,
0).end())\n", "File /var/lang/lib/python3.12/json/decoder.py", line 353, in raw_decode\nobj, end =
self.scan_once(s, idx)"]}
```



## Kendall County Agenda Briefing

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**Meeting Type:** Economic Development and Administration

**Meeting Date:** 8/21/2024

**Subject:** Kendall Area Transit

**Prepared by:** Jennifer Breault, PCOM

**Department:** Administration

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**Action Requested:**

**Approval of Resolution granting authority to the County Administrator to purchase vehicles for Kendall Area Transit on behalf of the Kendall County Board**

**Board/Committee Review:**

Economic Development

**Fiscal impact:**

\$80,000 Kendall Area Transit Funds

---

**Background and Discussion:**

Kendall Area Transit currently operates a fleet of 24 buses and vans, of which 16 are scheduled for disposal in accordance with IDOT requirements concerning age and mileage. Additionally, Kendall Area Transit is awaiting the delivery of 2 medium-duty buses and 1 electric vehicle from IDOT, with an estimated arrival timeframe of 2025 or later. The operational capability of KAT is contingent upon having an adequate number of buses, and due to a backlog with the state, the Voluntary Action Center has a broker who can provide used vehicles. However, there is a challenge, as used buses tend to sell quickly. Approval of this resolution will empower the county administrator to proceed with bus purchases without facing time constraints.

**Staff Recommendation:**

Approval of Resolution granting authority to the County Administrator to purchase vehicles for Kendall Area Transit on behalf of the Kendall County Board

**Attachments:**

Resolution granting authority to the County Administrator to purchase vehicles for Kendall Area Transit on behalf of the Kendall County Board



## County of Kendall, Illinois

Resolution 2024-\_\_\_\_\_

### RESOLUTION

#### **Resolution granting authority to the County Administrator to purchase vehicles for Kendall Area Transit on behalf of the Kendall County Board**

WHEREAS, Kendall County intends to acquire two previously owned fourteen-passenger buses for the use of Kendall Area Transit.

WHEREAS, Kendall Area Transit engages the services of Commercial Bus and Vehicles, LLC for bus brokerage.

WHEREAS, Kendall County intends to acquire these buses utilizing local funds, namely the Kendall Area Transit Fund.

WHEREAS, in light of the limited availability of used buses and the resulting limited time to complete the purchase when a bus is available, the Kendall County Board grants the Kendall County Administrator spending authority of up to \$80,000 for the acquisition of two used buses.

WHEREAS, the Kendall County Board recognizes the Kendall County Administrator, as an official appointed by the County Board, is the county officer best situated to determine if and when it is appropriate for Kendall County to purchase vehicles for Kendall Are Transit.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY BOARD OF KENDALL COUNTY, AS FOLLOWS:

The Kendall County Board hereby grants the Kendall County Administrator authority to approve the purchase of two used buses through Commercial Bus and Vehicles, LLC for a total amount not to exceed \$80,000 without further action by the Kendall County Board and the authority to bind Kendall County for such purchases.

The authority herein granted to the Kendall County Administrator will continue for one year after the date of adoption of this Resolution or until both buses have been purchased, whichever occurs first. The County Board may revoke the authority granted to the Kendall County Administrator at any time, with a majority vote of the County Board.

Approved and adopted by the County Board of Kendall County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Board Chairman Signature:

Attest:

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Matt Kellogg, Chairman  
Kendall County Board

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Debbie Gillette  
County Clerk



## Kendall County Agenda Briefing

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**Meeting Type:** Finance  
**Meeting Date:** 8/29/2024  
**Subject:** Finance Analyst Position Summary  
**Prepared by:** Latrese Caldwell, Deputy County Administrator  
**Department:** Administration

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### **Action Requested:**

Approval of estimated \$60,000 salary for accounts payable position – Finance Analyst

### **Board/Committee Review:**

Finance and Budget 8/29/24; Human Resource & Insurance TBD

### **Fiscal impact:**

FY24 Impact (NOV Hire): General Fund \$5,000; IMRF \$320; FICA \$380; Healthcare \$2,310  
= \$8,010

FY25 Annual Impact: General Fund \$60,000; IMRF \$3,865; FICA \$4,590; Healthcare \$25,860  
= \$94,315

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### **Background and Discussion:**

The accounts payable function was previously housed in the County Clerk's Office. A change in staffing presented the opportunity for Administration to assume the accounts payable duties as the County continues to build a finance division.

### **Staff Recommendation:**

Approval of funds to hire a Finance Assistant to oversee accounts payable and other finance duties. Human Resources and Insurance Committee will review the job description and organizational chart change.

### **Attachments:**

Finance Analyst Position Summary



## KENDALL COUNTY - ADMINISTRATION POSITION SUMMARY

**TITLE:** Finance Analyst  
**DEPARTMENT:** Administrative Services  
**SUPERVISED BY:** Deputy County Administrator  
**FULL TIME/PART TIME:** Full Time  
**FLSA STATUS:** Non-Exempt  
**APPROVED:** TBD

### **Position Summary:**

- responsible for performing accounts payable duties such as ensuring that all vendor invoices are accurately recorded and paid on time
- responsible for maintaining accurate records in Kendall County's accounting system
- responsible for analyzing accounts payable data
- responsible for preparing financial reports
- responsible for utilizing accounts payable data to identify trends, inefficiencies, and opportunities for improvements and/or cost savings

### **Essential Duties and Responsibilities:**

- receive, verify, and process accounts payable invoices for payment
- ensure expenditures are charged to appropriate accounts
- maintain accurate vendor accounts
- comply with the issuance of IRS Form 1099
- file all required accounts payable related reports with Federal, State, and Local agencies
- implement technology initiatives as it relates to accounts payable and procurement
- research current accounts payable methods
- assist in developing, documenting, implementing and monitoring internal financial and accounts payable controls, policies and procedures
- research and prepare financial reports and projects

### **Other Skills, Knowledge and Abilities:**

- proficient in accounts payable software, ERP system preferred
- thorough understanding of principles of accounts payable and financial analysis
- thorough understanding of accounting and budgeting principles

### **Education and Experience:**

- Bachelor's degree from an accredited college or university or equivalent experience; preferred areas of study/experience are Accounting, Finance, Economics, or related field.
- Three (3) years of prior work experience involving accounts payable systems and/or analytical research and reporting of complex financial data, ERP system preferred



**Kendall County, IL  
FY25 Budget Approval Calendar**

	<b>Date</b>	<b>Responsible Party/Meeting</b>	<b>Time</b>	<b>Task</b>	
<b>JUN</b>	6/24/2024	Admin & User Departments/Offices		Prepare salary spreadsheets/narrative sheets	
	6/27/2024	Finance Committee	4:00pm	Establish FY25 Budget Criteria and authorize FY25-FY29 Capital Budget Process	
	6/28/2024	Administration		Send FY25 Budget Criteria and Capital Plan Process (FY25-FY29)	
<b>JUL</b>	7/1/2024	*DHEOs		End Users enter budgets and salaries	
	7/11/2024	COW	4:00pm		
	7/16/2024	County Board Meeting	9:00am		
	<del>7/25/2024</del>	<del>Finance Committee</del>	<del>4:00pm</del>	<del>to be cancelled</del>	
<b>AUG</b>	<del>8/6/2024</del>	<del>County Board Meeting</del>	<del>6:00pm</del>	<del>to be cancelled</del>	
	8/19/2024	*DHEOs		Operations Budgets and FY25-FY29 Capital Plan Budgets due	
	8/20/2024	County Board Meeting	9:00am		
	8/26-8/30	*DHEOs		DHEOs meet with Finance Chairman and Admin: 8/26 8-10am; 8/28 1-3pm; 8/30 8-10am	
	8/29/2024	Finance Committee	4:00pm		
<b>SEP</b>	9/3/2024	County Board Meeting	6:00pm		
	9/12/2024	COW	4:00pm		
	9/17/2024	County Board Meeting	9:00am		
	9/20/2024	COW/Finance Committee	8:30am	Budget Hearings - TBD	
	9/23/2024	Admin		Place Ad - Notice for Public Inspection of Tentative Budget on Dec 1	FY25 Tentative Budget
	9/26/2024	Finance Committee	4:00pm	Approve FY25 Tentative Budget and forward to County Board	
<b>OCT</b>	10/1/2024	County Board Meeting	6:00pm	Approve FY25 Tentative Budget at least 15 days prior to final action	
	10/10/2024	COW	4:00pm	Discuss FY25 Budget	
	10/15/2024	County Board Meeting	9:00am		
	10/22/2024	Admin		Send FY25 salaries to KC Treasurer JFenko for Total Compensation Package; Treasurer must post \$150k salary & benefits 6 days prior to Nov 6 FY25 Budget Approval	FY25 Budget Approval
	10/24/2024	Finance Meeting	5:00pm	Discuss FY25 Budget - Forward final budget to County Board	
<b>NOV</b>	11/6/2024	County Board Meeting	6:00pm	Approve FY25 Budget	
	11/5-11/12	Admin		Calculate Levy Increase; Run Ad - Notice of Proposed Tax Increase (less than 14 days; greater than 7 days prior to Levy Hearing)	Levy
	11/14/2024	COW	4:00pm		
	11/19/2024	County Board Meeting	9:00am	Levy Hearing; Approve Levy	
	<del>11/28/2024</del>	<del>Finance Meeting</del>	<del>4:00pm</del>	<del>to be cancelled</del>	
<b>DEC</b>	12/3/2024	County Board Meeting	6:00pm		
	12/12/2024	COW	4:00pm		
	12/17/2024	County Board Meeting	9:00am	Last day to certify Levy on or before the last Tuesday in December	
	12/28/2024	Finance Meeting	4:00pm		

\*DHEOs = Department Heads & Elected Officials