



COUNTY OF KENDALL, ILLINOIS
FINANCE AND BUDGET
Kendall County Historic Courthouse
110 W. Madison Street- 3rd Floor, Yorkville, IL 60560
Thursday, July 24, 2025 at 4:00 p.m.

1. Call to Order
2. Roll Call: Scott Gengler (Chairman), Brian DeBolt, Matt Kellogg, Seth Wormley, Ruben Rodriguez
3. *MOTION (VV) Approval of Agenda
4. *MOTION (VV) Approval of Minutes from June 26, 2025 Finance and Budget Meeting
5. *MOTION (Forward to County Board) Approval of Claims
6. Committee Reports and Updates
 - A. Personnel Reports (Pg. 7)
 - B. ARPA Filing Report (Pg. 9)
 - C. Opioid Filing Report (Pg. 12)
 - D. Credit Card Report (Pg. 15)
7. New Committee Business
 - A. Approve the Recruitment and Retention Grant Payouts for the Kendall County Sheriff's Office, effective July 1st, 2025 (Pg.16)
 - B. Approval of Temporary Stipend for Human Resources Generalist Brenda Benz in the amount of \$250.00 per week effective June 23, 2025, through September 12, 2025 (Pg. 20)
 - C. Discussion and Approval of Amended Resolution for Credit Card Policy and Credit Card Acknowledgment
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

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time

COUNTY OF KENDALL, ILLINOIS
FINANCE & BUDGET COMMITTEE
Meeting Minutes for Thursday, June 26, 2025

Call to Order – Committee Chair Scott Gengler called the Finance & Budget Committee meeting to order at 4:00 p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Scott Gengler	Here		
Brian DeBolt	Absent		
Matt Kellogg	Here		
Ruben Rodriguez	Here		
Seth Wormley	Here		

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

Staff Present – Christina Burns, Latreese Caldwell, Jennifer Breault, Amber Garry, Ben Pienkos, Alice Elliott, Jason Peterson

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 Wormley made a motion to approve the minutes from April 24, 2025, second by Member Rodriguez . **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

Approval of Claims – Member Kellogg made a motion to forward the approval of the claims to the next County Board Meeting , second by Member Wormley. **With four members present voting aye, the motion carried by a vote of 4 - 0.**

Committee Reports and Updates

- A. **Personnel Reports** - The Human Resources Department is now providing the Employee Status Report to the committee, the report can be found on Page 7 of the packet. Committee member question regarding Highway Director salary, Christina Burns answered that the state made a larger adjustment to his salary.
- B. **ARPA Update** - Finance and Budget Analyst Jennifer Breault provided the committee with an update of the ARPA funds, which can be found on page 9 of the packet. She informed the committee that all funds are allocated, and the fund balance is approximately \$1.1 million.
- C. **FY24 General Fund Report** - Finance and Budget Analyst Jennifer Breault directed the committee to page 10 of the packet. Deputy Administrator Latreese Caldwell informed the committee that after the audit report was available they were able to update this report using actual numbers.
- D. **Quarterly Reports** - Deputy Administrator Latreese Caldwell directed the committee to page 13 to review the upcoming reports. She explained that each report will be prepared quarterly and will detail twelve different funds, outlining the beginning balances, revenues received, expenditures, and resulting ending balances to provide an accurate financial overview. Ms. Caldwell directed them to page 14 for the Major Operating Funds. The funds are broken down by fund types and operational use. Included in this report are the fund

descriptions which explain the purpose and use of each fund. Of note under Risk Management funds the Liability Insurance expenditures are down through this quarter (page 17). The Employee Benefit funds are all in budget and Ms. Calwell directed the committee to page 20 for these calculations. County Administrator Christine Burns informed the committee that a fund has been set-up for the Fox Fiber Broadband project.

New Committee Business

Member Rodriguez made a motion to amend the agenda and table Item E under new business, second by Member Kellogg . **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

A. Approval of FY2025 Opioid Fund Applications

Chair Gengler observed that, at the bottom of page 31 of the packet, there is a detailed allocation plan for the \$9,500 in requested funds. These funds will be designated to support individuals receiving treatment and recovery services while residing at the Sober Living/halfway house.

Member Kellogg made a motion to Approve the Judiciary Opioid Fund Application, second by Member Rodriguez. **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

B. Review of Opioid Settlement Funds

Management Analyst Natalia Borowska reviewed with the committee the opioid settlement funds. The County has received a total of \$726,247 since 2022 in opioid settlement funds. To date \$185K has been spent on various initiatives with a remaining fund balance of \$540K. Ms. Borowska explained the need to re-evaluate the County's settlement fund allocation process to ensure it effectively addresses the needs of the community. She directed the committee to the table on page 35 of the packet, which lays out the expenditure uses thus far by the County. She has researched how other counties are currently utilizing their funds and best practices; these include forming ad-hoc opioid settlement committees or task forces, departmental oversight models, and standing committees with expanded roles. The most common was the development of ad-hoc/task force committee made up of subject-matter experts and community stakeholders to guide funding decisions. These committees enhance transparency and ensure that allocation decisions are informed, desired and positively impactful. Some governments assign oversight to existing departments or boards with relevant expertise while other counties have expanded the role of existing bodies such as health and human services committees. Staff is seeking the committee's input on a plan to engage with subject-matter experts and relevant community stakeholders to review the opioid settlement grant process and make recommendations to this committee. Ms. Burns explained that this report originated from an initial committee meeting in which members aimed to explore how other organizations are utilizing their funds. Staff has reached out to neighboring communities, and some are expressing interest in potential partnerships. Discussions focused on past initiatives, the stability of the fund, future funding expectations, and strategies to maximize impact. Ultimately, the committee reached a consensus to begin the process of establishing an opioid steering committee comprising of key stakeholders.

C. Approval of change to FY25 Capital Project Scope- Probation

The Probation Department is requesting approval to reallocate funds originally allocated for client tablets to the purchase of staff tablets. Director of Probation Alice Elliott indicated that this is a budget-neutral adjustment, involving a reallocation of existing funds rather than additional expenditure.

Member Rodriguez made a motion to Approve of change to FY25 Capital Project Scope- Probation, Seconded by Member Wormley. **With four (4) members present voting aye, the motion was carried by a vote of 4 - 0.**

D. Approval of increased FY25 Budget Appropriation for the County Clerk Recorders Document Storage Fund, Salaries – Deputy Clerks 132806 51040 and the County Clerk Recorder GIS Fund, Salaries – Deputy Clerk 132906 51040 in a sum total amount not to exceed \$7,000

Deputy Administrator Latreese Caldwell stated that this request originates from the County Clerk. The request entails a total salary increase of \$7,000 for staff members whose salaries are not included in the general fund. The total increase in FY25 budget appropriations will be distributed across two funds. This adjustment will have no impact on the IMRF and Social Security Funds, due to the retirement of a County Clerk staff member.

Member Kellogg made a motion to forward to the next County Board, Seconded by Member Rodriguez. **With four (4) members present voting aye, the motion was carried by a vote of 4 -0.**

Note Item E was tabled to a future meeting by an amendment to the Agenda

F. Discussion of EV Charging Station Grant

Finance and Budget Analyst Jennifer Breault directed the committee to page 44 of the packet. Ms. Breault explained the County received grant funds to purchase twenty electric vehicle chargers. Staff is seeking input from the committee on whether to proceed with accepting the grant. The amount awarded is \$100K but the cost would be \$320K to implement. The grant also stipulates that each designated location will feature 10 ADA compliant parking spots. The cost does not include the electrical wiring to be buried under the lots nor the repair of the existing parking lot surface. Members questioned having to have 10 spots at the Main Street Campus designated for EV as the parking is limited at that location already. In question is also the cost of the electricity and recovering the \$220K not covered by the grant. The committee came to the consensus that the County should not proceed with the EV Charging Station Grant at this time.

G. Discussion and Approval of Credit Card for Matt Dolymer, County Veterans Service Officer, for the amount of \$2,500

Member Kellogg made a motion for Approval of Credit Card, Seconded by Member Wormley. **With four (4) members present voting aye, the motion was carried by a vote of 4 -0.**

H. Discussion of Kendall County Credit Card Users and Limit Updates

Financial Analyst Amber Garry updated the committee on a list of County credit card users and the monetary limits (starting on page 45). After approval at the May 20, 2025 County Board the Credit Card Policy and Credit Card Acknowledgement Form was sent to all Department Heads and Elected Officials for their review and completion. Three offices are currently using their own policies and credit card acknowledgement forms. Staff will continue to work with other office's to either adopt the County's policy or enact their own policy and acknowledgement form. With the Administration Department's increased oversight, they have successfully avoided late fees and interest charges on the credit card accounts.

I. Approval of Resolution Authorizing Accounts Payable Policy

Financial Analyst Amber Garry informed the committee that the Administration Department recognized a need to create an Accounts Payable Policy to establish clear responsibilities and procedures for the efficient and effective management of the County's AP processes. She directed the committee to page 57 for the full policy and procedures. This policy aims to ensure timely and accurate processing of payments, maintain strong internal controls, ensure compliance with applicable legal and regulatory requirements. All Department Heads and Elected Officials have been given a draft copy of the policy, and feedback has remained positive. Deputy Administrator Latreese Caldwell directed the committee to page 64 for the Approval of Claims section of the policy, to discuss the timing of the approval of claims and mailing of checks. All forms attached will also be available on the SharePoint drive (online platform) for ease of use for the departments.

Member Kellogg made a motion to forward to the next County Board, Seconded by Member Rodriguez. **With four (4) members present voting aye, the motion was carried by a vote of 4 - 0.**

J. Discussion of Kendall Area Transit Townships Funding Contributions

Finance and Budget Analyst Jennifer Breault successfully engaged with each municipality to increase their funding contributions. Ms. Breault would like to pursue additional funding from various townships within Kendall County. Ms. Breault directed the committee to page 75 to illustrate the step-by-step process she followed in her approach to secure this funding.

Based on the maximum capacity of rides that KAT can provide, the municipalities' total expenses amount to \$297,660. After accounting for municipal contributions of \$251,961 there remains a shortfall of \$45,700. Utilizing Kendall County's population data—similar to our method with the municipalities—we calculated each area's share of the shortfall based on their respective population percentages. The resulting amounts would be allocated over three years with the goal of fully addressing the shortfall by Fiscal Year 2027. She is requesting the committee's approval to proceed with the preparation of a letter to the townships to secure the additional funding. The consensus is that Ms. Breault may move forward with this action.

K. Approval of Fiscal Year 2024 General Fund Balance Reserve 7-months Transfers Out

Deputy Administrator Latreese Caldwell directed the committee to page 76 of the packet. The purpose of this transfer is to allocate additional unrestricted funds following the Kendall County annual audit. Kendall County directs 58.33% of financial to a capital or other designated funds as approved by the County Board. The amount of the fund balance transfer is \$5,920,810.

Member Kellogg made a motion to forward to County Board with amended transfer out from \$8,163,181 to \$5,920,819 amount to be split equally between the Building Fund and Capital Improvement Fund, Seconded by Member Gengler. **With four (4) members present voting aye, the motion was carried by a vote of 4 - 0.**

L. Approval of Ordinance Authorizing a Budget Amendment to the Kendall County Fiscal Year 2025 Budget

Deputy Administrator Latreese Caldwell directed the committee to page 81 of the packet. This document will also have to amended to reflex the \$5,920,819 amount as discussed in Item K of the agenda. Staff will make the required changes prior to putting on the next County Board agenda.

Member Kellogg made a motion to forward to the next County Board with amended transfers out to go with amended General Fund Reserve, Seconded by Member Rodriguez . **With four (4) members present voting aye, the motion was carried by a vote of 4 - 0.**

M. Discussion of FY26 Budget Calendar

Deputy Administrator Latreese Caldwell directed the committee to page 90 of the packet Budget criteria will be discussed today and help with the decision making process. Chair Gengler highlighted the September 19th date for the Budget Hearings.

N. Discussion and Approval of FY26 Budget Parameters

Each year, the Finance and Budget committee establishes budget parameters for Department and Office operations, including increases for salaried, contractual services and operating expenditures for the upcoming fiscal year. Also, this year five-year capital spreadsheets will be distributed to Departments/Offices to capture capital requests; Capital requests are those individual items costing greater than \$5,000 and a useful life greater than two years.

This year they will be asked to fill out a five-year personnel staffing spreadsheet for informational purposes to assist Administration as the County works on strategic and long-term planning along with the GFOA documentation that was started last year. Discussion centered around the FY25 Revenue Summary, General Fund Revenue Summary and Tax Year 2025 Levy (page 98), PTELL calculation (page 99) and Rate Setting EAV historical data (page 100) which are included in the packet. The committee discussed salary data (page 101-104) and the different salary percentage increases, the committee came to a consensus to recommend 3.5% salaries and 1.5% on expenditures.

Old Committee Business – None

Chairman's Report – Chair Gengler thanked the Administration team for all the work that went into the reports for this Finance & Budget meeting.

Public Comment – None

Items for County of the Whole - None

Items for County Board

- Claims
- Approval of Increased FY25 Budget Appropriation for the County Clerk Recorders Document Storage Fund, Salaries – Deputy Clerks 132806 51040 and the County Clerk Recorder GIS Fund, Salaries – Deputy Clerk 132906 51040 in a sum total amount not to exceed \$7,000
- Approval of Resolution Authorizing Accounts Payable Policy
- Approval of Amended Transfer out from \$8,163,181 to \$5,920,819 amount to be split equally between the Building Fund and Capital Improvement Fund
- Approval of Ordinance Authorizing a Budget Amendment with revisions as noted above to the Kendall County Fiscal Year 2025 Budget

Executive Session - None

Adjournment – Member Kellogg made a motion to adjourn the Finance and Budget Committee meeting, second by Member Rodriguez.

With four (4) members present voting aye; the meeting was adjourned at 5:53 p.m. by a vote of 4 - 0.

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

Human Resource's Employee Status Report as of the 07/21/2025 Payroll						
Name	Department	Date	Job Title / Reason for Pay Change	Pay Rate	Budget Charged	GL Org
New Hires:						
Jozelle Filippi	FP	6/16/2025	Seasonal Nature Camp Instructor	\$16/hr	FP	19001177
Ezra Fish	FP	6/16/2025	Seasonal Nature Camp Instructor	\$15/hr	FP	19001177
Ryan Navarro	Sheriff - Corrections	6/16/2025	Corrections Deputy	\$66,701.97	Sheriff	11002010
Drew DeSpain	Sheriff - Corrections	6/16/2025	Corrections Deputy	\$66,701.97	Sheriff	11002010
Jacob Adaya	Sheriff - Corrections	6/16/2025	Corrections Deputy	\$66,701.97	Sheriff	11002010
Kayla Korey	HR	6/16/2025	Human Resources Intern	\$15/hr	HR	11003131
Steven Misch	Sheriff	6/23/2025	Patrol Deputy	\$84,985.05	Sheriff	11002009
Tyler Thomas	Sheriff	6/23/2025	Patrol Deputy	\$97,422.46	Sheriff	11002009
Donald Phelps	Court Services/Probation	6/25/2025	PT Drug Test Technician	\$20/hr	Court Services	11001618
Shaina Martin	HHS - Environmental Health	6/30/2025	Public Health Sanitarian	\$46,500.00	HHS	120513
Alan Kennedy	SAO	7/7/2025	711 Law Clerk	\$15/hr	SAO	11002120
Gabriel Chavez	SAO	7/7/2025	711 Law Clerk	\$15/hr	SAO	11002120
Chloe Fu	Circuit Clerk	7/21/2025	Deputy Circuit Clerk - Traffic	\$17.13/hr	Circuit Clerk	11000314
Union/Step Increases:						
Shawn Mellish	Sheriff - Corrections	6/16/2025	June 2025 Pay Increase	Increase from \$115,227.85 to \$115,539.85	Sheriff	11002010
Rudolph (Adan) Vasquez	Sheriff - Corrections	6/17/2025	June 2025 Pay Increase	Increase from \$66,701.97 to \$73,529.90	Sheriff	11002010
David Angerame	Sheriff	6/21/2025	June 2025 Pay Increase	Increase from \$109,878.90 to \$110,190.90	Sheriff	11002009
Kesja (Kasey) Stoch	Sheriff	6/22/2025	June 2025 Pay Increase	Increase from \$103,638.90 to \$106,758.90	Sheriff	11002009
Daniel Brairs	Sheriff	7/6/2025	July 2025 Pay Increase	Increase from \$108,318.90 to \$108,630.90	Sheriff	11002009
Andrew Nemenoff	Sheriff - Corrections	7/6/2025	July 2025 Pay Increase	Increase from \$98,158.02 to \$101,278.02	Sheriff	11002010
Michael Novak	Sheriff	7/7/2025	July 2025 Pay Increase	Increase from \$108,630.90 to \$108,942.90	Sheriff	11002009
Todd Brautigam	Sheriff	7/10/2025	July 2025 Pay Increase	Increase from \$111,126.90 to \$111,438.90	Sheriff	11002009
Robert Lechowicz	Sheriff	7/11/2025	July 2025 Pay Increase	Increase from \$120,285.20 to \$120,597.20	Sheriff	11002009
David Lawson	Sheriff	7/11/2025	July 2025 Pay Increase	Increase from \$122,157.20 to \$122,469.20	Sheriff	11002009
Michael Mrozek	Sheriff	7/11/2025	July 2025 Pay Increase	Increase from \$126,285.20 to \$126,597.20	Sheriff	11002009
Chris Morecraft	Sheriff - Corrections	7/11/2025	July 2025 Pay Increase	Increase from \$66,701.97 to \$73,529.90	Sheriff	11002010
Title/Salary Changes:						
Amanda Orsburn	Circuit Clerk	6/2/2025	Promotion - Administrative Supervisor	Increase from \$33,825.00 to \$58,656.00	Circuit Clerk	11000314
Kelly Brzoska	Circuit Clerk	6/30/2025	Clerk in Charge Stipend / #508 pay type	\$1.5384 /hr	Circuit Clerk	1100314
Melissa Gonzalez	SAO	7/1/2025	Funding Source (no increase)	Adding \$26,000 and \$12,750; Total \$75,581	SAO	11002120, 174021, 134221
						Salary, VCV Grant, CAC Grant
Emma Wallis	SAO	7/1/2025	New Grant Funded Job Title with CAC	Increase from \$50,500.00 to \$68,269.00	SAO	134221
Brenda Karales	SAO	7/1/2025	Funding Source (no increase)	Added \$33,880; \$154,383	SAO	11002120, 134221
						Salary, CAC Grant
Marci Vose	Judicial	7/1/2025	Jury Commissioner Pay	\$425	Judicial	11001515
Camile Hixon	Judicial	7/1/2025	Jury Commissioner Pay	\$225	Judicial	11001515
Alicia McCallum	Circuit Clerk	7/1/2025	Jury Commissioner Pay	\$225	Circuit Clerk	11001515
Susan Kaltenbach	Circuit Clerk	7/1/2025	Stipend - for expungements	Increase from \$60,788.00 to \$64,088.00	Circuit Clerk	11000314
Eric Weis	SAO	7/1/2025	Per IDOR Notice of SAO and PD COLA increase dated 6/16/2025	Increase from \$206,715.95 to \$219,325.62	SAO	11002120

Discretionary Bonuses:						
Kelly Krantz	Treasurer	6/30/2025	One time stipend 1st installment	One time \$1,000	Treasurer	11000825
Stannette Kraber	Treasurer	6/30/2025	One time stipend 1st installment	One time \$1,000	Treasurer	11000825
Erin Manella	Treasurer	6/30/2025	One time stipend 1st installment	One time \$1,000	Treasurer	11000825
Bob Jones	Treasurer	6/30/2025	One time stipend 1st installment	One time \$1,000	Treasurer	11000825
Amy Dhuse	Treasurer	6/30/2025	One time stipend 1st installment	One time \$1,000	Treasurer	11000825
Terminations:						
Chevelle Valdez	Circuit Clerk	6/16/2025	Resigned	17.13/hr	Circuit Clerk	11000314
Elizabeth Larson	FP	6/26/2025	Resigned	15/hr	FP	19001164
Samuel Markusic	Sheriff	6/26/2025	Terminated	\$84,985.05	Sheriff	11002009
Nathaniel Doro	SAO	6/27/2025	Resigned	\$79,750.00	SAO	11002120
Sarah Ticer	FP	6/28/2025	Resigned	15/hr	FP	19001163
Gabrielle Behrens	Animal Control	6/30/2025	Resigned	15.91/hr	Animal Control	130101
Madeline Ellingson	Public Defender	7/2/2025	End of Internship	20/hr	Public Defender	11001719
Rboert Kroeger	Public Defender	7/3/2025	Resigned	\$75,000.00	Public Defender	11001719
Taylor Thomas	SAO	7/7/2025	Resigned	42,500	SAO	174121
Brandy Lehman	HHS	7/11/2025	Resigned	\$32.28/hr	HHS	120513
Jack Lia	GIS	7/11/2025	End of Internship	\$15/hr	GIS	131712



State, Local and
Tribal Support
SLFRF Compliance

Certification

[Introduction/budget templates](#)[Recipient profile](#)[Project overview](#)[Subrecipients/beneficiaries/contractors](#)[Subawards/direct payments](#)[Expenditures](#)[Recipient specifications](#)[Certification](#)

Project overview status

	Project status	Obligation status	Expenditure status
Complete	116	116	116
Incomplete	0	0	0

Review



Total adopted budget	Total obligations	Total expenditures
\$25,054,795.00	\$25,054,795.00	\$23,931,265.33
Remaining funding that will need to be returned to Treasury if not reported obligated by December 31, 2024 (Calculation based off of Total Allocation amount minus Total obligations)	Total Obligations Reported by Q4 2024 \$25,054,795.00	
Total Program Income Earned after Q4 2024 \$0.00	Total Program Income Reported after Q4 2024 Obligated \$0.00	Total Program Income Reported after Q4 2024 Expended \$0.00
Total number of projects: 116 Total number of subawards: 23 Total number of expenditures: 476		

[Help](#)

Record Details

Status
Submitted

Report Name
SLT-3551 - P&E Report - Q2 2025

Report Type
Project and Expenditure Report

Report Period
Quarter 2 2025 (April-June)

Reporting Period Start Date
4/1/2025

Reporting Period End Date
6/30/2025

Submission Deadline
7/31/2025 11:59 PM


Allocated Amount
\$25,054,795.00

Program Income Earned
\$0.00

[Unsubmit](#)

Federal Audit Clearinghouse (FAC)

Have you expended \$750,000 or more in federal award funds during your most recently completed fiscal year that began prior to October 1, 2024, or \$1,000,000 or more in federal award funds during your most recently completed fiscal year that began on or after October 1, 2024?

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 award funds (for recipient fiscal years that began prior to October 1, 2024) or \$1,000,000 in federal award funds (for recipient fiscal years that began on or after October 1, 2024), Treasury together with the Office of Management and Budget and 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 \(tel:6305534171\)](tel:(630)553-4171)

Title:
Budget and Finance Coordinator

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

Date Submitted
7/10/2025 3:52 PM

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Local Government Unit Opioid Settlements Funds Quarterly Reporting Tool

Thank You!

Thank you for taking our survey. Your response is very important to us.

New Review

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

- (630)381-9925

3e. Contact email address

- jebreault@kendallcountyil.gov

4. Reporting period

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

4a. Calendar year

- 2025

4b. Quarter

- Quarter 2

4c. Are you submitting this form to correct a previously-submitted report?

- No

5a. Total received

- 15505.51

6. Itemization of payments received

Itemize payments received in the quarter you are reporting.

Payment date

- 06/06/2025

Payment amount

- 15505.51

Source of payment

- Walgreens

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

- 16442

quarter.

- o 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.

- o K. Training

9b. Approved uses subparagraph

Select the approved use subparagraph (A-, B-, C-). Narrow your options by typing your category letter, followed by a dash (i.e. 'A-', 'B-', 'C-', and so on). If your approved use does not have a matching subparagraph, select the category letter, followed by a dash, then "Other." If you selected Other – Admin Costs in 9a, select that again here.

- o 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:

9c. Core strategy section ID (A-I)

Select the Core Strategy Domain (Section, National Settlement/IL Allocation Agreement)

- o J: Not a Core Strategy

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).

- o J-1. Not Applicable

If you answered "other," please describe:

9e. Amount expended

- o 3471

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:

- o For training employees

9f. Description of Use

Please provide 1-3 sentences describing how you used the funds for abatement purposes.

- o To pay for employees to pay for National Association of Drug Court Professionals (NADCP) Annual Conference. The conference focuses on providing training related to evidence based practices and training for the opioid crisis.

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.

- o B. Support People in Treatment and Recovery

9b. Approved uses subparagraph

Select the approved use subparagraph (A-, B-, C-). Narrow your options by typing your category letter, followed by a dash (i.e. 'A-', 'B-', 'C-', and so on). If your approved use does not have a matching subparagraph, select the category letter, followed by a dash, then "Other." If you selected Other – Admin Costs in 9a, select that again here.

- o B-2. Provide the full continuum of care of treatment and recovery services for OUD and any co occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community based services.

If you answered "Other," please describe:

9c. Core strategy section ID (A-I)

Select the Core Strategy Domain (Section, National Settlement/IL Allocation Agreement)

- o 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).

- o B-4. Provide treatment and recovery support services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services

9e. Amount expended

- o 12971

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:

- o N/A

9f. Description of Use

Please provide 1-3 sentences describing how you used the funds for abatement purposes.

- o As part of our ongoing efforts to provide community-based support services and promote long-term recovery for individuals with Opioid Use Disorder and co-occurring Substance Use and/or Mental health condition. As well as treatment for Sober living and halfway house fees for the ones uninsured to obtain coverage and to make sure there is no interruption in their care.

10. Total approved abatement expenditures for this quarter

- o 16442

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

- o 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

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100%

Credit Card Users and Limits Update 7-24-2025

Department	Job Title	Last Name	First Name	Credit Limit	ACK Received
ADMINISTRATION	COUNTY ADMINISTRATOR	BURNS	CHRISTINA	\$ 10,000	X
ADMINISTRATION	DEPUTY ADMINISTRATOR	CALDWELL	LATREESE	\$ 5,000	X
ADMINISTRATION	EXECUTIVE ADMINISTRATIVE ASSISTANT	VILLA	NANCY	\$ 300	X
ANIMAL CONTROL	DIRECTOR	COSGROVE	TAYLOR	\$ 5,000	X
CIRCUIT CLERK	CIRCUIT CLERK	PROCHASKA	MATTHEW	\$ 5,000	
CORONER	DEPUTY CORONER	FENOGLIO	TERRY	\$ 2,500	X
CORONER	CHIEF DEPUTY CORONER	GOTTE	LEVI	\$ 2,500	X
CORONER	DEPUTY CORONER	MCCARRON	CHERIE	\$ 2,500	X
CORONER	COUNTY CORONER	PURCELL	JACQUELINE	\$ 2,500	X
EMA	DIRECTOR	BONUCHI	MICHAEL	\$ 5,000	X
FACILITIES	DIRECTOR	POLVERE	DAN	\$ 10,000	X
FOREST PRESERVE	EXECUTIVE ADVISOR	GURITZ	DAVID	\$ 5,000	X
FOREST PRESERVE	ELLIS HOUSE & EQUESTRIAN CENTER FA	VICK	MARSHALL	\$ 1,500	X
FOREST PRESERVE	ACTING EXECUTIVE DIRECTOR	WHITE	ANTOINETTE	\$ 5,000	X
FOREST PRESERVE	ENVIRONMENTAL EDUCATION AND OUT	WIENCKE	STEFANIE	\$ 1,000	X
HEALTH DEPARTMENT	EXECUTIVE DIRECTOR	VANGUNDY	RAEANN	\$ 15,000	
HEALTH DEPARTMENT	EXECUTIVE DIRECTOR	VANGUNDY	RAEANN	\$ 15,000	
HEALTH DEPARTMENT	FISCAL DIRECTOR	WILLIAMS	KATHRYN	\$ 10,000	
HEALTH DEPARTMENT	FISCAL DIRECTOR	WILLIAMS	KATHRYN	\$ 10,000	
HIGHWAY	COUNTY ENGINEER	KLAAS	FRANCIS	\$ 5,000	X
HUMAN RESOURCES	DIRECTOR	JOHNSON	LESLIE	\$ 5,000	X
INFORMATION	DIRECTOR	KINSEY	MATTHEW	\$ 14,500	X
JUDICIAL	PSC COORDINATOR	MELLENDEZ	VANESSA	\$ 5,000	X
JUDICIAL	COURT ADMINISTRATOR	VOSE	MARCI	\$ 2,500	X
PBZ	DIRECTOR	ASSELMEIER	MATTHEW	\$ 5,000	X
PROBATION	KENDALL COUNTY PROBATION	KENDALL COUNTY PROBATION		\$ 10,000	
PROBATION	KENDALL COUNTY PROBATION	KENDALL COUNTY PROBATION		\$ 10,000	
SHERIFF	SHERIFF	BAIRD	DWIGHT	\$ 30,000	X
SHERIFF	INSPECTOR GENERAL	BURGNER	JEFF	\$ 5,000	X
SHERIFF				\$ 10,000	X
SHERIFF	COMMANDER	LANGSTON	JASON	\$ 5,000	X
SHERIFF	DETECTIVE SERGEANT	MROZEK	MICHAEL	\$ 5,000	X
SHERIFF	TRAINING COORD.	OSTROM	JEN	\$ 10,000	X
SHERIFF	BUSINESS MANAGER	PAGE	TRACY	\$ 10,000	X
SHERIFF	CHIEF DEPUTY	PETERS	MICHAEL	\$ 5,000	X
SHERIFF	UNDERSHERIFF	RICHARDSON	BOBBY	\$ 5,000	X
SHERIFF	DEPUTY COMMANDER	THOMPSON	CHARLES	\$ 5,000	X
SHERIFF	DEPUTY COMMANDER	VACLAVIK	KEVIN	\$ 5,000	X
SHERIFF	COMMANDER	VELEZ	NANCY	\$ 5,000	X
SHERIFF	DEPUTY COMMANDER	WALTMIRE	CALEB	\$ 5,000	X
VAC	COUNTY VETERANS SERVICE OFFICER	DOLMYER	MATTHEW	\$ 2,500	X
VAC	SUPERINTENDENT	STUBINGER	TIM	\$ 2,500	X
VAC	ASSISTANT SUPERINTENDENT	GAGNER	ANDREW	\$ 2,500	X



Kendall County Agenda Briefing

Meeting Type: Finance
Meeting Date: 7/24/2025
Subject: Recruitment and Retention Grant Payouts for the KC Sheriff's Office
Prepared by: Latreese Caldwell, Deputy County Administrator
Department: Administration

Action Requested:

Approve the Recruitment and Retention Grant Payouts for the Kendall County Sheriff's Office, effective July 1, 2025

Board/Committee Review:

Finance & Budget Committee

Fiscal impact:

\$181,000 Expenditure

Background and Discussion:

Fund 1700 – Officer Recruitment/Retention Fund has been established to capture the \$205,200 Recruitment and Retention grant financial activities.

Payout counts and amounts include:

13 Officers * \$1,000	\$	13,000
17 Officers * \$1,500		25,500
57 Officers * \$2,500		142,500
	\$	181,000

Staff Recommendation:

Approve the Recruitment and Retention Grant Payouts for the Kendall County Sheriff's Office, effective July 1, 2025

Attachments:

- Memo to Kendall County Finance and Budget Committee from Undersheriff Bobby Richardson
- 6/30/25 YTD General Fund Sheriff Budget – 11002009 Calculation detailing Estimated Year End General Fund Sheriff Deputy Salaries to demonstrate capacity in the IMRF and Social Security Funds to cover benefits related to \$181,000 payout



KENDALL COUNTY OFFICE OF THE SHERIFF

Dwight A. Baird, Sheriff
1102 Cornell Lane Yorkville Illinois 60560
Phone: 630-553-7500 Fax: 630-553-1972
www.co.kendall.il.us/sheriff



Kendall County Finance and Budget Committee,

The Kendall County Sheriff's Office applied for a recruitment and retention grant through ILETSB several months ago and received information in May that we were successfully awarded the grant. The grant total that was awarded was \$205,200 and was applied for payments to be made to employees for their retention with the Sheriff's Office, as well as the recruitment of new Deputies. Also, with the grant we applied for money to purchase exercise equipment that would allow Deputies to utilize equipment that is more conducive to their job function. The payouts for recruitment and retention are based upon the years of service that you have at the Sheriff's Office, as well as payouts in the future for new Deputies who have maintained their employment with the office. The Treasurers Office created a line item for the grant to ensure proper tracking of all payments made from the grant are documented and saved for future budget requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Richardson".

Undersheriff Bobby Richardson



Sheriff YTD 6/30/25

Sheriff-General Fund #11002009		20.01%	6.20%
		IMRF	SSI
<u>Budget</u>			
11002009-51060	Salaries-Sheriff Patrol Deputies	\$ 4,302,686.00	\$ 860,967.47 \$ 266,766.53
	6/30/25 actual expenditure	(2,087,718.79)	(417,752.53) (129,438.56)
	Current budget balance	2,214,967.21	443,214.94 137,327.97
<u>Est. Year End Budget Balance</u>			
11002009-51060	Salaries-Sheriff Patrol Deputies	4,302,686.00	860,967.47 266,766.53
	FY25 estimated year end 16pp/26pp	(3,392,543.03)	(678,847.86) (210,337.67)
	Est. ending budget balance	910,142.97	182,119.61 56,428.86
<u>Est. Year End Budget Balance w/ Stipends</u>			
	Est. ending budget balance before stipends	910,142.97	182,119.61 56,428.86
	Stipends	(181,000.00)	(36,218.10) (11,222.00)
	Est. ending budget balance after stipends	\$ 729,142.97	\$ 145,901.51 \$ 45,206.86
Balance Remaining Salaries, IMRF, SS		\$ 538,034.59	

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<u>11002009 Sheriff</u>							
11002009 41240 Sheriff Fees	-121,765	-121,765	-60,569.50	-6,807.00	.00	-61,195.50	49.7%*
11002009 41250 Sheriff Miscellaneous	-8,618	-8,618	-8,946.00	-20.00	.00	-328.00	103.8%
11002009 41260 HIDTA Reimbursement	-52,181	-52,181	-4,300.00	.00	.00	-47,881.00	8.2%*
11002009 42070 Security Detail Rei	-4,528	-4,528	-1,387.50	.00	.00	-3,140.50	30.6%*
11002009 51000 Salaries - Elected	168,818	168,818	89,046.86	12,720.98	.00	79,771.16	52.7%
11002009 51030 Salaries - Clerical	757,365	757,365	400,544.08	58,307.95	.00	356,820.92	52.9%
11002009 51060 Salaries - Sheriff	4,302,686	4,302,686	2,087,718.79	287,436.54	.00	2,214,967.21	48.5%
11002009 51150 Salaries - Chief/Co	666,562	666,562	398,997.61	57,392.58	.00	267,564.39	59.9%
11002009 51160 Salaries - Part Tim	66,000	66,000	27,465.00	1,065.00	.00	38,535.00	41.6%
11002009 51180 Salaries - Sergeant	962,554	962,554	530,601.82	76,973.91	.00	431,952.18	55.1%
11002009 51190 Salaries - Security	18,000	18,000	932.30	328.65	.00	17,067.70	5.2%
11002009 51460 Salaries - Clerical	500	500	214.20	214.20	.00	285.80	42.8%
11002009 51540 Salaries - Overtime	305,565	305,565	234,945.52	43,492.16	.00	70,619.48	76.9%
11002009 62000 Office Supplies	6,844	6,844	2,141.79	108.46	.00	4,702.21	31.3%
11002009 62010 Postage	850	850	862.44	.00	.00	-12.44	101.5%*
11002009 62020 Subscriptions / Boo	962	962	.00	.00	.00	962.38	.0%
11002009 62040 Conferences	39,398	39,398	19,949.80	2,185.68	.00	19,448.20	50.6%
11002009 62060 Training	52,697	52,697	32,678.58	1,347.60	.00	20,018.58	62.0%
11002009 62070 Cellular Phones	60,400	60,400	15,327.06	2,224.56	.00	45,072.94	25.4%
11002009 62150 Contractual Service	184,799	184,799	194,316.34	3,426.47	.00	-9,517.70	105.2%*
11002009 62160 Equipment	19,440	19,440	2,614.87	46.98	.00	16,825.58	13.5%
11002009 62170 Vehicle Maintenance	73,712	73,712	32,745.35	1,845.70	.00	40,966.65	44.4%
11002009 62180 Gasoline / Fuel / O	189,866	189,866	79,806.36	13,955.87	.00	110,059.64	42.0%
11002009 62190 Printing	2,591	2,591	1,419.90	898.40	.00	1,171.10	54.8%
11002009 62400 Uniforms / Clothing	37,051	37,051	29,016.20	2,702.58	.00	8,034.80	78.3%
11002009 64350 Police Supplies	27,150	27,150	6,272.59	360.43	.00	20,877.88	23.1%
11002009 64360 Weapons / Ammunio	33,991	33,991	34,184.22	8,882.31	.00	-193.47	100.6%*
11002009 64370 Canine Expense	2,000	2,000	80.00	.00	.00	1,920.00	4.0%
11002009 64380 Union Contract Expe	54,757	54,757	38,087.40	133.99	.00	16,669.60	69.6%
11002009 64390 Investigation	11,000	11,000	1,222.94	926.04	.00	9,777.06	11.1%
11002009 64450 Drug Testing	1,860	1,860	.00	.00	.00	1,860.00	.0%
11002009 65600 Employee Recognitio	4,055	4,055	3,142.58	603.00	.00	912.42	77.5%
TOTAL Sheriff	7,864,382	7,864,382	4,189,131.60	570,753.04	.00	3,675,250.27	53.3%
TOTAL REVENUES	-187,092	-187,092	-75,203.00	-6,827.00	.00	-111,889.00	
TOTAL EXPENSES	8,051,474	8,051,474	4,264,334.60	577,580.04	.00	3,787,139.27	

Approve the Recruitment and Retention Grant Payouts for the Kendall County Sheriff's Office, effective July 1, 2025



Kendall County Agenda Briefing

Meeting Type: Finance
Meeting Date: 7/24/2025
Subject: Approval of Temporary Stipend for Human Resources Generalist Brenda Benz in the amount of \$250.00 per week effective June 23, 2025, through September 12, 2025
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To approve a temporary stipend for Human Resources Generalist Brenda Benz in the amount of \$250.00 per week effective June 23, 2025, through September 12, 2025.

Board/Committee Review:

None

Fiscal impact:

None. The proposed stipend would be paid out of the Human Resources Department's existing budget funds.

Background and Discussion:

Human Resources Generalist Brenda Benz has temporarily taken on additional job responsibilities by performing the duties of the Payroll Specialist while the Payroll Specialist is out on FMLA leave. The Human Resources Department is requesting approval for a temporary stipend for Brenda Benz in recognition of these added responsibilities, to be provided for the duration of this interim period from June 23, 2025, through September 12, 2025.

Staff Recommendation:

To approve a temporary stipend for Human Resources Generalist Brenda Benz in the amount of \$250.00 per week effective June 23, 2025, through September 12, 2025.

Attachments:

None