

COUNTY OF KENDALL, ILLINOIS
FINANCE & BUDGET COMMITTEE
Meeting Minutes for Thursday, April 24, 2025

Call to Order – Committee Chair Scott Gengler called the Finance & Budget Committee meeting to order at 4:01 p.m.

Roll Call

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

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

Staff Present – Christina Burns, Latreese Caldwell, Jennifer Breault, Amber Garry, Leslie Johnson, Matt Prochaska, Dwight Baird, RaeAnn Van Gundy

Approval of Agenda – Member DeBolt made a motion to approve the agenda, second by Member Kellogg. **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 March 27, 2025, second by Member Kellogg. **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

Approval of Claims – Member DeBolt made a motion to forward the approval of the claims to the next County Board Meeting , second by Member 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 the Treasurer’s Employee Status Report to the committee, which can be found on page 5 of the packet. There was no discussion of the report.
- 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 6 of the packet. She explained that by end of the month \$1.2 million balance, but all money is obligated. She has filed the quarterly report in compliance with U.S. Treasury.
- C. **Opioid Status Filing** - Finance and Budget Analyst Jennifer Breault directed the committee to page 10 of the packet. The Opioid Settlement Funds quarterly report has been filed for Q1 2025.
- D. **Quarterly Reports** - Deputy Administrator Latreese Caldwell directed the committee to page 13 for the start of the following reports General Fund, Public Safety Sales Tax Fund, and All Funds. She explained how each report will be generated each quarter and brought before the committee.

1. Q1 2025 General Fund – Summary schedule of revenues, expenditures and changes in fund balance for period ending 02/28/25. Expenditures are under budget approximately 3% for this quarter. Ms. Caldwell explained that any surplus after the audit can be transferred into Capital Funds.

2. Q1 2025 Public Safety Sales Tax Fund (PSST) - Ms. Caldwell explained that the PSST pays for debt service for the Courthouse and can be found on page 31 of the packet.

3. Q1 2025 All Funds – Ms. Caldwell directed member to Page 17 for this new report. 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 of the funds. This is a snapshot of the funds for each quarter. Ms. Caldwell responded to a committee member's inquiry by indicating that the majority of the Sheriff's Office's funding is derived from grants.

New Committee Business

A. Discussion of KCPAT and KCSO Fiduciary Agreement for Task Force 2025

Chair Gengler directed the members to page 35 of the packet for the Fiduciary Agreement and explained that this was discussed at a previous meeting. This is an agreement between the Kendall County Sheriff's Office and the Kendall County Cooperative Police Assistance Team (KCPAT). The agreement outlines the fiduciary requirements of KCSO for receiving, maintaining and expending funds awarded to the KCSO on behalf of KCPAT through the Department of Justice and Department of the Treasury Equitable Sharing Programs. Ms. Caldwell explained that this is the final executed document and the Sheriff's office has been set up in the necessary portals for applying and receiving the grants. The Sheriff's office will then work with the Treasurer's office after funds are received.

B. Approval of a Resolution Authorizing the Circuit Clerk to Deposit Funds at Designated Banks

Circuit Clerk Matt Prochaska informed the board that he is the custodian of funds allocated for the Court system. The proposed resolution for approval is included on page 39 of the packet. Deputy Administrator Latreese Caldwell noted that this resolution will replace the previously approved 2021 Resolution. Chair Gengler abstained from voting on this resolution, as he is employed by one of the banks listed in the resolution.

Member DeBolt made a motion to forward the Resolution Authorizing the Circuit Clerk to Deposit Funds at Designated Banks to the next County Board Meeting, second by Member Kellogg. **With three (3) members present voting aye, the motion carried by a vote of 3 - 0.**

C. Discussion of FY26 Budget Calendar

Financial and Budget Analyst Jennifer Breault directed the committee members' attention to page 40 of the packet. The key date for the board members to note is Friday, September 19, 2025, for the Budget Hearings. Mr. Kellogg inquired with Director of Human Resources Leslie Johnson whether there have been any requests to conduct salary studies for elected officials or departments. She stated that she has not been asked to perform any such studies at this time.

D. Approval of FY2025 Opioid Fund Applications

Chair Gengler noted that this month there are two applications, the first one on page 41 of the packet from the State's Attorney's office is for \$4000 for training. The money will fund the memberships to the National Association of Drug Court Professionals and to attend their annual conference. The conference provides much needed training to address the Opioid crisis. This would be for multiple State's Attorney's to attend. The second application is from the Health Department, and they provided a narrative with their application which can be found on page 43. Chair Gengler asked RaeAnn Van Gundy about the media campaign as this is the bulk of money that is requested. They are partnering with Amazon Prime videos for their public education campaign on the live-saving importance of naloxone. The ads can be targeted to 10 zip codes and members over 18 years of age. They will discontinue the movie theaters at this time. This campaign will run for six months May through December. A suggestion was made for the Health Department to look into ads on TikTok, as this may be the desired audience that they are trying to reach.

Member DeBolt made a motion to Approve the State’s Attorney’s Opioid Fund Application and the Health Department Opioid Fund Application, second by Member Kellogg. **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

E. Discussion and Approval of Resolution for Credit Card Policy and Credit Card Acknowledgement

Deputy Administrator Latreese Caldwell stated that this policy was developed by the Administration Department to establish a formal Credit Card Policy for the County, as no such policy has previously been in place. The policy aims to ensure that employees acknowledge receipt of their credit cards and understand the proper and ethical use of these accounts. Ms. Caldwell stated that the policy will be reviewed by the State’s Attorney’s office before going to the County Board.

Member Wormley made a motion to forward the approval to the next County Board Meeting, pending State’s Attorney’s review, second by Member DeBolt. **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

Old Committee Business – None

Chairman’s Report – None

Public Comment – Sheriff Dwight Baird expressed concerns over the credit card policy that was brought before the board today.

Items for County of the Whole - None

Items for County Board

- Claims
- Approval of Resolution Authorizing the Circuit Clerk to Deposit Funds at Designated Banks
- Approval of Resolution for Credit Card Policy and Credit Card Acknowledgement, after State’s Attorney’s Review

Executive Session - (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act.

Member DeBolt made a motion to enter Executive Session, second by Member Kellogg. **With four (4) members present voting, the motion was carried 4 - 0.**

Board Member	Status
Seth Wormley	yes
Scott Gengler	yes
Ruben Rodriguez	absent
Matt Kellogg	yes
Brian DeBolt	Yes

Reconvened into Open Session at 4:49 p.m.

Adjournment – Member DeBolt 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 4:51 p.m. by a vote of 4 - 0.

Respectfully submitted,

Sally A. Seeger /Administrative Assistant and Recording Clerk