KENDALL COUNTY, ILLINOIS
Budget and Finance Committee
Meeting Minutes
Thursday, April 25, 2013 at 9:30 a.m.

Call to Order
The Budget and Finance Committee met and was called to order at 9:36 a.m. by Chair John Purcell.

Committee members present: Amy Cesich, Lynn Cullick, Judy Gilmour, John Purcell

Committee members absent: Elizabeth Flowers

Others Present: Latreese Caldwell, Jill Ferko, Debbie Gillette, Bob Jones, Janet Kaiser, Scott Koster, Stan Laken, Andy Nicoletti, Jim Smiley, Tom Thomas, Dr. Amaal Tokars, RaeAnn Van Gundy and Jeff Wilkins

Claims Review and Approval
The Committee reviewed the claims report and the Election Judge claims report. A motion was made by Judy Gilmour to forward the bills in the amount of $591,462.45 and the Election Judge per diem and mileage claims in the amount of $45,422.45 to the County Board for approval. Lynn Cullick made a second to the motion. With a voice vote of all ayes, the motion carried.

Department Head and Elected Official Comments

Jill Ferko, County Treasurer – Ms. Ferko reported that tax bills will be mailed no later than Tuesday, April 30, 2013. The first payment is due by June 5, 2013, and the second payment is due by September 5, 2013.

Ms. Ferko requested signage posted on the outside south end of the County Office Building and on the inside directory or wall indicating that handicap accessible parking, handicap accessible doors and the building elevator are located at the north end of the building to assist those with special needs or mobility access issues.

Jim Smiley said that signs could be posted at curbside and also on the building. He will research cost and report back at the next meeting.

Debbie Gillette, County Clerk/Recorder – None

Stan Laken, Technology – None
Andy Nicoletti, Assessment Office – Mr. Nicoletti said that since the Kendall County was declared a disaster area by the Governor, that disaster reassessment forms are available online or through the Assessment Office. The forms will be forwarded to the Township Assessors who will inspect the property.

Mr. Nicoletti said that the State of Illinois has increased the Senior Homestead Exemption rate for 2014 to $5000, the rate was $4000 this year.

Chief Deputy Scott Koster, Sheriff’s Office – Chief Deputy Koster said he will have an estimated total of personal, overtime and other expenses/costs incurred due to Sheriff’s Office participation during the flooding. And report that at the next meeting.

Mr. Koster reported the Sheriff’s office has converted all of their phones to Verizon as their cell phone carrier, and said that there will be an increase in that bill each month due to that change and also the addition of mobile air cards that will be installed in the squad cars for use with the new mobile data computers. These cards will be added periodically, and the cost per squad will be approximately $38 per month for use of these cards with the new system.

Jim Smiley, Facilities Management – Mr. Smiley reported that Facilities has been busy with flooding in the Probation office in the Courthouse the week of April 8th, as well as flooding in other County buildings the following week. Mr. Smiley briefed the group on the flooding of the electrical room in the Courthouse, the clean-up and repair resulting from the flooding.

Mr. Smiley continues to work on the Facilities Management five-year plan, and hopes to have a completed report within the next week or so.

Tom Thomas, Department of Health and Human Services – None

Items of Business

- Review Health Department Budget – Dr. Tokars briefed the committee on the HHS budget process, and said that HHS begins their budget process several months prior to the County budget process. Each director reviews their budget areas, forcast their budget streams, and review for possible cuts. That data is compiled and reviewed by the HHS Finance Committee and then revised and finally presented at the County Finance and Budget Hearing in early Fall.

Dr. Tokar said there are three ways HHS tries to achieve solvency: Grants Diversification, Attrition Strategies, and Value Added Grant Writing.

Attrition Strategies: Dr. Tokars said that this is not only to save the bottom line, but to continue services to the citizens and to take care of their workforce. Dr. Tokars stated that three half-time positions were eliminated last year. They continually review the needs and services available to the citizens for other ways to consolidate and combine services and positions.
Dr. Tokars stated they also plan to fill specific positions, but defer the date of hire for 3 or 6 months to assist with budgeting, sustaining the services offered to the community and care for their staff.

**Value Added Grant Writing:** Dr. Tokars reported they continually review value added grants that will be value added within the mission of what they do in this community and value added for solvency of their budget.

Tom Thomas explained the major grant sources, timing of grant funding, and HHS expenses.

I. **Major Grant Sources**

   A. Department of Commerce and Economic Opportunity (DCEO) which funds:
      1) State & Federal Low Energy Assistance Program (LIHEAP)
      2) State & Federal Weatherization Program (WX)
      3) Community Service Block Grant (CSBG)
      4) Homeless Service

   B. Illinois Department of Public Health (IDPH) which funds:
      1) We Choose Health
      2) West Nile Virus Surveillance & Prevention
      3) Non-Community Public Water Supply
      4) Training Facility Inspections
      5) Tobacco Freedom from Smoking
      6) Emergency Preparedness
      7) Local Health Protection

   C. Department of Human Services (DHS)
      1) State & Federal Substance Abuse Prevention, Intervention & Treatment – DASA
      2) State & federal Family Case Management
      3) Women, Infants & Children (WIC)
      4) Local Health Protection Grant

II. **Timing of Grant Funding** – Mr. Thomas explained that the majority of grants are funded from July 1 – June 30 each year, that grants can also be modified or extended by the Grantor, and that after the budget is set, new grants can be awarded, renewals may be reduced or eliminated and additional funds can cause additional expenses (over budget).

III. **Expenses** – Mr. Thomas reviewed the Contractual and Direct Client Assistance expenses and the various expenses within that specific line item.

Items under the Contractual area include payment for the Answering Service, Foothold Software, Emergency Response Consultant, Psychiatric Adult and Youth
programs, Medical Waste Pick-up, Maintenance Agreements, PH Leadership Institute, Postage Meter Lease and other various miscellaneous contractual expenses.

Items that apply under the Direct Client Assistance area include LIHEAP direct vendor payments, LIHEAP emergency assistance, CSBG emergency assistance, loan and scholarship programs, Weatherization (WX) Materials, contractors, emergency furnace repair or replacement and health and safety.

- **Review Senior Tax Levy Grant Process** – Discussion on the process for Senior Tax Levy Grants. The committee felt the need for more defined internal parameters in determining the grant awards, defined qualifications and criteria for levy grants, full-funded grant versus matching grant idea, the need for revision of the application, and the grant hearing process.

Lynn Cullick would like to request specific data from each organization that reflects the bare-minimum funding required for operation with the least amount of interruption to service, and the percentage of services affected by any reduction of the requested dollars. Judy Gilmour would also like to have information on any other funding sources that each organization receives annually.

The committee decided to possibly begin review of the grant application at a June committee meeting.

- **Authorize Capital Improvement Fund for deposit of local share of Video Gaming Tax:** Jeff Wilkins said the County has received funds from unincorporated entities, and suggested putting any monies received for the County’s local share of Video Gaming Tax into the Capital Improvement Fund.

Amy Cesich made a motion to forward the issue to authorize the capital improvement fund for the deposit of local share of video gaming tax to the County Board, second by Lynn Cullick. **Motion carried.**

**Items from Other Committees** – None

**Old Business** - None

**Action Items for County Board**

- Recommend approval of claims in the amount of $591,462.45 and the Election Judge claims in the amount of $45,422.45

- Authorize Capital Improvement Fund for deposit of local share of Video Gaming Tax

**Executive Session** – Lynn Cullick made a motion to enter into Executive Session for the purpose of reviewing past Executive Session minutes, second by Judy Gilmour. The
Committee of the Whole entered into Executive Session at 11:20 a.m.

Members present: Amy Cesich, Lynn Cullick, Judy Gilmour and John Purcell

Lynn Cullick made a motion to return to reconvene regular session, second by Judy Gilmour. With all in agreement, the committee returned to regular session at 11:25 a.m.

Public Comment – None

Adjournment – Lynn Cullick made a motion to adjourn, second by Judy Gilmour. With all members voting aye, the meeting adjourned 11:27 a.m.

The next Finance Committee meeting will be held at 2:30 p.m. on Thursday, May 16, 2013.

Respectfully submitted,

Valarie A. McClain
Recording Secretary