KENDALL COUNTY, ILLINOIS
Budget and Finance Committee
Meeting Minutes
Thursday, May 15, 2014

Call to Order
The Budget and Finance Committee met and was called to order at 2:34 p.m. by Chair John Purcell.

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

Others Present: Latreese Caldwell, Jill Ferko, Debbie Gillette, Bob Jones, Stan Laken, Chief Deputy Scott Koster, Andy Nicoletti, Jim Smiley, Tom Thomas, Jeff Wilkins, Angela Zubko

Claims Review and Approval

The Committee reviewed the County claims report. A motion was made Member Cullick to forward the Claims from May 2, 2014 in an amount not to exceed $486,864.35, second to the motion by Member Cesich. **With all in agreement, the motion carried.**

Member Cullick made a motion to forward the claims from May 20, 2014 in an amount not to exceed $805,960.12 to the County Board for approval, second to the motion by Member Gilmour. **With all in agreement, the motion carried.**

Department Head and Elected Official Comments

**Jill Ferko, Treasurer** – no report

**Chief Deputy Scott Koster, Sheriff’s Office** – no report

**Stan Laken, Technology Director** – no report

**Andy Nicoletti, Assessment Office** – no report

**Jim Smiley, Facilities Management** – Jim Smiley updated the committee on three recent projects. The COB project had two change orders, the county is still approximately $7,000 under budget. The additions in the Treasurer’s office is now complete and under budget by approximately $16,000. The Public Safety Center Records Department project has been completed and is approximately $1,900 under budget.

**Tom Thomas, Department of Health and Human Services** – No report
Items from Other Committees

From Facilities Management Committee:

- **KCFM employee retirement and replacement** – Mr. Smiley informed the committee that they have a technician level 1 retiring in early June, 2014, and he reviewed the proposed replacement salary with the committee for this union position. **There was consensus from the committee to hire a replacement for this position following the normal procedures for replacement.**

- **Add midyear position of Project Manager for KCFM** – Mr. Smiley reviewed the requested Project Management position that would be instead of replacing the technician level 1 position. Discussion on the possibility of having a part-time project manager to assist Mr. Smiley, and also to hire a part-time technician level 1 position. **The committee did not agree to the addition of a project manager position at this time.**

Items of Business

- **Authorization for Questica Trial Licenses** – Latreese Caldwell briefed the committee on the need for access to the new software program for eight additional departments and offices. Ms. Caldwell contacted Questica asking for the cost, etc. Questica is willing to provide trial licenses for a year at no cost to the county. There was a motion by Member Cullick, second by Member Flowers, to allow the county to take advantage of the trial license offer. **With all in agreement, the motion carried.**

  Ms. Caldwell said that if each of the departments using the trial license would chose to continue using the software, there would be an annual maintenance fee, and she asked for the committee’s direction for notifying the various offices on the continuing costs after this first year. Ms. Caldwell suggested creating a new line item in the Technology budget. The committee will continue this discussion closer to the end of the one-year trial period.

- **Discuss FY 2015 Budget Parameters** – Ms. Caldwell began the discussion on the budget timeline, and stressed the need to begin thinking of the FY 2015 budget parameters in May to stay on track. Ms. Caldwell will bring additional comparison information between union and non-union employee increases at the next meeting.

Old Business – None

Items for Committee of the Whole
Action Items for County Board

- Recommend approval of claims from May 2, 2014 in an amount not to exceed $486,864.35 and claims from May 20, 2014 in an amount not to exceed $805,960.12

Public Comment – None

Questions from the Media – None

Executive Session – None

Adjournment – Member Flowers made a motion to adjourn the Budget and Finance Committee meeting, second by Member Cullick. With all members voting aye, the meeting adjourned at 3:46 p.m.

Respectfully submitted,

Valarie A. McClain
Administrative Assistant/Recording Secretary