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DeKalb County Government
Sycamore, Illinois

**Finance Committee Minutes
April 6, 2022**

The Finance Committee of the DeKalb County Board met on Wednesday, April 6, 2022, in the Legislative Center's Gathertorium in Sycamore, Illinois. Chairman Bagby called the meeting to order at 7:00 p.m. Those Members present were Mr. Bill Cummings, Mr. John Frieders, Ms. Dianne Leifheit, Mr. Jim Luebke, and Chairman Tim Bagby. Mr. Scott Campbell and Mr. Steve Faivre were absent. A quorum was established with five Members present and two absent.

Others present included Brian Gregory, Derek Hiland, Liam Sullivan, Jim Scheffers, Sheila Santos, and Greg Millburg.

APPROVAL OF THE AGENDA

It was moved by Mr. Luebke, seconded by Mr. Frieders and it was carried unanimously by voice vote to approve the agenda as presented.

APPROVAL OF THE MINUTES

It was moved by Mr. Cummings, seconded by Ms. Leifheit and it was carried unanimously to approve the minutes of the March 2, 2022 Finance Committee Meeting.

PUBLIC COMMENTS

There were no public comments.

FY2021 YEAR-END BUDGET AMENDMENTS

This is an annual housekeeping item to transfer appropriations between line items and approves supplemental appropriations for unanticipated expenditures that were incurring during FY2021.

Mr. Gregory additionally mentioned that as the audit is wrapping up it is looking like FY2021 is coming in better than originally anticipated. Because of that, he explained that the Non-Departmental Fund (1290) was going to contribute some additional money to the Special Projects Funds as well as the 2020 Refunding Bonds Fund for the Courthouse Expansion. That Special Projects allocation was to cover some upcoming projects for the revenue sharing agreement with the City of DeKalb as well as some additional COVID-19 related expenses, Mr. Gregory explained.

The remaining items on the list are being added in one fund but subtracted in another to net one another out. The Committee also had a brief conversation with Ms. Santos regarding where the Data Fiber transfer was in the process.

It was moved by Mr. Luebke, seconded by Mr. Cummings and approved unanimously to forward the FY2021 Year-End Budget Amendments Resolution to the full County Board recommending its approval.

COUNTY PROCUREMENT ORDINANCE

Mr. Gregory reviewed that for the past couple of months the Committee has been reviewing and discussing a County Procurement Policy Ordinance. The goal of this updated Ordinance would be to arrive at a policy that aligns with State Law, is consistent with County objectives and provides enough flexibility to ensure that County business can occur efficiently.

The policy breaks purchasing in three bands:

- Department Level Purchases at or below \$5,000.00
- Department Level Small Procurements (Purchases between \$5,001.00 and \$29,999.99)
- County Parent Committee and Board Level Procurements – Competitive Sealed Bidding (Purchases above \$30,000.00)

Administrative Analyst, Liam Sullivan, shared that per the Committee's request last month, he has analyzed the procurements from FY2021 in order to determine how many fall under the County Board level procurement category. The draft procurement policy defines County Board level procurements as procurements of goods and/or services that are \$30,000 or more. It was found that there were thirty (30) procurements from FY2021 that would be considered County Board Level Procurements. These procurements do not include procurements that would have been purchased through cooperative joint purchasing agreements.

Based on his observations, those procurements all fell under three categories: Road Construction & Maintenance, Vehicles & Equipment, and Building Maintenance. The majority of these large procurements are part of the Highway Department's Road Construction and Maintenance programs. Eighteen (18) of the thirty total procurements were from this category. There were ten (10) total procurements relating to Vehicles & Equipment. There were only two procurements for FY2021 that were categorized as building maintenance.

Robert Miller, County Comptroller, indicated that the total of thirty County Board level procurements is an average for an organization of this type to expect on an annual basis.

Mr. Sullivan additionally provided and reviewed with the Committee a cliff notes version of each of the different procurement categories. This was done not only for potential future vendors but also for the County Department Heads.

Facilities Management Office Director Jim Scheffers discussed with the Committee what they would do with time-sensitive purchases like natural gas and electric prices. Mr. Gregory noted that they could do an Open Purchase Order for those types of purchases and in the instance that an emergency comes up he would work with the County Administrator and provides updates to the Finance Committee at their next regularly scheduled meeting.

Mr. Gregory added that he believes a good policy is something that can be amended at times. Things may change, circumstances may change, and state laws could change. At times, all of the County's policies should be reviewed and make sure that they are (1) consistent with Federal and State requirements, (2) is it consistent with what the Board's vision is, and (3) is it consistent with the value system and transparency of the County. He recommended that at least every three years the Committees are looking at these types of policies.

The Committee lastly discussed that this County Policy would cover the Department that report to them but questioned if Departments that have their own Governing Board and the Public Building Commission would need to adopt this in order to follow it as well. Mr. Gregory noted that they would all still fall under the state law but he doesn't know exactly what they are purchasing now but will look into it. If approved, he will also bring the policy to the Public Building Commission to review and approve as well.

It was moved by Mr. Luebke, seconded by Mr. Cummings and approved unanimously to forward the Procurement Ordinance to the full County Board recommending its approval.

ADJOURNMENT

It was moved by Ms. Leifheit, seconded by Mr. Luebke, and it was carried unanimously to adjourn the meeting at 8:04 p.m.

Respectfully submitted,

Tim Bagby, Chairman

Tasha Sims, Recording Secretary