

DeKalb County Government
Sycamore, Illinois

**Finance & Administration Committee Minutes
February 1, 2023**

The Finance & Administration Committee of the DeKalb County Board met in Sycamore, Illinois on Wednesday, February 1, 2023. Chair Scott Campbell called the meeting to order at 6:30pm. Those Members present were Mr. Tim Bagby, Ms. Rukisha Crawford, Mr. John Frieders, Mr. Jerry Osland, Mr. Christopher Porterfield, and Mr. Ellingsworth Webb. All Members were Present.

Others present included Brian Gregory, Tasha Sims, Liam Sullivan, and Nathan Schwartz.

APPROVAL OF THE AGENDA

Porterfield moved to approve the agenda as presented. Webb seconded the motion and it was carried unanimously.

APPROVAL OF THE MINUTES

It was moved by Bagby, seconded by Porterfield and it was carried unanimously to approve the minutes of the January 4, 2023, Finance Committee Meeting.

PUBLIC COMMENTS

There were no public comments.

R2023-018 A RESOLUTION AUTHORIZING JOB RECLASSIFICATIONS FOR CERTAIN AFSCME POSITIONS IN THE COUNTY CLERK & RECORDER'S OFFICE

County Administrator Brian Gregory explained that though Collective Bargaining Agreement between DeKalb County Elected Officials and AFSCME established a job audit committee to review certain job classifications.

This Committee consisted of two AFSCME representatives, the Clerk & Recorder, and the County Administrator. They met and recommended re-classifications of various administrative positions within the Clerk & Recorder's Office. According to the Agreements, the County Board would be the Governing Body to approve these reclassifications.

The reclassifications that were presented were as follows:

- Elections Office Assistant B: Reclassified from Office Assistant B to Administrative Clerk C.
- Recorder Office Assistant B: Reclassified from Office Assistant B to Administrative Clerk C.
- Vital Records Office Assistant B: Reclassified from Office Assistant B to Administrative Clerk A.
- Recorder Office Assistant A: Reclassified from Office Assistant A to Administrative Clerk B.
- Elections Office Assistant A: Reclassified from Office Assistant A to Administrative Clerk A.
- Elections Office Assistant A: Reclassified from Office Assistant A to Administrative Clerk B.

- Recorder Administrative Clerk C: Reclassified from Administrative Clerk C to Administrative Clerk A.
- Vital Records Administrative Clerk B: Reclassified from Administrative Clerk B to Office Coordinator.

Mr. Gregory also clarified that there are contingency funds built into the budget to cover the slight increased salaries for the individuals and that these reclassifications would amount to approximately a \$3,500 impact on the County's General Fund.

It was moved by Porterfield, seconded by Crawford and was approved unanimously to forward the Resolution to the full County Board recommending their approval.

R2023-019 A RESOLUTION AUTHORIZING AN OPEN PURCHASE ORDER FOR PROCUREMENT OF HIGHWAY DEPARTMENT VEHICLES AND EQUIPMENT.

Mr. Gregory explained that the local government bodies typically procure vehicles through the State of Illinois' Joint Cooperative Purchasing Agreement. This was canceled in 2021 due to market constraints. The Highway Department went out to bid for the specified vehicles and equipment in January and received no bids.

Because the cost of maintaining the current equipment is more expensive than purchasing new equipment, it was decided that an open purchase order was the best course of action for procuring new vehicles and equipment with the current market constraints. An open purchase order meets the spirit of the County's Procurement Policy and allows the County to purchase the specified or equivalent vehicles and equipment when they become available. This Resolution authorizes the Highway Department to procure the specified or equivalent vehicles and equipment at a cost not to exceed the dollar amount specified.

It was moved by Webb, seconded by Osland and was approved unanimously to forward the Resolution to the full County Board recommending their approval.

R2023-020 A RESOLUTION AUTHORIZING AN OPEN PURCHASE ORDER FOR PROCUREMENT OF FACILITIES MANAGEMENT OFFICE VEHICLES AND EQUIPMENT.

It was moved by Webb, seconded by Crawford and was approved unanimously to forward the Resolution to the full County Board recommending their approval.

ADJOURNMENT

Porterfield moved to adjourn the meeting. Osland seconded the motion and it was carried unanimously.

Submitted Respectfully by Liam Sullivan