



# Finance & Administration Committee

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May 3, 2023  
6:30PM

Legislative Center's Gathertorium  
200 N. Main Street  
Sycamore, Illinois 60178

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes

- a. Minutes from April 5, 2023

4. Public Comments

Any member of the public may address the Committee for up to 3 minutes on any topic of their choosing. There will be no yielding of time to other members of the public and agenda time for public comments is limited to 30 minutes in total.

5. Resolutions

- a. **Resolution R2023-062—A Resolution Approving Year-End Budget Amendments for Fiscal Year Ending December 31, 2022.**

Resolution R2023-062 brings forward a number of Year-End Budget Amendments. The DeKalb County Administrator and the County Comptroller have Year-End 2022 Budget amendments. While these amendments are not a requirement, staff believes that the requested amendments help to demonstrate fiscal responsibility and transparency by aligning with the “best practices” of public finance.

- b. **Resolution R2023-063—A Resolution Approving the Payment of County Claims for May 2023, and Off-Cycle Claims Paid During the Previous Month, Including All Claims for Travel, Meals, and Lodging, in the amount of \$ \_\_\_\_\_**

6. Old Business
7. New Business
8. Adjournment

**Finance & Administration Committee Minutes  
April 5, 2023**

The Finance & Administration Committee of the DeKalb County Board met in Sycamore, Illinois on Wednesday, April 5, 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 Lisa Reser.

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF THE MINUTES**

**It was moved by Webb, seconded by Bagby and it was carried unanimously to approve the minutes of the February 1, 2023, Finance & Administration Committee Meeting.**

**PUBLIC COMMENTS**

There were no public comments.

**ORDINANCES**

**Ordinance O2023-011—An Ordinance Amending the County Recording Fee Schedule for a State Increase to the Rental Housing Support Program Surcharge.**

The Illinois General Assembly has enacted Public Act 102-1135 effective July 1, 2023, amending Sections 3-5018 and 3-5018.1 of the Counties Code (55 ILCS 5/3-5018 and 5018.1) to require the Recorder to increase the Rental Housing Support Program State (“RHSP”) surcharge for the recording of any real estate-related document from nine dollars (\$9) to eighteen dollars (\$18).

To comply with Illinois Law, the County Clerk & Recorder requested that the Finance & Administration Committee, and ultimately the County Board, consider approving this Ordinance during the April Meeting Cycle to allow ample time to inform customers, vendors, and the general public about this change.

Mrs. Sims made note of the fact that the Clerk’s Office is not obligated to bring this to the Board for approval but she felt that it was the proper procedure because the County Code is being amended.

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

**RESOLUTIONS**

**Resolution R2023-052—A Resolution Approving Amendments to the FY2023 Budget.**

Mr. Gregory explained that On January 18th, the County Board passed Resolution R2023-013 which amended the FY2023 Budget to reflect the expectation that the sale of the DeKalb County Rehabilitation and Nursing Center (DCRNC) would be finalized before the end of the first quarter of 2023. R2023-013 created a three-month budget for the facility. Due to delays associated with the State’s

Certificate of Need process, the expectation is now that the sale of the DCRNC will be finalized in the second quarter of 2023. Resolution R2023-052 amends the FY2023 Budget to add an additional three months onto the DCRNC's Budget.

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

**Resolution R2023-053—A Resolution Approving the Delinquent Property Tax Sale of Parcel Number 08-23-280-004, Located in DeKalb, Illinois, to Libra Investments, Inc. in the Amount of Eight Hundred Twenty-One Dollars and Ninety-Eight Cents.**

The County of DeKalb, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90. This proposed resolution to authorizes the Chair of the Board to execute such deeds of conveyance of the County's interest or authorizes the cancellation of the appropriate Certificate of Purchase to be paid to the Treasurer of DeKalb County Illinois and disbursed according to law.

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

**Resolution R2023-054—A Resolution Approving the Payment of County Claims for April 2023, and Off-Cycle Claims Paid During the Previous Month, Including All Claims for Travel, Meals, and Lodging, in the amount of \$ \_\_\_\_\_.**

Mr. Gregory explained that the County Board has approves monthly claims as a Resolution and that the Resolutions had not been given numbers. In an effort to be more transparent, County Claims will be receiving a number. The County Board will be receiving the list of Claims for approval on the Friday prior to the County Board Meeting.

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

**OLD BUSINESS**

None

**NEW BUSINESS**

Mr. Gregory mentioned that for the 36<sup>th</sup> consecutive year, the County received a Government Finance Officers Association Award for Excellence in Financial Reporting. Mr. Gregory thanked Robert Miller, the DeKalb County Comptroller, and the Finance Department Staff for their hard work.

Additionally, Mr. Gregory noted BS&A, the County's new Finance Software Provider, is ahead of schedule for the implementation of the software.

**ADJOURNMENT**

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

Submitted Respectfully by Liam Sullivan

# **RESOLUTION**

## **R2023-062**

### **A Resolution Approving Year-End Budget Amendments for the Fiscal Year Ending December 31, 2022**

Be it resolved by the County Board of the County of DeKalb, Illinois as follows:

WHEREAS, Consistent with the general goals and objectives of the County and the general wellness of County residents, be it resolved by the County of DeKalb:

1. That the County Board approves the attached Exhibit “A”, which includes FY2022 year-end budget amendments. These amendments primarily involve the receipt and distribution of American Rescue Plan Act Funds and were forwarded to the County Board with a favorable recommendation from the Finance Committee.

NOW, THEREFORE, BE IT RESOLVED the DeKalb County Board hereby supports and approves the Amendments to the FY2022 budget.

PASSED THIS 17TH DAY OF MAY 2023 AT SYCAMORE, ILLINOIS

ATTEST:

SIGNED:

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Tasha Sims  
DeKalb County Clerk

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Suzanne Willis, Chair  
DeKalb County Board

<b>1111 - GENERAL FUND</b>					
<b>Fund/Dept</b>	<b>Account</b>	<b>Account Title</b>	<b>Current Budget</b>	<b>Amendment</b>	<b>Amended Budget</b>
1290	3041	TIF SURPLUS	5,000	278,000	283,000
1210	5980	CONT. FR:TRANS GRANT	19,800	(3,000)	16,800
1530	4003	FED GRANT-OPERATING GOV	20,200	81,600	101,800
1530	4305	STATE REIMB-VOTER REGIST	34,000	43,000	77,000
1710	3521	BUILDING PERMITS	50,000	23,500	73,500
2210	4302	TRANSLATION COST REIMB	30,000	60,000	90,000
2540	4005	FED GRANT-OPER, PUB SAF	10,500	50	10,550
2610	4307	STATE REIMB-SALARY	-	46,000	46,000
2680	4005	FED GRANT-OPER, PUB SAF	-	85,000	85,000
<b>NET REVENUE AMENDMENT</b>				<b>614,150</b>	
1530	6005	SALARIES	99,100	(22,100)	77,000
1530	6221	LONGEVITY PAY	5,000	(4,200)	800
1530	6511	HEALTH INSURANCE	22,750	(8,800)	13,950
1530	8013	PUBLIC NOTICES	27,000	16,400	43,400
1530	8021	MAINTENANCE - SOFTWARE	26,000	6,900	32,900
1530	8051	PROFESSIONAL SERVICES	110,000	138,200	248,200
1530	8061	COMMERCIAL SERVICES	15,000	24,700	39,700
1530	8091	ELECTION JUDGES & EXPNESES	170,000	2,200	172,200
1530	9011	POSTAGE	50,000	11,100	61,100
1710	8051	PROFESSIONAL SERVICES	4,900	23,500	28,400
2210	8060	APPOINTED ATTORNEYS	194,000	184,300	378,300
2210	8141	INTERPRETATION SERVICES	40,000	60,000	100,000
2220	6005	SALARIES	17,000	900	17,900
2220	6502	IMRF (STATE RETIREMENT)	1,500	400	1,900
2220	8082	JUROR'S FEES & EXPENSES	105,300	(1,300)	104,000
2310	6511	HEALTH INSURANCE	205,900	(3,000)	202,900
2310	8051	PROFESSIONAL SERVICES	2,500	3,000	5,500
2410	7704	STATE GRANT-OPER.PUB SAF	-	22,700	22,700
2410	8051	PROFESSIONAL SERVICES	81,000	14,100	95,100
2410	9001	SUPPLIES	5,200	1,400	6,600
2540	6501	FICA (SOCIAL SECURITY)	950	50	1,000
2610	6511	HEALTH INSURANCE	647,500	(6,300)	641,200
2610	8023	MAINTENANCE - VEHICLES	70,000	6,300	76,300
2675	8022	MAINTENANCE - EQUIPMENT	10,000	5,600	15,600
2680	6005	SALARIES	3,397,200	(118,100)	3,279,100
2680	8022	MAINTENANCE - EQUIPMENT	51,500	26,600	78,100
2680	8051	PROFESSIONAL SERVICES	50,000	900	50,900
2680	9233	FOOD PROGRAM	350,000	90,600	440,600
2810	7712	COMPUTER SOFTWARE	-	1,500	1,500
2810	9001	SUPPLIES	10,000	(1,500)	8,500
2910	6511	HEALTH INSURANCE	252,700	(47,400)	205,300
2910	8087	DETENTION SPACE	105,000	47,400	152,400
4820	8022	MAINTENANCE - EQUIPMENT	50,000	4,200	54,200
4820	8024	MAINTENANCE - BUILDING	28,000	32,800	60,800

4830	8042	ELECTRICITY	4,500	400	4,900
4830	8043	GAS	1,500	5,500	7,000
<b>NET EXPENDITURE AMENDMENT</b>				<b>518,950</b>	
<b>NET BUDGET AMENDMENT</b>				95,200	

<b>1223 - COURT AUTOMATION</b>					
5340	6005	SALARIES	187,000	(92,000)	95,000
5340	6511	HEALTH INSURANCE	40,000	(4,700)	35,300
5340	8071	DATA PROCESSING	2,500	96,700	99,200
<b>NET EXPENDITURE AMENDMENT</b>				-	
<b>NET BUDGET AMENDMENT</b>				-	

<b>1224 - CHILD SUPPORT</b>					
5350	6511	HEALTH INSURANCE	-	3,100	3,100
5350	8022	MAINTENANCE - EQUIPMENT	3,600	(3,100)	500
<b>NET EXPENDITURE AMENDMENT</b>				-	
<b>NET BUDGET AMENDMENT</b>				-	

<b>1225 - PROBATION SERVICES</b>					
2950	4005	FED GRANT-OPERATING PUB SAF	300,000	129,700	429,700
<b>NET REVENUE AMENDMENT</b>				<b>129,700</b>	
2950	6005	SALARIES	46,275	200	46,475
2950	8051	PROFESSIONAL SERVICES	200,000	137,500	337,500
2950	8206	DRUG TESTING	3,000	2,800	5,800
2950	9001	SUPPLIES	600	9,400	10,000
<b>NET EXPENDITURE AMENDMENT</b>				<b>149,900</b>	
<b>NET BUDGET AMENDMENT</b>				20,200	

<b>1230 - AMERICAN RESCUE PLAN</b>					
5750	9892	ARPA DISBURSEMENTS	5,000,000	1,517,207	6,517,207
<b>NET EXPENDITURE AMENDMENT</b>				<b>1,517,207</b>	
<b>NET BUDGET AMENDMENT</b>				1,517,207	

<b>1233 - AID TO BRIDGES</b>					
3530	6511	HEALTH INSURANCE	30,000	(24,300)	5,700
3530	8051	PROFESSIONAL SERVICES	350,000	24,300	374,300
<b>NET EXPENDITURE AMENDMENT</b>				-	
<b>NET BUDGET AMENDMENT</b>				-	

<b>1241 - PUBLIC HEALTH</b>					
3610	4043	FED COVID-19 CRISIS GRANT	-	28,100	28,100
3610	4044	FED COVID-19 CONT TRACING	-	140,700	140,700
3610	4053	COVID-19 RESPONSE GRANT	-	367,500	367,500
<b>NET REVENUE AMENDMENT</b>				<b>536,300</b>	
3610	6005	SALARIES	2,155,300	5,000	2,160,300
3610	7701	OFFICE FURN. & SM. EQUIP	2,000	32,700	34,700
3610	7719	OTHER EQUIPMENT	1,000	25,600	26,600
3610	7801	VEHICLES	-	41,000	41,000

3610	8013	PUBLIC NOTICES	38,000	220,500	258,500
3610	8051	PROFESSIONAL SERVICES	83,800	149,200	233,000
3610	8207	PASS-THRU GRANT PAYMENTS	110,000	11,800	121,800
3610	9001	SUPPLIES	23,000	11,400	34,400
3610	9152	CLINIC SUPPLIES	12,000	16,700	28,700
3610	9153	EDUCATIONAL SUPPLIES	2,000	22,400	24,400
<b>NET EXPENDITURE AMENDMENT</b>				<b>536,300</b>	
<b>NET BUDGET AMENDMENT</b>				<b>-</b>	

<b>1242 - COMMUNITY MENTAL HEALTH</b>					
3710	5501	INTEREST	2,000	9,800	11,800
3710	5980	CONT. FR: TRANS GRANT	10,800	(9,800)	1,000
<b>NET REVENUE AMENDMENT</b>				<b>-</b>	
3710	6005	SALARIES	166,100	(5,000)	161,100
3710	7701	OFFICE FURN. & SM. EQUIP	4,500	4,500	9,000
3710	7711	COMPUTER EQUIPMENT	800	500	1,300
3710	8201	CONTRIBUTION TO AGENCIES	2,406,200	298,900	2,705,100
<b>NET EXPENDITURE AMENDMENT</b>				<b>298,900</b>	
<b>NET BUDGET AMENDMENT</b>				<b>298,900</b>	

<b>1245 - SENIOR SERVICES</b>					
4510	8201	CONTRIBUTION TO AGENCIES	433,400	36,300	469,700
<b>NET EXPENDITURE AMENDMENT</b>				<b>36,300</b>	
<b>NET BUDGET AMENDMENT</b>				<b>36,300</b>	

<b>1471 - SPECIAL PROJECTS</b>					
5240	4455	DCCF GRANT	-	27,000	27,000
<b>NET REVENUE AMENDMENT</b>				<b>27,000</b>	
5240	7712	COMPUTER SOFTWARE	-	56,000	56,000
5240	7990	CAPITAL CONTINGENCY	30,000	(9,200)	20,800
<b>NET EXPENDITURE AMENDMENT</b>				<b>46,800</b>	
<b>NET BUDGET AMENDMENT</b>				<b>19,800</b>	

<b>1483 - TRANSPORTATION GRANT</b>					
5585	4040	CARES ACT RELIEF PAYMENTS	80,000	496,500	576,500
<b>NET REVENUE AMENDMENT</b>				<b>496,500</b>	
5585	7013	INFRASTRUCTURE IMP	37,000	(37,000)	-
5585	7801	VEHICLES	310,000	(310,000)	-
5585	8051	PROFESSIONAL SERVICES	-	6,000	6,000
5585	8207	PASS-THRU GRANT PAYMENTS	1,304,900	854,100	2,159,000
5585	9901	CONT. TO: GENERAL	19,800	(3,000)	16,800
5585	9932	CONT. TO: MENTAL HEALTH	10,800	(9,800)	1,000
<b>NET EXPENDITURE AMENDMENT</b>				<b>500,300</b>	
<b>NET BUDGET AMENDMENT</b>				<b>3,800</b>	

<b>2501 - REHAB &amp; NURSING CENTER</b>					
3840	6005	SALARIES	229,680	47,800	277,480
3840	8402	PHYSICAL THERAPY CONSULT	256,513	(47,800)	208,713

3860	6005	SALARIES	144,472	14,400	158,872
3870	6005	SALARIES	157,095	32,800	189,895
3870	8051	PROFESSIONAL SERVICES	1,000	6,000	7,000
3870	8316	RESIDENT ENTERTAINMENT	2,000	1,200	3,200
3870	9131	TECHNICAL SUPPLIES	500	11,100	11,600
3880	6005	SALARIES	745,253	186,400	931,653
3930	6005	SALARIES	914,728	101,200	1,015,928
3930	8316	RESIDENT ENTERTAINMENT	575	1,000	1,575
3930	9131	TECHNICAL SUPPLIES	1,200	3,200	4,400
3950	8052	CNA OUTSIDE REGISTRY	1,290,640	1,800,000	3,090,640
3950	8077	RN OUTSIDE REGISTRY	224,466	600,000	824,466
3950	8079	LPN OUTSIDE REGISTRY	138,827	129,500	268,327
3951	6005	SALARIES	1,801,419	(484,700)	1,316,719
3952	6005	SALARIES	88,391	22,600	110,991
3953	6005	SALARIES	1,758,246	(849,100)	909,146
3954	6005	SALARIES	76,742	80,700	157,442
3959	6005	SALARIES	880,658	399,000	1,279,658
3960	6005	SALARIES	347,733	123,600	471,333
3960	8061	COMMERCIAL SERVICES	480,000	69,100	549,100
3960	9101	JANITORIAL SERVICES	40,000	11,000	51,000
3960	9102	LAUNDRY SUPPLIES	5,000	27,300	32,300
3970	6005	SALARIES	125,250	39,100	164,350
3980	9111	JUDGEMENTS & CLAIMS	5,000	674,700	679,700
3980	9820	DEPRECIATION	580,000	261,500	841,500
<b>NET BUDGET AMENDMENT</b>				<b>3,261,600</b>	

<b>3776 - TREATMENT COURTS</b>					
5620	6005	SALARIES	61,000	(25,800)	35,200
5620	6502	IMRF (STATE RETIREMENT)	5,800	(3,800)	2,000
5620	6511	HEALTH INSURANCE	9,000	(5,300)	3,700
5620	7711	COMPUTER EQUIPMENT	1,500	6,900	8,400
5620	8051	PROFESSIONAL SERVICES	5,000	20,400	25,400
5620	9001	SUPPLIES	3,000	8,100	11,100
5625	6005	SALARIES	7,000	(2,200)	4,800
5625	8051	PROFESSIONAL SERVICES	600	2,200	2,800
5630	8206	DRUG TESTING	23,100	(500)	22,600
<b>NET EXPENDITURE AMENDMENT</b>				<b>-</b>	
<b>NET BUDGET AMENDMENT</b>				<b>-</b>	

<b>3802 - DRUG PROSECUTION PROGRAM</b>					
2740	5031	FORFEITS	3,000	2,500	5,500
<b>NET REVENUE AMENDMENT</b>				<b>2,500</b>	
2740	8001	REGISTRATIONS	1,000	500	1,500
2740	8003	TRAVEL	1,000	2,000	3,000
<b>NET EXPENDITURE AMENDMENT</b>				<b>2,500</b>	
<b>NET BUDGET AMENDMENT</b>				<b>-</b>	



**RESOLUTION**

**R2023-063**

**A Resolution Approving the Payment of County Claims for May 2023, and Off-Cycle Claims Paid During the Previous Month, Including All Claims for Travel, Meals, and Lodging, in the amount of \$ \_\_\_\_\_.**

Be it resolved by the County Board of the County of DeKalb, Illinois as follows:

WHEREAS, the various Department Heads have submitted claims against the County to the Finance Office for Payment; and

WHEREAS, the Finance Office and County Administrator have reviewed and audited said claims against the County and now recommend those claims for payment as outlined on the attached pages; and

NOW, THEREFORE, BE IT RESOLVED the DeKalb County Board hereby approves the attached lists representing current claims and monies paid during the previous month that were not part of last month's report, including all claims for travel, meals, and lodging of any member of the DeKalb County Board, and all claims for travel, meals, and lodging of any officer or employee that exceeds the maximum allowed under adopted regulations because of emergency or extraordinary circumstances, all of which are summarized below and total \$ \_\_\_\_\_.

<u>Section</u>	<u>Section Title</u>	<u>Amount</u>
A	County Board Resolution	
B	Current Month's Claims	\$
C	Info Only: Total by Fund	
D	Off-Cycle Claims	\$
E	Payroll Charges	\$
F	Info Only: Bd Per Diem & Mileage	
G	Rehab & Nursing Center	\$

PASSED THIS 17TH DAY OF MAY 2023 AT SYCAMORE, ILLINOIS

ATTEST:

SIGNED:

\_\_\_\_\_  
Tasha Sims  
DeKalb County Clerk

\_\_\_\_\_  
Suzanne Willis, Chair  
DeKalb County Board