

DeKalb County Government  
Sycamore, Illinois

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

The Finance & Administration Committee of the DeKalb County Board met in Sycamore, Illinois on Wednesday, November 1, 2023. Chair Scott Campbell called the meeting to order at 9:05pm. Those Members present were Tim Bagby, Rukisha Crawford, John Frieders, Jerry Osland, Christopher Porterfield, and Ellingsworth Webb. A quorum was established with seven members present.

Also present were County Board Chair Suzanne Willis, County Administrator Brian Gregory, Nursing Home Administrator Bart Becker, and Administrative Analyst Liam Sullivan.

**APPROVAL OF THE AGENDA**

**Porterfield moved to approve the agenda. Osland seconded the motion and it was carried by voice vote, with all votes cast in the affirmative.**

**APPROVAL OF THE MINUTES**

**It was moved by Webb, seconded by Crawford and it was carried by voice vote to approve the Minutes of the October 4, 2023, Finance & Administration Committee Meeting.**

**PUBLIC COMMENTS**

Anna Wilhelmi encouraged the County Board to put forth the funds necessary to open the unfinished expansion of the DeKalb County Rehabilitation & Nursing Center.

**RESOLUTIONS**

**Resolution R2023-110— A Resolution Approving the Salaries of Elected Officials.**

The Salary of Elected Officials must be set by the County Board prior to the election of various elected-office holders. Resolution R2023-110 establishes the salaries for the County Board Chairperson & Vice-Chair, the monthly stipend for County Board Committee Chairpersons, and per diem for County Board Members.

Additionally, this Resolution establishes the salaries for the DeKalb County Circuit Clerk and the DeKalb County Coroner for Fiscal Years 2025, 2026, 2027, and 2028. Previously, the Coroner (1/2 FTE) also functioned as the County's ESDA Director (1/2 FTE). Due to a Lieutenant in the Sheriff's Office taking over the responsibilities of the ESDA Director, the Coroner position will now be considered a full-time position.

After discussion, the Finance & Administration Committee recommended the following salaries for elected officials:

Classification	FY2025	FY2026	FY2027	FY2028
County Board Chair	10,000	10,000	-	-
County Board Vice-Chair	5,000	5,000	-	-
Committee Chair	75/Month	75/Month	-	-
County Board Member	90/Diem	90/Diem	-	-
Circuit Clerk	107,000	109,100	111,200	113,400
Coroner	80,000	81,600	83,200	84,900

Due to the Coroner position moving from part-time to full time, the Committee directed staff to conduct a salary study for coroners in surrounding Counties prior to the next Committee of the Whole meeting.

**It was moved by Osland, seconded by Porterfield and was approved by a roll call vote of 6-1 to forward the Resolution to the full County Board recommending their approval. Those voting in favor were Bagby, Crawford, Frieders, Osland, Porterfield, and Chair Campbell. Webb was opposed.**

**Resolution R2023-111— A Resolution Approving of the Annual Participation in the Service Program of the Office of the State's Attorneys Appellate Prosecutor.**

Resolution R2023-111 approves of the DeKalb County State's Attorney's Office's annual participation in the service program of the Office of the State's Attorneys Appellate Prosecutor, commencing December 1, 2023 and ending November 30, 2024, by hereby appropriating the sum of \$28,000. This program provides offer Continuing Legal Education training programs to the State's Attorneys and Assistant State's Attorneys and designates the Office of the State's Attorneys Appellate Prosecutor as its Agent to administer the operation of the appellate offices and process said appellate court cases for this County.

**It was moved by Frieders, seconded by Osland and was approved by voice vote, with all votes cast in the affirmative, to forward the Resolution to the full County Board recommending their approval.**

**Resolution R2023-112—A Resolution Approving Amendments to the FY2023 Budget.**

Resolution R2023-112 amends the FY2023 Budget to for Court Services, the Public Defender's Office, and the DeKalb County Rehab & Nursing Center Budgets. This resolution reflects the Court Services Department receiving a reimbursement from the State of Illinois for Technology Related Expenditures of \$20,000, as well as the use of those funds in the Probation Services and Hope Probation Program Budgets.

Additionally, these amendments address funds allocated to the Public Defender's Office from the State of Illinois' Public Defender Fund. These funds were allocated to DeKalb County as part of Public Act 103-0008, which allocates funds to Public Defender's Offices in Counties that have a population of 3,000,000 or less. The Public Defender plans to utilize these funds to procure computers and computer software.

Finally, Resolution R2023-112 also amends the FY2023 Budget to address the termination of the sale of the DeKalb County Rehabilitation & Nursing Center. The current FY2023 Budget included line-item detail that included sale related revenues & expenditures. This Resolution removes those sale related items.

**It was moved by Crawford, seconded by Osland and was approved by voice vote, with all votes cast in the affirmative, to forward the Resolution to the full County Board recommending their approval.**

**Resolution R2023-103—A Resolution Approving Amendments to the FY2024 Preliminary Budget.**

On September 20th, the County Board approved a Resolution placing the FY2024 Preliminary Budget on file for public inspection. The Preliminary Budget assumed that the sale of the DeKalb County Rehab & Nursing Center (DCRNC) would be finalized in the fourth quarter of FY2023. The sale of the DCRNC was terminated on Wednesday, October 18<sup>th</sup>. The DCRNC has operated at budgetary deficit for several years and is currently losing approximately \$200,000 per month. Previously, this has been covered through internal borrowing of funds from the County’s Asset Replacement, Opportunity, and Special Projects Funds.

On October 4<sup>th</sup>, the Finance & Administration Committee requested that a Resolution amending the FY2024 Preliminary Budget be brought to the Executive Committee for consideration. The Finance & Administration Committee recommended that the budget be amended to reflect the termination of sale of the DCRNC and to create a twelve-month budget for FY2024 that covers the anticipated budgetary deficit.

The Executive Committee considered Resolution R2023-103 on October 11th and forwarded the Resolution to the County Board. After Discussion, the County Board referred the Resolution to the Finance & Administration Committee for a recommendation on a method to fund the anticipated FY2024 budgetary deficit.

The following options were presented to the Committee for consideration:

**\$2.6 Million**

Option #1		Option #2		Option #3	
Source	Amount	Source	Amount	Source	Amount
ARPA	\$2,600,000	Supportive Living Fund Balance	\$1,200,000	Supportive Living Fund Balance	\$1,200,000
		Hold the Line Property Tax Levy	\$406,000	Courthouse Expansion Fund	\$1,400,000
		Remove Agency Contingency	\$7,500		
		Divert from Radio Fund Repay	\$450,000		
		Merge A/P Position	\$51,500		
		Defer H/R Position	\$135,000		
		Defer EHM/Corrections Position	\$109,500		
		Defer Specialized Attorney	\$106,000		
		Courthouse Expansion Fund	\$134,500		
	\$2,600,000		\$2,600,000		\$2,600,000

**\$2.0 Million**

Option #1		Option #2		Option #3	
Source	Amount	Source	Amount	Source	Amount
ARPA	\$2,000,000	Supportive Living Fund Balance	\$1,200,000	Courthouse Expansion Fund	\$800,000
		Hold the Line Property Tax Levy	\$406,000	Supportive Living Fund Balance	\$1,200,000
		Remove Agency Contingency	\$7,500		
		Divert from Radio Fund Repay	\$386,500		
	\$2,000,000		\$2,000,000		\$2,000,000

While discussing the options, Chair Campbell proposed modifying the \$2.6 million Option #2 as follows:

Source	Amount
Supportive Living Fund Balance	\$1,200,000
.5% Reduction on Property Tax Levy	\$203,000
Remove Agency Contingency	\$7,500
Divert from Radio Fund Repay	\$450,000
Merge A/P Position	\$51,500
Defer EHM/Corrections Position	\$109,500
Defer Specialized Attorney	\$106,000
Courthouse Expansion Fund	\$472,500
	\$2,600,000

After further discussion regarding maintaining the courthouse expansion fund balance, Gregory proposed the following:

Source	Amount
Supportive Living Fund Balance	\$ 1,200,000
0.5% Reduction on Property Tax Levy	\$ 203,000
Remove Agency Contingency	\$ 7,500
Divert from Radio Fund Repay	\$ 450,000
Merge A/P Position	\$ 51,500
Defer EHM/Corrections Position	\$ 109,500
Defer Specialized Attorney	\$ 106,000
Courthouse Expansion Fund	\$ 372,500
	\$ 2,500,000

**Osland moved to forward Gregory’s recommendation to the full board for approval and Crawford seconded the motion. The motion was unanimously by roll call vote.**

**Resolution R2023-113—A Resolution Forwarding the Payment of County Claims for November 2023, and Off-Cycle Claims Paid During the Previous Month, Including All Claims for Travel, Meals, and Lodging, to the County Board for Approval.**

**It was moved by Webb, seconded by Porterfield and was approved by voice vote, with all votes cast in the affirmative, to forward the Resolution to the full County Board recommending their approval.**

#### **CONSIDERATIONS**

##### **Adoption of Jordan Healthcare’s Business Plan**

The Committee recommended that Jordan Healthcare’s Business Plan be considered at November Health & Human Services Committee.

#### **OLD BUSINESS**

There were no new business items.

#### **NEW BUSINESS**

There were no new business items.

#### **ADJOURNMENT**

**Crawford moved to adjourn the meeting. Osland seconded the motion and it was carried by voice vote.**

Submitted Respectfully by Liam Sullivan