

# FINANCE COMMITTEE AGENDA

**Called by:** John Butitta, Chairman  
**Members:** Paul Arena, Joe Hoffman,  
Keith McDonald, Jaime Salgado,  
John F. Sweeney, Christina Valdez

**DATE:** THURSDAY, MARCH 20, 2025  
**TIME:** IMMEDIATELY FOLLOWING THE  
OPERATIONS AND ADMINISTRATIVE  
COMMITTEE MEETING AT 5:30 PM

**LOCATION:** ROOM 303  
COUNTY ADMINISTRATION BLDG  
404 ELM STREET  
ROCKFORD, IL 61101

## **AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of March 6, 2025 Minutes
- D. Public Comment – This is the time we invite the public to address the Finance Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name.
- E. Ordinance for Approval of Budget Amendment for Health Department Grant Award
- F. Ordinance for Approval of Budget Amendment for Various Health Department Grant Awards
- G. Ordinance for Approval of Budget Amendment for Court Technology and Accessibility Grants
- H. Discussion Item – Court and Case Management Software Project, Tom Lawson
- I. Ordinance for Approval of Budget Amendment for Purchase of Ford F-250 for Facilities Department
- J. Resolution Adopting Fiscal Year 2026 Budget Policy
- K. Closed Session to Discuss Pending Litigation
- L. Resolution Authorizing Settlement of a Claim Against the County of Winnebago Entitled Thomas Morrison versus Winnebago County
- M. Other Matters
- N. Adjournment

**Winnebago County Board  
Finance Committee Meeting**  
County Administration Building  
404 Elm Street, Room 303  
Rockford, IL 61101

Thursday, March 6, 2025

Immediately following the Operations & Administrative Committee Meeting

**Present:**

John Butitta, **Chairperson**  
Jaime Salgado, **Vice Chairperson**  
Paul Arena  
Joe Hoffman  
Keith McDonald  
John F. Sweeney  
Christina Valdez

**Others Present:**

Patrick Thompson, County Administrator  
Steve Schultz, Chief Financial Officer  
Lafakeria Vaughn, Civil Bureau Chief, State's Attorney's Office  
Chris Dornbush, Chief Operations Officer  
Debbie Jarvis, Director of Court Services, 17th Judicial Circuit  
Carol Hartline, Attorney, Williams McCarthy LLP  
Kimberly Kovanda, State's Attorney's Office  
Dominick Barcelona, Retired Deputy Chief WCSO  
Valerie Hanserd, County Board Member

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of February 20, 2025 Minutes
- D. Public Comment – This is the time we invite the public to address the Finance Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign-up at the meeting. Speakers may not address zoning matters that are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgment by the Chairman, please stand and state your name. Thank you.
- E. Ordinance for Approval of Budget Amendment for Health Department Grant Award
- F. Discussion Item – First Quarter FY25 Financial Report
- G. Discussion Item – Review FY26 Budget Calendar
- H. Discussion Item – FY26 Levy
- I. Closed Session to Discuss Pending Litigation
- J. Resolution Authorizing Settlement of a Claim Against the County of Winnebago Entitled Cesar Chavez versus Winnebago County
- K. Other Matters
- L. Adjournment

**Call to Order**

Chairperson Butitta called the meeting to order at 6:05 PM.

**Roll Call**

Chairperson Butitta yes, Mr. Arena yes, Mr. Hoffman yes, Mr. McDonald yes, Mr. Salgado yes, Mr. Sweeney yes, Ms. Valdez yes.

### **Approval of February 20, 2025 Minutes**

Motion: Chairperson Butitta. Second: Mr. Salgado.

Chairperson Butitta called for discussion.

The motion was passed by a unanimous voice vote.

### **Public Comment**

Chairperson Butitta omitted reading the Public Comment Section of the Agenda due to no one present to speak.

### **Ordinance for Approval of Budget Amendment for Health Department Grant Award**

Motion: Chairperson Butitta. Second: Mr. Hoffman.

Chairperson Butitta called for discussion.

- Discussion followed.

Motion: Chairperson Butitta made the motion to hold over the Ordinance and ask Dr. Martell to provide a written explanation or attend the next Finance Committee meeting to explain the Ordinance.

Second: Mr. Sweeney.

The motion was passed by a unanimous voice vote.

### **Discussion Item – First Quarter FY25 Financial Report**

Discussion followed on the First Quarter FY25 Financial Report.

### **Discussion Item – Review FY26 Budget Calendar**

Discussion followed on the FY26 Budget Calendar.

### **Discussion Item – FY26 Levy**

Discussion followed on the FY26 Levy.

### **Closed Session to Discuss Pending Litigation**

Chairperson Butitta called for a motion to enter a Closed Session.

Motion: Ms. Valdez. Second: Mr. Salgado.

The motion passed by a unanimous voice vote.

### **Roll Call**

Chairperson Butitta yes, Mr. Arena yes, Mr. McDonald yes, Mr. Salgado yes, Mr. Sweeney yes, Ms. Valdez yes. Mr. Hoffman exited the meeting and was not available for the Roll Call.

Chairperson Butitta – No action was taken during the closed session.

### **Resolution Authorizing Settlement of a Claim Against the County of Winnebago Entitled Cesar Chavez versus Winnebago County**

Motion: Chairperson Butitta. Second: Mr. Salgado.

Chairperson Butitta called for discussion.

The motion was passed by a unanimous voice vote.

### **Other Matters**

- None reported.

### **Adjournment**

Chairperson Butitta called for a motion to adjourn the meeting.

Motion: Mr. Butitta. Second: Mr. Sweeney.

The motion was passed by a unanimous voice vote.

Respectfully submitted,

Nancy Bleile  
Executive Assistant



# Ordinance Executive Summary

**Prepared By:** Health Department Finance

**Committee:** Finance

**Committee Date:** March 20, 2025

**Resolution Title:** Ordinance for Approval of Budget Amendment for Health Department Grant Award

**County Code:** Winnebago County Annual Appropriation Ordinance

**Board Meeting Date:** April 10, 2025

## Budget Information:

Was item budgeted? No	Appropriation Amount: \$0
If not, explain funding source: IDPH Birth Equity Innovation Seed Grant	
ORG/OBJ/Project Code: 60100 Health Department Grant / various	
FY2025 Budget Impact: \$260,870	

**Background Information:** The County Health Department has been a \$300,000 grant from IDPH Birth Equity Innovation Seed grant which is aligned with our community health priorities. This award assists with the financial sustainability of the agency. The Winnebago County Board of Health has approved this award.

**Recommendation:** Finance Department recommends approval

**Contract/Agreement:** N/A

**Legal Review:** N/A

**Follow-Up:** Adjust Munis line Items

**2025 Fiscal Year**

Finance: March 20, 2025

Lay Over: March 27, 2025

Sponsored by:

**Final Vote: April 10, 2025**

John Butitta, Finance Committee Chairman

## **2025 CO**

**TO:** THE HONORABLE BOARD MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2025 and recommends its adoption.

### **Ordinance for Approval of Budget Amendment for Health Department Grant Award**

**WHEREAS**, the Winnebago County Health Department has been awarded a grant through IDPH Birth Equity Innovation Seed funding that is aligned with their community health priorities and has been approved by the Board of Health; and

**WHEREAS**, the Winnebago County Board adopted the “Annual Budget and Appropriation Ordinance” for the fiscal year ending September 30, 2025 at its September 26, 2024 meeting; and,

**WHEREAS**, 55ILCS 5/6-1003(2014), states, “After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting.”

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore, the increases detailed per the attached Request for Budget Amendment are hereby authorized for Amendment **#25-010 Health Department Grant Awards**.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
JOHN BUTITTA, CHAIR

\_\_\_\_\_  
JOHN BUTITTA, CHAIR

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JAIME SALGADO, VICE CHAIR

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIR

\_\_\_\_\_  
PAUL ARENA

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PAUL ARENA

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JOE HOFFMAN

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JOE HOFFMAN

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KEITH McDONALD

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KEITH McDONALD

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
CRISTINA VALDEZ

\_\_\_\_\_  
CRISTINA VALDEZ

The above and foregoing Ordinance was adopted by the County Board of the County of

Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

ATTESTED BY:

\_\_\_\_\_  
**JOSEPH CHIARELLI**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

2025  
**WINNEBAGO COUNTY**  
 FINANCE COMMITTEE  
 REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:	2/12/2025	AMENDMENT NO: #2
DEPARTMENT:	Health Department	SUBMITTED BY: James Keeler
FUND#: 60100/0301		DEPT. BUDGET NO. 301

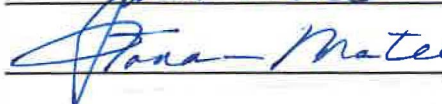
				Amendment #1	Amendment #2		
Department Org Number	Object (Account) Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
60100/1100	41110	Wages	\$ 7,423,019.00	\$438,999	\$7,862,018	\$88,543	\$7,950,561
60100/1100	41241	FICA	\$ 335,595.00	\$33,561	\$369,156	\$6,774	\$375,930
60100/1100	41231	IMRF	\$ 80,500.00	\$9,191	\$89,691	\$2,214	\$91,905
60100/1100	48211	Health Insurance	\$ 1,241,632.00	\$78,086	\$1,319,718	\$9,819	\$1,329,537
60100/1100	42110	Supplies	\$ 18,000.00	\$42,690	\$60,690	\$16,327	\$77,017
60100/1100	43310	Travel	\$ 66,000.00	\$13,417	\$79,417	\$268	\$79,685
60100/1100	43190	Contractual Services	\$ 1,249,924.00	\$175,583	\$1,425,507	\$107,200	\$1,532,707
60100/1100	43943	Training & Education	\$ 24,000.00	\$37,575	\$61,575	\$29,725	\$91,300
60100/1100	32120	State Operating Grant	\$ (926,906.00)	(\$157,013)	(\$1,083,919)	(\$300,000)	(\$1,383,919)
					\$0		
						\$ (39,130)	

	Original Budget	Budget Amendments to Date Including Above Proposed Amendment	Proposed Revised Budget

**Fund:**

Reason budget amendment is required:	
The Winnebago County Health Department has applied and been awarded a \$300,000 grant from IDPH for Birthe Equity Innovation Seed Grant aligned with our community health priorities. This award assists with the financial sustainability of the agency and requires an increase of expenditures (which will be reimbursed) to perform the deliverables under these grant	
Potential alternatives to budget amendment:	
None	
Impact to fiscal year 2025 budget: Revenue Expense:	
Increase of revenues of \$300,000 and and increase of expenditures of \$260,870 resulting in a decrease of expenditures over revenues of \$39, 130 reducing our budgeted loss from \$627,940 to a loss of \$588,810.	
Revenue Source:	IDPH Illinois Department of Public Health

Director of Finance:  Date: 2/18/2025

Public Health Administrator:  Date: 2/18/2025

Board of Health: \_\_\_\_\_  
 BOH Approved Date: 2/18/2025  
 Ayes (8) Nays (0) Absent (4)



## Background Information

Maternal and Child Health (MCH) has been identified as a health priority for Winnebago County through the community health assessment and improvement plan for over 20 years. In almost all metrics associated with MCH, such as low birth weight, preterm birth, and severe maternal mortality, Winnebago County has poorer outcomes than the state of Illinois. Outcomes for Black/African American women and children demonstrate further gaps.

The Winnebago County Health Department (WCHD), in collaboration with community partners has provided programming to improve outcomes including but not limited to: WIC (Women, Infants, and Children Supplemental Nutrition), Better Birth Outcomes – case management program for at-risk pregnant women, APORS High Risk Infant follow-up; Maternal Infant and Early Childhood Home Visiting (MIECHV/igrow Rockford; Elevated Lead follow-up. As the MIECHV lead agent, WCHD works with community partners including Head Start, Rockford Public Schools, Donald Parker Early Childhood, Brightpoint (formerly Children’s Home and Aid), and Easterseals to coordinate home visiting programs.

Partners Brightpoint and Easterseals provide doula services to pregnant women but have not been able to provide these services to all women who request them.

Most recently a community advisory group convened by Alignment Rockford determined that a Universal Newborn Support System (UNSS) to support families and their newborns should be implemented as an upstream intervention to ensure children are ready to learn at time of school entry. Healthcare systems including hospitals Mercyhealth, OSF Healthcare, and UWHealth and the Federally Qualified Health Centers – Crusader Community Health and UI Health Mile Square Health Center – L.P. Johnson Rockford.

Working with these partners, WCHD applied for and received a competitive grant award for the Birth Equity Innovation Seeds Grant from the Illinois Department of Public Health entitled *Winning Start Winnebago*. The press release detailing all award recipients including WCHD is attached (Attachment 1).

The Winnebago County Board of Health considered and approved the Budget Amendment at the February 18, 2025 meeting.

## Winning Start Winnebago

Winning Start Winnebago has three (3) components

- Universal Newborn Support System using Family Connects International (FCI) Model
  - Evidence-based model of home visiting.

## Budget Amendment 2025-2

Fund 60100/0301

March 7, 2025

- Available to all families with a newborn regardless of income or demographic.
- Connects families to resources in the community based on assessment and needs.
- Participation is voluntary.
- Provides for one to three public health nurse visits.
- Families requiring additional home visiting will be referred to MIECHV/igrow.
- Grant funding supports: FCI model license, 3.0 FTE public health nurses
  
- Doula Development Program (DDP)
  - Research indicates that doulas positively impact maternal and infant health outcomes and experiences.
  - Doula training will be provided through [DONA International](#) to provide evidence-based doula training, certification, and continuing education.
  - Healthcare systems will assist in clinical observation experiences.
  - Trained, certified Doulas through the DDP will be connected with MIECHV/igrow partners Brightpoint and Easterseals to expand their capacity and capability.
  - Grant funding supports: scholarships and computers for five (5) doulas
  
- Support for Social Determinants of Health
  - IPLAN 2025 identified housing and food insecurity as priority social determinants of health.
  - Women placed on bedrest during their pregnancy may not be able to work resulting in income security issues which impacts ability to pay rent/mortgage and/or provide food.
  - Grant funding supports: stipends based on assessed and documented need.



## NEWS RELEASE

**FOR IMMEDIATE RELEASE:**

January 29, 2025

**CONTACT:**

[Michael.Claffey@illinois.gov](mailto:Michael.Claffey@illinois.gov)

[James.Leach@illinois.gov](mailto:James.Leach@illinois.gov)

### **IDPH Awards \$4.5 Million in Grants to Support Governor Pritzker’s Birth Equity Efforts Across Illinois**

*State Announces Grants to 12 Groups that Provide Innovative, Equity-Focused Maternal Care for Pregnant Illinoisans*

**CHICAGO** – The Illinois Department of Public Health (IDPH) announced it has awarded \$4.5 million to 12 groups across the state funded through Governor JB Pritzker’s 2024 Birth Equity Initiative. The grants, ranging from \$100,000 to \$700,000, were awarded through a competitive process and are designed to support innovative, community-based efforts that have the potential to reduce inequities in populations historically at higher risk for adverse birth outcomes.

“Illinois has one of the most robust birth equity initiatives in the entire nation and today’s announcement brings us closer to a state where every mother – no matter her race, economic status, or ZIP code – is afforded the right to a safe and healthy pregnancy,” **said Governor JB Pritzker**. “We’re grateful to our community-based grantees who are assisting pregnant women and families to drive healthier births, improve long-term health outcomes and create more culturally responsive care infrastructure.”

**Lt. Governor Juliana Stratton said:** “By investing in culturally competent care, addressing systemic inequities, and centering the voices of those most affected, we’re creating a future where every mother, regardless of race or ZIP code, can bring life into this world without fear.”

“Public health thrives when it focuses on community-led, community-built solutions,” **said IDPH Director Dr. Sameer Vohra**. “IDPH is proud to partner with these 12 outstanding community-based organizations to implement Governor Pritzker’s Birth Equity Initiative. Addressing disparities in birth outcomes is a public health priority, and we look forward to working with our grantees to deliver comprehensive approaches to enhancing birth equity across Illinois.”

IDPH operates two state Maternal Mortality Review Committees that issue reports designed to shed light on trends in maternal health and guide policy makers. The [most recent report issued in 2023](#) found that Black women continue to die at disparately higher rates, specifically due to

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medical causes, including cardiovascular disease and pre-existing chronic medical conditions. It also found that 91% of pregnancy-related deaths were potentially preventable due to clinical, system, social, community, or patient factors. Moreover, access to care emerged as a critical factor, and several grants specifically target improvements in rural areas.

The Birth Equity grants, aimed at eliminating racial disparities and avoiding preventable deaths, were awarded by IDPH's Office of Women's Health & Family Services. Following are program summaries and grant amounts for the 12 recipients:

- **Aurora African American Health Fair Committee:** The Aurora based group will receive \$300,000 to carry out the BIRTH Project which aims to reduce maternal and infant health disparities among Black women and families by training community health workers and doulas to promote culturally competent care.
- **Blessing Hospital:** The hospital in Quincy will receive \$400,000 for a project designed to reduce health inequities in Black and Brown women by increasing engagement and participation in their healthcare. The project will focus on expanding connections to doulas, enhancing care coordination, education and support.
- **Boone County Health Department:** The county will receive \$100,000 for the Engage, Elevate, and Empower (E3) program that will embed a bilingual peer navigator into an existing, successful mobile unit program to provide culturally appropriate pregnancy and reproductive health education at convenient locations and times.
- **CHOICES:** The Carbondale-based agency will receive \$400,000 to address birth inequities for BIPOC (Black people, Indigenous people, and other People of Color) pregnant people in Southern Illinois by building critical infrastructure for birth workers.
- **The Doula Lab:** The Belleville-based, BIPOC-led, non-profit organization will receive \$400,000 for improving maternal and reproductive health outcomes for communities in the Metro East area. The project focuses on addressing systemic disparities in maternal health by expanding the doula workforce.
- **Family Christian Health Center:** Based in South Suburban Cook County, the federally qualified health center will receive \$300,000 to develop a scalable model to advance and integrate care coordination, and quality and outcome standards for high-risk pregnant and postpartum patients in a newly built maternal child health and wellness center.
- **Family Focus:** The Chicago-based group will receive \$700,000 to serve areas with significant maternal and infant health disparities. The program will address disparities by developing a "Dream Builders Hub," a training program for community-based teams of maternal support services, such as home visitors and doulas. They will also implement educational sessions for fathers through the "Strong Fathers, Strong Families" Program.
- **The Haymarket Center:** The Chicago-based Federally Qualified Look Alike Health Center will receive \$250,000 to mitigate health disparities among pregnant and postpartum Illinoisans struggling with mental health and substance use disorder, and their children, by increasing access to screening instruments, educational groups, care supplies, and clinical providers in a one-stop-shop fashion.

## NEWS RELEASE

- **Midwest Asian Health Association:** The Chicago-based group will receive \$700,000 to enhance perinatal outcomes for limited English proficient Asian women by integrating culturally tailored doula care, health education and impact evaluations to close gaps and ensure equitable access.
- **SGA Youth & Family Services:** The Chicago-based group will receive \$450,000 to address maternal health inequities in South Side communities and suburban Cook County through a community-focused, equity-driven approach. The program is designed to achieve meaningful outcomes through culturally responsive community outreach, including education and care support, specifically addressing gaps highlighted in IDPH's recent reports on maternal morbidity and mortality.
- **UIC at Chicago-Miles Square:** Based in Chicago, the Community Maternal Health Care (CMHC) project will receive \$200,000 to explore the impact of an innovative community-based model of comprehensive midwife-led prenatal care in a Federally Qualified Health Center (with behavioral health, oral health, doulas, case management, and social needs screening) delivered to Black women in their own communities.
- **Winnebago County Health Department:** The county will receive \$300,000 to launch "Winning Start Winnebago, Welcoming Babies and Connecting Families." The program will integrate a universal newborn system of support, a doula development program, and CredibleMinds, a mental health platform to address behavioral health and substance use.

In his 2024 State Budget Address, Governor Pritzker announced a \$23 million Birth Equity Initiative that was designed to focus on improving maternal health outcomes and reducing disparities through investments in community-based providers, expansion of the home visiting program, a child tax credit, and a free diaper pilot program.

The Governor's initiative, which he [signed into law in July 2024](#), included \$4 million for IDPH to distribute Birth Equity Seed Grants to support the needs of community-based reproductive healthcare providers. IDPH supplemented the investment with additional \$500,000 to reach more communities after an overwhelming response to the funding announcement.

The Birth Equity Seed Grants represents the next step in Illinois' commitment to prioritizing maternal health. It was the first state to expand Medicaid to 12 months postpartum, as well as one of the earliest states to implement a robust maternal mortality review committee process to inform evidence-based action at reducing maternal morbidity and mortality.

###



# Ordinance Executive Summary

**Prepared By:** Health Department Finance

**Committee:** Finance

**Committee Date:** March 20, 2025

**Resolution Title:** Ordinance for Approval of Budget Amendment for Various Health Department Grant Awards

**County Code:** Winnebago County Annual Appropriation Ordinance

**Board Meeting Date:** April 10, 2025

## Budget Information:

Was item budgeted? No	Appropriation Amount: \$0
If not, explain funding source: Department of Justice Grant	
ORG/OBJ/Project Code: 60300 State's Attorney Grants / various / 02121 EIP Grant	
FY2025 Budget Impact: \$186,422 for Year 1 of award	

**Background Information:** The County Health Department has been awarded six grant awards that are aligned with their community health priorities. These awards help the financial sustainability of the agency and require an increase of the expenditure budget to perform the deliverables under these programs. Expenditures are offset by related revenues.

**Recommendation:** Finance Department recommends approval

**Contract/Agreement:** N/A

**Legal Review:** N/A

**Follow-Up:** Adjust Munis line Items

**2025 Fiscal Year**

Finance: March 20, 2025

Sponsored by:

Lay Over: March 27, 2025

**Final Vote: April 10, 2025**

John Butitta, Finance Committee Chairman

**2025 CO**

**TO:** THE HONORABLE BOARD MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2025 and recommends its adoption.

**Ordinance for Approval of Budget Amendment for Various Health Department Grant Awards**

**WHEREAS**, the Winnebago County Health Department has been awarded six grant awards that are aligned with their community health priorities that help the financial sustainability of the agency; and

**WHEREAS**, the Winnebago County Board adopted the “Annual Budget and Appropriation Ordinance” for the fiscal year ending September 30, 2025 at its September 26, 2024 meeting; and,

**WHEREAS**, 55ILCS 5/6-1003(2014), states, “After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting.”

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore, the increases detailed per the attached Request for Budget Amendment are hereby authorized for Amendment **#25-009 Health Department Grant Awards**.

**AGREE**

**DISAGREE**

\_\_\_\_\_  
JOHN BUTITTA, CHAIR

\_\_\_\_\_  
JOHN BUTITTA, CHAIR

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIR

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIR

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PAUL ARENA

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PAUL ARENA

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JOE HOFFMAN

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JOE HOFFMAN

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KEITH McDONALD

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KEITH McDONALD

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JOHN F. SWEENEY

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
CHRISTINA VALDEZ

\_\_\_\_\_  
CHRISTINA VALDEZ

The above and foregoing Ordinance was adopted by the County Board of the County of

Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

ATTESTED BY:

\_\_\_\_\_  
**JOSEPH CHIARELLI**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS





Winnebago County

# Health Department

## Winnebago County Health Department budget Amendment Detail Fiscal Year 2025

Account	Account Description	Programs						Total
		FSSS-24	BASE	HRP	HEZ	HUD HH	TCPSSY-25	
32110	Federal Operating Grant		-\$273,861			-\$270,000	-\$134,400	-\$678,261
32120	State Operating Grant	-\$57,760			-\$99,252			-\$157,013
32130	Local Operation Grant			-\$100,000				-\$100,000
41110	Wages	\$30,358	\$159,312	\$55,856	\$38,910	\$91,800	\$62,762	\$438,999
41231	IMRF	\$638	\$3,346	\$1,173	\$817	\$1,900	\$1,318	\$9,191
41241	FICA	\$2,322	\$12,187	\$4,273	\$2,977	\$7,000	\$4,801	\$33,561
42110	Supplies	\$15,000		\$18,483	\$4,757	\$3,000	\$1,449	\$42,690
42260	Medical Supplies		\$32,717					\$32,717
43190	Contractual Services		\$1,283	\$11,000	\$30,000	\$133,300		\$175,583
43212	Telephone						\$259	\$259
43310	Travel	\$201	\$4,006	\$2,512	\$754	\$5,000	\$944	\$13,417
43943	Training & Education		\$1,088				\$36,488	\$37,575
48211	Health Insurance	\$4,009	\$29,871	\$6,703	\$7,272	\$20,000	\$10,230	\$78,086
49110	Occupancy(Transfer 555)		\$5,670		\$941			\$6,611
<b>Grand Total</b>	<b>(Profit)/Loss</b>	<b>-\$5,233</b>	<b>-\$24,381</b>	<b>\$0</b>	<b>-\$12,823</b>	<b>-\$8,000</b>	<b>-\$16,148</b>	<b>-\$66,585</b>

Total Awards                                     \$   57,760   \$   365,148   \$   200,000   \$   118,000   \$ 1,547,750   \$   168,000   \$ 2,456,658

Legend

- FSSS-24       Firearm Safe Storage Strategies
- BASE        Build Amplify Support Empower - Opioid Response Program
- HRP         Enancement of the Harm Reduction Program - Opioid Settlement funds from Winnebago County 2 Year program
- HEZ         Illinois Health Equitiy Zones Pilot - 2025
- HUD HH     HUD Health Homes program additional 42 month grant
- TCPSSY-25   Teaching Coping Problem Solving Skills for Youth - 2025 - a suicide prevention program

2025  
**WINNEBAGO COUNTY**  
 FINANCE COMMITTEE  
 REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		1/21/2025		AMENDMENT NO: #1	
DEPARTMENT:		Health Department		SUBMITTED BY: James Keeler	
FUND#: 60100/0301		DEPT. BUDGET NO.		301	

Department Org Number	Object (Account) Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
60100/1100	41110	Wages	\$ 7,423,019.00		\$7,423,019	\$438,999	\$7,862,018
60100/1100	41241	FICA	\$ 335,595.00		\$335,595	\$33,561	\$369,156
60100/1100	41231	IMRF	\$ 80,500.00		\$80,500	\$9,191	\$89,691
60100/1100	48211	Health Insurance	\$ 1,241,632.00		\$1,241,632	\$78,086	\$1,319,718
60100/1100	42110	Supplies	\$ 18,000.00		\$18,000	\$42,690	\$60,690
60100/1100	43310	Travel	\$ 66,000.00		\$66,000	\$13,417	\$79,417
60100/1100	42260	Medical Supplies	\$ 160,000.00		\$160,000	\$32,717	\$192,717
60100/1100	43212	Telephone	\$ 34,000.00		\$34,000	\$259	\$34,259
60100/1100	43190	Contractual Services	\$ 1,249,924.00		\$1,249,924	\$175,583	\$1,425,507
60100/1100	43943	Training & Education	\$ 24,000.00		\$24,000	\$37,575	\$61,575
60100/1100	49110	Occupancy(Transfer 555)	\$ 320,000.00		\$320,000	\$6,611	\$326,611
60100/1100	32110	Federal Operating Grant	\$ (5,827,178.00)		(\$5,827,178)	(\$678,261)	(\$6,505,439)
60100/1100	32120	State Operating Grant	\$ (926,906.00)		(\$926,906)	(\$157,013)	(\$1,083,919)
60100/1100	32130	Local Operating Grant	\$ (373,568.00)		(\$373,568)	(\$100,000)	(\$473,568)
						\$0	\$0
						\$ (66,585)	\$ 3,758,433

	Original Budget	Budget Amendments to Date Including Above Proposed Amendment	Proposed Revised Budget

**Fund:**

Reason budget amendment is required:
The Winnebago County Health Department has applied and been awarded six different grant awards that are aligned with our community health priorities. These awards help the financial sustainability of the agency and require an increase of <u>expenditures to perform the deliverables under these grant programs.</u>
Potential alternatives to budget amendment:
None
Impact to fiscal year 2025 budget: Revenue Expense:
Increase of revenues of \$9535,273 and and increase of expenditures of \$868,689 resulting in a decrease of expenditures over revenues of \$66,584 reducing our budgeted loss from \$694,524 to a loss of \$627,940.00
Revenue Source: <u>IDPH Illinois Department of Public Health, HUD, Winnebago County Opioid Settlement funds</u>

Director of Finance: \_\_\_\_\_ Date: \_\_\_\_\_

Public Health Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Health: \_\_\_\_\_ Date: \_\_\_\_\_



# Ordinance Executive Summary

**Prepared By:** Circuit Court – Thomas Jakeway

**Committee:** Finance

**Committee Date:** March 20, 2025

**Resolution Title:** Ordinance for Approval of Budget Amendment for Court Technology and Accessibility Grants

**County Code:** Winnebago County Annual Appropriation Ordinance

**Board Meeting Date:** April 10, 2025

## Budget Information:

Was item budgeted? No	Appropriation Amount: \$0
If not, explain funding source: Administrative Office of the Illinois Courts	
ORG/OBJ/Project Code: 32000-various	
FY2025 Budget Impact: \$525,000	

**Background Information:** Preapproved reimbursement funds from the Administrative Office of the Illinois Courts have been awarded to the Winnebago County Circuit Court for court technology and court accessibility expenses.

**Recommendation:** Finance Department recommends approval

**Contract/Agreement:** N/A

**Legal Review:** N/A

**Follow-Up:** Adjust Munis line Items.

**2025 Fiscal Year**

Finance: March 20, 2025

Lay Over: March 27, 2025

Sponsored by:

**Final Vote: April 10, 2025**

John Butitta, Finance Committee Chairman

**2025 CO**

**TO:** THE HONORABLE BOARD MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2025 and recommends its adoption.

**Ordinance for Approval of Budget Amendment for Court Technology and Accessibility Grants**

**WHEREAS**, the Winnebago County Circuit Court has been approved for reimbursement funds from the Administrative Office of the Illinois Courts for court technology and court accessibility expenses; and

**WHEREAS**, the Winnebago County Board adopted the “Annual Budget and Appropriation Ordinance” for the fiscal year ending September 30, 2025 at its September 26, 2024 meeting; and,

**WHEREAS**, 55ILCS 5/6-1003(2014), states, “After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting.”

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore, the increases detailed per the attached Request for Budget Amendment are hereby authorized for Amendment **#25-012 AOIC Technology and Accessibility Grants**.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
JOHN BUTITTA, CHAIR

\_\_\_\_\_  
JOHN BUTITTA, CHAIR

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIR

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIR

\_\_\_\_\_  
PAUL ARENA

\_\_\_\_\_  
PAUL ARENA

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
CRISTINA VALDEZ

\_\_\_\_\_  
CRISTINA VALDEZ

The above and foregoing Ordinance was adopted by the County Board of the County of

Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

ATTESTED BY:

\_\_\_\_\_  
**JOSEPH CHIARELLI**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

2025  
**WINNEBAGO COUNTY**  
 FINANCE COMMITTEE  
 REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		3/10/2025			AMENDMENT NO: 2025-012			
DEPARTMENT:		Circuit Court			SUBMITTED BY: Thomas Jakeway			
FUND#:		0001-General Fund			DEPT. BUDGET NO.		32000-Circuit Court	
Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
32000	42290		Other Dept Supplies	\$5,000	\$0	\$5,000	\$525,000	\$530,000
<b>Revenue</b>								
32000	32240		State Reimbursements	(\$305,000)	\$0	(\$305,000)	(525,000)	(\$830,000)
<b>TOTAL ADJUSTMENT:</b>							\$0	
<b>Reason budget amendment is required:</b>								
<p>The Administrative Office of the Illinois Courts (AOIC) administers both a Court Technology Modernization Grant Program and Court and a Court Disability Accessibility Grant Program. The Court and County were jointly awarded specified reimbursable expenses from these programs totaling \$502,270 (Access Award \$50,000 and Technology Award \$452,269). Albeit, actual expenses and reimbursement total amounts are fluid as the AOIC may adjust the award amount to account for cost increases. Thus, the total appropriation amount is set at \$525,000 with express understanding that actual expenses are not to exceed those amounts as current or may hereafter be approved for reimbursement by the AOIC. Approved goods and services will support operations in the following departments: circuit court, circuit clerk, court service, jury commission, facilities and self-help center.</p>								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2025 budget:</b> \$525,000								
<b>Revenue Source:</b> AOIC Program Awards								

**ILLINOIS COURT TECHNOLOGY MODERNIZATION PROGRAM**  
**Fiscal Year 2025**  
**REQUEST FORM**

**PURPOSE AND SUBMISSION**

The Administrative Office of the Illinois Courts (AOIC), on behalf of the Supreme Court of Illinois, seeks technology requests to modernize local court systems. The Program is offered with limited Fiscal Year 2025 Judicial Branch Funding for technology goods and/or services necessary to continue the Supreme Court's technology initiative.

**Request due by:** **Monday, December 9, 2024**

**Submit to:** technologymodernization@illinoiscourts.gov

**APPLICANT INFORMATION**

Judicial Circuit	<u>17</u>	County	<u>WINNEBAGO</u>		
Name of Governmental Organization	<u>COUNTY OF WINNEBAGO</u>				
	<i>If Funding is Approved, please identify the Name to appear on the Warrant/Check</i>				
Taxpayer Identification Number	<u>36-6006681</u>				
County Treasurer's Name	<u>Susan Goral</u>				
Address	<u>404 Elm Street</u>				
City/State/Zip Code	<u>Rockford</u>	<u>IL</u>	<u>61101</u>		
Telephone Number	<u>815-319-6008</u>	Email Address	<u>sgoral@treasurer.winco.il.gov</u>		

**FUNDING OPTIONS**

The Approved funding will require the Chief Circuit Judge and the County Treasurer to enter into a Funding Agreement with the AOIC. Payment to the County will be made utilizing one of the following options.

Please check one option and enter the funding requested and attach an Itemized Technologies Goods/Services Request form listing the vendor's proposal/quote(s). The amount identified on the funding Request Form MUST equal the total on the Itemized Technologies Goods/Services Request form.

**PLEASE CHOOSE ONLY ONE OPTION:**

**OPTION 1.**  **REIMBURSEMENT TO THE COUNTY:** The County MUST procure and make all payments for the Approved goods/services. The County MUST submit the Invoice Voucher, vendor invoice(s) with proof of County payment to seek funding reimbursement from the AOIC.

AOIC approved amount: \$452,269.72

**TOTAL AMOUNT OF FUNDING REQUESTED FOR OPTION 1:** \$491,161.51

**OPTION 2.**  **PAYMENT TO THE COUNTY:** The Approved request for goods/services will be processed for payment to the County upon receipt of the Invoice Voucher along with the vendor's proposal/quote(s). The County MUST submit vendor invoice(s) with proof of County payment to the AOIC once all invoices are paid.

**TOTAL AMOUNT OF FUNDING REQUESTED FOR OPTION 2:** \$  

**COUNTY TREASURER'S CERTIFICATION AND CHIEF CIRCUIT JUDGE'S APPROVAL**

I, WINNEBAGO County Treasurer, to the best of my knowledge, do hereby certify that the information is correct and acknowledge that the Chief Circuit Judge has reviewed and approved this funding Request Form for modernizing their local court system.

<u>Susan Goral</u> County Treasurer's Signature/Authorized Designee	<u>12/13/24</u> Date	<u>[Signature]</u> Chief Circuit Judge's Signature/Authorized Designee	<u>12/18/24</u> Date
--	-------------------------	---	-------------------------

**AOIC APPROVALS**

<u>Shrip Robertson</u> AOIC Technical Approval	<u>02/26/2025</u> Date	<u>Erin Moe</u> AOIC Financial Division Approval	<u>2/27/25</u> Date
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**ILLINOIS COURT TECHNOLOGY MODERNIZATION PROGRAM  
FUNDING AGREEMENT**

This Funding Agreement, hereinafter "Agreement", is entered into by and between the county of Winnebago, hereinafter "County", the Chief Circuit Judge and the Administrative Office of the Illinois Courts, hereinafter "AOIC", for the purpose of defining the responsibilities of the County and the AOIC in regard to the Illinois Court Technology Modernization Program.

The AOIC, on behalf of the Supreme Court of Illinois, will reimburse or make payment to the County with Fiscal Year 2025 Judicial Branch funding for technology goods/services to modernize local court systems.

The AOIC agrees to the following responsibilities:

- The AOIC will remit payment to the Illinois Comptroller's Office for the approved technology goods/services pursuant to the executed Funding Agreement.

The County agrees to the following responsibilities:

- By signing this agreement, the Chief Circuit Judge and County Treasurer, ensures the technology/resource requests are submitted for modernizing their local court system.
- Procure the approved technology goods/services listed on the Itemized Technologies Goods/Services Request, with funding per the Request Form. Any adjustments must be approved by the AOIC prior to making any purchases or procuring services.
- Will comply with the County's policies and procedures for the procurement of any approved technology goods/services.
- If requesting Reimbursement to the County (Option 1), the County will complete an Invoice Voucher, attach itemized vendor invoice(s), and proof of County payment, and forward all documents for payment.
- If requesting Payment to the County (Option 2), the County will complete an Invoice Voucher and attach vendor proposal/quotes(s) and forward all documents for payment. Once the goods/services are purchased, the County will forward paid invoice(s) and proof of County payment for reconciliation. If the payment received was more than the paid invoice(s), the County will return the over payment to the AOIC.

This Agreement may be terminated, by either party, for failure to comply with the provisions of this agreement. The AOIC reserves the right to audit the approved Funding Agreement.

This Agreement is effective upon signature of the Chief Circuit Judge, County Treasurer and the AOIC.

Chief Circuit Judge	County Treasurer	AOIC Financial Division
Signature	Signature	Signature
<u>John S. Lowry</u>	<u>Susan Goral</u>	<u>Erin Moe</u>
Print/Type Name	Print/Type Name	Print/Type Name
<u>12/9/24</u>	<u>12.9.24</u>	<u>2/27/25</u>
Date	Date	Date



TM25-069  
 AOIC APPROVAL NO. \_\_\_\_\_  
 TOTAL AMOUNT APPROVED \$452,269.72

**ILLINOIS COURT TECHNOLOGY MODERNIZATION PROGRAM  
 FISCAL YEAR 2025  
 ITEMIZED TECHNOLOGIES GOODS/SERVICES REQUEST**

Please identify the vendor name, proposal/quote number, priority level, purpose, and proposal/quote total. The itemized technologies goods/services request will be calculated automatically based on the identified proposal/quote totals. Please attach all proposals/quotes for each vendor listed below.

Vendor Name	Proposal/Quote Number	Priority Level	Purpose	Proposal/Quote Total	Approved (AOIC Use Only)
TheGovApp.com (OCV LLC)	20241127-080234593		Public facing mobile application for court notifications, dockets, zoom link access, FAQs, court forms, courthouse contact information, directions, etc.	29,985.00	\$29,985.00
Justice Systems, LLC	FCE-46628		To import electronic drug test results from labs into FCE Supervision module, eliminating data entry of approx 100 lab test results per day.	12,000.00	\$12,000.00
AdGators video processors	130		To replace out-of-life video players in 28 video displays for court dockets, public notices, and courthouse messaging	28,180.00	\$28,180.00
Justice Systems, LLC	FCE-47321		To intergrate electronic search warrants from third-party search warrant platform	45,000.00	\$45,000.00
Justice Systems, LLC	FCE-47322		To intergrate Orders of Protection from third-party search OOP platform	50,000.00	\$50,000.00
Quadient	N/A		Folding Machine for Jury Commission Mail	38,540.00	Not Eligible
ITsavvy	3941763		Wireless Network for Pre-Trial & Juvenile Detention	20,508.00	\$20,508.00
CDW-G	PDPS737		Monitors for Court Services Dept.	4,985.75	\$4,985.75
Amazon	N/A		Patron Assistance in Self Help Center	285.97	\$285.97
CDW-G	PFQR979		Judicial and Court Services Operations	95,262.41	\$95,262.41
CDW-G	PFQM722		Court Administration Operations	351.79	Not Eligible
Amazon	N/A		Court Administration Operations	17,032.59	\$17,032.59
NomadAV System	4569519		Enhance Courtroom Evidence Display	124,030.00	\$124,030.00
KMK Media Group			Website Development	\$25,000.00	\$25,000.00
<b>Total:</b>				\$ 491,161.51	\$ 452,269.72

Michael Smith  
Court Disability Coordinator  
Winnebago & Boone County  
400 W. State Street  
Rockford, IL 61101

December 26, 2024

Dear CDC Michael Smith:

Congratulations! The Illinois Supreme Court Commission on Access to Justice is pleased to grant Winnebago & Boone Counties an inaugural Disability Accessibility Improvement grant award in the amount of \$50000 to support the Project Liaison Michael Smith with the project described in the Grant Agreement.

The details of your award amount, obligations, and limitations are outlined in the enclosed Grant Agreement. Please review, discuss with the Project Lead, and sign the Agreement. In addition to the Grant Agreement, please also complete the attached ATJ Commission Grant Payment Form. Electronic signatures are acceptable on both.

The completed Grant Agreement and Grant Payment Form should be returned by **January 9, 2025** to August Hieber at [ahieber@illinoiscourts.gov](mailto:ahieber@illinoiscourts.gov). Failure to meet this deadline will result in a delay in payment processing.

Please be sure to review the enclosed resource document that contains important considerations to keep in mind while implementing your projects to ensure you are complying with the ADA and IHRA. We know how complex and technical things can get. If you have questions, please do not hesitate to contact August Hieber at [ahieber@illinoiscourts.gov](mailto:ahieber@illinoiscourts.gov) or Neil Kelley, Senior Assistant Attorney General, Disability Rights Bureau, at [Neil.kelley@ilag.gov](mailto:Neil.kelley@ilag.gov).

We look forward to working collaboratively and creatively with you as your work on this project progresses.

Sincerely,



Hon. Jorge L. Ortiz, Chair  
Illinois Supreme Court Commission on  
Access to Justice

Encls. Grant Agreement, Resource Document





222 N. LaSalle St.  
Floor 13  
Chicago, IL 60601  
[www.atjil.org](http://www.atjil.org)

**ILLINOIS SUPREME COURT COMMISSION ON ACCESS TO JUSTICE**

**DISABILITY ACCESSIBILITY IMPROVEMENT  
GRANT AGREEMENT 2025**

**NAME OF GRANTEE:** Winnebago & Boone Counties  
**ADDRESS:** 400 W. State Street  
Rockford, IL 61101  
**DESIGNATED PROJECT LIAISON:** Michael Smith  
**GRANT AMOUNT:** \$50000.00  
**GRANT PERIOD:** January 9, 2025-December 31, 2025

*This Grant Agreement is hereby entered into between Grantee and the Grantor, Illinois Supreme Court Commission on Access to Justice (ATJ Commission), as of the date the Grantee signs this Agreement. Both parties, intending to be bound by the terms and conditions of this Agreement, do hereby agree as follows:*

**GRANT CONDITIONS**

**Grant Purpose:** The grant is to be used to support the designated Project Liaison –Michael Smith– to create an all-gender bathroom and update bathroom signage.

**Partial Funding Restriction:** Unfortunately, the ATJ Commission was not able to fund your full request. The Grant Selection committee has indicated the funds awarded shall be used for accessibility renovation and restroom signage and not automatic door openers.

**Grant Requirements:**

Grantor shall:

- a) Meet with Grantees once, to guide Grantees at the midpoint of the implementation of the project or activity to offer guidance directly, by discussing project activities, opportunities and challenges, number of individuals served (if applicable), and grant expenditures, and/or by providing technical assistance referrals to the Illinois Attorney General Disability Rights Bureau;
- b) Provide support to the Project Liaison to further the Grant Purpose; and
- c) Disburse funds to support Grantee upon execution by the parties of this Grant Agreement.

Grantee shall:

- a) Agree to regular reporting, twice in the grant cycle and if further requested, to the



Administrative Office of Illinois Courts (AOIC) Access to Justice (ATJ) Division about project activities, opportunities and challenges, number of individuals served (if applicable), and grant expenditures,

- b) Agree to meet once with AOIC ATJ Division Staff in August 2025, to receive guidance during the implementation of the project or activity and to share about project activities, opportunities, and challenges,
- c) Secure a replacement Project Liaison from the jurisdiction if the original one is unable to continue serve as Project Liaison,
- d) Cooperate, coordinate, and collaborate with court departments, offices, communities, and people with disabilities to implement the project or activity, and
- e) Periodically partner, if requested, with the ATJ Commission, Disability Access Committee, AOIC, and other grant recipients to share data and information to better identify statewide needs, emerging trends, and create innovative solutions.

**Reporting Requirements:** Reports shall be submitted twice during this program year, (1) by July 12, 2025, for the period of January 9, 2025 through June 30, 2025, and (2) by January 12, 2026 for the period of July 1, 2025 through December 31, 2025. The reports will be made in a digital form and will ask for information on the project's activities and achievements, relevant data, number of litigants served (if applicable), and financial expenditures for the period.

**Notification of Changes in Personnel or Program:** If there are significant changes in the Grantee's structure, mission, or personnel during the grant period, the Grantee must notify the Grantor of these changes in writing (via email) immediately. If the Project Liaison does not continue to work for the Grantee, the Grantee must appoint another employee to serve as the Project Liaison to satisfy the grant requirements. If the Grantee is unable to find another person to serve as the Project Liaison, Grantee shall return to the Grantor any funds not yet used by the Grantee.

**Fund Disbursement:** Grantee will provide the appropriate information for receiving payment of the Grant Amount by check or direct ACH transfer. Upon receipt of this information and the executed Grant Agreement, Grantor will release the funds. The Illinois Supreme Court Commission on Access to Justice funds the Disability Accessibility Improvement grants. The Commission is funded through *pro hoc vice* fees, registration fees from Attorney Registration and Disciplinary Commission (ARDC), and royalties on certain publications; the Commission does not receive any state funds. Therefore, no state funds are used for the grants.

**Fund Recompense:** If Grantee submits a written request (via email) during the fourth quarter of the program year informing Grantor that they will not be able to use all the funds by the end of the program year and would like an extension to do so, Grantor may grant permission to utilize funds beyond the end of the grant period rather than returning the unused funds. Grantee must notify the Grantor in a timely manner if the funds cannot or will not be spent in accordance with the purpose of the grant. Grantee shall return to Grantor any funds not used by the end of the grant period by February 1, 2026.

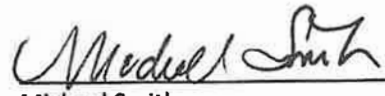
If these conditions are acceptable, please sign this form (electronic signatures accepted) as well as the attached ATJ Commission Grant Payment Form and return them to August Hieber, Sr. Program Manager,

Inclusive Access, Access to Justice Division of the AOIC, at [ahieber@illinoiscourts.gov](mailto:ahieber@illinoiscourts.gov) by January 9, 2025.

Accepted by:

  
\_\_\_\_\_  
CDC Michael Smith  
CDC of Winnebago & Boone County

Date: 1/7/25

  
\_\_\_\_\_  
Michael Smith  
Project Liaison

Date: 1/7/25

For the Commission:

  
\_\_\_\_\_  
Hon. Jorge L. Ortiz

Chair, Commission on Access to Justice

Date: December 26, 2024

Please email the completed agreement to: [ahieber@illinoiscourts.gov](mailto:ahieber@illinoiscourts.gov) by January 9, 2025.

**DISCUSSION ITEM - COURT &  
CASE MANAGEMENT SOFTWARE  
PROJECT, TOM LAWSON**



# Ordinance Executive Summary

**Prepared By:** Finance Department

**Committee:** Finance

**Committee Date:** March 20, 2025

**Resolution Title:** Ordinance for Approval of Budget Amendment for Purchase of Ford F-250 for Facilities Department

**County Code:** Winnebago County Annual Appropriation Ordinance

**Board Meeting Date:** April 10, 2025

## Budget Information:

Was item budgeted? No	Appropriation Amount: \$0
If not, explain funding source: Available CIP Fund balance	
ORG/OBJ/Project Code: 82200-46410-C2517	
FY2025 Budget Impact: \$46,424	

**Background Information:** The Winnebago County Facilities Department requested the purchase of a Ford Super Duty F-250 with a snow plow preparation package. The purchase of the vehicle is to replace a vehicle that was totaled in an accident on January 27, 2025. The Purchasing and Facilities Departments solicited quotes and availability. Brad Manning Ford, Inc. presented the best offer for the vehicle. (See attached Exhibit A)

**Recommendation:** Finance Department recommends approval

**Contract/Agreement:** N/A

**Legal Review:** N/A

**Follow-Up:** Adjust Munis line Items. Purchasing Department will prepare and submit a purchase order to Brad Manning Ford, Inc. in the amount of \$46,424.

**2025 Fiscal Year**

Finance: March 20, 2025

Lay Over: March 27, 2025

Sponsored by:

**Final Vote: April 10, 2025**

John Butitta, Finance Committee Chairman

## **2025 CO**

**TO:** THE HONORABLE BOARD MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2025 and recommends its adoption.

### **Ordinance for Approval of Budget Amendment for Purchase of Ford F-250 for Facilities Department**

**WHEREAS**, the Winnebago County Facilities Department requested the purchase of a Ford Super Duty F-250 with a snow plow preparation package to replace a vehicle totaled in an accident on January 27, 2025; and

**WHEREAS**, the Winnebago County Board adopted the “Annual Budget and Appropriation Ordinance” for the fiscal year ending September 30, 2025 at its September 26, 2024 meeting; and,

**WHEREAS**, 55ILCS 5/6-1003(2014), states, “After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting.”

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore, the increases detailed per the attached Request for Budget Amendment are hereby authorized for Amendment **#25-011 Facilities Department Truck**.



Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
JOHN BUTITTA, CHAIR

\_\_\_\_\_  
JOHN BUTITTA, CHAIR

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIR

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIR

\_\_\_\_\_  
PAUL ARENA

\_\_\_\_\_  
PAUL ARENA

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JOE HOFFMAN

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JOE HOFFMAN

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KEITH McDONALD

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KEITH McDONALD

\_\_\_\_\_  
JOHN F. SWEENEY

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JOHN F. SWEENEY

\_\_\_\_\_  
CRISTINA VALDEZ

\_\_\_\_\_  
CRISTINA VALDEZ

The above and foregoing Ordinance was adopted by the County Board of the County of

Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

ATTESTED BY:

\_\_\_\_\_  
**JOSEPH CHIARELLI**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

## QUOTE TAB

### 25NB-2393 FACILITES MAINTENANCE TRUCK REPLACEMENT

	<b>Brad Manning Ford Dekalb, IL</b>	Anderson's Rock River Ford Rockford, IL	Hemblock Ford Belvidere, IL
2024 Ford S-DTY F-250	\$ <b>46,424</b>	\$ 49,325	\$ 50,488

**BRAD MANNING FORD, Inc.**

Route 23 So. At Tollway Box 428

**DEKALB, ILLINOIS 60115**

Telephone 815-756-6325

Fax 815-758-6967

E-Mail: manningcar@AOL.com

www.manningcars.com

DEAL #: 18205 CUST #: 35884



03/10/25

DATE

COUNTY OF WINNEBAGO

404 ELM ST ROOM 202

ROCKFORD

CITY

IL

STATE

61101

ZIP

(815)319-4386

RES. PHONE

BUS. PHONE

PLEASE ENTER MY ORDER FOR THE FOLLOWING

NEW  CAR

USED  TRUCK

DEMO  RV

YEAR 2024 MAKE FORD TRUCK CELL# (815)319-4386

MODEL OR SERIES S-DTY F-250 BODY TYPE 4WD REG 8' COLOR OXFORD WHT TRIM MED DK SLAV.I.N. 1FTBF2BA9REF61371

TO BE DELIVERED ON OR ABOUT 3 10 MAR, 20 25 SALESMAN STOCK NO. NTF61371

CASH DELIVERED PRICE OF UNIT \$ 49883.00

REBATE 4000.00

**ALL USED CARS SOLD "AS IS SHOWN" X**

**USED VEHICLE TRADE-IN AND/OR OTHER CREDITS**

MAKE OF TRADE-IN	N/A		
YEAR	MODEL	BODY	V.I.N.
BALANCE OWED TO			
ADDRESS			
USED TRADE-IN ALLOWANCE	\$		N/A
BALANCE OWED ON TRADE-IN			N/A
NET ALLOWANCE ON USED TRADE-IN	\$		N/A
DEPOSIT OR CREDIT BALANCE /REBATE		4000.00	
DOWN PAYMENT (Trans. to Right Col.)	\$	4000.00	

CASH SALE PRICE OF DESCRIBED MOTOR VEHICLE	49883.00
STATE AND LOCAL TAXES	N/A
LICENSE, LICENSE TRANSFER, TITLE, REGISTRATION FEE	173.00
DOCUMENTARY SERVICE FEE	367.70
1. TOTAL PRICE OF UNIT	\$ 50423.70
2. DOWN PAYMENT: consisting of \$ 4000.00 in cash and/or \$ N/A net trade-in al- lowance on trade-in; see statement in left hand column for details.	
	\$ 4000.00
3. UNPAID CASH BALANCE DUE ON DELIVERY (difference between Items 1 and 2)	\$ 46423.70

NOTICE: TO THE NEGOTIATED CASH SALE PRICE OF EACH VEHICLE, NO MORE THAN 367.70 MAY BE ADDED FOR DEALER COSTS AND OVERHEAD. THE ONLY OTHER ADDITIONAL CHARGES PERMITTED ARE DEALER-ADDED OPTIONS, WARRANTY AND SERVICE CONTRACTS, INSURANCE AND THE ACTUAL COST OF LICENSE AND TITLE REGISTRATION AND TAXES.

ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES, UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE: (A) ON ALL GOODS AND SERVICES SOLD BY DEALER, AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS - NOT EXPRESSLY WARRANTED OR GUARANTEED".

IF THIS ORDER IS FOR A USED VEHICLE, THE INFORMATION YOU SEE ON THE (FEDERAL TRADE COMMISSION) WINDOW FORM IS PART OF THIS ORDER. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.

The front and back of this Order comprise the entire agreement affecting this purchase and no other agreement or understanding of any nature concerning same has been made or entered into, or will be recognized. I hereby certify that no credit has been extended to me for the purchase of this motor vehicle except as appears in writing on the face of this agreement. I have read the matter printed on the back hereof and agree to it as a part of this order the same as if it were printed above my signature. I certify that I am of legal age, and hereby acknowledge receipt of a copy of this order.

03/10/25

PURCHASER'S SIGNATURE

DATE

ACCEPTED BY:

DEALER OR HIS AUTHORIZED REPRESENTATIVE

2025  
**WINNEBAGO COUNTY**  
 FINANCE COMMITTEE  
 REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		3/20/2025			AMENDMENT NO: 2025-011			
DEPARTMENT:		Facilities			SUBMITTED BY: S. Schultz			
FUND#:		0743 - CIP Fund			DEPT. BUDGET NO.		82200-CIP Fund	
Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
82200	46410	C2517	Automobile	\$0	\$0	\$0	\$46,424	\$46,424
<b>TOTAL ADJUSTMENT:</b>							\$46,424	
<b>Reason budget amendment is required:</b>								
The Winnebago County Facilities Department requested the purchase of a Ford Super Duty F-250 with a snow plow preparation package. The purchase of the vehicle is to replace a vehicle that was totaled in an accident on January 27, 2025. The Purchasing and Facilities Departments solicited quotes and availability. Brad Manning Ford, Inc. presented the best offer for the vehicle per the								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2025 budget:</b> \$46,424								
<b>Revenue Source:</b> Available CIP Fund balance								



# Resolution Executive Summary

Prepared By: Steve Schultz  
Committee: Finance Committee  
Committee Date: March 20, 2025  
Resolution Title: Resolution Adopting Fiscal Year 2026 Budget Policy  
County Code: Not Applicable  
Board Meeting Date: March 27, 2025

## Budget Information:

Was item budgeted? N/A	Appropriation Amount:
If not, explain funding source:	
ORG/OBJ/Project Code:	
Budget Impact:	

**Background Information:** Annually, County Administration prepares the Budget Policy for the upcoming budget year to provide guidance to departments and establish the budget calendar for the County Board. Adjustments to the FY2026 Budget Policy include general formatting and reorganization of the policy with the following items amended or added:

- Updated the calendar dates.

Recommendation: Administration concurs  
Contract/Agreement: Not Applicable  
Legal Review: Not Applicable  
Follow-Up: Not Applicable

**RESOLUTION  
OF THE  
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

2025 CR

Submitted By: Finance Committee

Sponsored By: John Butitta

---

**RESOLUTION ADOPTING  
FISCAL YEAR 2026 BUDGET POLICY**

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**WHEREAS**, the Winnebago County Board wishes to adopt a budgetary process for use in the 2026 fiscal year; and

**WHEREAS**, the County Administration has created a process based on sound financial principals for use in the 2026 fiscal year.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that it adopts the budgetary process presented by the County Administration for the 2026 fiscal year, a copy of which policy is attached to this Resolution as Exhibit A.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effect immediately upon its adoption.

**BE IT FURTHER RESOLVED**, that the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the County Board Chairman and all County department heads.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
JOHN BUTITTA, CHAIRMAN

\_\_\_\_\_  
JOHN BUTITTA, CHAIRMAN

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIRMAN

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JAIME SALGADO, VICE CHAIRMAN

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PAUL ARENA

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PAUL ARENA

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JOE HOFFMAN

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KEITH McDONALD

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KEITH McDONALD

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JOHN F. SWEENEY

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
CHRISTINA VALDEZ

\_\_\_\_\_  
CHRISTINA VALDEZ

The above and foregoing Resolution was adopted by the County Board of the County of

Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

ATTESTED BY:

\_\_\_\_\_  
**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
**JOSEPH CHIARELLI**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

# Exhibit A





# WINNEBAGO COUNTY

Fiscal Year 20265

Budget Policy

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## INTRODUCTION

Winnebago County Government operates on policies designed to protect the County's assets and taxpayers' interests, provide guidance to employees, and serve the public efficiently. It is the intent that the policy statements be used to avoid conflicting goals or activities, which may have a negative impact on the overall financial position of the County. The County's system of internal accounting controls is designed to provide reasonable assurance that the financial records are reliable for preparing financial statements and maintaining accountability for assets and obligations.

The County's budget process is governed by Illinois Compiled Statutes (55 ILCS 5/6) and Winnebago County Board Policies (Sec. 2-38 Winnebago County Code of Ordinances). All operating funds (those funds that are presented in the County's Annual Comprehensive Financial Report) are appropriated in the "Official Budget". Appropriations will be considered the maximum authorization to incur obligations and not a mandate to spend.

In addressing concerns for maintaining financial strength while protecting the interest of the taxpayer, the County Board is implementing the following directives for the development of the fiscal year 2025<sup>6</sup> budget.

## ACCOUNTING BASIS

### **Governmental Funds**

The County prepares financial statements based on the modified accrual basis of accounting for all governmental funds in which the revenues are recorded when both measurable and available. The County considers revenue to be available if they are collected within 60 days of the end of the current fiscal period for property taxes, 180 days of the end of the current fiscal policy for certain health department and County reimbursable grants and 90 days of the end of the current period for all other amounts.

Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

### **Proprietary Funds**

The County has two proprietary funds. Expenditures for these funds are budgeted on a full accrual basis of accounting. As such, expenses are recognized when incurred and revenues are recognized when they are obligated to the County.

Under both methods of accounting, Generally Accepted Accounting Principles (GAAP) prescribe that purchases are required to be accounted for in the fiscal year in which the item is received or the service performed. Items ordered or services performed late in the fiscal year and not received or completed by the end of the fiscal year will be applied to the budget of the following year.

## BUDGETARY PRIORITIES

Direction is hereby given to the County Administrator and the Chief Financial Officer to create the fiscal year 2025~~6~~ budget with the following priorities:

1. Debt service payments required
2. Contractual payments based on lease agreements, software agreements and other contractual agreements
3. Mandated services at affordable funding levels
4. All operating necessities (Utilities, IMRF, Health Insurance, Liability Insurance)
5. General operating costs to provide services
6. Non-Union employee compensation
7. Capital needs of the organization
8. Meeting the 25% unrestricted reserve requirement of the General Fund and PSST Fund (See Fund Reserves and Balanced Budgets Section)
9. Outside agency funding to include non-obligated Host Fee Grants and local matching grants

## FUND RESERVES AND BALANCED BUDGETS

The intent of the Finance Committee is the budget must balance expenditures against available revenues and fund balance by fund. Special revenue fund expenditure budgets cannot exceed available fund balance of the fund. Special revenue funds with a negative fund balance will not be allowed to submit an expenditure budget until the negative fund balance has been eliminated.

The County has developed a fund reserve policy in which it shall be the intent of the County Board to maintain an unrestricted (total of unassigned) fund balance equal to three months of budgeted operating expenditures in the General Fund and the Public Safety Sales Tax Fund. Surpluses in excess of the necessary reserve required by this policy shall be transferred to the Capital Projects Fund. In addition, it is the intent of the County Board to maintain an unrestricted fund balance equal to three months of budgeted operating expenditures in the River Bluff Nursing Home fund.

## BUDGET SUBMITTAL AND PRESENTATION PROCESS

Elected Officials and Department Heads shall be provided budget worksheets with existing levels of funding. Based on revenue estimates for the current and next fiscal year, funding levels may be reduced from the current year's appropriations. Elected Officials and Department Heads are encouraged to analyze all services and programs for the cost of the programs, citizen demand, and mandates by Federal, State or County law.

Exceptions may be considered by the County Administrator and the Chief Financial Officer on a case-by-case basis.

When an Elected Official/Department Head has completed the required budget forms, a meeting can be scheduled (if necessary) with the County Administrator and Chief Financial Officer to review and ensure budget policy compliance. Concerns and/or issues should be addressed by the Department Head/Elected Official at this time. Any resulting changes to submitted budgets will be communicated to the Finance Office for system entry and review. Upon review by County Administrator and Chief Financial Officer, the budget will be scheduled for presentation to the Finance Committee per the attached budget calendar. Meetings will be scheduled with the Finance Committee (if necessary) for individual departments/Elected Officials to address the Finance Committee regarding their individual budget requests.

Prior to the date the County Board places the budget on layover for public review, the Elected Official/Department Head will be required to review the budget as entered in the financial system and sign off that all entered information is correct.

Once the Finance Committee has reviewed departmental budgets, and the recommended supplemental requests have been approved, the budget is moved to the whole board to be placed on public display for a minimum of fifteen (15) days prior to final approval.

The Chief Financial Officer and the County Administrator during the normal course of the budget preparation process may make budget revisions prior to the final board approval of the budget. It should be noted that proposed budget revisions made after the first reading but before final passage shall be documented and presented to the County Board for approval as part of the final budget approval.

[Beginning New for](#) FY2025, Elected Official/Department Heads will be required to submit a five-year plan for capital improvements. Guidelines for these budgets are on page 7.

## REVENUE ESTIMATIONS

The County will project annual revenues on a conservative analytical basis to protect it from short-run fluctuations in any one revenue source. In instances where the County is providing non-mandated services and the revenue stream(s) is/are not covering the costs of said services, direction will be requested by County Administration from the reporting Liaison Committee (and if necessary, the full County Board) on whether said service should be allowed to continue and supplemented with County funds.

Property Tax Assumptions: Winnebago County is mandated to follow the Illinois Property Tax Extension Limitation Law (PTELL) by the State of Illinois. PTELL allows governing bodies the ability to cover the costs of inflationary increases incurred in their day-to-day operations by increasing their previous year's extension by the CPI or 5%, whichever is smallest. For fiscal year 2025~~5~~ the CPI is 5.0%. During the budget process, County Administration will present the increases available if the County Board chooses to capture new growth and/or to utilize the CPI increase authorized under PTELL in the calculation of property tax revenues when developing the fiscal year 2025~~5~~ budget. The Finance Committee will inform the Chief Financial Officer of the amount of the levy to include in the budget document.

User Fees and Charges: All user fees and charges should be reviewed by County Administration, Elected Officials and Appointed Department Heads on an annual basis to ensure the fee collected is covering the cost of service provided (subject to State Statutes).

The County charges user fees for items and services which benefit a specific user more than the general public. State statutes or an indirect cost study determines user fees. Fee studies based on costs are conducted as needed to determine the level of fees needed to equal the total cost of providing the service.

Other FY20256 Revenue Assumptions:

- Nonrecurring (one-time) revenue sources will be used for operations unless directed for a specific use by the County Board.
- Cannabis Sales and Excise Taxes support the General Fund.
- Gaming-related revenue, including off-track betting, casino, and video gaming revenues, support the Capital Projects Fund and County Road Projects using a 50/50 split.
- Sale of assets support the Capital Projects Fund.
- New funding sources with a restricted purpose will be reviewed by the County Board to ensure appropriate usage at the department level. Additionally, these funding sources will be identified by a designated project number to meet reporting requirements by the funding agency.

EXPENSE ESTIMATIONS

Salary and Wage Estimates: Each department will be provided a budget document outlining the employees of the department with their rate of pay as of the date of the preparation of the document. It is the responsibility of the department to review the list including the position titles and employment status (FT, PT or seasonal). The department shall budget for any contractual obligations as outlined in respective bargaining contracts for the upcoming year. The department should include any vacant positions that are not included on the list if the intent is to fill that position in the upcoming year.

The Finance Committee will provide the County Administrator the non-union employee wage increase rate to include in the budget document. The Finance Committee will make a recommendation no later than the 1st Finance Committee meeting in June. Non-bargaining employees are eligible to receive the one-percent longevity pay in accordance with County policy and this should be included in the development of the salary and wage budgets.

Employees transferring from one County department to another will be allowed to retain their accrued vacation upon transfer. The new department will assume the liability should the employee terminate their employment while employed by said department.

Grant Budgets: Each department should submit a separate budget document for ongoing grant awards by the project (award) number. Grant revenue estimates should equal grant expenditure estimates for reimbursement-based grants. Grant award performance periods may not align with the County's fiscal year. In such cases, the department should estimate to the best of their ability the expenses that will be incurred for the grant program during the County's fiscal year. Grant budgets should include all applicable expenses as defined in the grant award and approved grant budget.

New grant awards will be budgeted at the time the County Board accepts the award. See further details in the Grant Policy and Grant Procedures documents.

Other FY20256 Expense Assumptions:

- In the event of loss of Federal or State funding and/or reimbursement for specific services, it is understood that Department/Elected Official will be expected to either reduce funded services or identify other reductions/revenue increases to offset the losses. Exceptions will be addressed on a case-by-case basis.
- Contractual obligations should be included in the budget request and, if applicable, noted as a supplemental request.

- Equipment needs and repairs that do not meet the criteria of a capital request as defined below should be included in the departmental operating budgets.
- All appropriations that have not been expended or appropriated to ongoing capital improvement projects shall lapse at the end of the fiscal year.

## CAPITAL IMPROVEMENT PROJECTS (CIP) PLANNING AND BUDGETS

The CIP budgets are necessary to provide adequate consideration of the County's short-term and long-term needs and strategic goals and evaluate the options and timing availability of funds to address those needs. As noted in the Revenue Estimate section of this document, the CIP Fund will be funded through Gaming revenue, sale of assets and excess funds in the General and PSST funds. CIP includes major construction, expansion, purchase or major repair of buildings and other physical structures. CIP may also include fleet and equipment replacement needs. ~~Per the County asset policy, capital projects should have a component value greater than \$12,000 and should have a useful life greater than three to five years.~~ CIP does not include highway department projects or equipment funded by grant or other funding sources. Projects funded through the CIP budget should be purchased through the Purchasing Department with a County purchase order.

Each Department Head/Elected Official will submit a list of capital needs for the next five years on the document provided for capital requests. For the FY2026 budget, Rrequested projects should be of an urgent matter, prioritized, and include a detailed description by the departments. The requesting department should note the need for funding of the project. In addition to the cost of completing the project, the department should identify any costs to operate and maintain the asset over its useful life. These additional expenses would need to be included in the department's operating budget.

Only projects included in the first year of the plan will be considered for approval and funding for FY2026. Projects presented for future years are shown for planning purposes only. Funding for ~~the long-term~~ capital plan will be reviewed in conjunction with the annual budget. **Submittal of capital needs does not guarantee funding.**

Approved CIP projects will be appropriated first in any special revenue funds as allowed and then in the Capital Projects Improvement Fund. ~~County Administration has developed a team. This team~~Administration staff will meet regularly to review and discuss the progress of approved projects.

Capital project appropriations, unlike operating budget appropriations, are typically one-time in nature and the project may take multiple years to complete. Budgetary control for these projects will be at the fund and project level which differs from operating budgets. Due to the fact that capital projects may cross fiscal years, the County Administrator/Chief Financial Officer will have the authority to rollover available project balances to the next fiscal year during the budget preparation process. Each previously approved project will be reviewed with department heads prior to the calculation of the rollover amount. Factors Administration will consider when calculating the rollover amount would include the timing of any remaining payments and estimated completion percentage. The current year estimated actuals plus any amounts included in the rollover budget will not exceed the amount of the original approved project budget. Administration will not rollover any capital project funds which have not had activity for two fiscal years. A listing of project budgets that are to be rolled over will be reviewed by ~~the aforementioned~~ Administration team staff and included in the final budget package as presented to the County Board.

CIP appropriations funding projects belonging to the two Enterprise Funds will be budgeted in those respective funds in order to properly track assets according to GAAP and financial reporting. Approval of CIP projects related to these funds will require a budget amendment including a plan to transfer funds from the CIP fund to the Enterprise fund and expenditures for the project in the Enterprise fund. Actual transfers will only be recorded by Finance as related projects are completed.

#### BUDGET AMENDMENT PROCESS (AFTER ADOPTION BY THE BOARD):

All requests for budget amendments must start with a completed Budget Amendment Form (available upon request from Finance) submitted to the Chief Financial Officer, who upon review, will work with the requesting department head in preparing an ordinance (if required) in the County Board approved format for committee and board presentation.

- The County Board must approve all transfers of budgets between departments or funds by a 2/3<sup>rd</sup> majority vote (14) of the County Board. (Transfers may not be made from certain special purpose funds to other funds).
- Additional (emergency) appropriations must also be approved by a 2/3<sup>rd</sup> majority vote (14) of the County Board.
- Budgetary control over expenditures exists at the object-class-level (character code). Line item transfers between object-class-level (character code) or object codes may be requested by the department and approved by the Chief Financial Officer, provided the total amount appropriated by the County Board for the respective department (org code) is not exceeded.

#### FINANCIAL POLICIES

The following pages include financial policies that have been approved by the County Board. These policies should be considered in addition to the Budget Development Guidelines in completion of budgets.

#### FISCAL YEAR

The County's fiscal year is October 1st through September 30th. (Set by County Board per 55 ILCS 5/6-1-001).

#### ACCOUNTING/ AUDITING

State statutes require an annual audit by independent certified public accountants (55 ILCS 5/6-31003). An Annual Comprehensive Financial Report shall be prepared according to the criteria set by the Government Finance Officers Association (GFOA). The County follows Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB).

#### ACCOUNTING AND FINANCIAL REPORTING POLICIES

The accounting policies of the County of Winnebago, Illinois will conform to generally accepted accounting principles as applicable to governmental units. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Governmental Accounting Standards Board (GASB). It shall be the intent of the County to maintain a self-balancing set of accounts on an on-going basis to be closed quarterly. The general ledger will be closed by the Finance department no later than 45 days after month end. The books shall remain open 90 days after the fiscal year end.



It shall be the intent of the County to maintain a program of internal controls to safeguard all assets and ensure effective and efficient use of all assets. It shall be the responsibility of the Finance Director to establish a formal set of "best practice" internal controls. In addition, the County Auditor shall ensure that all departments comply with those controls.

It shall also be the intent for the independent auditor to review the system of internal controls and report any weaknesses detected to the Board as part of the annual audit.

It shall be the intent of the County to utilize fund accounting principles and generally accepted accounting practices in the recording of all financial transactions. The general ledger shall be maintained on a cash basis, with the intent to move to an accrual basis on a quarterly basis. The Finance Committee will be provided with budget versus actual revenue and expenditure reports on a quarterly basis.

It shall be the intent of the County to prepare annually an Annual Comprehensive Financial Report to be presented to the Board no later than 180 days after year-end. The Annual Comprehensive Financial Report should be audited by an independent CPA firm experienced in governmental auditing. It shall be the further intent of the County to present its Annual Comprehensive Financial Report to the Government Finance Officers Association to receive the Certificate of Excellence award in financial reporting. If at any time the County will not receive an unqualified opinion from the CPA firm, the CPA firm and the Finance Director will notify the Board prior to the issuance of the report.

It shall be the intent of the County to maintain a capital asset ledger of all permanent assets acquired. The Finance department will maintain these asset records on an on-going basis to ensure proper controls and report annually regarding these records to the Board. No asset will be considered fixed unless its value or component value exceeds \$12,000 dollars or in the case of infrastructure assets purchased or acquired with an original cost of \$50,000 or more.

Depreciation will be charged on all capital assets. This policy is consistent with the requirements of GASB Statement No. 34. Depreciation will be recorded on a straight-line basis over the normal useful life of the asset.

It shall be the intent of the County to manage all accounts receivable. Accounts receivable are created by operations in certain departments and offices. In general, they arise at the renewal of a permit or license from departments such as Health, River Bluff Nursing Home or Transportation. The department or office that is responsible for the billing is responsible for collections and managing receivables. Consistent with good financial management, each department and office will age their receivables. Departments and Offices shall continue collection efforts.

The Finance department remits vendor payments on a regular schedule twice a month. Vendor payments are released by the County Clerk's office per the defined schedule. Emergency requests for payment are considered on a case-by-case basis. All remittances will be mailed unless there is a business purpose requiring a department to obtain the check at which time a release form will need to be signed.

It is the intent of the County to comply with the modified accrual basis of accounting, in which revenues are recorded when they are both measurable and available. The County considers revenue to be available if they are collected within 60 days of the end of the current fiscal period for property taxes, 180 days of the end of the current fiscal period for certain health department and County reimbursable grants, and 90 days of the end of the current fiscal period for all other amounts.

## GRANTS

The purpose of this policy is to ensure that all grant-funded programs or projects are managed according to the terms set forth in the grant agreement, Winnebago County Grant Administration Policies and Procedures and other applicable County policies and procedures. To inform the County Board of the value of a new grant program, the Board must have full knowledge of the total cost and/or impact of the program and its funding sources. It is a requirement that departments administering grants are familiar with the grant administration policies and procedures; in addition to individual grant requirements.

A grant is an amount of money that a government or other institution gives to an individual or to an organization for a particular purpose.

The following should be considered when applying for, accepting, and/or managing grant awards:

- A new grant is a grant awarded for a purpose that has not been previously supported by grant funding.
- Grant Award Agreement Federal/State/Local compliance requirements.
- If Indirect Costs are allowable, all new grant application budgets should include the County's de minimis indirect cost rate as defined by the federal government. For any grant awards prior to October 1, 2024, departments may utilize the de minimis indirect cost rate in effect at the time of the award and its deliverables. If not included, the explanation shall be included in the Grant Summary Worksheet.
- Departments who apply for grants that require a local match must find the local match within their budgets.
- Departments who apply for new grants must understand the special conditions associated with their funding and inform the County Board of the conditions in the Resolution, prior to approval. Upon Board acceptance and approval, the County Board Administration Staff will log each special condition into the Special Conditions System of Register.
  - The County Board's definition of a conflicting special condition is any special condition of funding (outside of standard state/federal conditions) that may prohibit another department's ability to apply for funding.

Departments will submit a budget amendment for new grant awards to the Chief Financial Officer to amend the respective budget. A 2/3rd vote of all members constituting the County Board is required to amend department budgets to reflect grant revenues and expenses (55 ILCS 5/6-1003).

- Grants will be controlled at the operating budget level based on the County's fiscal year.
- The grant budget will be periodically reviewed by the designated Grant Managers to ensure that the revenues and expenditures are consistent with the grant award's allowable costs.
- Designated Grant Managers will inform Finance Director of identified sub-award/sub-recipients.
- Grants will be reviewed quarterly, as needed, by the Grant Compliance Officer or Finance Director with the Department Head, Elected Official, or designated Grant Managers.

*The Chairman is authorized, on behalf of the County Board to execute the renewal, continuation or modification of any previously awarded grant, without further Board action.*

#### RISK MANAGEMENT

The County has an established program for unemployment, liability and workers compensation. To forecast expenditures, the County considers claims, retention levels, fixed costs, and fund reserves.

#### INVESTMENT POLICY

The County Treasurer is responsible for the investing of all Winnebago County funds (55 ILCS 5/3-11006). It is always prudent for any public unit to have an Investment Policy in place for the purpose of safeguarding funds, equitably distributing the investments, and maximizing income of the governmental unit. The following policy is adopted for the Winnebago County Treasurer's Office.

#### SCOPE OF INVESTMENT POLICY

This Investment Policy applies to the investment activities of all funds under the jurisdiction of the Winnebago County Treasurer. This Investment Policy will also apply to any new funds or temporary funds placed under the jurisdiction of the Winnebago County Treasurer. The Illinois Compiled Statutes will take precedence except where this policy is more restrictive, wherein this policy will take precedence.

#### OBJECTIVES

The purpose of this Investment Policy of the Winnebago County Treasurer is to establish cash management and investment guidelines for the stewardship of public funds under the jurisdiction of the Winnebago County Treasurer. The specific objectives of this investment policy will be as follows:

1. Safety of Principal.
2. Diversity of investment to avoid unreasonable risks.
3. The portfolio shall remain sufficiently liquid to meet all operating costs, which may be reasonably anticipated.
4. The highest interest rate available will always be the objective of this policy, combined with safety of principal. The Winnebago County Treasurer will require full collateralization of any deposits.
5. In maintaining its investment portfolio, the Winnebago County Treasurer shall avoid any transaction that might impair public confidence in the Winnebago County Treasurer's Office.
6. The Winnebago County Treasurer will give consideration to the financial institutions positive community involvement when consideration is given to the financial institution to be used as a depository.
7. All funds will be invested for a period of one day or longer, depending on the requirement for the disbursement of funds.
8. All funds shall be deposited within two working days at prevailing rates or better, in accordance with Illinois Compiled Statutes.

#### RESPONSIBILITY

All investment of funds under the control of the Winnebago County Treasurer is the direct responsibility of the Winnebago County Treasurer. The Winnebago County Treasurer shall be responsible for all transactions and

shall establish a system of controls of the activities of all subordinates who are directly involved in the assistance of such investment activities.

#### PRUDENCE

The standard of prudence to be used by investment officials shall be the "prudent person," and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for any individual securities credit risk or market price changes, provided that deviations from expectation are reported in a timely fashion, and appropriate action is taken to control adverse developments.

#### ACCOUNTING

All investment transactions shall be recorded by the Winnebago County Treasurer or the Winnebago County Treasurer's staff. A report will be generated, at least monthly, listing all active investments, including information regarding securities in portfolio by class or type, book value, interest earned and market value as of report date. This report will be made available to the Winnebago County Board and Winnebago County Treasurer.

#### FINANCIAL INSTITUTIONS

The Winnebago County Treasurer will have the sole responsibility to select which financial institutions will be depositories for Winnebago County Treasurer funds. The Winnebago County Treasurer will take into consideration security, size, location, condition, service, fees and the community relations involvement of the financial institution when choosing a financial institution.

At no time will the Winnebago County Treasurer investments exceed 65% of the financial institution's capital and surplus.

All financial institutions having any type of financial relationships: deposit investments, loans, etc., are required to provide a complete and current "Call Report," required by their appropriate regulatory authority each calendar quarter within 30 days of the "Call" request date.

#### INVESTMENT VEHICLES

The Winnebago County Treasurer will use investments approved for governmental units as set forth in the most current issue of the Illinois Compiled Statutes.

#### COLLATERAL

In order to protect the funds of Winnebago County, it will be a standard practice of the Winnebago County Treasurer to require that all deposits in financial institutions be collateralized. Collateral shall be held under the name of Winnebago County. During the term of the deposit, at least 102% collateralization will be required whenever deposits exceed the insured limits of FDIC. The Winnebago County Treasurer will require a signed

Pledge Agreement between Winnebago County, the Financial Institution, and the Holding Company to be on file at all times.

102% of collateralization of the deposit will be required. Only the following collateral will be accepted:

- U.S. Government direct securities

- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois
- Obligations of the County of Winnebago
- Obligations of municipalities located within the County of Winnebago, subject to acceptance by the Winnebago County Treasurer
- Acceptable Collateral as identified in the Illinois Compiled Statutes for use by the Treasurer of the State of Illinois

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.

The above standard is established as the standard for professional responsibility and shall be applied in the context of managing the Winnebago County Treasurer's portfolio, pursuant to the Public Funds Investment Act at 30 Illinois Compiled Statutes 235/2.5 and other provisions included in that Act, along with all other Statutes and Constitutional provisions regarding conflicts of interest and ethical considerations.

#### SECURITY CONTROLS

Only the Winnebago County Treasurer is authorized to establish financial accounts for the office of Winnebago County Treasurer. At all times either the Winnebago County Treasurer, singly or signatories as designated by the Winnebago County Treasurer, should be authorized to sign on financial accounts of the office of the Winnebago County Treasurer.

#### ADOPTION

This investment policy or similar policy has been in effect since January 1, 2022. Last revision March 12, 2022.

FISCAL YEAR 202~~65~~ BUDGET CALENDAR

Budget Task	Date <del>2025</del>
Chief Financial Officer and Finance Department to review budget process, refine budget requirements, determine budget calendar and prepare preliminary budget guidelines	February 1 <del>st</del> to March 1 <del>st</del>
Finance Committee to review Budget Calendar	March 6 <del>th</del> <sup>7th</sup>
Initial forecast of Fiscal Years <del>2023</del> 202 <del>54</del> <del>_</del> and 2024202 <del>65</del> with preliminary tax levy options to be presented to the Finance Committee	March <del>June</del> 6 <del>th</del> <sup>7th</sup> 15 <del>th</del>
Finance Committee to approve 202 <del>65</del> Budget Policy & Guidelines	March 20 <del>1st</del>
County Board to approve 202 <del>65</del> Budget Policy & Guidelines	March 27 <del>th</del> <sup>8th</sup>
Budget preparation materials are distributed to departments	April 19 <del>th</del> <sup>3rd</sup> - April 15 <del>th</del> <sup>30th</sup>
Departments to submit all budget documents to the Chief Financial Officer / Finance	May 3 <del>1st</del> <sup>14th</sup>
<u>Finance Department Budget Request Review</u>	<u>May 19 – June 6</u>
Chief Financial Officer and Administrator to review all preliminary budgets with Departments	<del>June 7<sup>th</sup> –</del> <u>14<sup>th</sup> June 9 – July</u> <u>3</u>
<u>Recommended budgets are provided to Department Heads/Elected Officials</u>	<u>June 20<sup>th</sup></u>
<u>Budget changes made as needed due to unforeseen items</u>	<u>June 21-July 18</u>
<u>Review CIP requests</u>	<u>July 1 – July 20</u>
<u>Distribute budgets and sign-off sheets to departments</u>	<u>July 21</u>
<u>Sign-off sheets returned to Finance</u>	<u>July 28</u>
Budget to be reviewed by Chairman, Administrator and Chief Financial Officer	<del>June 20<sup>th</sup></del> <u>July 31</u>
<del>Chief Financial Officer</del> <u>County Administrator</u> to present recommended budget to the Committee of the Whole	<del>Aug 8<sup>th</sup></del> <u>August</u> <u>14</u>
Truth in Taxation Hearing (we will schedule a date if needed)	

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<del>Department Heads and Elected Officials sign-off sheet on budgets and capital requests due in the Finance Department</del>	Aug 1 <sup>st</sup>
Finance Committee to vote on County Budget Ordinance	August 21 <sup>9th</sup>
County Board to place balanced Proposed Budget on public display	September 4 <sup>5th</sup>
County Board to adopt the appropriation and tax levy ordinance/budget	September 25 <sup>6th</sup>

DRAFT

**CLOSED SESSION TO  
DISCUSS PENDING  
LITIGATION**





# Resolution Executive Summary

**Prepared By:** Tanya Harris

**Committee:** Finance Committee

**Committee Date:** March 20, 2025

**Resolution Title:** Resolution authorizing settlement of a claim against the County of Winnebago entitled Thomas Morrison versus Winnebago County

**Board Meeting Date:** March 27, 2025

## Budget Information:

<b>Was item budgeted?</b> Yes	<b>Appropriation Amount: \$51,856.90</b>
<b>If not, explain funding source:</b>	<b>Budget Impact: \$51,856.90</b>
<b>ORG/OBJ/Project Code:</b> 49400-43535	<b>Tort Judgement Fund/Worker's Comp Claims</b>

**Background Information:** Settlement for Thomas Morrison in the amount of \$51,856.90.

**Recommendation:** The Finance Committee, chaired by John Butitta, has reviewed the settlements presented to the Board. The Board is asked to approve this settlement in favor of the Committee's recommendations at its March 27, 2025 meeting.

## Contract/Agreement:

**Legal Review:** Carol Hartline with Williams McCarthy LLP negotiated this settlement on behalf of Winnebago County.

**Follow-Up:** N/A

**RESOLUTION**  
**of the**

**COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: John Butitta

Submitted by: Finance Committee

2025 CR

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**RESOLUTION AUTHORIZING SETTLEMENT OF A CLAIM  
AGAINST THE COUNTY OF WINNEBAGO ENTITLED  
THOMAS MORRISON VERSUS WINNEBAGO COUNTY**

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**WHEREAS**, the County of Winnebago, Illinois, is involved in having a claim asserted against it by Thomas Morrison for injuries allegedly sustained while in the employment of the Sheriff's Department, and,

**WHEREAS**, the Plaintiff has offered to settle the above claims against the County of Winnebago for consideration payable in the amount of \$51,856.90 for the settlement funding for his Workers Compensation case; and,

**WHEREAS**, counsel for the County of Winnebago recommends that it is in the best interest of the County of Winnebago to settle the above referenced claims upon the terms of the proposed settlement.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that it does hereby authorize settlement of the claim entitled Thomas Morrison versus County of Winnebago for injuries allegedly sustained by Thomas Morrison while in the employment of the Sheriff's Department by payment of the amount of \$51,856.90 for the settlement for permanent disability for a Workers Compensation case.

**BE IT FURTHER RESOLVED**, that this Resolution for Thomas Morrison in the amount of \$51,856.90 shall be in full force and effect immediately upon its adoption.

**BE IT FURTHER RESOLVED**, that the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the County Auditor, Director of Purchasing, Human Resources Director, and Williams & McCarthy.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
JOHN BUTITTA, CHAIRMAN

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JOHN BUTITTA, CHAIRMAN

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JAIME SALGADO, VICE CHAIRMAN

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JAIME SALGADO, VICE CHAIRMAN

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PAUL ARENA

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PAUL ARENA

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JOE HOFFMAN

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JOE HOFFMAN

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KEITH McDONALD

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KEITH McDONALD

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JOHN F. SWEENEY

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JOHN F. SWEENEY

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CHRISTINA VALDEZ

\_\_\_\_\_  
CHRISTINA VALDEZ

The above and foregoing Resolution was adopted by the County Board of the County of

Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

ATTESTED BY:

\_\_\_\_\_  
**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
**JOSEPH CHIARELLI**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS