

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

Thursday, January 5, 2023
Immediately Following Operations & Administrative Committee Meeting

Present:

John Butitta, **Chairman**
Jaime Salgado
Joe Hoffman
Keith McDonald
John Sweeney
Michael Thompson

Absent:

Jean Crosby

Others Present:

Patrick Thompson, County Administrator
David Rickert, Chief Financial Officer
Lafakeria Vaughn, State's Attorney's Office
Ann Johns, Purchasing Director
Shawn Franks, Facilities
Brett Frazier, Animal Services
Rick Ciganek, Sheriff's Office
Carlos Molina, Highway Department
Marlana Dokken, Director, Chairman's Office of Criminal Justice Initiatives
Jennifer Muraski, Coroner
Chris Scrol, County Board Member
Dave Tassoni, County Board Member
Jim Webster, County Board Member

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – September 22 and October 6, 2022 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. Thank you.
- E. Discussion Item Production of a Financial Dashboard for Winnebago County by John Butitta
- F. Discussion Item Video Taping of Finance Committee Meeting by John Butitta
- G. Discussion Item ARPA Phase 4 by Dave Rickert (with attachment)
- H. Discussion Item Capital Improvement Projects for Fiscal Year 2023 by Dave Rickert (with attachments)
- I. Resolution Amending the Fiscal Year 2023 Budget Policy
- J. Resolution to Establish Public Safety Sales Tax Policy
- K. Resolution Awarding ARP Funded HVAC CPU Replacements
- L. Resolution for the Purchase of a Truck for Facilities Department

- M. Resolution Awarding Bid for Animal Services Addition and Renovations with ARPA Funds
- N. Ordinance for a Budget Amendment for State's Attorney State Forfeiture Funds
- O. Ordinance for Approval of Budget Amendment for Distribution of Opioid Lawsuit Settlement Funds
- P. Ordinance for Approval of Budget Amendment for Year End Adjustments
- Q. Closed Session to Discuss Pending Litigation
- R. Resolution Authorizing Settlement of a Claim against the County of Winnebago entitled Howard Cowan versus Winnebago County
- S. Resolution Authorizing Settlement of a Claim against the County of Winnebago entitled Shelly Turner versus Winnebago County
- T. Other Matters
- U. Adjournment

Call to Order

Chairman Butitta called the meeting to order at 6:47 pm.

Approval of September 22 and October 6, 2022 Minutes

The minutes of the September 22 and October 6, 2022 meetings were approved.

Public Comment

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

Closed Session to Discuss Pending Litigation

The Finance committee moved to enter closed session to discuss pending litigation. Chairman Butitta yes, Mr. Hoffman yes, Mr. McDonald yes, Mr. Salgado yes, Mr. Sweeney yes, Mr. Thompson yes.
Motion to enter Closed Session to Discuss Pending Litigation approved.

Chairman Butitta - No action was taken in Closed Session.

Discussion Item Production of a Financial Dashboard for Winnebago County by John Butitta

Chairman Butitta reported Mr. Rickert gave an example of the Financial Dashboard information that can be placed on the website for the public and board members. Financial news can also be included as information and posted on the website. Any recommendations or other information that might be pertinent for the public can be brought to Mr. Rickert's attention for inclusion on the website. Chairman Butitta called for any questions or comments.

Discussion Item Video Taping of Finance Committee Meeting by John Butitta

Chairman Butitta advised there are no issues with videotaping of the Finance Committee meetings and posted to the YouTube site. Based on no objections, going forward Finance Committee meetings will be televised.

Discussion Item ARPA Phase 4 by Dave Rickert (with attachment)

Mr. Rickert reported after the Finance Committee's request, Finance broke out the individual requests by department and transmitted to Baker Tilly for review. Mr. Rickert directed committee members to the details in the attachment. The Board passed the Water Resources

Strategic Plan that is now listed as a spent request. There is currently \$1,018,297 funding left. Discussion followed on the TIF District Water Project 50% funding.

Discussion Item Capital Improvement Projects for Fiscal Year 2023 by Dave Rickert (with attachments)

Mr. Rickert directed committee members to the attachments and reviewed the updates to the capital improvement projects and capital infrastructure items. Chairman Butitta asked for an explanation of the 2023 General Fund Capital Budget Requests and Public Safety Sales Tax attachment. Discussion followed on the attachment. Chairman Butitta called for questions on any specific budget requests. Discussion followed on the coroner's requests and other capital budget requests. Mr. Rickert will work with the coroner's office on the requests for the department.

Resolution Amending the Fiscal Year 2023 Budget Policy

Ms. Dokken addressed the committee on the Resolution to amend the provisions within the County's fiscal year 2023 Budget Policy to include indirect costs and added "a grant awarded after October 1, 2022 but not a continuation of a grant awarded or a grant funded program existing prior to October 2022" as there are no indirect costs written into the grants. The finance department hired an employee to oversee higher level work in the grants and will develop a process that is county wide, allowing for indirect costs but allow for waivers on an as needed basis. A grant award summary was created. Anyone requesting a grant will submit the executive summary and resolution in addition to a grant award summary. A template has been created for this purpose. Ms. Dokken advised a language change regarding indirect costs and directed the committee to Exhibit B. the Grant/Other Funding Agreement Summary document.

Motion: Chairman Butitta.

Second: Mr. Sweeney.

Discussion: Discussion followed on the Resolution amending the fiscal year 2023 Budget Policy.

Motion: Mr. McDonald made the motion to amend the Resolution and add "grant period of performance" to the Fiscal Year 2023 Budget Policy

Second: Mr. Sweeney.

Discussion: None.

Vote: Motion to approve adding "grant period of performance" to the Resolution passed with a unanimous voice vote.

Vote: Motion to approve the original Resolution Amending the Fiscal Year 2023 Budget Policy passed with a unanimous voice vote.

Resolution to establish Public Safety Sales Tax Policy

Motion: Chairman Butitta.

Second: Mr. Salgado.

Ms. Dokken discussed the request to make edits to the Public Safety Sales Tax Policy and reviewed the edited changes with the committee members and referred to Attachment A, Public Safety Sales Tax Policy. Chairman Butitta called for any questions.

Vote: Motion passed with a unanimous voice vote.

Resolution Awarding ARP Funded HVAC CPU Replacements

Motion: Chairman Butitta.

Second: Mr. Salgado.

Mr. Thompson reviewed the ARP project with the committee. Mr. Butitta called for any discussion.

Discussion: Discussion followed.

Vote: Motion passed with a unanimous voice vote.

Resolution for the Purchase of a Truck for Facilities Department

Motion: Chairman Butitta.

Second: Mr. Salgado.

Mr. Thompson discussed the Resolution to purchase the truck for the Facilities department. This item was approved for purchase in September 2021 using CIP funds but the order wasn't filled due to lack of inventory. The committee agreed to include a line in the Executive Summary for future items to indicate if the bid came in under budget in the Executive Summary.

Vote: Motion passed with a unanimous voice vote.

Resolution Awarding Bid for Animal Services Addition and Renovations with ARPA Funds

Motion: Chairman Butitta.

Second: Mr. Sweeney.

Chairman Butitta called for any questions.

Vote: Motion passed with a unanimous voice vote.

Ordinance for a Budget Amendment for State's Attorney State Forfeiture Funds

Motion: Chairman Butitta.

Second: Mr. Thompson.

Mr. Rickert discussed the expenditure of existing funds. Chairman Butitta called for any questions regarding the Ordinance.

Vote: Motion passed with a unanimous voice vote.

Ordinance for Approval of Budget Amendment for Distribution of Opioid Lawsuit Settlement Funds

Motion: Chairman Butitta.

Second: Mr. Hoffman.

Mr. Thompson gave a background on the Ordinance for approval of distribution of the opioid lawsuit settlement. Departments were solicited for their input in creating the Ordinance. The committee was directed to the 2023 Request for Budget Amendment included in the committee packet for review. Discussion followed.

Vote: Motion passed with a unanimous voice vote.

Ordinance for Approval of Budget Amendment for Year End Adjustments

Motion: Chairman Butitta.

Second: Mr. Hoffman.

Mr. Rickert discussed the Ordinance and directed the committee to the Budget Amendment for 2022 year-end adjustments in the board packet. Finance plans to work with the departments and develop a policy within the Finance committee to meet budget needs but stay within their budgets approved by the Board.

Discussion: Discussion followed on ERAP 1 and 2. Mr. Butitta called for any other questions or concerns. Discussion followed. Chairman Butitta would like the

workers compensation history and the last fiscal year's number of claims by department.

Vote: Motion passed with a unanimous voice vote.

Resolution Authorizing Settlement of a Claim against the County of Winnebago entitled Howard Cowan versus Winnebago County

Motion: Chairman Butitta.

Second: Mr. Salgado.

Discussion: None.

Vote: Motion passed with a unanimous voice vote.

Resolution Authorizing Settlement of a Claim against the County of Winnebago entitled Shelly Turner versus Winnebago County

Motion: Chairman Butitta.

Second: Mr. Sweeney.

Discussion: None.

Vote: Motion passed with a unanimous voice vote.

Other Matters

Chairman Butitta called for any other matters to come before the committee.

- Mr. Rickert voiced concern over a recession in 2023 and to exercise caution in spending in 2023.
- Debt issues and payments. Two Bond issues.
- Pension and Liability.
- 457 Plan and prospective Retirement Plan with lower fees and better product line.
- Revisit Security Camera Project.

Adjournment

Motion: Motion made by Mr. Hoffman to adjourn.

Second: Mr. Thompson.

Vote: Motion to adjourn passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile
Administrative Assistant