

COUNTY OF KENDALL, ILLINOIS  
FINANCE & BUDGET COMMITTEE  
Meeting Minutes for Thursday January 29, 2026

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Call to Order – Committee Chair Scott Gengler called the Finance & Budget Committee meeting to order at 4:00 p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Scott Gengler	Here		
Brian DeBolt	Here		
Matt Kellogg	Absent		
Ruben Rodriguez	Here		
Seth Wormley	Here		

With four (4) members present a quorum was established.

Staff Present – Christina Burns, Jennifer Breault, Amber Garry, Jason Mayer, Jacquie Purcell, Sheriff Baird

Approval of Agenda – Member DeBolt made a motion to approve the agenda, second by Member Wormley. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

Approval of Minutes – Member Rodriguez made a motion to approve the minutes from October 30, 2025, second by Member DeBolt. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

Approval of Claims – Member DeBolt made a motion to forward the claims to the next County Board Meeting, second by Member Rodriguez. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

Committee Reports and Updates

- A. Personnel Reports - The Human Resources Department provides the Employee Status Report to the committee, the report can be found on Page 8 of the packet.
- B. Credit Card Report - Finance Analyst Amber Garry presented a report to the committee, which is located on page 16 of the packet.
- C. ARPA Filing Report – Finance and Budget Analyst Jennifer Breault filed the mandatory quarterly report. Ms. Breault indicated that there is still have one more year to report to ARPA (page 17). December of 2026 all ARPA funds will be spent, report is on page 18.
- D. Opioid Filing Report - Finance and Budget Analyst Jennifer Breault filed the Opioid Settlements Funds quarterly report for compliance, the filing can be found on Page 19 of the packet. Chair Gengler asked if any funds have been received lately, Ms. Breault said she received a \$15000 check recently and checks come in sporadically.

## E. Quarterly Reports

1. 2025 General Fund
2. 2025 PSST
3. 2025 All Funds

Finance and Budget Analyst Jennifer Breault presented the quarterly general fund report to the committee. The report, covering through September, is available on page 24 of the packet. Ms. Breault explained that these numbers are subject to change as they are still working on the journal entries for the end of the 4<sup>th</sup> quarter, as some invoices are still outstanding. A question regarding how custodial funds are grouped was explained by Ms. Breault; starting on page 24 – major operation funds, page 25 capital and reserve funds, debt service funds and risk management funds followed by technology & broadband funds.

## F. Tyler Connect Conference -

Chair Gengler informed the committee that the Annual Tyler Connect Conference is scheduled to take place in April in Las Vegas. County Administrator Christina Burns emphasized the significant value of the conference and requested that Finance Analyst Amber Garry be approved to attend this year.

## New Committee Business

### A. Approval of Credit Card increase for Levi Gotte, Chief Deputy Coroner from \$2,500 to \$5,000

Coroner Purcell explained that this increase is attributable to training and travel expenses, noting that they have previously experienced difficulties in staying within the set limit.

Member DeBolt made a motion to Approve of Credit Card Increase for Levi Gotte , second by Member Wormley. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

### B. Approval of Credit Card increase for Jacquie Purcell, Kendall County Coroner from \$2,500 to \$5,000

Member Wormley made a motion to Approve of Credit Card Increase for Jacquie Purcell , second by Member DeBolt. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

### C. Approval of a Budget Increase to FY26 Budget Appropriation to the Combined Court Services Office Supplies Line by \$1,500

Chair Gengler directed the committee to page 44 of the packet for information on this request. County Administrator Burns stated that this particular item was missed in being transferred to the general fund but was discussed during the budget process. The increase will allow combined Court Services to add network connectivity to their conference room.

Member DeBolt made a motion to forward to the next County Board, second by Member Rodriguez. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

### D. Contingency Update

i. Public Defender – Attorney Jason Major explained his request to the committee, he is not asking for more money but looking for guidance on how to allocate the funds appropriately. He is looking to hire within and then hire an additional attorney at the lower salary amount.

Member DeBolt made a motion to approve this contingency update to the budget, second by Member Rodriguez. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

ii. Probation - Finance and Budget Analyst Jennifer Breault explained that the probation office had a new position in the budget at an approved salary, following union negotiations the salary has to be increased. Due to this salary increase, finance approval is required based on the “new and vacant positions” process. The adjustment for this salary will occur during the second budget revision.

Member Rodriguez made a motion to approve this contingency update to the budget, second by Member DeBolt. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

iii. Other Offices/Departments - Finance and Budget Analyst Jennifer Breault directed the committee to page 47 of the packet. This update on the positions is for informational purposes and to inform the committee on vacant and filled positions.

E. Approval of Administrative Assistant Position for Technology not to Exceed \$52,500

Director of Technology Matt Kinsey briefed the committee on the departments need for a Technology Administrative Specialist position. The position establishes the specialist role to ensure operational resilience and enable proper cross-training within the department's administrative functions. Funding is proposed for the annual salary, but the current fiscal budget impact will be less due to the partial year hiring timeline. A draft of the job description can be found on page 49 of the packet and will get approved at the next Human Resources Committee meeting.

Member Rodriguez made a motion to forward to the next County Board, second by Member DeBolt. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

F. Discussion and Approval of Agreement for Disbursement and Use of Kendall County Funds with CASA not to Exceed \$42,000

County Administrator Christina Burns explained that this agreement, totaling \$42,000 is established between Kendall County and CASA to support CASA's operations exclusively. Kendall County has approved the allocation of \$42,000 in the FY26 budget. This contract is an annual agreement, once the County Board approves the budget for the next fiscal year, this contract will be updated with the new amounts for the upcoming fiscal year. Staff is recommending approval of agreement for disbursement and use of Kendall County funds.

Member DeBolt made a motion to forward to the next County Board, second by Member Rodriguez. With members four (4) present voting aye, the motion carried by a vote of 4 - 0.

G. Discussion and Approval of Agreement for Disbursement and Use of Kendall County Funds with Soil and Water not to Exceed \$60,000

This agreement totaling \$60,000 is established between Kendall County and S & W to support their operations exclusively. Kendall County has approved the allocation of the funds in the FY26 budget. This contract is an annual agreement.

Member DeBolt made a motion to forward to the next County Board, second by Member Wormley. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

H. Approval of Opioid Applications

Chair Gengler directed the committee to page 62 of the packet for the opioid applications from the Coroner's- \$6,000; Judiciary - \$12,315 and Health Department - \$34,157.50. The departments can request at the Finance & Budget committee meetings each month or quarterly if they choose.

Member DeBolt made a motion to Approve of the Opioid Applications, second by Member Rodriguez. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

I. Approval of Contract with Gateway Foundation Inc

County Administrator Christina Burns stated that this is for discussion only at this time. Ms. Burns explained that Health Department Director RaeAnn Van Gundy has provided the attached template agreement (page 70) with Gateway to provide opioid treatment services. Gateway is a rehabilitation center that can provide medication-assisted treatment and residential withdrawal management. This has been an ongoing conversation and there is still a lot of logistics to work through with various departments and transportation issues. Discussion centered on the logistics and what departments would need to be a part of the discussion.

J. Approval of Ordinance Abating the Taxes Levied for the Year 2025 Payable 2026 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source) Series 2016, 2017, 2019B for the County of Kendall, Illinois

Member DeBolt made a motion to forward to the next County Board, second by Member Wormley. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

K. Discussion and Approval of Senior Levy Process

Chair Gengler directed the committee to page 81 of the packet. This year there is \$447,404 is available for distribution from the FY2026 budget. Historically eight organizations have submitted applications for these funds. The funding source is from the property tax levy. Finance and Budget Analyst Jennifer Breault stated with the committee's approval she will email out these applications, along with a notification in the paper and social media posts that the application process is open. Mach 6<sup>th</sup> is the deadline date and bring back to the March Finance committee meeting for final approval. Ms. Breault noted that changes have been made to the application to make for greater transparency. A new agreement for Disbursement and Use of Kendall County funds will also be implemented this year.

Member DeBolt made a motion to Approve of Senior Levy Process, second by Member Rodriguez. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

L. Disposal of Capital Assets

Finance and Budget Analyst Jennifer Breault directed the committee to page 95 of the packet. The Kendall County Board approved Resolution 25-40 which approves the Kendall County Asset policy. Per this policy, all surplus capital assets considered for disposal must be presented at the committee meeting and forwarded to the County Board for approval. Ms. Breault provided a list of assets to be forwarded to County Board and then the Facilities and Technology Departments will dispose of these items. Disposal of these items will be at the discretion of these departments.

Member DeBolt made a motion to forward to the next County Board, second by Member Wormley. With members four (4) present voting aye, the motion carried by a vote of 4 - 0.

M. Discussion of Kendall County Budget Revision Policy and Procedures

Finance and Budget Analyst Jennifer Breault explained to the committee the need for the policy. The purpose of this procedure is to establish a clear, consistent and transparent process for revising the Kendall County annual budget. These procedures ensure compliance with County fiscal policies, statutory requirements, and sound financial management practices. There are two scheduled budget revisions, the first in May or June and the second is planned for October. Starting on page 102 of the packet is a list of the current budget revisions.

Member DeBolt made a motion for Approval of Kendall County Budget Revision Policy and Procedures, second by Member Rodriguez. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

N. Approval of a \$2,000 per month stipend for Jennifer Breault for additional finance department responsibilities

County Administrator Christina Burns explained that Ms. Breault has taken on additional responsibilities due to the vacancy of the Deputy County Administrator/Finance Director position. In the past, the County has provided additional pay for positions that take on additional workload during periods of significant vacancy. She is anticipating that we will be able to fund this with Administration Salaries budget.

Member DeBolt made a motion to Approve \$2000 monthly stipend for Jennifer Breault, second by Member Wormley. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

Old Committee Business –

A. Discussion of Review of Accounts Payable Policy and Procedures

Chair Gengler directed the committee to page 104 of the packet. The Accounts Payable policy was approved on July 15, 2025. This document serves as a six month review, highlighting a couple of concerns raised by administration personnel as well as department heads and elected officials. The concerns are laid out on page 105 along with staff recommendations to address the concerns. Discussion centered on vendors requiring payment before receiving items and the problems with associated with this. Finance Analyst Amber Garry stated that going forward all vendors are required to fill out a W-9 and an information form, as a best practice.

Chairman’s Report – None

Public Comment – None

Items for County of the Whole - none

Items for County Board

- Claims
- Approval of a Budget Increase to FY26 Budget Appropriation to the Combined Court Services Office Supplies Line by \$1,500
- Approval of Administrative Assistant Position for Technology not to Exceed \$52,500
- Discussion and Approval of Agreement for Disbursement and Use of Kendall County Funds with CASA not to Exceed \$42,000
- Discussion and Approval of Agreement for Disbursement and Use of Kendall County Funds with Soil and Water not to Exceed \$60,000
- Approval of Ordinance Abating the Taxes Levied for the Year 2025 Payable 2026 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source) Series 2016, 2017, 2019B for the County of Kendall, Illinois
- Disposal of Capital Assets

Adjournment – Member Rodriguez made a motion to adjourn the Finance and Budget Committee meeting, second by Member DeBolt. With four (4) members present voting aye; the meeting was adjourned at 5:10 p.m. by a vote of 4 - 0.

Respectfully submitted,  
Sally A. Seeger /Administrative Assistant and Recording Clerk