



# Finance Committee Meeting Minutes

Lee County, Illinois

Dec 14, 2023 at 9:00 AM CST

Old Lee County Courthouse, Third Floor Boardroom, 112 E Second St, Dixon, IL 61021

## I. Call to Order

Meeting was called to order at 9:00 a.m., by Chair Jim Schielein, but was stalled for several minutes due to technology issues.

## II. Committee Member Roll Call: Chair Jim Schielein, Vice Chair Mike Book, Tom Kitson, Lirim Mimini, Tim Bivins, Nancy Naylor

Lirim Mimini attended via Zoom video conferencing. Jim Schielein, Mike Book, Tom Kitson, Tim Bivins, and Nancy Naylor all attended in person.

Also present: Dean Freil and Mike Koppien (Board Members), Jeremy Englund (Incoming Administrator), Sara Leisner (ARPA Grant Coordinator), Reid Mitchell (Financial Director), Nancy Petersen (County Clerk and Recorder), Patty Rudolphi (Grant Fiscal Coordinator), Paul Rudolphi (Treasurer), Wendy Ryerson (Current Administrator), Clay Whalen (Sheriff), and Becky Brenner (Board Secretary) all attended in person. Greg Gates (LOTS) attended via Zoom video conferencing.

## III. Public Visitors

No members of the public were in attendance.

## IV. Approval of Minutes from Previous Meeting - (November 16, 2023)

**Motion** to approve the November 16, 2023, Finance Committee Meeting Minutes. **Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

The committee participated in a test vote within the OnBoard software. The test did present some challenges so next month additional testing will be done.

## V. Treasurer's Monthly Financial Report

This information was covered during the Treasurer's Quarterly Financial Report.

## VI. Treasurer's Quarterly Financial Report – Presented every December, March, June, September

Paul Rudolphi reported the following information during the Treasurer's Quarterly Financial Report:

- \$600,000 was moved from Public Safety to pay down the inter-fund loan. The inter-fund loan dropped from \$1.987 million to \$1.315 million. If the trend continues, the interfund loan could be paid off within the next four (4) years.

- Excess funds from Solid Waste and County General were moved to the Capital Fund.
- Currently County General sits at \$3.695 million which translates to about three (3) months of operational costs.
- Revenues and Expenses ended the year slightly off budget but in the end evened each other out.
- The Capital Fund ended the year with a generous balance. However, there are several large projects that were deferred from last year that are expected to be funded in FY2024.
- The \$2 million balance in Solid Waste is the balance required by ordinance.
- Public Safety shows the interfund balance of \$1.315 million that is still owed to Capital.
- According to the state, Personal Property replacement tax will drop from \$1.5 million to \$1 million in FY2024.
- Sales tax and income tax revenue are projected to increase in FY2024.
- \$75,000 was received from the state in EMA grant funds.

**Motion** to approve the Treasurer's Quarterly Report. **Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

VII. Insurance Committee and GREDCO Reports

There were no reports from the Insurance Committee or GREDCO.

VIII. ARPA

A. *Quarterly Report*

The next ARPA quarterly report will be presented at the January 11, 2024, meeting.

IX. Approval of Monthly Joseph E. Meyer Resolution(s):

There were no Joseph E. Meyer Resolutions on the agenda.

X. Unfinished Business

There were no topics under Unfinished Business.

XI. New Business

A. *FY 2025 Budget Meeting Schedule Approval*

**Motion** to approve the FY 2025 Budget Meeting Schedule. **Moved** by Tom Kitson. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

B. *Financial Policies and Procedures Revisions - Draft*

Wendy Ryerson reported that there would be a revised copy of the Lee County Financial Policy presented to the Board Members at the December County Board Meeting. Changes included: responsibilities delegated to the newly hired Financial Director; specific direction and instruction regarding year-end budget

adjustments; and clarification regarding County match dollars from the general fund for grant writing.

**Motion** to move the Financial Policies and Procedures Revisions to the Executive Committee for inclusion on the December County Board agenda.

**Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

C. FOP Union Contract

Tim Bivins walked the committee through the challenges and complexities that the County faced during the negotiating process with the Fraternal Order of Police (FOP) and reported that an agreement had been reached regarding the union contract. The term of the contract will be three (3) years. The agreement was reached after many meetings and the help of a mediator.

**Motion** to move the FOP Union Contract to the Executive Committee for inclusion on the December County Board agenda. **Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

D. Employee Handbook Revisions (Informational Only)

Wendy Ryerson reported that the major revisions to the Employee Handbook dealt with the Paid Leave for All Workers Act adopted by the State of Illinois. Following are the highlights:

- ALL employees earn a minimum of 40 hours of paid leave in a 12-month period. Employees that work less than 40 hours per week earn 1 hour for every 40 hours worked.
- Employees are not required to provide a reason for the leave, therefore sick time does not count towards minimum hours of paid leave.
- The act includes full-time, part-time, temporary, and seasonal workers.
- Salaried, exempt employees are “deemed” to work 40 hours in each work week.
- Lee County must “comply with the requirements of this Act or provide benefits, rights, and remedies that are greater than or equal to the benefits, rights, and remedies afforded under this Act.”
- Bargaining contracts need to explicitly waive PLAW provisions.

Wendy explained that Jeremy Englund was working on a social media policy. Knowing that this will be forthcoming, some language from the Employee Handbook has been deleted, but will be addressed as part of the new policy. Wendy went on to say that Jeremy is also working on a personal sensitive information policy for the County.

XII. Executive Session:

A. 5 ILCS 120/2 (c)(2) Collective Bargaining Matters

**Motion** to enter into Executive Session at 9:53 a.m. for the purpose of discussing 5 ILCS 120/2 (c)(2) Collective Bargaining Matters. **Moved** by Tom Kitson. **Second** by Tim Bivins.

**Roll call going into Executive Session:** Jim Schielein, Mike Book, Tom Kitson, Tim Bivins, and Nancy Naylor all attended in person. Lirim Mimini attended the meeting by cell phone connection.

Also present: Dean Friel and Mike Koppien, Paul Rudolphi, Wendy Ryerson, Clay Whelan, and Becky Benner.

**Roll call back in open session:** Jim Schielein, Mike Book, Tom Kitson, Tim Bivins, and Nancy Naylor. Lirim Mimini continued in the meeting by cell phone connection.

Also present: Dean Friel and Mike Koppien, Paul Rudolphi, Wendy Ryerson, Clay Whelan, and Becky Benner.

Back in open session at 10:28 a.m.

XIII. Adjournment

**Motion** to adjourn at 10:30 a.m. **Moved** by Nancy Naylor. **Second** by Mike Book. **Motion** passed unanimously by voice vote.

The next Finance Committee Meeting is scheduled for  
9:00 a.m., on Thursday, January 11, 2024

Respectfully submitted by:  
Becky Brenner - Board Secretary