



**PERSONNEL & FINANCE COMMITTEE MEETING MINUTES
THURSDAY, APRIL 4, 2024**

A. Call to Order

Chair Cox called the meeting to order at 09:02 AM.

Chairman Cox thanked Supervisor Albrecht for his service to the Winnebago County Board and the Personnel and Finance Committee.

B. Adopt Agenda

Motion by Don Nussbaum, seconded by David Albrecht to Approve Adopting the Agenda for this April 4, 2024, meeting.

Passed. Yes: 4; No: 0; Abstained: 0; Absent: 1 - Ellenberger

C. Public Comments

Time will be allowed for persons present to express their opinion on any resolution or ordinance that appears on the agenda, as well as, any matter over which this body has jurisdiction.

Pursuant to Rules 6.4, 8.1 and 10.1 of the 2022-2024 Rules of the Winnebago County Board of Supervisors, the County Board Chairman shall limit all public comments to two (2) minutes.

No public comments.

D. Approval of Minutes

Motion by Steve Binder, seconded by David Albrecht, to Approve the minutes for the March 7, 2024, Personnel and Finance Committee meeting.

Passed. Yes: 4; No: 0; Abstained: 0; Absent: 1 - Ellenberger

1. Action Item: March 7, 2024 Meeting Minutes

E. Business Items

1. Report: Finance Department Report including Spirit Fund Report, General Fund Report, Investment Report, and CIP Projects (Outstanding Projects and Current List)
Director Kaiser discussed the Capital Project Status Report. At this time, he has no updates. He had a suggestion for the next chairperson of the committee. He would like to see the departments with capital improvement projects give a quarterly update regarding their projects.

Director Kaiser commented on the investments he has made, the amounts, and who he has invested with. In February, he invested \$7.6 million. Interest rates ranged from 5.2% for two years from West Pointe Bank and 4.2% to 4.5% reaching out for several years on t-bonds. Director Kaiser provided the amount of interest that had been taken in prior investments and the interest that he has acquired since starting with Winnebago County. He is done investing for a while to see where the markets are.

Director Kaiser addressed the ARPA Strategy and Outcomes Commission. There are 2 parts to the ARPA Commission - 50% County Identified Government Projects and 50% County Government

Projects. There will be one more meeting for the County Identified Government Projects to determine the structure of the commission and whether the citizen members will still need to be involved with the Government Projects. The commission still needs to decide how the interest money will be used.

Supervisor Binder reminded the committee that the county board has to approve how the interest monies from the ARPA Commission will be spent.

2. Report: Update on the General Fund Policy

General Fund Policy - Chairman Cox commented that he feels the general fund policy needs to be read over at least two more times to completely understand any changes that were made. Chairman Cox asked the Finance Director Paul Kaiser to comment on the changes. Director Kaiser noted that this is the third time he has brought this to the committee and explained the changes that were made. Winnebago County funds are labeled as committed, assigned or unassigned. The Personnel and Finance Committee recommends the funds to be used, and the County Board approves them.

Director Kaiser provided definitions for all the funds that the county is currently using. He consulted with two different agencies to complete the fund policy. The general fund policy was last approved in 2020. Director Kaiser added terminology to assist in understanding what the funds are and how they are used. He noted that there are regulations on special revenue funds.

The audit is not complete yet. The Department of Human Services and Public Health still have money coming in. The plan is to be finished by the end of May with the audit and to be able to start on the budget for 2025 earlier than last year.

Chairman Cox questioned a statement regarding appropriate amounts for stabilization funds. Director Kaiser noted that the budget is one thing, bank accounts are another thing. If the budget is under spent, the county needs to develop a plan. If over budget, there would be a need for a one-time expenditure that would reduce operating costs on an ongoing basis. Another item, would be to put part of the budget into a stabilization fund to build a reserve to cover expenses in times of need. Director Kaiser explained how a stabilization fund would affect the tax levy. Chairman Cox questioned the procedure of pulling money from a stabilization account to use for the tax levy. Director Kaiser noted that the stabilization fund can continue to be added to and built up.

Director Collard noted that by statute the County Board sets the levy every year. By establishing a stabilization fund, it will give the board more eligibility to use this toward the tax levy, potential spending, or reducing borrowing cost. County Budgeting determines how much do you want to appropriate without overbudgeting. Consider enlarging the contingency fund to be able to provide for budgeting and ask departments to budget very tightly.

Chairman Cox noted that he wants the Personnel and Finance Committee to completely understand the general fund policy and agree with it before presenting it to the County Board.

F. Next Meeting Date

To be determined when the new committee is appointed.

G. Adjourn

Motion by Supervisor Nussbaum, seconded by Supervisor Albrecht to Adjourn. Passed. Yes: 4; No: 0; Abstained: 0; Absent: 1 - Ellenberger