



**McHenry County**  
**Finance & Audit - Public Meeting**  
**MINUTES**

March 6, 2025, 8:30 AM  
County Board Conference Room  
Administration Building, 667 Ware Rd., Woodstock, IL 60098

Members Present: Michael Skala, Brian Sager, Carolyn Campbell, John Collins, Terri Greeno,  
Eric Hendricks, Larry Smith

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**1. CALL TO ORDER**

Meeting called to order at: 8:30 A.M.

Also present: Peter Austin, County Administrator; Scott Hartman, Deputy County Administrator; Kerri Wisz, CFO; Adam Letendre, Director of Procurement and Special Services; Suzanne Ziebart, Director of Human Resources; Sandra Salgado, Sheriff's Office Business Manager; David Christensen, Director of EMA; Brooke Loyd, EMA Chief Deputy; Nicole Gattuso, Director of GIS; Elizabeth Kessler, MCCD Executive Director; Alex Wall, County Admin Intern.

**Mover:** Sager

**Second:** Collins

To allow the remote attendance of Ms. Greeno.

Aye (5): Skala, Sager, Campbell, Collins, and Smith

Abstain (1): Greeno

Absent (1): Hendricks

**Recommended (5 to 0)**

**2. MINUTES APPROVAL**

Mr. Hendricks arrives at 8:38 A.M.

**Mover:** Collins

**Second:** Campbell

To approve the minutes from the February 6, 2025 meeting.

2.1 Finance & Audit - Public Meeting - Feb 6, 2025 8:30 AM

**3. PUBLIC COMMENT**

None.

**4. MEMBERS' COMMENTS**

Larry Smith commented on the number of resolutions requesting funding and commended departments that had budgeted or planned for expenses within the current budget year rather than seeking new, unbudgeted funds.

Brian Sager raised questions about the numerous reclassifications, asking whether they had been anticipated and why all reclassifications weren't done at the same time.

Mr. Austin stated that while some were planned, others were unexpected. Adjustments to the State's Attorney's Office last month prompted corresponding changes for the Public Defender's Office. Additionally, the organization follows a practice where HR does not change grade levels without County Board approval. Although the Mental Health Board operates autonomously, documentation is still required for payroll and HR purposes. He suggested that rather than requiring formal approval, the County Board could simply acknowledge reclassifications in meeting minutes. However, after discussions with Chairman Buehler and Chair Skala, it was decided that a formal resolution would provide a clearer record and ensure a proper paper trail when positions are reclassified or salary grades shift.

Brian Sager voiced no objections to the reclassifications, emphasizing the importance of recognizing employees for their actual work and adjusting salaries accordingly. However, he suggested that the County Board establish a structured schedule—perhaps twice a year—for processing reclassifications to maintain consistency.

Carolyn Campbell noted that existing budget rules and salary administration policies prevent adjustments in the final two months of the fiscal year. Some delays, such as those involving the Mental Health Board, were attributed to timing issues. While certain reclassifications could have been incorporated into the budget, others arose due to legislative or mandate-driven changes that required immediate action.

John Collins provided additional context, stating that in 2024, only 12 reclassifications were directly controlled within the building, while the remaining 47 were initiated by other departments, such as the State's Attorney's Office, the Judicial Center, and the Sheriff's Office, which operates with more autonomy. Many of these reclassifications involved new positions mandated by external requirements.

Brian Sager acknowledged that while constitutional officers have the authority to implement changes, they can still be encouraged to align with a structured reclassification process. They emphasized the importance of understanding the scale and context of these changes rather than assuming they occur too frequently.

Mr. Hendricks arrives at 8:38 A.M.

**5. NEW BUSINESS**

None.

**6. PRESENTATION**

None.

**7. ROUTINE CONSENT AGENDA**

**Mover:** Smith

**Seconders:** Collins

To approve the remaining items of the routine consent agenda.

Aye (7): Skala, Sager, Campbell, Collins, Greeno, Hendricks, and Smith

**Recommended (7 to 0)**

- 7.2 Resolution Authorizing Change of FMLA (Family Medical Leave Act) Third-Party Administrator (TPA) from TASC (Total Administrative Services Corporation) to FMLA-Source Effective May 1, 2025 (8)

**Mover:** Smith

**Seconders:** Collins

Approval to change FMLA third-party administrator (TPA) from TASC to FMLA Source.

**Recommended**

- 7.3 Resolution Authorizing Position Reclassifications for the McHenry County Mental Health Board and a Budget Line-Item Transfer to the FY25 Mental Health Board Budget (18)

**Mover:** Smith

**Seconders:** Collins

To approve a resolution authorizing position reclassification for the McHenry County Mental Health Board and an adjustment to the FY25 Mental Health Board budget.

**Recommended**

- 7.4 Resolution Approving the Reclassification of Position #20002721 within the Information Technology Department Roster (20)

**Mover:** Smith

**Seconders:** Collins

To Approve the Reclassification of Position #20002721 Within the Information Technology Department Roster.

**Recommended**

- 7.7 Resolution Authorizing a contract with Carmichael Construction for the 2025 Veterans Assistance Commission (VAC) Entry Accessibility Project (22)

**Mover:** Smith

**Seconders:** Collins

Approve the VAC Entry Accessibility Project.

**Recommended**

- 7.8 Resolution Authorizing the Acceptance of a \$30,000 Implementation Grant from Health Management Associates for Illinois Medication Assisted Recovery (MAR) Learning Collaborative in the McHenry County Sheriff's Corrections facility (32)

**Mover:** Smith  
**Second:** Collins

Accept a \$30,000 implantation grant as part of the Illinois Medication assisted Recovery (MAR) learning Collaborative.

**Recommended**

- 7.11 Resolution Authorizing a One Year Contract with Ayres Associates Inc. for Orthophotography with Three Option Years (65)

**Mover:** Smith  
**Second:** Collins

Request County Board approval of attached resolution to enter into contract for orthophotography services with Ayres Associates Inc., Madison, WI.

**Recommended**

- 7.12 Resolution Authorizing the Purchase of Six Jeep Compasses, Sunnyside CDJR Company (90)

**Mover:** Smith  
**Second:** Collins

To authorize the purchase of: Health Department – five Jeep Compass Sports \$27,109 base price (bid 25-7614) from Sunnyside CDJR; SAO – one Jeep Compass Latitude \$28,266 base price (bid 25-7614) from Sunnyside CDJR.

**Recommended**

- 7.1 Reclassification and Re-Titling of Grade 7N Procurement Specialist II to grade 9E Assistant Procurement Manager and an Emergency Appropriation in the Procurement FY25 Budget (06)

Pulled for discussion by Mr. Smith

Adam Letendre, Director of Procurement and Special Services, joined the committee to discuss the resolution.

Mr. Smith referenced Ms. Campbell's earlier comments about being just past the first quarter of the fiscal year. While the situation in question wasn't a large amount of money, there was still a sense of concern about changes coming after the budget was approved. Mr. Smith asked whether Mr. Letendre had anticipated these changes, expressing frustration about having to address changes in an office just three months after the budget approval.

Mr. Letendre acknowledged Mr. Smith's concerns and agreed with the points raised. He explained that the issue started around Thanksgiving when the state approved the Broadband Map, which significantly increased his duties related to broadband expansion. By January and February, as the workload intensified, he began shifting some of his responsibilities to a procurement specialist. When enough tasks had been reassigned, Mr. Letendre asked HR to review the situation. HR ultimately approached him, identifying a problem with the shift in responsibilities.

Mr. Letendre apologized for the timing, recognizing it wasn't ideal, and clarified that the changes had happened organically over time. He accepted the feedback but emphasized that the shift occurred just after the budget approval.

In response, Mr. Smith reassured Mr. Letendre, stating there was no need for further apologies since he had recognized the issue and addressed it. He expressed appreciation for Mr. Letendre's explanation and the way he handled the situation.

**Mover:** Sager

**Seconded:** Collins

Approve reclassification and retitle of 7N Procurement Specialist II to 9E Assistant Procurement Manager

Aye (7): Skala, Sager, Campbell, Collins, Greeno, Hendricks, and Smith

**Recommended (7 to 0)**

7.5 Resolution Authorizing Ordinance No. 25-1055 of the McHenry County Conservation Districts 2026 Fiscal Year Budget as Provided for in Public Act 91-629 (18)

Pulled for discussion by Mr. Hendricks

Elizabeth Kessler, MCCD Executive Director, joined the committee to discuss the resolution.

Mr. Hendricks stated he received an email earlier in the morning from Ms. Kessler which included a series of questions and inquired about why.

Ms. Kessler, addressed the committee acknowledging that she had received the questions the previous evening and had sent responses over in the morning. She offered to provide further clarification on any specifics. She also mentioned that a presentation had been made earlier in the week to the Planning, Environment, and Development committee, which Mr. Smith was present for.

Mr. Hendricks apologized for the confusion regarding the name and confirmed that Shannon had sent the questions. Ms. Kessler also clarified an issue with the PDF conversion of the organizational chart, noting that some graphics had been misaligned due to the conversion process. This error was corrected, and the updated document had been posted.

Mr. Smith took the opportunity to revisit a question he had raised earlier in the meeting regarding cyber-security costs. He asked if the Mental Health Board could collaborate with the county's cyber security program, potentially resulting in cost savings. Ms. Kessler responded positively, acknowledging that opportunities for efficiencies are always worth exploring. Mr. Smith thanked her for her response and expressed appreciation for her willingness to look into the matter further.

**Mover:** Smith

**Seconded:** Campbell

To approve the resolution authorizing Ordinance No. 25-1055 of the McHenry County Conservation Districts 2026 Fiscal Year Budget as Provided for in Public Act 91-629.

Aye (7): Skala, Sager, Campbell, Collins, Greeno, Hendricks, and Smith

**Recommended (7 to 0)**

7.6 Resolution to Provide Information Security Assessment and Penetration Testing (20)

Pulled for discussion by Mr. Smith

Tom Sullivan, Director of Information Technology, joined the committee to discuss the resolution.

Mr. Smith asked if it was a renewal or something they had discussed previously regarding penetration testing.

Mr. Sullivan clarified that the penetration testing discussed was a recurring activity, something they have been doing for at least 10 years. It's necessary to conduct this testing in order to obtain cyber insurance, as it is a requirement from their provider. The testing, considered best practice, involves simulating attacks to ensure the organization's systems are secure. The testing cost has increased due to rising labor costs, and this year they will also conduct a "purple team" test, where the company simulates an attack and the staff responds to it, providing a learning experience for them. This will be done only once every three years to help manage costs.

Mr. Hartman noted that failure to conduct the proper security due diligence could impact their renewal for the following year.

Ms. Campbell asked for clarification on the cost structure, as the document indicated a 3% increase each year, but the third year showed a decrease. Mr. Sullivan explained that the cost would be higher in the second year due to the purple team testing, and that the third year would have a lower cost because they wouldn't repeat the same type of testing.

Chair Skala stated that Mr. Sullivan spoke to the Administrative Services Committee about the situation at the Transportation Committee (TC) and Valley High.

Mr. Sullivan provided a detailed explanation. The issue arose when the AT&T internet and ASE connections went down, which was a regional problem, not specific to the organization. Backup internet was available through Starlink, but the bandwidth was limited. Valley High, which deals with critical services, had most of the available bandwidth. This problem had been ongoing, and Valley High had already budgeted to address it. Mr. Sullivan explained that they had explored options, including Comcast, which would provide better service for \$5,500 a month, including a one-time \$180,000 build-out cost. Another option was to install fiber, which would cost around \$1.6 million. He noted that while Valley High wasn't completely down, the slow speeds made it feel like it was, and that Comcast would provide significantly better bandwidth.

**Mover:** Smith

**Second:** Sager

To approve a Resolution to Provide Information Security Assessment and Penetration Testing.

Aye (7): Skala, Sager, Campbell, Collins, Greeno, Hendricks, and Smith

**Recommended (7 to 0)**

7.9 Resolution Authorizing One (1) New Resiliency Position and an Emergency Appropriation in the Emergency Management Agency Fiscal Year 2025 Budget (34)

Pulled for discussion by Mr. Smith

David Christensen, Director of EMA, joined the committee to discuss the resolution.

Mr. Smith asked for clarification on whether the position would be a reclassification or a new full-time employee.

Mr. Christensen explained that they had conducted a proof of concept using a workforce intern since late August or early September. The intern was federally funded through the Workforce Innovation Opportunity Act and helped demonstrate the need for the position. Mr. Christensen highlighted several reasons for the new position, including state administrative rule changes (Rules 620 and 301), increasing requirements for the county, and the fact that most communities do not have their own Emergency Management Agency, with the county supporting these municipalities.

He also provided details about the funding, noting that it was initially funded by a federal grant through the workforce network, with plans to transition to county funding. The intern program was used to test the position's viability.

Ms. Greeno sought further clarification on the funding source and confirmed it was a federal grant.

Mr. Christensen emphasized that without meeting state requirements, the county risked losing additional grant funding.

**Mover:** Smith

**Second:** Collins

The Emergency Management Agency (EMA) is reorganizing staff and requests authorization to create a new position of EMA Resiliency in the department with a pay grade of 7E and a starting salary of \$56,098.

Aye (7): Skala, Sager, Campbell, Collins, Greeno, Hendricks, and Smith

**Recommended (7 to 0)**

7.10 Resolution Adopting Reclassification of Six Positions Within the Public Defender's Roster (44)

Pulled for discussion by Mr. Smith

Kerri Wisz, Chief Financial Officer, joined the committee to discuss the resolution.

Mr. Smith asked about the budget adjustment, specifically seeking clarification on the total cost of \$2,629 for six positions.

Ms. Wisz explained that the \$2,629 is an estimate for all six positions, with one position definitely moving to a new grade while the other five adjustments depend on various factors. Some of these positions are currently vacant. The changes aim to ensure equitable pay with the State's Attorney's office, and the amount is relatively small, focusing more on adjusting grades than making significant monetary changes.

Mr. Smith noted that the amount seemed insignificant but understood it was about creating a level playing field.

Ms. Wisz confirmed that the adjustments are mostly administrative, intended to recognize employees for the work they are actually doing. While the changes can impact finances, the amounts involved are minimal. The board discussed the broader context of position reclassifications, referencing previous conversations about taking a more systematic approach to such changes.

**Mover:** Sager

**Second:** Collins

To approve a resolution reclassifying six Public Defender Office positions.

Aye (7): Skala, Sager, Campbell, Collins, Greeno, Hendricks, and Smith

**Recommended (7 to 0)**

**8. ADVANCE McHENRY COUNTY**

None.

**9. OLD BUSINESS**

None.

## 10. DISCUSSION

None.

## 11. REPORTS

### 11.1 Chief Financial Officer

Kerri Wysz, Chief Financial Officer, joined the committee to discuss the report.

Baker Tilly will be on-site for final audit fieldwork, occupying the P&D Conference Room on Tuesday, Wednesday, and Thursday. The finance department has completed all necessary documentation, including conversion entry worksheets, cash worksheets, and grant documentation.

A detailed analysis of budget revisions for 2024 was presented, highlighting a total budget increase of \$19 million through emergency appropriations. Personnel costs rose by \$9.2 million, with \$3.5 million sourced from the general fund. The discussion emphasized the need for clearer reporting on grant funding and fund balance usage. Committee members requested additional columns in future reports to outline grant funding sources and fund balance utilization. They also recommended replacing the contingency fund report with a more comprehensive budget update and incorporating this budget status update as a standing item on the monthly agenda, particularly in preparation for the June budget meeting.

Audit findings are expected to be minimal. Last year's primary issue was related to report preparation, but improvements in the process suggest this year's report will require fewer or no corrective entries.

### 11.2 Contingency Reports

None.

### 11.3 Economic Development Corporation

The EDC has moved to MCC and is still in the process of setting up its new office. The transition is progressing well.

A new hire, Kristen Gesicki, joined the team last week. She will assist Mark Piekos with marketing and external relations. Kristen is a local resident, born and raised in the area, and is described as energetic and highly conversant. While there are plans to potentially hire a third person, the focus is currently on onboarding Kristen before moving forward with additional staffing.

Several upcoming events were noted. The next meeting is scheduled for Tuesday, with a dinner meeting planned for Wednesday, March 19th or 26th, though the exact date is unclear. The event will take place at the Woodstock Opera House, where Mark Piekos will serve as the principal speaker, focusing on reconnecting with mayors and local leaders.

Strategic planning efforts are also underway. The Advanced McHenry County project officially kicked off this week, with the first meeting held on Tuesday. Multiple partners, including the Housing Authority, Conservation District, Mental Health Board, MCC, MC EDC, and NMC, are involved in providing feedback. The report highlighted the EDC's continued growth, strategic initiatives, and commitment to community engagement.

### 11.4 Naturally McHenry County

Scott Hartman, Deputy County Administrator, joined the committee to discuss the report.

Naturally McHenry County will be relocating its office from Huntley to Woodstock Square, with the move scheduled for April 1st. They expect to be fully operational in the new location by that date.

In addition to the office move, Naturally McHenry County is actively working on their own strategic plan. Last week, they participated in McHenry County's strategic planning process, providing feedback as a



partner. Other organizations involved in this effort include the Housing Authority, Conservation District, Mental Health Board, MCC, and MCEDC.

**12. EXECUTIVE SESSION (AS NECESSARY)**

None.

**13. ADJOURNMENT**

**Mover:** Smith

**Second:** Collins

To adjourn the meeting at 9:30 A.M. -TCCazares

Aye (7): Skala, Sager, Campbell, Collins, Greeno, Hendricks, and Smith

**Recommended (7 to 0)**