



DU PAGE COUNTY

ETSB - Ad Hoc Finance Committee

Draft Summary

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Wednesday, July 26, 2023

9:30 AM

Room 3500A

1. CALL TO ORDER

9:30 AM meeting was called to order by Chairman Schwarze at 9:37 AM.

2. ROLL CALL

ETSB STAFF:

Linda Zerwin

Eve Kraus

STATE'S ATTORNEY:

Mark Winistorfer

ATTENDEES:

Melanie Koga, County Finance

Thomas Packard, County Finance

Jim McGreal, Downers Grove PD (Remote)

Jason Norton, Darien PD (Remote)

On roll call, Members Schwarze, Guttman, Henry (9:40am), Robb, Srejma, and Yoo were present. Members Franz and Maranowicz were absent.

PRESENT	Schwarze, Guttman, Henry, Robb, Srejma, and Yoo
ABSENT	Franz, and Maranowicz

3. CHAIRMAN'S REMARKS - CHAIR SCHWARZE

There were no remarks from Chairman Schwarze.

4. PUBLIC COMMENT

There was no public comment.

5. CONSENT ITEMS

5.A. [23-2644](#)

ETSB Ad Hoc Finance Minutes - Regular Meeting - Wednesday, June 28, 2023

Attachments: [2023-06-28 ETSB Ad Hoc Finance Minutes Summary.pdf](#)

RESULT:	ETSB RECOMMENDED FOR APPROVAL
MOVER:	Michael Guttman
SECONDER:	Yeena Yoo

6. FY24 BUDGET

23-2458

Review of Operating line items

Chairman Schwarze turned the discussion over to Ms. Zerwin. Ms. Zerwin said the Members had received previous budget information they had inquired about in the last meeting and said any questions they may have regarding the past budgets would be answered if brought forward.

Member Henry entered the meeting at 9:40am.

Ms. Zerwin then referenced the FY24 Budget Initial Overview Memorandum posted on the agenda of line items with at least \$100,000 in the operating lines with the exception of the Open Purchase Orders in the IT Small Equipment line. Ms. Zerwin provided a review of the budget accounts and an explanation for each contract within them. Questions arose from the review and discussion ensued on batteries for the new radios and their warranty, whether contracts were sole source, RFP/bid, or a joint contract with County, what falls under the Hexagon time and material interface contract and a request that the reimbursement of this cost be added to the reimbursement chart at the end of the memo. There was also a request for a breakdown of the miscellaneous costs in the various line items and whether the 53828 Contingencies line had to meet specific requirements to be utilized as opposed to the miscellaneous costs. Chairman Schwarze said he appreciated the conservative plan Ms. Zerwin takes with the budget plan and he supported the additional \$125,000 in miscellaneous costs in the account lines so small monthly transfers would not be needed. Ms. Zerwin said that airtime would be added to the reimbursement chart of costs as well as the interfaces. She said the PSAP Directors still needed to discuss capital requests and she believed those would be ready for the next Ad Hoc Finance meeting for recommendations. Ms. Zerwin wrapped up the review by saying generally speaking, everything in the budget was tied to an existing contract.

Attachments: [Executive Summary FY24 Budget Contracts Line Item Expenses.pdf](#)

23-2460

Revenue

The reimbursement chart provided by the Accountant assigned to ETSB, Melanie Koga, was shared onscreen. Ms. Zerwin explained that the entire contract amount is budgeted and the amount for reimbursement is billed in arrears. Member Guttman asked if the chart was provided in response to the request for a cash flow analysis. Ms. Zerwin replied yes, and that Member Henry confirmed she would be prepared to speak to the investments for the ETS Board meeting on August 9. There were no further questions.

Ms. Zerwin asked if the Members were comfortable with the operating line items aside from the questions regarding the miscellaneous costs to prepare for the next meeting.

Member Guttman made a recommendation to roll over \$2M for the IGA to FY24 in case an IGA is not executed by November 2023.

Member Srejma confirmed he was comfortable with the operating budget.

Chairman Schwarze reviewed the decision made in the FY23 budget season regarding the IGA funding, that nothing would be paid in FY23 without a full IGA having been executed. He clarified that Member Guttman was asking that \$1M not paid in FY21 and \$1M not paid in FY22 be rolled into the FY24 budget if not paid in FY23 because an IGA had not yet been signed. Member Guttman confirmed and reviewed the decision made for the Members who had not been present last year and said he would like to tie \$3M in funds in FY24 to the execution of one full IGA as opposed to a simple IGA signed in FY23 for \$2M. Chairman Schwarze confirmed in that case that \$1M budgeted in FY23 disappears. Member Guttman said he does not like it, but yes. Ms. Zerwin said that would probably be a larger discussion with some of the Members not being present, and that she was asking about the obligations within operating lines that were reviewed. Member Henry questioned if \$1M was budgeted in FY23. Ms. Zerwin replied yes, there was \$3M budgeted in FY23, a \$2M payment and a possible \$1M at the discretion of the Board, assuming the IGA would be completed. She said that was why there was a significant decrease between the FY23 and FY24 budgets because that additional \$2M that had been floated was assumed as paid and removed. Member Henry questioned if the IGA would be reviewed by ASA Winistorfer, who confirmed yes, and continued asking how the funds were intended to be spent by the PSAPs. Member Henry questioned whether it would offset municipality contributions, Member Guttman said the IGA states the eligible/allowable expenses. Member Henry finished with a reminder to remember who the ETS Board serves, that the representatives do not serve themselves or their municipalities, but the whole system. Chairman Schwarze asked if they had any further questions, the Members had none.

Attachments: [Summary of ETSB Incurred Capital Costs Reimbursements 7.26.23.pdf](#)

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

There was no new business.

9. ADJOURNMENT

9.A. Next Meeting

Chairman Schwarze asked to set a date for the next meeting. Member Henry asked how many more meetings would be necessary. Ms. Zerwin said a meeting for capital requests and impact, some cleanup on reimbursement, so it could be done in one or two more meetings. Ms. Zerwin said that generally the Board would see a budget at their September meeting, which they could vote on if there was not much discussion, but that it would be approved by the October meeting at the latest to go to County Board for the November appropriation.

The next meeting was scheduled for Thursday, October 24 at 10:30am.

The meeting of the ETSB Ad Hoc Finance Committee was adjourned at 10:30am.

Respectfully submitted,

Eve Kraus