The Administration Committee of the Rock Island County Board met on Tuesday, June 12, 2012 in the conference room of the County Board Office. Chairperson Gary Freeman called the meeting to order at 3:00 PM.

Committee Members Present: Freeman, McColl and Schultz

Committee Members Absent: Brandmeyer, Dueysen, Langdon

Others Present: James E. Bohnsack, Sheriff Jeff Boyd, Lisa Bierman, Captain Marty Marlier, Baron Heintz, Linda Billingsley, Mark Raskie and Richard Brunk

Motion by Schultz, second by McColl to approve the minutes of the May 8th meeting. Carried.

Request to Hire
Ms. Bierman presented the request to hire 2 Deputy Clerk I replacements - both are in the budget, both are replacements. (Record)

Motion by Schultz, second by McColl to approve and forward to Human Resources. Carried.

Petty Cash
Chairperson Freeman asked if McColl had “word-smithed” the existing policy as discussed in previous months. McColl and Ms. Hoskins were to get together to discuss his desires for change. McColl felt that the Sheriff and Ms. Hoskins should discuss the policy and the needs. Sheriff Boyd stated that his department would be willing to discuss this with Ms. Hoskins.

Sheriff Boyd introduced Captain Martin C. Marlier to the committee. Captain Fisher retired in May. Sheriff Boyd stated that many instances require petty cash checks to be written such as the Secretary of State for license of vehicles. Some of the petty cash accounts are tied to a bank account. Capt. Marlier provided some examples of use of petty cash such as Sgt. Lee on duty for the NATO conference and he couldn’t leave his post, so he sent someone to pay cash for an item. McColl would like input from Sheriff on the regulations and see what can be accommodated to fit their needs. Chairperson Freeman asked if we are ignoring the remainder of the County who may be doing the same thing.
He recommended that McColl meet with the Auditor on this matter as well. It will again be on the agenda next month.

Motion by Schultz second by McColl to approve the transfers and resolutions. Carried.

Motion by Schultz, second by McColl to approve the claims. Carried.

McColl stated that there are 27 receipts that were not itemized this month. He asked how this could be corrected. Chairperson Freeman stated that many times the receipts are being submitted once the individuals are back in town. McColl did not want to make a motion to change our procedures at this time or to exclude any of the claims presented.

Condition of Funds
Motion by Schultz, second by McColl to approve the report. Carried.

Sheriff
Captain Marlier presented the routine monthly food and prisoner housing report. (Record)

Motion by Schultz, second by McColl to approve the report. Carried.

Sheriff Boyd advised that they are working on a deal with Cook County to house approximately 30 of their prisoners. There are assurances that the inmates will meet the low level security needs. He anticipates finalization by the next meeting. The estimated reimbursement is $50 per inmate per day. Sheriff Boyd cautioned that this would not continue for a long period of time, but perhaps 5 years or so.

Requests to Hire
The next request was due to resignation of Captain Fisher on May 18th. Captain Marlier was promoted to fill that vacancy. Budgeted positions are now requested to fill the vacancies that were moved up.

Motion by Schultz, second by McColl to forward to Finance. Carried.

June 29th Captain Dean and Captain Kauzlarich will be retiring. He finds value in the Chief Deputy position that Captain Dean currently fills. Captains are non-union. Captain Bustos may be the Chief Deputy. Lt. Fisher will probably become the Jail Administrator. Lt. VenHuizen will likely be the operations commander.
Court Services
Mr. Raskie presented the routine report. (Record)

Motion by Schultz, seconded by McColl to approve the report. Carried.

Animal Control
In the packet was the routine monthly report. (Record) Captain Marlier will be the liaison with the Animal Shelter.

Motion by Schultz, second by McColl to approve the report. Carried.

Coroner
In the packet was the routine monthly report. (Record)

Motion by Schultz, second by McColl to approve the report. Carried.

Information Systems
Ms. Billingsley presented the routine monthly report. (Record)

Motion by McColl, second by Schultz to approve the report. Carried.

Public Defender
Mr. Heintz presented the routine monthly report. (Record)

Motion by Schultz, second by McColl to approve the report. Carried.

Emergency Management Agency
Included in the packet was the routine monthly report. (Record)

Motion by Schultz, second by McColl to approve the report. Carried.

There being nothing further to discuss, the meeting was adjourned at 3:32.

Shelly Chapman