

Rock Island County

Freedom of Information Act
Compliance Directory

January 31, 2013

Freedom of Information Act

Rock Island County Compliance

The 1984 Freedom of Information Act declares it to be the public policy that all persons are entitled to full and complete information regarding the affairs of government and official acts and policies of those who represent them as public offices and public employees.

Rock Island County is in full compliance with this act, as this directory lists all departments and offices as well as records kept in each area. Each Office has been requested to post this information near their entrance.

Questions regarding a specific department or office should be directed to that department or office. Questions regarding the compilation of the directory should be directed to the County Board Office at (309)558-3605.

Freedom of Information Act
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*Forest Preserve is a separate entity ó information should be requested directly from that office.

Office of Animal Control

FUNCTION: To uphold and enforce, as required by State Statute, the Illinois Animal Control Act, Humane Care for Animals Act, Animal Welfare Act, and any County or Municipal ordinance pertaining to animals.

LOCATION: 4001 - 78th Avenue Moline
(309)558-DOGS (3647)

TOTAL OPERATING BUDGET: \$929,665

EMPLOYEES: County Board Chairman Phil Banaszek; Samantha DeYoung Operations Coordinator; one Animal Control Officer and staff

DESIGNATED PERSON TO RECEIVE REQUESTS: Op. Coord.

FOIA OFFICER: Samantha DeYoung

HOURS TO INSPECT/REVIEW RECORDS: 8:30 AM to 5:00 PM Mon thru Friday

OFFICE HOURS: 8:00 AM to 5:00 PM Monday thru Friday, Wednesday til 6p,
9:00 AM to 4:00 PM Saturday & Sunday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Rabies Vaccination Certificates; Rabies Vaccination Certificate or Annual Reminder Receipt; Records of Animal Bite Reports; Records of Calls of Complaint; Records of lost and found pets; Records of notices of violations mailed or delivered; Records of Animal apprehended and taken to shelter; Records of Animals retrieved by owners and specific fees paid; Total number and types of animals apprehended each month; total number of animals euthanized each month; contracts; warranties; time sheets; payroll; budget; claims; billing invoices; correspondence; records of adoptions, transfers and animal medical records, and miscellaneous receipts pertaining to the administration of office.

Office of Assessment

FUNCTION: To provide assessment instruction and guidance to the township assessors; review, approve or change assessments as made by the township assessors; calculate equalization factors; publish and mail notices of assessment changes; administer model home exemptions; administer Veteran's exemption; administer Historic Property exemptions; prepare tentative abstract of assessments for the Department of Revenue; provide clerical and informational assistance to the Board of Review; assist GIS with information to prepare and maintain current assessment maps; maintain real estate sales data; maintain current taxpayer and mailing information for each real estate parcel; administer Senior Citizens' Homestead Exemption; administer Senior Citizen Assessment Freeze Homestead Exemption, approve and administer Veterans Organization Assessment Freeze, Fraternal Organization Assessment Freeze; Open Space Purposes Assessments; administer Vegetative Filter Strip Certifications; implement farmland guidelines & assessments; prepare & administer real estate certificates of error.

LOCATION: County Office Building - 1504 Third Avenue Rock Island, Illinois 61201 (309)558-3660 - 2nd Floor

TOTAL OPERATING BUDGET: \$241,793

EMPLOYEES: Larry Wilson, Chief County Assessment Official
Amy K. Deaton, Chief Deputy
Staci M. Early, Administrative Coordinator
Carolyn A. Quick, Clerical Specialist II

DESIGNATED PERSON TO RECEIVE REQUESTS: Chief Deputy or Chief
County Assessment
Official

FOIA OFFICER: Amy Deaton and Larry Wilson

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday
thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form must be presented

RECORDS ON FILE: Master Real Estate Assessment File; Real Estate Name And Address File; Real Estate Deed Sheets; Assessment Map Books; Farmland Productivity Index Sheets; Farmland Productivity Index File; Homestead Exemption Original Applications; H.E. Renewal Sheets; Historic Residence Exemption Renewal Forms; Model Home Assessment Applications; Department Of Revenue Non-Homestead Exemption Decisions; Department Of Revenue Veteran's Exemption Certification; Certificates Of Status Of Exemption For Non-Homestead Exemptions; Home Improvements Exemptions List; Expunged Rock Island County Trustee Properties List; Office Correspondence; Office Budget And Monthly Reports; Recorded Subdivision And Condo Plat Copies; Annexation Ordinance Copies; Tif District Maps-Legal Descriptions-And Reports; Real Estate Transfer Declaration Copies; Assessors Annual Instructions; Sales Ratio Studies; Equalization Factors; Tentative Abstract Of Assessments; Valuation Summary By Taxing Bodies; Tax Rate Breakdown By Taxing Body; One Hundred Largest Taxpayers By Taxing Body; Assessment Change Notice Copies; Certificate Of Publication And Tear Sheets For All Publications; Property Assessment Complaint Copies; Property Tax Appeal Board Decisions; Real Estate Certificates of Error. *(Please note information on Senior Citizen Assessment Freeze Homestead Exemption Applications and related documents are exempt from FOIA as per 35 ILCS 200/15-172)*

Office of the County Auditor

FUNCTION: Accounting, Internal Auditing, Statistical Data Collection, Purchasing Card Administration & Transaction Review, Financial Reporting & Auditing, Fixed Asset Reporting, Voucher Approval, PO Approval, Revenue Projections, Grant Tracking, Budget Analysis, 1099 Reporting and Vendor ACH Payments, Contract Tracking, Receipts Auditing

LOCATION: County Office Building - 1504 Third Avenue Rock Island, Illinois 61201 (309)786-4451 - 1st Floor

TOTAL OPERATING BUDGET: \$223,186

EMPLOYEES: April L. Palmer - County Auditor
Amanda VanDaele - Chief Deputy Auditor; Sandy Stephenson - Internal Auditor; Kris Vancil - Asst. to Chief Deputy

DESIGNATED PERSON TO RECEIVE REQUESTS: Internal Auditor

FOIA OFFICER: Sandy Stephenson

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 3:30 PM Monday - Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday - Friday

ACCESS TO RECORDS: Request form must be presented

RECORDS ON FILE:

County Budget, External Audit Reports (Including Statistical Section), Petty Cash Report, US Census Bureau Study, State Annual Financial Report (AFR), Monthly Revenue & Expenditure Report, Forest Preserve Audit Reports, Cash Receipts & Disbursements, Adjusting Journal Entries, Per Diem Report, Voucher Check Register/Distribution Register, Purchasing Card Reports, Purchase Orders Report & Paid/Outstanding, Condition Of Funds, Auditor's Quarterly Report, Investment Schedules, Fixed Assets Report, 1099 Reporting, Paid Monthly Vouchers N File, Transfers Of Appropriations, Resolutions Pertaining To Finances, Contracts And Agreements, Gasoline Inventory, Interim Financial Statements, Audit RFP, Audit Management Letter, Due To/From Other Funds Report, Appraisal Billings Due From Other Governmental Units, Grant Agreements, Single Audit, Circuit Clerk Audit, Cost Allocation Study, Treasurer's Disbursement Reports, Internal Audit Reports

Office of the Board of Review

FUNCTION: 1. Hear assessment complaints. 2. Prepare and coordinate evidence from Townships for the Illinois Property Tax Appeal. 3. Hire appraisers when needed for property evaluations. 4. Review exemption requests. 5. Correct assessments, add omitted properties, and if necessary, apply township equalizers. 6. Reviewing Certificates of Error. 7. Review and Approve Instants

LOCATION: County Office Building - 1504 Third Avenue, Rock Island Illinois 61201 (309)558-3670 - 2nd Floor

TOTAL OPERATING BUDGET: \$59,625

EMPLOYEES: Dan DePorter - Chairperson
Joan Russell - Member
Richard Schroeder - Member

DESIGNATED PERSON TO RECEIVE REQUESTS: State's Attorney

FOIA OFFICER: Dan DePorter

HOURS TO INSPECT/REVIEW RECORDS: The Board of Review is in session the first Monday each June. Schedule with the States Attorney's Office.

OFFICE HOURS: First Monday of June session begins. Hours are as necessary to complete the work load assigned.

ACCESS TO RECORDS: Request form must be presented

RECORDS ON FILE: Assessment Complaints and related documents, Tax Exempt Properties, Certificates of Error, PTAB Rulings, Assessment Maps, Sales Ratio Studies, Misc. Information (PTAB cases, Revenue Act, Procedures, etc.)

Office of the Circuit Clerk

FUNCTION: All court records for Rock Island County

LOCATION: County Courthouse - 210 - 15th Street Rock Island Illinois 61201
(309)786-4451 - Basement, 1st; 2nd; and 3rd floors; Justice Center
1401 - 3rd Avenue Rock Island 4th Floor; Juvenile Court Center
525 18th Street, Rock Island

TOTAL OPERATING BUDGET: \$2,235,536

EMPLOYEES: Lisa Bierman - Circuit Clerk
Jeanette Hunter - Chief Deputy
Two Administrative Assistants; 34 Full Time Deputy Clerks; two part time; one
Systems Manager

DESIGNATED PERSON TO RECEIVE REQUESTS: Chief Deputy

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru
Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE:

All records of General Division - Chancery, Miscellaneous Remedy, Eminent Domain, Divorce, Arbitration, Family, Orders of Protection, Law, Law Minor, Tax, Municipal Corp, Mental Health, Juvenile, Small Claims Division and Probate- Tort, Money Damages. Traffic Courts - Ordinance Violation, Traffic Violation, Conservation Violation, and Criminal Misdemeanor. Justice Center - Felony Division - Felony Cases.

Office of the Court Administration/Circuit Court

FUNCTION: To hear and decide all cases of legal interest in the County.

LOCATION: County Courthouse - 210 - 15th Street Rock Island, Illinois 61201
(309)786-4451; ext. 3289 - 4th Floor

TOTAL OPERATING BUDGET: *

EMPLOYEES: Judge O'Connor - Chief Judge
Vicki Bluedorn - Court Administrator
Judges as necessary to complete case load. A complete listing is available through Ms. Bluedorn.

DESIGNATED PERSON TO RECEIVE REQUESTS: Circuit Clerk

All cases handled by the Circuit Courts are listed on the docket sheets which are maintained by the Circuit Clerk's Office.

Further information can be received by that office. Freedom of Information sheet on the Circuit Clerk's Office is contained within this directory. Be advised

that David VanLandegen, Director of Court Services is considered to be a Judicial Branch Employee and is not subject to the Freedom of Information Act Requirements.

*As per 5 ILCS 120/5 the Freedom of Information Act does not pertain to the Judicial Branch

Office of the Coroner

FUNCTION: Regulated by Illinois State Statutes (see attached).

LOCATION: County Office Building - 1504 Third Avenue Rock
Island, Illinois 61201 (309)786-4451 Lower Level

TOTAL OPERATING BUDGET: \$268,680

EMPLOYEES: Brian Gustafson - RN, Coroner
John Neary - RN, MS Chief Deputy; Beverly Boultinghouse -
Executive Secretary and four field deputies

DESIGNATED PERSON TO RECEIVE REQUESTS: Coroner or Chief Deputy

FOIA OFFICER: Brian Gustafson and John Neary

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru
Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form must be presented

RECORDS ON FILE: See State Statute attached.

Office of the County Board

- FUNCTION: The County Board is the governing body of the County of Rock Island, Illinois.
- LOCATION: County Office Building - 1504 Third Avenue Rock Island, Illinois
61201 (309)558-3605 - 2nd Floor
- TOTAL OPERATING BUDGET: \$355,072
- EMPLOYEES: Phillip B. Banaszek; *County Board Chairman;*
Ken oMooseo Maranda; *Vice Chairman*
Steve Ballard, *Forest Preserve President*
Don Jacobs, *Finance Committee Chairperson;*
Nick Camlin, *Human Services Committee Chairperson;*
Ken oMooseo Maranda, *Public Works Committee Chairperson;*
Steve Meersman, *Health & Human Services Committee Chairperson;*
Richard Brunk, *Governmental Affairs Committee Chairperson;*
John Brandmeyer, *Administration Committee Chairperson;*
Shelly Chapman, *Executive Assistant*
County Board Members: Dave Adams, Michael Burns, Kim Callaway-Thompson, Virgil Dueysen, Christine Filbert, Gary Freeman, Don Johnston, Ed Langdon, Mia Mayberry, Drue Mielke, Pat Moreno, Ron Oelke, Virginia Shelton, Rod Simmer, Scott Terry, Brian Vyncke and Bob Westpfahl
- DESIGNATED PERSON TO RECEIVE REQUESTS: Executive Assistant
- FOIA OFFICER: Shelly Chapman and Phil Banaszek
- HOURS TO INSPECT/REVIEW RECORDS: 8 AM to noon; 1 PM to 4 Monday thru Friday
- OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday
- ACCESS TO RECORDS: Request form must be presented
- RECORDS ON FILE: Minutes of all County Board Committee and Sub-Committee meetings, as well as County Board Minutes, Resolutions, Delinquent Tax Program, reports submitted by department heads and other County officials, and Labor Contracts. Budget Books and Audit Report. Verification of Employment; salaries upon written request.

Office of the County Clerk

FUNCTION: Issue and maintain marriage licenses, tax extension, maintain birth records, county board minutes, maintain death records, collector books, maintain IMRF, Assessor books, collect delinquent taxes, notary public, maintain all political filings, assumed business names, permanent voter registration, and administer elections.

LOCATION: County Office Building - 1504 Third Avenue Rock Island, Illinois 61201 (309)786-4451 - First Floor

TOTAL OPERATING BUDGET: \$758,724

EMPLOYEES: Karen Kinney - County Clerk
John Brown - Chief Deputy; Dianna Ruhl - Office Manager
Diane Lyon, Wanda Roberts-Bontz, Rebecca Hove, Janine Moffitt, Maggie Crouch, Kelly Webber, Kelly Shields, Brenda Terrell and Letticia Miranda

DESIGNATED PERSON TO RECEIVE REQUESTS: Staff Members

FOIA OFFICER: Dee Lyon and Brenda Terrell

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form and identification are necessary

RECORDS ON FILE: Certified Copy Of Marriage License, Birth Record, And Death Record, Economic Interest, D1 And D2 Form, Voter Registration Records, Deputy Registrar List, Election Judge List, Elected Official List, Precinct Maps, Absentee Voter List, Specimen Ballots, Voter Registration Lists, Voter Registration Labels, Petitions, Campaign Disclosure Schedule, Election Returns.

Office of Court Services

FUNCTION:

LOCATION:

DIRECTOR OF COURT SERVICES AND ADULT PROBATION
Ostrom Hall - 2116 - 25th Avenue Rock Island, Illinois 61201
(309)558-3740
JUVENILE PROBATION County Courthouse - 210 -15th Street
Rock Island, Illinois 61201 (309)558-3780

TOTAL OPERATING BUDGET: Total of \$4,151,445

General Fund	\$ 2,719,398
Child Welfare	\$ 628,000
Probation Service Fees	\$ 734,843
Building Operations	\$ 39,504
Drug Court	\$ 29,700

EMPLOYEES:

Dave VanLandegen - Director of Court Services
Janet Leone - Chief Adult Probation Officer; Lori Fellenzer - Chief Juvenile Probation
Officer; Leisa Streeter - Administrative Assistant; 35 other full time employees

DESIGNATED PERSON TO RECEIVE REQUESTS: Janet Leone

FOIA OFFICER: Janet Leone

HOURS TO INSPECT/REVIEW RECORDS: 3 PM to 5 PM Monday thru
Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: SEE COURT ADMINISTRATION

RECORDS ON FILE: All juvenile and adult records, reports, case files,
investigations, whether in hard copy or electronic storage are protected by Federal and
State confidentiality statutes. They are not available in any form.

Office of Emergency Management Agency

FUNCTION: Emergency Management Agency (EMA) main function is to be prepared for emergencies/disasters.

LOCATION: 6120 - 78th Avenue Milan, Illinois (309)799-5166

TOTAL OPERATING BUDGET: \$96,714

EMPLOYEES: Jerry Shirk ó Coordinator/Director

DESIGNATED PERSON TO RECEIVE REQUESTS: Coordinator

FOIA OFFICER: Jerry Shirk

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 10 am
Monday thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Rock Island County Emergency Plan, Emergency Phone Numbers, List of Resources for Emergencies. These documents are considered Confidential and not to be released as per States Attorney.

Office of the Forest Preserve District

This department will no longer be included in the County's Directory as they are a separate entity. Contact the Forest Preserve Office directly.

LOCATION: County Office Building - 1504 - Third Avenue Rock Island, Illinois
61201 (309)786-4451

TOTAL OPERATING BUDGET: Total \$4,440,200 (FY 2012-13)

Niabi Zoo	\$2,018,850
Illiniwek	\$303,775
Loud Thunder	\$272,615
Indian Bluff	\$909,745
Dorrance	\$ 2,800
Misc. Other	\$394,500
Administration	\$537,915

EMPLOYEES: Jeff Craver - Forest Preserve Director

Vacant - Administrative Assistant; Scott White - Illiniwek Ranger; Douglas Wells - Indian Bluff Director of Golf.; Marc Heinzman - Niabi Zoo Director; Ben Mills - Ranger Loud Thunder; 28 additional full time employees and approximately 40 seasonal personnel to assist in operation of the parks

DESIGNATED PERSON TO RECEIVE REQUESTS: Administrative Assistant

FOIA OFFICER: Jeff Craver

HOURS TO INSPECT/REVIEW REQUESTS: 8 AM to noon/ 12:30 PM to 4:30 PM
Monday thru Friday

OFFICE HOURS: 8 AM to noon/ 12:30 PM to 4:30 PM Monday thru
Friday

RECORDS ON FILE: Committee and Commission meeting minutes, Monthly attendance & fee reports for Golf, Zoo, and Camping, Resolutions & Transfers, Contracts and Agreements, Budget Appropriations, Levy Ordinances, Detail Budget & Revenue Reports, Voucher and Disbursement Registers, Annual Financial Report, Payroll Registers, Procedure Manual, Inventory Records, Federal State and County Liquor License Information, Vehicle title and license records

Office of Geographic Information Systems

FUNCTION: To develop and maintain GIS maps and data. To have the ability to interpret and manipulate such data so that all County Departments and other interested parties may utilize this information. . Provide statistics to all interested developers. Presentation of data at requested meetings and seminars.

LOCATION: County Office Building - 1504 Third Avenue, Rock Island, Illinois (309)558-3772

TOTAL OPERATING BUDGET: \$243,307

EMPLOYEES: Josh Boudi ó Director and Kenneth Kremer

DESIGNATED PERSON TO ACCESS RECORDS: Josh Boudi

FOIA OFFICER: Josh Boudi

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Aerial photography, parcel maps, census data, street center lines, board district maps, voter precinct maps, soil data

Office of the Health Department

FUNCTION: All aspects of public health for the County.

LOCATION: 2112 - 25th Avenue Rock Island Illinois 61201 (309)793-1955

TOTAL OPERATING BUDGET: \$4,819,405

EMPLOYEES: Theresa Berg - Administrator
53 Full Time and 16 Part Time Employees

DESIGNATED PERSON TO RECEIVE REQUESTS: Linda L. Roberts

FOIA OFFICER: Linda L. Roberts

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru
Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form must be presented

RECORDS ON FILE: All records pertaining to programs conducted by the Health Department. (Programs include: Environmental Health, Infectious Disease, Maternal and Child Health, Adult Health and Education and Information.)

Hope Creek Care

This department did not respond to requests to update for the 2013 directory.

FUNCTION: Hope Creek Care is a nursing home with a purpose to reflect in all its activities the promotion of health with the advancement of growth for the residents of the facility, the personnel on our staff, and for all the people in our community directly and indirectly.

LOCATION: Rock Island County Care Center - Hope Creek Care is located at 4343 Kennedy Drive East Moline IL 61244. 309-796-6600

TOTAL OPERATING BUDGET: \$19,247,585

EMPLOYEES: Trudy Whittington - Administrator
Hope Creek Care has approximately 160 full time and 60 part time employees. A complete list is available - however, may vary at any given period.

DESIGNATED PERSON TO RECEIVE REQUESTS: Administrator shall access Business, meeting minutes, all Personnel records, IMRF Records Active/Inactive. Admissions Coordinator shall access all Medical Records Active/Inactive.

FOIA OFFICER: Trudy Whittington

HOURS TO INSPECT/REVIEW RECORDS: 9 AM to 3:30 PM Monday thru Friday

OFFICE HOURS: 8 AM to 5 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Administrative - Bills, Invoices, Vouchers, Purchase Orders, Budgets, Cash Receipts And Deposits, Correspondence, Welfare Committee Minutes, Cost Reimbursement Report, Medicare Report, Contracts, Bids, Specifications And Proposals, Monthly Occupancy Reports, Financial Reports, Rental Contracts, Accounts Receivables, Administrative Employees Work Schedule, Payroll Time Cards, Payroll Computer Printouts, Personnel

Records, Union Records, Department Managers Meeting Minutes, Nursing Assistant Training Reimbursement, Patient Care Policies, Departmental Policies, Consultant Logs, Transfer Agreements, State Surveys, Licensure Certifications.

Activity/Social Service - Residents Files, Volunteer Records, Employee Time Schedules, Department Agenda And Minutes, Resident Council Meetings, Activity Schedules, Policy And Procedure Manual For Activity And Social Service Departments, Consultant Reports, General Records.

Nursing Department - Work Schedules, Minutes Of Patient Care/Medical Advisory Committee, Patients Admission And Discharge Report, Monthly Admission And Discharge Report, Correspondence, Waiting List, Physician Visit Lists, In-Service And Workshop Records, Job Descriptions, Nursing Standards And Policies, Nursing Procedures, Nursing Assistant Training Program Records, Medical Records, General Records.

Dietary - Menus, Changes, Card File Of Each Resident, Employee Work Schedules, Resident Height/Weight Charts, Consultant Logs, Food Cost Analysis, Diet Manual, Nutritional Assessments, Department Meeting Minutes, Dietary Policies And Procedures, Resident Census, Meal Census.

Housekeeping And Laundry - Personnel Schedules, Infection Control Book And Minutes, Inventory Records, MSDS Records, Department Meeting Minutes, Bid Specifications, Purchase Orders, General.

Engineering - Department Meeting Minutes, Boiler Test, Water Test, Monthly Schedules, Fire Drill Results, Maintenance Requisitions, Purchase Orders, Engineering Logs, Equipment Operation And Maintenance Manuals, Blue Prints, Gasoline Log, Life Safety Code Regulations.

Administrator's Office - Correspondence, Department Manager Personnel Files, Resident Complaints, Award Files, Budget And Budget Analysis, Administrator Association Minutes, County Nursing Home Association Meeting Minutes, HIPAA Policy and Procedures Manual, IDPH Survey Results, IDPH regulations, CMS Regulations

Office of Human Resources

FUNCTION: This office oversees the payroll and employee health benefits of all County Offices. Workers compensation claims, general liability programs, ADA, OSHA, FMLA etc are administered here.

LOCATION: County Office Building - 1504 Third Avenue Rock Island, Illinois 61201 (309)786-4451 - Second Floor

TOTAL OPERATING BUDGET: \$3,387,558

EMPLOYEES: Meg Hoskins, Director; Marcy Fisher Insurance Benefits Specialist; Erin Frere Payroll/Benefits Specialist; Jan Brannen Payroll/Benefits Specialist; Jen Andrus HR Assistant and Maria Vasquez Administrative Assistant

DESIGNATED PERSON TO RECEIVE REQUESTS: HR Administrative Assistant

FOIA OFFICER:

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form must be presented

RECORDS ON FILE: Employees may request information from their own personnel files, however, all other records maintained in the Human Resources Department are exempt from the Freedom of Information Act. Applications for employment are completed in this office.

Department of Information Systems

FUNCTION: To provide computer and information management services for Rock Island County Departments.

LOCATION: County Office Building - 1504 - Third Avenue Rock Island, Illinois 61201 (309)558-3683 - Basement

TOTAL OPERATING BUDGET: \$584,984

EMPLOYEES: Linda Billingsley, Director of Information Systems
7 other full time employees

DESIGNATED PERSON TO RECEIVE REQUESTS: Senior Computer Operator

FOIA OFFICER: Linda Billingsley and Connie Langston

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: See Information Systems Work Order Policy

RECORDS ON FILE: See attached list of Department, Data, and Authorized Persons

Office of Maintenance - County Office Building

FUNCTION: To ensure all maintenance aspects are current.
Responsible for daily mail sort /delivery.

LOCATION: County Office Building - 1504 Third Avenue, Rock
Island, Illinois 61201 (309)558-3620 Basement Level

TOTAL OPERATING BUDGET: \$178,507

EMPLOYEES: Mike VanErstvelde - Supervisor; Scott Petersen, Ken
Moseley, Terri Robinson

DESIGNATED PERSON TO ACCESS RECORDS: Mike VanErstvelde

FOIA OFFICER: Mike VanErstvelde

HOURS TO INSPECT/REVIEW RECORDS: 8:00 AM to 12:00 Noon or
by appointment

OFFICE HOURS: 7:00 AM to 4:30 PM

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Maintenance request, receipts/records for
repair of various items

Office of Maintenance - Courthouse/Jail/Justice

FUNCTION: To ensure all maintenance aspects are current.

LOCATION: Jail - 1317 Third Avenue Rock Island

TOTAL OPERATING BUDGET: See Sheriff's Budget Information

EMPLOYEES: Jeff Jacobsen - Supervisor; various other employees

DESIGNATED PERSON TO ACCESS RECORDS: See Sheriff's Page

HOURS TO INSPECT/REVIEW RECORDS: 8:00 AM to 12:00
Noon or by appointment

OFFICE HOURS: 7:30 AM to 4:00 PM

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Maintenance request, receipts/records for
repair of various items

Office of the Mental Health Board (708)

FUNCTION: The mission of the Rock Island County (708) Mental Health Board is to plan, allocate funds for, coordinate and evaluate a comprehensive system of community mental health, developmental disabilities and substance abuse treatment and prevention services for the citizens of Rock Island County.

LOCATION: County Office Building - 1504 Third Avenue, Rock Island, Illinois 61201 (309)794-1099 - 1st Floor

TOTAL OPERATING BUDGET: \$1,458,940

EMPLOYEES: Larry Pollard - Executive Director

DESIGNATED PERSON TO RECEIVE REQUESTS: Executive Director

FOIA OFFICER: Larry Pollard

HOURS TO INSPECT/REVIEW RECORDS: By Appointment

OFFICE HOURS: Variable

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Financial - payout vouchers, revenue receipts, interest, tax distribution, replace revenue, donations/contributions, petty cash fund accounting - Agencies Funded - payout vouchers, annual budgets at time of request, annual agency audit, FY financial statement - Agency - Annual service contracts, year end statistical and demographic reports, grant-in-aid requests, Board minutes, 5 year plans, annual reports, Board decision making reports.

Office of the Public Defender

FUNCTION: To provide quality legal representation in criminal and related proceedings to those defendants who are found to be indigent by the various courts.

LOCATION: County Office Building - 1504 Third Avenue, Rock Island, Illinois 61201 (309)558-3530 - 2nd Floor

TOTAL OPERATING BUDGET: \$662,933

EMPLOYEES: Public Defender -Baron S. Heintz

Assistant Public Defenders
Vincent Lopez, Jr.
Pamela A. Kleinau
Matthew W. Durbin
Jennifer Gardner
Dora Villareal-Miller
Ronna S. Baney
Michelle Jones
Robert A. Wilson

Secretaries

Investigator

DESIGNATED PERSON TO RECEIVE REQUESTS: Public Defender

FOIA OFFICER: Baron S. Heintz

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: As required by ILCS 5/3-4010

{Most records on file are copies of documents in defendant's criminal or juvenile file or are privileged by the attorney-client relationship. Adult criminal files are available through the Circuit Clerk's Office. Juvenile files are closed to the general public.}

Department of Public Works

FUNCTION: HIGHWAY DIVISION - To repair, maintain, and construct roads on the County Highway System within Rock Island County.
ENVIRONMENTAL DIVISION - To repair, maintain, and construct structures for flood protection within the Special Service Areas in Rock Island County.

LOCATION: 851 - West 10th Avenue PO Box 797, Milan Illinois 61264-0797
(309)787-4668

<u>TOTAL OPERATING BUDGET:</u> Highway Division	\$1,813,488
Environmental	\$ 125,457
Bridge	\$ 163,500
MFT	\$3,891,119

EMPLOYEES: John Massa - County Engineer; Public Works
Department currently employs 20 persons.

DESIGNATED PERSON TO ACCESS RECORDS: County Engineer

FOIA OFFICER: Lisa Jacobs or Donna Huys

HOURS TO INSPECT/REVIEW RECORDS: 730 AM to 4PM Monday thru
Friday

OFFICE HOURS: 730 AM to noon, 12:30 PM to 4PM Monday thru
Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Payroll sheets, claims, plans and right-of-way along with job correspondence for all County Highways, Plans for Road Districts Roads built with Township Motor Fuel Tax Funds.

Office of the Recorder

FUNCTION: Record many various documents, sell real estate transfer tax stamps, file U.C.C.'s and related documents, microfilm documents other than U.C.C.'s, enter on computer (entry book, Grantor-Grantee Indexes, and various Lien Books), and Post on Tract Index, Scanning Images

LOCATION: Courthouse, 210 - 15th Street Rock Island, Illinois 61201
(309)558-3360 - 2nd Floor

TOTAL OPERATING BUDGET: \$359,466 Recorder Document Fund
\$344,862 General Fund

EMPLOYEES: Kelly Fisher - Recorder
Kim Womack - Chief Deputy
Sharon Hendrickx, Linda Overturf, Jill Raisbeck, Karen Wilson, Doris Cox, Barbara Duda, Jo Ellen Henning; Janice Hofer and one vacancy

DESIGNATED PERSON TO RECEIVE REQUESTS:
Microfilm - Microfilm Operator or Microfilm Clerk Typists
Tract and Old Record Books - Tract room Deputies of Clerk Typists

FOIA OFFICER: Jill Raisbeck

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Form is necessary to obtain or view DD214 records.
Forms are available in Recorder's Office

RECORDS ON FILE:
Deeds: Special Warranty, Warranty Deed, Corporation Deed, Conservators Deed, Executors Deed, Judicial Deed, Sheriff's Deed, Marshall's Deed, Trustee's

Deed, Deed In Trust, Quit Claim Deed.

Other: Lis Pendens, Certificate Of Sale, Agreement For Warranty Deed, Notice Of Agreement For Warranty Deed, Notice Of Interest In Real Estate, Memo Of Agreement, Assignment Of Interest In Agreement For Wd, Assignment Of Contract, Agreement For Sale, Mortgage, Release Of Mortgage, Trust Deed, Deed Of Trust, Extension Agreement, Assignment, Partial Release, Release, Assumption Agreement, Judgment, Notice Of Lien, Notice Of Home Improvement Loan, Power Of Attorney, Revocation Of Power Of Attorney, Consensual Lien, Federal Tax Lien, Mechanics Lien, Subcontractors Lien, State Income Tax Lien, Retailers Occupation Tax Lien, Unemployment Tax Lien, Mobile Home Privilege Tax Lien, Certificate Of Incorporation, Merger, Change Of Name, Application For Reinstatement, Change Of Registered Agent Or Address, Annual Report, Intent To Dissolve, Subdivision Plats, Surveys, Monument Records, Condominium Plats & Declarations, Financial Statements, Continuations, Amendments, Assignments, Terminations, Estate Proceedings, Pre-Nuptial Agreement, Dedication, Deed Of Dedication & Plat, Declaration, Easement, Letter & Plat, Lease, Notice, Option, Partial Waiver, Waiver, Resolution, Redemption, Revocation, Supplemental Indentures, Security Agreement, Tax Sale, Transcript, Vacation, Vacation & Plat, Annexation, Wills, Deferred Re Property Tax Lien, Many Miscellaneous Documents.

Out Of County: Births, Deaths, Marriages, And Divorce

Books: Railroad Mortgage, Mortgage Record (6/29/1838 To 4/3/1958), School Mortgage, Sale Mortgage, Chattel Mortgage, Chattel Mortgage Entry Book, Collectors Bond, Township Treasurers Bond, Record Of Renewal Of Stallion Licenses, Master Certificate Of Purchase, Sheriff's Certificate Of Levy, Certificates Of Purchase, Certificate Of Sheriff's Sale, Redemption From Sheriff's Sales, County Clerks Tax Certificate Of Purchase, Miscellaneous Releases, Registry Of Rare Names, Land Book, Government Survey, Atlas, Index To Plats, Subdivision Plats, Surveyors Record, Deed Record (1/5/1835 To 4/2/1958), Record Book (4/7/1958 To 10/20/1969), Road Plat Books, Monument Record, Soldiers Discharge, Transfer Of Bank Stock, Judgements, Lis Pendens, Factors Lien Index, Bail Bond, Old Age Assistance Real Estate Lien Index, Mechanics Liens, Unemployment Lien, Retailers Occupation Lien, Subcontractors Lien, Federal Tax Lien, State Income Tax Lien, Lien On Chattel, Finance Statement, Entry Book, Grantor-Grantee Index, And Certified List Of Domestic And Foreign Corporations.

Office of the Regional Office of Education

FUNCTION: Distribute State And Federal Grant Funds To Rock Island County Schools; Advise On Controversial School Issues; Assume Responsibility Relative To Holding Institutes Or In-Service Workshops; Supervise/Control School District's Compliance With Statutes; Visit Each School Annually And Conduct A Health/Life Safety Inspection; Direct And Advise Teachers And School Officers; Inspect All Building Plans And School Life/Safety Projects; Issue And Register Teacher Certificates; Determine That Legal Requirements Of Curriculum Are Met; Appoint A Truant Officer And Maintain A Truancy Program; Direct Cooperative Education Programs; Provide In-Service Training To School Bus Drivers; Issue Work Permits; Take A Census Of School Districts; Keep A Map Showing School Districts; GED Registration, Score Tests, And Issue Diploma; Assume Responsibility For Certain Scholarships; Evaluate And File School Treasurer's Bonds; Notify Districts Of Monies Sent To School Treasurers; Prepare Office Budget By October 1 Of Each Year; Give Notice Of Regular And Special Elections; Insure School Board Performance; Report To The County Board And Annually To The State Board Of Education; Organize And Administer Educational Contests For Students In The County; Hold Monthly District Superintendent Meetings; Hold County Principal Meetings Three Times A Year; Meet With Retired Teachers Regarding Issues Of Concern; Organize, Coordinate, And Administer A Cooperative Purchasing Program For All Schools; Organize, Coordinate, And Administer Staff Development Programs For All Educational Staff In The County; Organize And Conduct Quarterly Meetings Of The Regional Board Of School Trustees For Rock Island County.

LOCATION: Coolidge Building; 3430 - Avenue of the Cities, Moline Illinois 61265 (309)736-1111

TOTAL OPERATING BUDGET: \$67,716

Page 2 - Regional Office of Education

EMPLOYEES: Tammy Muerhoff - Regional Superintendent
Joseph A. Vermeire - Interim Assistant Superintendent
Clayton Naylor ó Interim Assistant Superintendent
Tina Crosby - Executive Secretary

DESIGNATED PERSON TO RECEIVE REQUESTS: Executive Secretary

FOIA OFFICER: Tammy Muerhoff

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru
Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: General Financial Records For Rock Island County School Districts (Budgets, Expenditure Reports, Annual Financial Reports, Reimbursement Claim Forms); Copies Of Federal And State Grants; Enrollment Figures; GED Records; School Bus Driver Records; Institute Fund Records; Teacher Certification And Registration Records; Home Schooling Records; Truancy Records; Supervisory Fund Records; Distributive Fund Records; Transportation Fund Records; School Compliance Records; Health/Life Safety Records.

Office of the Sheriff's Department

FUNCTION: Upholds and maintains all Federal, State, and Local laws. Effectively carries out all laws. Maintain prisoner population.

LOCATION: Sheriff's Department - 1317 Third Avenue Rock Island

TOTAL OPERATING BUDGET: \$12,685,326

EMPLOYEES: Jeff Boyd - Sheriff; Captain/Chief Deputy Gerald Bustos, Captain Jeff Fisher, Captain Martin C. Marlier; Captain Steve VenHuizen; Molly Forslund- Executive Secretary; 171 other employees

DESIGNATED PERSON TO RECEIVE REQUESTS: Deputy Keim and Stacey Watson

FOIA OFFICER: Deputy Joel Keim and Stacey Watson

HOURS TO INSPECT/REVIEW RECORDS: 7:30 AM to 4:00 PM Monday thru Friday

OFFICE HOURS: 7:30 AM to 4:00 PM Monday thru Friday

ACCESS TO RECORDS: Request form must be presented

RECORDS ON FILE: All records pertaining to areas of concern for the Sheriff's Department. (Includes all Administrative, Investigation, Evidence, Fugitive/Warrant, Identification/Records, Communications, Civil Process, Jail, Maintenance.)

Office of the States Attorney

FUNCTION: Functions of the States Attorney Office are those provided by law (5/3-9005), as well as a Deferred Prosecution Program, and the Check Theft Program.

<u>LOCATION:</u>	Criminal Division Courthouse 210 - 15 th Street; 4 th Floor Rock Island, IL 61201 309-558-3250	Civil Division County Office Bldg 1504 Third Avenue Rock Island, IL 61201 309-558-3235	Juvenile Division Juvenile Justice Center 525 18 th Street Rock Island, IL 61201 309-558-3875
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TOTAL OPERATING BUDGET: \$1,884,372

EMPLOYEES: John McGehee - States Attorney; Norma Kauzlarich- 1st Assistant; Rebecca Bernard - Office Administrator; 11 additional Assistant States Attorney's; 8 clerical positions; one Court Liaison, one Criminal Process Coordinator; one Victim's Assistant; one part time victim witness coordinator and one Deferred Prosecution Coordinator

DESIGNATED PERSON TO RECEIVE REQUESTS: Staff Members

FOIA OFFICER: Rebecca Bernard, Melissa Hutton, John McGehee, Patty Castro and Heidi Weller

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Office files - pending & disposed felonies; Index Cards - Disposed Felonies; Deferred Prosecution Files; Civil Files; Budgetary Files; Payroll records.

Office of the Treasurer

FUNCTION: Receives the revenue and public monies of the County, and pays out the same pursuant to law.

LOCATION: County Office Building - 1504 - 3rd Avenue Rock Island, Illinois 61201 (309)558-3510 - 1st Floor

TOTAL OPERATING BUDGET: \$491,411

EMPLOYEES: Louisa Ewert - Treasurer
Sue E. Alberts - Chief Deputy; Marcy Chapman- Administrative Assistant; Carolyn Kerr ó Deputy Clerk III, Collette Maranda- Head Cashier; Cheryl Jenkins- Assistant Cashier

DESIGNATED PERSON(S) TO ACCESS RECORDS: Sue E. Alberts, Louisa Ewert or Marcy Chapman

FOIA OFFICER: Louisa Ewert or Marcy Chapman

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Mon thru Fri

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE

Trust Account Record	Records
Current Year Real Estate Tax	Certificates of Publication from Taxing Bodies
Railroad Tax Book	Monies Invested by RICO
General Ledger	ETSB Financial Records
Forfeited Tax Records	Solid Waste Financial Records
Demolition Affidavits	JTPA Financial Records
Plat Maps	
Delinquent & Current Mobile Home Tax	Forest Preserve Financial Records

**Please see following search and reproduction fees

Inheritance Tax Records are no longer available for inspection as per 35 ILCS 405/6

Office of Veterans Assistance Commission

FUNCTION: Provide financial relief and supplies to indigent veterans.

LOCATION: County Office Building - 1504 Third Avenue Rock Island, Illinois 61201 (309)558-3547 - Ground Level

TOTAL OPERATING BUDGET: \$348,454

EMPLOYEES: Todd Harlow, Superintendent; Priscilla Toliver, Administrative Asst.

DESIGNATED PERSON TO RECEIVE REQUESTS: Administrative Assistant

FOIA OFFICER: Todd Harlow

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Mon - Fri

OFFICE HOURS: 8 AM to 4:30 PM Monday - Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Personnel Files, Annual Financial Reports, Monthly Service Reports, Audit Reports, Balance Sheets, Budgets, Canceled Checks, Bank Statements, and Contribution Record, Deposit Slips, Paid Bills, and Invoices, Cash Receipts, Cash Register Fiscal, Budget, and Payroll Records, Tapes, Check Stubs, Purchase , Summary of Death Record Cases, Orders, and copies of all paid bills, Service Officer Applications, Monthly Financial Reports, Monthly Treasurer Reports, Death Records, Disbursing Orders, General Assistance Report, Monthly Estimate of Relief (Requirements), Monthly Reports, Roll Call (VAC), *Veterans Assistance Cards, Payroll Records, *Veterans Assistance Relief Files, Administrative Files, Annual Services Reports, Committee Reports, Constitution and By-Laws, Equipment Files, Freedom of Information Requests Minutes (VAC)

*These are private records under Federal Privacy Laws and Regulations and are only available with a release of information from the individual veteran for whom the records are for.

Office of Zoning & Building

FUNCTION: To ensure compliance with the County's Zoning and Building Ordinances. The Zoning Department assists residents with zoning requests, questions, applications for variances, rezoning and special use permits, as well as investigating complaints regarding zoning violations and overseeing regulations.

The Building Department is responsible for enforcement of the County's Building Codes, including reviewing plans for new and altered construction projects, issuing building permits and occupancy permits and on-site inspections.

Zoning and Building employees also answer questions from residents, business contacts, potential residents, and corporate clients interested in locating in the county regarding building requirements, zoning requirements, and all applicable rules and regulations.

LOCATION: County Office Building - 1504 Third Avenue, Rock Island, Illinois 61201 (309)558-3771 - 3rd Floor

TOTAL OPERATING BUDGET: General Fund \$259,966

EMPLOYEES: Greg Thorpe - Director; Matt Alberts and Denny Mesick - Building Inspectors; Vacant - Zoning Investigator

DESIGNATED PERSON TO ACCESS RECORDS: Greg Thorpe - Director

FOIA OFFICER: Greg Thorpe

HOURS TO INSPECT/REVIEW RECORDS: 7a to 10a; 230p to 430p
Monday thru Friday

OFFICE HOURS: 7-10a; 230p ó 430p Monday thru Friday

ACCESS TO RECORDS:

Request form is necessary

RECORDS ON FILE:

Building Permits	Occupancy Permits
Minutes of meetings	Zoning Violations
Rezoning Applications	Rezoning Permits
Special Use Applications/Permits	
Variance Applications/Permits	
Subdivision Applications/Plats	
Liquor License Building Inspection	
Floodplain Applications/Permits	
Floodplain Maps	Zoning Maps by parcel
Mobile Home Permits	