

Administration Committee
Rock Island County Board
December 11, 2012

The Administration Committee of the Rock Island County Board met on Tuesday, December 11, 2012 in the conference room of the County Board Office. Chairperson John R. Brandmeyer called the meeting to order at 3:00 PM.

Committee Members Present: Brandmeyer, Brunk, Dueysen, Meersman, Mielke and Oelke

Committee Members Absent: Mayberry

Others Present: Phillip B. Banaszek, David VanLandegen, Kelly Fisher, Linda Billingsley, Lisa Bierman, Jeanette Hunter, Jerry Shirk, Captain Martin C. Marlier, Brian Gustafson, April Palmer, Baron Heintz and Ed Langdon

Motion by Meersman, second by Brunk to approve the minutes of the November 14th minutes. Carried.

Steve Meersman has been selected as Vice-Chairperson of the Committee.

Court Administrator request - will be postponed until later in the meeting

Request to Hire

Ms. Fisher requested permission to replace the Deputy Clerk II position within her office. It is a budgeted position that was moved to the Chief Deputy. (Record)

Motion by Meersman, second by Brunk to approve and forward to Human Resources. Carried.

Request to Hire

Ms. Bierman requested permission hire a replacement Deputy Clerk I position within her budget. (Record)

Motion by Dueysen, second by Meersman to approve and forward to Human Resources. Carried.

Next, Ms. Bierman requested permission to hire two temporary part time clerks at \$9.63 per hour out of the Document Storage budget. (Record) She anticipates a one year term working with the collection efforts. They will work no more than 19 hours per week each.

Motion by Meersman, second by Brunk to approve. Carried.

Motion by Meersman, second by Dueysen to approve transfers of appropriation in 6 funds and 8 resolutions. Carried.

Motion by Meersman, second by Brunk to approve the claims. Carried.

Condition of Funds

Ms. Palmer presented the routine monthly reports. (Record) She explained that trial balance is the report based on budget while cash balance report is reflective of checkbook balances. Ms. Palmer discussed the end of fiscal year obligations and how revenue can be booked for an additional 60 days. Ms. Palmer pointed out that 123 Homeland Security and 157 Local Law Enforcement have been closed out and identified by the Sheriff's Department as to where to reallocate those funds. Notice was received regarding Replacement Revenue to go from \$2.2million to \$1.8 million in 2013. The General Fund will be affected.

Motion by Meersman to approve the report. Second by Brunk. Carried.

Monthly Building Inspection Schedule

In the packet for information were the 2013 inspection schedule and a copy of the form. (Record) Chairperson Brandmeyer stated that it is a general walk-thru of a building of the member's choice.

Sheriff

Captain Marlier presented the routine monthly report. (Record) He offered to walk members thru their buildings when completing the inspections. Food costs for the month of November were reported at \$35,593. Reimbursements for housing of inmates are very low, as we are waiting on State and Federal reimbursements.

Motion by Dueysen, second by Mielke to approve the report. Carried.

Court Services

Mr. VanLandegen presented the routine monthly report. (Record)

Motion by Dueysen, second by Brunk to accept the report. Carried.

Animal Control

Included in the packet was the monthly report from Animal Control. (Record) Captain Marlier was present. Mr. Meersman added that animal control is a required function of County government.

Motion by Meersman, second by Brunk to approve the report. Carried.

Coroner

Mr. Gustafson presented the routine monthly report. (Record)

Motion by Meersman, second by Mielke to approve the report.
Carried.

Information Systems

Ms. Billingsley presented her routine monthly report. (Record)

Motion by Brunk to approve the report. Second by Meersman.
Carried.

Public Defender

Mr. Heintz presented the routine monthly report. (Record) He advised that the Constitution of the State requires the right to an attorney for all individuals and those who are unable to pay for their own attorney receive a court appointed attorney. There are 6 attorneys (including Mr. Heintz), 2 clerical and 1 part time investigator in the office which is about half of what the standards say is required. They are overloaded but continue to turn out quality legal services. The office handles any case that may come with a jail sentence. Mr. Meersman asked for the percentage of felony cases that pass thru the office. Mr. Heintz stated it is about 90%. There is a wide variety of experience in the office; Mr. Heintz was an elected SAO in Henry County, former prosecutors, criminal defense attorneys for more than 30 years, a lot of experience and capability.

Motion by Meersman to approve the report. Second by Brunk.
Carried.

Emergency Management Agency

Mr. Shirk presented the routine monthly report. (Record)

Motion by Oelke, second by Dueysen to approve the report. Carried.

Other

Chairman Banaszek stated that we had a Nuclear Disaster Drill last week and it went very smoothly. It was very professional and a good experience.

There being nothing further to discuss, the meeting was adjourned at 3:39 PM.

Shelly Chapman