

Finance Committee
Rock Island County Board
December 12, 2014

The Finance Committee of the Rock Island County Board met on Friday, December 12, 2014 in the conference room of the County Board Office. Chairperson Don Jacobs called the meeting to order at 2:00 PM.

Committee Members Present: Jacobs, Ballard, Mayberry, Steffen (via tele-conference as per iii), Cremeens, Brunk and Terry

Others Present: Ken Maranda, Joe Taylor, Jeannette Hunter, Jerry Clyde, Kelly Fisher, Jan Leone, Louisa Ewert, Karen Kinney, Larry Wilson

Motion by Ballard, second by Mayberry to approve the minutes of the November meeting. Carried.

Vice Chair of the committee was designated as Richard Brunk.

Motion to add items to the agenda by Mayberry, second by Ballard to approve. Carried.

Annual Designation of Tourism Body

Quad Cities Convention & Visitors Bureau has been designated as the tourism body for the County.

Motion by Ballard, second by Terry to approve the annual designation. Carried.

Mr. Taylor stated that the resolution means that the QCCVB is the tourism promotion agency for RICo and allows to apply for tourism grants to represent the County and QC Area. Mechanism to give access to the state grants. 2015 is the 25th anniversary of the QCCVB.

Legal Update

None

Fee Study – Recorder

Ms. Fisher advised that a few months ago, hired Bellwether to review the fees of the Recorder's Office. In that course, found that RICo was in the lower third for fees. Neighboring counties are higher than we are as well. Great detail to the office functions and staff duties. Recording fees was \$42.50 will be increased to \$58. Could have gone to \$63, but felt too big of a jump at one time. Will help the General Fund, GIS and the Automation Fund. Increase will begin for all documents recorded on or after February 1st. Recording fees haven't been

changed since 2005. Copy fees haven't been changed in the entire time Ms. Fisher has been in the office (over 24 years).

Motion by Ballard, second by Brunk to approve the fee increase resolution.
Carried.

Finance Chairpersons Report
Distribution report was reviewed. (Record)

Tax Anticipation Warrant discussion for General Fund – suggest that move to \$3m instead of \$2m, Jacobs stated. Palmer hoped we would have closer to a \$3m fund balance making the need to borrow just \$2m.

Motion by Brunk, second by Terry to approve the TAW for up to \$2m. Carried.

Levy Discussions

IMRF and FICA discussion as recommended by Bellwether – can move COPS, Court Security, GIS and Recorders Document. Certain personnel out of General Fund are being paid out of a separate fund called Court Security or COPS and all costs are not covered by other fees and are being paid by the General Fund. Because of that, the General Fund makes up the difference for the costs. If the separate funds didn't exist, would be in the General Fund. Saying those are really General Fund responsibility and should be paid out of the legally required IMRF and FICA funds for benefits only. The General Fund would not need to supplement funds for IMRF and FICA for these employees. Equals a 4.56% tax increase. Originally COPS was set up as a grant and we were required to maintain the services. Can still monitor the costs even with the benefits being paid out of the appropriate levy funds.

Motion by Ballard, second by Mayberry to proceed. Carried.

Non-Union Policy

Policy is that non-union get what the unions receive – 2% plus 2% for those employees where their counterparts are 2025A employees. (Record) 75% of the expenses in the General Fund are salaries and benefits. Duration of the contract language – still a working document. Should be revisited with each contract approval. Evaluations conducted annually. Ballard stated that the non-union personnel all receive 2% and it has a timeframe, deadline on it. Cremeens stated that is not a contract, it is a policy and with the situation, should be examined. Wilson stated that it is not an every year issue – over the last 5 years there has been one increase. In the meantime, the union gets the GWI plus step increases the exempt (non-union) personnel work without any increases for years. Ballard stated that it was done in a resolution which is a legal document. Kinney stated that it is pending an evaluation. Must be satisfactory evaluation.

If not carrying their weight, then don't get an increase. Fisher stated that the non-union employees, department heads and chief deputies all should get these increases, they are passed over frequently. Clyde commented about succession planning and keeping up with the market pay scales in order will assist with keeping our talent in place. Hunter stated that we have good people who work here for the County and we will lose them, if we don't pay them. Jacobs stated that one more year of losing the \$1.5 million and there won't be increases at all. Palmer stated that keeping the non-union folks lower is not going to save the county from the financial impact. Union employees have a contract and she agrees that they deserve every penny, but it shouldn't mean that the non-union employees shouldn't get an increase. Ballard stated that at the end of the day, it is the department heads that sign off on those evaluations. Should be up to the department heads to conduct those evaluations. Palmer added that the Chief Deputies would not be there if their performance was poor. Kinney added that the elected officials shouldn't be excluded, hire new positions, more people; hired new HR Director with \$12,000 more than the previous person earned. Clyde stated that the evaluation issue is being addressed with EOH/DH and he doesn't feel that evaluations should be tied to increases.

Motion by Terry, second by Brunk to maintain policy. Carried with Cremeens and Steffen voting no.

IMRF Optional LTC Insurance

Motion by Ballard, second by Terry to table for further research. Carried.

Benchmarking Study

\$7500 to join a study to establish a catalogue of best practices –

Motion by Ballard to deny – second by Terry. Carried.

OPEB Report Update

Actuarial Study as required for our annual financial report. It is a requirement under the GASB.

Motion by Ballard, second by Terry to approve the report in a timely manner. Carried.

Condition of Funds

Ms. Palmer presented the routine monthly reports. (Record) Trial balance reflected the budget balances. Fund Balance report was reviewed. Today's GF Cash 2,206,612 which does not count today's payroll which was \$823,000 leave

us at \$1,789,500 of cash. It does include the claims and TD's. Claims are down from last November.

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

Request to Hire Probation Officer

Ms. Leone stated that promoted from within a line staff to supervisor.

Motion by Terry, second by Ballard to approve the replacement. Carried.

Request to Adjust Salary/Title

Ms. Leone stated that she has one non-union personnel that is not aligned with the FOP or AFSCME – realign to Administrative Assistant IV at \$52035. (Record)

Motion by Maranda, second by Ballard to approve the salary adjustment and title. Carried.

Request to Hire Replacement HR Associate

Mr. Clyde requested permission to hire a replacement HR Associate. (Record)
The position had been budgeted at \$40,000 and will be under the budget for the aggregate of the department. Need a quality person for the office with the centralization.

Motion by Ballard, second by Maranda to approve.

Terry stated that budgeted at \$40,000, brought in at \$32,000 asking for the replacement to be at \$30,000 to \$31,000. Will need two to three years of HR experience, benefit information. Jacobs asked what the CA will do when they come in. Clyde did not feel it would be a function of the CA. Just wants authority to negotiate and recruit. Brunk asked if should be making any significant changes to a departed that will be reporting directly to the CA and why step out that far. Brunk stated that the reason we are bringing in a CA is because of the issues in the past. Clyde stated that the functions will remain, regardless of the CA. Brunk stated that the CA is to look at efficiencies. Clyde stated that are very understaffed since Marcy Fisher retired.

Kinney added that his request is to “pad” the salary of a position that is vacant but just questioned about evaluations and “handing out” raises. What happened to evaluations and a probationary period?

Carried with a roll call vote. (No: Brunk, Terry, Yes: Ballard, Mayberry, Cremeens and Steffen)

Request to hire an independent contractor for maintenance of the COB. Would be an independent contractor for the services – couple hundred dollars a month. Snow plow, chemicals to the boiler, etc.

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

Motion by Terry, second by Ballard to approve the transfers of appropriations in 12 funds. Carried.

Motion by Terry, second by Ballard to approve the delinquent tax resolution. Carried.

Motion by Terry, second by Ballard to approve the resolutions listed as 14B-14Y. Carried.

Motion by Ballard, second by Brunk to approve the TD's of \$4070738.38. Carried.

Motion by Terry, second by Brunk to approve the claims of \$1576937.36. Carried.

Motion by Terry, second by Ballard to approve the three resolutions for the Highway Department to move the appropriations from FY 14 to FY15. Carried.

Assessment Office

Tentative Factor is a 1.00 pending Board of Review action. Freeze forms will be mailed at the end of the month. PA98-0109 regarding farmland valuation. Changes are being made and will be effective soon. Productivity indexes are reviewed to determine the value of farmland.

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

Board of Review

Ms. Russell reported that working to finalize their session. (Record)

Motion by Ballard, second by Brunk. Carried.

Treasurer

Ms. Ewert presented the monthly reports. (Record) She advised that the July Supplemental Sales Tax proceeds were reflective of a plane being sold. Ms. Ewert then presented the annual designation of banks resolution. (Record)

Motion by Brunk, second by Terry to approve the resolution. Carried.

The delinquent tax list will publish tomorrow, tax sale December 30th.

Motion by Ballard, second by Mayberry to approve the report. Carried.

Motion by Terry, second by Ballard to approve the per diem/mileage report.
Carried.

There being nothing further to discuss, the meeting was adjourned at 328pm.

Shelly Chapman