



Rock Island County
1504 Third Avenue
Rock Island, IL 61201
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**Administration Committee Minutes
Tuesday May 10, 2016 8:30 am**

The Administration Committee of the Rock Island County Board met at the above date and time in the Conference Room of the Administration Office on the second floor of the County Building, 1504 Third Ave, Rock Island, IL. Chair Mia Mayberry called the meeting to order at 8:30 a.m. Minutes as follows:

1) Call to order and roll call

Committee members present: Mia Mayberry, Ginny Shelton, Kai Swanson, Nick Camlin, Jeff Deppe, Drue Mielke, Ron Oelke

Committee members absent: None

Others present: Sam DeYoung, Jerry Shirk, Kenneth Maranda, Hayleigh Covella, Darren Hart, Jerry Clyde, Kurt Davis, Tammy Weikert, April Palmer, Louisa Ewert

2) Approval of the minutes from the April 12, 2016 meeting

Motion to approve: Drue Mielke

2nd: Nick Camlin

All in favor

Motion carried

3) Public comments

There were no public comments.

4) Consider approval of claims

Motion to approve: Nick Camlin

2nd: Jeff Deppe

All in favor

Motion carried

5) Consider approval of treasurer's disbursements (TDs)

Motion to approve: Jeff Deppe

2nd: Nick Camlin

All in favor

Motion carried

6) Consider transfers of appropriations

Motion to approve: Nick Camlin

2nd: Jeff Deppe

All in favor

Motion carried

Mr. Mielke asked what the \$3,000 Construction in Progress was from or to that Mr. Ross showed on the transfers in his report. Mr. Mielke said it was to Repairs and Maintenance. He said he has never heard of Construction Progress as a fund. Ms. Palmer explained that it was \$30,000 and was for a carryover from repairing the wheelchair ramp at the jail. Mr. Mielke asked if that is completed. Mr. Hart said it's completed. It has already been inspected and is being used.

7) Consider appropriation resolutions for funds

Motion to approve: Ginny Shelton, Nick Camlin

2nd: Kai Swanson

All in favor

Motion carried

8) Reports to the Committee

a) Condition of Funds – Ms. Palmer

i. State of IL Payments report

Ms. Palmer presented her standard reports.

Ms. Palmer started with trial balance and budgetary standings of the funds and departments that report to this committee. She noted that looking down the line, the committee should see that the budgets are at 58% or higher as of April 30th and 90% of them are. She explained that she has already talked about Court Admin and how one-time expenses have caused it to look over budget, but it is not in essence as of yet. She noted that they do have to order juror's checks, so there will be some large expenses coming out of there in the next couple of months, but it's for normal needs and she understands that they have to buy them in bulk and they should last over a year. She thinks they'll last 2 years for one form and almost 3 years for another, so they won't have that expense again for a long time.

On the fund balance page, Ms. Palmer reported that the estimated fund balance as of November 30, 2015 through the audit did change again for the General Fund. Now it is up \$80,000 from the prior year of FY14, so that's a good movement. Liability Insurance was the only other one that changed on there. They had to record

some workers comp liability that is estimated to be payable, so by audit standards they have to make sure to account for those things properly.

Ms. Palmer noted that in the current fund balance column looking down line, the General Fund appears \$90,000 almost in the hole. The county had three payrolls in April this year versus having those in May last year, so comparing this year to last year if there hadn't been those 3 payrolls, it would have been higher than last year as fund balance goes. That's what created that huge expense where it's up to \$10.5 million. Ms. Palmer added that Animal Control is up some from last year with an extra payroll also being paid in April. It looks better. Revenues are up a little bit and expenses are down overall. They're making a tiny dent in that negative fund balance, about \$16,000 overall to date. Ms. Palmer noted it's a step in the right direction. Child Welfare is down from last year in the same month, which is a good thing. Law Library had planned to drop some last year, so they used those reserves in proper order. They are expected to use \$7,000 more in reserves to their update books and records for the attorneys. Ms. Palmer noted that she has mentioned Court Security and Child Support a few times. COPS is looking much better compared to last year. It's down by \$85,000 and also had an extra payroll in April that has already been paid.

Ms. Palmer reported that there are 3 more payrolls until tax distribution. She explained that that's something to note so that they can keep an eye on those funds. Normally, there would be 4 or even 5 more. It's just depending on how the payrolls fall in a year.

On the cash balance page, Ms. Palmer reported today's General Fund cash at \$935,950 as of earlier this morning. She noted that it may be different now according to what the Treasurer's Office has posted already. She asked the committee to keep in mind that the General Fund has a cash loan of about the same as last year, but from a bank this year as opposed to from working cash. They reserved the working cash funds for use in FICA Fund so they didn't have to go out for multiple bank loans. They can just take the bank loan out on the General Fund. She also told the committee to keep in mind that extra payroll. That's what's hitting cash in a lot of these funds and making them lower than last year at the same time. Ms. Palmer explained that once they get through the end of May, that will even out because they'll have had the same amount of payrolls in the year so far.

Ms. Palmer directed the committee's attention to the State of Illinois payments. She noted that they are paying. They are paid up through January and even through March on the salary reimbursements as of the end of April. That's as caught up as they're ever going to get. They're not letting the county lag behind in those payments anyway, which is good news.

Mr. Swanson said he was at an Extension thing for county officials over the weekend and folks from other towns are not getting their replacement revenues. He asked if Ms. Palmer is hearing that from other auditors. Ms. Palmer said that as Ms. Ewert can attest to, the county is down on getting that replacement revenue by about half. Ms. Ewert said it's short about \$147,000 from a year ago this month. She has some concern. She was thinking they started taking some of that shortage that they said... She contacted them by phone and they said that's not true. They're starting that in 2017. She asked them for an explanation and they said she had to put it in writing and email it and put in a request for research. They have gotten some other calls. Mr. Swanson thought he heard from other counties that they're not getting anything, so we might be fortunate. Ms. Palmer said the county is getting something. She asked for confirmation from Ms. Ewert that it's getting about half of what they would normally expect. Ms. Ewert said not for replacement. Ms. Palmer asked if we got \$140,000 instead of \$300,000. Ms. Ewert said we received \$483,834, when last year at the same time it was above \$625,000. It was about \$145,000 down

Motion to approve: Ginny Shelton

2nd: Kai Swanson

All in favor

Motion carried

Ms. Ewert wanted to make a quick note, looking at the General Fund balance. She noted that Ms. Palmer said it was over \$900,000. There was a little concern about meeting payroll at the end of May. It has over \$900,000 right now, but one payroll, which is this Friday, is over \$700,000, so she doesn't know if they'll have to look into another type of internal loan or go out and take a look at more cash...unless the county gets a windfall of money from somewhere.

b) Information Systems – Mr. Davis

Mr. Davis said he contacted Municipal Media regarding website advertising. In the month of April, the county made \$131.60 off of website advertising. That's not much, but it's something. With tax season coming up, that should increase hits to the website. He'll see where it goes from there.

Mr. Davis presented his monthly report.

Motion to approve: Drue Mielke

2nd: Ginny Shelton

All in favor

Motion carried

c) Public Defender – Mr. Heintz

Mr. Heintz's report was provided in the packet.

Motion to approve: Kai Swanson

2nd: Ron Oelke

All in favor

Motion carried

d) Emergency Management Agency – Mr. Shirk

Mr. Shirk presented his monthly report.

Mr. Swanson said it's mostly just curiosity, and he appreciates everything Mr. Shirk does. He asked if he could name the four churches that he has gotten into disaster reimbursement. Mr. Shirk said he can tell him it's the Lutheran St. John's, it's Emmanuel on 24th Street, St. John's in Coal Valley, and another couple others that belong to that denomination. Mr. Mielke asked if it's the Lutherans. Mr. Shirk confirmed. Mr. Mielke said it would be Trinity in Coal Valley. Mr. Shirk explained that they have a very large state organization that responds to disasters.

Mr. Clyde noted that he's also going to bring this up at the HR Committee, but he attended the disaster conference over at the Waterfront Center this past month and he and Mr. Shirk have had some discussions about wanting to do a similar type of planning session and possible drill here with the county. They'd like to maybe start taking a look at something this fall. Ms. Mayberry asked what something like that would entail. Mr. Shirk said they can do a couple of things. They can do a table top exercise with people who respond to emergency operations during a disaster. That is probably what the county probably should do and get the Elected Officials involved. They can do some large scale exercises, but that wouldn't affect the Elected Officials or administration, so table top is the best thing to do.

Mr. Mielke noted that he just heard of this MAVAS a month ago and asked what that stands for. Mr. Shirk said Mutual Aid Vox Alarm System. He explained that the state is divided up into divisions and there are 100-some divisions. It's just a mutual aid agreement. He explained that a lot of these cities have gotten together. The state provided a lot of equipment years ago after 9/11 for hazmat response and ape technical rescue. Cities can't do that on their own so they bonded with other cities so they have the MAVAS division. They train as a while. Mr. Mielke asked how long Coal Valley's Fire Protection District has been doing that. Mr. Shirk said probably

about 10 years. They're MAVAS 39. A lot of the rural fire departments belong to them. MAVAS 43 is the cities here.

Motion to approve: Drue Mielke

2nd: Jeff Deppe

All in favor

Motion carried

e) Court Services – Mr. Vandersnick

Mr. Vandersnick's report was provided in the packet.

Motion to approve: Kai Swanson

2nd: Jeff Deppe

All in favor

Motion carried

f) Circuit Court – Ms. Weikert

Ms. Weikert reported that this past month, they've been busy with the Elected Officials Conference. The top order of concern amongst all the Circuit Clerks in the state is the e-business directly affecting implementation of e-filing. They are actively working on that. They have scheduled a webinar for the Bar Association. They're going to start out with just the board, showing them how e-filing will work. Once the board of the Bar Association is satisfied with the process, then they'll submit the application to DOIC and that goes with a letter from the Bar saying they're happy with it. It's coming. They're excited about it. It's not too far off. Ms. Weikert noted that one convenient thing for attorneys is the filing period is not 8:00-4:30. The filing period is, if they are open for business that day, it's until 11:59 that day. If they file it on Saturday when they're not open for business, then the files go to Monday's. Ms. Mayberry asked if that's how federal court is. Ms. Weikert confirmed. She said it's something they're excited about. There is a lot of other e-business on the horizon as far as e-citations. They've already implemented e-plea, so e-citations will be the next. There is already an application by the Illinois State Police for a statewide e-citation system. Ms. Weikert said she's excited to monitor that and see how that progresses. Ms. Mayberry asked how that would work. Ms. Weikert said she's not sure. It depends on if the state approves the pilot. State police would have some sort of system in their cars, and she's presuming once they got back to home base, their devices in their cars would synchronize with their system, which would deliver citations to her office electronically. If her office is approved to accept them electronically, it would auto-populate their case management system. If they're not approved, then her office would on their end suffer the printing cost and it would

have to be printed and handled the same way. The e-filing application she's prepared to do at this time is only for civil, not civil and criminal. That's a whole different carton of eggs. They're not at the point to handle that. Once they get civil going, the next step will be criminal. She's hoping e-citations and criminal e-filing will go hand in hand because she doesn't want two different ways of doing it down the road. They'll try to synchronize it the best they can. Ms. Weikert said that's exciting for them. It will completely redesign the way their offices function. They've got lots of new staff, so they had their vendor come in from Goodman Associates, the vendor that operates (inaudible). They came in and did some staff training and touched on a little bit of e-filing for them so staff can start to see how e-filing is going to affect them and what the next steps are. Every time they have a little bit more exposure, that's when it starts to settle in with them. They're excited about it. One of the main goals with the staff to get them on board is for them to be excited about it.

Ms. Weikert reported that in preparation for the new courthouse design, they toured the Police Department in Rock Island, which was exciting for them. She explained that they are actively working on everything that's in the basement in the courthouse now, getting as much of that turned into electronic files as possible to minimize their footprint in the new building. She is extremely concerned with how much they have down there now and the cost of making it electronic. They are working with their vendor now to assess costs and try to roll it out in a staged execution. Ms. Weikert is concerned about how that will affect her budget, but she is working on it. Mr. Oelke asked, if they convert them, if the paper documents get destroyed or if they still have to hold them for a certain amount of time. Ms. Weikert explained that some of those can be destroyed through the normal destruction process. If the file is of a period of time, it is available to be shredded, once it's made into film. Wills can never be destroyed. They will probably find offsite storage but will still store electronically to increase access. Ms. Weikert explained that they can never get rid of index books and will film them and import them into the electronic system to minimize their footprint. Anything they have in the basement – county records, payroll records, that kind of thing – anytime they can not take those with them, those are things they're looking at now. In the evidence room, there are things in there they can't get rid of until the person has completed their sentence. They are working with agencies to have some of them store it. The same with felony records. They can microfilm those records but can't get rid of the file until the person has completed their sentence, which can be a long time. Ms. Mayberry asked if they have a certain amount of space in the new courthouse for what they have to take with them. Ms. Weikert said that would be the plan. Mr. Oelke asked if they'll get it out of the basement. Ms. Weikert said that's the goal. They can't have anything left in the courthouse. It's a pretty big undertaking. Mr. Oelke said that's an understatement.

Ms. Weikert reported that in regards to their State of Illinois Child Support Reimbursement, they have not received anything from them beginning July 1, 2015. They get \$30-40,000 annually from them for that fund and have not received any of those payments to date, so they're anxious for some of those payments to start coming through.

Motion to approve: Ron Oelke

2nd: Drue Mielke

All in favor

Motion carried

g) Animal Control – Ms. DeYoung

Ms. DeYoung presented her monthly reports.

Mr. Swanson noted that looking through the budget lines, it indicates that there's a goal of getting \$100,000 in private donations through PAWS. Ms. DeYoung confirmed. She explained that PAWS actually stepped up this year and helped them. They are paying for all of Animal Control's in-house surgeries. Normally, the county reimburses them for it. PAWS pays for vaccines – not rabies because they're required by state statute to give rabies to an animal when it leaves the shelter, so the county pays for that – but they pay for distemper, parvo, heartworm test, medicines that come for animals being cared for at the shelter. They are also paying the maintenance contract on the generator. Basically, what they do is reimburse. They also pay for 3 part-time employees. Mr. Swanson noted that that's fantastic. He said that [the report] indicates that there's a way to go to get to 100k. He asked if there are things that can be done to help them with their fundraising. Ms. DeYoung said that any time they have an event, they can tell their people about it and they can attend. The golf outing is coming up. They have a paint night on the 21st that they almost have to cancel because they only have two people signed up for it. Mr. Swanson said he would like to help publicize it, but when he asked her about the golf outing, it was internal. Ms. DeYoung said they have now opened up the golf. May 1st, they had 17 seats to fill. Mr. Swanson pointed out that 25 Board members would all want to help her if she could share that information about the fundraisers, he assumes most of them would want to share it. Ms. DeYoung said she will send it out. Mr. Mielke added that his Coal Valley newsletter is going out today if she has something to sneak in. Ms. DeYoung said that on May 21st they're having a paint night at the shelter. It's like Vino Van Gogh thing. People bring own treats and snacks. It's \$35. The lady is awesome. Ms. Weikert asked who does it. Ms. DeYoung said it's Donna Desmitt. She's trying to hook her up with the zoo to see if she can get a contact out there to do it too. She gives the shelter about 50% and buys the supplies. Mr. Mielke noted that they are so close to Coal Valley. Ms. DeYoung said

they usually get a good response on Facebook. Mr. Mielke asked her to email him and he'll sneak it in. Ms. Mayberry asked if they have a Facebook event for any of this stuff that people can share. Ms. DeYoung said she believes PAWS does. She saw it pop up. Ms. Ewert said she thinks she saw it too.

Motion to approve: Kai Swanson
2nd: Drue Mielke
All in favor
Motion carried

h) Coroner – Mr. Gustafson

Mr. Gustafson's report was provided in the packet.

Motion to approve: Jeff Deppe
2nd: Kai Swanson
All in favor
Motion carried

i) Sheriff – Captain Hart

Captain Hart presented his monthly report.

Motion to approve: Ron Oelke
2nd: Drue Mielke
All in favor
Motion carried

9) Closed Session as per 5 ILCS 120/2(c) (21) – Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06

Mr. Camlin proposed that the committee forego a closed session and authorize Ms. Mayberry's findings. Ms. Mayberry said that's fine by her. She is in favor of keeping them closed if that's fine by everyone.

10) Consider action as necessary based on closed session

Motion to approve keeping sessions closed: Nick Camlin
2nd: Jeff Deppe
All in favor
Motion carried

11) Committee member opportunity for brief comments (*no decisions will be made*)

Mr. Maranda reported that Mr. Camlin just jumped onto his Masters and that they need to recognize him, that's for sure.

12) Adjourn

Motion to adjourn: Jeff Deppe

Meeting adjourned at 8:59 a.m. by Chair Mia Mayberry.

Future scheduled meetings on June 14, July 12,
August 9, and September 13