



Rock Island County
1504 Third Avenue
Rock Island, IL 61201
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**Administration Committee Minutes
Tuesday February 9, 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: Chair Mia Mayberry, Drue Mielke, Nick Camlin, Kai Swanson, Jeff Deppe, Ron Oelke, Ginny Shelton (arrived at 8:37 a.m.)

Committee Members Absent: None

Others Present: Dave Ross, Kenneth Maranda, Trent Vandersnick, Tammy Weikert, Kurt Davis, Sam DeYoung, Darren Hart, Jerry Clyde, Brian Gustafson

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

Motion to approve: Kai Swanson

2nd: Drue Mielke

All in favor

Motion carried

3) Public comments

There were no public comments.

4) Consider approval of claims

Motion to approve: Kai Swanson

2nd: Drue Mielke

All in favor

Motion carried

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

Motion to approve: Kai Swanson

2nd: Drue Mielke

All in favor

Motion carried

6) Consider transfers of appropriations

Motion to approve: Kai Swanson

2nd: Ron Oelke

All in favor

Motion carried

7) Consider appropriation resolutions for funds

Motion to approve: Nick Camlin

2nd: Jeff Deppe

All in favor

Motion carried

8) Reports to the Committee

a) Condition of Funds – Ms. Palmer

i. State of IL Payments

Ms. Palmer presented her report after item 8f.

Ms. Palmer explained that the approved changes the committee was just looking at and approved this morning are mostly grant money, so that's money-in/money-out as per the grant allowances. She explained that the ones that are over-budget are just apparently over-budget. Those have one-time contractual payments that come due at the beginning of the FY for the whole entire year. Those large payments make it look like some departments and funds are over-budget, but that's not really the case. The same goes for a one-time equipment purchase done in Court Automation. When you don't have even monthly payments, it appears over-budget when it's not really.

Ms. Palmer noted that for the fund balance in the first column for November 30, 2015, those are unaudited numbers but very close to what we'll end up with at the end of the FY. Comparing the GF fund balance to the prior year at year-end, we are actually up a bit. She finds that to be wonderfully amazing; it's a good number to start out with. Moving forward into the current fund balance, Ms. Palmer reported that it's at \$1,000,088. Most of the revenue was backdated to the prior FY, so it appears in the number she just talked about. She noted that there is still a lot that wasn't coming in from the state, but they did get good news yesterday, which will be in the February reports. They did receive some salary reimbursements from July through December. That was for the Chief Assessor's office and the Public Defender's

office. Ms. Palmer explained that she has to report those as current year because the 60 days are up. Ms. Ewert added that we got State's Attorney today, too. We got about \$144,000 altogether.

Ms. Palmer pointed out that expenses are up a little bit, but considering they had a 2% salary increase across the board, some benefits went up, and some annual contracts have increased in cost, our expenses are only up \$150,000 for 2 months so far. She doesn't think that's too bad of a deal. Mr. Oelke pointed out that if we have \$150,000 over two months, that pushes a million dollars over the year. Ms. Palmer confirmed and explained that expenses will be up, but that's how its budgeted. She hopes revenues will start again. They did plan a loss in the GF. Any under-budget savings and over-budget revenues are what we want. Ms. Palmer noted that considering where we ended up last FY, that speaks kudos to all departments and Elected Officials.

Ms. Palmer pointed out that Animal Control took a hit in the 2015 FY. They had lots of expenses, which is just one of those things unfortunately. They had to increase the budget of \$130,000. She noted that for these last two months, revenues were up higher than expenses and they were keeping expenses down, so maybe that will continue on. Time will tell. The budget now is \$94,346, so that's from the GF to supplement expenses in the Animal Control Fund. Ms. Palmer hopes they won't need more than that. She said she'd keep the committee up to date on that.

Ms. Palmer reported that the budget from the GF to Child Welfare is \$1,000,090. They're \$119,000 of that in the hole. Court Security has a budget from GF of \$240,000 from the GF and is only \$39,000 in the hole. COPS, they didn't budget anything from the GF this year. She thinks the IMRF and FICA funds will make that fund self-sustaining, so they'll be watching that closely.

Ms. Palmer reported that GF cash balances as of this morning before the State's Attorney money came in was way up compared to yesterday – \$968,500. She noted that we only needed about \$300,000 more to meet payroll and claim expenses of \$518,000 for the rest of this month. She noted the cash balance and why that is down about half a million. Revenue is down for the new year and expenses are up that \$150,000. The cash is falling right in line there. Ms. Palmer explained that everything else is trending the same way except Drug Court. They used some surplus over the last year. They're trying to build that cash reserve back up in FY16 so they would not be taking a loss, but they're trying to do some updates and making expenses last year that were planned.

Ms. Palmer presented the State of Illinois payments report. She explained that the gaps in revenues she spoke of for salary reimbursements will be on the report next month. Sales and Use taxes, they only received up through October, so the month of November coming in will have to be recorded as new FY revenues because we can no longer backdate.

Ms. Palmer encouraged committee members to watch the Budget by Organization report if they want to know where they're standing with departmental revenues and expenses.

Motion to approve: Kai Swanson

2nd: Ron Oelke

All in favor

Motion carried

b) Information Systems – Mr. Davis

Mr. Davis presented his monthly report.

Motion to approve: Drue Mielke

2nd: Ron Oelke

All in favor

Motion carried

c) Public Defender – Mr. Heintz

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

Motion to approve: Jeff Deppe

2nd: Kai Swanson, Drue Mielke

All in favor

Motion carried

d) Emergency Management Agency – Mr. Shirk

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

Motion to approve: Ron Oelke

2nd: Jeff Deppe

All in favor

Motion carried

Mr. Swanson thanked the county, as a representative of Augustana, for being so well represented in planning process of community-wide emergency drill.

Mr. Clyde added that in talking with Mr. Shirk, this is also something they would like to bring as a function to the county, to have an active shooter drill to identify steps. Mr. Clyde will be working with Mr. Shirk over the next 30-60 days to get that in place. Ms. Mayberry said that's good and noted that they had talked about that before. Mr. Oelke asked if they are planning a drill and where they would be the focus of it. Mr. Clyde explained that it's stationing several parts – planning, identifying roles, and problems that can be identified and where they would go from there. It would be a planning activity followed by a drill. Mr. Swanson noted that it could be on any number of emergency scenarios and reiterated that he was impressed that the county was so well-represented and well-prepared, the sheriff's department, Mr. Shirk, etc. It could be weather-related or anything; drilling is important.

e) Court Services – Mr. Vandersnick

Mr. Vandersnick presented his monthly report.

Mr. Ross asked Mr. Vandersnick if they are current with state reimbursements. Mr. Vandersnick said they're not current, but just got a check for October, which is about normal. They're not any more behind than they ever are. He added that they got the lucky draw for getting money from the state.

Motion to approve: Kai Swanson

2nd: Jeff Deppe

All in favor

Motion carried

f) Circuit Court – Ms. Weikert

Ms. Weikert did not send a report, but talked about some things her office is working on internally. They are continuing to train newer staff who have been promoted during the last year. She explained that that's a heavy process: training supervisors and new people. They're trying to make sure they're active in each office to talk to employees. They're finding that with all the experience that walked out the door, they keep going back to them because maybe somebody did something for years and years, but now that they're gone her office can see that they never really talked about doing that, so that's been an experience. They did get a new circuit clerk judge sworn in.

Ms. Weikert explained that another thing they're working on is with the new building creation and project that Judge Braud is spearheading, they're looking to decrease

the amount of footprint needed in that building, such as documents being stored in the basement. Things that are not needed on a day-to-day basis, they're working on making electronic. They had some new legislation related to cases which are now being handled differently, such as financial affidavits and confidential documents and being able to file those confidentially so the public doesn't have access to information such as Social Security numbers. They're working on converting all of their documents to .pdf form. That's exciting for their office and the public. People can just fill them out and file them. Ms. Weikert explained that that's preparation for mandatory civil e-filing, which starts January 1, 2018. Ms. Mayberry asked if it will be online before that. Ms. Weikert said that fingers crossed, yes. It's partially based on how quickly approval comes down.

Motion to approve: Drue Mielke

2nd: Kai Swanson

All in favor

Motion carried

g) Animal Control – Ms. DeYoung

Ms. DeYoung presented her monthly report.

Motion to approve: Ginny Shelton

2nd: Nick Camlin, Kai Swanson

All in favor

Motion carried

h) Coroner – Mr. Gustafson

Mr. Gustafson presented his report. He noted that he's always busy and only going to get busier, but that's okay. He had a very first yesterday: he transported 3 bodies for the first time. He did have somebody in the front seat, actually. He noted that it's the biggest savings he's had this year, unfortunately. He apologized if it makes it appear that he's trying to make light of it, but \$500/body is what he would have had to pay to transport those bodies. That's why he wasn't able to make it to the Governmental Affairs meeting yesterday

Mr. Maranda noted that he didn't know where it was brought up, but asked about the indigent fee from the state and if that is still up in the air. Mr. Gustafson explained that it's \$1,103 from the state for individuals on state or public aid. Rock Island County historically does 100-115 public aid funerals per year out of the 1,500 recorded. He noted that this isn't the first time this governor or the previous one has taken this money away.

Mr. Gustafson explained that this is the only time he loves Chicago and Cook County because they make the most noise when this happens. It's \$1,103 for a cremation and \$1,500-something for direct burial. Funeral homes are willing to take that. He pulled Ms. Fisher aside the other day and talked to her about her apprehension about him having bodies at the new BitCo building. He told her that's never his plan. If this continues to go forward, he needs not only a 5-year plan, but a 10-year plan because he can see all 15 the funeral homes in Rock Island County saying that they love him, but they can't operate like this anymore. He'll be responsible for all removals and need his own morgue because they're not making any money. At which time, he'll come up with a contract with one of them to do all of his direct cremations.

Mr. Gustafson noted that if anyone comes down to his office, he's sitting on 8 boxes of cremains as they speak. He explained that he doesn't return those to the families; if they abandon their loved ones, he can't return those to them unless they pay him what the state does. The reason he does that is if society finds out that they can just dump their loved ones on the county and the county will cremate them and doesn't want to sit on the cremains, they'll just give them back to [the families], that would be a really bad message to send. What will happen to these cremains is they will be at the mercy of the Mississippi Valley Regional Funeral Directors Association. All the funeral homes on both sides of the river in probably 4 counties have come together two decades ago and purchased a crypt. Funeral homes have the same thing – cremains the families don't claim. They intern them in there and it's very well-documented and well-organized. If a decade from now, somebody comes up and wants to know where their loved one is, they say if they want to pay to open and close it, they can come get it. It's very well-documented as to where they are so if someone wants to pay to get them and finish paying the county what they owe them ... he doesn't want to sound like a jerk about it, but Rock Island County doesn't have that kind of money to start doing that. They did 12 last year.

Mr. Swanson noted that it sounds like local funeral homes are being as compassionate as they can be and are really trying to help the county out. Mr. Gustafson said they're amazing and he'd love to see what they write off. They've been more than great to him and his office and the county. Mr. Swanson noted that those of them that he knows speak very highly of Mr. Gustafson.

Mr. Deppe asked Mr. Gustafson if he thinks this is going on because of economics. Mr. Gustafson thinks economics plays a huge part in it. Sociological responsibility is not the same as when they were kids. They took care of their elderly and it meant something. They were brought up differently. Kids these days don't have the

responsibility that all of them had when they were kids. Also, money's just not there for families. They don't have it. It's paycheck to paycheck. You ask a family to cough up \$1,500 or we won't even open the door for you, not that that's what the funeral homes do, but so many of the funeral homes have been burned. It used to be that your handshake meant something. It doesn't anymore. They used to take payments and they'd never see it. It's way different.

Mr. Oelke asked Mr. Gustafson if he has plans on the back burner if they ever have to have their own morgue because that wouldn't be cheap. Mr. Gustafson explained that when he goes to conferences around the state, he tells them they have 148,000 people in Rock Island County and they ask how our morgue is. Mr. Gustafson tells them they don't need or want one. It's an added expense. With technology what it is, 75-80% of funeral homes have refrigeration. Long story short, he doesn't ever want a morgue. If he ever needs one, he has a plan that should he need to, some of the major funeral homes have refrigeration he can use. He has that in his plans as well for major disasters. He can use those as temporary morgues, not that he ever wants to. They plan and plan and hope it never happens.

Motion to approve: Jeff Deppe

2nd: Ron Oelke

All in favor

Motion carried

i) Sheriff – Captain Hart

Captain Hart presented the monthly report for food costs and prisoner reimbursements. Mr. Oelke pointed out that Cook County has been slow for a while. Capt. Hart said that they're down 5-6,000 inmates up there and are just releasing people. It's a national trend now. He noted that Mr. Ross would say that there are counties they visited facing it a lot harder than we are. Mr. Ross confirmed that one built their jail with the intent of taking a large percentage of those inmates. They budgeted, planned, and staffed for it. They're out millions of dollars.

Mr. Deppe asked about Federal inmates. Mr. Hart said they do some federal.

Motion to approve: Kai Swanson

2nd: Ron Oelke

All in favor

Motion carried

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

There were no comments.

10) Adjourn

Motion to adjourn: Jeff Deppe

2nd: Ron Oelke

Meeting adjourned at 8:57 a.m. by Chair Mia Mayberry

Future scheduled meetings on March 8, April 12,
May 10, and June 14