



Rock Island County
1504 Third Avenue
Rock Island, IL 61201
(309) 558-3605

**Administration Committee Minutes
Tuesday April 12, 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, Drue Mielke, Ginny Shelton, Jeff Deppe, Nick Camlin, Ron Oelke, Kai Swanson

Committee members absent: None

Others present: Darren Hart, Jerry Shirk, Kenneth Maranda, Hayleigh Covella, Dave Ross, Samantha DeYoung, April Palmer, Kurt Davis, Jerry Clyde, Louisa Ewert, Derrick Hendrickx, Chris Payne

2) Approval of the minutes from the March 8, 2016 meeting

Motion to approve: Nick Camlin
2nd: Ginny Shelton
All in favor
Motion carried

3) Public comments

There were no public comments.

4) Consider approval of claims

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

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

Motion to approve: Kai Swanson

2nd: Jeff Deppe
All in favor
Motion carried

6) Consider appropriation resolutions for funds

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

7) Reports to the Committee

a) Condition of Funds – Ms. Palmer

i. State of IL Payments Report

Ms. Palmer presented her monthly reports. She started with the trial balance or budgetary standings of the funds and departments that report to this committee. She noted that the approved changes in the second column down are what the committee just approved as far as money resolutions are concerned. Ms. Palmer explained that some of the funds and departments appear to be over-budget. She did her notes last night and was making sure there are not any actual over-budgets. Court Administration is vicariously close to over-budget. Ms. Palmer explained that they'll be doing some transfers of funds there and will have to order some new checks, which are quite expensive, as well as some new forms and things for jury fees. Ms. Palmer noted that that one's probably the closest to actual over-budget as far as not making just normal one-time expenditures already in budget. Ms. Palmer told the committee to watch out for that particular department going forward. She noted that she's going to try to have Law Library help as much as possible, but that one is quite low at 56.11% instead of that 67% or higher. They might be asking for some new money resolutions here in the near future.

Ms. Palmer explained that on the fund balance page, it shows that through the audit they did make one additional change to the GF. They're closing that gap even tighter and making it so that it didn't fluctuate too much from the prior FY. Ms. Palmer noted that it's actually still a little higher, about \$43,000 higher for the estimate as of November 30, 2015 year end. There will still be some additional changes and she will have the audit issued in May. They're getting first

drafts out now and reviewing those closely. They're working with McGladrey to get some last minute documentation and answer a few straggling questions.

Ms. Palmer drew the committee's attention to the middle of the page for the current fund balance column. She explained that particularly this month, the fund balance took a little bit of a dive compared to last month. It's about \$300,000 lower. The change is the increased revenues over last year; they're up, but this current fund balance doesn't even cover one payroll. On March 31st, she did end up having to take out the TAW loan to bring in \$500,000 from the bank. That has been enacted so the county could meet the first payroll in April, which was two weeks ago Friday. Looking down the line, there is not too much change as to what is normally alarming as far as the current fund balance except Law Library, which she just spoke of. Ms. Palmer noted that COPS compared to prior year is \$96,000 higher. They're hoping not to need any GF assistance, so there is no budget for that in the revenue amount because they've been relieved of those IMRF and FICA expenses. They should be okay and the Sheriff is considering possibly just combining that with the GF for the next FY if it's going to be self-sustaining. They may do that and that way the GF can pick up any of those revenues. Ms. Palmer explained that that is a very old fund that was separated a long time ago due to grant money, and the Sheriff no longer sees any reason for that to be separated.

Ms. Palmer reported that the cash balance today is \$674,063 as of very early this morning. She noted that that may have changed a little bit since they've been at work for the last half hour. The GF cash balance looks higher than last year at the same time and that's because that loan is in there. Otherwise, the cash balance would only have been \$12,000 without it. Animal Control, Law Library ... Ms. Palmer noted that Sheriff Foreclosures is court-ordered, so fluctuates up and down. She noted that Seized and Forfeited Property used to just bring in money, but they've started spending as appropriate. Child Support may still need assistance, but that should come from Court Document, not the GF. Drug Court is spending appropriately and as predicted per budget. Ms. Palmer explained that all brings that cash balance down a bit.

Ms. Palmer noted that the Budget by Organization report and the State of Illinois payments that were received in March are in the packet. She

noted that she did get one month's worth of most amounts of money, just not Probation Officer salary reimbursement. That came in at the beginning of April and will be on next month's report. She said the state appears to be continuing to pay instead of letting it get behind so far and then playing the catch up game like it did a couple of months ago.

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

b) Information Systems – Mr. Davis

Mr. Davis presented his monthly report.

Ms. Mayberry asked if Mr. Davis had any update on website advertisements. Mr. Davis explained that they have been implemented. All departments have accepted advertising. Ms. Mayberry asked how that's going. Mr. Davis said it's fine. He hasn't heard anything, but thought about checking with Municipal Media to see what our clicks are. He said he can on check that.

Motion to approve report: Ron Oelke
2nd: Kai Swanson
All in favor
Motion carried

c) Public Defender – Mr. Heintz

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

d) Emergency Management Agency – Mr. Shirk

Mr. Shirk presented his monthly report.

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

e) Court Services – Mr. Vandersnick

Mr. Hendrickx presented the monthly Court Services report.

Motion to approve report: Jeff Deppe

2nd: Ginny Shelton

All in favor

Motion carried

f) Circuit Court – Ms. Weikert

Ms. Payne presented the monthly Circuit Court report. She noted that they have been working on the new programs for e-plea and e-pay where people can, if they have a minor, no court appearance required ticket, go online, plead guilty, and pay it. That updates their system. They pretty much just have to pull the file and send it to their records department. It's taken off great and they have a lot of people using it. Ms. Payne noted that people can also make their monthly payments. They have been working on getting handouts to all police agencies so when they issue tickets, they can hand them to people right then.

Ms. Payne reported that all of the management team attended the federal mediation training. She said they learned a lot and Mr. Meehan had a lot of great information to offer them. They enjoyed that. She and Ms. Weikert are also going next week to an Elected Officials conference. She noted that they always get a lot of useful information collaborating with Elected Officials throughout the state, so that's another very important asset to their office.

Motion to approve report: Ginny Shelton

2nd: Drue Mielke

All in favor

Motion carried

g) Animal Control – Ms. DeYoung

Ms. DeYoung presented her monthly report.

Motion to approve report: Kai Swanson

2nd: Drue Mielke

All in favor

Motion carried

h) Coroner – Mr. Gustafson

Mr. Gustafson was not present.

i) Sheriff – Captain Hart

Captain Hart presented his monthly report.

Motion to approve report: Kai Swanson

2nd: Jeff Deppe

All in favor

Motion carried

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

There were no additional comments.

9) Adjourn

Motion to adjourn: Jeff Deppe

Meeting adjourned by Chair Mia Mayberry at 8:44 a.m.

Future scheduled meetings on May 10, June 14,
July 12, and August 9