



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

**Administration Committee Minutes  
Tuesday June 14, 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, Kai Swanson, Ginny Shelton, Nick Camlin, Drue Mielke, Ron Oelke

Committee members absent: Jeff Deppe

Others present: Jerry Clyde, Jerry Shirk, Trent Vandersnick, Dave Ross, Hayleigh Covella, Kenneth Maranda, Kurt Davis, Tammy Weikert, April Palmer, Louisa Ewert, Steve Venhuizen

**2) Approval of the minutes from the May 10, 2016 meeting**

Motion to approve: Kai Swanson  
2<sup>nd</sup>: Ginny Shelton  
Voice vote  
Motion carried

**3) Public comments**

There were no public comments.

**4) Consider transfers of appropriations**

Motion to approve: Nick Camlin  
2<sup>nd</sup>: Kai Swanson  
Voice vote  
Motion carried

**5) Consider appropriation resolutions for funds**

Motion to approve: Kai Swanson  
2<sup>nd</sup>: Drue Mielke  
Voice vote  
Motion carried

**6) Consider approval of claims**

Motion to approve: Nick Camlin

2<sup>nd</sup>: Ginny Shelton

Voice vote

Motion carried

**7) Consider approval of treasurer's disbursements (TDs)**

Motion to approve: Nick Camlin

2<sup>nd</sup>: Ron Oelke

Voice vote

Motion carried

**8) Consider MOU for the 2016 Edward Byrne Memorial Justice Assistance Grant (JAG) program**

Ms. Mayberry explained that the county is going to be the fiscal agent for some of these funds with things such as courthouse security enhancement, officer personnel. Mr. Ross added that he understands that it's something they currently have throughout the Quad Cities area in other agencies as well. He noted that there's no downside to this. It's free money to help with operations that they already do, so he recommends continuing doing it.

Motion to approve: Nick Camlin

2<sup>nd</sup>: Drue Mielke

Voice vote

Motion carried

**9) Consider Supervisor of Safety Resolution**

Ms. Mayberry explained that this is, one, bringing in the EMA under the Sheriff which wouldn't happen immediately. Also the Sheriff, being the Supervisor of Safety, gets a stipend for that which is already budgeted out of the General Fund. He explained that this is something the county has been doing for years. The information is in the packet about halfway through.

Motion to approve: Ginny Shelton

2<sup>nd</sup>: Kai Swanson

Voice vote

Motion carried

Mr. Oelke asked if we haven't had a Supervisor of Safety. Ms. Mayberry said they have. Mr. Ross explained that the dollar amount is the same as in the past. The only difference

is this is moving EMA under the Sheriff. It's a natural thing. That's where it should be. This Supervisor of Safety under IL Code, is allowed if the County Board so chooses to do it. They've done it for years. Mr. Oelke said he doesn't remember this from past years and asked if it is a yearly resolution. Mr. Camlin said he thinks it was done one time and left. He thinks if they want to change it, it's year by year. Mr. Ross noted that it says in the resolution that in the future they'll do it year-by-year. Mr. Oelke asked for confirmation that the EMA position will come under the Sheriff. Mr. Ross confirmed. Mr. Camlin asked who the current Supervisor of Safety is. Mr. Ross said the Sheriff. Mr. Camlin asked if he will still be the Supervisor of Safety. Mr. Ross confirmed and said with the added responsibility of EMA.

## **10) Reports to the Committee**

### **a) Condition of Funds – Ms. Palmer**

#### **i. State of IL Payments**

Ms. Palmer presented her standard reports. She noted that she does have a quarterly write-up coming. There were some tweaks she wanted to do to it this morning and it might be up before this meeting is over. Otherwise, she'll put it in everyone's boxes. She noted that half the year is over already as of May 31, so she does have those write-ups. That being said, she does not have a whole lot to talk about because a lot of it is in those write-ups. There is additional explanation in there that she doesn't even talk about on a monthly basis. Ms. Palmer noted that there is nothing new or concerning on the trial balance or budgetary standings of the funds and departments that report to this committee.

On the fund balance page, Ms. Palmer noted that there are a couple of new things on the page that she wants to bring to the committee's attention. First, the first column in the General Fund is a final number, so they can cross out "estimated." She noted that she'll get that corrected for next month. She reminded the committee that they approved the audit last month at County Board, so those will not change again. She pointed out that compared to last year, it did take a \$220,000 drop. They were expecting and talking about it being \$80,000 up. That's because they found out about the \$300,000 the state is claiming they overpaid in replacement taxes. Since they knew about it and expect to pay it back, it's an overpayment that was incurred in FY15. By audit standards, they have to report it. That's why it's in there and why it went from \$80,000 up to \$220,000 under, which is still not bad for the year. She noted that hopefully, if results prove otherwise, the county won't have to pay that back and then they'll move that into the new FY and it will be an extra bonus.

Ms. Palmer also noted that the far right column is a new column called "planned decreases." She explained that sometimes she gets questions about whether or not the budget is approved to take a hit in a particular fund or is balanced for the year or is coming out ahead. If it's blank, they're coming out ahead. If it's got a number in the column, the original budget was approved with a hit to the fund balance or using

reserves. She thought that would be helpful information so everyone knows what was originally approved at budget time for that particular fund and its outcome for FY16. She explained that they can compare that to the current fund balance column in the middle and see if that's why they're dropping, if it's planned, something expected, or if they're coming out ahead even though they originally planned a hit to the fund balance. It's a little bit of extra helpful information.

On the cash balance page, the only thing Ms. Palmer wanted to mention is today's cash balance as of this morning is \$409,828. Everything else should be explained in the quarterly write-ups. She does still have the State of IL payments report. The money's coming in one month at a time still like clockwork, so that's good news.

Motion to approve: Drue Mielke  
2<sup>nd</sup>: Kai Swanson  
Voice vote  
Motion carried

**b) Information Systems – Mr. Davis**

Mr. Davis presented his monthly report.

Mr. Swanson asked if we are raking in millions on that advertising. Mr. Davis said he asked for figures on that and is still waiting for a response. Mr. Swanson asked if he has seen any issues. He noted that they were a little concerned about people they didn't want advertising. Mr. Davis said he hasn't had any issues. Mr. Oelke asked if there have been advertisements that they've had to refuse or if anyone's complained, "You shouldn't have that on the website." Mr. Davis said not at all.

Motion to approve: Ron Oelke  
2<sup>nd</sup>: Drue Mielke  
Voice vote  
Motion carried

**c) Public Defender – Mr. Heintz**

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

**d) Emergency Management Agency – Mr. Shirk**

Mr. Shirk presented his monthly report.

Mr. Ross noted that everyone's aware of the Orlando incident and there's always a concern of shootings. He explained that Mr. Shirk is spearheading an effort to distribute a training video to all county employees to watch. He did that yesterday.

He's also working with the Sheriff to schedule some training for employees of this building and others around the county on active shooter situations. Mr. Swanson noted that when they had the drill recently, there was that alert system, and asked if there is a corollary. He noted that that's for educational institutions and asked if there is something similar the county has considered investing in. Mr. Shirk said he's sure there are plenty of them out there and he can look around. Mr. Swanson said only if Mr. Shirk thinks it's a priority. Mr. Shirk said he'll talk to Mr. Ross about it before he goes too far into it. Mr. Swanson said it's a little thing on his home screen where one touch and then a confirmation and then ... Mr. Oelke asked if in Mr. Swanson's case, all students and personnel at Augustana get notified. He asked if that's what he's talking about. Mr. Swanson said there are two systems. There's a notification system they invest in where everyone can opt in. That's even if there's a thunderstorm on campus. It'll give you a text. This other one is more restricted to employees. They can report with two touches on their screen an incident. Mr. Oelke asked if that's for something going on in a person's building or down the hall or whatever, they can... Mr. Swanson confirmed. He explained that the two things are separate proprietary systems.

Mr. Clyde wanted to note that as part of the newly adopted risk management program, they've started up a countywide safety committee and this could possibly be part of what they're taking a look at, along with the drill they've talked to Mr. Shirk about. They had their first meeting and will have a second meeting. He's hoping to have a comprehensive plan of action for safety in the county by this fall.

Ms. Mayberry noted that it might be a good idea to look into what Mr. Swanson talked about. That might not be something the county has money for, but it's worth looking into. Mr. Oelke agreed. Mr. Ross noted that there might be grants available. Mr. Swanson agreed that a lot of time there are grants.

Mr. Mielke asked if that training is something the County Board can take part in. Mr. Clyde said he'll have it sent out to all the Board members. Mr. Oelke asked if that is ALICE training. Mr. Shirk said it's similar. Mr. Oelke said it's a different acronym. Mr. Shirk confirmed.

Motion to approve: Ron Oelke

2<sup>nd</sup>: Ginny Shelton

Voice vote

Motion carried

**e) Court Services – Mr. Vandersnick**

Mr. Vandersnick presented his monthly report.

Motion to approve: Kai Swanson

2<sup>nd</sup>: Drue Mielke  
Voice vote  
Motion carried

**f) Circuit Court – Ms. Weikert**

Ms. Weikert wanted to inform the committee of a few things that are going on in her office in anticipation for the new building they're designing. They're in the process right now of sending out over 100 index books that are currently in the basement. They're sending those to the vendor they use to make their microfilm. That's exciting for them. They also are working with the state archive systems. A lot of older index books, some naturalization stuff they've got in the basement, some of those things they want to keep there and will make the film for free. They're excited about that. She wants to take advantage of that. Mr. Oelke asked where that will go and if they're going to keep it in the basement. Ms. Weikert said her goal is anything in the basement that can go, they're either filming it and destroying it or filming it and sending it to the state archives. If it's something they're interested in, the state will film it for free. If not, they have to send it to a vendor and have it filmed and then they can destroy the physical records. They're not retaining any of that. The only things they have to retain permanently are things like wills, adoptions (inaudible), but many of those they're sending... as much of those as they can send out, they are. Some numbers, it's \$167,000 for a small batch of over 1.5 million images, 597 boxes. That's just a batch. That's only a drop in the bucket. It's a huge endeavor. They started early in preparation for getting ready for this building. She doesn't want to spend a huge amount of money all at once. She wants to break this up in tasks that can be handled well for accuracy. It's a huge endeavor but they're excited. She's excited about the challenge of making the best use of the space they have in the new building. On that same note, they're talking to the architects as far as designing that floor layout and only putting in the office what they need on the day-to-day.

Ms. Weikert also wanted to mention a new statewide initiative for e-citation that was brought about by the Illinois State Police. They had talked about it last year and it didn't go anywhere for a while. They submitted a request to the Conference of Chief Judges. That sat for a while. They did just recently, about a month ago, hear from them and they're ready to move forward. They're going to file an application at the Administrative Office to begin an e-citations initiative. The local municipalities, including the Sheriff's Department don't really have the resources to move forward with it right now. What they'll do is lay their groundwork so when they are ready to do that locally, they'll have the paperwork and permission to move forward. She's excited about that. They also did a demo with the Bar Association as far as e-filing and got their approval letter that they're ready to move forward with e-filing. Now she and Judge Braud have to modify court rules and then they'll be able to get e-filing going in the county. She hopes to get that going in the next few months.

Ms. Weikert noted that one exciting thing came down pipe yesterday. They're working with the state comptroller's office on the tax intercept program and will start sending off delinquent administrative fees. For those people that pay child support, there's an administrative fee that's monthly assessed to that account. Those fees, people can forget about them, so they're working with the state to send those delinquent fees off to the tax intercept program for next season. It's not just tax intercepts for county employees. It's also a 25% payroll deduction and if anyone takes part in the lottery, it also takes their fee out of the lottery. That should be good to go. There's \$1.5 million currently owed to the delinquent administrative fee account. They work constantly on getting new addresses to send delinquency notices to them. They send two notices annually to remind them that they are either delinquent or that the fee is coming due. It's \$36/year. They do their part but now they're going to use the tax intercept program.

Ms. Palmer noted that that will be extremely helpful, as they will read in her quarterly write-ups, to the court document fund which needs all of that money and even a little bit of assistance to the General Fund. All of that can be caught up and paid back so child support isn't struggling any longer. Ms. Weikert noted that without getting money from the state, that fund is struggling.

Ms. Mayberry asked if with that program, persons in higher tax returns get taken away nationwide. Ms. Weikert explained that if they owe that amount then the comptroller's office also takes a small fee of like \$20, which is on top of what they owe the county. So the county gets their full amount and the comptroller gets their amount and then the person gets whatever amount is left and they keep holding the taxes every year until the amount is paid in full, or until they reach seven years. Then, any debt owed to the county, the comptroller can't participate in the tax intercept after it's owed seven years.

Ms. Weikert noted that the last thing she has is she wants to thank the Sheriff's Department because they did participate in security training in their building and the staff found that very valuable.

Mr. Oelke noted that he's easily confused and that Ms. Weikert talked about e-citation. He thought they were doing that locally already. Ms. Weikert said no. They're collecting an e-citation fee, but none of the local municipalities are participating and they have not received approval from the state to participate. They have to submit an application and they have to approve them to do e-citations. That's where the agencies actually file the citation with the county electronically. They're taking guilty pleas online. Mr. Oelke said maybe that's what he's thinking. Ms. Weikert explained that that's once the case is filed. They can go in and plead guilty and pay their case. Mr. Oelke asked if that's all one program. Ms. Weikert said no, it's separate.

Motion to approve: Drue Mielke  
2<sup>nd</sup>: Ginny Shelton  
Voice vote  
Motion carried

**g) Animal Control – Ms. DeYoung**

Ms. Mayberry noted that Ms. DeYoung is not here, but her report is in the packet.

Mr. Mielke noted that he got an email early this morning and he guesses there was an error. When they raised the fees on cremation for the animals, it wasn't updated on the website. Mr. Mielke got a complaint from an individual who was planning to pay \$100 and they paid \$130 and he kind of wishes they would have honored what was advertised even though they raised the fees. He doesn't know if the county can do that. Anyhow, they have fixed that. It just caused some ill will and bad feelings. He thought he'd pass that on to Ms. DeYoung and see if they could have handled that a little better. Ms. Mayberry noted that at least it's hopefully fixed. Mr. Mielke agreed. He noted that they advertised something, and he knows the county is not a business, but they put out the information. Ms. Mayberry agreed that you expect to pay the price you see.

Motion to approve: Ron Oelke  
2<sup>nd</sup>: Kai Swanson, Drue Mielke  
Voice vote  
Motion carried

**h) Coroner – Mr. Gustafson**

Mr. Gustafson's report was in the packet.

**i) Sheriff – Captain Hart**

Captain Venhuizen presented the monthly reports. Mr. Oelke noted that the housing is higher than it's been for the last few months. Captain Venhuizen explained that their costs probably will be rising for next month too. The inmate population has risen significantly. He thinks they're probably, as of today, hovering between 250 and 260. That's up quite a bit. It's that time of year.

Motion to approve: Ginny Shelton  
2<sup>nd</sup>: Ron Oelke  
Voice vote  
Motion carried

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

There were no comments.

**12) Adjourn**

Motion to adjourn: Kai Swanson

Meeting adjourned by Chair Mia Mayberry at 8:56 a.m.

Future scheduled meetings on July 12, August 9,  
September 13, and October 11