



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

**Administration Committee Minutes
Tuesday August 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: Mia Mayberry, Ginny Shelton, Kai Swanson, Nick Camlin, Jeff Deppe, Drue Mielke, Ron Oelke

Committee members absent: None

Others present: Derrick Hendrickx, Kurt Davis, Darren Hart, Jerry Clyde, Kenneth Maranda, Hayleigh Covella, Sam DeYoung, Tammy Weikert

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

Motion to approve: Ginny Shelton

2nd: Nick Camlin, Drue Mielke

Voice vote

Motion carried

3) Public comments

There were no public comments.

4) Consider transfers of appropriations

Motion to approve: Jeff Deppe

2nd: Nick Camlin

Voice vote

Motion carried

5) Consider appropriation resolutions for funds

Motion to approve: Jeff Deppe

2nd: Ginny Shelton, Kai Swanson

Voice vote

Motion carried

6) Consider approval of claims

Motion to approve: Kai Swanson

2nd: Jeff Deppe

Voice vote

Motion carried

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

Motion to approve: Nick Camlin

2nd: Jeff Deppe

Voice vote

Motion carried

8) Reports to the Committee

a) Condition of Funds – Ms. Palmer

i. State of IL Payments

Ms. Palmer presented after Item 8e.

Ms. Palmer presented her standard reports. She noted that for trial balance or budgetary standings, this committee has a lot of departments and funds to scan through. She thinks they've talked about Court Administration already. Coroner autopsy fees, deputy hours, and funeral expenses are all up, which Mr. Gustafson has said in the past.

Ms. Palmer noted that for the law library, the administrative costs are basically for the online services for the lawyers to obtain the books and records they need. That's nothing too alarming yet. She thinks that Court Admin is the one in the General Fund that is over-budget and just cannot be helped. The county has to pay those court costs, unfortunately, and the supply needs were up as well as the attorney fees.

On the fund balance page, Ms. Palmer reported that the General Fund has now dropped by about \$240,000 from last July 31. Expenses are almost \$300,000 higher than then. That includes this month, July, which was at \$510,000 versus \$420,000 last year. That's up almost \$100,000. That's included in that \$300,000. When the county got property taxes in, some departments had really been holding off until they were desperate and needed to make a few purchases. Revenues are up, which is helpful because that negates the decrease they experienced in 2015 of \$240,000, which is a really good thing to note. Those revenues are up and are helping so that the fund balance doesn't take quite as large of a hit.

Animal Control is down about \$75,000 from last year, mostly due to the fund balance decrease in 2015. This year, revenue is up about \$32,000 and expenses are down.

That nets to about \$55,000, which is really good for this fiscal year. Comparing the fund balance at the beginning, it was \$273,000 in the hole. Now it's only \$246,000 in the hole. It is moving in the right direction. Ms. Palmer thinks they are still planning on needing the budgeted \$95,000 from the General Fund to assist Animal Control. The General Fund doesn't have the cash right now, so they'll just wait and see. That's why they carry that large negative there.

Child Welfare is a little higher than last July, but overall for the fiscal year is under budget. There's still 44.83% of the \$1,090,000 left, so really this year is pretty good comparatively. It's just in July that they had a little higher month than last July.

Court Security is moving right along. They have a \$240,000 assistance from the General Fund budgeted. The way it looks, Ms. Palmer predicts needing maybe \$150,000-180,000 of that. That might help to offset Animal Control needs or what have you.

Child Support fee revenue is still down about \$24,000 compared to last July 31. It's just not able to self-sustain because they don't have the revenue needed. Court Document has been helping them, but Court Document is trying to store records right now. There's a little bit of a concern there.

COPS has a \$132,000 lower deficit than last July, so that's really positive. The IMRF and FICA expenses being taken out of there really helped that particular fund. There is still a plan to roll that into the General Fund as of December 1 of the next fiscal year. No General Fund transfer help is budgeted at this time. Each payroll is about \$28,300. There are 7½ payrolls left, though next month is the three paycheck month instead of October like last year. Ms. Palmer noted that Ms. Ewert sent out an email saying, "Please don't spend because we will be struggling to meet those three payrolls in September this year."

Ms. Palmer reported that today's General Fund cash balance is \$53,157 as of this morning. The negative cash balance there is a bit concerning. Other funds in that same bank account are carrying the General Fund as of July 31. There's a huge difference from last year because that \$609,000 was sitting there, but it had a working cash loan last year. That is not outstanding. There are no General Fund loans outstanding now.

Ms. Palmer noted that she had a question yesterday for General Fund payroll. Each payroll this year is about \$755,000 compared to last year. That is as of the first payroll in August. Last year, it was \$730,000. That is \$24,000-25,000 higher each payroll. Ms. Palmer asked the committee to keep in mind that the ERI, which decreased this, is almost making up for all of the General Fund expenditures for payroll that were taken out of Fund 127 and put back into the General Fund this year: County Board salaries, HR salaries, the State's Attorney. Everything is back in the General Fund, plus the 2%

increase that occurred on December 1. The fact that it's only about \$24,000 higher is pretty good. The ERIs did help.

Ms. Palmer compared cash balances from prior year and explained that most are the ones the committee has talked about.

Ms. Palmer provided her other two other reports, including the state reimbursements. In July, they did not bring in state income tax amount and did not bring in a probation officer salary reimbursement. Everything else was running one month collection pretty much like clockwork. She wishes they had brought in those two because they're pretty substantial, but hopes they bring them in for August when they'll need it to get those payrolls in September. The county has already met payroll obligations for last Friday, of course, thanks to the Circuit Clerk's Office. She understands they had to step up the game quite a bit and turn in their revenue collections early so they could meet that obligation. That money's already gone.

Mr. Camlin noted that there were questions at the town hall about the projection of whether sales would drop off with an extra half cent added on to it. He asked if Ms. Palmer would be able to provide a 6-year, month-by-month comparison of performance going back to 2010 when the economy was at its slowest and worst. He knows the Treasurer reports at Finance and has a two to three year comparison, but it seems to him that the numbers have always been on the uptick as far as month-by-month. Ms. Palmer asked Ms. Ewert if it was sales tax that she reported on yesterday. Ms. Ewert said it was supplemental sales tax. Ms. Palmer noted that it was slightly higher this year than last and quite a bit higher this year than two years ago. Mr. Camlin added that they have that month of February and that plane. He thinks the overall projection is that it should be a sign on the strength of the dollar of the economy. Ms. Palmer asked for confirmation that Mr. Camlin is asking for a six-year with every single month individually. Mr. Camlin confirmed. Ms. Ewert explained that in the history in her file, she can probably go back a couple of years because that will show the prior two years. Mr. Camlin said that'll work. Ms. Ewert said she'll get that. Mr. Camlin asked her to just email it to him and thanked her.

Mr. Swanson noted that a member of the County Board has asserted that the county has millions in funds that simply need to be transferred around and the revenue picture would be just fine, but these numbers don't seem to indicate that. He asked if there is some part of this picture that he is missing. His understanding is that revenue is a serious issue for Rock Island County. Ms. Palmer confirmed and said it always has been. She does like to report that revenue is higher this year than last. That's a positive trend. She thinks that maybe, and she can't pick the brain of another person, but possibly that Board member was indicating such as the COPS or the Court Security or the Child Welfare or Animal Control where they have budgeted funds from the General Fund to assist those other funds because it is Rock Island County's responsibility to provide those services. Since he said the word transfer, that's why

she's thinking that. They do have well over a million that is planned to be transferred in or out of the General Fund yet this year. They usually do that toward the end of the year due to cash flow trouble. Other than that, there's no magic hidden pot of money anywhere that they're going to transfer. Mr. Swanson noted that it's been a long time since his last accounting class, but avoiding cash flow trouble is a good thing. Ms. Palmer agreed. Mr. Swanson thanked her.

Motion to approve: Jeff Deppe
2nd: Kai Swanson
Voice vote
Motion carried

b) Information Systems – Mr. Davis

Mr. Davis presented his monthly report. Ms. Mayberry asked if he had anything to report about the website. Mr. Davis noted that the last check he received from the website was down a bit, \$78.00. There are still no complaints. They're still looking for advertisers. Ms. Mayberry asked if Mr. Davis thinks it's a good idea to continue. Mr. Davis said he doesn't see why not.

Motion to approve: Ron Oelke
2nd: Drue Mielke
Voice vote
Motion carried

c) Public Defender – Mr. Heintz

The public defender report was approved after Item 9.

Motion to approve: Jeff Deppe
2nd: Ron Oelke
Voice vote
Motion carried

d) Emergency Management Agency – Mr. Shirk

Motion to approve: Ron Oelke
2nd: Jeff Deppe
Voice vote
Motion carried

e) Court Services – Mr. Vandersnick

Mr. Hendrickx the monthly Court Services report.

Motion to approve: Kai Swanson
2nd: Drue Mielke
Voice vote
Motion carried

f) Circuit Court – Ms. Weikert

Ms. Weikert had a couple of updates with regards to e-filing. She explained that the state is moving forward with e-filing at a very progressive rate. That means they attended several webinars last month and had another meeting in Springfield yesterday with regards to e-filing and the vendor who was awarded the statewide contract. The AOIC is moving along so quickly that they're changing the direction from the week before. That's how quickly things are changing. Ms. Weikert and the Chief Judge had drafted and were ready to submit the application for e-filing to the AOIC. That draft was ready as of Friday. As of yesterday at the meeting, it's no longer required to submit an application. That's how quickly it's changing. The Administrative Office is giving different directions, so they requested to be in the first phase of implementation. That's a 90-day process. After it's initiated, they have about a 90-day progressive live thing, meaning they can start to feel people out and then go live for additional people. She noted that there will always be bumps in the road. The logic is as they move into e-filing is that they are ahead of the game. The mandate, as she has mentioned before, is January 1, 2018, with an e-appeals mandate of July 1, 2017. That means they have to have their ducks in a row and they are working towards that. That threw a hiccup in things because she and her case management vendor had already planned an e-filing initiative. They already offered e-filing so when the state went a different direction, it changed the process and they're trying to figure that out. She's thrilled to be a part of that. They are going to have their own technology issues related to e-filing. The statewide initiative is just a big picture and then the local courts have individual needs as far as tech goes. Ms. Weikert is thrilled to be a part of it. They're offering a lot of good information and direction and standards to use. They're moving forward with that.

Ms. Weikert also wanted to touch on something Ms. Palmer mentioned as far as the Child Support Fund. She did get some checks in last week, but has not pulled reports yet to find out how much they owe the county still. It looks like the checks that came in were from July to December of 2015, so at least that's moving forward. She can't report how much they still owe because she hasn't gotten the reports yet, but she'll be able to report on that next month.

Mr. Oelke asked, as far as e-filing, if the counties will need to talk to each other and how that will work if they're all doing their own technology thing. Ms. Weikert explained that it works really well for the filer. If an attorney wants to file a case, whether they file in Rock Island County or Stark County, they only have one interface.

They log in and use their AOIC number. They or their firm only have one registration number. There's one place they go to file that document. The document goes from the EFM, the Electronic Filing Manager, down to the local court. Then the local court determines what case management system they have. Every court in the state's system has to integrate with the EFM. That's where the technology issue is or what they have to work out. That's where each county gets to determine. Ms. Weikert said this circuit is lucky that it's all on the case management system. In fact, 82 counties in the state are using the same system. She and Judge Braud requested to be in the first phase so they have the upper hand as far as being able to work out those kinks because Rock Island County is pretty large in comparison. Other counties like DuPage, Cook, Lake, and all those are on in-house systems. They have enough staff to write their own system. They've had e-filing and are kind of grandfathered in. They're not under the umbrella of this statewide initiative with the January 1, 2018 deadline, but they have one year to comply. Then everyone has to be on the statewide EFM.

Motion to approve: Ginny Shelton

2nd: Kai Swanson

Voice vote

Motion carried

g) Animal Control – Ms. DeYoung

Ms. DeYoung presented her monthly report. Ms. Mayberry asked if they have an event coming up. Ms. DeYoung said they do and she'd love to see everyone at it, quite frankly. That money keeps them from having to use the General Fund. Paws pays for all of their in-house surgeries, vaccinations, and all sorts of other things. Mr. Swanson noted that they can find out about it on Facebook at QC Paws. Ms. DeYoung confirmed and noted that it's also on their website, www.qcpaws.org. Mr. Mielke said it's a nice .pdf explaining all the pricing. Ms. DeYoung said that's good. She thinks it was confusing in the beginning. She noted that it's the wine event, but they'll also have pop, water, or beer if you don't like wine.

Motion to approve: Ron Oelke

2nd: Ginny Shelton, Kai Swanson

Voice vote

Motion carried

h) Coroner – Mr. Gustafson

Motion to approve: Jeff Deppe

2nd: Drue Mielke

Voice vote

Motion carried

i) Sheriff – Captain Hart

Captain Hart presented the monthly report. He noted that they are bringing in some Cook County inmates. That is some added revenue, though not as much as they'd like to see, but they do have some over there right now.

Motion to approve: Kai Swanson
2nd: Drue Mielke
Voice vote
Motion carried

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

Mr. Deppe asked if they approved the public defender report. Ms. Mayberry said they didn't and called for a motion.

Ms. Mayberry noted that there has been discussion of the elimination of this committee in the proposed committee structure. She, however, believes that they do great work on this committee. She believes the interaction they have with the Elected Officials and Department Heads is invaluable. She knows that as the Elected Officials on the County Board, they are the ones with the duty to inform their constituents. She believes that means they need to keep a pulse on what's going on. As the Administration Chair, she believes in the continued existence of this committee and she will fight for such.

Mr. Mielke noted that he was in Governmental Affairs yesterday when they discussed that and the way it was presented was they were merging the committees. The work and duties would all still be there. He doesn't like to use the word "eliminate," because since he is on both committees, he can see himself on one committee where they do all the work. That's his thought. They had a lengthy discussion and it was...he believes they did table where they are with that because there is still some talk about the committee of the whole and how...it's still in debate and has been tabled.

10) Adjourn

Motion to adjourn: Jeff Deppe
Meeting adjourned at 8:57 a.m. by Chair Mia Mayberry

Future scheduled meetings on September 13, October 11,
November 9, and December 13