

Administration Committee
Rock Island County Board
July 10, 2012

The Administration Committee of the Rock Island County Board met on Tuesday, July 10, 2012 in the conference room of the County Board Office. Chairperson Gary Freeman called the meeting to order at 3:00 PM.

Committee Members Present: Freeman, Dueysen, Langdon, McColl and Brandmeyer

Committee Members Absent: Armstrong, Schultz

Others Present: James E. Bohnsack, April Palmer, David VanLandegen, Jerry Shirk, Sheriff Jeff Boyd, Sam DeYoung, Linda Billingsley, Brian Gustafson, Baron Heintz and Meg Hoskins

Motion by Brandmeyer, second by Dueysen to approve the minutes of the June 12th meeting. Carried.

Add to agenda, item 8e(ii) motion by Brandmeyer, second by Dueysen to add to agenda. Carried.

Gas Consumption Auditing Procedures

McColl stated that a few months ago he started asking for gas usage information. He noticed that there is no place to put mileage on the document. He provided a written statement which he read into the record as well as an article regarding the City of Los Angeles gasoline tracking issues: (Record)

Inquiry in Rock-island (sic) county guidelines of county fuel dispensary.

After review of the fuel transaction statements for the county between the dates of December of 20 11 through the date of March 25th of 20 12 showed a use of 28,896 gallons or an average of 7,224 gallons per month. At \$3.00 cost per gallon that averages to \$21,600 per month spent by the county. Annual usage around 259 thousand gallons or \$780 thousand dollars. After reviewing the process of fuel tracking by the county, it is apparent there is no ability to track each vehicles use of fuel without the tracking of odometer readings. Any employee with a pin number can refuel at any time, or give their pin number to anyone else who wishes to fill up at that

location. The pumps are not secured and are accessible to anyone with a pin number. There are no cameras to monitor that only county vehicles use the county pumps.

A few years ago an employee (chaplain Sheriff department) was allegedly terminated after he was caught refueling his personal vehicle. How did the employee get caught?

This board member would wish that the county adopt and establish a better control system in the allocation of fuel for county vehicles. New guidelines should be established to include the logging of odometer readings of each vehicle. This change to include odometer readings are just good business, and a way to track any discrepancies in the use of county paid fuel. The current system in place is inadequate and could possibly lead to theft. Motion to be made at committee.

The state of Illinois also has a fuel station, which is not accessible to public. Each employee refueling turns in a fuel receipt that includes Name, date, amount of fuel, odometer reading, and vehicle number. The fuel slips are forwarded to vehicle control and stored. Audits are conducted for use of fuel, and to maintain that records are kept.

Los Angeles is currently looking into why seven million dollars of fuel come up missing in one year. In their auditing of the loss, some vehicles odometer readings were lower than the previous fill up. We do not have odometer tracking, so how can we honestly pass any audit? Have our audit team of Mcgladrey (sic) ever audited the fuel usage of the county and compared it to the previous years?"

Motion by McColl to send to Governmental Affairs to require odometer readings.

Brandmeyer asked if the current system would handle this request. Sheriff Boyd advised that our current gas pump does not allow for this and it was just updated a few years ago. They get a monthly report which is reviewed regularly. Each department receives and reviews that listing. McColl stated that employees have access to the gas pump at all hours. He accused employees of having the ability to gas their own personal vehicles. McColl asked if we have ever been audited. Ms. Palmer stated that her office monitors this

monthly and reviews the amounts. Each department reviews their bill. He feels there is the ability for theft with employees taking their spouses vehicles. Sheriff Boyd stated that his office reviews the bills monthly additionally, his office keeps large amounts of drugs, cash, guns etc. that employees have access to. Employees are trusted, however there are checks in place. McColl knows of no instance of theft in the County's history.

Chairperson Freeman there is no opportunity for anyone who would risk losing their job over a tank of gas. It still requires the entry of a PIN and department code. Mr. Gustafson stated that someone who would do this would be stupid. Additionally, to replace the gas pump would be extremely costly. We do not know if the pump could be enhanced to collect more data. Sheriff Boyd stated that if the concern is theft, we could probably find a camera and place it. Mr. VanLandegen stated that the Court Services Department keeps track of their odometers. He does not know how that would prevent anyone from stealing. Sheriff Boyd stated that if it were to be stealing, he would not use his own personal PIN. He would have to determine someone else's PIN to steal. Gas usage is always explainable for any increases. McColl feels it is good business.

Motion by McColl to take to Governmental Affairs to write a policy and change existing to possibly bring in the odometer reading system. MOTION DIED FOR LACK OF SECOND.

Chairperson Freeman stated that it could be how you are saying it, there may be ways of enhancing this. You haven't defined a solution, just defined a problem. Accusing employees of theft. Chairperson Freeman recommended investigating our existing gas pump to see if any options exist to enhance its recording data.

Motion by Dueysen, second by Langdon to look into potential enhancements. Carried.

Petty Cash Report

Ms. Hoskins stated that the amount of \$50 has been removed and the language updated to reflect that the Purchasing Department has been eliminated. There were no other suggestions. Sheriff Boyd stated that his department has a few suggestions for changes. McColl felt that getting rid of the limit would not correct anything. He added that he wanted to be involved in the process, yet had not been in contact with Ms. Hoskins to voice his concerns.

Motion by McColl to table, second by Dueysen. Carried.

McColl will contact Ms. Hoskins. Chairperson Freeman stated that this issue has drug on for quite some time. Those who are closest to the issue or who are continually bringing up the issue are to get together to get it resolved.

Motion by Dueysen, second by Brandmeyer to approve the transfers and resolutions. Carried.

Motion by Brandmeyer, second by Dueysen to approve the claims. Carried.

Condition of Funds

Ms. Palmer presented the routine monthly reports. At 58% of the year elapsed (42% remaining), most of the departments look very good. Departmental revenue and expenditures were presented for review. (Record) McColl asked about property tax payments and how many people paid the entire installments. Ms. Palmer advised that taxes are collected by the Treasurer, not the Auditor. She would not have that information.

Motion by McColl, second by Brandmeyer to approve the report. Carried.

Building Inspection

Mr. Langdon presented the monthly inspection report. (Record) He inspected the County Highway Department. Roof is in need of replacement - bids are being received. Parking lot needs to have some cracks filled. Garage has insulation hanging down. Needs janitorial services.

Motion by Brandmeyer, second by Dueysen to accept the report. Carried.

Sheriff

Sheriff Boyd presented the routine monthly food and housing reports. (Record) The State of Illinois is 7 to 8 months behind on housing reimbursements and the State of Iowa is about 3 months behind. Our institutional population is down right now, but the reimbursement may not be an accurate reflection. They continue to work on housing out of County inmates. The price per meal is somewhere in the neighborhood of \$1.89 per meal.

Motion by Langdon, second by Dueysen to approve the report. Carried.

Court Services

Mr. VanLandegen presented the routine monthly report. (Record) He advised that Juveniles are up about 10 from last month. This would be reflective of placement costs being up.

Motion by Brandmeyer, second by McColl to approve the report. Carried.

Animal Control

Ms. DeYoung presented the routine monthly reports. (Record) The annual cost for the generator is \$705 for a period of 5 years. 3E will come out twice a year for preventative maintenance.

Motion by Brandmeyer, second by Dueysen to approve the routine report and contract for services with 3E. Carried.

Coroner

Mr. Gustafson presented the routine monthly report. (Record) He presented a mutual aid agreement and resolution authorizing participation in the Illinois Coroners & Medical Examiners Association Mutual Aid Agreement. This is to be prepared in the event of a catastrophic event and would help to obtain state reimbursement in the event of a disaster. We use two physicians regularly for autopsies. Forensic autopsies are conducted by a pathologist in Rockton. Mr. Gustafson hauls the bodies himself to the autopsies and saves \$500 on each.

Motion by McColl, second by Dueysen to approve the routine report. Carried.

Motion by Langdon second by Dueysen to approve the Mutual Aid Agreement and Resolution. Carried.

Information Systems

Ms. Billingsley presented the routine monthly report. (Record) She presented three contract renewals and one conference attendance as budgeted.

MLP Network Support Contract Renewal \$3600 annually - budgeted

Motion by Brandmeyer, second by Dueysen. Carried.

Barracuda Anti-Span and virus Filter \$695 - budgeted

Motion by Langdon, second by Brandmeyer. Carried.

Barracuda Web Filter Appliance Update \$1095 - budgeted

Motion by Brandmeyer, second by Langdon and Dueysen. Carried.

NWS 2012 Executive Customer Conference September 23-25 in Chicago \$945 - budgeted

Motion by Langdon, second by Brandmeyer to approve. Carried.

Motion by McColl second by Dueysen to approve the routine report. Carried.

Public Defender

Mr. Heintz presented the routine monthly report. (Record) He commented on the amount of juvenile cases for parental termination in the next few weeks.

Motion by McColl, second Langdon to approve the report. Carried.

Langdon asked if there were any prisoners on suicide watch. Mr. Heintz stated that there usually is someone on suicide watch dependent on the recommendations from RYMH counselors and their own actions. There are several that have been found to be unfit to stand trial. We are trying to get them into a DOC facility where they can receive the necessary treatments. Chairperson Freeman stated that a lot of work goes on behind the scenes that would scare most of us.

Emergency Management Agency

Mr. Shirk presented the routine monthly report. (Record)

Motion by McColl, second by Dueysen to approve the report. Carried.

There being nothing further to discuss, the meeting was adjourned at 354 PM.

Shelly Chapman