

**MINUTES OF A FINANCE, FEES, AND SALARY COMMITTEE MEETING OF THE
COUNTY OF HANCOCK, STATE OF ILLINOIS, HELD AT THE COUNTY COURTHOUSE
IN THE CITY OF CARTHAGE ON APRIL 14, 2022**

The meeting was called to order by Chairman Wayne Bollin at 8:59 a.m. Committee members in attendance were Mark Menn, Wayne Bollin, Tom Bergmeier, Mark Hanson, Jan Fleming, Harry Douglas, and Delbert Kreps. Absent was Dennis Castlebury. Visitors included Travis Duffy, Keith Krohe, Amy Hall, Kris Pilkington, and Holly Wilde-Tillman. Stephanie Swisegood was in attendance to take minutes of the meeting.

Ms. Amy Hall had questions about a Memorandum of Understanding between the Hancock County board and Hancock County Health Department regarding the Tri-County Regional Collection Facility fee in which the health department was not responsible for more than \$1301. The health department had paid their portion but there was an outstanding bill. Ms. Hall stated that Western Illinois Regional Council can split the bill and can charge the health department and then send a bill for the remainder to the clerk. Ms. Pilkington told Ms. Hall to let them know to bill HCHD \$1301 and to send us the remainder. Mr. Bollin stated that according to the budget we have not paid it yet. We owe \$131 and \$39 for a total of \$180 which needs to be added to today's claims. 225

Lower Mr. Krohe gave a report on the Hancock County Health Plan comparison of 2021 year to 2022 year. So far we are \$50,000 in cost compared to last year. As of yesterday we had \$305,000 sitting in reserve. Mr. Krohe and Ms. Hall left at 9:17 a.m.

Mr. Duffy explained about his reimbursement from the state. He will be getting back \$57,750. He sent the approval back to the state and is waiting on a check which will go into the general fund. There was a long discussion regarding the phones. They have been paying long distance service per minute. They thought this was going to be a short period of time but it has turned out to be 10 months. Mr. Menn wondered what the remedy was. We were supposed to save a lot of money. If McDonough cannot get us hooked up maybe we can sign a short-term contract with some other phone company. Ms. Maria Hopp was called to make an appearance at the meeting to discuss the phone situation.

Mr. Duffy talked about the prisoner expenses. It was asked if this is because of the dog attack on a prisoner and the medical costs of that. Mr. Duffy stated that he believes it is because of all of the medications that the prisoners are on. Mr. Douglas asked if we had gotten a bill from the dog attack yet, and Mr. Duffy stated no, that the prisoner might have insurance. Mr. Duffy has jailers tell him that inmates are telling them that they need medications and so it is given to them. Ms. Fleming asked if there is a contractual arrangement on a certain doctor who comes to the prison. Mr. Menn asked if we could share with McDonough County or Adams County. Mr. Duffy stated he thinks they are doing it the most efficient way.

Ms. Hopp arrived at 9:45 a.m. to discuss the telephone situation. Her phone system has to have information for their phone system to give 911 information. At first McDonough said they would not let me into their system. We had a meeting and they have come to an understanding. Dispatch will not

receive any calls if we go with McDonough, they would be working separately. All 911 calls will come in on one phone and McDonough will come in on another. Everything that needs to be done comes from Justin Powers. Does 911 reimburse the phone system, no it does not. Mr. Bollin stated we are budgeted at \$35,000 and we are less than halfway, we are going to go over budget. Ms. Wilde-Tillman stated her and Ms. Hopp will sit down and get this figured out. Ms. Hopp left at 9:56.

Ms. Pilkington gave her financial report. They received their first credit card bill, it was all sent on 1 bill instead of separated by department. It was thought that this would be separated by department. Ms. Pilkington needs receipts for these. Mr. Menn suggested to send out a letter stating if you cannot get your invoices to Ms. Pilkington then your credit card will be pulled. The credit card bills may need to be paid ahead of time to avoid late fees. Ms. Pilkington will send out an email stating that all credit card bills will need to have a receipt along with it. She went over the ambulance financial report. The figures are not too out of whack. In a couple of months we will get the first distribution of taxes and it will look better. They have \$39,875 in checking to cover payroll. This month they are in the black. She has borrowed against the tax anticipation warrants. Mr. Bollin asked about an audit. Ms. Pilkington stated it is the first week of May. She told the auditor that they need to talk to the director to pick a day to spend some time with the ambulance. It was asked if we need to do an in depth audit. Ms. Pilkington stated if they do not have an inventory at the ambulance then they cannot do an audit as they would not have a starting point. Mr. Menn asked if they could audit the third party billing service, she stated yes. Mr. Menn's concern is that we had got written up for several years as there was no way to track when you have a third party biller on the difference between what we get paid and what the insurance company pays us and what the people pay. The concern was when someone comes and gives you a check and it does not go to the third party billing then there is no way to track that. When a patient sends in a check it comes to us and is deposited back in to the general fund. There was discussion about the ARPA funds. Taking the standard allowance has simplified things. Mr. Bollin asked how long it takes the treasury to come back, Ms. Pilkington did not know. Mr. Bollin stated the Fidar needs to be paid. Ms. Wilde-Tillman stated she had no trouble taking it out of her record preservation fund but wants assurance that when ARPA comes in that that money gets back into her record preservation fund. Mr. Menn stated to go ahead and pay it. Motion to pay the Fidar bill of \$25,000 out of record preservation and reimburse record preservation was made by Mr. Douglas and seconded by Mr. Bergmeier. All members present voted "aye".

Mr. Menn asked if we want to send a message to the 911 board for reimbursement on the dispatch side and come up with a percentage. Mr. Douglas stated that Ms. Hopp said she could come up with a figure. Ms. Pilkington left at 10:23 a.m.

Ms. Wilde-Tillman had MTC come take a look for IT. It would cost \$1105/month and everything is covered. They took a comprehensive survey of all of the machines. This does not include elections because they have an election security fund that covers IT in elections. We need to have somebody handle the domain and set up government emails. If a computer goes down or a scanner does not work we need to have someone to call. She would like some direction regarding this. She has had good luck with MTC for a lot of things. Mr. Menn stated it would not hurt to explore this. Ms. Wilde-Tillman stated she has had good luck with Computer Masters in Macomb. They handle her elections and maybe they would be interested. Mr. Menn stated he would not have a problem with her getting IT in here,

maybe just not MTC right now. He said maybe we could get a 60-day without contract where we would pay for their services. She stated she pays for a chunk of time with Computer Masters right now. She did not know if they would want to take us on as a whole because we would be needy. Mr. Menn suggested Mike Koltas who is retiring and takes care of Hamilton, Nauvoo, Warsaw, Carthage.

Ms. Wilde-Tillman ordered her Ballot on Demand system. There is a paper shortage so she ordered a large quantity of paper for her office as well as ballot paper. She should have enough money to cover both elections. May 19 is early voting up until the election. There are over 200 people who have not turned in their economic interest sheets. On May 2 she will have to send a certified letter to everyone who has not turned theirs in. Then on May 16 she will need to send another certified letter and then it is a \$100 fine per day. She is checking with the states attorney to see if she is liable if she does not do this.

Ms. Wilde-Tillman is in charge of worker's compensation. She has an office holder that is not providing her with what she needs and has been very unprofessional about it. She was wondering what she can do. She cannot move forward with worker's compensation if they do not give her the paperwork she needs. Mr. Menn stated after the meeting we would get back to her. They have to figure out who that person has to answer to. The ambulance titles have been titled incorrectly and they have been unable to move forward with this. Mr. Simon and Ms. Frese will go to Springfield and get this taken care of. Ms. Wilde-Tillman stated they will need a check cut and she gave them her credit card to use because they do not know how much it will be. Mr. Menn asked how many titles we have, we have 3. Ms. Wilde-Tillman left at 10:45.

Motion to pay bill passed

The committee went over the claims. They had a problem with no invoices on claims. Ms. Wilde-Tillman came back to the meeting at 11:17. If anybody submits a claim they need to have an invoice attached or they will not be paid. A motion to withhold all payments without receipts attached per auditor's request starting April 14, 2022, was made by Mr. Douglas and seconded by Mr. Menn. All members present voted "aye".

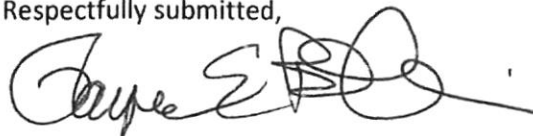
Bills - 63688.85

Motion to go into executive session was made by Mr. Douglas and seconded by Mr. Bergmeier.

Mr. Douglas motioned to come out of executive session at 12:07 with Ms. Fleming seconding. All members present voted "aye".

Motion to recess until May 12 at 9 a.m. was made at 12:07 by Mr. Menn. Ms. Fleming seconded. All members present voted "aye".

Respectfully submitted,



Wayne Bollin, Chairman

*Concerns w/ staff administering
prisoner medications*