

Date: September 7, 2021

**FINANCE,
(Salaries, Policy and Purchasing, Insurance, Tourism,
Supervisor of Assessments/Mapping, Economic Development)
DECEMBER 2020 THRU NOVEMBER 2021
FIRST AND THIRD MONDAYS OF THE MONTH**

Franklin County Board will be providing Conference Call access to County Board Committee Meetings and County Board Meetings. Phone numbers and access numbers will be posted on our Website... www.Franklincountvil.gov. Meetings will still be open to those who wish to attend. Those who attend in person will be asked to follow current CDC guidelines. Meetings will be held in the Former County Board Room at the Campbell Building at 5:00 P.M.

COMMITTEEMEN:

- (x) Ray Minor - Chairman
- (x) Randall Crocker – Tourism, Supervisor of Assessments/Mapping – Conference Call-In
- (x) John Gossett - Labor Negotiations (Sheriff's Office)
- (x) Neil Hargis – Labor Negotiations (Clerical)
- (x) Mark Kash
- (x) Larry Miller – County Board Chairman, Economic Development
- (x) Jack Warren – Labor Negotiations (Animal Control)
- (x) Kevin Weston – Labor Negotiations (County Highway)
- (x) Brad Wilson – Labor Negotiations (Juvenile Detention Center)

County Offices

- (x) Amos Abbott, Director 911
- () David Bartoni, Sheriff
- (x) Ryan Buckingham, Director EMA
- (x) Abigail Dinn
- () Darla Fitzgerrell, Court Services
- () Marty Leffler, Coroner
- () Lorie LeQuatte, ROE
- () Cynthia Miklos, Supervisor of Assessments
- (x) Jim Muir, Circuit Clerk
- (x) Bobbie Overturf, Animal Control Supervisor
- () Sarah Popham, JDC Superintendent
- (x) Gayla Prather, County Board Adm. Assist.
- (x) Mike Rolla, County Engineer
- () Judge Tom Tedeschi,
- () Monica Urban, Probation
- (x) Steve Vercellino, Treasurer
- () Greg Woolard, County Clerk

Guests.....Rocky Morris, Tom Carter, Mary Jo Snider and other interested parties.

(over)

The meeting was called to order at 5:14 PM by Chairman Ray Minor. See above list for those attending. Minor asked for the county claims to be submitted to the board, which were then approved and signed by all members present.

After presenting the current claims, Treasurer Steve Vercellino gave his report... .

- Beginning balance (including ARPA funds) as of 9/7/2021 is \$5,481,246. Estimated claims, including 9/17/2021 Payroll, and estimated revenue the ending balance will be \$6,047,529.
- Based on cash flow, the treasurer recommends the claims to be paid.
- First distribution to all districts from Real Estate payments was made on September 3, 2021.
- County's share of the distribution was \$1,076,271.54.
- Vercellino has been preparing information for the upcoming budget hearings.

State's Attorney Abby Dinn was asked to explain Karpel Solutions, which is case management software.

- It will be time-saving (see attached) for her staff and will integrate with the Circuit Clerk's JIMS software.
- It is her understanding that it can be covered by the ARPA funds.
- She has asked for it to be on the September 20th agenda for approval.

The meeting adjourned at 5:43 PM

Minutes submitted 9/16/2021

Ray Minor, Chairman - Finance Committee

State's Attorney's Office:

- Receives and reviews all reports of criminal activity from all local law enforcement departments in the county as well as reports generated by the Illinois State Police, Department of Natural Resources, Secretary of State, Southern Illinois Drug Task Force.
 - o Reports include felonies, misdemeanors, traffic, ordinance violations, juvenile abuse and neglect, and juvenile delinquency.
 - o Year to date reports received and reviewed: 2,279 reports.
 - o Year to date cases filed (including traffic): 2,931 cases.
- Provides victim services to all victims of crimes and obtains grants for 2 victim coordinator employees
- Current in-office procedure when report is received:
 - o Log report in Excel Spreadsheet for in-office tracking.
 - o Log report in JIMS for further action with regards to filing decisions.
 - o Attorney review for filing of charges
 - o Attorney draft charging document in Word
 - o Log charges to be filed in JIMS and submit for new case
 - o Call Circuit Clerk's Office for new case number
 - o Scan and e-file charging document using Odyssey E-Filing system
 - o Create a file folder in OneDrive
 - o Scan report and all supporting documentation and save in case file on OneDrive
 - o Create a "Case Management Tracking Sheet" in Word to be stored in OneDrive and updated after every court date
 - o Create a physical file to include all reports, case filings, evidence including videos which are not saved in OneDrive
 - o After an attorney is appointed or hired to represent defendant, all police reports are either printed and mailed to attorney via USPS or placed into an electronic DropBox for defense attorney.
- Problems with current system:
 - o Redundant
 - requires secretaries to log the case 3 times before filing
 - multiple tracking sheets for multiple cases
 - o Inefficient
 - Must call circuit clerk's office after submitting cases and after e-filing charging document to verify receipt
 - 10 reports came in today, took 15 min/case just to log the new case, not including time to review the report, make a charging decision, and draft the charging document.
 - utilizes 6 applications just to file one case
 - o JIMS
 - Expert in court management systems – not Prosecutor system
 - Prosecutor case management system is server based (FCSAO shares database with Circuit Clerk which is located on server inside the courthouse)
 - Connection is through 1 VPN while in office, 2 VPN's when working remotely

- Font size and speed are dependent upon connection through 2 VPN's and video card in the "dummy" computer at the courthouse
- Circuit Clerk's office has 9 "dummy" computers set up in their office specifically for FCSAO to have better access to database
- Cumbersome and not at all user friendly for Prosecutor Case Management system

Prosecutor by Karpel

- Web-based
 - Access entire case information and work quickly through any internet connection
 - Does not require constant access to circuit clerk's database
 - Eliminates the need for "dummy" computers in circuit clerk's office and VPN's
 - Integrates with circuit clerk's system for data transfer and case filing
 - Automated integration with circuit clerk's system which eliminates need for interruption in deputy circuit clerk's duties for case filing
- Efficient
 - Designed by Prosecutors with expertise and knowledge of all steps of case from receipt of report to conclusion of case
 - All documents are created within Karpel and stored on secure servers
 - Eliminates the use of 6 applications
 - Tracks every case in easy, user-friendly links
 - Data transfer for case filing is instantaneous and all other data transfer with circuit clerk's office is updated once daily
 - All police reports and evidence (including movies, pictures, lab reports, emails, etc) are kept electronically, whether charges are filed or not
 - Discovery is shared electronically with defense attorneys
- Makes Paperless Court Accessible to FCSAO
 - All documents, notes, case files, evidence, etc. are accessible via a windows, web-based internet connection
 - Attorneys and support staff will be able to work remotely from any location with a internet capable device and an internet signal.

Date: September 20, 2021

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****** Due to COVID19 ...Beginning Monday, September 20, 2021, and until further notice...the Franklin County Board Committee meetings and Franklin County Board meetings will temporarily be held at:**

**WEST CITY COMMUNITY CENTER
201 S. BROWNING STREET
WEST CITY, ILLINOIS**

Those attending will be asked to observe all current CDC guidelines concerning COVID. You are encouraged to use our call-in conferencing to our meeting. The call-in number will be listed on our Facebook and our Website at the same time that the agenda is posted.

COMMITTEEMEN:

- (x) Ray Minor - Chairman -- Conference Call-In
- () Randall Crocker -- Tourism, Supervisor of Assessments/Mapping
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- (x) Mike Rolla, County Engineer
- () Judge Tom Tedeschi,
- () Monica Urban, Probation
- (x) Steve Vercellino, Treasurer -- Conference Call-In
- (x) Greg Woolard, County Clerk

Guests.....Rocky Morris, Tom Carter(Computer Program), Al Gaston(New Equipment), Victor Shockley(Plat Variance), Peggy Wakefield(Karpel), Dwayne Williams and other interested parties.

(over)

The meeting was called to order at 5:16 PM by Chairman Ray Minor. See above list for those attending. Minor asked for the county claims to be submitted to the board, which were then approved and signed by all members present.

After presenting the current claims, Treasurer Steve Vercellino gave his report...

- Beginning balance (including ARPA funds) as of 9/20/2021 is \$7,100,000.00. Estimated claims, including 10/01//2021 Payroll (\$632,239.00), and estimated revenue (\$164,929.00) the ending balance will be \$6,632,690.00.
- Budget Worksheets were sent to Departments on 9/10/2021.
- On the following County Board Agenda...the Fager-McGee #12 payment did not include all the information needed to file the claim.

At that time, County Clerk Greg Woolard introduced Al Gaston who was there to discuss election equipment. Gaston's supervisor (Jay Bennett) was also on the phone and included in the discussion. The equipment currently being used was purchased in 1997. The new equipment includes smaller handicap machine, screens which point out any discrepancies on the ballot with the option to accept or correct, and requires no new training for the election judges.

State's Attorney Abigail Dinn again explained the contract and the cost with Karpel Solutions and the benefits it would provide for her office. Karpel Solutions was on the following county board agenda for approval. Treasurer Vercellino asked if the annual fee would be paid through the State's Attorney's funds. She responded that it would be.

The meeting adjourned at 5:44 PM

Minutes submitted 9/30/2021

Ray Minor, Chairman - Finance Committee