

Executive Committee Minutes
January 7, 2016

Present: John S. Rendleman, Julie Peterson, Greg Legan, Elizabeth Hunter,
Tom Redmond, Orval Rowe, Milton Maxwell and Andrew Erbes

Absent: Keith Larkin

Also Present: Josh Barringer, Ryan Hartmann, Denise Light, Aesha Jackson and
Michelle Tweedy

Executive Committee Chair John S. Rendleman called the meeting to order at 5:00 p.m.

The committee reviewed the December 3, 2016, Executive Committee Minutes. Motion by Legan, seconded by Hunter to approve the January 7, 2016, Executive Committee Minutes as presented, motion carried.

Executive Committee Chair John S. Rendleman presented the committee with correspondence from the Carbondale Park District requesting financial support in the completion of the Super Splash Park. Executive Committee Chair John S. Rendleman informed the committee that it is extremely important for kids to be taught how to swim and by supporting this project that would enable the park district to provide a valuable service. Executive Committee Chair John S. Rendleman informed the committee that the City of Murphysboro had been approached as well and were considering contributing up to \$5,000 provided the citizens of Murphysboro were allowed to utilize the facility at in-district rates. Executive Committee Chair John S. Rendleman suggested the use of Housing of Prisoner Funds up to \$150,000 and informed the committee that he had been in discussion with the Sheriff regarding the allocation of funds as a matter of public safety. Julie Peterson suggested that all county citizens be allowed to use the facilities at an in-district rate. Elizabeth Hunter agreed with Julie Peterson's suggestion and added that it would give the kids of the county an opportunity that they may never have had. Milton Maxwell suggested it may help with cutting the cost associated with juvenile detention. Orval Rowe expressed his concern with providing funding up to \$150,000 and suggested a reduced amount of \$50,000. Tom Redmond expressed his concerns with setting a precedent; funding could be utilized elsewhere within the county such as the Health Department or constructing a new courts/administrative building; or hampering future labor negotiations. Tom Redmond also informed the committee that the Carbondale Park District was in the process of securing, if they had not already received, a loan to complete the project. The consensus of the committee was to forward this matter to Finance & Administration Committee for further discussion.

The committee discussed alternatives to receiving packets prior to all meetings. Effective February 2016, the consensus of the committee was to email all packets to board members the morning of committee meetings.

The committee discussed the job descriptions of the Accounting Coordinator, Ambulance Service Director, Animal Control Officer, County Board Administrative Assistant/Secretary, County Board Committee Coordinator, County Engineer, Emergency Services Director, Information Technology Supervisor and Network Administrator. The consensus of the committee was that the job descriptions were no longer accurate and were forwarded to the Evaluation Sub-Committee of Jackson County Board Vice -Chair Julie Peterson, Tom Redmond, and Greg Legan to update.

Jackson County Board Vice-Chair Julie Peterson informed the committee that the Evaluation Sub-Committee has met with the personnel, collected any self-evaluations that were completed, and has requested the input of all fellow board members by January 15, 2016.

The committee briefly discussed the Jackson County Board Personnel and Employment Policy. The committee discussed developing a protocol in tracking personnel time and pay. Tom Redmond volunteered to develop a protocol as discussed and to bring a draft back to the committee for consideration.

Motion by Legan, seconded by Rowe to enter into Executive Session under 2 (c)(1) of the Illinois Open Meetings Act to discuss personnel, roll call yes: Rowe, Legan, Hunter, Rendleman, Peterson and Redmond, motion carried.

The committee reviewed the findings of the HR Audit Final Report as conducted by Counties of Illinois Risk Management Agency {CIRMA}. The committee discussed the findings and questioned how the county would address some of the findings without a board administrator trained in human resources or an updated personnel policy. Executive Committee Chair John S. Rendleman will forward the HR Audit Final Report to the Jackson County State's Attorney Office for review and an opinion.

Executive Committee Chair John S. Rendleman informed the committee that a budget re-allocation may be needed in the very near future to account for the lack of state reimbursements county-wide and the cost associated with the Flood of December 2015. The board will be asked to consider suing the State of Illinois over the various salary reimbursements at its January meeting. Tom Redmond informed the committee that the Health Department will be approaching the board to consider cash flow alternatives for the department due to a projected cash shortfall as a result of the lack of state reimbursements. The consensus of the committee was to request the Health Department to make its request/suggestions to the Finance & Administrative Committee.

The committee reviewed the revised draft request for proposal for its financial, accounting and asset management software program and system. The consensus of the committee requested was to forward the proposal to Finance & Administration Committee for review and approval.

The committee reviewed the Data Center Buildout and Move plan and associated costs. The move is within the amount budgeted. The committee directed Mr. Josh Barringer to proceed with the move as outlined.

The committee reviewed listing of open appointments and resumes received for said appointments.

The committee recommended the appointment of Mr. Andrew Erbes to the Counties of Illinois Risk Management Agency.

Executive Committee Chair John S. Rendleman informed the committee that he would be speaking with Crosswalk Community Action Agency regarding the make-up of its present members and to strive toward being a more diverse agency.

The committee discussed the recent turn of events involving the Jackson County Mass Transit and the danger of it losing its certification. The sub-committee consisting of Jackson County Board Chair John S. Rendleman, Elizabeth Hunter and Orval Rowe has yet to meet and will be meeting Tuesday, January 12, 2016, at 4 p.m. to consider materials collected, information heard, and to meet with all appointees to the Jackson County Mass Transit Board.

The committee reviewed email correspondence from Ms. Melinda Woker at Jackson County 911 regarding road sign maintenance. The consensus of the committee was to forward the matter to Real Property for further discussion.

Ms. Julie Peterson requested the committee to look into the recent controversy surrounding around chicken farms. The consensus of the committee was to forward the matter to Legislative & Public Safety Committee for further discussion.

Motion by Rowe, seconded by Redmond to adjourn at 6:42 p.m., motion carried.



COUNTIES OF ILLINOIS RISK MANAGEMENT AGENCY
413 WEST MONROE SPRINGFIELD, ILLINOIS 62704
CIRMA-IL.ORG



HR Audit Final Report

For Jackson County

A. Specific Audit Objectives

1. To determine the effectiveness of the Human Resources function as it relates to Jackson County compliance with state and federal employment regulations.
2. To analyze human resource indicators and identify any "restraining forces" that affects the county's ability to operate effectively.
3. To identify any potential compliance issues that allows the county to defend its employment practices and policies, if challenged by any individual or agency.

B. Completed Tasks

On Thursday, October 16, 2014, Donna Rogers met in the Jackson County conference room and various other county locations from approximately 8:45-3:30 p.m. to discuss all aspects of Human Resources Management. This included a tour of the county court house as well as the highway and healthcare facilities. Forms and personnel files as well as other relevant HR documents were reviewed. Accounting Coordinator, Michelle Tweedy, answered questions and discussed county concerns throughout the day. Also, interviews were conducted with the following:

- Administrative Assistant to the Sherriff, Suzie
- Board Member, William "Bill" Alstat,
- Assistant State's Attorney, Daniel Brenner
- Health Department, Tracy Hartung, HR Manager
- Highway Engineer, Grant Guthman

The following is a short summary to describe how HR processes and documents are maintained to include necessary processes, which seem to be in compliance.

The Health Department who has their own HR Manager seems to have the least amount of risk. Her knowledge base and depth of proactive processes are far above all other departments. Regulatory activities are not centralized for the most part, as each elected officials department

independently handles them. The county board is unsure about the department's status as it relates to compliance with state and federal employment related regulations, which affect documentation and processes.

In addition, the county is partially self-funded using a third party administrator named Consociate & Dansig from Decatur. They also have a reinsurance carrier. Therefore, COBRA Administration is not handled in-house. The FMLA administration is handled within the departments along with the assistances of the State's Attorney's office. All workers compensation leaves are handled by IPMG & CCSI third party administrators with assistance of a former employee hired as an independent contractor and paid on a per diem basis via 1099. The county board office is responsible for all payroll deductions to include benefits and retirement. Therefore, all related documentation is kept in the county board office under lock and key at all times. Open enrollment is in the month of November. Enrollment is also managed by the County board office and the benefits calendar begins December 1st of each year. The county clerk's office handles all the payroll and IMRF paperwork. Finally, investigation files are kept separate from all other documents in the county board office.

Responsibilities of Contractor

- **Review of Materials and Relevant Reports** to include HR documents such as employee handbook, and asked HR related questions about recruitment success, turnover, legal complaints, employee complaints, diversity, training & development, etc.
- **Interview some Board and Staff Members** to follow-up on questions derived from a review of the written materials.
- **Conduct on-site Inspection** to walk through various offices in three different buildings, random review of personnel files.
- **Conduct on-site Review of Findings during the audit** to communicate with Board Personnel Committee representative preliminary findings.
- **Writing of the report, based upon the findings.**
- **Submit and/or present final report to Client on or before agreed upon completion date.**

In general, the Human Resources audit entailed a review and evaluation of the following areas:

- Benefits administration
- Communications
- Compensation/wage administration
- Employee relations
- Employee training and development
- Employment policies, practices and procedures
- Files, record maintenance and technology
- Performance management
- Promotion practices and trends
- Recruitment, hiring and selection
- Staffing and organizational structure

When available, the following documents or records were reviewed. In certain cases, relevant documents pertaining to the function listed were requested. Generally, only a random sampling from each category was reviewed when applicable an available for review. A letter was sent in advance of what documents could be pulled for review.

- Benefit plans
- Compensation/incentive plans
- Employee communications
- Employee complaints/grievances
- Employee disciplinary reports
- Employee files
- Employee training
- Employment postings
- Exit interviews and turnover stats
- Interviewing and selection process

- Job descriptions
- New hire packet
- Organizational chart
- Pay classifications
- Performance evaluations
- Policy manual/handbook
- Recruitment ads
- Time worked /overtime
- Workers compensation claims
- Workplace accident/injury investigation

Responsibilities of Client

- **Provide all relevant data and information.**
- **Provide the required access to all necessary documentation or staff member.**
- **Provide available working space** at the Client's office when space was needed to review sensitive information and to conduct staff interviews.

C. Introduction and Definition of Findings Categories

An HR audit measures HR effectiveness and efficiency and demonstrates the value of HR in helping an organization meet its strategic goals. Overall, intent among county board members and department heads to do the "right things" within the organization is commendable. Special emphasis is being placed on improving policies and procedures to make certain they comply with state and federal requirements, as well as being consistent and manageable. Many changes are suggested to improve processes and procedures as well as:

- Instill a sense of confidence in the county board and department heads that the human resources functions are well managed and prepared to meet potential challenges.
- Maintain or enhance your county's reputation in the community.
- Establish a benchmark from which to measure ongoing improvements.

The following report outlines findings and recommendations in the various aspects of the HR practices within the county. Many of these recommendations may appear to be blue-sky ideas without the budget to support them while others are very quick fixes and necessary to improve the overall effectiveness and efficiency of the HR operations. Most importantly, they maintain compliance to eliminate the possibility of severe fines or ugly time-consuming laws suits. Some are major findings and some are minor. The definitions of each are below:

A ***major*** finding is one that puts any one or all of the following at risk based on safety, employment law compliance, and potential complaints by employees to official offices or attorneys. Those who have a potential to be at risk are employees, county board, department heads, and the entire county. This risk could involve personal and professional damages. A major finding also includes all or most elements of a minor finding as described below.

A ***minor*** finding is one that would improve HR operations of the county. They are considered to be best practice in the HR field and they help maintain positive employee morale and good public service. However, there are not significant compliance concerns on the surface of the findings. Bottom line they are simply good business practice suggestions.

D. Findings and Related Recommendations

Hiring & Employment

Major Findings

1. Based on discussions, it does not appear that candidates are being notified of their rights nor signing off that the hiring managers allowing permission to contact past employers and references. Background Check form-rights under Federal Credit Reporting Act (FCRA) must be on a separate page from the authorization signature page. All new applicants as Jackson County moves forward should complete this form.
2. An Affirmative Action Plan is required for entities, which receive federal funds. Jackson County does not have such a plan.
3. Medical documentation was found in various departments' personnel files such as notes from doctors containing diagnoses, health insurance forms, and workers compensation forms. Private Health Information of an employee is protected information and should be maintained in a separate file rather than with all other personnel and hiring documentation.
4. There was an in-depth discussion about nepotism and romance in the workplace. Department heads are notorious for hiring family or friends of family and there is speculation among some county workers that fair and equitable treatment may be in jeopardy. This is not uncommon in political offices across the country. It is advisable to consider a policy whereas employees with a close family or romantic relationship should not be making employment related decisions such as pay, promotion, transfer, etc. The reason this is a major concern is when decisions are made in favor of a candidate or employee that is a family member or one with a romantic relationship that is to the detriment of a more qualified person a discrimination claim might come to light. The other issue with romance in the workplace is the potential for a disgruntled relationship post a consensual one that becomes a sexual harassment claim.
5. The only department that appeared to be doing pre-employment drug testing was the Health Department. All other county departments who are not conducting same is at risk for safety and security concerns as it relates to employees who come to work impaired. The community is typically aware of what employer's drug test and which do not. Those who do not typically have a higher percentage of employees who are addicts thus leaving the county open to risk.
6. Employment applications do not appear to contain the most up-to-date language related to "expunged" records for persons with criminal convictions. *"Have you ever been convicted of a felony, or a misdemeanor involving any violent act, use or possession of a weapon or act of dishonesty for which the record has not been sealed or expunged?"* In addition, the date of birth is requested as well as the date of diplomas and degrees earned which could give candidate age away. This practice leaves the county open for Age Discrimination in Employment (ADEA) complaints.

Minor Findings

From an observational standpoint, it may be difficult to hire and retain employees of the younger generation due to lack of technological support of processes and procedures in most areas. Employment-related processes at a minimum seem to be very manual which will be difficult for the "always on" millennial generation who is expected to make up 75% of the workforce by the year 2025.

Compensation and Benefits

Major Findings

1. All positions appear to lack job grades, ranking system and salary ranges. For example (but not limited to), a clerical position in one department may make something completely different from another. This could lead to potential discrimination complaints among employees throughout the county who essentially do the same thing in various departments. Due to this, a cursory exemption, gender, and protected class audit was not possible. I recommend a thorough investigation in this area to determine potential for equal pay and pay discrimination risk. A market comparison can be performed to establish job grades and salary ranges.
2. Summary Plan Description's (SPD) do not appear to be posted annually nor did some personnel know what that was or who is responsible for communicating with the employee.
3. Based on a preliminary discussion about exemption status is determined for each position to be in compliance with the Fair Labor Standards Act overtime provision, it is unsure that all positions are appropriately coded. If there are any exempt (referred to as salaried) personnel incorrectly classified this could leave the county and departments open for department of labor back pay fines for employees who are not being compensated in compensation time or overtime pay appropriately. I recommend a complete exemption status audit be performed to minimize risk.

Minor Findings

Based on discussions, performance reviews are not conducted. Develop a standard for conducting performance reviews to improve timeliness and develop a process to ensure these standards are being met. The same "always on" generation mentioned above who will make up 75% of the workforce in just 11 years is also 50% more needy of management feedback than any other generation.

Job Descriptions

No Major or Minor Findings in this section

Workers Compensation Program

Major Findings

Although it was initially reported that all Workers Compensation files were kept in the board office for all county employees, something different was discovered in one of the departments. Within the highway department, workers compensation documentation as well as general medical documents were maintained within the main personnel file. Essentially, there is one file per employee and everything is maintained there whereas workers compensation should be kept separate.

Personnel File Review

Major Findings

1. Immigration form I-9 is completed in the various departments and sent to the county clerk's office. However, through conversation, it was discovered that the forms are within the personnel files, but should be filed by themselves. In addition, the county is not signing off as verifying the documents proving legal right to work in the United States are legitimate. As a result, all current I-9s will need to be shredded and new I-9s will need to be completed by all employees and employer and refiled.
2. The personnel files at the Highway Department facility are left unlocked. This is of major concern due to numerous facilities having been robbed of such documentation for sale on the black market for identity theft purposes. The department was amenable to changing.

3. We discussed the retention schedule for active versus terminated personnel files which may be kept together and should be separated for ease of purging based on federal and government records regulations.
4. Some documents still have Social Security numbers on them and when asked how they were used, the response did not provide me with solid feeling of a real need for the information. Identity theft within organizations are at an all-time high and employers risk file management negligence if an employee or past employee's protected information is obtained from the company with no real job related reason to maintain.

No Minor Findings in this section

HR Administration

Major Findings

1. Family Medical Leave Act (FMLA) time is not administered or tracked using appropriate department of labor documentation. Basically, department heads have not been trained on how to manage the process and since all departments handle absence management separately there is less chance for consistency. Department heads should be trained on how to identify all types of time that could be counted as FMLA (both consecutive and intermittent). The HRIS (payroll system) should set up with codes to identify all types of time off. This will allow the company to be more proactive, if employees tend to take more time off in a year than required to allow.
2. Posters in some buildings are not up-to-date and completely thorough. I noticed some as old as 2007 and there have been several state and federal changes since then. The federal and state posters page should be consulted on a regular basis to ensure every required poster is up at all times for all employees to see in every building. There are some posters requiring specialized contact information which were blank. These need to be kept up-to-date as well. The blanks are there for a reason.

No Minor Findings in this section

Policies and Procedures

Major Findings

1. A cursory review of the County Board Employee handbook shows a need for updating. The Legislative committee is considering implementing a unified employee handbook should the departments agree to support. There were a few policies I recommended to be expanded upon as well as some that were missing. Specifically, remove the word "probationary" throughout the document and replace it with "introductory" which minimized the promise of pay if released early. Add Gun, Pregnancy, and Lactation room policies related to new state and federal regulation requirements.
2. The most troubling concern is that nearly every department has their own set of "policies and procedures" which were not up-to-date (less than 3 years old is recommended) and like the County Board draft mentioned above, they were not in compliance with state and federal regulations. This not only can be a compliance issue, but it can lead to low morale and appearance of unfair treatment across the county.

No Minor Findings in this section

E. Resources

<http://www.osha.gov/>

<http://www.dol.gov/>

<http://www.dol.gov/elaws/posters.htm>

<http://www.state.il.us/Agency/idol/>
<http://www.state.il.us/agency/idol/Posters/poster.htm>
<http://www.shrm.org/templatestools/hrqa/pages/whatshouldiexpectfromadolaudit.aspx>
<http://www.shrm.org/templatestools/toolkits/pages/humanresourceaudits.aspx>

F. Overall Recommendations

As suggested, each finding and recommendation in section "D" above should be followed through in order to bring each major item into compliance. The board should review each minor finding to determine if they agree to the recommendation. Department heads can and should take each of the findings seriously, as it relates to how they are operating their own departments. To summarize findings and recommendations mentioned above briefly, the following should be a high priority as they are listed as major findings:

1. Incorporate Fair Credit Reporting Act forms and procedures into the hiring process as it relates to any and all types of background checks (not just those related to credit).
2. Develop and maintain an Affirmative Action Plan.
3. Remove medical documentation from all personnel files.
4. Conduct a cross county job and pay audit to include discrimination risk as it relates to Equal Pay Act and Fair Labor Standards Act.
5. Pull I-9 Forms out of all personnel files and ensure every employee has completed and the county has signed off on having personally reviewed original required documentation.
6. Lock and limit access to all personnel files (active and terminated) at all times and in all locations.
7. Train appropriate personnel on how to administer and track Family Medical Leave Act time off using required department of labor forms.
8. Ensure all required state and federal employment posters in every building are up-to-date and maintained in a location that all employees visit frequently. When employees are on the road, copies of these documents should be kept in county vehicles or on county worksites.
9. Update and maintain all employment policies to comply with all state and federal regulations.

Overall, HR policies and functions for all departments should be consolidated under the county board since the county board is who faces the liability if their county is not in compliance with state and federal regulations. It is common for employees and their representatives to name both the county board in the complaint and the department heads and co-workers. Thus, compliance with this recommendation is imperative to minimize risk for all who are involved in employment related decisions across the county.

In addition, I recommend a more in-depth audit of some areas where findings were not found or were minimal findings were noted due to limited time to review everything employment related all in one day.

Finally, the Society of Human Resources Management recommends employers are proactive to be fully prepared for an agency audit by following the steps below:

To be proactive, employers should consider routine self-audits, which consists of the following steps:

- Review job descriptions.
- Understand the differences, fines, and legal criminal and financial risks related to federal and state laws and ensure that the laws are correctly applied to employees. County board and department heads could benefit from some training in this area.
- Ensure that FLSA classifications are correct.
- Keep accurate payroll records.

- Apply policies consistently.
- Make sure all records are complete and work to resolve any inconsistencies.
- Determine how to address any areas of concern identified via the self-audit.
- Foster a climate of continuous improvement

At the conclusion of the audit, county leaders must engage in constant observation and continuous improvement of the county's policies, procedures and practices so that the county keeps improving. One way to do this is to actively monitor HR systems to ensure that they are up-to-date and to have follow-up mechanisms built into each one of them.

One approach is to designate someone on staff to monitor legal developments to ensure that HR policies and practices are kept current. Likewise, departments and the county board should keep track of the audit findings and changes made, turnover, complaints filed, hotline issues, and employee survey results to identify trends in the county's employment-related issues. Identifying problematic issues, growth areas or declining problem spots can help in the decision of where to allocate time, money and preventive training resources in the future.

Sender: tomredmond@mchsi.com
Sent Date/Time: Thu, 7 Jan 2016 12:36:21 -0600
Received Date/Time: 2016.01.07 10:36:29
Subject: Fwd: Budget talking points
Attached files:

Sent from my iPhone

Begin forwarded message:

From: Miriam L-M <miriam@jchdonline.org>
Date: January 7, 2016 at 9:57:41 AM CST
To: Tom Redmond <tomredmond@mchsi.com>, Tom Redmond <tredmond@jacksoncounty-il.gov>
Cc: Chad Hill <chadh@jchdonline.org>, Bart Hagston <barth@jchdonline.org>
Subject: Fwd: Budget talking points

Thanks, Tom, for your willingness to discuss this with the Executive Committee. Here are the talking points.

--we are now in our 7th month without state funding. By the end of January, the Health Department will be owed more than one-half million dollars in grant funds. Over \$420,000 of that balance is owed by State funded grants.

--there is no certainty when the state budget will be resolved but with limited session days and the March 15 primary it could be April. Which would mean it would likely be June before we see money in the door.

--we are currently doing contingency planning and have some questions for the county: when can we expect to get our final tax payment (we expect about \$100,000 more). Would it be possible for the county to pay ahead on solid waste programming (annual amounts are recycling \$222,798, enforcement \$68,137)? Would there be any additional money that could be borrowed to be repaid as the state funds are available?

The Board of Health is meeting on February 10th and we will be finalizing contingency plans. We would like to have this issue added to the agenda for Finance and Administration next week.

Sent from my iPhone

Miriam Link-Mullison

REQUEST FOR PROPOSAL
COUNTY OF JACKSON, ILLINOIS
MURPHYSBORO, IL 62966

GENERAL INFORMATION AND REQUIREMENTS:

Jackson County is requesting sealed proposals to provide it with a financial, accounting and asset management software program and system.

Submission of Proposals

One original and two copies of the sealed proposal must be delivered to:

JACKSON COUNTY BOARD OFFICE
Attn: Michelle Tweedy, Accounting Coordinator
Jackson County Courthouse, 1st Floor
Walnut Street
Murphysboro, IL 62966

Sealed proposals must be delivered no later than 4 P.M. CST on Month date, 2016. Proposals received after the above date and time will be returned and unopened. The proposal must be sealed and must be plainly marked in the lower left-hand corner of the envelope "**Financial Software Sealed Proposal**" Failure to submit a proposal in a properly marked envelope may eliminate the proposal from consideration. All proposals submitted shall be binding for one hundred eighty (180) calendar days following the due date, unless upon request of the County the vendor(s) agrees to the extension.

Opening of Proposals

Proposals will be opened and read publicly at **time p.m. CST on Month date, 2016** at the Jackson County Board Office. Proposals will be evaluated and an award, if any, will be made to the vendor who best meets the requirements and is judged best able to provide a complete, comprehensive, current and lowest cost and responsible proposal.

Other Information

Jackson County is not liable for any costs incurred in replying to the Request for Proposal. The County reserves the right to reject any and all proposals and to select the proposal considered most advantageous to Jackson County.

Contacts

Questions concerning this Request for Proposal must be directed to:

Michelle Tweedy
Accounting Coordinator
618-687-7241

I. Project Overview and General Product Requirements

The Jackson County Board is requesting sealed proposals from individuals, firms, partnerships, and corporations having specific experience and a fully operational software and data management program and system to provide the County with comprehensive financial reporting, accounting and capital asset tracking and management across all of its entities, operations, departments and offices. The program and system shall also include seamless integration and operation into such areas as:

- Basic Financial and Accounting System
 - Accounts Payable and Receivable
 - General Ledger
 - Budget Creation
 - Banking and Investment
 - Cash Reporting and Tracking
 - Balance Sheets
 - Payroll
 - Income Tax
 - Human Resource/Personnel
 - Timesheet Management
 - Inventory Management
 - Work Orders (with fund based integration)
 - Employee Self-Service Portal
 - Project and Grant Writing and Reporting
 - Check Writing

The program and system shall comply with all processes, governmental regulations and codes as they pertain to the County, including all applicable Governmental Accounting Standards Boards (GASB) protocol and processes and the Fair and Accurate Credit Transactions Act of 2003 (FACTA) FTC Red Flags Security Rules.

- Capital Asset Tracking

The program and system shall inventory and track the County's real and personal capital property.

II. Proposal Requirements

The proposal must include:

1. Company Information:
Vendor full name, address, telephone number, fax number, and primary contact
2. Vendor History
Brief history of the Vendor's business
3. Qualifications
A narrative statement specifying why the Vendor believes it is especially qualified to undertake this project. Include resumes of key personnel who will oversee this project.
4. Scope of Services
Examples of specific knowledge and expertise related to this type of project.
5. Transition Plan
Vendor must provide plan regarding transitioning to your program.
6. Job Descriptions
Provide job descriptions for all staffing positions providing services under contract with Jackson County.
7. Value-Added Services
Provide list of any "Value Added" services that may be available to the County through the Vendor. Please provide cost analysis showing possible savings.
8. Cost Proposal
Include all costs – licensing, hosting fees (if any) and maintenance fees (covering the first year and over a three year span of time).
9. List of Current Clients
Provide a list of the clients currently using the product and system.
10. List of Optional Modules
Provide a list of additional modules that you offer or are developing and would be available to the County if it chose.
11. Hardware and System Specifications
Provide a list of the necessary hardware and system(s) to run and operate the program and system.
12. Demonstration
Vendor must include and provide a plan whereby designated county representatives can observe a live demonstration of the product and system being offered.
13. Agreements
Vendor must provide a copy of all the anticipated licensing, service and hosting agreements.
14. Signatures
The present Request For Proposal **must** accompany your proposal; and shall bear a signature of someone that has the requisite authority to obligate the Vendor to perform.

III. Compliance with the Request for Proposal

Proposals submitted must be in strict compliance with the terms of the Request for Proposal. Failure to comply with all provisions may result in disqualification. Jackson County reserves the right to reject any or all submittals or to waive minor defects or irregularities in any submittal. The final award will be made to the most qualified, responsive, and responsible vendor as determined in accordance with the evaluation criteria, policies and procedures solely identified by the County.

The County further reserves the right, without prior notice, to supplement, amend, or otherwise modify this Request for Proposal, or request additional information from any and/or all respondents. By submitting a qualification, the Vendor thereby agrees that Jackson County's decision concerning submittal is final, binding, and conclusive upon it for all purposes, and acknowledges that Jackson County, in its sole and unqualified discretion, may waive or deviate from the procedures and/or timetable described in the Request for Proposal. All materials become the property of Jackson County and may be available to the public. All costs incurred in creating the Request for Proposals are the responsibility of the Vendor.

IV. Minimum Contract Requirements

The final agreement with the County shall include the following terms, duties or conditions:

1. Standard Indemnification Clause as follows:

“As permitted by law, the Vendor shall indemnify, defend and hold harmless the County and its officials, employees and agents from and against all claims, damages, losses and expenses, including legal fees recoverable under applicable law (attorney=s and paralegals= fees and court costs), resulting from the performance of the Vendor’s services. The same duty shall extend to any claims resulting form or alleged to have resulted from the Vendor’s violation of any intellectual property laws.”

2. A Certificate of Insurance shall be furnished indicating proof of the following insurance from companies licensed in the State of Illinois.

Worker's Compensation in compliance with the compensation laws of the State of Illinois with a limit no less than \$100,000.

Comprehensive General Liability with a minimum of \$1,000,000 per occurrence/\$3,000,000 aggregate.

Automobile Liability with a minimum of \$1,000.000 per occurrence/\$3,000,000 aggregate.

Errors and Omissions Liability with a minimum of \$1,000,000 per occurrence/\$3,000,000 aggregate.

Copyright, trademark and patent liability (intellectual property) in the same above minimum amounts.

3. One year agreement with an automatic renewal feature.

4. A right to cancel the agreements at any time and for no reason upon thirty (30) day written notice.
5. That the Vendor shall abide by Section 2-105A of the Illinois Human Rights Act and the Illinois Drug Free Workplace Act.
6. That the County has a right and the reasonable ability to retrieve its data from the Vendor or its program and system in the event of Vendor's insolvency or bankruptcy or the agreement(s)' cancellation.
7. The County reserves the right to seek additional contract terms as the circumstances warrant.

V. Selection Criteria

The County will select the lowest responsible proposal from the Vendor that will offer a fully operational and proven program and system. Its decision will be based on an evaluation of all the stated criteria and the Vendor's ability to meet the criteria. The final decision will also rest on the program and system's live demonstration and your clients' recommendations and comments.

Jackson County reserves the right to negotiate with the provider who, in the county's opinion, offers the best program and service.

I have read the Request for Proposal and agree to its terms. I understand my proposal is subject to the county's evaluation of my program and system. I, the undersigned, have the necessary authorization to make this proposal for the program and system.

Dated: _____, 2016

Signature

Printed Name

Capacity

SEAL

Michelle Tweedy

From: Daniel Brenner
Sent: Monday, January 04, 2016 3:11 PM
To: Michelle Tweedy
Subject: RE: Financial Software RFP

Michelle, the proposal looks fine.

Daniel Brenner
Assistant State's Attorney
Jackson County State's Attorney's Office
Jackson County Courthouse, Third Floor
Murphysboro, Illinois 62966
618-687-7200 (Office)
618-201-7832 (Mobile)
618-687-7215 (Fax)

From: Michelle Tweedy
Sent: Monday, January 04, 2016 2:29 PM
To: Daniel Brenner
Subject: Financial Software RFP

Dan,

Could you please review the attached Financial Software RFP and make any suggestions/recommendations you may have?

Thank you,
Michelle Tweedy, Accounting Coordinator
Jackson County Board
1001 Walnut Street
Murphysboro, IL 62966
Phone: 618-687-7241
Fax: 618-687-7271

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. Finally, the recipient should check this email and any attachments for the presence of viruses.

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-

|| DATA CENTER BUILDOUT AND MOVE

OVERVIEW

1. Project Background and Description

There have been many occasions in the past several years where the Courthouse has lost power for an extended period of time. This power loss has effected the operational uptime of several key systems (i.e. email, shared files, domain control, phone system, etc.) in a negative fashion. In order to facilitate emergency power to the County's data structure, the movement of the physical hardware to the Sheriff's Office is planned.

2. Project Scope

In order to properly facilitate this type of movement, the following items will be addressed:

- Physical space
- Power requirements
- Adequate cooling capacity
- Network infrastructure

3. High-Level Requirements

The move must accomplish the following:

- Provide continuous run time of all County server assets in the event of a power failure
- Provide continuous run time of the County's phone system
- Provide continuous up time for the County's email server

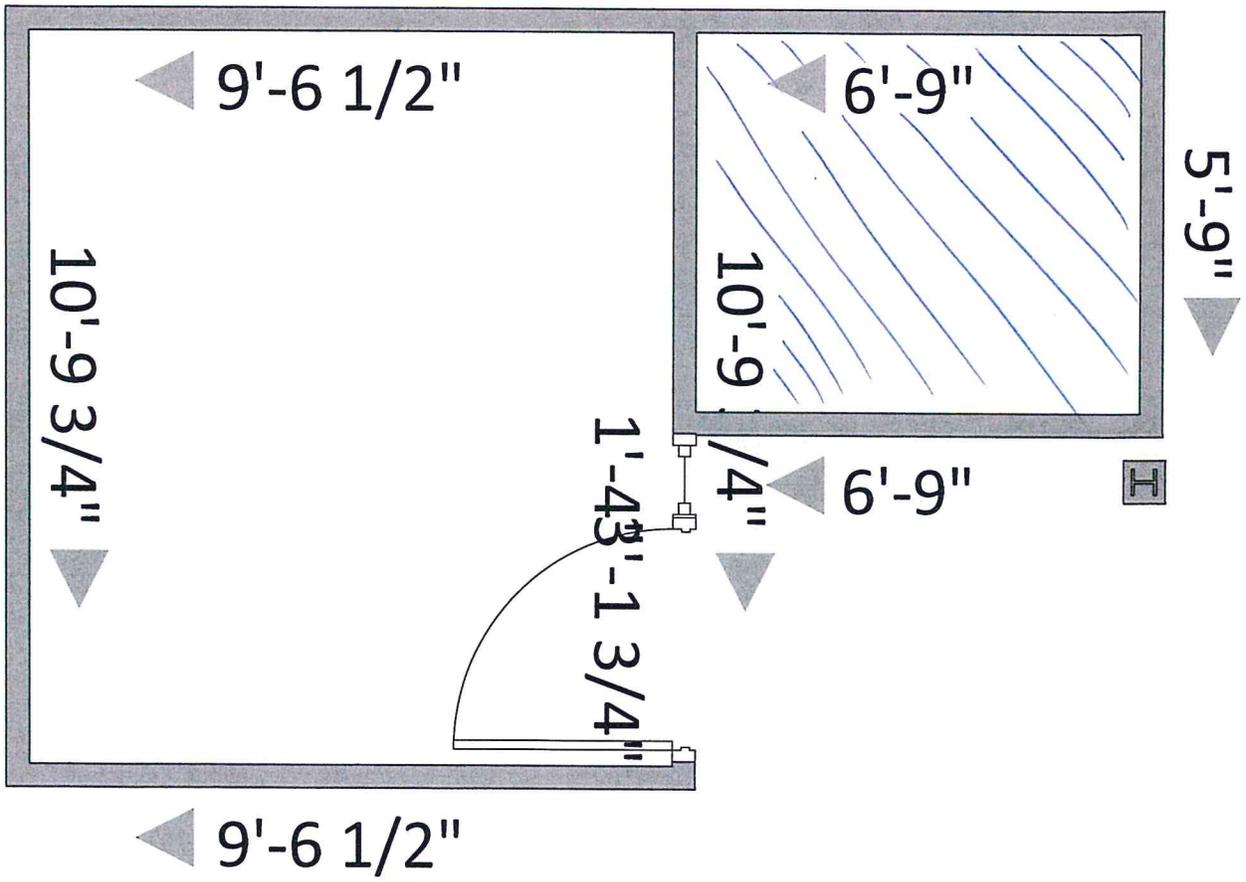
4. Affected Parties

This project will affect the following offices and departments:

- County Board Office
- County Assessor
- Board of Review
- County Clerk and Recorder
- County Treasurer
- State's Attorney
- Emergency Management Agency
- Sheriff's Department
- Ambulance Service

5. Affected Business Processes or Systems

As this project is planned, no process or system should be affected. The downtime associated with this move will be scheduled for weekend hours and all systems that are required for departments that run 24 hours will have minimal downtime. System outage procedures will be put in place to mitigate any work stoppage issues.





CDWG.com | 800.594.4239

OE400SPS

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
GKTS458	9036103	8/24/2015

BILL TO:
 JACKSON COUNTY COURTHOUSE
 1001 WALNUT ST

SHIP TO:
 JACKSON COUNTY COURTHOUSE
 Attention To: COMPUTING SERVICES
 DEPT
 1001 WALNUT ST

Accounts Payable
 MURPHYSBORO , IL 62966-2177

MURPHYSBORO , IL 62966-2177
 Contact: JOSHUA
 BARRINGER 618.687.7286

Customer Phone #618.687.7280

Customer P.O. # 20140818JB1 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
PHILIPPE STAPP 866.551.9995		AIT - Deferred, 3-5 Days	Net 30 Days-Govt State/Local	E9996365506
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1340486	TRIPP 16KVA UPS SMART ONLINE 8URM Mfg#: SU16000RT4U Contract: MARKET	7,552.11	7,552.11
2	1376086	TRIPP 192V EXTERNAL BATTERY PACK Mfg#: BP192V18-4U Contract: MARKET	1,736.41	3,472.82
1	309803	TRIPP UPS REMOTE MONITOR SNMP WEB Mfg#: SNMPWEBCARD Contract: MARKET	191.21	191.21
2	1384075	TRIPP PDU MTRD 208-240V 30A C13 C19 Mfg#: PDUMV30HV Contract: MARKET	217.24	434.48
35	349441	TRIPP 6FT C13 C14 POWER CORD 18AWG Mfg#: P004-006 Contract: MARKET	2.96	103.60
1	2283231	TRIPP 6FT C5/C14 2.5A 18AWG SJT Mfg#: P014-006 Contract: MARKET	9.58	9.58
2	858765	TRIPP 42U RACK ENCLOSURE DRS & SIDES Mfg#: SR42UB Contract: MARKET	851.18	1,702.36
1	3715085	TRIPP RM AC UNIT 7000 BTU F/8U RACK Mfg#: SRCOOL7KRM Contract: MARKET	726.88	726.88
4	1531262	TRIPP 6FT VERTICAL CABLE FINGER DUCT Mfg#: SRCABLEDUCTVRT Contract: MARKET	117.88	471.52
6	1539350	TRIPP RACK CABLE FINGER DUCT 1URM Mfg#: SRCABLEDUCT1U Contract: MARKET	41.81	250.86
			SUBTOTAL	14,915.42
			FREIGHT	0.00
			TAX	0.00

US Currency

TOTAL → 14,915.42

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515

CDW Government
 850 North Milwaukee Ave
 Vernon Hills, IL 60061
 This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at
<http://www.cdw.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager.



September 03, 2015

Jackson County Jail
Murphysboro, IL
Attention: Josh Barringer

Subject: IT Room Expansion

Fager-McGee Commercial Construction is pleased to submit this Budget for IT Room Addition Expansion. We include all material, tools, equipment, workmen's compensation insurance, general liability insurance, supervision and final clean-up per following **scope of work**.

Scope of Work

A. General Scope:

- 1) Demo and remove 7 lf of metal stud and drywall.
- 2) Rework existing Acoustical Ceiling Tile for room expansion.
- 3) Carpet patch will occur only where the wall has been removed. Fager-McGee will try to match to the existing but cannot guarantee a match.
- 4) New walls will be constructed out of metal studs, batt insulation and 5/8" gypsum board. Gypsum to extend 9'.
- 5) Install new vinyl wallpaper to match existing. Vinyl wall paper material shall be provided by owner.
- 6) Provide and install vinyl base trim.

Base Bid Price

\$5,423.00

B. Electrical Scope:

- 7) Disconnect any power or data wiring on wall to be demolished.
- 8) Provide and install (1) 100A, 1ph, main breaker panel with necessary breakers in new data room.
- 9) Provide conduit and wire feeder from existing electric room emergency panel to new panel in data room. All necessary breakers are included.
- 10) Provide and install (5) duplex outlets and (2) specialty outlets in new data room.
- 11) Relocate (1) existing 2x4, lay-in, fluorescent light in new data room as directed by owner.
- 12) Relocate (1) baseboard heater as directed by owner.

Base Bid Price

\$5,500.00

C. Not included:

- 1) Water, electric or temporary heat.
- 2) Sales tax.
- 3) Building permit.
- 4) Tele/data wiring.
- 5) Shift work.
- 6) Performance bond and/or payment bond.
- 7) Any unforeseen conditions.
- 8) Any other work not specified.

We appreciate the opportunity to submit this Budget and look forward to working with the Jackson County Jail. This price is good for 30 days.

Respectfully submitted,

Christopher Boyd
Estimator

January 2016

BOARD	NAME/POLITICAL PARTY	MONTH	DAY	YEAR	TERM
Devil's Kitchen Water District 7 Members / 1 Appt'd 3324 Grassy Road Carbondale, IL 62902 618-549-5141	Stephen D. Wilson	5	1	2016	5 years
Elverado Water District 7 Members / 5 Appt'd Volunteer Service 475 Kathleen Road Du Quoin IL 62832 618-542-5411	Johnny R. Wisely Joe E. Kosma Michael Ellis Roy G. Clark Danny Ray Arnett	5 5 5 5 2	1 1 1 1 1	2017 2019 2019 2020 2014	5 years 5 years 5 years 5 years 5 years
ETSB 911 14 Members / 6 Appt'd 303 N. Robinson Circle Carbondale, IL 62901 618-457-5911	Chief John Michalesko, C'dale fire chief Chief Jeff Grubbs, C'dale interim police chief Sheriff Robert Burns Benjamin Newman, SIU public safety director Derek Miesner, Director-JCAS Steve Swafford, M'boro fire chief Brian Hollo, M'boro police chief John S. Rendleman Ross Bedar Curt Graff Stephen McBride Larry "Randy" Mathis Vacant - (John Hudson) Chris Mueller	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2017 2017 2017 2016 2016 2017 2017 2016 2018 2018 2021 2016 2017 2016	3 years 3 years 3 years 3 years 3 years 3 years 3 years 3 years 3 years 3 years 3 years 3 years 3 years 3 years

January 2016

BOARD	NAME/POLITICAL PARTY	MONTH	DAY	YEAR	TERM
Jackson County Housing Authority 5 Members / 5 Appt'd 1 must be a resident of public housing or section 8 300 N. 7th Street Murphysboro, IL 62966 618-684-3183	Brenda Hinton - Carbondale Jennie Crawshaw - Elkhaville Larry Reinhardt - Murphysboro Mickey Korando - Murphysboro Mary Campbell -Murphysboro	7 7 7 7 7	31 31 31 31 31	2018 2015 2019 2017 2016	5 years 5 years 5 years 5 years 5 years
Jackson Growth Alliance County Board Chair or his/her designee	Tom Redmond	1	1	2017	1 year
Jackson/Union Regional Port Dist. 17 Members / 2 Appt'd Resident of County w/no economic interest JC Board membership is not statutorily compatible with Port Authority membership.	Samuel Goldman Kenneth Buzbee	6 6	1 1	2018 2017	3 years 3 years
K-RC Conservancy District 7 Members / 4 Appt'd Appt'd in accord w/the River Conservancy Districts Act. No more than 2 appts may be from the same political party. Route 4 Murphysboro, IL 62966 618-687-1722	Michael Barone - Dem. Kevin Piper - Rep. DeWitt S. McGriff - Dem. Dale Jones - Ind.	5 5 6 3	1 1 1 1	2018 2019 2020 2016	5 years 5 years 5 years 5 years

January 2016

BOARD	NAME/POLITICAL PARTY	MONTH	DAY	YEAR	TERM
Lakeside Water District 7 Members / 4 Appt'd	Jennifer Smith	5	1	2018	5 years
3384 Dillinger Road Carbondale, IL 62901 618-457-5547	Jerry Goforth	5	1	2018	5 years
	James Martin	5	1	2020	5 years
	H. Leon Bagley	5	1	2016	5 years
Liquor Advisory Board Appt'd - at least 1 but no more than 3 Residents of the County	John S. Rendleman			county board chair	chair health/safety
1001 Walnut Street Murphysboro, IL 62966 618-687-7240	Tamiko Mueller			Health Dept rep	sheriff rep
	Henry Mulder			state's attorney rep	2 years
	Michael O'Leary			2015	2 years
	Dan Brenner	5	15	2017	2 years
	Steven Bost	5	1	2015	2 years
	Vacancy	5	15	2017	2 years
	Keith Larkin				
Jackson County Mass Transit 5 Members / 5 Appt'd	Lindsay V. Miller of Carbondale	10	14	2019	4 years
608 E. College Street Carbondale, IL 62901 618-457-4080	Aesha Jackson of Carbondale	10	1	2018	4 years
	Louise Osmon of Elkville	10	14	2016	4 years
	Gerald Edwards of Carbondale	10	14	2018	4 years
	Angela Olson of Campbell Hill	10	14	2015	4 years
Merit Commission 5 Members / 5 Appt'd Members appointed by Sheriff and approved by County Board.	Gerald Reed - D	3	1	2018	6 years
	Kenneth Jarrett - D	3	1	2020	6 years
	Thomas McNamara - R	3	1	2016	6 years
	Patrick Kelley - R	8	1	2017	6 years
	Robert Radtke - D	8	1	2017	6 years

January 2016

BOARD	NAME/POLITICAL PARTY	MONTH	DAY	YEAR	TERM
Shawnee Resource Conservation & Development Area 44 Members / 1 Appt'd	Tamiko Mueller	1	1	2017	3 years
	Rachel Ensor	1	1	2018	3 years
SI Economic Development Authority	Jeff Doherty	1	1	2018	6 years
SI Metropolitan Planning Organization Jackson County Board Chair or his designee	Julie Peterson	11	30	2016	1 year
South Highway Water District 7 Members / 7 Appt'd Resident of the district.	Lelian Adams	5	1	2016	5 years
	Kerry Lee Braswell	5	1	2016	5 years
111 Cedar Creek Road Makanda IL 62958 618-529-5313	John Ham	5	1	2017	5 years
	Ron Herring	5	1	2018	5 years
	Mark R. Holt	5	1	2019	5 years
	Kenneth Buzbee	5	1	2020	5 years
	R. Andy Morgan	5	1	2020	5 years
Southern Most Illinois Tourism Bureau 3 Members	James Temple	11	1	2016	3 years
	Dorothy Lada	11	1	2016	3 years
	Barbara Bush	11	1	2016	3 years
T B Board 3 Members / 3 Appt'd 1 Physician - political party restrictions	Karen Strack, D.O. - Ind.	6	30	2018	3 years
	Ruth Miner, R.N. - Dem.	6	30	2018	3 years
	Jodi L. Robertson, R.N. - Dem.	6	30	2017	3 years