Finance & Administration Committee Minutes
January 11, 2016

Present: Greg Legan, Elizabeth Hunter, John S. Rendleman, Julie Peterson, Milton Maxwell, Brian Chapman, Dan Bost, Emily Burke and Andrew Erbes

Also Present: Sheriff Burns, Susie Kilquist, Sharon Harris-Johnson, Mary Beth Varner, Donna Boros, Miriam Link-Mullison, Derek Misener, Dottie Miles, Josh Barringer, and Michelle Tweedy

Finance & Administration Committee Chair Greg Legan called the meeting to order at 5:00 p.m.

The committee reviewed the December 7, 2015, minutes. Motion by Chapman, seconded by Maxwell to approve the December 7, 2015, Finance & Administration Committee minutes as presented, motion carried.

Ms. Kathy Renfro updated the committee on the Carbondale Park District Super Splash Park's capital campaign to raise funds to complete the facility for the 2016 summer season. The $2.5 million project to be funded via an Illinois Department of Natural Resources grant was stopped in March 2015 by Governor Rauner. The project was 75% completed at the time and the Carbondale Park District is now requesting financial support from the surrounding taxing bodies in a little over $300,000 to complete the project. The Carbondale Park District has tried to build the park without raising taxes or borrowing funds but has had to seek a loan from a local banking institution to be secured by selling obligation bonds. The Carbondale Park District has yet to set firm entrance rates due to the uncertainty of the funding. The City of Murphysboro had tentatively agreed to financial support provided the citizens of Murphysboro were granted access at reduced rates, however, the support was stalled due to an impasse. The committee recommended that a representative of the Carbondale Park District be present at the January 19, 2016, Jackson County Board meeting for further discussion.

The committee reviewed the Jackson County Health Insurance Report as of January 11, 2016, as prepared by Windsor Benefit Solutions.

* The committee reviewed the Health Insurance Funding Report as of January 11, 2016, reflecting a balance of $215,495.84 and outstanding claims in the amount of $343,109.26. The committee was informed that health insurance premiums to be collected with the January 15, 2016, payroll would allow the release of all outstanding claims. Motion by D. Bost, seconded by Hunter **to release the health insurance claims in the amount of $343,109.26 upon collection of premiums**, motion carried.

The committee reviewed correspondence from Gallagher Bassett regarding CIRMA's {Counties of Illinois Risk Management Agency} Risk Control Visit of November 6, 2015.

Ms. Dottie Miles informed the committee that the yearly OSHA Log had been completed and will be posted within the County Board Office by February 2016.

Mr. Josh Barringer informed the committee that CTS Technology Solutions, Inc. demonstrated its proposed telephone system upgrades to Board Member Elizabeth Hunter, Elected Officials and Department Heads earlier that day. The proposed upgrade would save the county approximately $1,425.72 per month and would add band width. Jackson County Board Chair John S. Rendleman voiced his reluctance to enter into a renewed five year contract due to prior service issues and the uncertainty of the need for the upgraded services and equipment. The consensus of the committee was to prepare a request for proposal for a telephone system to be reviewed at its February meeting.

The Clearwave proposal was tabled due to the decision to prepare requests for proposal on a new telephone system.

Ms. Elizabeth Hunter submitted a proposed web standards and guideline for the committee's review and consideration. The full text of the guidelines will be made available on the county's webpage and training would be provided upon adoption.

* The committee reviewed the request for proposal for the county's financial, accounting and asset management software program and system. The proposal has been reviewed by the Jackson County State's Attorney Office and all was found to be in order. Motion by Legan, seconded by Burke **to advertise the request for proposal for the county's financial, accounting and asset management software program and system**, motion carried.

Jackson County Treasurer Sharon K. Harris-Johnson updated the committee on the county's credit card. All county departments agreed to participate in the county's credit card program with the exception of the County Board Office and the credit card had been utilized by the State's Attorney Office and most recently, the Supervisor of Assessments Office.

Jackson County Board 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.

* The committee reviewed the December 2015 monthly claims in the amount of $939,254.08. The committee was informed that $511,093.79 was the county's property, liability and workers compensation policy renewals. Motion by Burke, seconded by Chapman **to approve the December 2015 monthly claims in the amount of $511,093.79**, motion carried.

The committee was informed that the county's 2016 unemployment contribution rate was 4.95%.

Ms. Miriam Link-Mullison addressed the committee regarding the Health Department's State of Illinois budget concerns which owed the department approximately $400,000. The Health Department would be able to remain operational until June provided the last installment of property taxes was received, the Solid Waste programming costs were advances for the recycling and enforcement programs, and the department be allowed to borrow from the solid waste fund with the fund being paid back upon receipt of state funding. The consensus of the committee was to forward the request to the full board for consideration.

The committee was informed that the Coroner's salary resolution would need to be approved by the May 2016 board meeting.

Motion by Bost, seconded by Chapman to adjourn at 6:30 p.m., motion carried.

CARBONDALE PARK DISTRICT

2500 WEST SUNSET DRIVE
PO BOX 1326
CARBONDALE, IL 62903-1326
PH: 618/529/4147 OR 618/549/4222

November 20, 2015

The Jackson County Board
c/o Mr. John Rendleman, Chairman
1001 walnut Street
Murphysboro, Illinois 62966

Dear Sirs and Madams:

The Carbondale Park District is continuing the Super Splash Park capital campaign and is raising funds in order to complete construction of the facility so it will be ready for the 2016 summer season. As you may know construction was on track when all work was stopped by Governor Rauner in March 2015. At that time the park was 75% completed and we were on track to open the facility for the Summer 2015 season. Also, we had received almost $800,000 of the $2.5 million grant that we were awarded for the pool and were assured that the remaining $1.7 million would be forthcoming when the park was completed and the State of Illinois had a budget.

Although there is still no State of Illinois budget we recently received a letter telling us we could resume construction. The letter also said we would have to use local funds, and that while the remainder of our grant award MAY be honored, we could only expect to be reimbursed for costs incurred up to the time of the March 2015 work stoppage.

When we looked closely at what it will cost to resume construction and open the Splash Park for the 2016 season we found we need to immediately raise a little over $300,000. While the local community has already donated over $900,000 to the Splash Park that money has already been committed to cover matching grants and construction costs.

In order to immediately secure the $300,000 we are asking for donations from individuals, businesses and organizations. And while we have tried to build the Splash Park without raising taxes or borrowing funds we may have to seek a loan from a local bank which would be secured by selling obligation bonds later in 2016.

The Carbondale Park District is committed to finishing the Splash Park. If we do not we will have spent over $2 million and not have anything. For an additional amount of at least $300,000 we will resume construction and have this much needed facility. We are confident that moving ahead at this time is supported by the citizens of Jackson County, as well as others in the region, who have already shown great support for with generous donations.

We are seeking to appear before the Jackson County Board to ask for their financial support at this time. We are prepared to share the status of the project, the financial details of our ongoing capital campaign, and answer any questions from board members and the public about the park facilities, amenities and user fees.

Very Truly Yours,

Harvey Welch
President, Carbondale Park District Board of Commissioners

WINDSOR
BENEFIT SOLUTIONS

Jackson County Health Insurance Report
January 11, 2016

For the plan year 12/1/14 – 11/30/15, the total funding shortfall was reduced compared to previous years due to increased funding combined with slightly lower claims totals. As illustrated in the following table, actual plan cost generated within the plan year was $19,253.48 greater than funding not including runout claims i.e. claims incurred before 11/30//15 but paid after. These should be in and reported for the February meeting.

The second table illustrates the cash flow for the year and accounts for the "run in" from the previous year and shows a shortfall of $207,067.74. This includes the outstanding insurance reimbursements not yet received which makes the current cash flow shortage $465,753.15. Increased funding for 2016 should make the upcoming year closer to "break even".

Discussions have begun with the reinsurance carrier, Lloyds of London, and it appears that we will be able to move the renewal date up for next year. This will take some time before an official commitment can be obtained and it may be necessary to be flexible on the date. The next meeting is scheduled to take place in March.

Aggregate Tracking Report through November

Month	(1)	(2)	(3)	(4)	Aggregate Attachment Point	Total Paid Claims	Claims Paid Outside Loss Fund	Ineligible Claims	Aggregate Specific	Specific Reimbursement	Adjusted Paid Claims	%
12/2014	203	22	13	15	$227,410.00	$308,493.77	$243,737.79	$413.20	$0.00	$0.00	$64,342.78	28.29%
1/2015	201	23	13	16	$228,340.00	$407,636.87	$137,900.80	$12,830.18	$0.00	$0.00	$256,905.89	112.51%
2/2015	197	24	13	15	$224,730.00	$228,173.66	$70,329.71	$9,838.60	$0.00	$0.00	$148,005.35	65.86%
3/2015	199	25	13	14	$226,040.00	$170,813.00	$4,494.70	$9,382.26	$0.00	$0.00	$156,936.04	69.43%
4/2015	204	25	13	14	$230,140.00	$166,430.58	$713.16	$13,127.49	$0.00	$0.00	$152,589.93	66.30%
5/2015	206	25	12	14	$230,660.00	$254,957.01	$14,864.75	$10,574.02	$17,533.86	$0.00	$211,984.38	91.90%
6/2015	205	26	12	14	$230,960.00	$392,843.40	$4,214.82	$14,238.24	$32,466.14	$82,651.99	$279,272.21	120.92%
7/2015	203	25	12	15	$229,650.00	$343,051.59	-$356.28	$15,862.53	$0.00	$36,029.21	$291,516.13	126.94%
8/2015	202	25	12	15	$228,830.00	$204,284.29	-$4,237.40	$10,221.02	$0.00	$30,692.26	$167,608.41	73.25%
9/2015	204	25	12	15	$230,470.00	$210,463.36	$147.93	$11,240.59	$0.00	$7,037.18	$192,037.66	83.32%
10/2015	201	26	15	14	$231,040.00	$160,009.50	-$4,604.57	$10,189.88	$0.00	$310.50	$154,113.69	66.70%
11/2015	202	26	16	14	$232,980.00	$545,133.22	$0.00	$11,484.67	$0.00	$96,000.13	$437,648.42	187.85%
Totals:					$2,751,250.00	$3,392,290.25	$467,205.41	$129,402.68	$50,000.00	$232,721.27	$2,512,960.89	91.34%

TOTAL CLAIMS PAID APPLIED TO AGGREGATE:	$3,392,290.25
LESS CLAIMS PAID OUTSIDE LOSS FUND:	$467,205.41
LESS INELIGIBLE CLAIMS:	$129,402.68
LESS AGGREGATE SPECIFIC CLAIMS:	$50,000.00
LESS SPECIFIC REIMBURSEMENT (PAID):	$232,721.27
TOTAL ADJUSTED PAID CLAIMS:	$2,512,960.89
LESS AGGREGATE DEDUCTIBLE YEAR TO DATE:	$2,751,250.00
CLAIMS EXCEEDING THE AGGREGATE:	-$238,289.11

WINDSOR
BENEFIT SOLUTIONS

Plan Year Cost Through November

Total Claims Paid	$3,392,290.25	
Outside Fund		($467,205.41)
Ineligible Claims		($129,402.68)
Insurance Reimbursements		($232,721.27)
Adjusted Paid Claims	$2,562,960.89	
Funding through November	$2,751,250.00	
Fixed Costs through Sept	$468,228.00	
Outstanding Reimbursements		($260,685.41)
Funding Shortfall		-$19,253.48

Cash Flow Recap-Plan Year

Total Claims Paid	$3,392,290.25	
Insurance Reimbursements		($232,721.27)
Fixed Costs through Aug	$468,228.00	
Cash Flow Cost	$3,627,796.98	
Funding through August	$2,751,250.00	
Insurance reimbursments received after 12/1/14	$410,793.83	
Cash Flow Shortfall		($465,753.15)
Outstanding Reimbursements		$260,685.41
Cash Shortfall		($205,067.74)

Jackson County
Health Insurance Funding Report
i.e. Cash Reserves

Month	Premiums Collected	Other Premiums Collected	Total COLLECTED	Claims Paid	Fixed Costs	Total COST	Reserves	Accumulated Reserves
December-15	235,634.00	33,036.00	268,670.00	16,866.24	41,341.10	58,207.34	210,462.66	211,563.14
January-16	-	3,932.70	3,932.70	-	-	-	3,932.70	215,495.84
February-16								
March-16								
April-16								
May-16								
June-16								
July-16								
August-16								
September-16								
October-16								
November-16								
Year 11 Total	$ 235,634.00	$ 36,968.70	$ 272,602.70	$ 16,866.24	$ 41,341.10	$ 58,207.34		$ 215,495.84
							January 2016 Fixed Costs	(41,416.30)
							Ault International	(757.50)
							December 18, 2015 Claims	(216,657.65)
							January 4, 2016 Claims	(69,920.61)
							2015 ACA Transitional ReInsurance Fee	(14,357.20)
								$ (127,613.42)

go beyond

GALLAGHER BASSETT

December 9, 2015

Ms. Michelle Tweedy
Accounting Manager
Jackson County
1001 Walnut Street
Murphysboro IL 62966

Re: CIRMA Risk Control Visit of November 6, 2015

Dear Michelle:

I presented a program on the following topics to the members of the Highway Department on November 6, 2015:

- A Definition of Safety
- Building Safety Awareness
- Defensive Driving
- Distracted Driving
- Adverse Weather Conditions Driving
- Manual Material Handling
- Avoiding Caught Between, Struck By and Struck Against Incidents
- Hazard Communication with Global Harmonization

This letter will expand on the topics as discussed.

A Definition of Safety

The three definitions were as follows:

- The judgement of the acceptability of risk.
- The relative degree of freedom from risk given the working environment.
- Avoiding those regrettable "if only" statements all of us make throughout our lives.

We then discussed the four causes of incidents:

- Hazards not identified, misidentified, identified but not controlled.
- Faulty procedures in place.
- Inadequate management and supervisory direction.
- Improper actions of employees.

Building Safety Awareness

The need to build awareness of hazards and controls was also discussed. Those mental states and outside influences which dull our senses and rob us of our focus and concentration such as fatigue, distractions, horseplay, rushing, complacency and shortcuts were discussed. The need to tell ourselves to be more aware in light of the task at hand and the hazards posed was emphasized.

THE GALLAGHER CENTRE
TWO PIERCE PLACE
ITASCA, IL 60143-3141
630-773-3800
630-285-4000 FAX
www.gallagherbassett.com

Defensive Driving

The need to operate County fleet vehicles properly and effectively was then discussed. We discussed the following situations encountered and then elaborated on the tactics necessary to operate vehicles effectively:

- Intersections.
- Following distance.
- Awareness all around the vehicle.
- Turning.
- Passing.
- Accounting for weather and road conditions.
- Available natural light and artificial light.

Distracted Driving

For this topic emphasis was placed on the effects on spatial processing and navigation when performing non-driving tasks (cell phone usage, eating, drinking, and texting). Because of the detriment to a driver's ability to drive caused by distraction there is to be **no** focus on non-driving tasks while operating a County vehicle.

Adverse Weather Conditions Driving

Among the items discussed in this section were:

- Increased following distance when snowing and when driving on snow-packed and icy roadways.
- Slowing down due to decreased traction and visibility.
- Need to clean windshields, mirrors and lights at every break.

Manual Material Handling

Overexertion claims account for 61% of the total number and 58% of the total costs for Workers' Compensation claims in the United States. Backs, knees, shoulders, elbows, hips and wrists are the body parts with the greatest frequency and severity for injuries sustained. The risk factors associated with Overexertion claims are as follows:

- Weights carried, distance to carry, awkward postures, bulk of the load, poor layout and workflow configuration.
- Personal risk factors: elevated body mass; poor posture; previous injuries
- Vibration, duration of task, repetition.

Given the risk factors as provided proper lifting techniques were then discussed which included proper posture, bending of the knees if possible, avoiding twisting with a load and stooping as opposed to crouching for older employees or for those with chronic knee ailments.

Avoiding Caught Between, Struck By and Struck Against Injuries

In order to avoid and therefore prevent these types of injuries the following recommendations were discussed:

- Be aware of blind spots around backhoes, dump trucks, and excavators.
- Be visible to the heavy equipment operators and others on a job site.
- Erect temporary barriers around heavy equipment swing radii.
- Be aware up, down and all around heavy equipment and other vehicles at the job site.

I also presented material on the National Institute for Occupational Safety and Health (NIOSH) study on blind spots for construction equipment. Specifically we discussed the findings for blind spots for backhoes and dump trucks. The blind spots for all equipment studied are very significant and employees working around them must be aware of these and both stay out of these blind spots and remain visible to the operator at all times. The full study is available at www.cdc.gov/niosh/workzonesafety.

Hazard Communication with Global Harmonization System

All of the employees in attendance had been through Hazard Communication in the past which is an OSHA standard making employers responsible for informing employees about the hazards associated with the chemical compounds with which they come in contact with in the workplace. As of 2012 OSHA promulgated the new Global Harmonization System standard as an addition. Employees were to be trained as of December of 2103.

The GHS has the following provisions:

- New labelling requirements using the words "Danger" for those products which, if mishandled, can cause serious health and safety hazards and "Caution" for those products with less severe consequences if mishandled.
- The use of nine pictograms on labels which indicate the following characteristics: chronic toxicity; acute toxicity; irritant; ecological hazard; flammability; compressed gas; oxidizer; explosive; and corrosive.
- Sixteen sections in standard order for what are now called "Safety Data Sheets" formally known as "Material Safety Data Sheets."
- Revision of the NFPS "HMIS" system which now reverses the classification system for hazardous materials with "1" now being the most severe hazard posed by the material and "4" the least severe as opposed to the old system in which "1" was the least severe hazard and "4" the most severe hazard.

All employees in attendance were active and engaged.

I later attempted to meet with the Sheriff to discuss a Law Enforcement Liability training program I am working on currently. The program addresses the following subjects:

- Most common police liability claims.
- Definition of negligence.
- Negligence target areas.
- Civil Rights violations.
- Why Law Enforcement agencies lose cases.
- Use of Force discussion.
- Variables to consider.
- Seven keys to an effective defense.
- Documentation.
- Training.

During my next risk control service day I will present this program to the Sheriff and other representatives of the Sheriff's Department.

Thank you for the opportunity to provide risk control training for your employees. I look forward to a long and productive relationship with Jackson County.

Sincerely,

Jim Sredzinski

Jim Sredzinski
Associate Risk Control Consultant

JS/db

C: Grant Guthman, Jackson County Engineer
Brad Bohler, Brit Insurance
Rich Stokluska, AJGCo.
Amanda Weller, Gallagher Bassett
Gary Smith, Gallagher Bassett

The information contained in this report was obtained from sources which to the best of the writer's knowledge are authentic and reliable. Gallagher Bassett makes no guarantee of results, and assumes no liability in connection with either the information herein contained, or the safety suggestions herein made. Moreover, it cannot be assumed that every acceptable safety procedure is contained herein, or that abnormal or unusual circumstances may not warrant or require further or additional procedures.

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Telephone System Upgrades for Jackson County Courthouse / Sheriff's Office / Ambulance

Zultys MX250 Upgrade

- SIP Trunks
- 197 Phones
- MXIE Desktop Licenses
- User and Voicemail Licenses
- Call Recording
- 2 – MX Mobile Licenses
- 6 – Add on Button Box
- Installation, Programming and Training

Current Monthly Expenses:
Frontier = $1389.62
Clearwave = $1529.76
Big River = $10.50
CTS Complete = $4432.77
Total = $7362.65

Proposed Monthly Expenses:
Frontier= $39.95
CTS Complete VOIP = $1861
CTS Complete = $4035.98
Total = $5936.93

Difference = $1425.72

Note: Proposed cost for Clearwave Fiber is not included in this pricing sheet

clearwave communications

Jackson County Government

Upgrade for data - 150M

08/12/2015

Prepared by: Rob Tolnai

August 12, 2015

clearwave

Josh Barringer,

Thank you for the opportunity to provide this proposal for Clearwave Service over Fiber. Based on the information provided in your request for a quote, we have developed the following proposal for you to consider.

Clearwave Proposed Service Plan

Location A	Location Z (if app)	Qty	MRC	One Time Charge	MRC Total
Jackson County Government 1001 Walnut Street Murphysboro, IL 62966					
Fiber Facility - Enterprise					
Fiber Facility - One Time Installation Charge		1		$0.00	$0.00
Dedicated Internet Access (DIA)					
150 Mbps DIA		1	$875.00		$875.00
Totals for Installation and Monthly Recurring Charges:				**$ 0.00**	**$ 875.00**

Service Descriptions

Dedicated Internet Access (DIA)	Dedicated Internet Access over Fiber. Features synchronous upload and download speeds, dedicated bandwidth, and guaranteed performance and reliability.
Fiber Facility - Enterprise	The actual construction of optical fiber to the premise for Enterprise service.

Notes

Equipment	Necessary equipment needed to connect Fiber Services will be provided by Clearwave and will remain property of Clearwave. (See Terms or Other for replacement cost)
Pricing	Pricing is valid for 30 days from the date of this proposal.. Pricing does not include monthly taxes, if applicable. Taxes and regulatory fees are always subject to change. Any changes to the proposed service configuration(s) may void entire pricing proposal.
Installation	Installation charges are a one-time cost.
Term	5 Years

The Clearwave Fiber Advantage:

- Customized, cost-effective solutions to fit your needs
- Robust and scalable connectivity
- State-of-the-art, self-healing, redundant fiber optic ring architecture
- 24x7x365 monitoring for optimal network performance and reliability
- World-class data center and collocation facilities
- Locally staffed, enterprise-level customer support
- One source, one bill, one phone number to call

Thank you for giving Clearwave Communications the opportunity to provide you with this proposal.

Sincerely

Rob Tolnai
Office: (877) 552-9283
Direct: +1 6184992912
Desk: (618) 294-8075
Email: rtolnai@corp.clearwave.com

Jackson County

Web Standards and Guidelines – Outline – 1/11/16

1. Purpose
2. Web page editors
    a. Assignment of web page editors
    b. Training
3. Content and Style
    a. Selecting the correct template
    b. Content consistency
        i. Required information
    c. Style consistency
        i. Use of headings
        ii. Bold, italics, and underline
        iii. Colors
    d. Images
        i. Sizing
        ii. Positioning: left/right/center, wrapping text
        iii. Padding
        iv. Copyrighted images
    e. Use of tables
    f. Linking (open in new window or not)
4. Privacy
    a. Posting signatures?
    b. Posting contact information
5. Website accessibility
    a. Content
    b. Images
        i. Alternative text
        ii. Graphs and charts
    c. PDFs
6. Posting of legally required documents
7. Web page support
8. Standards and guidelines for vendors

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

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PART 1: **COUNTY GENERAL ACCOUNTS**

Dept #	Department	Claims **PAID**	**SUBMITTED** Claims	**TOTAL**	DEPT % OF TOTAL CLAIMS
100	TREASURER	$ -	$ 443.37	$ 443.37	0.05%
105	COUNTY CLERK	254.70	1,580.64	1,835.34	0.20%
115	COUNTY BOARD	-	5,366.38	5,366.38	0.57%
120	OFFICE SERVICES	498,514.00	12,579.79	511,093.79	54.67%
125	BUILDING MAINTENANCE	1,500.00	20,196.32	21,696.32	2.32%
	CAPITAL PROJECTS	-	-	-	0.00%
130	BOARD OF REVIEW	340.00	2,275.74	2,615.74	0.28%
135	COMPUTER CENTER	-	49,866.58	49,866.58	5.33%
165	ASSESSMENTS	340.00	11,104.77	11,444.77	1.22%
200	MERIT BOARD	-	-	-	0.00%
205	SHERIFF	23,366.09	30,774.06	54,140.15	5.79%
206	DRUG	-	-	-	0.00%
207	DUI/Sheriff Law Enforce Equip	-	-	-	0.00%
208	SHERIFF-GRANTS	-	-	-	0.00%
210	JAIL OPERATIONS	15,224.63	40,702.80	55,927.43	5.98%
215	JAIL BUILDING MAINTENANCE	-	18,009.51	18,009.51	1.93%
220	ANIMAL CONTROL	-	6,422.36	6,422.36	0.69%
225	CORONER	-	6,598.05	6,598.05	0.71%
235	EMERGENCY MANAGEMENT	-	143.73	143.73	0.02%
300	STATE'S ATTORNEY	20,796.64	6,637.66	27,434.30	2.93%
305	CIRCUIT CLERK	-	4,762.32	4,762.32	0.51%
310	JURY COMMISSION	-	574.16	574.16	0.06%
315	COURTS	7,320.80	52,363.43	59,684.23	6.38%
320	PUBLIC DEFENDER	-	231.67	231.67	0.02%
325	PROBATION	5,500.00	89,852.74	95,352.74	10.20%
340	LAW LIBRARY	-	804.83	804.83	0.09%
400	EDUCATION	-	366.31	366.31	0.04%
	TOTAL COUNTY GENERAL	573,156.86	361,657.22	934,814.08	100.00%
PART 2:	**SPECIAL FUNDS**				
345	COURT SECURITY	-	4,440.00	4,440.00	
	TOTAL SPECIAL FUNDS	-	4,440.00	4,440.00	
	December 2015 Totals	573,156.86	366,097.22	**$ 939,254.08**	

STATE OF ILLINOIS
Department of Employment Security
UNEMPLOYMENT INSURANCE

EMPLOYER FILE MAINTENANCE
33 S STATE 10TH FLOOR
CHICAGO, IL 60603-2802

FAX: (312) 793-2424

Account Number
0801998-8

2016

ANNUAL CONTRIBUTION RATE DETERMINATION

Date of Mailing	Protest Due Date
DECEMBER 09, 2015	DECEMBER 24, 2015

COUNTY OF JACKSON
COUNTY OF JACKSON % LARRY REINHARDT
1001 WALNUT ST
MURPHYSBORO, IL 62966-2177

FOR THE CALENDAR YEAR 2016

EXPERIENCE RATING RECORD FOR THE 36 MONTHS ENDING JUNE 30, 2015

BENEFIT CHARGES	X	BENEFIT CONVERSION FACTOR	=	CONVERTED BENEFIT CHARGES	÷	TAXABLE WAGES	=	BENEFIT RATIO	X	STATE EXPERIENCE FACTOR	+	PENALTY RATE	+	FUND BUILDING RATE	=	CONTRIBUTION RATE
464,400.00		138.4%		642,729.60		16,253,104.55		3.9545%		112%		0.0%		.550%		4.950%

QUARTERLY DETAIL		
QUARTER/YEAR	BENEFIT CHARGES	TAXABLE WAGES
3/2012	11,922.00	375,068.25
4/2012	5,986.00	265,825.12
1/2013	5,415.00	3,926,127.36
2/2013	4,592.00	1,299,508.00
3/2013	7,208.00	403,560.98
4/2013	8,816.00	210,928.36
1/2014	11,728.00	3,920,908.62
2/2014	4,420.00	1,256,059.94
3/2014	4,963.00	478,165.76
4/2014	89,578.00	199,765.11
1/2015	196,169.00	3,185,348.49
2/2015	113,603.00	731,838.56
TOTAL	464,400.00	16,253,104.55

FOR THE CALENDAR YEAR 2016

THE RATE CANNOT BE LOWER THAN 0.550% OR HIGHER THAN 7.750%

An experience rated Employer whose rate is higher than 5.400% and whose total wages for a particular quarter are less than $50,000 pays contributions at 5.400% for that quarter.

FOR 2016 THE TAXABLE WAGE BASE FOR ILLINOIS IS $12,960

APPLICATION FOR REVIEW — if you have a basis for protesting this rate determination, you may file the attached application for review. Such application must set forth SPECIFIC REASONS in support thereof and must be filed within **15 DAYS** of the printed date of mailing. Protests are considered timely only if post marked or faxed on or before the protest due date indicated above.

AFFILIATE ACCOUNT (A) — Benefit Charges and Taxable Wages are the combination of all accounts involved in the affiliation.
SUCCESSOR ACCOUNT (S) — Benefit Charges and Taxable Wages are the combination of your account and predecessor account(s).

Budget Projections for Jackson County Health Department

January 1, 2016 to June 1, 2016

Assumption:
A state budget is signed no later than April 8th and therefore state money is being received 2 months after signing.

$636,500 **Cash Balance 1-1-16**

Cash Receipts

$694,000	Expected revenue for January-May (Federal Grants, fees)
$ 35,000	TB fund prospective payment
$ 30,000	Delayed payments
$1,395,500	**Total Cash Receipts**

JCHD asks that the county takes the following actions:

$ 70,000	Ensure we receive last property tax payment (doesn't include Power Plant)
$290,000	Prospectively pay Solid Waste Programming costs for one year
$ 58,590	Pay the state's portion of Solid Waste Programming —will repay as state dollars received

$1,814,090 **Total Cash**

Cash Disbursements

$1,500,000 **Expected disbursements for five months based on history**

Receipts over Disbursements with County Actions

$314,090 **This is about one month of cash reserves**

Michelle Tweedy

From: Miriam L-M <miriam@jchdonline.org>
Sent: Tuesday, January 12, 2016 9:54 AM
To: John S. Rendleman - Outside Email; Michelle Tweedy
Cc: Paul Bennett; Tom Redmond - Outside Email; Michelle Tweedy
Subject: FW: health department request for solid waste funds

John,
Thank you for listening to my update last night and for being willing to add our request to next Tuesday's County Board agenda. We are asking permission to be able to draw in advance the solid waste funding in the budget for recycling and enforcement programs—This is $290,000. We are also asking to borrow from solid waste an additional $250,000 if we do not have a state budget by April 15. The money borrowed will be paid back as we receive our state funding. Let me know if you have questions or concerns. Thank you.

Miriam Link-Mullison
Administrator
Jackson County Health Department
P.O. Box 307
Murphysboro, IL 62966
618-684-3143 ext.100

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