

COURT SERVICES COMMITTEE  
MINUTES  
JULY 6, 2017  
5:00 PM

PRESENT: Temporary Chairman – Catie Sheehan, Vice Chairman- Abe Forsyth, Tony DelGiorno, Pam Deppe, & Todd Smith

MEMBERS NOT PRESENT: John O’Neill & Clyde Bunch

OTHERS: Paul Palazzolo, Suzann Maxheimer, Mike Torchia, Bob Scherschligt, & Mary Carter (secretary)

Temporary Chairman Sheehan called the meeting to order at 5:02 pm. *Forsyth made a motion to approve the minutes from June 1st. Deppe seconded. Motion carried (5-0)*

**New Business:**

**Department Updates:**

**Court Administration** – Suzann Maxheimer – nothing specific to report

**Court Services:** Mike Torchia presented:

- Approval to hire a Probation Officer at an annual salary of \$37,506 effective August 14, 2017. Previous employee will be leaving the payroll on July 14, 2017.
- Approval to hire a Senior Treatment Specialist at an annual salary of \$42,194 effective August 14, 2017. Previous employee will be leaving the payroll on July 14, 2017. *DelGiorno made a motion to approve both and Smith seconded. Motion carried (5-0)*

The Juvenile Detention report: average daily population is 17.37 for June. Average for the year is 13.91. Capacity is 16. We are running at 86.9% capacity rate.

**Circuit Clerk:** Paul Palazzolo presented:

- Approve a promotion/salary adjustment for Director of Operations with an increase in annual salary from \$55,248.48 to \$60,773.33 effective July 10, 2017.
- Approve a promotion/salary adjustment for David Durall, Chief Deputy/Accounting Manager with an increase in salary from \$78,335.40 to \$80,320.40 effective July 10, 2017.
- Approval to hire a replacement Traffic Division Manager at an annual salary of \$48,171 effective August 14, 2017. Previous employee will leave the position on 7/11/17.
- Approval to hire a replacement Court Clerk at an annual salary of \$26,691.22 effective August 15, 2017. Previous employee left the payroll on June 30, 2017.
- Pre-travel approval for David Durall to attend the Illinois Association of Court Clerk’s Fall Conference in Fairview Heights, IL, from 9/17 to 9/20 at a cost of \$542.81.
- Pre-travel approval for Ryan Vaughn to attend the Illinois Association of Court Clerk’s Fall Conference in Fairview Heights, IL from 9/17 to 9/20 at a cost of \$517.81.
- Pre-travel approval for Donna Maybury to attend the Illinois Association of Court Clerk’s Fall Conference in Fairview Heights, IL from 9/17 to 9/20 at a cost of \$517.81.
- Approve Resolution for IGA to go to the County Board (Saltus Tech, Sangamon County and municipalities for electronic citations)

- Approve service agreement with Conscisys Corp
- Five (5) Approvals to dispose of Fixed Assets over \$5,000.00
- *Smith made a motion to approve all items for the Circuit Clerk's office. DelGiorno seconded. Motion carried (5-0)*

**Public Defender:**

- Approval to hire TBD at an annual salary of \$45,000 effective 6/5/17. Previous employee will leave the payroll on 4/28/17 (**Tabled 4/6, 5/4 & 6/1/17**) **DelGiorno made a motion to take it off the table, Smith seconded. Motion carried (5-0) DelGiorno made a motion to have the approval withdrawn and Smith seconded. Motion carried (5-0)**
- Approval to hire an Assistant Public Defender (part time) at an annual salary of \$30,000 effective 7/17/17. Previous employee left the payroll on 4/28/17.
- Approval to hire an Assistant Public Defender (full time) at an annual salary of \$48,000 effective 7/17/17. Previous employee left the payroll on 6/10/17. *Deppe made a motion to approve both hires and Smith seconded. Motion carried (5-0)*

The requisitions were reviewed and signed. *DelGiorno made a motion for requisition approval and Forsyth seconded. Motion carried (5-0).*

There was no old business or public comment. *Smith made a motion to adjourn, seconded by DelGiorno. The motion carried (5-0) and the meeting was adjourned at 5:11pm.*

APPROVED