

COURT SERVICES COMMITTEE
MINUTES
SEPTEMBER 7, 2017
5:00 PM

PRESENT: Temporary Chairman – Catie Sheehan, Vice Chairman- Abe Forsyth, Clyde Bunch, Tony DelGiorno, Pam Deppe & Todd Smith
MEMBERS NOT PRESENT: John O’Neill
OTHERS: David Durall, Mike Torchia, Bob Scherschligt, & Mary Carter (secretary)

Temporary Chairman Sheehan called the meeting to order at 5:00pm. *Smith made a motion to approve the minutes from August 3rd. Deppe seconded. Motion carried (5-0)*

New Business:
Department Updates:

Court Administration: – no report

Court Services: - Mike Torchia)

- Approval to hire a Probation Officer at an annual salary of \$37,506 effective 10/1/17. This is a new position that is 100% grant funded. *Smith asked what happens if the grant goes away, Torchia says the position would go away.*
- Approval to hire a Secretary at an annual salary of \$27,034 effective 10/10/17. Current employee will be leaving the payroll on 9/9/17.
- Approval to hire a Treatment Specialist at an annual salary of \$41,190 effective 9/25/17. Previous employee left the payroll on 8/25/17.
- Approval to hire a Probation Supervisor at a Grade 10 with a salary range of \$54,189 to \$81,285. This is a new position that is 100% grant funded.
- Approval to proceed with a purchase to replace Indentix equipment (fingerprinting) at the Juvenile Center at a cost of \$19,276 from Safran Moropho Trust USA *Bunch made a motion to approve all items for Court Services. Forsyth seconded. Motion carried (5-0)*

The Juvenile Detention report: average daily population is 17.19 for August. Average for the year is 14.75. Capacity is 16. We are running at 92.20% capacity rate.

Circuit Clerk: -David Durall (for Paul Palazzolo)

- Approval to hire a Part Time Traffic Clerk at an hourly rate of \$11.14 effective 9/25/17. Previous employee left the payroll on 8/18/17.
- Approval to hire a Court Operations Asst at an annual salary of \$26,691.22 effective 10/10/17. Previous employee left the payroll on 8/22/17.
- Resolution for a maintenance agreement proposal from IBM through Levi, Ray & Shoup. *Smith asked if we are able to get any other bids for this agreement. Durall will find out for next year. Bunch made a motion to approve all items for the Circuit Clerk’s office. Deppe seconded. Motion carried (6-0)*

Public Defender:

- Approval to hire a Legal Secretary at an annual salary of \$41,000 effective 9/25/17. Previous employee left the payroll on 8/13/17. *Smith made a motion to approve and Bunch seconded. Motion carried (6-0)*

The requisitions were reviewed and signed. *Bunch made a motion for requisition approval and DelGiorno seconded. Motion carried (6-0).*

There was no old business or public comment. The committee discussed moving the October meeting to the 4th instead of the 5th. All were in agreement.

Bunch made a motion to adjourn, seconded by Forsyth. The motion carried (6-0) and the meeting was adjourned at 511pm.

APPROVED