

COURT SERVICES COMMITTEE  
MINUTES  
FEBRUARY 1, 2018  
5:00 PM

PRESENT: Chairman – John O’Neill, Vice Chairman- Abe Forsyth, Clyde Bunch, Tony DelGiorno, Pam Deppe, Catie Sheehan & Todd Smith

MEMBERS NOT PRESENT: none

OTHERS: David Durall, Paul Palazzolo, Mike Torchia, Suzann Maxheimer, & Mary Carter (secretary)

Chairman O’Neill called the meeting to order at 5:01pm. *Bunch made a motion to approve the minutes from January 4th and Deppe seconded. Motion carried (7-0)*

**New Business:**

**Department Updates:**

**Circuit Clerk:** -David Durall/Paul Palazzolo

- Service Agreement (2 yr) with Fujitsu Computer Products of America, Inc. The two year scanner contract was the best price (\$14,820) of those who responded.
- Approval to Hire a Court Clerk at a salary of \$27,385 effective 2/14/18 previous employee left the payroll on 1/4/18.
- Approval to Hire a PT Court Clerk at a salary of \$11.43 per hour effective 2/16/18 previous employee left the payroll on 1/16/18
- *Bunch made a motion to approve all requests & Deppe seconded. Motion carried (7-0)*

**Court Administration:** – Suzann Maxheimer

- Contract extension for Westlaw Services for one year
  - \* Judges and Attorney Access \$3,612.38 per month
- \* Patron/Public Access \$553.56 per month *Bunch made a motion to approve & Deppe seconded. Motion carried (7-0)*

**Court Services:** - Mike Torchia

The Juvenile Detention report: average daily population is 15.32 for January. Average for the year is 15.32. Capacity is 16. We are running at 95.75% capacity rate. This morning the count was 14 – 8 males & 6 females. Five juveniles are in for adult charges. One female just turned 18 and will be transferred to the County Jail tomorrow. Three females are sisters who are in detention for not going to school.

**Public Defender:**-Bob Scherschligt-no report

The requisitions were reviewed and signed. *Bunch made a motion to approve and DelGiorno seconded. Motion carried (7-0).*

There was no old business or public comment.

DelGiorno asked the Circuit Clerk's office about the back log of the e-filing system. Palazzolo says that all hands are on deck & they plan on getting caught up very soon. He has a team of employees coming in on Saturday to work on the back log. One of their issues is that people e-file but don't do it right and then his office have to correct it by sending it back to them and then they have to file again.

*Smith made a motion to adjourn, seconded by Bunch. The motion carried (7-0) and the meeting was adjourned at 510pm.*

APPROVED