

COURT SERVICES COMMITTEE  
MINUTES  
JULY 5, 2018  
5:00 PM

PRESENT: Chairman-John O'Neill, Clyde Bunch, Tony DelGiorno, Pam Deppe, Catie Sheehan & Todd Smith.

MEMBERS NOT PRESENT: Abe Forsyth

OTHERS: David Durall, Terry Moore & Mary Carter (secretary)

Chairman O'Neill called the meeting to order at 5:02pm. **Bunch made a motion to approve the minutes from June 7th and Sheehan seconded. Motion carried (6-0)**

**New Business:**

**Department Updates:**

**Court Administration:** – Suzann Maxheimer-no report given

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

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

- Approval to hire an Assistant Manager for the Court Clerk Division at an annual salary of \$30,000 effective 7/16/18. Previous employee left the position on 6/15/18.
- Approval to hire a Civil Family Small Claims Clerk at an annual salary of \$27,385.19 effective 7/23/18. Previous employee left the position on 6/15/18.
- Approval to hire a P/T Records Clerk at an hourly rate of \$11.43/hr effective 7/30/18. Previous employee left the position on 6/15/18. **Smith made a motion to approve all three approvals to hire and Bunch seconded. Motion carried (6-0)**  
Approval of a resolution for an IGA between the County & the Village of Grandview for digiTICKET. **DelGiorno made a motion to approve & Deppe seconded. Motion carried (6-0)**
- Pre-Travel Approval for David Durall to attend the Illinois Association of Court Clerk's Fall Conference in Oak Brook, IL from 9/16-9/19/18 at a cost of \$779.78.
- Pre-Travel Approval for Dawn Montgomery to attend the Illinois Association of Court Clerk's Fall Conference in Oak Brook, IL from 9/16-9/19/18 at a cost of \$774.78.
- Pre-Travel Approval for Donna Maybury to attend the Illinois Association of Court Clerk's Fall Conference in Oak Brook, IL from 9/16-9/19/18 at a cost of \$773.78  
**Bunch made a motion to approve all pre-travel requests & DelGiorno seconded. Motion carried (6-0)**

**Court Services:** - Mike Torchia

- Approval to hire a Probation Officer at an annual salary of \$38,870 effective 7/30/18. This employee left the payroll on 6/30/18.
- Approval to hire a Detention Officer at an annual salary of \$42,689 effective 7/30/18. This employee left the payroll on 6/30/18. **Bunch made a motion to approve both approvals to hire & DelGiorno seconded. Motion carried (6-0)**

**\*\*The Juvenile Detention report: average daily population is 7.47 for June. Average for the year is 9.31. Capacity is 16. We are running at 58.2% capacity rate.**

The requisitions were reviewed and signed. ***Bunch made a motion to approve and Deppe seconded. Motion carried (6-0).***

There was no old business or public comment.

***Smith made a motion to adjourn, seconded by Sheehan. The motion carried (6-0) and the meeting was adjourned at 505pm.***

**APPROVED**