

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

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

MEMBERS NOT PRESENT: n/a

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

Chairman O'Neill called the meeting to order at 5:01pm. ***Bunch made a motion to approve the minutes from October 4th and Deppe seconded. Motion carried (6-0)***

New Business:

Department Updates:

Court Administration: – Suzann Maxheimer

Suzann reported that the county has received a grant, along with 9 other counties, for child protection data collection. We are very fortunate to be a part of this project.

Public Defender: – Bob Scherschligt-no report

Circuit Clerk: -Paul Palazzolo/David Durall

- Approval of Resolution for IGA between the County & the Village of Rochester for digiTICKET.
- Approval of Resolution for IGA between the County & the Village of Sherman for digiTICKET. ***Smith made a motion to approve both IGAs and DelGiorno seconded. Motion carried (6-0). Palazzolo told the committee that digiTicket enhances road side safety because the officer & the motorist spend less time on the side of the road and it also enhances accuracy & efficiency in the Circuit Clerk's Office.***
- Approval to hire a Court Clerk at an annual salary of \$27,385.19 effective 11/26/18. Previous employee was promoted and left the position on 10/29/18. 18.
- Approval to hire a Court Clerk at an annual salary of \$27,385.19 effective 11/26/18. Previous employee was promoted and left the position on 7/25/16.
- Approval to hire a Civil Assistant Manager at an annual salary of \$30,000 effective 11/14/18.
- Approval to hire a Juvenile Court Clerk at an annual salary of \$27,385.19 effective 12/03/18. Previous employee will leave the payroll on 11/02/18.
- Approval to hire a Criminal Assistant Manager at an annual salary of \$30,000 effective 11/14/18.
- Approval to hire a Traffic Assistant Manager at an annual salary of \$30,000 effective 11/14/18. ***Bunch made a motion to approve all ATHs and DelGiorno seconded. Motion carried (6-0)***

Court Services: - Mike Torchia

- Approve to hire a Detention Shift Supervisor at an annual salary of \$60,389.00 effective 1/14/19. The current employee will leave the payroll on 12/14/18. ***Sheehan made a motion to approve & Smith seconded. Motion carried (7-0)***
- Pre-Travel Approval for Mike Torchia to attend the American Probation and Parole Association conference in Miami, FL from 3/9-3/13/19 at a cost of \$1,912.84. ***DelGiorno made a motion and Sheehan seconded. Motion carried(7-0)***

**The Juvenile Detention report: average daily population is 12.19 for October. Average for the year is 10.43. Capacity is 16. We are running at 65.2% capacity rate.

Procurement Pre-Approval

Public Defender's Office

- Purchase Order No. 2018-0163 Dell for desktop & laptop computers at a cost of \$6,953.38 ***Deppe made a motion to approve & Forsyth seconded. Motion carried (7-0)***

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

There was no old business or public comment.

Bunch made a motion to adjourn, seconded by DelGiorno. The motion carried (7-0) and the meeting was adjourned at 512pm.

APPROVED