

COURT SERVICES COMMITTEE  
MINUTES  
MARCH 7, 2019  
5:00 PM

PRESENT: John O'Neill- Chairman, Abe Forsyth – Vice Chairman, Pam Deppe, & Tony DelGiorno  
MEMBERS NOT PRESENT: Clyde Bunch & Todd Smith  
OTHERS: Suzann Maxheimer, Todd Ballenger, Mike Torchia & Mary Carter (secretary)

A quorum was present. Chairman O'Neill called the meeting to order at 5:04pm. ***Forsyth made a motion to approve the minutes from February 7th and Deppe seconded. Motion carried (4-0)***

**New Business:**

**Department Updates:**

**Court Administration:** – Suzann Maxheimer

1. Purchase Order No. 2019.0206.01 monthly invoice for Thomson Reuters at a cost of \$3,720.75.
2. Purchase Order No. 03.05.2019 for Thomson Reuters at a cost of \$7,866.00
3. Purchase Order No. 03.04.2019 for Thomson Reuters at a cost of \$57,204.00  
***DelGiorno made a motion to approve 1-3 and Deppe seconded. Motion carried (4-0)***

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

1. Approve Salary Adjustment for Victoria Kerr with an increase in salary from \$50,121 to \$54,121 effective 2/18/19.
2. Approve Salary Adjustment for Andrew Albrecht with an increase in salary from \$49,200 to \$53,200 effective 2/18/19. ***These items remain tabled.***

**Circuit Clerk:** -Paul Palazzolo/David Durall-Todd Ballenger presenting:

1. Purchase Order No. 2019-03-04-00 for updates to the website-Hanson Info Systems at a cost of \$6,100.00.
2. Purchase Order No. 2019-03-04-01 for MIMIX Maintenance-Vision Solutions at a cost of \$14,206.73.
3. Purchase Order No. 2019-0305-00 for carbonless paper-Office Essentials at a cost of \$3,186.00.
4. Approval for grant renewal-Title IV-D Child Support in the amount of \$41,753.00.
5. Approval to hire a Front Counter Clerk at an annual salary of \$27,385.19/14.0437 effective 4/8/19. Previous employee left the position on 3/1/19.
6. Approval to hire an Accounting Assistant at an annual salary of \$27,385.19/14.0437 effective 4/8/19. Previous employee left the position on 3/1/19.  
***DelGiorno made a motion to approve 1-6 and Forsyth seconded. Motion carried (4-0)***

**Court Services:** - Mike Torchia

1. Purchase Order No. 19.0304.551.000 mjt1 to purchase the UCCI Risk Assessment Integration Module from Solution Specialties, Inc. at a cost of \$5,040.00.
2. Approval to proceed with a Grant Approval to the Finance Committee and to proceed with a Resolution to the County Board for a three (3) year Adult Drug Court Discretionary Grant Program in the amount of \$500,000.00 through the U.S. Department of Justice.
3. Approval to hire a Secretary at an annual salary of \$28,017.00 effective 4/22/19. The current employee will leave the payroll on 3/22/19. ***Forsyth made a motion to approve 1-3 and Deppe seconded. Motion carried (4-0)***

\*\*The Juvenile Detention report: average daily population is 11.82 for February. Average for the year is 11.36. Capacity is 16. We are running at 71.0% capacity rate.

***Deppe made a motion to approve the purchase reports and DelGiorno seconded. Motion carried (4-0) There were no procurement/grant notifications to report.***

There was no old business or public comment.

***DelGiorno made a motion to adjourn, seconded by Deppe. The motion carried (4-0) and the meeting was adjourned at 513pm.***

APPROVED