

COURT SERVICES COMMITTEE  
MINUTES  
APRIL 4, 2019  
5:00 PM

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

A quorum was present. Chairman O'Neill called the meeting to order at 5:00pm. **Bunch made a motion to approve the minutes from March 7th and Deppe seconded. Motion carried (5-0)**

**New Business:**  
**Department Updates:**

**Court Administration:** – Suzann Maxheimer

1. Purchase Order No. 2019.0328.04 for Robert Smith 2010-MR-000397 case-Dr. Lesley Kane at a cost of \$3,800.00. **Smith made a motion to approve and Bunch seconded. Motion carried (5-0)**

**Public Defender:** – Bob Scherschligt-no report given (no one present at meeting)

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 (1 & 2) remain tabled.**
3. Purchase Order No. 2019-0408-004-00568B & County Board Resolution-Dr. Pan for Forensic Examinations at a cost of \$40,000.00.
4. Purchase Order No. 2019-0408-004-00568A-Dr. Killian for Forensic Examinations at a cost of \$10,000.00. **Smith made a motion to table 3 & 4 and Bunch seconded. Motion carried (5-0)**

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

1. Resolution for Intergovernmental agreement with the Village of Mechanicsburg for digiTICKET.
2. Resolution for Intergovernmental agreement with the Village of Thayer for digiTICKET. **DelGiorno made a motion to approve 1 & 2 and Deppe seconded. Motion carried (5-0)**
3. Pre-Travel Approval for David Durall to attend the IACC Fall Conference in Alton, IL from 9/15-18, 2019 at a cost of \$524.40.
4. Pre-Travel Approval for Dawn Montgomery to attend the IACC Fall Conference in Alton, IL from 9/15-18, 2019 at a cost of \$485.40.
5. Pre-Travel Approval for Donna Maybury to attend the IACC Fall Conference in Alton, IL from 9/15-18, 2019 at a cost of \$485.40.
6. Purchase Order No. 2019-0330-02-Saltus Technologies for digiTICKET solution at a cost of \$3,250.00.

7. Purchase Order No. 2019-0330-01-Capitol Filekeepers LLC for offsite storage rental at a cost of \$8,520.00.
8. Approval to hire a Front Counter Clerk at an annual salary of \$27,385.19/14.0437 effective 4/29/19. Previous employee left the position on 3/6/19.
9. Approval to hire three (3) Seasonal employees at an hourly rate of \$10.00 effective 5/13/19. Previous employees left the position on 8/15/18, 1/11/19 & 1/18/19.  
***Bunch made a motion to consolidate 3-9 and DelGiorno seconded. Motion carried (5-0) Bunch made a motion to approve 3-9 and DelGiorno seconded. Motion carried (5-0).***

**Court Services:** - Mike Torchia

1. Approval to hire a Detention Officer at an annual salary of \$42,689.00 effective 5/6/19. The previous employee left the payroll on 3/21/19.
2. Approval to hire a Detention Officer at an annual salary of \$42,689.00 effective 5/6/19. The previous employee left the payroll on 3/30/19.
3. Approval to hire a Probation Officer at an annual salary of \$38,870.00 effective 6/3/19. The current employee will leave the payroll on 4/15/19. ***DelGiorno made a motion to approve 1-3 and Smith seconded. Motion carried (5-0)***
4. Pre-Travel Approval for Michael Hickman to attend Detention Basic Training in Peoria, IL from 5/6-5/10, 2019 at a cost of \$96.00
5. Pre-Travel Approval for Ozetta Knox to attend Detention Basic Training in Peoria, IL from 5/6-5/10, 2019 at a cost of \$96.00
6. Pre-Travel Approval for Michael Torchia to attend the Safety & Justice Challenge Convening Meeting in San Diego, CA from 5/6-10, 2019 at a cost of \$371.12  
***DelGiorno made a motion to approve 4-6 and Deppe seconded. Motion carried (5-0)***
7. Notice to Court Services Committee that County Administrator Brian McFadden approved an emergency Approval to Travel for Michael Torchia, Kent Holsopple, Tracey Smith, Jan Gambach, Larry Beck and Dan Wright to attend a Community Crisis/Detox Center in Tucson, AZ as a result of the Safety & Justice Challenge Innovation grant from 4/24-26, 2019 (***Approved by County Administrator-Brian McFadden***)
8. Approval to modify the Approval to Travel for Michael Torchia to attend a Community Crisis/Detox Center in Tuscon, AZ as a result of the Safety and Justice Challenge Innovation grant from 4/24-26, 2019 from the cost of \$946.00 to \$1096.00. ***DelGiorno made a motion to approve & Smith seconded. Motion carried (5-0)***
9. Approval of a Grant Approval and County Board Resolution to go before the Finance Committee and County Board on April 8, 2019 in regards to an Illinois Family Violence Coordinating Council grant in the amount of \$45,000.00 through the Illinois Criminal Justice Information Authority. No matching funds are required. ***DelGiorno made a motion to approve & Bunch seconded. Motion carried (5-0)***
10. Purchase Order No. 19.0402.509.SJCH.JC1-Various Vendors for lodging for Safety/Justice Challenge Innovation Grant Peer-to-Peer Visits at a cost of \$9,000.00.
11. Purchase Order No. 19.0402.509.SJCH.JC2-Various Vendors for airfare for Safety/Justice Challenge Innovation Grant Peer-to-Peer Visits at a cost of \$13,500.00  
***Bunch made a motion to approve 10 & 11 and DelGiorno seconded. Motion carried (5-0)***

\*\*The Juvenile Detention report: average daily population is 11.13 for March. Average for the year is 11.28. Capacity is 16. We are running at 70.5% capacity rate.

***Deppe made a motion to approve the purchase reports and DelGiorno seconded. Motion carried (5-0) There were no procurement/grant notifications to report.***

There was no old business or public comment.

***Bunch made a motion to adjourn, seconded by DelGiorno. The motion carried (5-0) and the meeting was adjourned at 517pm.***

APPROVED