

COURT SERVICES COMMITTEE
MINUTES
AUGUST 1, 2019
5:00 PM

PRESENT: Tony DelGiorno, Pam Deppe, Ryan Melchin & Todd Smith
MEMBERS NOT PRESENT: Clyde Bunch, Abe Forsyth & John O'Neill
OTHERS: Mike Torchia, Suzann Maxheimer, Dave Durall, Dan Wright, & Mary Carter (secretary)

A quorum was present. Todd Smith (for Chairman O'Neill) called the meeting to order at 5:17pm. ***Deppe made a motion to approve the minutes from July 3rd and Melchin seconded. Motion carried (4-0)***

New Business:

Department Updates:

Court Administration:

1. Purchase Order No. 2019.0801.06-Dell Computers for 24 computers at a total cost of \$25,156.86. ***DelGiorno made a motion to approve & Melchin seconded. Motion carried (4-0)***

State's Attorney: – Dan Wright

1. Approval to Hire an Assistant State's Attorney- Chief of Traffic/Misdemeanor Division at an annual salary of up to \$76,000 effective on or after 8/14/19. Previously filled by Rich Kim. ***Deppe made a motion to approve & Melchin seconded. Motion carried (4-0)***
2. Approval to Hire an Assistant State's Attorney-Child Support Division at an annual salary of up to \$47,000 effective on or after 8/14/19. Previous employee left this position on 5/31/18.
3. Approval to Hire an Assistant State's Attorney-Fellowship at an annual salary of \$40,000 effective on or after 8/14/19. Previous employee left the position on 3/14/16.
4. Pre-Travel Approval for Megan McCarthy to attend the Illinois State's Attorney Appellate Prosecutor Basic Trial Advocacy Program in Naperville, IL from 9/22-9/27/19 at a cost of \$1,465.00
5. Purchase Order No. 081319-Thompson Reuters-West for online continuing legal education classes at a cost of \$3576.
DelGiorno made a motion to consolidate & approve #2-5 and Melchin seconded. Motion carried (4-0)

Public Defender: – Bob Scherschligt-no report

Circuit Clerk: -Paul Palazzolo/David Durall

1. Purchase Order No. 2019-08-01-01-Modern Mailing & Printing for carbonless forms at a cost of \$12,000.
2. Approval to Hire a Records Pleadings Clerk, part time at an hourly rate of \$11.43 effective 8/26/19. Previous employee left the position on 7/25/19.

3. Approval to Hire a Records Info Specialist-Phone Center at an annual salary of \$27,385.19 effective 9/3/19. Previous employee left the position on 7/31/19.

DelGiorno made a motion to approve #1-#3 and Deppe seconded. Motion carried (4-0)

Court Services: - Mike Torchia

1. Approval to Hire a Probation Officer at an annual salary of \$38,870 effective 10/1/19. This is a new position that is 100% funded by a US Department of Justice grant. ***(no cost to the county)***
2. Approval to Hire a Detention Officer at an annual salary of \$42,689 effective 8/19/19. The previous employee left the position on 1/15/19. ***(person was terminated by the Chief Judge)***
3. Notice to Court Services Committee of an emergency approval from the Chief Judge to utilize probation fees to purchase lunch for Judges and ICJIA for a site visit business meeting on August 6, 2019.
4. Approval of a grant approval and resolution for Director Torchia to go before Finance Committee and the County Board to obtain approval to apply for a Prison Rape Elimination Act planning/implementation grant through US Department of Justice-Bureau of Justice Assistance in the amount of \$20,000 to \$200,000. There is 100% matching funds.

DelGiorno made a motion to approve #1, #2 & #4 and Melchin seconded. Motion carried (4-0) No vote needed on #3

**The Juvenile Detention report: average daily population is 13.29 for July. Average for the year is 12.33. Capacity is 16. We are running at 77.1% capacity rate.

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

There was no old business or public comment.

Melchin made a motion to adjourn, seconded by DelGiorno. The motion carried (4-0) and the meeting was adjourned at 538pm.