

COURT SERVICES COMMITTEE
MINUTES
SEPTEMBER 5, 2019
5:00 PM

PRESENT: John O'Neill- Chair, Abe Forsyth- Vice Chair, Tony DelGiorno, Ryan Melchin & Todd Smith

MEMBERS NOT PRESENT: Clyde Bunch & Pam Deppe

OTHERS: Mike Torchia, Suzann Maxheimer, Dave Durall, Dan Wright, & Mary Carter (secretary)

A quorum was present. Chair O'Neill called the meeting to order at 5:00pm. **Forsyth made a motion to approve the minutes from August 1st and Melchin seconded. Motion carried (5-0)**

New Business:

Department Updates:

Court Administration: -Suzann Maxheimer

1. Approval to Hire a Jury Commission/Law Library Clerk at an annual salary of up to mid-point-\$36,046 effective 11/4/19. Previous employee left the position on October 4, 2019. **DelGiorno made a motion to approve & Forsyth seconded. Motion carried (5-0)**

State's Attorney: – Dan Wright

1. Approval to Hire an Assistant State's Attorney at an annual salary of up to \$49,470 effective on or after 10/20/19. Previous employee left the position on 9/6/19.
2. Approval to Hire an Assistant State's Attorney at an annual salary of up to \$45,000 effective on or after 9/23/19. Previous employee left this position on 8/15/19.
3. Approval to Hire an Assistant State's Attorney at an annual salary of \$42,344 effective on or after 9/11/19. Previous employee left the position on 7/12/19. **Smith made a motion to approve #1, #2 & #3 and Melchin seconded. Motion carried (5-0)**
4. Approval to Promote & adjust salary for Joel Benoit to Assistant State's Attorney-Chief Civil Division, replacing Dwayne Gab, with an adjustment in salary from \$81,089.94 to \$95,000. Previous employee left the position on 8/29/19.
5. Approval to Promote & adjust salary for Dan Mosher with an adjustment in salary from \$68,500 to \$76,000 replacing Joel Benoit. Previous employee left the position on 8/29/19. Dan Wright originally was asking for the committee to waive the 30 day lag but decided to modify that request with "acting up pay" instead. **Smith made a motion to approve #4 & #5 with the condition that they adhere to the 30 day lag and also with the modification of the "acting up pay" and Melchin seconded. Motion carried (5-0)**

Public Defender: – Bob Scherschligt-no report

Circuit Clerk: -Paul Palazzolo/David Durall

1. Pre-Travel Approval for addition of one night's hotel stay for Dawn Montgomery to attend the Jano Users Conference in Alton, IL for 9/18/19 at a cost of \$86.80. Travel was originally approved at the April 1st Courts Committee Meeting.
 2. Pre-Travel Approval for addition of one night's hotel stay for Donna Maybury to attend the Jano Users Conference in Alton, IL for 9/18/19 at a cost of \$86.80. Travel was originally approved at the April 1st Courts Committee Meeting.
 3. Approval to Hire a Criminal Front Counter Clerk at an hourly salary of \$28,936 effective 10/14/19. Previous employee left the position on 8/23/19.
 4. Approval to Hire a Part-Time Deputy Clerk at an hourly salary of \$12.16 effective 10/14/19. Previous employee was hired full time effective 9/9/19.
- Smith made a motion to approve all requests 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 effective 10/7/19. Previous employee left the payroll on 8/21/19.
2. Approval to Hire a Data Support Specialist at an annual salary of \$28,017.21 effective 10/7/19. The previous employee left the payroll on 8/23/19.
3. Pre-Travel Approval for Michael Torchia to attend the Safety and Justice Challenge Network Meeting in Houston, TX from 10/02-04/19 at a cost of \$199.
4. Pre-Travel Approval for Michael Torchia to attend the Illinois Probation and Court Services Association Fall Conference in Bloomington, IL from 10/22-25, 2019 at a cost of \$558.
5. Pre-Travel Approval for Kent Holsopple to attend the Illinois Probation and Court Services Association Fall Conference in Bloomington, IL from 10/22-25, 2019 at a cost of \$558.
6. Pre-Travel Approval for Terry Moore to attend the Illinois Probation and Court Services Association Fall Conference in Bloomington, IL from 10/22-25, 2019 at a cost of \$558.

Forsyth made a motion to approve all requests and DelGiorno seconded. Motion carried (5-0)

**The Juvenile Detention report: average daily population is 11.55 for August. Average for the year is 12.23. Capacity is 16. We are running at 76.4% capacity rate.

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

There was no old business or public comment.

Smith made a motion to adjourn, seconded by DelGiorno. The motion carried (5-0) and the meeting was adjourned at 512pm.