

COURT SERVICES COMMITTEE  
MINUTES  
FEBRUARY 6, 2020  
5:00 PM

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

MEMBERS NOT PRESENT: Clyde Bunch

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

A quorum was present. Chair O'Neill called the meeting to order at 5:01pm. **DelGiorno made a motion to approve the minutes from January 2nd and Deppe seconded. Motion carried (6-0)**

**New Business:**

**Department Updates:**

**Court Administration: Suzann Maxheimer**

**Public Defender's Office**

**Circuit Clerk – Paul Palazzolo/David Durall**

1. Purchase Order-Modern Mailing & Printing Services for printing traffic envelopes at a cost of \$5,700.
2. Purchase Order-Modern Mailing & Printing Services for exempt printing OP packets at a cost of \$8,800.
3. Purchase Order-Statewide Publishing, LLC for legal publications at a cost of \$7,500.
4. Approval to Hire a Part Time Records Clerk at an hourly salary of \$12.4518/hr effective 2/10/2020. The previous employee left the position on 1/3/2020.
5. Approval to Hire two (2) Part Time Records Clerk at an hourly salary of \$12.4518/hr effective 3/23/2020. The previous employee will both leave 2/13/2020.
6. Pre-Travel Approval for David Durall to attend the Judiciary Education Conference in Lombard, IL from April 2-3, 2020 at a cost of \$352.85.  
**DelGiorno made a motion to approve #1-6 and Smith seconded. Motion carried (6-0)**

**State's Attorney – Dan Wright**

1. Pre-Travel Approval for Kendra Hansel to attend the Champions of Children Conference in Itasca, IL from March 2-4, 2020 at a cost of \$618. **Deppe made a motion to approve & Melchin seconded. Motion carried (6-0)**

**Court Services – Mike Torchia/Terry Moore**

1. Pre-Travel Approval for Mike Torchia to attend the Judiciary Education Conference in Lombard, IL from April 2-3, 2020 at a cost of \$112.00.
2. Pre-Travel Approval for Terry Moore to attend the Judiciary Education Conference in Lombard, IL from April 2-3, 2020 at a cost of \$112.00.
3. Pre-Travel Approval for Kent Holsopple to attend the Judiciary Education Conference in Lombard, IL from April 2-3, 2020 at a cost of \$112.00. **Smith made a motion to approve #1-3 and Forsyth seconded. Motion carried (6-0)**
4. Approval to Hire a Probation Officer at an annual salary of \$38,870.13 upon the resignation of Probation Officer Dylan Schuler in March 2020. Furthermore, we are requesting a waiver of the 30 day lag as the salary is 100% reimbursement from the State of Illinois.
5. Approval to Hire a Probation Supervisor at an annual salary between \$57,562.00 to \$71,951.00 effective March 1, 2020. Current employee's annual salary is \$73,777.00 and he is retiring effective February 28, 2020. Furthermore, we are requesting a waiver of the 30 day lag as the salary is 100% reimbursement from the State of Illinois.
6. Approval to Hire a Detention Officer at an annual salary of \$42,689 effective 2/5/2020. Previous employee left the position on 2/4/2020. Furthermore, we are requesting a waiver of the 30 day lag as the salary is 100% reimbursement from the State of Illinois. **DelGiorno made a motion to approve #4-6 and Melchin seconded. Motion carried (6-0)**
7. Approval for a Grant Approval & Resolution for a Juvenile Redeploy Illinois planning grant in the amount of \$14,238.71 from the Illinois Department of Human Services. No matching funds required. **Smith made a motion to approve & DelGiorno seconded. Motion carried (6-0)**

\*\*The Juvenile Detention report: average daily population is 11.00 for January. Average for the year is 11.00. Capacity is 16. We are running at 68.8% capacity rate.

Acceptance of Purchase Reports-**DelGiorno made a motion to approve & Melchin seconded. Motion carried (6-0)**

Old Business- *Emergency travels approved by Brian McFadden for Donna Maybury & Dawn Montgomery from the Circuit Clerk's Office to attend the Illinois Judiciary Education Conference 2020 in Lombard, IL from 2/6-2/7, 2020.*

*Tabled Item-Public Defender's Office – Approval to Hire three (3) Assistant Public Defender III at an annual salary of \$65,000 effective 2/3/20. These are new positions-This item remains tabled.*

There was no public comment.

**DelGiorno made a motion to adjourn, seconded by Forsyth. The motion carried (6-0) and the meeting was adjourned at 514pm.**