

COURT SERVICES COMMITTEE
MINUTES
SEPTEMBER 3, 2020
5:00 PM

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

MEMBERS NOT PRESENT: none

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

A quorum was present. Chair O'Neill called the meeting to order at 5:00pm. **Bunch made a motion to approve the minutes from August 6th and Deppe seconded. Motion carried (6-0)**

New Business:

Department Updates:

Public Defender's Office- Craig Reiser – no report given

Court Administration- Suzann Maxheimer

1. Approve a grant from the Administrative Office of the Illinois Courts for the Child Protection Data Courts Project in the amount of \$20,140. Matching funds not required. **Smith made a motion to approve and Bunch seconded. Motion carried (6-0)**

State's Attorney –Dan Wright

1. Approval to Hire a Special Investigator at an annual salary of up to \$50,947 effective on or after 9/9/20. The previous employee's termination date is TBD. Requesting waiver of 30 day lag for training purposes. **Bunch made a motion to approve and DelGiorno seconded. Motion carried (6-0)**
2. Approval to Adjust Salary for Cheryl Drda, Senior Assistant State's Attorney. Her salary would change from \$76,000 to \$80,000 effective 9/14/20.
3. Approval to Adjust Salary for Marilyn Medica, Assistant State's Attorney Level 3. Her salary would change from \$53,059 to \$60,000 effective 9/14/20. **Bunch made a motion to approve #2 & #3 and DelGiorno seconded. Motion carried (6-0)**

Circuit Clerk – Paul Palazzolo/David Durall

1. Approval to Hire Brian Limper as a Front Counter Clerk at an annual salary of \$29,630.80/\$15.1953 effective 9/21/20. The previous employee's termination date was 8/10/20 and last paycheck date was 8/21/20.
2. Approval to Hire a Part Time Records Pleadings Clerk at an hourly salary of \$12.4518/hr effective 10/5/20. The current employee's termination date will be 9/21/20 and last paycheck date will be 10/2/20. **Amended effective date is 11/5/20**

3. Approval to Hire a Part Time Records Clerk at an hourly salary of \$12.4518 effective 9/21/20. The current employee's termination date will be 9/9/20 and last paycheck date will be 9/18/20. **Amended effective date is 10/21/20**
4. Approval to Hire a Passport Clerk at an annual salary of \$29,630.80/\$15.1953 effective 10/19/20. The current employee's termination date will be 9/4/20 and last paycheck date will be 9/18/20.
5. Approval to Hire a Part Time Seasonal Clerk at an hourly salary of \$10.00/hr effective 9/9/20. The previous employee's termination date was 7/17/20 and last paycheck date was 7/24/20.
6. Approval to Hire a Deputy Clerk/Court Ops Assistant Vault at an annual salary of \$29,630.80/\$15.1953 effective 10/5/20. The previous employee's termination date was 8/28/20 and last paycheck date will be 9/4/20. **DelGiorno made a motion to approve all requests including amended dates for #2 & 3 and Smith seconded. Motion carried (6-0)**

Court Services – Mike Torchia/Terry Moore

1. Approval to Hire a Senior Probation Officer (formerly a Probation Officer position) at an annual salary of \$40,440 effective 9/14/20. The previous employee's termination date was 8/28/20 and last paycheck date will be 9/4/20. Requesting waiver of the 30 day lag as the salary is 100% reimbursement from our Adult Redeploy Illinois grant.
2. Approval to Hire a Detention Officer at an annual salary of \$40,440 effective 9/14/20. The previous employee's termination date was 8/23/20 and last paycheck date will be 9/4/20. Requesting waiver of the 30 day lag as the salary is 100% reimbursement from the State of Illinois.
3. Approval to Hire a Detention Officer at an annual salary of \$40,440 effective 9/21/20. The current employee's termination date is 9/11/20 and last paycheck date will be 9/18/20. Requesting waiver of the 30 day lag as the salary is 100% reimbursement from the State of Illinois. **Smith made a motion to approve #1-#3 and Bunch seconded. Motion carried (6-0)**

**The Juvenile Detention report: average daily population is 7.94 for August. Average for the year is 9.07. Capacity is 16. We are running at 56.7% capacity rate.

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

Old Business-

- **Procurement/Grant Notifications (report only) NONE.**

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 511pm.