COURT SERVICES COMMITTEE
MINUTES
OCTOBER 1, 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: Mike Torchia, David Durall, & 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 September 3rd and Deppe seconded. Motion carried (6-0)***

New Business:
Department Updates:

<u>Court Administration-</u> Suzann Maxheimer-no report given

<u>Public Defender's Office</u>- Craig Reiser – no report given

<u>State's Attorney</u>- Dan Wright- no report given

<u>Circuit Clerk</u> – Paul Palazzolo/David Durall

1. Purchase Order & Contract with Capitol Filekeepers for offsite storage from October 15, 2020 to October 14, 2021 for a yearly amount of $10,200.
2. Approval to Hire an Ordinance Violation Clerk at an annual salary of $29,630.80/$15.1953 effective 11/9/20. The previous employee's termination date was 9/22/20 and last paycheck date will be 10/2/20.
3. Approval to Hire a Data Entry Clerk at an annual salary of $29,630.80/$15.1953 effective 11/16/20. The previous employee's termination date was 9/29/20 and last paycheck date will be 10/16/20.
4. Resolution Approval for the Circuit Clerk's Office to proceed with an integration solution between Jano Technologies, the Circuit Clerk's Court Management System and the City of Springfield's e-citation solution, Brazos, in the amount of $30,000 for the Electronic Citation program.
   Bunch made a motion to approve all requests and Smith seconded. Motion carried (6-0)

<u>Court Services</u> – Mike Torchia/Terry Moore

1. Approval to Dispose of a 2000 Fort Taurus-Asset #16970
2. Approval to Dispose of a 2002 Dodge Caravan-Asset #16428 ***Smith made a motion to approve #1 & #2 and DelGiorno seconded. Motion carried (6-0)***
3. Approval to Promote a Probation Officer to Senior Probation Officer with an annual salary range of $44,647 to $55,805 effective 10/14/20. Previous Approval to Hire/Promote had the wrong payroll account number. This position is 100% funded by AOIC. We are requesting waiver of the 30 day lag.

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4. Approval to Hire a Probation Officer at an annual salary of $40,440 effective 10/13/20. Previous Approval to Hire had the wrong payroll account number. This salary position is 100% funded by AOIC. We are requesting the waiver of the 30 day lag. ***Bunch made a motion to approve #3 & #4 and DelGiorno seconded. Motion carried (6-0)***

**The Juvenile Detention report: average daily population is 7.43 for September. Average for the year is 8.89. Capacity is 16. We are running at 55.6% capacity rate.

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

Old Business-

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

There was no public comment.

Bunch made a motion to adjourn, seconded by Smith. The motion carried (6-0) and the meeting was adjourned at 507pm.

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