

LAW AND JUSTICE COMMITTEE
McHenry County Government Center – Administration Building
667 Ware Road
Woodstock IL 60098

MINUTES OF MONDAY, AUGUST 1, 2011

Chairman Provenzano called the meeting to order at 8:20 a.m. The following Committee members were present: Chairman Nick Provenzano; Jim Heisler; Bob Nowak; Sue Draffkorn and Randy Donley. John Jung arrived at 8:40a.m. Bob Bless was absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; Cindy Kozlowski, Financial Analyst; Undersheriff Andy Zinke and Angela Wood-Zuzevich, Sheriff's Department; Tiki Carlson, E-911; Sergeant Charles Amati, City of Woodstock Police Department; Dave Christensen, EMA Director; Phil Dailing, Court Services; and Jamie Rein, State's Attorney .

Nick Provenzano, Chairman	
Robert "Bob" Bless	Randy Donley
Sue Draffkorn	Jim Heisler
John Jung	Robert "Bob" Nowak

PUBLIC COMMENT

None

MINUTES

Committee members reviewed the minutes from June 6, 2011. Mr. Heisler made a motion, seconded by Mr. Donley, to recommend approval of the above minutes as presented. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT

None

PRESENTATION

None

NEW BUSINESS

Appointment – McHenry County Emergency Telephone System Board (ETSB) Charles Amati: Mr. Heisler made a motion, seconded by Mr. Nowak to recommend the appointment of Sergeant Charles Amati to the McHenry County Emergency Telephone System Board as presented. Committee members were informed that Sergeant Amati will replace Sergeant Richard Johns of the Woodstock Police Department who has recently retired. The motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Heisler, Nowak, Provenzano)

Resolution Authorizing the Acceptance of a State of Illinois Emergency Management Assistance (EMA) Grant Program Agreement for FY2011: Mr. Nowak made a motion, seconded by Mr. Donley to recommend approval of the above Resolution as presented. Mr. Christensen joined committee members and informed them that the agreement that was provided to the committee members has changed slightly from what was included in the packet. There were additional training requirements that have been included in the agreement. The agreement requires the County to participate in three exercises, though they are not required to host these exercises. The motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Heisler, Nowak, Provenzano)

Chairman Provenzano informed committee members that number 5.2 *Resolution Authorizing Payment of Special Prosecutor Fees and Consultant Fees from the General Fund Fiscal Year 2011 Contingency* has been pulled until the October Law and Justice Committee meeting for consideration.

Chairman Provenzano informed committee members that number 5.3 *Resolution Authorizing the Unfreezing of and a Salary Adjustment to Position #045-0003-99 (First Assistant) and Freezing of Position #045-0040-99 (Assistant Attorney) in the State's Attorney's Departmental Roster* has been pulled and will be reviewed as part of the budget process.

Mr. Jung arrived at 8:40a.m.

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FY11-12 Budget Reviews (not in packet): Mr. Sarbaugh and Mr. Austin joined the Committee members for presentation of the budgets for the Public Defender, Merit Commission and Coroner. Committee members were reminded that there has been another Law and Justice Committee meeting scheduled for the 15th of this month in order to review the remaining budgets that are scheduled to come before this committee. Each of the budgets has been reviewed with the department heads. They continue to follow a maintenance budget. The personnel budget for each of the departments is a fluid budget as this includes costs for IMRF/Health Insurance/Salary, which is subtracted out to reveal the true maintenance budget for each of the departments. Any capital or supplemental requests for the departments will also be included for review. The Supplemental requests will be provided to the County Board members for review with a list of the items that will be required to fund. The remaining supplemental requests will be reviewed by the Chairman of the standing committees for consideration at a later date. The full budget will then be reviewed by the County Board members during their evening meeting in October and placed on public display. The Committee members do not vote on the supplemental requests of their liaison departments as the committee members are unaware of all the supplemental requests that are brought forward to other committees for consideration. If there is a supplemental request they feel is important and should be put forward for consideration, please let Mr. Austin or Mr. Sarbaugh know so they can note this in their requests. The County Board members will be informed where the revenues stand after all of the information for the budgets has been received. After all of the information is received, discussions will begin for the capital and supplemental requests. Chairman Provenzano stated that a discussion is needed on what the County plans to do with their current levy numbers. Committee members were informed that a COW (Committee of the Whole) meeting is being scheduled for the evening of August 16th on the revenues of the County and the levy will be part of this discussion. There have been some questions on how these funds are being expended so this discussion will provide general guidelines for the budget discussions. Committee members were reminded that the budgets for the County departments have not increased. The only items that they will see growth in will be for the healthcare and personnel costs.

Mr. Sarbaugh provided the maintenance budget for the Merit Commission for review. This budget has been maintained at last year's levels. There is no indication at this time of any testing requirements that will be brought forward under this budget. If any of these funds are not expended they will be placed back into the general fund. Committee members questioned why the budget was higher than they felt was needed. Mr. Sarbaugh stated that if testing should occur, higher personnel costs would be seen. It would require changes by resolution if these items were not budgeted for. If the funds are not used, they will be placed back into the General Fund.

Mr. Sarbaugh provided the maintenance budget for the Public Defender to the committee members for review. He informed committee members that they will be changing the format of the budget for the final budget to better conform with GFOA requirements. In the past GFOA has stated that the current forms tend to be too busy. The changes will make for easier understanding of the budgets. Committee members requested Mr. Sarbaugh to provide the budget to the committee members by email prior to the next scheduled committee meeting, for review.

Committee members were reminded that the Public Defender is not allowed to charge a fee for services. The judges can assign a fee if they feel a defendant can afford to pay. This makes it hard to budget for any possible revenues as this line is dependent on the judges. The State pays 66% of the Public Defenders fees. There is one supplemental request for this department. They have requested to re-grade one of the positions. The Human Resources Director is reviewing this request and will provide a recommendation if warranted. Committee members questioned how many reclassifications will be brought forward in light of the County employees not receiving any increases during the previous year. They were informed that only five (5) requests have been received so far. Human Resources will review each request to make sure the request is warranted.

Committee members reviewed the budget for the Coroner. There was a new law that allowed for the Coroner to create a special fund to allow this department to purchase items needed for the operations of the department. In the past any remaining funds were moved into the General Fund. The department is working with Administration to increase this fund. Expenditures for this fund were reviewed with the committee. Committee members were informed that they expect the Coroner's office to receive a new vehicle under the capital requests for the coming year.

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The budgets for the Merit Commission, Public Defender and Coroner were forwarded on through the budget process.

Mr. Donley and Mr. Jung left committee at 9:10 a.m.

Mr. Sarbaugh noted that he is creating a catalog of Statutes that each department is required to follow for easy review.

REPORTS/UPDATES

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

Noting no further business, Mr. Heisler made a motion, seconded by Ms. Draffkorn, to adjourn the meeting at 9:12 a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR BOARD ACTION:

Recommend the appointment of Sergeant Charles Amati to the Emergency Telephone System Board
Resolution Authorizing the Acceptance of a State of Illinois Emergency Management Assistance (EMA) Grant
Program Agreement for FY2011

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