

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

MINUTES OF MONDAY, AUGUST 15, 2011

Chairman Provenzano called the meeting to order at 8:20 a.m. The following Committee members were present: Chairman Nick Provenzano; Jim Heisler; Sue Draffkorn and Randy Donley. John Jung arrived at 8:21a.m. Bob Nowak and Bob Bless were absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; Undersheriff Andy Zinke and Angela Wood-Zuzevich, Sheriff's Department; Tiki Carlson, E-911; Bob Ellsworth, Robin Gibbs and Dave Christensen, EMA; Phil Dailing, Court Services; Kathy Keefe and Robin Shetley, Circuit Clerk; Phil Dailing, Court Services; Judge Michael Sullivan; Dan Wallis, Court Administration; Lou Bianchi, Karen Rhodes and Phil Hiscock, State's Attorney; and the press.

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 August 1, 2011. Mr. Donley made a motion, seconded by Mr. Heisler, 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

Mr. Jung arrived at 8:21a.m.

NEW BUSINESS

Resolution Authorizing a Budget Line Item Transfer of \$16,000 in the Sheriff's Fiscal Year 2011 Budget for a Capital Expenditure: Mr. Donley made a motion, seconded by Ms. Draffkorn to recommend approval of the above Resolution as presented. Committee members were informed that this is a request to install a carded turnstile at an employee entrance that is unstaffed by security. Personnel will be unable to enter at this location without an approved employee badge. They will need to review the process to receive additional quotes for this security equipment. The department will follow the bidding process for this equipment. It has been estimated that the cost will be approximately \$16,000. The motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Heisler, Jung, Provenzano)

FY11-12 Budget Reviews (not in packet): Chairman Provenzano informed committee members that they will review the budget for E-911 first because of a previous commitment by the department head. Mr. Sarbaugh and Mr. Austin joined the Committee members for presentation of the budgets for the Sheriff, State's Attorney, Circuit Clerk, Law Library, EMA, E-911, Court Administration and Court Services. 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/Heath 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. Mr. Sarbaugh provided the maintenance budget for E-911 for review. This budget has been maintained at last year's levels. This is a self funded department. Their funding is received from the 911 surcharge on all landlines and wireless phones. The revenues for this department have increased slightly. Overall the budget is reduced by \$112,640. There are no supplemental

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requests for this department. The consensus of the committee was to forward this budget on through the budget process.

Mr. Sarbaugh provided the maintenance budget for the Sheriff's Department to the committee members for review. Ms. Wood-Zuzevich and Under Sheriff Zinke joined committee members to answer any questions from the committee. The revenues for the bed usage in the jail have been increased by \$1,000,000. They stated that they do not want to overestimate these amounts and these numbers are based on usage for this year. Committee members reviewed the supplemental requests with the Under Sheriff and Ms. Wood -Zuzevich. It was stated that the Department is restructuring the Sheriff's Department. They look at all the areas for weaknesses. Position requests are based on the growth of the County or in areas where these weaknesses have been found. The requests have been prioritized based on the need within the department. After review of the budget the consensus of the committee was to forward this budget on through the budget process.

Committee members reviewed the budget for the State's Attorney. Mr. Bianchi, Ms. Rhodes and Mr. Hiscock joined committee for this review and answer questions from the committee members. This department is funded from the general fund. This department does have a multi-jurisdictional grant that is included in the budget. Expenditures have been adjusted based on the 27 pay periods for next year. The 1st Assistant position is being requested to be unfrozen. They had previously requested this position to be unfrozen but agreed to bring this request forward during the budget reviews. Typically when a person is hired for a position, they are hired at the lowest cost in the range for this position. This position may require a higher rate of pay to start with. The department will follow the hiring rules in order to hire for needed personnel. Chairman Provenzano noted that he does not feel this position should compete with other supplemental requests being reviewed. Committee members were informed that the department is also requesting three or four new vehicles for the department. The vehicles they currently have were previously used in other departments. It was suggested that it may be cheaper to rent a vehicle when needing to drive long distances to attend meetings. It was stated that the County has a number of vehicles that are only being used once a month and it was suggested that alternatives be reviewed for use of these seldom used vehicles. The consensus of the committee was to forward this budget on through the budget process.

Committee members reviewed the budget for the Circuit Clerk. Ms. Keefe and Ms. Shetley joined committee members to review the budget and answer questions from the committee members. Mr. Sarbaugh noted that it has been a pleasure working with Ms. Keefe on her budgets and noted that she has done an amazing job. Ms. Keefe is responsible for several different funds. They have seen a reduction in the revenue stream in the department. The revenue stream is down because of decreased filings. The funds are all in balance. She is requesting several adjustments in salaries for a number of lead supervisors. One position was eliminated requiring these supervisors to increase their workload. The consensus of the committee was to forward these budgets on through the budget process.

Committee members reviewed the budgets for the Law Library and Court Administration. Mr. Wallis and Judge Sullivan joined committee members to answer questions from the committee members. Mr. Sarbaugh stated that Mr. Wallis has done an excellent job with his budget. He has found creative ways in order to reduce their costs within their departments. Between renegotiated contracts and reduced costs they have realized a savings of over \$200,000 within the department. Mr. Wallis has placed some of his personnel costs within the Library Fund which has decreased the costs to the General Fund. They are also paying for some subscription costs out of this fund as well. The special funds, if they have a reserve, are allowed to grow. They have added some funding back into these funds that have typically been overdrawn. They have also realized some savings for some contractual costs. In the past psychiatric services has been outsourced on an as needed basis. This service is now under contract and has resulted in a large savings for the department. The consensus of the committee was to forward these budgets on through the budget process. Judge Sullivan informed the committee members that additional personnel will be needed in the future as they have received word that they will be getting two additional judges. They are reviewing the possibility of creating an annex court in the southeast corner of the county. They have also implemented a Drug Court, Mental Health Court and Domestic Violence Court. The Mental Health Court and Drug Court are very labor intensive programs. They are in the process of creating a Domestic Violence Court as well. This program is not a "diversion" program like the other two programs that have been implemented. This is a different way to handle these cases more efficiently. This is more of a management issue. Previously the County had two branch courts that were previously used. The branch court in Crystal Lake was eliminated because of the lack of parking. The McHenry location has parking issues as well. This court is used only one time a week because of this issue. They believe they are seeing a decrease in cases filed. They believe this is because of the decrease in police personnel on the streets resulting in less revenue. The consensus of the committee was to forward the budgets for the Law Library and Court

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Administration through the budget process.

Committee members took a two minute break at 10:35a.m. They resumed the committee meeting at 10:37a.m.

Mr. Christensen and Ms. Gibbs joined committee members for presentation of the budget for EMA (Emergency Management Agency). This department is 100% funded from the General Fund. They do receive some grant funding to assist in emergency planning or for operations. The department has put forward a supplemental request though they are just putting this request in the que for the future. They have requested a new Assistant EMA Director to address exercise and testing requirements of the department. The communications tower will need to be re-cabled in the future. This will cost between \$26,000 and \$51,000. The consensus of the committee was to forward the budget for EMA on through the budget process.

Mr. Donley left committee at 10:50a.m.

Mr. Dailing joined the committee members for presentation of the budget for Probation and Court Services. Mr. Sarbaugh noted that it has been a pleasure working with Mr. Dailing on his first budget presentation. Committee members questioned if there would be a need for a juvenile detention center in the future. Committee members were informed that this area has been pretty stable for the past few years. The agreement worked out with Kane County has been working well for McHenry County. He stated that he does not think our contract with Kane County would be affected by any agreement worked out with Kane County and any other county for use of their facility. The consensus of the committee was to forward the budget for Probation and Court Services on through the budget process.

Mr. Austin informed committee members that he would be discussing with the County Board Members the reality of the county receiving additional judges. The county currently has 17 judges and 17 courtrooms. The county will receive two additional judges in December. They will review options for obtaining a new branch court in the South East corner of the County.

Discussions are being held regarding the next steps for integrated justice. IT is working with an outside vendor with a system that includes 240 exchange points. These will be bundled into 24 packets for exchange. They will review the package of exchange points to determine the next logical steps to be taken. This information will be brought to the committee at its October meeting for discussion. Mr. Sullivan, Mr. Wallis and Ms. Sheldon have been meeting to review these 24 packets to determine who touches what data. This involves the States Attorney as well. They will meet with the governance board and bring this information back to the committee for review.

Mr. Austin reported that in the court case regarding the special prosecutor's fees there is more information beyond what has been printed in the newspaper. They are waiting for a "procedural decision" on this issue. They will review where to go from here. They are retaining a high level of optimism on this issue. Updates will be provided to the committee members at a future date.

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 11:10 a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR BOARD ACTION:

Resolution Authorizing a Budget Line Item Transfer of \$16,000 in the Sheriff's Fiscal Year 2011 Budget for a Capital Expenditure

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