

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

MINUTES OF MONDAY, OCTOBER 3, 2011

Chairman Provenzano called the meeting to order at 8:15 a.m. The following Committee members were present: Chairman Nick Provenzano; Jim Heisler; Sue Draffkorn; John Jung and Randy Donley. Bob Nowak and Bob Bless were absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Undersheriff Andy Zinke and Angela Wood-Zuzevich, Sheriff's Department; Dave Christensen, EMA; Kathy Keefe and Robin Shetley, Circuit Clerk; Judge Michael Sullivan; Dan Wallis, Court Administration; Lou Bianchi, Karen Rhodes; Andy Miller and Phil Hiscock, State's Attorney; Tom Sullivan, Tina Sheldon and Carol Weger, Information Technology.

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 15, 2011 and joint minutes of Law and Justice and Finance and Audit Committees of September 20, 2011. Mr. Donley made a motion, seconded by Mr. Jung, to recommend approval of the above minutes as presented. The minutes were approved with all members present voting aye on a voice vote.

PRESENTATION

*Dan Wallis:* Mr. Wallis joined committee members to inform the committee members of his appreciation of Mr. Scott Block. Mr. Wallis noted that he has worked in the public sector for over 22 years. He stated that since joining McHenry County he has had the pleasure of working with the best individuals in the industry. One of these individuals is Mr. Scott Block. Mr. Block has been the coordinator for the specialty courts, first with the Mental Health Court and now with the new Drug Court. Mr. Block was instrumental in the County's obtaining a grant in the amount of \$304,717 will result in the successful launching of the Drug Court program. A gift certificate and certificate of appreciation were presented to Mr. Block for his service to the County.

*Next Steps on the Integrated Justice Project:* Mr. Tom Sullivan, Mr. Wallis and Judge Michael Sullivan joined committee members for a presentation surrounding the Integrated Justice Project and how to move forward with the suggested project. This is a follow-up from a discussion that took place at the committee in April/May of this year. Committee members at that time had discussed concerns regarding the implementation and continued on-going costs of this program. Mr. Sullivan stated that he then attended a governing board meeting to prioritize the next steps in this process. Committee members questioned who serves on this board. Mr. Sullivan stated that the board consists of himself, the Chief Judge, the Court Administrator, the Circuit Clerk, the Sheriff, E911, Court Services, the Public Defender and the State's Attorney.

It was stated that there are a number of advantages to getting a case management system. It was stated that functions would be more efficient and more cost effective. This system will help the attorneys to better manage their cases. Over the years the County has worked to bring the technology up to speed for these processes. This process is the next part of this system.

Approximately five years ago, staff went to Georgia to learn about case management. At that time the board in Georgia was already paperless. It highlighted how far behind McHenry County is. At that time they stated they were doubly concerned about the potential liability for the county. The system would also address redundancy issues.

The governing board would have to decide who has access, to which data. There would be controls on how this data is shared. The only issue for this project would be what the true costs would be and where would the costs end. Chairman Provenzano stated that he has met with Mr. Austin and Mr. Sullivan numerous times on this issue. He stated he did not want to bring this project forward until questions surrounding the costs could be answered for the committee. He stated now the committee needs to decide if there is enough information in order to make a decision on this project.

In May of 2009, the County Board adopted a Strategic Plan that included this project as part of their goals. The Courts have had a case management system since 1990. Imaging began in 1991, ICIS R1 went live in 2009 and Court Services went live in February of 2010. The Sheriff's Department has been issuing electronic tickets since 2004

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and the Specialty Courts are due to go live in October 2011. Currently the electronic tickets are electronically sent to the database. The ticket information is then stored and indexed electronically in On Base. An electronic picture of the actual ticket is entered into the system as well. Committee members were informed that data entry has been reduced by 98%. The various departments are now able to access certain information immediately. Sharing of this information is occurring. Information is accessed through the Courts Case Management System (CMS). Arrests or incidents in the system may reference the tickets. The Courts Case Management System, ICIS, was funded from the Court Automation Fund at a cost of \$4.5 million dollars. The Public Safety Case Management system, VisionAir, was funded by the ETSB 911 board at a cost of \$4.038 million dollars. These systems include 26 police agencies and the Sheriff's Department. Integrated Justice is a work in progress. This brings forward the request for funding for the Case Management System for the Public Defender and State's Attorney's offices. These offices do not have any type of case management system in place at this time.

In July of 2010 an RFP was sent out for a system for these offices, which fits the needs of the County and the pricing is still good. Systems through these offices have been created by using Access, Excel and Word documents. These products are inefficient to fit the needs of the departments. A case management system is needed to eliminate duplicate data entry and automate business rules. The implementation costs for a Case Management System for the States Attorney would be \$1,153,750, with an annual cost of \$116,250. The timeframe would be 18 months. The implementation costs for a Case Management System for the Public Defender would be \$391,250 with an annual cost of \$34,750. Annual costs will grow as information exchanges are added. Annual costs for the current systems are; IFMS-\$50,000 (funded by the General Fund), OnBase Document Management - \$75,000 (funded by the General Fund and Court Automation Fund), Microsoft Software - \$100,000 (funded by the General Fund), Proposed New Dawn - \$151,000 (funded by the General Fund), ICIS CMS \$240,000 (funded by the Court Automation Fund) and VisionAIR Public Safety - \$400,000 (funded by ETSB 911). Committee members were informed that the software for the CMS for the State's Attorney and Public Defender would come from New Dawn Technologies JustWare Software. This company has been implementing case management since 1996. They have completed 300 client installations and have seven state wide contracts. Their largest installation has 850 clients and the system will integrate VisionAIR and OnBase.

The project payouts for the States Attorney/Public Defender Case Management System includes \$910,000 for service fees. Billing will be based on milestones per the project plan. Signoffs will be required by the department, IT, Administration and the Law and Justice Committee. The \$640,000 license fees will be billed at 10% of the total over a 5 month period. This equates to \$130,000 per month.

The consensus of the Internal Justice Governance Committee is to move forward. They are requesting funding for the case management system. Enhanced integration will provide information consolidation, automates document management and includes integration with current and future systems. Initial Integration is part of the States Attorney and Public Defender Case Management System. This moves the Courts CMS data and Public Safety CMS data to the States Attorney's and the Public Defenders offices as well and the enhanced integration of the 259 data exchanges. New Dawn will partner with URL for the Integration.

The Internal Justice Governance Committee prioritized the exchange packages with a high level project plan. This plan prioritized the projects with the number of exchanges that would be affected. Mr. Sullivan stated that the costs are listed in today's dollars. The series will take time to finish and with this time, inflation occurs. The costs could go down as well.

\$8.6 million has been spent to date. None of these funds have come from the General Fund. Annual costs are \$640,000. The total cost to implement the States Attorney/Public Defender component would be \$1.6 million dollars, with an annual cost of \$150,000. Mr. Sullivan reminded committee members that this is a two part process. The first part is the Case Management Systems for both the States Attorney and Public Defender and the remaining project will be integration of the processes. There are 20 tasks that could be automated, which are not part of the total project. These include long term items that they would like to integrate. Before they can automate the process, they have to work through the process, this equates to manual labor. The human costs of this project cannot be taken for granted. The \$3.8 million dollar cost covers all 20 projects.

Committee members questioned why this information was not being presented during a COW meeting. They stated that this project involves a lot of money and this is a decision that will be needed by the whole County Board. Committee members were informed that the Integrated Justice Governance Committee felt it was important to bring this information to the Law and Justice Committee first as it will be up to that committee to work through the detail of the project first. They will need to make sure they understand all the costs involved, both now and in the future, and determine which items are needed versus wanted.

Committee members questioned if there would be any jobs affected by automating these systems. Ms. Keefe noted that each department will see some long term benefits by reducing the need to add additional staff. She stated that her office is down four staff members from 2008. The staff has been moved into other needed areas of the department. Judge Sullivan stated that if the Circuit Clerk had not automated their processes, they would need double the staff.

Judge Sullivan noted that when he started with the County, they had 6 judges on staff. By the end of the year, they will have 19. The Circuit Clerk has managed to maintain their staff and not grown, because of the automation. He stated that this process is the next logical step to take.

Committee members were reminded that when they were looking for a case management system for the Circuit Clerks office the committee was told that it would be cheaper to build a product for the County. They questioned if this vendor is still being used and if they would be "bidding" on the new system. Ms. Keefe noted at the time they were reviewing products, there wasn't a system available that fit their needs. Winnebago County purchased a product off the shelf that ended up costing more than our custom system. Now there is software available that addresses the needs. New Dawn would supply the software and URL would help with the integration. When the Circuit Clerk wrapped up their system in 2009, there was an offer by ISS (Integrated Software Specialist) to work on a case management system for the Public Defender and State's Attorney. ISS wanted \$100,000 a month to develop this system. This included an open ended contract that could have cost more than \$900,000. They thought it would be best to move ahead with hard numbers as they did not want an open ended project.

Chairman Provenzano stated that he would like to see this project moved out of this committee and forward the information to the Finance and Audit Committee and the County Board. Mr. Donley stated he would like to see a vote on this issue before it is moved out of the committee. This would show that this project has been reviewed by this committee. This could go before a COW (Committee of the Whole) but that would require that this be brought back to this committee for consideration. This project would normally be sent on to the Finance and Audit Committee and then to the County Board. This could be as early as the October evening meeting. This project would not compete with the supplemental requests and would come from the reserves. Committee members were reminded that this item has been included in the County's capital plan for many years.

#### NEW BUSINESS

*Resolution Authorizing a Contract with New Dawn Technologies, Inc. for JustWare Case Management Software and an Emergency Appropriation to the Non-Departmental Fiscal Year 2011 Budget:* Mr. Jung made a motion, seconded by Ms. Draffkorn recommending approval of the above Resolution as presented. The motion carried with four ayes (Draffkorn, Heisler, Jung, Provenzano) and one nay (Donley)

*Branch Court Discussion:* Chairman Provenzano informed committee members that they would bring the Branch Court Discussion forward to allow Judge Sullivan to return to the Courtroom. Judge Sullivan and Mr. Wallis joined the committee for discussion of the above. It was noted that this issue has been discussed with the Management Services Committee. This is a process to see what the sentiment is regarding the plan for the arrival of new judges to the County. Courtroom 104 has been opened and is available for use. Upgrades to courtrooms 101, 102 and 103 should be completed within the next six to seven weeks. They will have 17 courtrooms for the current 17 judges. They have just been notified that as of December 1<sup>st</sup>, the County will receive two additional judges. When the County learned they would be obtaining two additional judges, Court Administration initiated conversations with County Administration regarding the possibility of creating a branch court for the County. This branch court would be located in the southeastern section of the County. The high volume traffic cases would be heard by this branch court. This would bring the "courts" to the people. This would delay the need to construct the public safety building or another facility at this time. This would also help to serve the municipalities that are located in this area. They are looking to lease for a three to five year period. This is similar to programs currently being run in our surrounding counties. The two new judges were obtained because of the census count of the County. This type of allocation will not happen for another 10 years. It is believed that the State will not create additional judgeships for at least four or five years.

In the past there have been discussions about the creation of an annex/branch court. At that time they did not have the ability to create this. This now opens up this idea for consideration. This would allow the County to bring the courts to the people. Committee members were reminded that the Courthouse is out of space. They will have 17 full courtrooms and a small room that would seat 15 to 18 individuals, instead of the usual 30+ spaces. Parking is an issue at the facility as well. Judge Sullivan stated that he thinks this is a good idea. This address the courtroom needs and the parking issues at the facility. He stated that he knows this is an expense but they will use all the courtrooms in the County facility as much as possible, but there is still a need for additional space. Committee members questioned what the staffing for a branch court would be. They were informed that there would be security

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needs and well as an additional support person. The Circuit Clerk would require additional staff as well. Committee members were reminded that an Arbitration State employee will be housed in the County as well. This is a cost of the State. Judge Sullivan stated that these two new judges would create the need for additional staff, whether here or in a branch court. Mr. Donley questioned if the County is required to "accept" these judges. Judge Sullivan stated that McHenry County will be accepting these judges. It is unknown if the County will have an opportunity in the future to receive additional judges.

The vision of the department is to move the traffic cases from the County facility to the branch court in the southeast portion of the County. Any traffic offenses from Route 47 east would go to the branch court. They currently use one full courtroom and one other courtroom part time to address these needs. Committee members were informed that there are issues with parking at the McHenry Traffic Court as well.

Committee members questioned if properties were looked at and being considered for this space. They were informed that properties have been viewed with one facility found that would serve the needs of the Courts. The Home Depot Shopping Center, located at Route 14 and Route 31 has sufficient parking and facility space to meet the needs of the Courts. This addresses location, parking and court space needs. The market is currently good to obtain space at a fair market price. Monday's and Tuesday's there are parking issues at the Courthouse.

Committee members questioned the timeline for this process. They were informed that the new judges are expected December 1<sup>st</sup>. They stated they are looking for a decision so the process could be completed next year, midyear. It was stated they need to address these needs to place needed funds within the budget for next year. Mr. Wallis stated they do have some estimates for some of these costs.

Judge Sullivan stated that they have a lot of issues that are coming up because of the space issues of the facility. He stated that now is a good time to consider this option. They will have a Judge to staff the facility and it addresses other issues at the current facility. In the past the County Board has shown an interest in this consideration. This would put off pressure to build a new building at this time. Committee members were reminded that this consideration has been a part of the County's long term strategy. It was stated that if they have a consensus from the committee they would like to bring some preliminary numbers forward for consideration. Mr. Jung, Ms. Draffkorn, Mr. Heisler and Chairman Provenzano provided a consensus to bring some preliminary numbers forward for consideration. Mr. Donley stated that he is against this issue and feels they should look for space in Woodstock to address these needs, based on the campus plan that has been adopted by the County. He stated that the facility next to the unemployment office should be looked at for consideration before moving forward with this process. He stated that the only advantage will be to the municipalities and he does not feel it is necessary to bring the courts to them. He stated that the law breakers should be brought to Woodstock.

Mr. Austin noted that the facility on Russel Court has opened up for consideration, though this is not a good facility and needs a lot of work.

*Resolution Authorizing the Purchase of One (1) New Vehicle and an Emergency Appropriation and Budget Line Item Transfer in the Coroner's Fund Fiscal Year 2011 Budget:* Ms. Draffkorn made a motion, seconded by Mr. Jung to recommend approval of the above Resolution as presented. It was stated that this purchase will come from the Coroner's Fees. The motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Heisler, Jung, Provenzano)

*Appointment – Emergency Telephone System Board – City of McHenry:* Committee members reviewed a request for the appointment of Deputy Chief Dan Kreassig to the McHenry County Emergency Telephone System Board. This appointment will replace the previous appointee Jim Molnar. Mr. Donley made a motion, seconded by Mr. Heisler to recommend the appointment of Deputy Chief Dan Kreassig to the McHenry County Emergency Telephone System Board for a term to expire November 30, 2013. The motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Heisler, Jung, Provenzano)

*Resolution Authorizing Payment of Special Prosecutor Fees and Consultant Fees from the General Fund Fiscal Year 2011 Contingency:* Ms. Draffkorn made a motion, seconded by Mr. Jung to table the above Resolution until the December 1, 2011 meeting. The motion carried with all members present voting aye on a voice vote.

*Resolution Requesting the Establishment and Recognition of the McHenry County Citizen Corps Council:* Mr. Christensen joined committee members to obtain approval to form the McHenry County Citizen Corps Council. This Council will train citizens to be educated on actions related to disaster preparedness. They will provide a coordinated and planned process of volunteer and citizen training. The application and bylaws were presented for review by the

committee. Mr. Heisler made a motion, seconded by Mr. Jung to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a voice vote.

*Resolution Authorizing Nunc Pro Tunc the Acceptance of the Illinois Department of Transportation IL Child Passenger Safety Program Grant and an Emergency Appropriation to the Sheriff's Fiscal Year 2011 Budget:* Mr. Donley made a motion, seconded by Ms. Draffkorn recommending approval of the above Resolution as presented. The Sheriff's Department was awarded the above grant from the Illinois Department of Transportation in the amount of \$10,810. A resolution was never brought forward accepting this grant and adjusting the Sheriff's budget in order to expend these funds. This resolution now accepts these funds so they can be expended in the time frame allowed in the grant award. The motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Heisler, Jung, Provenzano)

*Resolution Authorizing Acceptance of an IDOT Sustained Traffic Enforcement Program (STEP) Grant Award and an Emergency Appropriation to the Sheriff's FY11 Budget:* Mr. Donley made a motion, seconded by Ms. Draffkorn recommending approval of the above Resolution as presented. Committee members were informed that this is grant the department has received for a number of years. These funds are used to conduct special enforcement for impaired driving mobilizations and/or occupant protection mobilizations. The motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Heisler, Jung, Provenzano)

REPORTS/UPDATES

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

Noting no further business, Mr. Heisler made a motion, seconded by Mr. Donley, to adjourn the meeting at 10:00 a.m. The motion carried with a unanimous voice vote.

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**RECOMMENDED FOR BOARD ACTION:**

- Resolution Authorizing a Contract with New Dawn Technologies, Inc. for JustWare Case Management Software and an Emergency Appropriation to the Non-Departmental Fiscal Year 2011 Budget
- Resolution Authorizing the Purchase of One (1) New Vehicle and an Emergency Appropriation and Budget Line Item Transfer in the Coroner's Fund Fiscal Year 2011 Budget
- Recommend the Appointment of Deputy Chief Dan Kreassig to the McHenry County Emergency Telephone System Board
- Resolution Requesting the Establishment and Recognition of the McHenry County Citizen Corps Council
- Resolution Authorizing Nunc Pro Tunc the Acceptance of the Illinois Department of Transportation IL Child Passenger Safety Program Grant and an Emergency Appropriation to the Sheriff's Fiscal Year 2011 Budget
- Resolution Authorizing Acceptance of an IDOT Sustained Traffic Enforcement Program (STEP) Grant Award and an Emergency Appropriation to the Sheriff's FY11 Budget

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