

Fiscal Year 2008/2009 Budget Highlights and Goals

Circuit Clerk

FY2008 Highlights

- Received favorable report from the outside auditors that performed the state-required audit of the Circuit Clerk's office. This report found no areas where the McHenry County Circuit Clerk was not in compliance with Illinois State Statute, Supreme Court Rules or Local Court Rules.
- Continued to advance employee education with numerous employees continuing to take classes at McHenry County College and Columbia College as part of the free tuition program offered with our Traffic Safety School contract.
- Managed an increased annual caseload of approximately 29% since 1997.
- Continued to work towards integrating all McHenry County Justice Agencies by assisting with the installation of software to provide all McHenry County police agencies the capability of printing traffic tickets in their squad car and electronically downloading the ticket information to their records management system and the Circuit Clerk's court database system, reducing the duplication of data entry.
- Generated additional revenue and reduced customer assistance requirements by adding 11 additional Remote Access customers to our online program.
- Worked with our software vendor, I.S.S. in developing a new case management system for the Circuit Clerk's office to be implemented during the last half of 2008 that will increase office efficiency and bring us closer to integration with all other McHenry County Justice Agencies.

FY2009 Goals

- To be in compliance with all Illinois State Statutes
- To be in compliance with all case law
- To be in compliance with all Illinois Supreme Court Rules
- To be in compliance with all Administrative Orders of the 22nd Judicial Circuit Court
- To receive a favorable outside audit, required by state statute, regarding our compliance with all of the above
- To improve our Employee Retention Program to increase our chances of retaining good employees long-term.
- Use County's new Sharepoint software to develop a centralized place to store all Circuit Clerk policy and procedure manuals.
- Continue to improve our customer service to the public by expanding the capabilities of our website.
- Remodel our offices on the third floor of the Government Center by installing new carpet and new workstations.
- Remodel our third floor file room to add a ceiling with light fixtures and sprinklers, install a tile floor and paint the walls.
- Bring more police agencies on-line with the newest version of APS automated ticket writing software to further reduce the amount of traffic ticket data entry.
- Continue the process of integration with all other McHenry County Justice Agencies to reduce duplication of effort, and increase the accuracy and timeliness of data throughout the system.