

Justice Committee Meeting Minutes

The Justice Committee of the McLean County Board met on Monday, October 6, 2003 at 5:15 p.m. in Room 700 of the McLean County Law and Justice Center, 104 W. Front Street, Bloomington, Illinois.

Members Present: Chairman Renner, Members Rodgers, Nuckolls, Johnson and Rackauskas

Members Absent: None

Staff Present: Mr. John Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Mrs. Carmen Zielinski, Administrator's Office

Department Heads/
Elected Officials

Present: Ms. Cindy Brand, Jury Coordinator, Jury Commission;
Ms. Beth Kimmerling, County Coroner; Ms. Roxanne Castleman, Director, Court Services;
Mr. Dave Goldberg, Superintendent, Juvenile Detention Center;
Ms. Billie Larkin, Director, Children's Advocacy Center;
Ms. Sandra Parker, Circuit Clerk; Ms. Phyllis Nelson, Chief Deputy, Circuit Clerk's Office; Mr. Bill Yoder, State's Attorney;
Mr. Curt Hawk, Assistant Director, E.S.D.A./Civil Defense;
Ms. Rose Buchanan, Operations Manager, MetCom

Members of the

Public Present: Ms. Barbara Stuart, League of Women Voters, Alternative to Jail Committee; Mr. Jack Porter, Alternative to Jail Committee

Due to a lack of quorum, Chairman Renner started reviewing the Items for Information listed on the Justice agenda, until a quorum is achieved.

Mr. Bill Gamblin, 911 Administrator, was not present to discuss the Monthly Reports for E-911 and ETSB. Mr. Zeunik explained that Mr. Gamblin is at the National Emergency Number Assistance Technical and Standards meeting. The Committee members did not have any questions at this time.

Ms. Amy Davis, Public Defender, was not present to discuss the Monthly Statistical Report. Committee members did not have questions at this time.

Ms. Cindy Brand, Jury Coordinator, referred to the Jury Commission's Monthly Statistical Report. Ms. Brand stated that the number of jurors used and the number of trials held during July, August and September are less than in prior years due to the relocating of the civil trial judges. Trials were not held at the Hershey Road building, since the

temporary courtrooms could not accommodate a jury trial. Judge Prall did hold two trials in the Law and Justice Center this summer that required displacing a criminal judge and doubling judges in a single courtroom for several days. For this reason, Judge Prall and Judge Bernardi continued all non-urgent trials to later this fall. Ms. Brand expects trials to increase in the last quarter of the 2003.

Ms. Brand noted that the Criminal Division of the Circuit Clerk's Office vacated the Jury Assembly Room on September 12th and jurors were assembled as usual on September 15th. Ms. Brand also noted that the temporary parking arrangements at the Butler Lot, the Champion Federal and the Healthcare Insurance Lot worked very well.

Ms. Beth Kimmerling, Coroner, presented the Monthly Report for August 2003. Ms. Kimmerling noted that the number of deaths reported for August year-to-date is slightly under the number for 2002. However, the number of autopsies that McLean County has performed is only four autopsies less than last year. Ms. Kimmerling noted that the Coroner's Office has met the budgeted amount of revenue as of August. Committee members did not have any further questions for Ms. Kimmerling.

Sheriff David Owens, McLean County Sheriff, was not present to discuss the McLean County Detention Facility Population Report. The Committee did not have any questions at this time.

Mr. William A. Yoder, State's Attorney, presented the Asset Forfeiture Fund and Case Load Reports. Mr. Yoder noted that the August and September 2003 numbers for case load increased. The 2003 projected felony numbers are within the estimated figures. No surprising changes were documented for the Asset Forfeiture Fund this month. Mr. Yoder stated that the Sheriff's Department daily e-mails regarding jail population list seventeen inmates housed out of County at this time. This could be due to the increase in the felony charges within the last two months.

Chairman Renner asked for the status on a request for an Attorney for the Children Advocacy Center. Mr. Zeunik answered that this item is being presented to the Finance Committee later this week.

Mr. Nuckolls entered the Justice Committee noting the presence of a quorum. Chairman Renner called the meeting to order at 5:19 p.m.

Chairman Renner presented the Minutes of the September 9, 2003 Committee Meeting for approval.

Motion by Rodgers/Rackauskas to recommend approval of the September 9, 2003 Justice Committee Minutes. Motion carried.

Chairman Renner commented that an editorial printed in The Pantagraph noted that the \$189,000.00 needed to start an Electronic Monitoring Program was not included in the Fiscal Year 2004 Recommended Budget. County budget. It is the Justice Committee's challenge to search for these funds. Chairman Renner noted that based on the number of housed inmates documented by the Sheriff's Department daily, it is obvious that the jail has a population problem. For the record, Chairman Renner recognizes that there is a jail population problem. One option would be to develop a pilot program with existing resources. The negative side to this thought is that the pilot program would then receive just a fraction of the funding needed to start the program and see if it is effective. Chairman Renner wondered if the main goal of the Justice Committee is to begin a program, rather than to evaluate a program. Chairman Renner is confident that within a five-year period, some version of the program would save the County money, similar to the one in Tazewell County. The issues facing the McLean County Administrator's Office is, in year one, coming up with the \$189,000.00 needed, especially when the County's revenue projections are down. Chairman Renner expressed his disappointment that this program is not included in the 2004 Recommended budget. Perhaps, a quarter cent public safety tax referendum could be placed on the ballot, with the cost of a new jail included, but, even so, monies would not be available until after 2005.

Mr. Zeunik noted that the biggest issue faced by the Administrator's Office regarding the Electronic Monitoring Program was the issue of funding a new program at the expense of existing services and programs. Both Chief Judge John P. Freese and Ms. Roxanne Castleman, Director of Court Service, are adamant about not wanting to see existing programs reduced or scaled back in order to put new programs in place. Ms. Castleman's caution was that many areas of her existing programs and services are operating at an FTE count below the State's recommended threshold, and there is no funding for increases of FTEs in the Court Services Department. It has been suggested that there may be a way to structure the electronic monitoring program within the existing resources. The key here is whether the program would have sufficient resources to allow it to perform as intended. Chairman Renner noted that if a pilot program is started within a pilot program, some of the kinks within the systems may be discovered, like only some parts of the equipment can be purchased or maybe staffing can be provided for the program on a part-time basis.

Ms. Rodgers wondered if a long-term program for the allocation of funds can be developed, so that at the end of three or five years, this program can be started with the needed amount of funds. Chairman Renner commented that the concept of five-years before starting this program seems too long.

Ms. Rackauskas asked if there were any grant funds available for this. Mr. Zeunik answered that there used to be. Mr. Zeunik explained that Tazewell County's program was initiated as a result of a grant, and subsequent to the grant running out, the officers involved in the program are reimbursed by the Administrative Office of the Illinois Courts. Mr. Zeunik stated that this request can be included in the Court Services' Annual Plan, which is submitted to the Administrative Office of the Illinois Courts.

Mr. Zeunik commented that contrary to The Pantagraph's editoria, if it was possible to run this program with only one officer or start this program at a minimal level, the staff involved in researching this matter would have brought this option forward for discussion. The staff involved with this program have a lot of experience in this matter.

Ms. Rackauskas stated that this program should be done in the right area. If it means budgeting for it for five years, then, it is better to budget for it for five years and allow this program to start in the proper way. Ms. Rackauskas also noted that the alternative to jail was not only a means to keep down the census in the jail, it is really a form of rehabilitation. This program does not guarantee that a new jail may not be needed.

Ms. Rackauskas stated that a new jail and the alternative to jail issues cannot be separated. One is part of the other, in the long run. Ms. Rodgers noted that other projects are discussed and approved and funding for the project is found and saved.

Mr. Nuckolls stated that the quickest option for funding this program, may be some kind of grant. Mr. Zeunik commented that the County can start looking for opportunities to seek grant funding. Another option that may be available is while the Justice Committee reviews the 2004 Recommended Budget, a reallocation of resources may be found that will not jeopardize present services. Also, staff can continue to look at existing resources that are currently funded and see if there is any way to shift resources in a direction that would provide this type of program.

Mr. Nuckolls asked why this program was already being discounted within the 2005 Budget. Chairman Renner replied that this program is not being discounted in the 2005 budget. Chairman Renner suggested that maybe this program should be included in the budget for the long-term by putting money away for it.

Ms. Rackauskas wondered if any funding for this program could be achieved from the Law Library budget. Mr. Zeunik explained that the fees in the Law Library are scheduled to increase on January 1, 2004. Assuming that the Law Library does not continue to operate in a deficit, the proposed fee increase should generate sufficient revenue to pay off the deficit. The Law Library is a separate entity that does not affect the General Fund.

Mr. Nuckolls reflected on the fact that this program was made a priority several meetings ago. The Justice Committee needs to follow this motion and make it a priority.

Chairman Renner invited Ms. Barbara Stuart, League of Women Voters, Alternative to Jail Committee, to speak. Ms. Stuart distributed some documents that listed five principle points for installing an electronic monitoring program. Ms. Stuart mentioned that Jail cells should be reserved for the dangerous, violent persons, who need to be isolated from the rest of the community. Ms. Stuart pointed out that the screening tool associated with the electronic monitoring and pre-trial program provides the judicial system with another tool to use to evaluate an offender.

Chairman Renner confirmed that the Justice Committee unanimously agreed that the Electronic Monitoring Program is an important issue. The Committee needs to find a way to find some funding.

Ms. Rackauskas asked if the County could legally do some fundraisers. Mr. Yoder answered that he is not sure what the procedure and law is regarding fundraisers. Mr. Yoder suggested doing some research on the matter and advising the Justice Committee at the next meeting.

Ms. Sandra Parker, Circuit Clerk, presented a request for Approval to Purchase a Replacement Microfilm Reader Printer. Ms. Parker stated that the current Bell and Howell reader-printer was acquired in 1990. For the past two years, this reader-printer has been steadily declining and the recent repair estimate following the explosion was a minimum of \$1,317.00. The service provider suspects that even more repairs would be needed once the machine was opened. The Bell and Howell machine is no longer under warranty.

Ms. Parker noted that she received three price proposals for a new Microfilm Reader-Printer. One of the proposals was not considered since it would not read the County's 35MM film. The Circuit Clerk's Office has a mixture of 35MM and 16MM films. Both systems must be accessible to the staff and the public. The two proposals considered were from Canon and Kodak. The Canon product was demonstrated in the McLean County Recorder's Office. The Kodak product was brought on site and demonstrated. Of the two proposals, Ms. Parker considered the Kodak product the best choice. Ms. Parker noted that the Kodak product is the least expensive of the two proposals, and seems to be easier to operate. Even though the Kodak product has a less modern film feeder, it is gentler on the film and will provide more protection against scratches and breakage.

Ms. Parker informed the Committee that the County will recoup the six remaining months of the pre-paid maintenance without any penalties by accepting the Kodak proposal.

Ms. Jennifer Ho has advised that the County's property insurance will pay the \$1,317.00 estimated cleaning and re-conditioning costs as part of the settlement from the damages caused by the transformer explosion. The remaining costs of acquisition and on-going maintenance will be covered by the Circuit Clerk's Document Storage Fund.

Motion by Nuckolls/Rackauskas to recommend approval to Purchase a Replacement Microfilm Reader-Printer for the Circuit Clerk's Office.
Motion carried.

The Committee did not have any questions for Ms. Parker regarding the monthly statistics.

Ms. Billie Larkin, Director, Children's Advocacy Center, referred to a request for approval of an Interagency Agreement with the Illinois Criminal Justice Information Authority for the Implementation of Services to Victims of Child Abuse Program. Ms. Larkin explained that this Agreement will ensure the minimum provisions of basic services to all victims of crime. This Agreement will continue current victim service initiatives; will provide victim services to underserved or unserved areas; expand and strengthen current victim services and implement new victim service initiatives after other funding areas are adequately addressed. This Agreement covers the period from September 1, 2003 through August 31, 2004. The maximum amount of funds payable under this Agreement is \$43,552.00.

Motion by Rodgers/Rackauskas to recommend Approval of of an Interagency Agreement with the Illinois Criminal Justice Information Authority for the Implementation of Services to Victims of Child Abuse Program. Motion carried.

Ms. Rackauskas commented that at the last Justice Committee meeting, there was a citizen in the audience that attends college. She was so impressed with Ms. Larkin and her program, that she made it a point to mention the CASA Program to her classmates. This particular person is interested in becoming a CASA volunteer. Ms. Larkin thanked Ms. Rackauskas and said that she would get a CASA application to Ms. Rackauskas for this person.

Ms. Larkin reviewed the Monthly Statistics. Ms. Larkin noted that 24 children were seen in the month of September, but the overall numbers are still down. This issue is still being investigated. Mr. Nuckolls wondered if the decrease in the numbers being interviewed had anything to do with the beginning of school. Ms. Larkin answered that her staff has researched this possibility along with holidays and such and no correlation has been achieved. The Committee did not have any further questions for Ms. Larkin.

Ms. Rose Buchanan, Operations Manager, MetCom, presented a request for approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2003

Combined Annual Appropriation and Budget Ordinance Metro McLean County Centralized Communications Center Fund 0452, MetCom Department 0030.

Ms. Buchanan explained that this appropriation is for the unanticipated need for an additional Server and Workstation for the TriTech Computer Assisted Dispatch (CAD) system. This system requires a hardware expense of \$62,499.00 and an expense of \$12,941.00 for the necessary TriTech maintenance contract. Ms. Buchanan informed the Committee that the MetCom Operations Board recommended approval of a request to appropriate \$75,440.00 from MetCom's unappropriated fund balance at their September 12, 2003 meeting.

Motion by Rackauskas/Nuckolls to recommend approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2003 Combined Annual Appropriation and Budget Ordinance Metro McLean County Centralized Communications Center Fund 0452, MetCom Department 0030. Motion carried.

Mr. Curt Hawk, Assistant Director, E.S.D.A./Civil Defense, referred to a request for approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2003 Combined Annual Appropriation and Budget Ordinance General Fund 0001, ESDA Department 0047. Mr. Wahls explained that the ESDA Department was awarded a grant in the amount of \$22,800.00 from the Illinois Emergency Management Agency (IEMA) for Local Emergency Operations Planning. The grant received from IEMA will be used to purchase computer software and fund departmental overtime related to emergency planning.

Motion by Rackauskas/Rodgers to recommend Approval an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2003 Combined Annual Appropriation and Budget Ordinance General Fund 0001, ESDA Department 0047. Motion carried.

Mr. Hawk mentioned that ESDA participated in a disaster drill in Lexington, Illinois, and received approval in all aspects of the drill. The Committee had no further questions for Mr. Hawk.

Ms. Roxanne Castleman, Director, Court Services, presented the Monthly Statistical Reports. Mr. Dave Goldberg, Superintendent, Juvenile Detention Center, was also present. The Committee had no questions at this time.

Mr. John Zeunik, County Administrator, reviewed the Fiscal Year 2004 Recommended Budgets.

Mr. Zeunik referred to the Jury Commission budget. Mr. Zeunik stated that there is no change in the FTE Staffing level for the Jury Commission in the FY'2004 Recommended Budget. All of the Materials and Supplies line items accounts have been budgeted in the FY'2004 Recommended Budget at the same level as in the FY'2003 Adopted Budget. All of the Contractual line item accounts have been budgeted in the FY'2004 Recommended Budget at the same level or less with the exception of the Schooling and Conferences line item. This line item account has decreased from \$1,600.00 to \$1,100.00 in the FY'2004 Recommended Budget. This decrease is based on the anticipated schooling and conference expenses planned for the FY'2004 by the Jury Commission Coordinator.

Ms. Brand noted that the Jury Commission's budget is very simple because most of the forms and supplies are standard from year to year. Another change that has helped with the Jury Commission's budget is that the telephone service expense has decreased due to the fact that most of the surrounding towns are no longer charged at long distance rates.

Chairman Renner asked if the 9.80% increase in the Fringe Benefits line was due to an increase in health insurance rates. Mr. Zeunik explained that the 9.80% increase is due to Health Insurance cost going from \$2,550.00 per full-time equivalent employee to \$2,800.00 per full-time equivalent employee. This expense is driven by the Administrator's Office and the negotiations that occur with the health insurance providers.

Motion by Nuckolls/Rackauskas to Recommend
Tentative Approval of the Jury Commission
Fiscal Year 2004 Recommended Budget.
Motion carried.

Mr. Zeunik presented the Children's Advocacy Center budget. Mr. Zeunik noted that this is special revenue fund 0129. As a special revenue fund, the monies collected, like the property taxes levied and grants, can only be used for the benefit of the Children's Advocacy Center. The FY'2004 Recommended Budget has increased by 1.30%. The revenues for this fund come from General Property Taxes, the Illinois Criminal Justice Information Authority (ICJA), DCFS – Child Welfare and the Child Protection Network.

Mr. Zeunik explained that the Children's Advocacy Center is permitted by law to levy a property tax an the amount not to exceed a tax rate of \$0.0400 per \$100.00 of equalized assessed valuation. The Illinois Criminal Justice Information Authority line item has been budgeted at the same \$120,588.00 in the FY'2004 Recommended Budget. This line item accounts for the grant funding to be received from the ICJIA. The DCFS – Children

Justice Committee Meeting Minutes

October 6, 2003

Page Nine

Welfare line item has been budgeted at the same \$135,875.00 amount in the FY'2004

Recommended Budget. This line item accounts for the grant funding to be received from the Illinois Department of Children and Family Services. The Children Protection Network line item account has decreased from \$93,264.00 in the FY'2003 Adopted Budget to \$92,807.00 in the FY'2004 Recommended Budget. This reflects the proposed grant funding to be received from the Child Protection Network.

Mr. Zeunik noted that under Expenditures, full-time equivalent (FTE) positions has decreased from 10.00 FTE to 9.50 FTE. This decrease is in a Office Support Specialist II position.

The Copy/Microfilm Expenses line item account decreased from \$2,500.00 to \$2,000.00 in the FY'2004 Recommended Budget. The Travel Expense line item account has increased from \$4,000.00 to \$5,000.00 in the FY'2004 Recommended Budget. This increase is based on a review of last year's actual expenses and the year-to-date expenses.

Ms. Rackauskas asked for clarification of FY'2002 amount of \$389,462.00.

Ms. Rackauskas noted that the Center spent more than it was budgeted. Ms. Rackauskas asked where does the extra funding come from to cover the increase. Mr. Zeunik explained that the extra funding comes from the fund balance. This decreases their fund balance by the amount of money greater than the budgeted amount.

Mr. Nuckolls asked if the increase under the Travel Expense line item was for conferences and seminars. Ms. Larkin clarified that the increase in the travel expense line is for business related expenses such as mileage and gasoline.

Motion by Rodgers/Rackauskas to Recommend
Tentative Approval of the Children's Advocacy
Center Fiscal Year 2004 Recommended Budget.
Motion carried.

Mr. Zeunik presented the Circuit Clerk's departmental budget in the General Fund.

Mr. Zeunik informed the Committee that the Traffic/Criminal Fines revenue line item has increased from \$670,000.00 in the FY'2003 Adopted Budget to \$751,000.00 in the FY'2004 Recommended Budget. This increase is based on the proposed Circuit Clerk Fee Ordinance, which, pursuant to State law, permits the County Board to raise certain fees assessed by the Circuit Clerk's Office. The fees in the Circuit Clerk's Office have not been increased since 1977. Public Act 093-0039 and Public Act 093-0558 set forth the new maximum statutory rates for certain fees assessed by the Circuit Clerk's Office.

The County Fees revenue line item has decreased from \$1,000,000.00 in the FY'2003 Adopted Budget to \$900,000.00 in the FY'2004 Recommended Budget. This decrease is

Justice Committee Meeting Minutes

October 6, 2003

Page Ten

based on a review of the year to date revenue. The Civil Fees revenue line item account

has increased from \$225,000.00 in the FY'2003 Adopted Budget to \$670,000.00 in the FY'2004 Recommended Budget. This increase is based on the proposed Circuit Clerk Fee Ordinance, which, pursuant to State law, permits the County Board to raise certain fees assessed by the Circuit Clerk's Office.

Mr. Zeunik noted that the Interest from Other Funds revenue line item account has decreased from \$25,000.00 in the FY'2003 Adopted Budget to \$18,000.00 in the FY'2004 Recommended Budget. This decrease is based on the continuing decline in the interest rate paid by financial institutions on certificates of deposit and other short-term investments. The Transfer from Other Funds revenue line item account has increased from \$37,526.00 in the FY'2003 Adopted Budget to \$42,589.00 in the FY'2004 Recommended Budget. This Transfer from Other Funds comes from two of the Circuit Clerk's fee supported funds. A transfer from the Circuit Clerk's Court Automation Fund covers one-half of the salary expense for a Data Team Leader. A transfer from the Circuit Clerk's Court Document Storage Fund covers 100% of the salary expense for an Office Support Specialist I position.

Mr. Zeunik noted that in the expenditure side of the budget for the Circuit Clerk's Office the Personnel line item proposes an increase in the number of hours allocated to the part-time Courtroom Clerks. Beginning January 1, 2004, the Circuit Court plans to have 12 sitting judges hearing cases in McLean County. This will require that one additional courtroom be staffed with a Courtroom Clerk five days per week. The increase in hours allocated to the part-time Courtroom Clerks increases the Part Time Employee line-item account by \$18,525.00.

Mr. Zeunik pointed out that the Office Supplies line item account has increased from \$14,050.00 in the FY'2003 Adopted Budget to \$15,000.00 in the FY'2004 Recommended Budget. This increase is attributable to the increased usage of office supplies in the Office. This line item covers the office and computer supplies for the entire Office. This increase is based on a review of last year's actual expenses and the year to date expenses.

Mr. Zeunik noted that all Contractual line item accounts in the FY'2004 Recommended Budget have been budgeted at the same level or less as in the FY'2003 Adopted Budget with the exception of the Contract Services line item account which has increased from \$15,600.00 in the FY'2003 Adopted Budget to \$15,750.00 in the FY'2004 Recommended Budget. This line item account includes the following contracts: Loomis Armored Car; Mail Deposit; and Neville House Domestic Violence contract. The Equipment Maintenance Contract line-item account has decreased from \$5,500.00 in the FY'2003 Adopted Budget to \$5,000.00 in the FY'2004 Recommended Budget. This line item account covers the cost of the annual maintenance contract agreements for the copiers and other office Justice Committee Meeting Minutes

October 6, 2003

Page Eleven

equipment.

Ms. Rackauskas referred to the Schooling/Conferences line item. Ms. Rackauskas noticed

that only \$857.00 was used from the allotted \$2,000.00. Ms. Rackauskas asked if this line item could be reduced? Regarding the Schooling/Conference line item, Mr. Zeunik explained that in the FY'2004 Recommended Budget, this line item has been reduced from \$2,000.00 to \$1,500.00.

Chairman Renner suggested voting on all of the Circuit Clerk's Office budget items as one. Mr. Zeunik suggested that voting on the General Fund of the Circuit Clerk' Office portion be held off until after the Committee has had an opportunity to review and discuss the proposed fee increases

Chairman Renner wondered if the Schooling/Conference line item could be further reduced to \$1,000.00. Ms. Parker stated that the Schooling/Conference line item could be reduced by an additional \$500.00.

Mr. Zeunik referred to the Circuit Clerk Court Automation Fund 0140. Mr. Zeunik stated that the Circuit Clerk's Court Automation Fund was established pursuant to Illinois law. This Special Revenue Fund was established to assist the Circuit Court and the Circuit Clerk's Office to automate their respective offices. Through the collection of a Court Automation fee, the Circuit Court and the Circuit Clerk's Office have available funds which can be used to purchase operating supplies, contract for services, purchase capital equipment, and fund staff in Information Services. As a Special Revenue Fund, the fund must be balanced within the fund.

Mr. Zeunik mentioned that the largest Contractual Services line item in the FY'2004 Recommended Budget have been budgeted at the same level or less as in the FY'2003 Adopted Budget. The Contract Services line item account is budgeted at \$60,000.00 in the FY'2004 Recommended Budget. This line item account provides partial funding for the analysis and development of the Civil Case Management phase of the Integrated Justice Information System project. Mr. Zeunik noted that the Capital Outlay line-item account includes funds to purchase capital equipment in order to replace 1/3 of the IJIS PC's for staff in the Circuit Clerk's office, purchase IJIS laser printers, and purchase new laptop computers for the Judges. The Interfund Transfer line item has been increased from \$49,453.00 in the FY'2003 Adopted Budget to \$72,273.00 in the FY'2004 Recommended Budget. This line item covers a percentage of the salary expense for staff in Information Services, who maintain and support the IJIS application for the Circuit Clerk's Office. This line item account also includes 0.50 FTE salary expense and employee benefit expense for the Traffic Data Entry Team Leader in the Circuit Clerk's Office.

Justice Committee Meeting Minutes
October 6, 2003
Page Twelve

Ms. Rackauskas asked for clarification with the Computer Repair Fund 0750.0003 amount of \$10,000.00 for the FY'2004 Recommended Budget. Ms. Parker explained that due to the explosion and fire, the Circuit Clerk's Office was informed not to expect the

office equipment to last as long as projected. So in anticipation of higher repair costs or actual replacement costs next year, the budget was increased. This equipment is not covered under the County insurance. Ms. Phyllis Nelson, Chief Deputy, Circuit Clerk's Office, stated that some of the anticipated expense was calculated based on the repairs to the laser and dot matrix system. Ms. Parker explained that the Civil Division of the Circuit Clerk's Office uses a dot matrix printer. Until that system is replaced by IJIS, this system has to be maintained. Ms. Nelson noted that the vendor and service staff for the dot matrix are housed in Peoria, so mileage is part of the repair expense.

Ms. Rackauskas wondered if a study has been done where a comparison is made on the actual expense between repairing old equipment and purchasing new one.

Ms. Parker replied that she does not have this information at hand, but can gather this information for the Committee in the future.

The Committee did not have any further questions for Ms. Parker.

Mr. Zeunik presented the Circuit Clerk's Document Storage Fund 0142. The Circuit Clerk's Court Document Storage Fund was established pursuant to Illinois law. This Special Revenue Fund was established to assist the Circuit Clerk's Office to maintain and store Court records and documents. Through the collection of a Court Document Storage fee, the Circuit Clerk's Office has available funds which can be used to purchase operating supplies, contract for services, and purchase capital equipment. As a Special Revenue Fund, the fund must be balanced within the Fund. The Court Document Storage Fee line item account has been budgeted at \$180,000.00 in the FY'2004 Recommended Budget. This increase is based on a review of last year's actual revenue and the year to date revenue.

Mr. Zeunik noted that under the Expenditures, the Occasional/Seasonal Employee line item account has decreased from \$28,912.00 in the FY'2003 Adopted Budget to \$20,361.00 in the FY'2004 Recommended Budget. This line item account is used by the Circuit Clerk to hire summer help to cover for vacations and to enter/maintain/retrieve information in the Court Record file. The Materials and Supplies line item accounts in the FY'2004 Recommended Budget have been budgeted at the same level or less as in the FY'2003 Adopted Budget. The Operational Supplies line item account is budgeted at \$37,500.00 in the FY'2004 Recommended Budget. Some of the operational supplies purchased through this line item include Criminal Case Binders; Traffic Jackets with Color Coded Numbers; Ordinance and Conservation Jackets with Color Coded Numbers; DUI Case Binders, and file jackets.

Justice Committee Meeting Minutes

October 6, 2003

Page Thirteen

Mr. Zeunik pointed out that the Contractual Services line item accounts in the FY'2004 Recommended Budget have been budgeted at the same level or less as in the FY'2003 Adopted Budget. The Contract Services line item account is budgeted at \$40,000.00 in the FY'2004 Recommended Budget. This line item account is used to

partially fund the design and development of the IJIS for the Circuit Clerk's Office. The Microfilming Services line item account is budgeted at \$40,000.00 in the FY'2004 Recommended Budget. This line item account pays for the microfilming services that are now being provided by an outside contractor. Mr. Zeunik noted that under the Capital Outlay, the Purchase of Furnishings/Office Equipment line item account includes funding for the purchase of additional shelving units or roller racks for record and document storage.

Ms. Rodgers asked why the County's IMRF contribution shows a zero balance.

Mr. Zeunik explained that the Occasional/Seasonal Employees are anticipated to be on a part-time basis, so there is no need to fund IMRF benefits. An employee must work 1,000 hours to qualify for IMEF benefits.

Chairman Renner asked if there were any more questions regarding the Circuit Clerk's Court Document Storage Fund. Members did not have any further questions.

Mr. Zeunik presented the Circuit Clerk's Child Support Collection Fund 0143. The Circuit Clerk's Child Support Collection Fund was established pursuant to Illinois law. This Special Revenue Fund was established to assist the Circuit Clerk's Office to collect and remit child support payments pursuant to the order of the Circuit Court. Through the collection of a Child Support Enforcement fee, the Circuit Clerk's Office has available funds which can be used to pay personnel expenses, purchase operating supplies, contract for services, and purchase capital equipment. As a Special Revenue Fund, the fund must be balanced within the Fund.

Mr. Zeunik stated that there is no change in FTE Staffing Level in the FY'2004 Recommended Budget. The Materials and Supplies line item accounts in the FY'2004 Recommended Budget have been budgeted at less than the FY'2003 Adopted Budget. Mr. Zeunik noted that all Contractual Services line item accounts in the FY'2004 Recommended Budget have been budgeted at less than the FY'2003 Adopted Budget with the exception of the Administrative Surcharge. The Administrative Surcharge line item account has increased from \$250.00 in the FY'2003 Adopted Budget to \$258.00 in the FY'2004 Recommended Budget. This increase is based on an overall 3% increase in the Administrative Surcharge assessed to certain Special Revenue Funds.

Hearing no further questions regarding the Circuit Clerk's Child Support Collection Fund, Chairman Renner moved to the next budget listed on the agenda.

Mr. Zeunik reviewed the Circuit Clerk's IV-D Child Support Fund 0156. Mr. Zeunik

Justice Committee Meeting Minutes

October 6, 2003

Page Fourteen

stated that the Circuit Clerk's IV-D Project Special Revenue Fund 0156 was established to account for the receipt of Illinois Department of Public Aid Grant Funding and the expenditures for the Child Support Enforcement program in the Circuit Clerk's Office. The Fiscal Year 2004 Recommended Budget reflects anticipated funding for the fiscal

year. The Illinois Department of Public Aid line item account is budgeted at \$35,948.00 in the FY'2004 Recommended Budget, the same amount as in the FY'2003 Adopted Budget. This reflects the projected contract payment from the Illinois Department of Public Aid for funding the Circuit Clerk's Child Support IV-D Program.

Mr. Zeunik noted that there is no change in the FTE Staffing level in the FY'2004 Recommended Budget. The Materials and Supplies line item accounts show an overall decrease of 22% over the FY'2003 Adopted Budget. This decrease is based on the contract agreement between the Illinois Department of Public Aid and the Circuit Clerk's Office. The Contractual line item accounts show an overall decrease of 64% over the FY'2003 Adopted Budget. This decrease is based on the contract agreement between the Illinois Department of Public Aid and the Circuit Clerk's Office.

At this time, Mr. Terry Lindberg, Assistant County Administrator, referenced the Request for Approval of the Circuit Clerk Fee Ordinance listed on the agenda.

Mr. Zeunik explained that Illinois law sets the minimum and maximum fees a Circuit Clerk is permitted to charge for specific fees. As a result of Public Act 093-0039 and Public Act 093-0558, the County Board may increase the fees charged by the Circuit Clerk. These fees have not been increased since 1977.

Mr. Lindberg noted that two of the biggest fee changes regard the filing fees for general civil cases. At the present time, the portion of the filling fee that is directed to the Circuit Clerk's Office is \$40.00. In January 2004, this filling fee portion will increase to \$160.00. As pointed out earlier by Mr. Zeunik, passage of this ordinance would generate an estimated \$605,000.00 in new revenue. But, one of the fall outs of the State's Attorney's effort to be more selective in filing cases and charges is that the County was experiencing a revenue decline. The \$605,000.00 estimated will immediately be reduced to \$391,000.00 because of the deficit presently in place.

Ms. Rodgers asked if most of the fees listed have been raised to their maximum level. Ms. Parker answered that most of the fees have been raised to the maximum level allowed.

Mr. Lindberg pointed out that the last part of the ordinance raises the Court Security Fees. This fee will pay for the Sheriff's deputies assigned to provide Court Security. In the past, there has been six deputies funded out of the Court Security Fees. The Court Security Fund has been running at a deficit in the past and has been balanced by transferring monies from the General Fund. Unfortunately, the revenue generated by

Justice Committee Meeting Minutes
October 6, 2003

Page Fifteen

this fee can only be spent for this expense.

Chairman Renner asked if members had any questions regarding the Ordinance setting the Fees to be charged by the McLean County Circuit Clerk. The Committee members did not have any further questions.

Motion by Rackauskas/Rodgers to Recommend Tentative Approval of the Circuit Clerk's Office Budget in the General Fund and the Special Revenue Fund Budgets, with the amendment of decreasing the Schooling/Conference line item from \$1,500.00 to \$1,000.00 in the Circuit Clerk's Office Fund 0001-0015. Motion carried.

Motion by Rodgers/Nuckolls to Recommend Approval of an Ordinance by the McLean County Board Setting the Fees to be Charged by the McLean County Circuit Clerk. Motion carried.

Mr. Zeunik presented the Court Services Department budget. Mr. Zeunik pointed out that the Probation Officers Salary Reimbursement revenue line item account has increased from \$1,712,990.00 in the FY'2003 Adopted Budget to \$1,817,063.00 in the FY'2004 Recommended Budget. This increase is attributable to the adopted salary reimbursement level for the adult and juvenile probation officers as approved in the budget of the Administrative Office of the Illinois Courts (the "AOIC"). The FY'2004 State of Illinois Budget includes funding to reimburse only 91% of the Probation Officer Salary Reimbursement. For your information, fifteen officers in Court Services are reimbursed at a subsidy level of \$1000.00 per month. All other officers are to be reimbursed at 100% of the salary expense.

Mr. Zeunik mentioned that the Illinois Department of Public Aid revenue line item account has decreased from \$155,000.00 in the FY'2003 Adopted Budget to \$55,000.00 in the FY'2004 Recommended Budget. This revenue line item accounts for reimbursement received from the Illinois Department of Public Aid for the care and support of juveniles. This decrease is based on a review of last year's actual revenue and the year to date revenue received. The Reimbursement Special Prisoners line item account has decreased from \$235,425.00 in the FY'2003 Adopted Budget to \$208,190.00 in the FY'2004 Recommended Budget. This decrease reflects the decrease in the number of beds at the Juvenile Detention Center, which are leased to other Counties on a contract basis or on a per diem basis.

Mr. Zeunik noted that the Transfer from Other Funds line item account has increased from \$170,000.00 in the FY'2003 Adopted Budget to \$174,649.00 in the FY'2004

Justice Committee Meeting Minutes
October 6, 2003
Page Sixteen

Recommended Budget. This Transfer from the Adult Probation Services Fee Fund 0146 covers the salary and employee medical expense of the two Domestic Violence probation officers and the clerical support position. This Transfer from the Adult Probation Services Fee Fund 0146 also covers the shortfall in salary reimbursement from the AOIC. Because

of the State's budget problems and the impact of the State's shortfall on County governments, the AOIC has approved the use of Adult Probation Services fee revenue to make up the difference between the actual salary reimbursement received from the State and the statutory requirement to provide 100% salary reimbursement. The Contributions from Family with Dependent Children line item account has decreased from \$15,000.00 in the FY'2003 Adopted Budget to \$6,580.00 in the FY'2004 Recommended Budget. This decrease is attributable to the policy of the current Juvenile Court judges to order families to reimburse the County for the care and support of the McLean County youth detained at the Juvenile Detention Center.

Mr. Zeunik explained that the change in the FTE Staffing level in the FY'2004 Recommended Budget corrects an error that was made in the FY'2003 Adopted Budget. There is no increase in the full-time staffing for the Court Services Department. All Materials and Supplies line item accounts have been budgeted in the FY'2004 Recommended Budget at either the same level or less as in the FY'2003 Adopted Budget with the exceptions of the Books/Videos/Publications, Office Supplies, Operational Supplies, Personal Hygiene Supplies and Postage.

Mr. Zeunik pointed out that all Contractual line item accounts have been budgeted in the FY'2004 Recommended Budget at either the same level or less as in the FY'2003 Adopted Budget with the exception of the Contract Services line item account which has decreased from \$1,750.00 in the FY'2003 Adopted Budget to \$1,615.00 in the FY'2004 Recommended Budget. This decrease is based on actual usage under the contract for Pager Services. The Care of Dependent Children line item account has decreased from \$350,000.00 in the FY'2003 Adopted Budget to \$200,00.00 in the FY'2004 Recommended Budget. Court Services and the Circuit Court have implemented a new procedure to control and limit the expenditures in this line item account. Based on the year to date expenses as of the date the Recommended Budget was prepared, this new procedure appears to be limiting the expenditures to the total dollar amount budgeted. The cost for placement of youth continues to rise and the number of youth in need of placement also continues to rise.

Ms. Rackauskas asked for an explanation of the procedure that has caused the decrease in the Care of Dependent Children line item. Ms. Castleman explained that Court Services is performing a more thorough internal review of the cases prior to the placement of children to make sure that the child is properly taken care of by the different agencies. Mr. Zeunik pointed out that the per diem cost continues to increase. The agencies where these youths can be placed in continue to increase their daily fees. Justice Committee Meeting Minutes October 6, 2003
Page Seventeen

Historically, this has been a line item that often exceeded the budgeted amount because the children were sent out and were allowed to renew placement after the initial period was completed.

Mr. Zeunik noted that the Equipment Maintenance line item account has increased from

\$1,865.00 in the FY'2003 Adopted Budget to \$2,415.00 in the FY'2004 Recommended Budget. This increase is attributable to the maintenance contract expense for the copy machines in the department being charged to this line item account.

Mr. Zeunik informed the Committee that the Interest Expense is a new line item account, which has been added in the FY'2004 Recommended Budget. Governmental Accounting Standards Board 34 (GASB 34) requires that the interest expense on lease-purchase agreements be reported as a separate line item in the annual operating budget. Please note that the Lease/Purchase Office Equipment line-item account has been reduced to reflect only the principal amount of the payment.

Ms. Castleman added that with the Public Aid revenue has decreased. This is due to a correlation with the number of placements made. When placements are down so is the revenue achieved from it, because for every youth that is placed, a percentage is reimbursed back to the County.

Chairman Renner asked if the Committee members had any more questions. The members did not have any.

Mr. Zeunik presented the Juvenile Probation Fees Service Fund 0145 Recommended Budget. Mr. Zeunik stated that the Juvenile Probation Services Fee Fund is a Special Revenue Fund, which was established pursuant to State law. The Court can order juvenile probationers to pay a Probation Services fee to the Court Services Department. The revenue generated from this fee can only be used to provide services to juvenile probationers. State law requires that the revenue collected in the current fiscal year be appropriated in the following fiscal year. As a result, the revenue budgeted in FY'2004 has already been collected and is available to be appropriated for services. As a Special Revenue Fund, the Juvenile Probation Services Fee Fund must be balanced within the Fund. Mr. Zeunik noted that the Juvenile Probation Services Fees revenue line item has decreased from \$11,520.00 in the FY'2003 Adopted Budget to \$4,000.00 in the FY'2004 Recommended Budget. This revenue line item account projects the actual revenue to be generated from Juvenile Probation Services fees during FY'2003. Pursuant to State law, the Probation Services fees cannot be appropriated on a prospective basis.

Mr. Zeunik commented that the Contract Services line item account has decreased from \$44,520.00 in the FY'2003 Adopted Budget to \$42,520.00 in the FY'2004 Recommended Budget. This line item covers the contracts with the Community Service providers, Justice Committee Meeting Minutes

October 6, 2003

Page Eighteen

counseling services, and other services for juvenile offenders.

Chairman Renner asked if anyone had any questions regarding the Juvenile Probation Fee Services budget. No further questions were presented.

Mr. Zeunik referenced the Adult Probation Fee Services Fund 0146. The Adult Probation Services Fee Fund is a Special Revenue Fund, which was established pursuant to State law. The Court can order adult probationers to pay a Probation Services fee to the Court Services Department. The revenue generated from this fee can only be used to provide services to adult probationers. State law requires that the revenue collected in the current fiscal year be appropriated in the following fiscal year. As a result, the revenue budgeted in FY'2004 has already been collected and is available to be appropriated for services.

As a Special Revenue Fund, the Adult Probation Services Fee Fund must be balanced within the Fund. The money has to be collected this year and the money available in the fund balance becomes the basis for next year's budget. Mr. Zeunik presented the Committee with a revised Adult Probation Services Fee budget. The only major changes to be noted in the proposed budget regard the revenue to be collected and the change in the contract services line.

Mr. Zeunik noted that the Testing Fees revenue line item accounts for the Drug Test Screening Fee (\$15.00) assessed to adult probationers for each test. The testing fee is taken from the Adult Probation Service fee assessed. This revenue line item has increased from \$24,600.00 in the FY'2003 Adopted Budget to \$27,000.00 in the FY'2004 Recommended Budget. This increase is based on a review of last year's actual revenue and the year to date revenue received, as of the date the Recommended Budget was prepared. All offenders are being ordered to pay for the drug screening/drug testing.

The Probation Services Fees revenue line item has decreased from \$255,243.00 in the FY'2003 Adopted Budget to \$196,666.00 in the FY'2004 Recommended Budget. This revenue line item account projects the actual revenue to be generated from Probation Services fees during FY'2003. Pursuant to State law, the Probation Services fees cannot be appropriated on a prospective basis.

Chairman Renner commented that basically this fund is down on revenues.

Ms. Castleman explained that the fund is down on revenue, but part of the problem can be attributed to an error made on the available fund balance.

Chairman Renner noted that based on the summary sheet provided in the agenda packet, an option to balance this item is instead of asking for the \$53,000.00 in the Materials & Supplies line item, it is now proposed at \$42,500.00. The Contractual line

Justice Committee Meeting Minutes

October 6, 2003

Page Nineteen

items are decreasing from \$157,000.00 to \$51,800.00. Under the Capital items, a decrease from \$53,500.00 to \$38,000.00 is documented. Chairman Renner asked what is happening to \$100,000.00 under the Contractual lines. Ms. Castleman explained that the Adult Probation budget has to balance with revenues received this year and what was held from last year. Ms. Castleman noted that in the past, when the office was not sure what was going to be spent, the difference would be transferred into the contractual line fund in order

to balance the budget. Now, since there is an approximate \$130,000.00 deficit, this figure is coming out of the contractual line fund to balance the budget.

Chairman Renner asked if the members had any further questions regarding the Adult Probation Fee Services Fund 0146. Committee did not have any questions.

Motion by Rackauskas/Nuckolls to Recommend
Tentative Approval of the Court Services Department
0022 budget, Juvenile Probation Fees Services Fund
0145 and the Adult Probation Fee Services Fund
0146, as amended. Motion carried.

Mr. Zeunik reminded the Committee that subsequent budget meetings may be needed in the future and this would be a perfect time to schedule these meetings. After some discussion, the Committee decided to meet immediately after the County Board meeting on Tuesday, October 21, 2003, in Room 700. A second budget meeting was scheduled for October 27, 2003 at 5:15 p.m., in Room 700, if there is a need to finish the budget.

Chairman Renner presented the bills, as transmitted and recommended by the County Auditor, for review and approval by the Justice Committee.

Motion by Nuckolls/Rackauskas to recommend approval of the bills, as presented by the County Auditor. Motion carried.

There being nothing further to come before the Committee at this time, Chairman Renner adjourned the meeting at 7:15 p.m.

Respectfully submitted,

Carmen I. Zielinski
Recording Secretary
E:\AnnMinutes\Just_Oct.03.doc