

## **Minutes of a Special Justice Committee Meeting**

The Justice Committee of the McLean County Board held a special meeting on Monday, October 7, 2013 at 4:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, Illinois.

Members Present: Chairman Caisley; Members McIntyre, Soeldner (4:28 p.m.), Rankin, Schafer, and Wollrab

Members Absent: None

Other County Board  
Members Present: None

Staff Present: Mr. Bill Wasson, County Administrator; Ms. Hannah Eisner, Assistant County Administrator and Ms. Judith LaCasse, Assistant to the County Administrator

Department Heads/  
Elected Officials  
Present: Mr. Curt Hawk, Director, EMA; Sheriff Mike Emery; Mr. Jason Chambers, State's Attorney; Mr. Don Everhart, Circuit Clerk

Others Present: Mr. Rusty Thomas, Chief Deputy Sheriff; Ms. Cindy Outlaw, Administrative Assistant, State's Attorney's Office

Chairman Caisley called the meeting to order at 4:03 p.m.

Mr. Bill Wasson, County Administrator, introduced the review of the Fiscal Year 2014 Recommended Budget for the following departments:

**Emergency Management Agency – 0001-0047** can be found on pages 213-218 of the FY'2014 Recommended Budget and pages 1-4 of the Summary in the Agenda packet.

Mr. Curt Hawk, Director, EMA, stated that he kept the budget as conservative as possible. He noted that he applies for all of the grants he can in an attempt to increase the revenue.

Highlights of the Recommended Budget:

### **REVENUE:**

**404.0035 E.M.A. Grant:** This revenue line item account remains the same as FY'2013 Adopted Budget at \$56,587 in the FY'2014 Recommended Budget, based on the availability of State reimbursement.

404.0101 Hazardous Material Grant: This account has decreased from \$12,500 in FY'2013 to \$8,600 in the FY'2014 Recommended Budget based upon anticipated funding for FY 2014.

407.0135 Nuclear Safety Grant: This revenue line item account remains the same as FY'2013 Adopted Budget at \$12,500 in the FY'2014 Recommended Budget, based on the availability of State reimbursement.

EXPENDITURES:

Personnel:

The FTE Staffing level in the FY'2014 Recommended Budget remains unchanged.

Materials and Supplies:

All Materials and Supplies line item accounts in the FY'2014 Recommended Budget have been budgeted at the same level or less than the FY'2013 Adopted Budget as the Department conducts a concerted effort to reduce costs..

Contractual:

All Materials and Supplies line item accounts in the FY'2014 Recommended Budget have been budgeted at the same level or less than the FY'2013 Adopted Budget as the Department conducts a concerted effort to reduce costs.

Motion by Wollrab/Rankin to recommend tentative approval  
of the Emergency Management Agency – (0001-0047)  
FY'2014 Recommended Budget as submitted.  
Motion carried.

**State's Attorney's Office – 0001-0020** can be found on pages 96-103 of the FY'2014 Recommended Budget and pages 5-8 of the Summary in the Agenda packet.

Highlights of the Recommended Budget:

REVENUE:

410.0074 State's Attorney's Fees: This line item decreases to \$82,200 for FY'2014 from \$84,640 in the FY'2013 Adopted Budget.

407.0003 State's Attorney Salary: The County is supposed to receive 90% reimbursement for the State's Attorney Salary. Based upon FY'2011, 2012 & 2013 experience, we anticipate receiving \$142,000 in the FY'2014 Recommended Budget.

407.004 Assistant State's Attorney Salary Reimbursement: The County normally receives funding to defray the cost of an Assistant State's Attorney because we have a major state facility (Illinois State University) located in our county. Based upon our experience over the past 3 years, we expect to receive only \$28,000.

407.0041 Victim Witness Grant: It is anticipated, based upon FY'2011, 2012 & 2013 experience, we will receive only \$26,550 in Victim Witness Grant funding in FY'2014.

EXPENDITURES:

Personnel:

There is No Change in the Full-Time Equivalent Staffing level in the FY'2014 Recommended Budget.

Materials and Supplies:

All 600 line item accounts have been budgeted in the FY'2014 Recommended Budget at the same level or less than 1% increase from the FY'2013 Adopted Budget with the following exceptions:

620.0001 Operational Supplies: This line item account has been increased from \$14,118 in the FY'2013 Adopted Budget to \$16,540 in the FY'2014 Recommended Budget based on a review of the year-to-date expenses as of the date the Recommended Budget was prepared.

Contractual Services:

All Contractual line item accounts have been budgeted in the FY'2014 Recommended Budget at the same level or less with the following exceptions:

728.0001 Transcript Expense: This line item account has been increased from \$37,648 in the FY'2013 Adopted Budget to \$40,350 in the FY'2014 Recommended Budget based on a review of the year-to-date expenses as of the date the Recommended Budget was prepared.

750.0001

Equipment Maintenance Agreement: This line item account has increased from \$3,607 in the FY'2013 Adopted Budget to \$5,000 in the FY'2014 Recommended Budget due to contract renewal rate effective in 2013.

Chairman Caisley asked if the increase in transcript expense is grand jury transcripts. Mr. Chamber replied that it is due to jury transcripts as well as the increased number of felony cases. He pointed out that Schooling and Conferences was reduced as this is an example of where the Drug Asset Forfeiture Fund can be used.

Mr. Rankin asked if Mr. Chambers sees any foreseeable change in staffing in the future. Mr. Chambers replied that the State's Attorney's office is doing okay, although he has a prosecutor out on maternity leave which causes coverage issues. He added that when cuts were made in staff a couple years ago, it was mostly support staff that was cut, which has caused the most difficulty at this time. Mr. Chambers pointed out that one of the areas that is far behind due to lack of staff is the closing of case files, which is significantly backed up.

There was a continued discussion on potential ways to alleviate the back-up, such as temporary help or interns. Mr. Chambers commented that it would take someone with some experience, such as a retired employee.

Chairman Caisley asked if the increase in felonies is due to a change in the law or statute. Mr. Chambers explained the many reasons for increased felony charges, including screening and prosecuting old cases.

Motion by Schafer/Rankin to recommend tentative approval  
of the State's Attorney's Office – (0001-0020) FY'2014  
Recommended Budget as submitted.  
Motion carried.

**State's Attorneys IV-D Child Support Enforcement – 0156-0020** can be found on pages 104-108 of the FY'2014 Recommended Budget and pages 9-12 of the Summary. Mr. Wasson stated that this Child Support Enforcement program has previously been seen in other departments.

Highlights of the Recommended Budget:

The State's Attorney'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.

REVENUE:

404.4000 Child Support IV-D: This line item account declines to \$166,301 in the FY'2014 Recommended Budget from \$169,894 in the FY'2013 Adopted Budget.

407.4000 Illinois Department of Public Aid: This line item account remains the same as FY'2013 Adopted Budget at \$91,493 in the FY'2014 Recommended Budget.

EXPENDITURES:

Personnel:

There is no change in the FTE Staffing level in the FY'2014 Recommended Budget.

Materials and Supplies:

All of the Materials and Supplies line item accounts in the FY'2014 Recommended Budget have been budgeted at the same level as in the FY'2013 Adopted Budget.

Contractual Services:

All of the Contractual line item accounts in the FY'2014 Recommended Budget have been budgeted at the same level as the FY'2013 Adopted Budget except for the following:

778.0002 Administrative Surcharge This line item account has increased from \$1,997 in the FY'2013 Adopted Budget to \$6,591 in the FY'2014 Recommended Budget to reflect the modifications in budgeted funding relating to the grant support for this program and corresponding elimination of office rental from the grant in 2013.

Mr. Wasson explained that the State zeroed out this surcharge last year and, through the budget process with the state as part of the negotiated completion of this grant, we increased the Administrative Surcharge back up to close to where it was previously.

Mr. Wasson advised that the biggest problem for the Child Support Enforcement Program is file storage, which couldn't be provided in the Law and Justice Center. He noted that the Program is now housed in the 200 W. Front building. Chairman Caisley suggested that some storage could be found at the Juvenile Detention Center, but it wouldn't be readily at hand. Mr. Chambers stated that that Division is mostly pass-through from the State.

Ms. Schafer asked about the increase of \$100 to \$2,000 in the Telephone Service Line Item #0795.0003. Mr. Wasson indicated that sometimes the charges to the State change from one year to the next, depending upon what is an allowable expense under the grant. This year, it was possible to charge for the telephone service.

Mr. Chambers stated that McLean County is one of the few counties in the state that gets almost 100% reimbursement for the Child Support Enforcement Program.

Motion by Rankin/Wollrab to recommend tentative approval of the State's Attorneys IV-D Child Support Enforcement Program – (0156-0020) FY'2014 Recommended Budget as submitted.

Motion carried.

**State's Attorney's Office – Multidisciplinary Domestic Violence Grant – 0160-0020** can be found on pages 109-112 of the FY'2014 Recommended Budget and pages 13-15 of the Summary in the Agenda packet.

Highlights of the Recommended Budget:

The Multidisciplinary Domestic Violence Grant Fund 0160 is a Special Revenue Fund, which was established to account for the receipt and expenditure of a State Grant from the Illinois Criminal Justice Information Authority. This multidisciplinary grant was awarded to the State's Attorney's Office to provide funding to the State's Attorney, Court Services, the Sheriff's Department and Community-based agencies to initiate a multidisciplinary approach to domestic violence cases and issues within the community. The FY'2005 Adopted Budget included funding for the first year of this grant. In the FY'2014 Recommended Budget, the State's Attorney's Office is scheduled to receive \$52,341 of the total grant award. This funding is will cover the salary and benefit expense for 0.66 FTE Assistant State's Attorney II. This grant expires on August 31, 2014.

Motion by McIntyre/Rankin to recommend tentative approval of the State's Attorney's Office – Multidisciplinary Violence Grant – 0160-0020 FY'2014 Recommended Budget as submitted.

Motion carried.

**Sheriff's Department – 0001-0029** can be found on pages 135-145 of the FY'2014 Recommended Budget and pages 16-19 of the Summary in the Agenda packet.

Mr. Wasson stated that it was possible to identify a expenditure reduction due to an error in the budget in Line Item 795.0003. He noted that the line is listed at \$48,000 and it should be \$18,000. Mr. Wasson indicated that the reason it is inconspicuous is because before the IP phone system was in place, that figure is what we were paying for the phones for the Sheriff's Department.

Highlights of the Recommended Budget:

**REVENUE:**

Overall Sheriff's Department revenue lines are recommended to be unchanged from the FY'2013 Adopted Budget.

**EXPENDITURES:**

**Personnel:**

The FTE Staffing level in the FY'2014 Recommended Budget is unchanged.

Mr. Wasson noted that there will be some increases in overtime, which includes both estimates on overtime and anticipated results of the arbitration process. He indicated funding has been included in that line for that process. That will not be put into an individual personnel line until such time as an arbitrator's ruling is reached.

**Materials and Supplies:**

Overall, materials and supplies in the FY'2014 Recommended Budget decrease by 1%. Materials and supplies lines remain the same or are reduced, other than the following:

601.0001 Clothing/Employees: This line item account increases from \$34,080 to \$35,430 in the FY'2014 Recommended budget, due to the requirement to uniform new employees due to turnover.

620.0001 Operating /Office Supplies: This line item account has increased from \$56,764 in the FY'2013 Adopted Budget to \$58,264 in the FY'2014 Recommended Budget based upon review of previous year expenditures.

Contractual:

All of the Contractual line item accounts in the FY'2014 Recommended Budget have been budgeted at the same level or less than the FY'2013 Adopted Budget with the overall exception of the following:

743.0001 Radio Communications Equipment: This line item account has increased from \$38,562 in the FY'2013 Adopted Budget to \$43,662 in the FY'2014 Recommended Budget to allow increase in STARCOM radio maintenance agreement costs.

795.0001 Telephone Service: has increased from \$15,000 in the FY'2013 to \$18,000 due to actual costs associated with services upon completion of the IP phone system upgrades and associated budget adjustments.

Mr. Wasson pointed out that we are now seeing the savings to the County by the transition to the IP phone system.

Mr. Rankin asked if the overtime issues are consistent enough to consider hiring additional employees. Sheriff Emery replied that it is difficult to determine overtime, as it is based upon need. Sheriff Emery reviewed several overtime experiences, such as staying over a shift for a late call and subsequent reports, Jail shift change situations and subsequent reports, officers out on sick leave, etc. Sheriff Emery noted that revenue is received when some officers are hired by rural communities for special events or circumstances. Mr. Wasson pointed out that when there is turnover, the hiring process, including training, can be as much as six months, which requires overtime until the positions are filled.

Mr. Rankin asked what accounts for the turnover. Sheriff Emery replied that there have been several retirements, or some new hires change their minds or don't pass training. He stated that the turnover is based on natural occurrences, not economic issues.

Mr. Soeldner asked if hiring out some Deputies to rural communities produces revenue. Sheriff Emery replied that it is budget-neutral. Mr. Soeldner indicated that he believes it is good public relations having County Deputies available at rural events.

Motion by Soeldner/Rankin to recommend tentative approval of the Sheriff's Department – (0001-0029) FY'2014 Recommended Budget as amended to reduce Line Item 795.0003 Telephone Services from \$48,000 to \$18,000.  
Motion carried.

**Sheriff's Department Court Security Fund – 0141-0029** can be found on pages 146-149 of the FY'2014 Recommended Budget and pages 20-23 of the Summary in the Agenda packet.

Highlights of the Recommended Budget:

The Court Security Fund is a Special Revenue Fund established pursuant to Illinois law. The Circuit Court can assess a Court Security Fee. This fee is to be used to provide funding for the Court Security program within the Sheriff's Department. The revenue generated from the Court Security Fee can be used to pay personnel expenses, purchase operating supplies, and contract for services and purchase capital equipment. As a Special Revenue Fund, the Court Security Fund must be balanced within the Fund.

**REVENUE:**

**410.0090 Court Security Fee:** This revenue line item account has been reduced from \$360,000 in the FY'2013 Budget to \$315,745 in the FY'2014 Recommended Budget. This is based on a review of previous year's actual revenues and the year-to-date revenues received as of the date the Recommended Budget was prepared. Pursuant to County Board approval, the Court Security fee was last increased on January 1, 2004.

Mr. Wasson stated that while there has been a slight increase in fee revenue, it continues to be a concern. He indicated that at the request and with the cooperation of the Sheriff's Department, an effort is being made to minimize the cost in this fund.

Mr. Wasson indicated that this fund was reduced by one FTE two years ago when provisions were made for the use of video conferencing between the Jail and the Courts that eliminated the need to move inmates back and forth.

Sheriff Emery reiterated that this is a bid position by contract, so it is difficult to appoint the young Deputies because it is the seniority Deputies who take these types of positions. He added that increasing Court Security fees, by statute, is a possibility.

Ms. Eisner noted that the maximum fee that can be charged is \$25.00.

Sheriff Emery advised that the practice of issuing Ordinance Violation contributes to the loss of fee revenue.

EXPENDITURES:

Personnel:

There is No Change in the Full-Time Equivalent Staffing level in the FY'2014 Recommended Budget. Salary reductions are attributable to changes in personnel paid from this fund.

Materials and Supplies:

All Materials and Supplies line item accounts in the FY'2014 Recommended Budget have been budgeted at the same level or less than the FY'2013 Adopted Budget

Contractual Services:

All Contractual line item accounts in the FY'2014 Recommended Budget have been budgeted at the same level or less than the FY'2013 Adopted Budget

Motion by Schafer/Rankin to recommend tentative approval of the Sheriff's Department Court Security Fund – (0141-0029) FY'2014 Recommended Budget as submitted.  
Motion carried.

**Sheriff's Department Multidisciplinary Domestic Violence Grant – 0160-0029** can be found on pages 150-153 of the FY'2014 Recommended Budget and pages 27-28 of the Summary in the Agenda packet.

Highlights of the Recommended Budget:

The Multidisciplinary Domestic Violence Grant Fund 0160 is a Special Revenue Fund, which was established to account for the receipt and expenditure of a State Grant from the Illinois Criminal Justice Information Authority. This multidisciplinary grant was awarded to the State's Attorney's Office to provide funding to the State's Attorney, Court Services, the Sheriff's Department and Community-based agencies to initiate a multidisciplinary approach to domestic violence cases and issues within the community. In the FY'2014 Recommended Budget, the Sheriff's Department is scheduled to receive \$83,786 of the total grant award. This is the same as FY'2010, FY'2011 and FY'2013. This funding will cover the salary and benefit expense for 0.67 FTE Deputy Sheriff assigned full-time to domestic violence cases. The Contract Services funds will be used for community-based services that the Sheriff's Department will use as a part of the multidisciplinary domestic violence program.

The Multidisciplinary Domestic Violence Grant funding is scheduled to end on August 31, 2014.

Motion by McIntyre/Rankin to recommend tentative approval of the Sheriff's Department Multidisciplinary DV Grant – (0160-0029) FY'2014 Recommended Budget as submitted.

Ms. Wollrab referred to Line Item 0599.0001 County IMRF Contribution and asked how it was possible to reduce the IMRF Contribution by 59%.

After some discussion, Mr. Wasson stated that Ms. Eisner and he will review this line item, and recommended that this fund be considered at the November Justice Committee meeting.

Mr. McIntyre and Mr. Rankin withdrew their motions to recommend tentative approval, and Mr. Rankin made a motion to table this budget until the November meeting.

Motion by Rankin/McIntyre to recommend tabling the Sheriff's Department Multidisciplinary DV Grant – (0160-0029) FY'2014 Recommended Budget until the November Justice Committee Meeting.  
Motion carried.

**Merit Board – 0001-0008** can be found on pages 50-54 of the FY'2014 Recommended Budget and pages 27-28 of the Summary in the Agenda packet. The Merit Board maintains the eligibility lists for Deputies and Correctional Officers. The members are appointed by the County.

Highlights of the Recommended Budget:

**EXPENDITURES:**

**Personnel:**

There is No Change in the FTE Staffing level in the FY'2014 Recommended Budget.

**Materials and Supplies:**

All Materials and Supplies line item accounts in the FY'2014 Recommended Budget have been budgeted at the same level or less than 2% increase from the FY'2013 Adopted Budget.

Contractual:

All Contractual line item accounts in the FY'2014 Recommended Budget have been budgeted at the same level or less than 2% increase from the FY'2013 Adopted Budget except the following:

701.0001 Advertising: This line item account has increased from \$3,920 in the FY'2013 Adopted Budget to \$4,410 in the FY'2014 Recommended Budget due to increased advertising costs.

Motion by Schafer/Wollrab to recommend tentative approval of the Merit Board – (0001-0008) FY'2014 Recommended Budget as submitted.  
Motion carried.

**Circuit Clerk's Office General Fund – 0001-0015** can be found on pages 56-61 of the FY'2014 Recommended Budget Book and pages 29-33 of the Summary in the Agenda Packet.

Highlights of the Recommended Budget:

REVENUE:

410.0003 Traffic/Criminal Fines: This revenue line item has decreased from \$525,000 in the FY'2013 Adopted Budget to \$490,500 in the FY'2014 Recommended Budget. This revenue projection is based on a review of the year-to-date revenue as of the date the Recommended Budget was prepared and last year's actual revenue.

410.0042 Street Value Fines: This revenue line item account is budgeted at \$33,000 in the FY'2014 Recommended Budget, which is a \$2,000 reduction from the FY'2013 Adopted Budget. This revenue projection is based on a review of the year-to-date revenue as of the date the Recommended Budget was prepared and last year's actual revenue.

410.0154 TRFF/CRM Conv Surcharge: This revenue line item account is budgeted at \$11,500 in the FY'2014 Recommended Budget which is a 35% increase from \$8,550 in the FY'2013 Adopted Budget. This revenue projection is based on a review of the year-to-date revenue as of the date the Recommended Budget was prepared and last year's actual revenue.

410.0107 County Percentage Share: This revenue line item account is budgeted at \$615,000 in the FY'2014 Recommended Budget which is an increase from \$585,000 in the FY'2013 Adopted Budget. This revenue projection is based on a review of the year-to-date revenue as of the date the Recommended Budget was prepared and last year's actual revenue.

410.0167 Drug Court Fee: This revenue line is budgeted at \$9,800 in the FY'2014 Recommended Budget which is an increase from \$6,225 in the FY'2013 Adopted Budget. This revenue projection is based on a review of the year-to-date revenue as of the date the Recommended Budget was prepared.

410.0169 Drug Court Fee - \$5.00 Fee: This revenue line item account was added in the FY'2008 Recommended Budget to account for the new Drug Court fee. This revenue line item represents the \$5.00 Drug Court fee assessed on all traffic Dispositions and court ordered supervision. This revenue line has increased from \$15,000 in the FY'2013 Adopted Budget to \$20,000 in the FY'2014 Recommended Budget. This revenue projection is based on the year-to-date revenue as of the date the Recommended Budget was prepared.

450.0011 Transfer from Other Funds: This revenue line item account remains unchanged at \$18,503 in the FY'2014 Recommended Budget. This Transfer from Other Funds is from the Circuit Clerk's Court Automation fund. A transfer from the Circuit Clerk's Court Automation Fund covers one-half of the salary expense for a Data Team Leader.

#### EXPENDITURES:

##### Personnel:

The FTE Staffing level in the FY'2014 is unchanged from the 2013 Adopted Budget.

Mr. Wasson stated that the Circuit Clerk's office has had regular turnover. He noted that the Circuit Clerk's office is a large office and has a large contingent of FTE's.

##### Materials and Supplies:

All 600 lines have decreased or remained the same or less than the FY'2013 Adopted Budget.

Contractual:

All Contractual line item accounts in the FY'2014 Recommended Budget have been budgeted at the same level or less than the FY'2013 Adopted Budget except for the following:

706.0001 Contract Services : This line item account has increased from \$9,400 in the FY'2013 Adopted Budget to \$10,000 in the FY'2014 Recommended Budget based upon current contract increases.

718.0001 Schooling/Conferences : This line item account has increased from \$628 in the FY'2013 Adopted Budget to \$800 in the FY'2014 Recommended Budget.

750.0001 Equip. Maintenance: This line item account has increased from \$4,600 in the FY'2013 Adopted Budget to \$6,000 in the FY'2014 Recommended Budget due to increased number of units on maintenance contract upon expiration of lease/purchase.

Mr. Rankin asked what is attributed to the high turnover in the Circuit Clerk's Office. Mr. Everhart replied that there have been some retirements. He added that he terminated three employees for just cause.

Motion by Rankin/Soeldner to recommend tentative approval of the Circuit Clerk's Office General Fund – (0001-0015) FY'2014 Recommended Budget as submitted.  
Motion carried.

**Circuit Clerk Operation & Administration – 0138-0015** can be found on pages 62-64 of the FY'2014 Recommended Budget and pages 34-37 of the Summary in the Agenda packet.

Highlights of the Recommended Budget:

The Circuit Clerk's Operations/Administration Fund 0138 was established pursuant to a 2007 State law providing for an additional fee to be assessed in certain Court cases. This law provided that a portion of the fee assessed be set aside in a new separate fund to pay for the administrative expenses incurred by the Circuit Clerk's Office.

REVENUE:

410.0165 Court Supervision Administrative Fee: This line item account has been decreased from \$17,500 in the FY'2013 Recommended Budget to \$17,300, based on a review of the year-to-date revenues as of the date the Recommended Budget was prepared.

410.0166 Drug Court Administrative Fee: This line item account increases from \$750 in FY 2013 to \$1,100 in the FY'2014 Recommended Budget.

410.0170 Juvenile Records Expungement Fine: This line item account increases from \$2,000 in FY 2013 to \$6,000 in the FY'2014 Recommended Budget based upon experience year-to-date in the current fiscal year.

Mr. Wasson noted that, since the publishing of the Budget Book, \$4,879 has been taken in in that fund.

Mr. Rankin asked what the fee is to expunge a file. Mr. Everhart replied that it is \$136.00.

EXPENDITURES:

Materials & Supplies:

620.0001 Operating Supplies has been increased from \$3,000 in the FY' 2013 Adopted Budget to \$4,250 in the FY' 2014 Recommended Budget, shifting some costs from the general fund.

629.0001 Letterhead/Printed Forms has been increased from \$0 in the FY' 2013 Adopted Budget to \$4,200 in the FY' 2014 Recommended Budget, shifting some costs from the general fund.

Contractual Services:

750.0001 Equipment Maintenance Contract has been increased from \$1,500 in the FY' 2013 Adopted Budget to \$2,720 in the FY'2014 Recommended Budget, based upon year-to date experience and shifting some costs from the general fund.

Motion by Rankin/Wollrab to recommend tentative approval of the Circuit Clerk Operation & Administration – (0138-0015) FY'2014 Recommended Budget as presented.  
Motion carried.

**Circuit Clerk Court Automation – 0140-0015** can be found on pages 65-67 of the FY'2014 Recommended Budget and pages 38-41 of the Summary in the Agenda packet.

Highlights of the Recommended Budget:

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 budget must be balanced within the fund. The Automation Fund charge is \$5.00 in McLean County; the statutory maximum is \$15.00. The General Assembly has passed a law which requires the Automation fund to be doubled, with the additional revenue sent to Springfield to offset Illinois State Police operating costs.

**REVENUE:**

**410.0088 Automation Fee:** This revenue line item account will be reduced from \$155,341 in the FY'2013 Adopted Budget to \$154,000 in the FY' 2014 Recommended Budget. This is based on a review of the year to date revenue, as of the date the Recommended Budget was prepared.

**400.0000 Unappropriated Fund Balance:** This revenue line item account will be increased from \$17,472 in the FY'2013 Adopted Budget to \$86,220 in the FY' 2014 Recommended Budget to allow for purchase of computers and software in this budget. The Unappropriated Fund Balance for Fund 0140 was \$227,204 on December 31, 2012.

Mr. Wasson indicated that when this budget was put together, it was prior to the decision to proceed with the current contract pricing for PC's. Because of that, an Emergency Appropriation Ordinance was submitted relating to the purchase of computers and software. Mr. Wasson stated that, previously, these funds were going to come out of this fund next year. He noted that Line Item 621.0005 Computers Under \$1,000 has been reduced from \$51,000 to \$1,000; and Line Item 750.0004 Software License Agreement has been reduced from \$18,000 to \$1,500. Mr. Wasson advised that these funds do not go back into the General Fund.

Mr. Wasson stated that Line Item 400.0000 Unappropriated Fund Balance will be reduced from \$86,220 to \$19,720.

Motion by Wollrab/McIntyre to recommend tentative approval of the Circuit Clerk Court Automation Fund – (0140-0015) FY'2014 Recommended Budget as amended to reduce Line Item 621.0005 Computers Under \$1,000 from \$51,000 to \$1,000; Reduce Line Item 750.0004 Software License Agreement from \$18,000 to \$1,500; and reduce Line Item 400.0000 Unappropriated Fund Balance from \$86,220 to \$19,720.

Motion carried.

**Circuit Clerk Document Storage – 0142-0015** can be found on pages 68-71 of the FY'2014 Recommended Budget and pages 42-45 of the Summary in the Agenda packet.

#### Highlights of the Recommended Budget:

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, purchase capital equipment, and reimburse expenses incurred by the Records Management staff of Information Services. As a Special Revenue Fund, the fund must be balanced within the Fund.

#### REVENUE:

410.0089 Court Document Storage Fee: This revenue line item account remains the same at \$153,000 from the FY'2013 Budget to \$153,000 in the FY'2014 Recommended Budget, based on a review of last year's actual revenue and the year-to-date revenue, as of the date the Recommended Budget was prepared.

400.0000 Unappropriated Fund Balance: This revenue line item account was budgeted at \$76,789 in the FY'2013 Adopted Budget and will decrease slightly to \$75,084 in the FY'2014 Recommended Budget. As of December 31, 2012, the outside auditor's Comprehensive Annual Financial Report listed the Fund Balance as \$356,842.

#### EXPENDITURES:

##### Personnel:

The FTE Staffing Level in the FY'2014 Recommended Budget is unchanged from FY'2013.

Materials and Supplies:

The total budgeted for all 600 lines has been reduced from \$41,431 in the FY'2013 Adopted Budget to \$40,583 in the FY' 2014 Recommended Budget.

Contractual:

All 700 lines have decreased or remained the same as the FY'2013 Adopted Budget with the exception of the line item 773.001 which has been increased from \$8,000 in the FY' 2013 Adopted Budget to \$9,000 in the FY'2014 recommended budget. This line item primarily covers the cost of 3TB SAN unit archive of images of destroyed court records and on-site document shredding.

Motion by McIntyre/Rankin to recommend tentative approval of the Circuit Clerk Document Storage Fund – (0142-0015) FY'2014 Recommended Budget as submitted.  
Motion carried.

**Circuit Clerk Child Support Collection – 0143-0015** can be found on pages 72-75 of the FY'2014 Recommended Budget and pages 46-49 of the Summary in the Agenda packet.

Highlights of the Recommended Budget:

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.

REVENUE:

410.0093 Child Support Enforcement Fee: This revenue line item account will remain at \$56,345 in the FY'2014 Recommended Budget. This is based on the projected number of Child Support Cases that the Circuit Clerk expects to handle in FY'2014.

400.0000 Unappropriated Fund Balance: This revenue line item account is budgeted at \$3,621 in the FY'2014 Recommended Budget. According to the outside audit for the year ended December 31, 2012, the Child Support Collection Fund finished the year with a fund balance of \$222,206.

EXPENDITURES:

Personnel:

There is no change in the FTE Staffing Level in the FY'2014 Recommended Budget.

Materials and Supplies:

The total budgeted for all 600 lines has been reduced from \$341,431 in the FY'2013 Adopted Budget to \$40,583 in the FY' 2014 Recommended Budget.

Contractual:

All 700 lines have decreased or remained the same as the FY'2013 Adopted Budget with the exception of the line item 773.001 which has been increased from \$0 in the FY' 2013 Adopted Budget to \$2500 in the FY'2014 recommended budget. To provide for credit card compliance processing.

Mr. Wasson noted that the budget amendments relative to the changes to the IV Child Support Enforcement Program 0156-0015 continue to be a challenge. He indicated that there may be some modifications to this in Fiscal Year 2014 based upon the requirement now that the County receive funding from IVD in a much different manner than we have in the past. In the past, it has been a block grant, and now it is based upon actual activity within the fund. Mr. Wasson stated that the good news is that we have a good solid fund balance in the Child Support Fund 143. Upon legal review, it was determined that if there are problems relating to the IVD Program 156, Program 143 funds can be used to address any shortfalls next year in this fund. Mr. Wasson cautioned that there is no solid idea on how this may impact the revenue in the IVD program. He added that the other departments continue to receive their IVD funding on a block type grant basis, the Circuit Clerk does not.

Motion by Soeldner/Wollrab to recommend tentative approval of the Circuit Clerk Child Support Collection Fund – (0143-0015) FY'2014 Recommended Budget as submitted.  
Motion carried.

**Circuit Clerk IDPA IV-D Child Support Enforcement Program – 0156-0015** can be found on pages 76-79 of the FY'2014 Recommended Budget and pages 50-52 of the Summary in the Agenda packet.

Highlights of the Recommended Budget:

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.

REVENUE:

The two revenue line items are budgeted at \$21,633 in the FY'2014 Recommended 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.

EXPENDITURES:

Personnel:

The FTE Staffing level in the FY'2014 Recommended Budget remains at 0.75 FTE for an Office Support Specialist II.

Motion by Wollrab/Rankin to recommend tentative approval of the Circuit Clerk IDPA IV-D Child Support Enforcement Program – (156-0015) FY'2014 Recommended Budget as submitted.

Motion carried.

Chairman Caisley asked if there was any other business or communication for the Justice Committee. Hearing none, he called for a motion to adjourn.

Motion by Rankin/McIntyre to Recommend that the Justice Committee meeting be adjourned at 6:00 p.m.

Motion carried.

Respectfully submitted,

Judith A. LaCasse  
Recording Secretary